

JUN 2014

NEW BUDGET CHECKLIST
(July 2014)

Grantee Legal Name:	Wald University for Higher Education and Scholarship
Date Submitted:	8/21/14
ORI Number:	NB112322
Program Manager:	Patricia Coleman
Total Cost Request:	499,664.43

The Program Manager must complete the following checklist. Please ensure your completed package includes the following before submitting to the Budget Analyst:

- Budget Detail Worksheets Reassigned to the Budget Analyst
- Budget Narrative

Budget Detail Worksheets (in ECM)

The budget detail worksheets (in ECM) should match up with the budget narrative

- All math is calculated correctly.
- The budget is reassigned to the budget analyst.

Budget Narrative

The budget narrative should include an explanation and justification for every item requested. The budget narrative should match up with ECM. All math should be calculated correctly.

- All math is calculated correctly.
- The grantee is aware of new conference requirements in terms of conferences and trainings.
- No food, drinks, or conference trinkets are included in the budget request.

Personnel and Fringe Benefits

Salaries and benefits of personnel for percentage of time spent working directly on the project. Fringe benefits other than paid absences may include FICA (Medicare and Social Security), unemployment, worker's compensation, health insurance, and a pension plan.

- If over 50 percent of a person's time is spent on the project, ensure that the justification warrants that percentage of time spent on the project.

One item must be checked:

- A documented fringe benefit rate (if determined by indirect cost rate agreement) is attached.
- The breakdown of the benefit percentages by category is provided.

Equipment

Equipment is a tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

- All items are more than \$5,000.

Supplies

Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, as defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, etc.

- All items are less than \$5,000.

Travel/Training

Reasonable costs for travel more than 50 miles from program location to conduct project work. Reimbursed based on applicant's written institutional policy if the costs are reasonable and allocable to the project. In the absence of the policy, travel costs will be reimbursed based on the Federal Travel Regulations. For reference, most of the lower 48 Continental US (CONUS) is covered by the standard CONUS per diem rate of \$123 (\$77 lodging, \$46 M&IE). Another point of reference, the average domestic fare in 2011 was \$368

One item must be checked from the first three options:

A written institutional policy for travel is attached.

OR

All per diem rates with known locations have been checked against the GSA Per Diem Rate Database - <http://www.gsa.gov/portal/category/21287>.

OR

If no known location, specify that they will comply with GSA Per Diem Rates or their written institutional travel policy.

No local travel is included in the request, unless a written institutional policy is included.

Consultants/Contracts

Independent consultant rates cannot exceed \$550 per day without written justification and COPS Office approval.

All consultant rates in excess of \$550 per day have an attached justification request.

All sole source procurements in excess of \$100,000 have an attached sole source justification request.

Indirect Costs

The indirect cost rate agreement is attached if they are requesting indirect costs.

If applicable, the indirect cost rate agreement should have a current provisional or final rate.

Participant costs are not included in the calculation.

Additional Comments or Questions:

I certify that the budget submitted for the above referenced grant has been programmatically approved and is ready for final budget clearance. Initials BP Date _____

* For Budget Analyst Only *

Date of Budget Receipt
Budget Clearance Completed
Budget QC Completed

Initials _____ Date _____
Initials _____ Date _____
Initials _____ Date _____

**World Organization for Resource Development and Education-WORDE
BUDGET NARRATIVE**

- A. PERSONNEL Sworn- None
- B. CIVILIAN/NON-SWORN PERSONNEL and FRINGE BENEFITS

SALARIES					
Position	Time - Y1	Time - Y2	Salary - Y1	Salary - Y2	Total Cost
Hedieh Mirahmadi, President of WORDE	20.43%	20.43%	\$30,650	\$30,650	\$61,300
Fatima Durrani or TBD, Senior WORDE Fellow	20.93%	20.93%	\$21,000	\$21,000	\$42,000
Licensed Social Worker (TBD)	26.45%	26.46%	\$14,549.74	\$14,649.79	\$29,299.49
Total Salaries					132,599.49

WORDE's Employees: The President of WORDE Hedieh Mirahmadi will devote 20.43 percent of her time to this project in Years 1 and 2 for a total salary cost of \$61,300. She will be responsible for establishing and maintaining relationships amongst the public and private stakeholders, and assist-oversee the execution of the FCWG programs and Crossroads.

The Licensed Social Worker-Professional Counselor [TBD] will devote 20.93% percent of her time to this project in Years 1 and 2 for a total salary cost of \$29,299.49. This professional will provide evaluations and create individualized care plans for clients at risk of violent extremism, which includes counseling, goal-oriented mentoring and referrals for social services.

The WORDE Senior Fellow Ms Fatima Durrani or TBD will devote 26.25 percent of her time to this project in Years 1 and 2 for a total salary cost of 42,000. Ms Durrani will coordinate stakeholder meetings, plan events, design surveys, and research content for project manual in collaboration with PERF.

Equipment-Technology

None

C. Supplies

None

E. Travel-Training

None

F. Contracts-Consultants

PERF Contract: The contract will cover the cost associated with services provided by PERF for the project.

PERF Employees: Jessica Toliver, PERF's Deputy Director of Technical Assistance, will devote 11 percent of her time to this project in Year 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 42,100.04. Toliver, the Project Manager, will oversee the technical aspects of this project on a daily basis and will coordinate all of PERF's work on this project to ensure the timely achievement of all activities and goals.

Elizabeth Miller, Research Associate, will devote 15 percent of her time to this project in Years 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 25,066.60. Miller will be the lead PERF associate and will assist in all aspects of this project, including overseeing planning and logistics for the forums, and will assist in drafting project documents and the final publication.

Christopher Coghill, Research Assistant, will devote 9 percent of his to time this project in Year 1 and Year 2 for a total salary and benefits cost of 10,913.96. Coghill will provide logistical support to the team for carrying out all of the project's activities.

Craig Fischer, PERF Director of Communications, will devote 2 percent of his time to this project in Year 1 and 6 percent of his time in Year 2 for a total salary and benefits cost of 16,900.08. Fischer will be responsible for reviewing and editing documents and final reports.

PERF's total salaries and benefits equal \$94,980.68

PERF Administrative Costs: PERF's copying is budgeted at 20.00 per month for 24 months for 480.00 total. Telephone and Internet expenses have been budgeted at 60 per month for 24 months for 1,440.00 total. Postage and delivery is budgeted at 9.34 per month for 24 months (224.16 total). A license-software to host webinars is budgeted at 70 per month for 24 months (1,680.00 total). PERF's cost of basic office supplies including pens, paper, printer ink, etc... are estimated at 35.00-month for 24 months for a total of 840.00. Purchase of one laptop computer, which will be utilized by PERF staff during site visits and on general project tasks. A total cost of \$1205.48 is estimated for the laptop.

PERF's total administrative costs equal \$5,869.64.

PERF Indirect: PERF's Department of Justice-approved indirect rate of 48.70 percent is charged against all PERF direct costs, which equal a total of \$49,114.11

Total PERF contract: \$149,964.43

WORDE's Consultants:

The Program Director-Trauma Informed Caseworker Nouf Bazaz will devote 72.5 days at 240 per day to this project for a total two year cost of 17,400. She will provide a range of services to clients and measure their progress in decreasing risk factors of violent extremism. She will also oversee the

Crossroads program design. Ms Bazaz has subject matter expertise with the target populations and the services would NOT be more economical with an employee. WORDE maintains an ongoing contract relationship with her and the rates are very reasonable.

