

**OCA/CPA-300
APPENDIX B**

PROPOSAL COVER SHEET

Organization Name _____

Street Address/P.O. Box _____

City _____ State _____ Zip Code _____

County or Counties to be served: _____

Contact person: _____

Title _____

Phone number: _____

E-mail address: _____

Total CDRC Funds requested: _____

Total JD Funds requested: _____

Please indicate that each of the following proposal components is attached to this coversheet by placing a check mark next to that item, and please attach the components in the following order:

- | | | | |
|--|-------|--|-------|
| 1. Proposal Narrative | _____ | 8. Listing of Board of Directors (Appendix F) | _____ |
| 2. Proposed Annual Operating Budget (Appendix C) | _____ | 9. Certificate of Incorporation (Appendix F) | _____ |
| 3. Caseload Objectives Worksheet (Appendix D) | _____ | 10. Staff Job Descriptions and Résumés (Appendix F) | _____ |
| 4. Expense Allocation Worksheet (Appendix E) | _____ | 11. IRS Correspondence Indicating Applicant's Tax-Exempt Status (Appendix F) | _____ |
| 5. Audited Financial Report (Appendix F) | _____ | 12. List of Three References (Appendix G) | _____ |
| 6. Organizational Chart (Appendix F) | _____ | 13. Non-Collusive Bidding Certification Form (page 3 of Attachment I) | _____ |
| 7. Charity Registration Number (Appendix F) | _____ | 14. Acknowledgment Form (page 4 of Attachment I) | _____ |

The applicant certifies that to the best of his/her knowledge and belief the information in this proposal is true and correct, and that he/she will comply with the terms and conditions set forth in this RFP.

Signature and Title of Chief Administrative Officer

Date

**OCA/CPA-300
APPENDIX C**

PROPOSED ANNUAL OPERATING BUDGET

Page 1

Name of Proposer: _____

Counties Served: _____

**PERSONNEL EXPENSES
(Direct Cost Cash Salaries)**

	Title	FTE*	CDRCP Funds**	Matching Funds***	JD Funds****	Total Funds*****
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
	Total					

*FTE: Indicate each position's full-time equivalency (FTE). A full-time position has an FTE of 1.0, whereas part-time positions may have an FTE in the range of 0.01 – 0.99. Personnel costs must be calculated as a percentage of time that the position is allocated to the ADR program.

**CDRCP Funds: Indicate how much of each position's salary will be paid from the proposed CDRCP grant award.

***Matching Funds: Indicate how much of each position's salary will be paid from local revenue that is designated as "local matching revenue" on page 4 of this Appendix.

****JD Funds: Indicate how much of each position's salary will be paid from funding supplied by the local Office of the Judicial District Administrative Judge.

*****Total Funds: Add the amount of CDRCP Funds, Matching Funds and JD Funds for each position to arrive at each position's total salary.

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APPENDIX C**

PROPOSED ANNUAL OPERATING BUDGET

Page 2

Name of Proposer: _____

Direct Cash Non-Personnel Service Costs

	(1) CDRCP Funds	(2) Matching Funds	(3) JD Funds	Total (1+2+3)
(01) Fringe Benefits	_____	_____	_____	_____
(02) Supplies	_____	_____	_____	_____
(03) Travel	_____	_____	_____	_____
(04) Equipment	_____	_____	_____	_____
(05) Contractual Services	_____	_____	_____	_____
Rentals & Repairs of Equip.	_____	_____	_____	_____
Real Estate Rentals	_____	_____	_____	_____
Postage & Shipping	_____	_____	_____	_____
Printing	_____	_____	_____	_____
Telephone	_____	_____	_____	_____
Miscellaneous Services	_____	_____	_____	_____
Professional Services	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Mediation Training	_____	_____	_____	_____
Seminars and Meetings	_____	_____	_____	_____
Cash Payments to Neutrals	_____	_____	_____	_____
	=====	=====	=====	=====
Total Non-Personnel Service Costs				

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APPENDIX C

PROPOSED ANNUAL OPERATING BUDGET

Name of Proposer: _____

Indirect Costs

	(1) CDRCP Funds	(2) Matching Funds	(3) JD Funds	Total (1+2+3)
(01) Supervisory / Admin Salaries	_____	_____	_____	_____
(02) Fringe Benefits	_____	_____	_____	_____
(03) Legal Services	_____	_____	_____	_____
(04) Audit Services	_____	_____	_____	_____
(05) Other Indirect Costs	_____	_____	_____	_____
Total Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Costs

	(1) CDRCP Funds	(2) Matching Funds	(3) JD Funds	Total (1+2+3)
(01) Personnel Expenses	_____	_____	_____	_____
(02) Non-Personnel Expenses	_____	_____	_____	_____
(05) Indirect Costs	_____	_____	_____	_____
Total Cash Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OCA/CPA-300
APPENDIX C

PROPOSED ANNUAL OPERATING BUDGET

Page 4

Name of Proposer: _____

Revenue

(1) Public Revenue

	Source	Purpose	Amount
1			
2			
3			
4			
5			
6			
Total:			

(2) Private Revenue

	Source	Purpose	Amount
1			
2			
3			
4			
5			
6			
Total:			

(3) In-Kind Revenue

	Source	Purpose	Amount
1			
2			
3			
4			
5			
6			
Total:			

OCA/CPA-300
APPENDIX C

PROPOSED ANNUAL OPERATING BUDGET

Page 5

Name of Proposer: _____

Revenue

Revenue Summary:

- (1) JD Funds Requested _____
- (2) CDRCP Funds Requested _____
 - (a) Public Match _____
 - (b) Private Match _____
 - (c) In-Kind Match _____
 - (d) Total Matching Revenue (a+b+c) _____

Total Revenue (JD Funds + CDRCP Funds +
Matching Revenue)

Enter Cash Expense:

Enter In-Kind Expense

(must equal In-Kind Matching Revenue):

Total Expenses (Must equal Total Revenue)

**OCA/CPA-300
APPENDIX F**

SUPPORTING DOCUMENTS

Please attach the following documents to this face sheet for OCA/CPA-300 Appendix F:

- 1) Audited financial report
- 2) Organizational chart
- 3) Charity registration number
- 4) List of the Board of Directors
- 5) Certificate of Incorporation
- 6) Staff job descriptions and résumés
- 7) Photocopy of correspondence issued by the Internal Revenue Service indicating the proposer's tax-exempt status

OCA/CPA-300
APPENDIX G

REFERENCES

Name of Proposer: _____

Please provide contact information for three references:

Organization Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Description of work performed for the reference agency:

Organization Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Description of work performed for the reference agency:

Organization Name: _____

Contact: _____

Address: _____

Telephone Number: _____

Description of work performed for the reference agency:

ATTACHMENT II

Applicable Laws, Regulations and Program Policies

The program manual for the Community Dispute Resolution Centers Program sets forth the policies and procedures with which all community dispute resolution centers must comply. The manual includes a copy of the governing legislation (New York State Judiciary Law, Article 21-A (§§ 849-a *et seq.*) and regulations (22 NYCRR Part 116)).

