

COMMONWEALTH OF PENNSYLVANIA
PA DEPARTMENT OF LABOR & INDUSTRY
BUSINESS-EDUCATION PARTNERSHIP GRANT

Notice of Grant Availability

PROPOSALS DUE BY **FRIDAY, OCTOBER 30, 2020 AT 4 P.M.**

TOM WOLF, GOVERNOR

WWW.PA.GOV

W. GERARD OLEKSIK, SECRETARY

WWW.DLI.PA.GOV

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION.....PAGE 3

SECTION 2 – BACKGROUNDPAGE 3

SECTION 3 – GRANT INFORMATIONPAGE 4

SECTION 4 – ELIGIBILITY INFORMATIONPAGE 4

SECTION 5 – APPLICATION INFORMATION.....PAGE 5

SECTION 6 – APPLICATION REVIEW CRITERIAPAGE 7

SECTION 7 – AWARD INFORMATION.....PAGE 10

SECTION 8 – OTHER INFORMATION.....PAGE 10

Key Dates

September 25, 2020	Notice of Grant Availability (NGA) Release Date
October 2, 2020 10 AM to 11 AM	Bidder’s Conference: Toll Number: +1 267-332-8737, Conference ID: 747461721#
October 30, 2020 at 4 PM EST	Application Due Date: Applications must be submitted to RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application - Business Education Partnership – Program Year2020.”
December 18, 2020	Notification to Applicants
January 1, 2021	Contract Start Date
June 30, 2022	Contract End Date
August 31, 2022	Final Program Report

SECTION 1 – INTRODUCTION

The purpose of this Notice of Grant Availability (NGA) is to solicit grant applications to implement Business-Education Partnership (BEP) programs that allow school districts to collaborate with local business and local workforce development boards (LWDB) to educate students (future workforce), parents and guardians regarding high-priority occupations and career pathways. The programs create partnerships with educators, employers, parents/guardians and students to provide career-related experiences, exposure to different workplace opportunities and knowledge regarding opportunities in the Commonwealth of Pennsylvania (PA). This can be achieved through opportunities including, but not limited to internships, workplace shadowing, career mentoring, career awareness activities and industry tours. These programs may also reach under-represented students, parents, and guardians through innovative practices that target these populations.

This NGA outlines the requirements necessary to obtain BEP grant funding. This NGA showcases the principles and funding priorities established under the PAsmart framework in response to the issues identified during the Governor’s Middle Class Task Force roundtables.

SECTION 2 – BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) allows governors to set aside a portion of workforce funds for the purpose of statewide activities including the implementation of innovative programs and strategies designed to meet the needs of all employers (including small employers) in PA. These programs and strategies include career pathway programs, utilization of effective business intermediaries, and other business services and strategies that better engage employers in workforce investment activities and make the workforce development system more relevant to the needs of state and local businesses, consistent with the objectives of WIOA.

To support this statewide initiative, PA has designed this innovative opportunity to support employer needs by educating students (future workforce), parents and guardians through exposure to career pathways and opportunities that exists in PA.

PA’s workforce development strategies target education and training investments in high priority occupations (HPOs). HPOs are occupations that are in demand by employers, have an evolving skill need, and are most likely to provide family sustaining wages. Several highly sought after HPOs in PA include accountants, computer programmers, engineers, managers, mechanics, nursing assistants, dental hygienists, and more. In addition to an occupation focus, the workforce development system also identifies targeted industry clusters within PA that demonstrate competitiveness and workforce opportunities. Exposing educators to HPOs allows PA to expand career exposure of the future workforce in a focused manner for the greatest economic impact.

SECTION 3 – GRANT INFORMATION

- A. **PROJECT SPONSORS:** This NGA is offered by PA utilizing 100% of WIOA Statewide Activity funds.
- B. **APPLICATION DEADLINE:** Friday, October 30, 2020, at 4 p.m. Eastern Time.
- C. **APPLICATION SUBMISSION:** APPLICATION SUBMISSION: Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “NGA APPLICATION – BUSINESS-EDUCATION PARTNERSHIP – PROGRAM YEAR 2020.”
- D. **ESTIMATED FUNDING:** \$300,000.00 is available. Grants will be awarded based on the availability of funds.
- E. **ANTICIPATED AWARD SIZE:** PA anticipates that grants will be funded competitively at \$100,000.00 per award.
- F. **FUNDING REAUTHORIZATIONS:** L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds deobligated may be reallocated to other projects awarded under this NGA or other BEP NGAs.
- G. **PERIOD OF PERFORMANCE:** PA anticipates a performance period beginning January 1, 2021 and ending June 30, 2022.
- H. **SUBMISSIONS FROM SUCCESSFUL APPLICANTS:** PA reserves the right to request additional or clarifying information from successful applicants for any reason deemed necessary.
- I. **SELECTION:** The number of proposals selected for funding will be based upon the number of proposals submitted, the funding available, and how those proposals accomplish and achieve the activities outlined in Section 6 of this NGA.
- J. **AGREEMENT:** Funds awarded under this NGA will be attached to the current LWDA grant agreement with dates of July 1, 2018 through June 30, 2021 and extended under a new local grant agreement after June 30, 2021.
- K. **QUESTIONS/AGENCY CONTACTS:** Questions regarding the content of this NGA must be submitted, in writing, via RA-LI-BWDA-GS@pa.gov.