The Bookkeeper will devote 35 days at 280 per day to this project for a two year total of 9800. He will generate invoices for the grantor based on verified data from contractors and employees. He will also assist the auditor with compliance issues. This service is customarily provided by a contractor and is a reasonable market rate.

The Auditor will devote 18 days at 550 per day to this project for a two year total of 9900. He will assure that both primary and sub grantees are in compliance with federal grant regulations and audit requirements.

WORDE Consultants costs total \$37,100

MCPD Consultants:

The MCPD licensed social worker will devote 500 days to this project for a two year total of 115,000 to assist the MCPD'S Crisis Intervention Team-CIT. This person will address the mental health component to determine if mental health is a factor, and if needed, make the necessary referrals to the appropriate resource such as crisis center, private providers, Crossroads, or faith based services.

Ideally, the CIT officer and the caseworker will be co-dispatched to conduct a joint interview. Depending on the nature of the interview the team will make a collective decision in which direction to go with the case either within the criminal-intelligence system or utilizing the public and private social services resources available.

MCPD Consultants costs total \$115,000

G. Other Costs

MCPD requests overtime hours for MCPD Personnel, calculated at 54.16-hr for 1200 hours totaling \$4,992.00. The MCPD will coordinate referrals and interventions specifically to combat violent extremism-CVE. The Crisis Intervention Team (CIT) Unit will be responsible for coordinating the multi agency response to CVE cases reported by the public or any other county agency. Referrals could come from schools, religious organizations activities or other government agencies. Once information is received by the Police, the CIT will begin the investigation using all available resources.

Other Costs total \$64,992.00

H. Indirect Costs:

None

BUDGET SUMMARY

A. Personnel	\$132,599.49
B. Fringe Benefits	\$0.00
C. Equipment	\$0.00
D. Travel	\$0.00
E. Supplies	\$0.00
F. Consultants/Contracts	\$302,064.43
G. Other	\$64,992.00
H. Indirect Costs	None
TOTAL COSTS	\$499,655.92

World Organization for Resource Development and Education [WORDE]
BUDGET NARRATIVE AMMENDMENT

- A. PERSONNEL Sworn-None
B. CIVILIAN/NON-SWORN PERSONNEL and FRINGE BENEFITS

SALARIES					
POSITION	Time in hours or % - Y1	Time in hours or % - Y2	Compensation - Y1	Compensation - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President	15.9%	15.9%	\$20,860	\$20,860	\$41,720
Senior Fellow, Fatima Durrani	20%	20%	\$8,330	\$8,330	\$16,660
Senior Fellow, Mona Haggag	22%	22%	\$8,750	\$8,750	\$17,500
Senior Fellow, TBD	16.4%	16.4%	\$6,481	\$6,481	\$12,963
Licensed Social Worker, Atefeh Fathnezhad	30%	32%	\$12,900	\$14,173	\$27,073
Senior Fellow, Samia Haque	14.7%	14.7%	\$4,585	\$4,585	\$9,170
Total Salaries			\$61,906	\$63,179	125,085.61

FRINGE BENEFITS				
Type of Benefit	Percentage	Salary - Y1	Salary - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President		\$20,860	\$20,860	\$41,720
FICA / Social Security	6.20%	\$ 1,293.32	\$ 1,293.32	\$ 2,586.64
Medicare	1.45%	\$ 302.47	\$ 302.47	\$ 604.94
Worker's Comp.	0.44%	\$ 91.78	\$ 91.78	\$ 183.57
<i>Subtotal</i>	<i>8.09%</i>	<i>\$ 1,687.57</i>	<i>\$ 1,687.57</i>	<i>\$ 3,375.15</i>
Senior Fellow, Fatima Durrani		\$8,330	\$8,330	\$ 16,660.00
FICA / Social Security	6.20%	\$ 516.46	\$ 516.46	\$ 1,032.92
Medicare	1.45%	\$ 120.79	\$ 120.79	\$ 241.57
Worker's Comp.	0.44%	\$ 36.65	\$ 36.65	\$ 73.30

<i>Subtotal</i>	8.09%	\$ 370.93	\$ 370.93	\$ 741.85
Fringe Benefit Total		\$ 7,064.63	\$ 7,260.64	\$ 14,325.28
Salaries and Fringe Total		\$61,906	\$63,179.20	\$139,410.88

WORDE's Employees:

WORDE President, Dr. Hedieh Mirahmadi will devote 15.9 percent of her time to this project for a total two year salary cost of \$41,720. [Dr. Mirahmadi is a part time employee at a rate of \$65/hour with an estimated full time base salary of \$135,200] She will be responsible for establishing and maintaining relationships amongst the public and private stakeholders, and assisting with the oversight and execution of the FCWG programs and Crossroads.

WORDE Senior Fellow Ms. Fatima Durrani will devote 20 percent of her time to this project in Years 1 and 2 for a total salary cost of \$16,660. [Ms. Durrani is a part time employee at a rate of \$20/hour with an estimated full time base salary of \$41,600.] Ms. Durrani will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, work on survey design and research content for project manual in collaboration with PERF.

WORDE Senior Fellow Ms. Mona Haggag will devote 22 percent of her time to this project in Years 1 and 2 for a total salary cost of \$17,500, based on her annual base salary of \$39,520 . She will help coordinate and attend stakeholder meetings, assist in note-taking, editing presentations, doing social media and website updates, and assist with billing and invoicing of grant and subawards.

WORDE Senior Fellow, TBD, will devote 16.4 percent of their time to this project in Years 1 and 2 for a total salary cost of \$12,963, based on his/her annual base salary of \$39,520 . He/she will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, do program descriptions, and research content for the project manual in collaboration with PERF.

The Licensed Social Worker-Professional Counselor, Atefeh Fathnezhad will devote 30 percent of her time to this project in Year 1 and 32 percent of her time in Year 2 for a total salary cost of \$27,073. This total reflects a 3% Y2 cost-of-living increase. The base salary in Y1 is \$43,000 and for Y2 will be \$44,290. This professional will provide evaluations and create individualized care plans for clients, which includes counseling, goal-oriented mentoring and referrals for social services.

WORDE Senior Fellow Ms. Samia Haque will devote 14.7 percent of her time to this project in Years 1 and 2 for a total salary cost of \$9,170. [Ms. Haque is a part time-employee at a rate of \$15/hour with an estimated full time base salary of \$31, 200.] Ms. Haque will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings.

WORDE's total salaries and fringe benefits equal \$139,410.88

Equipment-Technology

PERF Indirect: PERF's Department of Justice-approved indirect rate of 48.70 percent is charged against all PERF direct costs, which equal a total of \$49,114.11

Total PERF contract: \$149,964.43

WORDE Consultants

Short-term Technical Advisors [STTA] for a two year total of \$3,000 with an average daily rate of \$520/day. These funds will be used to pay consultants with certain subject matter expertise related to WORDE's intervention program, including serving as mentor for those clients who exhibit ideological risk factors.