The manual can be downloaded chapter by chapter from the website for the NYS Unified Court System, Office of ADR Programs, at the following address:

http://www.nycourts.gov/ip/adr/Info_for_Programs.shtml

If you are unable to access the manual on the above website, photocopies of the program manual are available upon request and will be shipped by standard first-class mail. To request a photocopy of the program manual, please send a written request (by standard mail, e-mail or fax) to:

Betty Faltermeier
Court Analyst
New York State Unified Court System
Contract & Procurement Administration Unit
42 Karner Road
Albany, NY 12205
(518) 869-4735 (fax)
gharriso@courts.state.ny.us

NYS Community Dispute Resolution Centers
New York State Unified Court System, Division of Court Operations
Office of Alternative Dispute Resolution Programs
98 Niver Street, Cohoes, NY 12047
(518) 238-2888 / FAX: (518) 238-2951
Web: www.nycourts.gov/ip/adr
E-mail: cdrcp@courts.state.ny.us

Program List

Updated 30-July-2004

Albany County

Mediation Matters
 Peter Glassman, Executive Director
 30 Watervliet Avenue
 Albany, NY 12206
 Phone: (518) 446-0356 Fax: (518) 446-0379
 Web: www.mediationmatters.org
 Site Contact: Peter Glassman
 E-mail: Peter@mediationmatters.org

Allegany County

Better Business Bureau
 Dispute Settlement Center
 Julie Loesch, Director
 112 West State Street
 Olean, NY 14760
 Phone: (716) 373-5133 Fax: (716) 373-3787
 Web: www.wnyadr.org
 Site Contact: Luci La Venture
 E-mail: lalaven@upstatenybbb.org

Bronx County

Institute for Mediation and Conflict
 Resolution
 Stephen Slate, Executive Director
 384 East 149th St., Suite 330
 Bronx, NY 10455
 Phone: (718) 585-1190 Fax: (718) 585-1962
 Site Contact: Stephen Slate
 E-mail: seslate@yahoo.com

Broome County

ACCORD, A Center for Dispute
 Resolution
 Richard Squire, Executive Director
 30 West State St., 2nd Floor
 Binghamton, NY 13901
 Phone: (607) 724-5153 Fax: (607) 724-0059
 Site Contact: Richard Squire
 E-mail: rsquire@accordny.com

Cattaraugus County

Better Business Bureau
 Dispute Settlement Center
 Julie Loesch, Director
 112 West State Street
 Olean, NY 14760
 Phone: (716) 373-5133 Fax: (716) 373-3787
 Web: www.wnyadr.org
 Site Contact: Luci La Venture
 E-mail: lalaven@upstatenybbb.org

Cayuga County

Center for Dispute Settlement
 Andrew Thomas, Executive Director
 95 Genesee Street, 2nd Floor
 Auburn, NY 13021
 Phone: (315) 252-4260 Fax: (315) 252-4290
 Web: www.cdsadr.org
 Site Contact: Kathryn Williams
 E-mail: kwilliams@cdsadr.org

Chautauqua County

(Dunkirk Office)

Better Business Bureau
 Dispute Settlement Center
 Julie Loesch, Director
 323 Central Avenue, 4th Floor
 Dunkirk, NY 14048
 Phone: (716) 366-0410 Fax: (716) 366-4871
 Web: www.wnyadr.org
 Site Contact: Christine Wagner
 E-mail: cwagner@upstatenybbb.org

Chautauqua County

(Jamestown Office)

Better Business Bureau
 Dispute Settlement Center
 Julie Loesch, Director
 200 E. Third Street
 Jamestown, NY 14701
 Phone: (716) 483-7774 Fax: (716) 483-7615
 Web: www.wnyadr.org
 Site Contact: Christine Wagner
 E-mail: cwagner@upstatenybbb.org

Chemung County

Community Dispute Resolution Center
 Paula Smetanka, Assistant Director
 215 East Church St., Suite 204
 Elmira, NY 14901
 Phone: (607) 734-9087 Fax: (607) 735-9828
 Site Contact: Paula Smetanka
 E-mail: smetanka@cdrc.org

Chenango County

Catholic Charities
 Dispute Resolution Center
 Jennifer Morris, Program Director
 Eaton Center, 26 Conkey Avenue
 Norwich, NY 13815
 Phone: (607) 336-1982 Fax: (607) 336-5330
 Site Contact: Jennifer Morris
 E-mail: dkdc@ascent.net

Clinton County

Northern NY Centers for Conflict
 Resolution
 Kyle Blanchfield, Executive Director
 22 U.S. Oval, Suite 201
 Plattsburgh, NY 12903
 Phone: (518) 563-1227 Fax:
 Site Contact: Michele Bowen
 E-mail: nnyccr2@westelcom.com

Columbia County

Common Ground
 Dawn Wallant, Executive Director
 454 Warren Street
 Hudson, NY 12534
 Phone: (518) 828-0047 Fax: (518) 943-6241
 Web: www.commongroundinc.org/
 Site Contact: Joyce Reeve
 E-mail: jreeve@commongroundinc.org

Cortland County

New Justice
 John McCullough, Executive Director
 McNeil Building
 17 Main St., Suite 412
 Cortland, NY 13045
 Phone: (607) 753-6952 Fax: (607) 753-6579
 Site Contact: Jessica Morley
 E-mail: njco05@dreamscape.com