Crossroads Trauma Informed Counselor, Nouf Bazaz, will devote 416 hours to this project at \$20 per hour and a daily rate of \$160/day for a total two year cost of \$3327.18. She will provide a range of services to clients and measure their progress in decreasing risk factors of violent extremism. She will also oversee the Crossroads program design. Ms. Bazaz has subject matter expertise with the target populations and the services would NOT be more economical with an employee. WORDE maintains an ongoing contract relationship with her and the rates are very reasonable.

The Bookkeeper will devote 254.9 hours to this project at a rate of \$35 per hour with a daily rate of \$280/day, for a two year total of \$8,921.50. He will assist the auditor with compliance issues, enter expenses, and run payroll to generate data for invoices relevant to this program. This service is customarily provided by a contractor and is a reasonable market rate.

The Auditor will assure that both primary and sub grantees are in compliance with federal/state grant regulations and audit requirements for a two year total of \$10,400 based on a daily rate of \$550/day.

WORDE Consultants costs total \$30,288.69

MCPD Consultants:

The MCPD licensed social worker for a total of \$150,176. The MCPD licensed social worker (LSW) will bill approximately 4,160 hours over the two year performance period of the award to assist the MCPD'S Crisis Intervention Team-CIT (\$36.10 {hourly rate} = 4,160 billable hours) over the 24 month course of the award;

This person will address the mental health component to determine if mental health is a factor, and if needed, make the necessary referrals to the appropriate resource such as crisis center, private providers, Crossroads, or faith based services.

Ideally, the CIT officer and the caseworker will be co-dispatched to conduct a joint interview. Depending on the nature of the interview the team will make a collective decision in which

2014 (KWXK043)

World Organization for Resource Development and Education [WORDE]
 BUDGET NARRATIVE AMMENDMENT

- A. PERSONNEL Sworn-None
- B. CIVILIAN/NON-SWORN PERSONNEL and FRINGE BENEFITS

SALARIES					
POSITION	Time in hours or % - Y1	Time in hours or % - Y2	Compensation - Y1	Compensation - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President	15.9%	15.9%	\$20,860	\$20,860	\$41,720
Senior Fellow, Fatima Durrani	20%	20%	\$8,330	\$8,330	\$16,660
Senior Fellow, Mona Haggag	22%	22%	\$8,750	\$8,750	\$17,500
Senior Fellow, TBD	16.4%	16.4%	\$6,481	\$6,481	\$12,963
Licensed Social Worker, Atefeh Fathnezhad	30%	32%	\$12,900	\$14,173	\$27,073
Senior Fellow, Samia Haque	14.7%	14.7%	\$4,585	\$4,585	\$9,170
Total Salaries			\$61,906	\$63,179	125,085.61

FRINGE BENEFITS				
Type of Benefit	Percentage	Salary - Y1	Salary - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President		\$20,860	\$20,860	\$41,720
FICA / Social Security	6.20%	\$ 1,293.32	\$ 1,293.32	\$ 2,586.64
Medicare	1.45%	\$ 302.47	\$ 302.47	\$ 604.94
Worker's Comp.	0.44%	\$ 91.78	\$ 91.78	\$ 183.57
Subtotal	8.09%	\$ 1,687.57	\$ 1,687.57	\$ 3,375.15
Senior Fellow, Fatima Durrani		\$8,330	\$8,330	\$ 16,660.00
FICA / Social Security	6.20%	\$ 516.46	\$ 516.46	\$ 1,032.92
Medicare	1.45%	\$ 120.79	\$ 120.79	\$ 241.57
Worker's Comp.	0.44%	\$ 36.65	\$ 36.65	\$ 73.30

<i>Subtotal</i>	8.09%	\$ 673.90	\$ 673.90	\$ 1,347.79
Senior Fellow, Mona Haggag		\$8,750	\$8,750	\$ 17,500.25
FICA / Social Security	6.20%	\$ 542.51	\$ 542.51	\$ 1,085.02
Medicare	1.45%	\$ 126.88	\$ 126.88	\$ 253.75
Vacation	3.85%	\$ 336.88	\$ 336.88	\$ 673.76
Sick Leave	1.15%	\$ 100.63	\$ 100.63	\$ 201.25
Worker's Comp.	0.44%	\$ 38.50	\$ 38.50	\$ 77.00
Other - Holiday Pay	2.31%	\$ 202.13	\$ 202.13	\$ 404.26
<i>Subtotal</i>	15.40%	\$ 1,347.52	\$ 1,347.52	\$ 2,695.04
Senior Fellow, TBD		\$6,481	\$6,481	\$12,963
FICA / Social Security	6.20%	\$ 401.84	\$ 401.84	\$ 803.68
Medicare	1.45%	\$ 93.98	\$ 93.98	\$ 187.96
Vacation	3.85%	\$ 249.53	\$ 249.53	\$ 499.06
Sick Leave	1.15%	\$ 74.53	\$ 74.53	\$ 149.07
Worker's Comp.	0.4%	\$ 28.52	\$ 28.52	\$ 57.04
Other - Holiday Pay	2.31%	\$ 149.72	\$ 149.72	\$ 299.44
<i>Subtotal</i>	15.40%	\$ 998.12	\$ 998.12	\$ 1,996.23
Licensed Social Worker, Atefeh Fathnezhad		\$12,900	\$14,173	\$27,073
FICA / Social Security	6.20%	\$ 799.80	\$ 878.71	\$ 1,678.51
Medicare	1.45%	\$ 187.05	\$ 205.51	\$ 392.56
Vacation	3.85%	\$ 496.65	\$ 545.65	\$ 1,042.30
Sick Leave	1.15%	\$ 1 8.35	\$ 162.99	\$ 311.34
Worker's Comp.	0.44%	\$ 56.76	\$ 62.36	\$ 119.12
Other - Holiday Pay	2.31%	\$ 297.99	\$ 327.39	\$ 625.38
<i>Subtotal</i>	15.40%	\$ 1,986.60	\$ 2,182.61	\$ 4,169.21
Senior Fellow, Samia Haque		\$4,585	\$4,585	\$9,170
FICA / Social Security	6.20%	\$ 284.27	\$ 284.27	\$ 568.54
Medicare	1.45%	\$ 66.48	\$ 66.48	\$ 132.97
Worker's Comp.	0.44%	\$ 20.17	\$ 20.17	\$ 40.35

Subtotal	8.09%	\$ 370.93	\$ 370.93	\$ 741.85
Fringe Benefit Total		\$ 7,061.63	\$ 7,260.64	\$ 14,325.28
Salaries and Fringe Total		\$61,906	\$63,179.20	\$139,410.88

WORDE's Employees:

WORDE President, Dr. Hedieh Mirahmadi will devote 15.9 percent of her time to this project for a total two year salary cost of \$41,720. [Dr. Mirahmadi is a part time employee at a rate of \$65/hour with an estimated full time base salary of \$135,200] She will be responsible for establishing and maintaining relationships amongst the public and private stakeholders, and assisting with the oversight and execution of the FCWG programs and Crossroads.

WORDE Senior Fellow Ms. Fatima Durrani will devote 20 percent of her time to this project in Years 1 and 2 for a total salary cost of \$16,660. [Ms. Durrani is a part time employee at a rate of \$20/hour with an estimated full time base salary of \$41,600.] Ms. Durrani will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, work on survey design and research content for project manual in collaboration with PERF.

WORDE Senior Fellow Ms. Mona Haggag will devote 22 percent of her time to this project in Years 1 and 2 for a total salary cost of \$17,500, based on her annual base salary of \$39,520. She will help coordinate and attend stakeholder meetings, assist in note-taking, editing presentations, doing social media and website updates, and assist with billing and invoicing of grant and subawards.

WORDE Senior Fellow, TBD, will devote 16.4 percent of their time to this project in Years 1 and 2 for a total salary cost of \$12,963, based on his/her annual base salary of \$39,520. He/she will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, do program descriptions, and research content for the project manual in collaboration with PERF.

The Licensed Social Worker-Professional Counselor, Atefeh Fathnezhad will devote 30 percent of her time to this project in Year 1 and 32 percent of her time in Year 2 for a total salary cost of \$27,073. This total reflects a 3% Y2 cost-of-living increase. The base salary in Y1 is \$43,000 and for Y2 will be \$44,290. This professional will provide evaluations and create individualized care plans for clients, which includes counseling, goal-oriented mentoring and referrals for social services.

WORDE Senior Fellow Ms. Samia Haque will devote 14.7 percent of her time to this project in Years 1 and 2 for a total salary cost of \$9,170. [Ms. Haque is a part time-employee at a rate of \$15/hour with an estimated full time base salary of \$31,200.] Ms. Haque will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings.

WORDE's total salaries and fringe benefits equal \$139,410.88

Equipment-Technology

None

D. Supplies

None

E. Travel-Training

None

F. Contracts-Consultants

PERF Contract: The contract will cover the cost associated with services provided by PERF for the project.

PERF Employees: Jessica Toliver, PERF's Deputy Director of Technical Assistance, will devote 11 percent of her time to this project in Year 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 42,100.04. Toliver, the Project Manager, will oversee the technical aspects of this project on a daily basis and will coordinate all of PERF's work on this project to ensure the timely achievement of all activities and goals.

Elizabeth Miller, Research Associate, will devote 15 percent of her time to this project in Years 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 25,066.60. Miller will be the lead PERF associate and will assist in all aspects of this project, including overseeing planning and logistics for the forums, and will assist in drafting project documents and the final publication.

Research Assistant TBD, will devote 9 percent of his to time this project in Year 1 and Year 2 for a total salary and benefits cost of 10,913.96. Sena will provide logistical support to the team for carrying out all of the project's activities.

Craig Fischer, PERF Director of Communications, will devote 2 percent of his time to this project in Year 1 and 6 percent of his time in Year 2 for a total salary and benefits cost of 16,900.08. Fischer will be responsible for reviewing and editing documents and final reports.

PERF's total salaries and benefits equal \$94,980.68

PERF Administrative Costs: PERF's copying is budgeted at 20.00 per month for 24 months for 480.00 total. Telephone and internet expenses have been budgeted at 60 per month for 24 months for 1,440.00 total. Postage and delivery is budgeted at 9.34 per month for 24 months (224.16 total). A license-software to host webinars is budgeted at 70 per month for 24 months (1,680.00 total). PERF's cost of basic office supplies including pens, paper, printer ink, etc... are estimated at 35.00-month for 24 months for a total of 840.00. Purchase of one laptop computer, which will be utilized by PERF staff during site visits and on general project tasks. A total cost of \$1205.48 is estimated for the laptop.

PERF's total administrative costs equal \$5,869.64.

PERF Indirect: PERF's Department of Justice-approved indirect rate of 48.70 percent is charged against all PERF direct costs, which equal a total of \$19,114.11

Total PERF contract: \$149,964.43

WORDE Consultants

Short-term Technical Advisors [STTA] for a two year total of \$3,000 with an average daily rate of \$520/day. These funds will be used to pay consultants with certain subject matter expertise related to WORDE's intervention program, including serving as mentor for those clients who exhibit ideological risk factors.

Crossroads Trauma Informed Counselor, Nouf Bazaz, will devote 416 hours to this project at \$20 per hour and a daily rate of \$160/day for a total two year cost of \$8327.18. She will provide a range of services to clients and measure their progress in decreasing risk factors of violent extremism. She will also oversee the Crossroads program design. Ms. Bazaz has subject matter expertise with the target populations and the services would NOT be more economical with an employee. WORDE maintains an ongoing contract relationship with her and the rates are very reasonable.

The Bookkeeper will devote 2549 hours to this project at a rate of \$35 per hour with a daily rate of \$280/day, for a two year total of \$8,921.50. He will assist the auditor with compliance issues, enter expenses, and run payroll to generate data for invoices relevant to this program. This service is customarily provided by a contractor and is a reasonable market rate.

The Auditor will assure that both primary and sub grantees are in compliance with federal/state grant regulations and audit requirements for a two year total of \$10,400 based on a daily rate of \$550/day.

WORDE Consultants costs total \$30,288.69

MCPD Consultants:

The MCPD licensed social worker for a total of \$150,176. The MCPD licensed social worker (LSW) will bill approximately 4,160 hours over the two year performance period of the award to assist the MCPD'S Crisis Intervention Team-CIT [\$36.10 {hourly rate} =4,160 billable hours) over the 24 month course of the award]

This person will address the mental health component to determine if mental health is a factor, and if needed, make the necessary referrals to the appropriate resource such as crisis center, private providers, Crossroads, or faith based services.

Ideally, the CIT officer and the caseworker will be co-dispatched to conduct a joint interview. Depending on the nature of the interview the team will make a collective decision in which

direction to go with the case either within the criminal-intelligence system or utilizing the public and private social services resources available.

MCPD Consultants costs total \$150,176.

G. Other Costs

MCPD requests Approximately 533 hours of overtime for MCPD Personnel, (based on FY16 avg. overtime rate of \$55.92 over the 24 month performance period of award). The MCPD will coordinate referrals and interventions specifically to combat violent extremism-CVE. The Crisis Intervention Team [CIT] Unit will be responsible for coordinating the multi-agency response to CVE cases reported by the public or any other county agency. Referrals could come from schools, religious organizations-activities or other government agencies. Once information is received by the Police, the CIT will begin the investigation using all available resources.

Other Costs total \$29,805.36

H. Indirect Costs:

None

Total costs for this award are \$499,656.00

BUDGET MODIFICATION CHECKLIST
(December 2011)

Grantee Legal Name:	DHHHS Organization for Learning Development & Education		
ORI Number:	MD 07322-	Grant #:	
Program Manager:	Esther Coleman	Date Submitted:	4/2/13

Once you as the Program Manager have approved the budget programmatically, you must go through and complete the following checklist. Please ensure your completed package includes the following before reassigning to the Budget Analyst:

- Budget Narrative (only applies to new items):**
 1. A brief description of each "new" item that includes its purpose and how the item relates to the overall project.
 2. A calculation breakdown for each new item.
 3. For any new "Personnel" and/or "Consultants" that the grantee intends to hire non-competitively, a resume for each individual must be included.
 4. For "Consultants" over \$550 per day, a consultant rate justification is needed.
- Consultant Rate Justification (if applicable)**
- Sole Source Justification (if applicable)**
- Indirect Cost Rate Agreement (if applicable)**

Once you submit this package, please "reassign" the budget to your assigned Budget Analyst.