Program List

Updated 30-July-2004

Delaware County

Catholic Charities
Dispute Resolution Center
Jennifer Morris, Program Director
Sherwood Rd., POB 7
Delhi, NY 13753
Phone: (607) 746-6351 Fax: (607) 746-7085
Site Contact: Mary Palmer
E-mail: mpalmer45@dmcom.net

Dutchess County

Mediation Center of Dutchess County
Jody Miller, Executive Director
Family Partnership Building
29 North Hamilton St.
Poughkeepsie, NY 12601
Phone: (845) 471-7213 Fax: (845) 471-7264
Web: www.dutchessmediation.org
Site Contact: Jody Miller
E-mail: jbmiller29@aol.com

Erie County

Better Business Bureau
Dispute Settlement Center
Julie Loesch, Director
741 Delaware Avenue
Buffalo, NY 14209
Phone: (716) 883-5050 Fax: (716) 883-5349
Web: www.wnyadr.org
Site Contact: Julie Loesch
E-mail: jloesch@upstatenybbb.org

Essex County

Northern NY Centers for Conflict Resolution
Kyle Blanchfield, Executive Director
301 Main Street, POB 135
Lake Placid, NY 12946
Phone: (518) 523-7234 Fax: (518) 523-7211
Site Contact: Judi Good
E-mail: nnyccr3@northnet.org

Franklin County

Northern NY Centers for Conflict Resolution
Kyle Blanchfield, Executive Director
9 Finney Boulevard
Malone, NY 12953
Phone: (518) 483-1550 Fax: (518) 483-9166
Site Contact: Anne
E-mail: nnyccr4@westelcom.com

Fulton County

Catholic Charities
Tri-County Mediation Program
Marsha Lawyer, Program Director
795 East Main St, Suite 5
Cobleskill, NY 12043
Phone: (518) 842-4202 Fax: (518) 842-4245
Site Contact: Carmen Vazquez
E-mail: cvazquez@catholiccharitiesmc.org

Genesee County

Better Business Bureau
Dispute Settlement Center
Julie Loesch, Director
Genesee County Courts Building
One West Main Street
Batavia, NY 14020
Phone: (585) 344-2580 Fax: (585) 344-8520
Web: www.wnyadr.org
Site Contact: Cheryl Robinson
E-mail: cwrobins@courts.state.ny.us

Greene County

Common Ground
Dawn Wallant, Executive Director
11 William St. Suite 2
Catskill, NY 12414
Phone: (518) 943-0523 Fax: (518) 943-6241
Web: www.commongroundinc.org/
Site Contact: Dawn Wallant
E-mail: dwallant@commongroundinc.org

Hamilton County

Northern NY Centers for Conflict Resolution
Kyle Blanchfield, Executive Director
Elm Lake Rd., POB 471
Speculator Village Hall
Speculator, NY 12164
Phone: (518) 548-8213 Fax: (518) 548-8213
Site Contact: Toni Morrison
E-mail: jwtekm@klink.net

Herkimer County

Catholic Charities
Community Mediation Program
Annemarie Adams, Program Director
61 West St.
Ilion, NY 13357
Phone: (315) 894-9917 Fax: (315) 894-6313
Site Contact: Annemarie Adams
E-mail: aadams@cnyemail.com

Jefferson County

Jeff-Lewis Mediation Center
Linya Bell, Executive Director
200 Washington Street
Suite 207
Watertown, NY 13601
Phone: (315) 785-0333 Fax: (315) 785-0322
Web: www.jefflewismediation.org
Site Contact: Sarah Barker
E-mail: mediate@imcnet.net

Kings County

(Brooklyn Mediation Center)

Safe Horizon
Elizabeth Clemants, Senior Director of Mediation
210 Joralemon Street, Room 618
Brooklyn, NY 11201
Phone: (718) 834-6671 Fax: (718) 834-6681
Web: www.safehorizon.org
Site Contact: Elizabeth Clemants
E-mail: eclemants@safehorizon.org

Kings County

(Brooklyn Family Court Program)

Safe Horizon
Elizabeth Clemants, Senior Director of Mediation
283 Adams Street, Rm 404
Brooklyn, NY 11201
Phone: (718) 222-8400 Fax: (718) 643-6615
Web: www.safehorizon.org
Site Contact: Elizabeth Clemants
E-mail: eclemants@safehorizon.org

Lewis County

Jeff-Lewis Mediation Center
Linya Bell, Executive Director
5420 Shady Avenue
Lowville, NY 13367
Phone: (315) 376-7991 Fax:
Web: www.jefflewismediation.org
Site Contact: Sarah Barker
E-mail: mediate@imcnet.net

Livingston County

Center for Dispute Settlement
Andrew Thomas, Executive Director
6 Court Street
Geneseo, NY 14454
Phone: (585) 243-7007 Fax: (585) 243-7006
Web: www.cdsadr.org
Site Contact: Letitia Rosenthal
E-mail: lrosenthal@cdsadr.org

Program List

Updated 30-July-2004

Madison County

New Justice
John McCullough, Executive Director
121 Oneida Street, POB 365
Oneida, NY 13421
Phone: (315) 361-4438 Fax:
Site Contact: Jim Wood
E-mail: njma06@dreamscape.com

Monroe County

(Main Office)

Center for Dispute Settlement
Andrew Thomas, Executive Director
300 State Street, Suite 301
Rochester, NY 14614
Phone: (585) 546-5110 Fax: (585) 546-4391
Web: www.cdsadr.org
Site Contact: Marge Fears
E-mail: mfears@cdsadr.org

Monroe County

(Family Mediation Programs)

Center for Dispute Settlement
Andrew Thomas, Executive Director
17 East Main Street
Rochester, NY 14614
Phone: (585) 454-4042 Fax: (585) 454-4049
Web: www.cdsadr.org
Site Contact: Donna Durbin
E-mail: ddurbin@cdsadr.org

Montgomery County

Catholic Charities
Tri-County Mediation Program
Marsha Lawyer, Program Director
1 Kimball Street
Amsterdam, NY 12010
Phone: (518) 842-4202 Fax: (518) 842-4245
Site Contact: Carmen Vazquez
E-mail: cvazquez@catholiccharitiesmc.org