I certify that the budget submitted for the above referenced grant has been programmatically approved and is ready for final budget clearance. Initials PEJ Date 4/2/13

\$ 1,997,656.00 Total project cost

PROBLEMS/COMMENTS:

--	--

For Budget Analyst Only

Date of Budget Receipt	Initials _____	Date _____
Budget Clearance Completed	Initials _____	Date _____
Budget Cleared	Initials _____	Date _____

World Organization for Resource Development and Education [WORDE]
BUDGET NARRATIVE AMMENDMENT

- A. PERSONNEL Sworn-None
B. CIVILIAN/NON-SWORN PERSONNEL and FRINGE BENEFITS

SALARIES					
POSITION	Time in hours or % - Y1	Time in hours or % - Y2	Compensation - Y1	Compensation - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President	15.9%	15.9%	\$20,860	\$20,860	\$41,720
Senior Fellow, Fatima Durrani	20%	20%	\$8,330	\$8,330	\$16,660
Senior Fellow, Mona Haggag	22%	22%	\$8,750	\$8,750	\$17,500
Senior Fellow, TBD	16.4%	16.4%	\$6,481	\$6,481	\$12,963
Licensed Social Worker, Atefeh Fathnezhad	30%	32%	\$12,900	\$14,173	\$27,073
Senior Fellow, Samia Haque	14.7%	14.7%	\$4,585	\$4,585	\$9,170
Total Salaries			\$61,906	\$63,179	125,085.61

FRINGE BENEFITS				
Type of Benefit	Percentage	Salary - Y1	Salary - Y2	Total Cost
Dr. Hedieh Mirahmadi, WORDE President		\$20,860	\$20,860	\$41,720
FICA / Social Security	6.20%	\$ 1,293.32	\$ 1,293.32	\$ 2,586.64
Medicare	1.45%	\$ 302.47	\$ 302.47	\$ 604.94
Worker's Comp.	0.44%	\$ 91.78	\$ 91.78	\$ 183.57
<i>Subtotal</i>	<i>8.09%</i>	\$ 1,687.57	\$ 1,687.57	\$ 3,375.15
Senior Fellow, Fatima Durrani		\$8,330	\$8,330	\$ 16,660.00
FICA / Social Security	6.20%	\$ 516.46	\$ 516.46	\$ 1,032.92
Medicare	1.45%	\$ 120.79	\$ 120.79	\$ 241.57
Worker's Comp.	0.44%	\$ 36.65	\$ 36.65	\$ 73.30

<i>Subtotal</i>	8.09%	\$ 673.90	\$ 673.90	\$ 1,347.79
Senior Fellow, Mona Haggag		\$8,750	\$8,750	\$ 17,500.25
FICA / Social Security	6.20%	\$ 542.51	\$ 542.51	\$ 1,085.02
Medicare	1.45%	\$ 126.88	\$ 126.88	\$ 253.75
Vacation	3.85%	\$ 336.88	\$ 336.88	\$ 673.76
Sick Leave	1.15%	\$ 100.63	\$ 100.63	\$ 201.25
Worker's Comp.	0.44%	\$ 38.50	\$ 38.50	\$ 77.00
Other - Holiday Pay	2.31%	\$ 202.13	\$ 202.13	\$ 404.26
<i>Subtotal</i>	15.40%	\$ 1,347.52	\$ 1,347.52	\$ 2,695.04
Senior Fellow, TBD		\$6,481	\$6,481	\$12,963
FICA / Social Security	6.20%	\$ 401.84	\$ 401.84	\$ 803.68
Medicare	1.45%	\$ 93.98	\$ 93.98	\$ 187.96
Vacation	3.85%	\$ 249.53	\$ 249.53	\$ 499.06
Sick Leave	1.15%	\$ 74.53	\$ 74.53	\$ 149.07
Worker's Comp.	0.44%	\$ 28.52	\$ 28.52	\$ 57.04
Other - Holiday Pay	2.31%	\$ 149.72	\$ 149.72	\$ 299.44
<i>Subtotal</i>	15.40%	\$ 998.12	\$ 998.12	\$ 1,996.23
Licensed Social Worker, Atefeh Fathnezhad		\$12,900	\$14,173	\$27,073
FICA / Social Security	6.20%	\$ 799.80	\$ 878.71	\$ 1,678.51
Medicare	1.45%	\$ 187.05	\$ 205.51	\$ 392.56
Vacation	3.85%	\$ 496.65	\$ 545.65	\$ 1,042.30
Sick Leave	1.15%	\$ 148.35	\$ 162.99	\$ 311.34
Worker's Comp.	0.44%	\$ 56.76	\$ 62.36	\$ 119.12
Other - Holiday Pay	2.31%	\$ 297.99	\$ 327.39	\$ 625.38
<i>Subtotal</i>	15.40%	\$ 1,986.60	\$ 2,182.61	\$ 4,169.21
Senior Fellow, Samia Haque		\$4,585	\$4,585	\$9,170
FICA / Social Security	6.20%	\$ 284.27	\$ 284.27	\$ 568.54
Medicare	1.45%	\$ 66.48	\$ 66.48	\$ 132.97
Worker's Comp.	0.44%	\$ 20.17	\$ 20.17	\$ 40.35

Subtotal	8.09%	\$ 370.93	\$ 370.93	\$ 741.85
Fringe Benefit Total		\$ 7,064.63	\$ 7,260.64	\$ 14,325.28
Salaries and Fringe Total		\$61,906	\$63,179.20	\$139,410.88

WORDE's Employees:

WORDE President, Dr. Hedieh Mirahmadi will devote 15.9 percent of her time to this project for a total two year salary cost of \$41,720. [Dr. Mirahmadi is a part time employee.] She will be responsible for establishing and maintaining relationships amongst the public and private stakeholders, and assisting with the oversight and execution of the FCWG programs and Crossroads.

\$69/hour

WORDE Senior Fellow Ms. Fatima Durrani will devote 20 percent of her time to this project in Years 1 and 2 for a total salary cost of \$16,660. [Ms. Durrani is a part time employee.] Ms. Durrani will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, work on survey design and research content for project manual in collaboration with PERF.

WORDE Senior Fellow Ms. Mona Haggag will devote 22 percent of her time to this project in Years 1 and 2 for a total salary cost of \$17,500. She will help coordinate and attend stakeholder meetings, assist in note-taking, editing presentations, doing social media and website updates, and assist with billing and invoicing of grant and subawards.

WORDE Senior Fellow, TBD, will devote 16.4 percent of their time to this project in Years 1 and 2 for a total salary cost of \$12,963. He/she will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings, and research content for the project manual in collaboration with PERF.

The Licensed Social Worker-Professional Counselor, Atefeh Fathnezhad will devote 30 percent of her time to this project in Year 1 and 32 percent of her time in Year 2 for a total salary cost of \$27,073. This total reflects a 3% Y2 cost-of-living increase. This professional will provide evaluations and create individualized care plans for clients, which includes counseling, goal-oriented mentoring and referrals for social services.