Nassau County

EAC
Mediation Alternative Project
Robyn Schneider, Division Director
175 Fulton Avenue, Suite 400
Hempstead, NY 11550
Phone: (516) 489-7733 Fax: (516) 789-7532
Web: www.eacinc.org/community.htm
Site Contact: Robyn Schneider
E-mail: rschneider@eacinc.org

New York County

(Manhattan Mediation Center)

Safe Horizon
Elizabeth Clemants, Senior Director of
Mediation
346 Broadway, Suite 400W
New York, NY 10013
Phone: (212) 577-1740 Fax: (212) 406-2637
Web: www.safehorizon.org
Site Contact: Elizabeth Clemants
E-mail: eclmants@safehorizon.org

New York County

Washington Heights - Inwood Coalition
Northern Manhattan Mediation Program
Mary Gratereaux, Mediation Director
652 West 187th Street
New York, NY 10033
Phone: (212) 781-6722 Fax: (212) 740-8509
Site Contact: Mary Gratereaux
E-mail: whic.mediation@verizon.net

New York County

LGBT Center
Project Resolve
Jorge Irizarry, Mediation Service Director
208 West 13th Street
New York, NY 10014
Phone: (212) 620-7310 Fax: (212) 924-2657
Web:
www.gaycenter.org/programs/mhss/mediation.
html
Site Contact: Jorge Irizarry
E-mail: jirizarry@gaycenter.org

Niagara County

Better Business Bureau
Dispute Settlement Center
Julie Loesch, Director
1721 Military Road
Niagara Falls, NY 14304
Phone: (716) 297-3083 Fax: (716) 297-6285
Web: www.wnyadr.org
Site Contact: Lana Redell
E-mail: lredell@upstatenybbb.org

Oneida County

Peacemaker Program
Brenda Episcopo, Executive Director
United Way Building
270 Genesee Street
Utica, NY 13502
Phone: (315) 724-1718 Fax: (315) 724-1375
Web: www.peacemakerprogram.com
Site Contact: Brenda Episcopo
E-mail: brenda@peacemakerprogram.com

Onondaga County

(Main Office)

New Justice
John McCullough, Executive Director
1153 West Fayette St.
Syracuse, NY 13204
Phone: (315) 471-4676 Fax: (315) 475-0769
Site Contact: Nancy Phillips
E-mail: njm001@dreamscape.com

Onondaga County

(Family Court Office)

New Justice
John McCullough, Executive Director
Onondaga Family Court
401 Montgomery St., Room 112
Syracuse, NY 13202
Phone: (315) 671-2047 Fax: (315) 671-1165
Site Contact: Adisa Pot
E-mail: apot@courts.state.ny.us

Ontario County

Center for Dispute Settlement
Andrew Thomas, Executive Director
120 North Main Street
Canandaigua, NY 14424
Phone: (585) 396-0840 Fax: (585) 396-5934
Web: www.cdsadr.org
Site Contact: Edward Pevear
E-mail: epevear@cdsadr.org

Orange County

Dispute Resolution Center
Roz Magidson, Executive Director
14 Scotchtown Rd., POB 510
Goshen, NY 10924
Phone: (845) 294-8082 Fax: (845) 294-7428
Site Contact: Roz Magidson
E-mail: info@drcservices.org

Orleans County

Better Business Bureau
Dispute Settlement Center
Julie Loesch, Director
741 Delaware Avenue
Buffalo, NY 14209
Phone: (716) 883-5050 Fax: (716) 883-5349
Web: www.wnyadr.org
Site Contact: Cheryl Robinson
E-mail: cwrobins@courts.state.ny.us

Oswego County

New Justice
John McCullough, Executive Director
161B West First Street
Oswego, NY 13126
Phone: (315) 343-8370 Fax: (315) 343-8369
Site Contact: Elisabeth Hirsch
E-mail: njos04@dreamscape.com

Program List

Updated 30-July-2004

Otsego County

Mediation Services

Barbara Potter, Executive Director
48 Dietz St., Suite I-Front
Oneonta, NY 13820
Phone: (607) 433-1672 Fax: (607) 433-0361
Web: www.oneonta.edu/~msi
Site Contact: Barbara Potter
E-mail: bpotter1@stny.rr.com

Putnam County

(Putnam County DRC)

Dispute Resolution Center
Roz Magidson, Executive Director
34 Gleneida Avenue
Suite 200
Carmel, NY 10512
Phone: (845) 225-9555 Fax: (845) 225-9568
Site Contact: Cari Young
E-mail: caryi@drcservices.org

Queens County

Community Mediation Services

Queens Mediation Network
Robert Thaler, Mediation Director
89-64 163rd Street
Jamaica, NY 11432
Phone: (718) 523-6868 Fax: (718) 291-5769
Site Contact: Robert Thaler
E-mail: rthaler@adr-cms.org

Rensselaer County

Mediation Matters

Peter Glassman, Executive Director
258 Broadway
Troy, NY 12180
Phone: (518) 687-0056 Fax: (518) 687-0059
Web: www.mediationmatters.org
Site Contact: Leo Levy
E-mail: Leo@mediationmatters.org

Richmond County

New York Center for Interpersonal Development

Candace Gonzalez, Program Director
130 Stuyvesant Place, 5th Fl.
Staten Island, NY 10301
Phone: (718) 815-4557 Fax: (718) 876-6068
Site Contact: Candace Gonzalez
E-mail: cgonzalez@nycid.org

Rockland County

Volunteer Counseling Service

Myrnia Bass-Hargrove, Mediation Services Director
77 South Main St.
New City, NY 10956
Phone: (845) 634-5729 Fax: (845) 634-7839
Web: www.planet-rockland.org/vcs
Site Contact: Myrnia Bass-Hargrove
E-mail: mbasshargrove@volunteercounselingservice.org

Saratoga County

Catholic Charities

Mediation Services
Carol Kachidurian, Program Director
480 Broadway, LL-32
Saratoga Springs, NY 12866
Phone: (518) 584-6361 Fax: (518) 583-9659
Site Contact: Carol Kachidurian
E-mail: clk@mediationswwc.org

Schenectady County

Law, Order and Justice Center

Laura Zeligler, Executive Director
144 Barrett St.
Schenectady, NY 12305
Phone: (518) 346-1281 Fax: (518) 346-1311
Site Contact: Laura Zeligler
E-mail: LOJCtr@nycap.rr.com

Schoharie County

Catholic Charities

Tri-County Mediation Program
Marsha Lawyer, Program Director
795 East Main St, Suite 5
Cobleskill, NY 12043
Phone: (518) 234-2568 Fax:
Site Contact: Marsha Lawyer
E-mail: mediation@catholiccharitiesmc.org

Schuyler County

Community Dispute Resolution Center

Paula Smetanka, Assistant Director
208 Broadway
Montour Falls, NY 14865
Phone: (607) 535-7637 Fax: (607) 535-4443
Site Contact: Paula Smetanka
E-mail: smetanka@cdrc.org

Seneca County

Center for Dispute Settlement

Andrew Thomas, Executive Director
48 West Williams Street
Waterloo, NY 13165
Phone: (315) 539-4570 Fax: (315) 539-4571
Web: www.cdsadr.org
Site Contact: Kathryn Williams
E-mail: kwilliams@cdsadr.org

St. Lawrence County

Northern NY Centers for Conflict Resolution

Kyle Blanchfield, Executive Director
127 North Water St.
Ogdensburg, NY 13669
Phone: (315) 393-7079 Fax: (315) 393-7081
Site Contact: Diana Dufresne
E-mail: ldufresn@twcny.rr.com

Steuben County

(Hornell Satellite)

Center for Dispute Settlement
Andrew Thomas, Executive Director
82 Main Street
Hornell, NY 14843
Phone: (607) 324-9887 Fax: (607) 281-1283
Web: www.cdsadr.org
Site Contact: Angela Whitfield
E-mail: awhitfield@cdsadr.org

Steuben County

(Bath Satellite)

Center for Dispute Settlement
Andrew Thomas, Executive Director
22 Liberty Street, 2nd Fl.
Bath, NY 14810
Phone: (607) 776-6976 Fax: (607) 776-7226
Web: www.cdsadr.org
Site Contact: James Waight
E-mail: jwaight@cdsadr.org

Suffolk County

EAC

Community Mediation Center
Robyn Schneider, Division Director
22 Lawrence Avenue, suite 200
Smithtown, NY 11787
Phone: (631) 265-0490 Fax: (631) 265-0831
Web: www.eacinc.org/community.htm
Site Contact: Robyn Schneider
E-mail: rschneider@eacinc.org

Sullivan County

Dispute Resolution Center

Roz Magidson, Executive Director
14 St. John Steet, POB 786
Monticello, NY 12701
Phone: (845) 794-3377 Fax: (845) 796-2913
Site Contact: Roz Magidson
E-mail: sullivaninfo@drcservices.org

Program List

Updated 30-July-2004

Tioga County

ACCORD, A Center for Dispute Resolution
Richard Squire, Executive Director
16 Court St., 2nd Fl, POB 493
Owego, NY 13827
Phone: (607) 687-8222 Fax: (607) 687-8266
Site Contact: Barbara Bohling
E-mail: TCaccord@pronetisp.net

Tompkins County

Community Dispute Resolution Center
Paula Smetanka, Assistant Director
120 West State St
Ithaca, NY 14850
Phone: (607) 273-9347 Fax: (607) 275-9225
Site Contact: Judy Saul
E-mail: saul@cdrc.org

Ulster County

Dispute Resolution Center
Roz Magidson, Executive Director
25 Lucas Ave 2nd Floor
Kingston, NY 12401
Phone: (845) 331-6136 Fax: (845) 331-6021
Site Contact: Eileen Rowley
E-mail: ulsterinfo@drcservices.org

Warren County

Catholic Charities
Mediation Services
Carol Kachidurian, Program Director
Municipal Ctr., 1340 Rt.9
Lake George, NY 12845
Phone: (518) 761-7674 Fax: (518) 761-6230
Site Contact: Carol Kachidurian
E-mail: clk@mediationswwc.org

Washington County

Catholic Charities
Mediation Services
Carol Kachidurian, Program Director
Municipal Ctr. 1340 Rte 9
Lake George, NY 12845
Phone: (518) 761-7674 Fax: (518) 761-6230
Site Contact: Carol Kachidurian
E-mail: clk@mediationswwc.org

Wayne County

(Community Program Office)

Center for Dispute Settlement
Andrew Thomas, Executive Director
54 Broad St., Rm 304
Hall of Justice
Lyons, NY 14489
Phone: (315) 946-7500 Fax: (315) 946-5461
Web: www.cdsadr.org
Site Contact: Nancy Smith
E-mail: nsmith@cdsadr.org

Wayne County

(Family Program Office)

Center for Dispute Settlement
Andrew Thomas, Executive Director
54 Broad Street, Room 113
Hall of Justice
Lyons, NY 14489
Phone: (315) 946-5451 Fax: (315) 946-5461
Web: www.cdsadr.org
Site Contact: William Zinger
E-mail: wzinger@cdsadr.org

Westchester County

CLUSTER

Jenny Besch, Program Director
20 South Broadway, Suite 501
Box 1248
Yonkers, NY 10702
Phone: (914) 963-6500 Fax: (914) 963-4566
Site Contact: Jenny Besch
E-mail: jenbesch@aol.com

Wyoming County

Better Business Bureau
Dispute Settlement Center
Julie Loesch, Director
112 West State St.
Olean, NY 14760
Phone: (716) 373-5133 Fax: (716) 373-3787
Web: www.wnyadr.org
Site Contact: Luci La Venture
E-mail: lalaven@upstatenybbb.org

Yates County

Center for Dispute Settlement
Andrew Thomas, Executive Director
Yates County Court House
415 Liberty Street
Penn Yann, NY 14527
Phone: (315) 531-3409 Fax: (315) 536-2389
Web: www.cdsadr.org
Site Contact: Steve Coffman
E-mail: scoffman@cdsadr.org

ATTACHMENT IV

Below is a table that lists the counties that are subject to this RFP, as well as the approximate grant awards for the initial 12-month period. The UCS grant awards are listed in two distinct categories: CDRCP funds, which require local matching funds as set forth in the RFP, and "JD" funds, which are supplied by the Office of the Judicial District Administrative Judge and which do not require the proposer to raise local matching revenue. Please note that this allocation of funds by county approximates the allocation of fixed sums that are available for the total CDRCP and JD grant awards.