WORDE Senior Fellow Ms. Samia Haque will devote 14.7 percent of her time to this project in Years 1 and 2 for a total salary cost of \$9,170. [Ms. Haque is an hourly-employee.] Ms. Haque will do outreach and engagement with FCWG stakeholders, help coordinate and attend stakeholder meetings.

WORDE's total salaries and fringe benefits equal \$139,463.69

Equipment-Technology

None

D. Supplies

None

E. Travel-Training

None

F. Contracts-Consultants

PERF Contract: The contract will cover the cost associated with services provided by PERF for the project.

PERF Employees: Jessica Toliver, PERF's Deputy Director of Technical Assistance, will devote 11 percent of her time to this project in Year 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 42,100.04. Toliver, the Project Manager, will oversee the technical aspects of this project on a daily basis and will coordinate all of PERF's work on this project to ensure the timely achievement of all activities and goals.

Elizabeth Miller, Research Associate, will devote 15 percent of her time to this project in Years 1 and 2. Her total salary and fringe benefits costs for Years 1 and 2 combined will be 25,066.60. Miller will be the lead PERF associate and will assist in all aspects of this project, including overseeing planning and logistics for the forums, and will assist in drafting project documents and the final publication.

Jacob Sena, Research Assistant, will devote 9 percent of his to time this project in Year 1 and Year 2 for a total salary and benefits cost of 10,913.96. Sena will provide logistical support to the team for carrying out all of the project's activities.

Craig Fischer, PERF Director of Communications, will devote 2 percent of his time to this project in Year 1 and 6 percent of his time in Year 2 for a total salary and benefits cost of 16,900.08. Fischer will be responsible for reviewing and editing documents and final reports.

PERF's total salaries and benefits equal \$94,980.68

PERF Administrative Costs: PERF's copying is budgeted at 20.00 per month for 24 months for 480.00 total. Telephone and Internet expenses have been budgeted at 60 per month for 24 months for 1,440.00 total. Postage and delivery is budgeted at 9.34 per month for 24 months (224.16 total). A license-software to host webinars is budgeted at 70 per month for 24 months (1,680.00 total). PERF's cost of basic office supplies including pens, paper, printer ink, etc... are estimated at 35.00-month for 24 months for a total of 840.00. Purchase of one laptop computer, which will be utilized by PERF staff during site visits and on general project tasks. A total cost of \$1205.48 is estimated for the laptop.

PERF's total administrative costs equal \$5,869.64.

PERF Indirect: PERF's Department of Justice-approved indirect rate of 48.70 percent is charged against all PERF direct costs, which equal a total of \$49,114.11.

Total PERF contract: \$149,964.43

WORDE Consultants

Short term Technical Advisors (STTA) for a two year total of \$3,000. These funds will be used to pay consultants with certain subject matter expertise related to WORDE's intervention program, including serving as mentor for those clients who exhibit ideological risk factors.

Crossroads Trauma Informed Counselor, Nouf Bazaz, will devote 209.6 hours to this project at \$20 per hour for a total two year cost of \$4,192.19. She will provide a range of services to clients and measure their progress in decreasing risk factors of violent extremism. She will also oversee the Crossroads program design. Ms. Bazaz has subject matter expertise with the target populations and the services would NOT be more economical with an employee. WORDE maintains an ongoing contract relationship with her and the rates are very reasonable.

The Bookkeeper will devote 254.9 hours to this project at a rate of \$35 per hour for a two year total of \$8,921.50. He will assist the auditor with compliance issues, enter expenses, and run payroll to generate data for invoices relevant to this program. This service is customarily provided by a contractor and is a reasonable market rate.

The Auditor will assure that both primary and sub grantees are in compliance with federal grant regulations and audit requirements at a total two year cost of \$14,175

WORDE Consultants costs total \$30,288.69

Nouf Bazaz
Bookkeeper

MCPD Consultants:

The MCPD licensed social worker for a total of \$150,176. The MCPD licensed social worker (LSW) will bill approximately 4,160 hours over the two year performance period of the award to assist the MCPD'S Crisis Intervention Team-CIT [\$36.10 (hourly rate) =4,160 billable hours) over the 24 month course of the award]

This person will address the mental health component to determine if mental health is a factor, and if needed, make the necessary referrals to the appropriate resource such as crisis center, private providers, Crossroads, or faith based services.

Ideally, the CIT officer and the caseworker will be co-dispatched to conduct a joint interview. Depending on the nature of the interview the team will make a collective decision in which direction to go with the case either within the criminal-intelligence system or utilizing the public and private social services resources available.

MCPD Consultants costs total \$150,176.

G. Other Costs

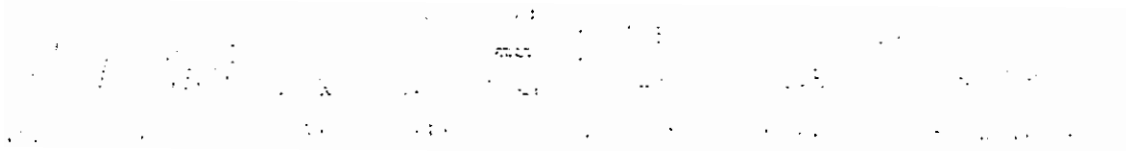
MCPD requests Approximately 533 hours of overtime for MCPD Personnel, (based on FY16 avg. overtime rate of \$55.92 over the 24 month performance period of award). The MCPD will coordinate referrals and interventions specifically to combat violent extremism CVE. The Crisis Intervention Team (CIT) Unit will be responsible for coordinating the multi-agency response to CVE cases reported by the public or any other county agency. Referrals could come from schools, religious organizations-activities or other government agencies. Once information is received by the Police, the CIT will begin the investigation using all available resources.

Other Costs total \$29,816

H. Indirect Costs:

None

Total costs for this award are \$499,656.00



August 21, 2014

Office of Community Oriented Policing Services
U.S. Department of Justice
145 N Street, NE
Washington, D.C. 20530

RE: Sole Source Justification Request
AGENCY ORI: MD073ZZ

SECTION I

Description of Project:

To help counter the rise of violent extremism, in August 2011 President Obama signed the National Strategy for Empowering Local Partners to Prevent Violent Extremism in the US, which recognizes the threat of violent extremism as the "preeminent security threat to our country" and acknowledges that "our best defenses against these threats are well informed and equipped families, local communities, and institutions." In response to the President's call for local initiatives, WORDE (the World Organization for Resource Development and Education) in partnership with the Montgomery County Police Department (MCPD) and the Montgomery County Executive's Office of Community Partnerships' has developed the country's first community-led CVE program. This public-private partnership, widely known as the "Montgomery County Model" (MCM), facilitates effective community policing by fostering social cohesion amongst diverse county residents and creating bottom-up strategies to promote public safety and reduce violence.

Sole Source Procurement:
\$150,000

Purpose of Contract:

The primary objective of the proposed initiative is to use the lessons learned from the MCM to develop standards, best practices, and training programs for other communities seeking to implement a robust CVE program. To accomplish this objective, WORDE has partnered with the Police Executive Research Forum (PERF), which possesses the requisite expertise to produce the manuals and training modules and conduct the evaluations.