	(1)	(2)	(3)	(4)	(5)
<u>County</u>	<u>CDRCP Funding</u>	<u>Local Match Requirement [column (1) - \$20,000]</u>	<u>JD Funding</u>	<u>Available UCS Funding [column (1) + column (3)]</u>	<u>Total Minimum Budget [column (2) + column (4)]</u>
<i><u>3rd Judicial District</u></i>					
Albany	\$93,271	\$73,271	\$74,000	\$167,271	\$240,542
Columbia	\$43,000	\$23,000	\$19,388	\$62,388	\$85,388
Greene	\$37,000	\$17,000	\$21,748	\$58,748	\$75,748
Rensselaer	\$40,000	\$20,000	\$43,000	\$83,000	\$103,000
Schoharie	\$20,000	\$0	\$0	\$20,000	\$20,000
Sullivan	\$24,000	\$4,000	\$26,906	\$50,906	\$54,906
Ulster	\$76,000	\$56,000	\$39,591	\$115,591	\$171,591
Totals for the 3rd JD:	\$333,271	\$193,271	\$224,633	\$557,904	\$751,175
<i><u>4th Judicial District</u></i>					
Clinton	\$30,000	\$10,000	\$28,000	\$58,000	\$68,000
Essex	\$20,000	\$0	\$15,000	\$35,000	\$35,000
Franklin	\$30,000	\$10,000	\$12,000	\$42,000	\$52,000
Fulton	\$37,866	\$17,866	\$26,625	\$64,491	\$82,357
Hamilton	\$20,000	\$0	\$0	\$20,000	\$20,000
Montgomery	\$37,866	\$17,866	\$13,125	\$50,991	\$68,857
St. Lawrence	\$50,000	\$30,000	\$18,000	\$68,000	\$98,000
Saratoga	\$80,750	\$60,750	\$54,898	\$135,648	\$196,398
Schenectady	\$64,829	\$44,829	\$68,623	\$133,452	\$178,281
Warren	\$20,000	\$0	\$12,812	\$32,812	\$32,812
Washington	\$20,000	\$0	\$12,812	\$32,812	\$32,812
Totals for 4th JD:	\$411,311	\$191,311	\$261,895	\$640,394	\$831,705

RFP # OCA/CPA-300
COMMUNITY DISPUTE RESOLUTION CENTERS

BID OPENING: 11/1/04
11:00:00 AM

	(1)	(2)	(3)	(4)	(5)
<u>County</u>	<u>CDRCP Funding</u>	<u>Local Match Requirement [column (1) - \$20,000]</u>	<u>JD Funding</u>	<u>Available UCS Funding [column (1) + column (3)]</u>	<u>Total Minimum Budget [column (2) + column (4)]</u>
<i>5th Judicial District</i>					
Herkimer	\$56,088	\$36,088	\$44,585	\$100,673	\$136,761
Jefferson	\$57,178	\$37,178	\$31,000	\$88,178	\$125,356
Lewis	\$20,000	\$0	\$7,813	\$27,813	\$27,813
Oneida	\$88,805	\$68,805	\$57,258	\$146,063	\$214,868
Onondaga	\$180,994	\$160,994	\$62,000	\$242,994	\$403,988
Oswego	\$47,337	\$27,337	\$30,700	\$78,037	\$105,374
Totals for 5th JD:	\$450,402	\$330,402	\$233,356	\$683,758	\$1,014,160
<i>8th Judicial District</i>					
Allegany	\$23,500	\$3,500	\$0	\$23,500	\$27,000
Cattaraugus	\$32,000	\$12,000	\$0	\$32,000	\$44,000
Chautauqua	\$40,000	\$20,000	\$20,000	\$60,000	\$80,000
Erie	\$255,000	\$235,000	\$50,000	\$305,000	\$540,000
Genesee	\$23,000	\$3,000	\$10,000	\$33,000	\$36,000
Niagara	\$63,000	\$43,000	\$20,000	\$83,000	\$126,000
Orleans	\$23,000	\$3,000	\$0	\$23,000	\$26,000
Wyoming	\$23,000	\$3,000	\$0	\$23,000	\$26,000
Totals for 8th JD:	\$482,500	\$322,500	\$100,000	\$582,500	\$905,000
Totals pursuant to this RFP:	\$1,677,484	\$1,037,484	\$819,884	\$2,464,556	\$3,502,040

ATTACHMENT V
EVALUATION FORM
SUMMARY RATING SHEET

PROPOSER: _____

AREA TO BE SERVED: _____

A. ORGANIZATIONAL ABILITY AND EXPERIENCE (20 POINTS) A. _____

B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM (50 POINTS) B. _____

C. APPROPRIATENESS OF STAFFING PLAN (15 POINTS) C. _____

D. REASONABLENESS OF COST (15 POINTS) D. _____

TOTAL _____

EVALUATOR (Print) _____

(Signature) _____

DATE ___/___/___

ATTACHMENT V
EVALUATION FORM
DETAIL RATING SHEETS

PROPOSER _____

REVIEWER _____

AREA TO BE SERVED _____

Consider the following sources of information: Proposal narrative and attached references.

**A. DEMONSTRATED ORGANIZATIONAL ABILITY AND EXPERIENCE
(20 POINTS TOTAL)**

Key to Successful Experience (Applicable to A(1) ONLY)

- Extensive: At least five years**
- Better than Satisfactory: Between four and five years**
- Satisfactory: Between two and three years**
- Limited: Between one and two years**
- Very Limited: Less than one year**

**1. Extent to which the proposer demonstrates that the organization has successful experience securing funding and other resources to support the proposed program.
(Corresponds to Narrative section 1.A.) (5 points)**

- 5 points: Proposer demonstrates that the organization has extensive successful experience securing funding and other resources to support the proposed program.
- 4 points: Proposer demonstrates that the organization has better than satisfactory successful experience securing funding and other resources to support the proposed program.
- 3 points: Proposer demonstrates that the organization has satisfactory successful experience securing funding and other resources to support the proposed program.
- 2 points: Proposer demonstrates that the organization has limited successful experience securing funding and other resources to support the proposed program.
- 0-1 points: Proposer demonstrates that the organization has very limited successful experience securing funding and other resources to support the proposed program.

RATING _____

ATTACHMENT V
EVALUATION FORM

Basis for Rating: _____

2. Extent to which the proposer demonstrates that the organization has the ability to submit required reports in a timely, thorough fashion.
(Corresponds to Narrative section 1.B.) (5 points)

- 4-5 points: Proposer demonstrates that it routinely meets reporting deadlines of funding sources or other institutions.
- 2-3 points: Proposer demonstrates that it often meets reporting deadlines of funding sources other institutions.
- 0-1 points: Proposer fails to demonstrate that it meets reporting deadlines of funding sources or other insitutions.

RATING _____

Basis for Rating: _____

3. Extent to which the proposer demonstrates that the organization has the techological capacity to administer the program.
(Corresponds to Narrative section 1.B and 4.A.) (5 points)

- 4-5 points: Proposer demonstrates that it already possesses the technological infrastructure to: (1) deploy and maintain needed software, including the Dispute Resolution Case Management System (DRCMS); (2) connect staff who work in various satellite offices; and (3) respond to inquiries from members of the public, referral sources, clients, and neutrals.
- 2-3 points: Proposer demonstrates that it has developed a comprehensive plan to acquire the technological infrastructure to: (1) deploy and maintain needed software, including the Dispute Resolution Case Management System (DRCMS); (2) connect staff who work in various satellite offices; and (3) respond to inquiries from members of the public, referral sources, clients, and neutrals.
- 0-1 points: Proposer either fails to demonstrate that it possesses the necessary technological infrastructure outlined above or fails to describe a comprehensive plan to acquire the needed technological infrastructure outlined above.

ATTACHMENT V
EVALUATION FORM

RATING _____

Basis for Rating: _____

4. Extent to which the proposer demonstrates that the organization has experience administering a dispute resolution program.

(Corresponds to Narrative section 1.A.) **(5 points)**

- 4-5 points: Proposer demonstrates that it has extensive experience administering a dispute resolution program.
- 2-3 points: Proposer demonstrates that it has better than satisfactory or satisfactory experience administering a dispute resolution program.
- 0-1 points: Proposer demonstrates that it has limited or very limited experience administering a dispute resolution program.

RATING _____

Basis for Rating: _____

SUBTOTAL FOR PART "A" (A1 + A2 + A3 + A4) _____
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**B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM
(50 POINTS TOTAL)**

1. Extent to which the proposal demonstrates that the center will provide arbitration, conciliation and/or mediation services of high quality to members of the community that the center will serve.

(Corresponds to Narrative sections 1.A and 2.B.) **(15 points)**

- 13-15 points: The proposal contains a detailed description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are very likely to yield dispute resolution services of very high quality.

ATTACHMENT V

EVALUATION FORM

- 10-12 points: The proposal contains a detailed description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are likely to yield dispute resolution services of good to high quality.
- 7-9 points: The proposal contains a brief description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are somewhat likely to yield dispute resolution services of adequate to good quality.
- 4-6 points: The proposal contains a cursory description of the mechanisms that the center will use to monitor the quality of services and these mechanisms are likely barely adequate to yield dispute resolution services that comport with the minimum indicia of quality.
- 0-3 points: The proposal lacks a description of the mechanisms that the center will use to monitor the quality of its services and its services are likely to be poor or inadequate.

RATING _____

Basis for Rating: _____

2. Extent to which the proposal demonstrates that the center will recruit, train and utilize neutrals who reflect the diversity of the community that the center will serve.
(Corresponds to Narrative sections 1.A. and 3.C.) (10 points)

- 8-10 points: The proposal contains a detailed plan to recruit and train volunteer neutrals who reflect the diversity of the community that the center will serve or the proposal adequately justifies why such recruitment and training is unnecessary at this time. The proposal also commits the Proposer to utilize volunteer neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.
- 5-7 points: The proposal contains a detailed plan to recruit and train staff neutrals who reflect the diversity of the community that the center will serve or the proposal adequately justifies why such recruitment and training is unnecessary at this time. The proposal also commits the Proposer to utilize neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.
- 0-4 points: The proposal lacks a detailed plan to recruit and train volunteer neutrals who reflect the diversity of the community the center will serve or the proposal fails to justifies why such recruitment and training is unnecessary at this time. The proposal does not explain

ATTACHMENT V
EVALUATION FORM

whether the Proposer will utilize volunteer neutrals in a manner that is consistent with the both the values of the Office of ADR Programs and the mission statement of the Proposer.

RATING _____

Basis for Rating: _____

3. Extent to which the proposal demonstrates that the center will work with local courts and other community institutions to generate appropriate referrals to the center.
(Corresponds to Narrative sections 2.A., 4.A. and Appendix D) (15 points)

12-15 points: Proposer demonstrates a comprehensive plan to develop referrals with courts and other community institutions that is highly likely to yield a referral relationship that will generate a consistent caseload of appropriate cases. Proposer's references include commitments by Judges or representatives of other community institutions to utilize the Proposer's ADR services. The location of Proposer's center(s) is highly likely to foster a collaborative relationship with key community institutions and will be very accessible to clients.

8-11 points: Proposer demonstrates an adequate plan to develop referrals with courts and other community institutions that is likely to yield a referral relationship that will generate a consistent caseload of appropriate cases. Proposer's references indicate that Proposer is likely to secure future commitments by Judges or representatives of other community institutions to utilize the Proposer's ADR services. The location of Proposer's center(s) will be convenient to clients.

4-7 points: Proposer articulates aspirational goals to solicit referrals from courts and other community institutions but offers no more detailed plans than to accept appropriate cases on an *ad hoc* basis from such institutions. Proposer's references speak positively of the Proposer but do not address the likelihood that the center will be an effective provider of dispute resolution services. The location of Proposer's center(s) is adequate to meet the needs of its clients.

0-3 points: Proposer lacks any plan to develop a referral relationship with courts and other community institutions. Proposer's references offer lackluster endorsements of Proposer. The location of Proposer's center(s) is unlikely to foster a collaborative relationship with key community institutions, and it is unlikely to meet the needs of Proposer's clients.