Please reply to:

Procurement Office: procurement@doj.gov | Inquiries: inquiries@doj.gov
Montgomery County Executive's Office of Community Partnerships: ocp@montgomerycountymd.gov

PERF will provide a comprehensive evaluation of MCM that will include on-site visits, in depth interviews, and creating a learning guide for practitioners. PERF, in consultation with WORDE, will develop a detailed practitioner's guidebook to capture promising practices, lessons learned, and recommendations for how to improve policies, procedures and resources for instituting these community policing practices to counter violent extremism. Based on this assessment, PERF will develop a training module to provide agencies nationwide with the ability to replicate the MCM.

SECTION II

PERF is a long-standing partner with the COPS Office. This partnership is known nationally for developing and sustaining collaborative community policing initiatives and partnerships. PERF brings many attributes to this project, including accessibility to large, medium, and small law enforcement agencies across the country. PERF is a member organization, consisting of progressive police executives from the largest city, county and state law enforcement agencies (i.e. jurisdictions with populations over 50,000 or departments with 100 or more sworn officers). PERF also has strong relationships with more than 1,700 smaller agencies and those serving unique jurisdictions that are sustained through mailings, conferences, and the Internet.

PERF not only brings "access" to law enforcement agencies to this project, we bring a history of managing successful TA and training-focused projects. PERF also brings extensive research experience consistent with the types of activities proposed in this project, having been actively engaged in projects that support the President's Strategic Implementation Plan (SIP) since its inception in 2011. Finally, PERF's technical assistance units have strong capabilities and experiences with developing curricula and state-of-the-art presentation materials that meet the adult learning needs of law enforcement professionals.

PERF's efforts will be led by Jessica Toliver, Deputy Director of Technical Assistance, who is responsible for providing management and training expertise on issues that directly impact public safety, including implementation of smart policing initiatives, evaluation of emerging law enforcement trends, and identification of best practices concerning countering violent extremism within local communities. Most recently, Ms. Toliver produced the "Lessons Learned from Waco" executive level training curriculum for the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Previous PERF training and technical assistance projects include development of the "Meth360" community trainings in partnership with the Partnership for a Drug Free America and an elder abuse training curriculum developed for the Office for Victims of Crime (OVC). Ms. Toliver was also a key team member for the SWAT training evaluation conducted for the Federal Bureau of Investigation (FBI).

Additional PERF technical assistance projects, trainings and publications Ms. Toliver lead include *Community Policing Strategies to Counter Violent Extremism (NIJ)*; *Strategies to Thwart the Stop Snitching Phenomenon (COPS)*; *Enhancing the Effectiveness of Intelligence Fusion Centers: A View from the Perspective of Law Enforcement (DHS)*; *Promoting Effective Homicide Investigations (COPS)*; *Elder Abuse Training Curriculum for Law Enforcement Officers (OVC)*; *Police Management of Mass Demonstrations: Identifying Issues and Successful Approaches*; and *Protecting Your Community from Terrorism, Strategies for Local Law Enforcement, Volume 6 (COPS)*.

Additionally, PERF is currently operating under an NIJ grant to document existing "Community Policing Practices to Counter Violent Extremism" and will leverage the information obtained through that work to inform development of the guidebook and training curriculum for this project.

SECTION III

Declaration:

Based on the information provided above, it is in the best interest of COPS that WORDE partner with PERF due to its expertise in producing training manuals, conducting evaluations and extensive experience with law enforcement.

Sincerely,

A handwritten signature in black ink, appearing to read "Hedieh Mirahmadi". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hedieh Mirahmadi
President, WORDE



Index Form - Grant

ORI MD073ZZ

Grant Number 2014CKWXK043

Doc Type Communication

Comments

U.S. Department of Justice
Grant Payment Request System (GPRS)

FILE

12/23/2014 3:26:41 PM
Page: 1 of 1

Vendor/Award Detail Search	Payment Request Search	Grantee Transaction Search	Grantee Assignment History Search	Grantee Active Award List Search	Grantee Profile Search	Grantee Registration Search
-------------------------------	------------------------------	----------------------------------	---	---	------------------------------	-----------------------------------

Grantee Registration Search

User registration for

(b) (5) [Redacted]

modified successfully with awards: 2014-CK-43

Clear Cancel

Search must contain one of the following criteria, Username, Award Number, Vendor Number or Registration Status.

2014 DEC 23 PM 3:26
COMPTROLLER DESK

U.S. Department of Justice
Grant Payment Request System (GPRS)

12/23/2014 3:25:53 PM
Region: OJ Path: ojs\usdoj\ac...

Vendor/Award Detail Search	Payment Request Search	Grantee Transaction Search	Grantee Assignment History Search	Grantee Active Award List Search	Grantee Profile Search	Grantee Registration Search
----------------------------	------------------------	----------------------------	-----------------------------------	----------------------------------	------------------------	-----------------------------

View Grantee Pending Registration

Grantee Information		Assign Awards	
Username*	(b) (6)	<input type="checkbox"/>	Vendor Number
Prefix	Choose One <input type="button" value="v"/> if other, please specify: <input type="text"/>	<input checked="" type="checkbox"/>	Award Number
First Name*	Taha		2014-CK-WX-K043
Middle Initial	<input type="text"/>		
Last Name*	Seid		
Suffix	Choose One <input type="button" value="v"/> if other, please specify: <input type="text"/>		
Title	Controller		
Phone Number*	202-595-1355 Phone Extension Number: <input type="text"/>		
Fax Number	202-318-2582		
Email*	(b) (5)		
Address Line 1*	19650 club house road, suite		
Address Line 2	<input type="text"/>		
City*	montgomery village		

Padgett, Reginald (COPS)

From: (b) (5)
Sent: Tuesday, December 23, 2014 2:45 PM
To: Padgett, Reginald (COPS)
Cc: Taha Seid
Subject: Re: USDOJ-COPS GPRS Drawdown Access Verification- Taha Seid

Yes that is fine. I set him up on the nexgen system as a user. Has that not shown up?

On Dec 23, 2014 11:28 AM, "Padgett, Reginald (COPS)" <Reginald.Padgett3@usdoj.gov> wrote:
Greetings Hedieh Miranmadi, President

Recently, Taha Seid, Controller (b) (5) requested access to the Grant Payment Request System (GPRS) for the following COPS grant(s):

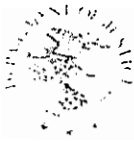
- 2014-CK-WX-K043

Because this person is not currently listed as a point of contact for the grant(s), we must obtain written approval from an authorized Agency official allowing the requestor access to the above mentioned grant(s). Please respond to this email indicating your approval or denial of access to GPRS.

Access to GPRS includes the ability to draw down funds from your grant, as well as see some previous transactions on this grant. More information can be found on our website at <http://www.cops.usdoj.gov/Default.asp?Item=739>.

Thank you.
Reginald Padgett on behalf of COPS GPRS Registration

Reginald Padgett
Staff Accountant
US Department of Justice
Office of Community Oriented Policing Services
Finance Division | 11th Floor
145 N Street, N.E., Washington, DC 20530
Reginald.Padgett3@usdoj.gov
(o) [202-514-1207](tel:202-514-1207)
(f) [202-514-2852](tel:202-514-2852)
www.cops.usdoj.gov



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, N.E., Washington, DC 20530

COPS

Award Document
Community Policing Development Program
CFDA - 16.710 -- Public Safety Partnership and Community Policing Grants
Treasury Account Symbol (TAS) 15X0-106

Grant Number: 2014CKWXK043
ORI Number: MD073ZZ
OJP Vendor Number: (b) (4)
Applicant Organization's Legal Name: World Org. for Resource Development and Education
DUNS Number: 932719797

Law Enforcement Executive/Agency Executive: President Hedieh Mirahmadi
Government Executive/Financial Official: Administrator Mona Haggag

Award Start Date: 09/01/2014 **Award End Date:** 08/31/2016

Award Amount: \$499,645.00

FY 2015 Community Policing Development (CPD) awards provide funding to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope.

The Financial Clearance Memorandum (FCM) and, if applicable, the Cooperative Agreement included in your award package are incorporated by reference in their entirety and shall become part of this Award Document. By signing this Award Document, the Awardee agrees to abide by all FY 2015 Community Policing Development Program Award Terms and Conditions, the approved budget in the FCM, if applicable, all requirements in the Cooperative Agreement, and, if applicable, the Special Award Conditions and/or High Risk Conditions in the Award Document Supplement.

Ronald E. Davis
Director

Date: 04/18/2016

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING



MODIFIED

Memorandum

Community Policing Development

To: President Hedieh Mirahmadi
 World Org. for Resource Development and Education

Re: Financial Clearance Memo
 A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

ORI #: MD073ZZ Grant #: 2014CKWXK043 DUNS #: 932719797 OJP Vendor #: (b) (4)

Budget Category	Proposed Budget	Approved Budget	Adjustments
Sworn Officer	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Civilian Personnel	\$147,654.66	\$107,156.38	-\$40,498.28
Fringe Benefits	\$14,173.15	\$11,890.94	-\$2,282.21
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Consultants/Contractors	\$331,600.43	\$350,792.43	\$19,192.00
Other Costs	\$29,805.36	\$29,805.36	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00

Total Budget Costs:	\$499,645.00	Federal Share:	\$499,645.00	Applicant Share:	\$0.00
----------------------------	---------------------	-----------------------	---------------------	-------------------------	---------------

Budget Cleared Date: 04/18/2016

Overall Comments:

All costs listed in this budget were programmatically approved based on the final Budget Detail Worksheets submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased and paid in full within the grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Sworn Officer

Number of positions 0

Total: \$0.00 \$0.00 \$0.00

Civilian/Non-Sworn Personnel

PositionTitle	Positions	Salary	Benefits	Total	Adjustment
PERF Project Director/Jessica Toliver	0	\$0.00	\$0.00	\$0.00	\$0.00
WORDE Program Director/Hedieh Mirahmadi	1	\$25,814.88	\$2,173.60	\$27,988.48	-\$1,197.56
PERF Research Assistant/Chris Coghill	0	\$0.00	\$0.00	\$0.00	\$0.00
PERF Director of Communications/Craig Fisher	0	\$0.00	\$0.00	\$0.00	\$0.00
PERF Research Associate/Elizabeth Miller	0	\$0.00	\$0.00	\$0.00	\$0.00
WORDE Licensed Social Worker/Professional Counselor	1	\$12,135.12	\$1,874.21	\$14,009.33	-\$2,076.64
WORDE Senior Fellow Fatima Durrani	1	\$4,056.00	\$341.51	\$4,397.51	-\$1,004.67
WORDE Senior Fellow, Samia Haque	1	\$17,007.12	\$1,432.00	\$18,439.12	\$689.92
WORDE Senior Fellow, Mona Haggag	1	\$9,948.22	\$1,689.94	\$11,638.16	-\$730.02
WORDE Senior Fellow, TBD	1	\$0.00	\$0.00	\$0.00	-\$81,036.24
WORDE Senior Fellow, TBD - 2	0	\$0.00	\$0.00	\$0.00	\$0.00
WORDE President, Dr. Hedieh Mirahmadi	0	\$0.00	\$0.00	\$0.00	\$0.00
WORDE Senior Fellow, Mehreen Farooq	1	\$13,578.24	\$2,306.95	\$15,885.19	\$15,885.19
WORDE Director, Tarek Elgawhary	1	\$24,616.80	\$2,072.73	\$26,689.53	\$26,689.53
Total:		\$107,156.38	\$11,390.94	\$119,047.32	

Budget Category	Item	Qty	Cost/Item	Total	Adjustment	Reason Disallowed/Adjusted
ConsultantFees	WORDE - Program Director/Trauma Informed	112	\$175.00	\$19,712.00	\$19,712.00	
ConsultantFees	WORDE - Bookkeeper - Taha Seid	27	\$520.00	\$14,040.00	\$5,089.00	
ConsultantFees	WORDE - Auditor	18	\$550.00	\$9,900.00	\$0.00	
ConsultantFees	MCPD Licensed Social Worker	520	\$288.80	\$150,176.00	\$0.00	
ConsultantFees	STTAs	0	\$0.00	\$0.00	\$0.00	
ConsultantFees	TBD	0	\$0.00	\$0.00	\$0.00	
ConsultantFees	Short-term Technical Advisors [STTA]	14	\$500.00	\$7,000.00	\$4,000.00	
Contracts	WORDE - Program Director/Trauma Informed	1		\$0.00	\$0.00	Unallowable Cost
Contracts	WORDE - Translation Services (as needed)	1		\$0.00	\$0.00	
Contracts	WORDE - Bookkeeper - Taha Seid	1		\$0.00	\$0.00	Unallowable Cost
Contracts	WORDE - Auditor	1		\$0.00	\$0.00	Unallowable Cost
Contracts	MCPD Licensed Social Worker	1		\$0.00	\$0.00	Unallowable Cost
Contracts	PERF Contract -The contract will cover the cost	1		\$0.00	\$0.00	
Contracts	PERF Employee: Jessica Tolliver	1		\$42,100.04	\$0.00	
Contracts	PERF Employee: Elizabeth Miller	1		\$25,066.60	\$0.00	
Contracts	PERF Employee: Research Assistant, TBD	1		\$10,913.96	\$0.00	
Contracts	PERF Employee: Craig Fischer	1		\$16,900.08	\$0.00	
Contracts	PERF Indirect	1		\$49,114.11	\$0.00	
Contracts	PERF Administrative Costs	1		\$5,869.64	\$0.00	
Equipment	PERF Laptop Computer	0	\$0.00	\$0.00	\$0.00	Unallowable Cost
IndirectCosts	PERF Indirect Cost Agreement	0	\$0.00	\$0.00	\$0.00	
OtherCosts	MCPD - Overtime Hours for Personnel	533	\$55.92	\$29,805.36	\$0.00	
OtherCosts	PERF webinar license for each month	0	\$0.00	\$0.00	\$0.00	
OtherCosts	PERF copying costs each month	0	\$0.00	\$0.00	\$0.00	
OtherCosts	PERF Telephone and Internet Access	0	\$0.00	\$0.00	\$0.00	
OtherCosts	PERF postage and deliver	0	\$0.00	\$0.00	\$0.00	
Supplies	PERF General Project Supplies	0	\$0.00	\$0.00	\$0.00	
Supplies	PERF laptop	0	\$0.00	\$0.00	\$0.00	

Total: \$380,597.79