ATTACHMENT V
EVALUATION FORM

RATING _____

Basis for Rating: _____

4. Extent to which the proposal demonstrates that the center will conduct effective outreach efforts to promote the center’s dispute resolution services to members of the public.
(Corresponds to Narrative sections 2.B. and 2.C.) (10 points)

9-10 points: The proposal contains a detailed description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are highly likely to yield cases. Also, the Proposer describes a fee policy that appropriately balances the Proposer’s fundraising needs against the needs of community members to have affordable access to the center, and the policy waives fees for indigent members of the community.

6-8 points: The proposal contains a description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are likely to yield cases. Also, the Proposer ensures that services will be made available to members of the public at little or no cost.

3-5 points: The proposal contains a cursory description of the mechanisms that the center will use to promote its services to community organizations and members of the public, and these mechanisms are somewhat likely to yield cases. Also, the Proposer’s fee policy does not adequately ensure that services will be made available to members of the public at little or no cost.

0-2 points: The proposal does not describe the mechanisms the center will use to promote its services to community organizations and members of the public. Also, the proposal does not contain a description of the Proposer’s fee policy.

RATING _____

Basis for Rating: _____

SUBTOTAL FOR PART “B” (B1 + B2 + B3 + B4) _____

ATTACHMENT V

EVALUATION FORM

C. **APPROPRIATENESS OF STAFFING PLAN AND PROCEDURES**
(15 POINTS TOTAL)

1. **Extent to which the proposal demonstrates an appropriate supervisory structure for the center.**

(Corresponds to Narrative section 3.A.) **(5 points)**

4-5 points: The proposal indicates that the program director will have significant input and responsibilities during the development and monitoring of the program budget, and the supervisory structure of the proposed program is highly likely to ensure long-term stability and growth.

2-3 points: The proposal indicates that the program director will have nominal input and responsibilities during the development and monitoring of the program budget, and the supervisory structure of the proposed program is somewhat likely to ensure long-term stability and growth.

0-1 points: The proposal divests the program director of any input or responsibility during the development and monitoring of the program budget, and the supervisory structure of the proposed program is unlikely to ensure long-term stability and growth.

RATING _____

Basis for Rating: _____

2. **Extent to which the proposal demonstrates an appropriate allocation of responsibilities among staff of the center, and the extent to which the proposal demonstrates that the center(s) will be appropriately staffed to meet the needs of the community.**

(Corresponds to Narrative section 3.B. and 4.B.) **(10 points)**

8-10 points: The proposal contains resumes of existing staff or job descriptions of proposed positions, and the responsibilities are allocated in a manner that enables staff to balance appropriately their responsibilities to monitor cases, solicit cases from institutions and members of the public, monitor and train neutrals, and participate in the ongoing development of the center. Also, the proposal contains a description of the facilities for each proposed center, and the facilities are appropriate to the needs of the community.

4-7 points: The proposal contains resumes of existing staff or job descriptions of proposed positions, but the responsibilities are not allocated in a manner that enables staff to balance appropriately their responsibilities to monitor cases, solicit cases from institutions and members of the public, monitor and train neutrals, and participate in the ongoing

ATTACHMENT V

EVALUATION FORM

development of the center. Also, the proposal contains a description of the facilities for each proposed center, but at least some of the facilities may not be appropriate to the needs of the community.

0-3 points: There is no mechanism to assess whether staff responsibilities are allocated in a manner that enables staff to balance appropriately their responsibilities because the proposal does not include the resumes of existing staff or job descriptions of proposed positions. Also, the proposal lacks a description of the facilities for each proposed center.

RATING _____

Basis for Rating: _____

SUBTOTAL FOR PART "C" (C1 + C2) _____

**D. REASONABLENESS OF COST
(15 POINTS TOTAL)**

**1. Extent to which the proposal demonstrates that the Proposer will meet its match requirement.
(Corresponds to Appendix C) (5 points)**

4-5 points: Proposer's budget meets or exceeds the local match requirement and Proposer has secured or is highly likely to secure: (i) revenue that is allocated towards the cost of the core community dispute resolution programming; (ii) fee-for-service revenue or training revenue; and/or (iii) revenue that is allocated towards the cost of complementary dispute resolution programming.

2-3 points: Proposer's budget meets or exceeds the local match requirement and Proposer is likely to secure: (i) revenue that is allocated towards the cost of complementary dispute resolution programming; (ii) in-kind contributions; and/or (iii) revenue that is allocated towards the cost of other complementary non-dispute resolution programming.

0-1 points: Proposer's budget fails to meet the local match requirement or the Proposer is highly unlikely to secure sufficient revenue to support the local match requirement.

RATING _____

ATTACHMENT V
EVALUATION FORM

Basis for Rating: _____

2. **Extent to which the costs for the proposed program are reasonable.**
(Corresponds to Narrative section 1.A. and Appendix E) (10 points)

Key to Reasonableness (Applicable to D(2) ONLY)

- UCS cost per case:** When the requested grant award is divided by the number of cases in the caseload target, is that quotient comparable to the cost per case for similarly situated programs?
- Salaries:** Are the salaries for the proposed program competitive in light of salaries paid by organizations with similar missions in the community(ies) the Proposer proposes to serve?
- Administrative cost:** If the proposer is a multi-purpose organization, is the percentage of UCS funds that supports administrative costs (including salaries and fringe benefits of non-program staff, real estate expenses that are not utilized for the direct delivery of services, and related costs) comparable to the percentage found in the budgets of similarly sized agencies?
- Fringe benefits:** Is the percentage of total costs that are allocated to fringe benefits comparable to the fringe-benefits rates of similarly sized agencies?
- Training costs:** Does the proposal allocate a sufficient amount of money to cover the costs of training staff or neutrals during the budget cycle in the proposal?

- 8-10 points: All of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.
- 5-7 points: At least three but less than five of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.
- 2-3 points: At least one but less than three of the following costs are reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.
- 0-1 points: None of the following costs is reasonable: UCS cost per case, salaries, administrative costs (multi-purpose proposers only), fringe benefits and training costs.

**ATTACHMENT V
EVALUATION FORM**

RATING _____

Basis for Rating: _____

SUBTOTAL FOR PART "D" (D1 + D2) _____
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