SECTION 4 – ELIGIBILITY INFORMATION

- A. **ELIGIBLE APPLICANTS:** Eligible applicants include LWDBs who are not currently operating a Program Year 2019 BEP Project, to include Westmoreland-Fayette LWDB, Montgomery LWDB, and Lehigh Valley LWDB. The applicant(s) must be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by the proposal. Additionally, the lead applicant must demonstrate the ability to: coordinate the design of the project; develop

and implement an appropriate budget; collect and report performance management measures; and coordinate and evaluate the activities of the project.

- B. FISCAL AGENT:** Any eligible applicant, as detailed in Section 4A.
- C. PARTNERSHIP REQUIREMENTS:** To be considered for funding, an application must provide career awareness and exposure activities that involve students, parents, and guardians. In addition, the partnership is required to include the LWDBs, business entities, and educational entities (school districts, Intermediate Units, career and technical schools, and institutions of higher education). Additional partners may include community-based organizations such as non-profits, afterschool, summer learning programs, youth development centers, recreation departments, trade associations, economic development entities, etc. and will be considered favorably in the grading criteria.

SECTION 5 – APPLICATION INFORMATION

- A. ADDRESS TO OBTAIN APPLICATION PACKAGE:** Application forms and instructions are available at the department's Grants page: <http://www.dli.pa.gov/Businesses/Workforce-Development/grants>
- B. MANDATORY DOCUMENTS:** Applicants must provide all mandatory documents and any applicable optional forms in accordance with the instructions on the forms and the additional instructions below. All files submitted for application must be in Adobe Portable Document Format (PDF) or Microsoft Word unless otherwise specified in this notice.

1. APPLICATION FORM

The grant application must be completed in full and submitted with the other mandatory documents. The application must reflect the house and senate districts where specific grant activity will occur and not the entire LWDA region unless applicable. The application is posted with this notice of grant availability.

2. PROJECT SUMMARY

The project summary must contain a summary of the project suitable for dissemination to the public. It should be a self-contained document that identifies:

- The name of the applicant;
- The name of the fiscal agent;
- Vendor ID (if applicable);
- Project title;
- Project service area (e.g., counties to be served);
- Objectives of the project;
- Description of the project;
- Potential impact of the project (i.e., benefits, outcomes);
- Project partners; and,
- Project point of contact with contact information.

This document must not include any proprietary or sensitive business information as PA may make it available to the public. The project summary must not exceed one (1) page. Evaluators will review only the number of pages specified in the preceding sentence. Save this information in a file named **“ProjectSummary.”**

3. PROJECT NARRATIVE (MUST ADDRESS CRITERIA 1-3)

The project narrative must not exceed ten (10) pages when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right) [single spaced] with 12 pt. font. The ten (10) pages may include a cover page, table of contents, the statement of project objectives, charts, graphs, maps, photographs, and other pictorial presentations. **Evaluators will review only the number of pages specified in the preceding sentence.** Page numbers must be provided in the footer. Do not include any Internet addresses (URLs) that provide information necessary to review the application. Save this information in a file named **“ProjectNarrative.”**

The project narrative must be formatted to clearly address the specified Merit Review Criteria in Section 6. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. **Evaluators will review and consider only those applications that address separately each of the merit review criterion.**

4. LETTERS OF SUPPORT

Up to five (5) letters of support may be included with your application. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, workforce development, business, economic development, and community partners). They must not exceed five (5) pages when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right) [single spaced]. **Evaluators will review only the number of pages specified in the preceding sentence.** Save this information in a file named **“LettersOfSupport.”**

5. BUDGET (MUST ADDRESS CRITERIA 4)

Applicants must submit a detailed budget. The budget will be evaluated in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period January 1, 2021 – June 30, 2022. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. PA reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form does not count toward the ten (10) page limit of the Project Narrative. Save the information in a single file named **“Budget.”**

6. BUDGET JUSTIFICATION (MUST ADDRESS CRITERIA 4)

Applicants must justify, in detail and by line item: the costs proposed in each object class category/cost classification category; the general categories of supplies and amount for each category; and any other information to support the budget. The Budget Justification does not count toward the ten (10) page limit of the Project Narrative. Save the budget justification information in a single file named **“BudgetJustification.”**

SECTION 6 – APPLICATION REVIEW CRITERIA

A. CRITERIA

1. INITIAL REVIEW CRITERIA

Prior to comprehensive merit evaluation, PA will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the purpose of the NGA.

2. MERIT REVIEW CRITERIA

The comprehensive merit evaluation will be conducted by a review team who will score projects based on the degree to which the project addresses the following required criterion:

CRITERION 1: PROJECT APPROACH AND MANAGEMENT PLAN (50 POINTS)

- Identifies a clear problem, challenge, or opportunity supported by relevant data and information
- Describes how the project area (i.e. school, district, intermediate units) and focus was selected (i.e. students, parents, and guardians with barrier/challenges or specific grade level)
- Describes the activities proposed for the project
- Describes how proposed activities provide career awareness and exposure of HPOs directly to student, parent, or guardian
- Describes how the proposed activities will be delivered virtually as well as in- person
- Details variances when in-person activities cannot be replicated virtually
- Addresses each of the following goals as related to the design of the project:
 - Industries to be explored (include North American Industry Classification System codes)
 - Occupations to be explored
 - Names of schools participating and type of school (public, private, intermediate unit, charter, technical)
 - Names of districts participating
 - Total number of parents and guardians to be served
 - Total number of students to be served
 - The number of individuals to be served for each of the following categories if applicable:
 - Workplace shadowing
 - Internships
 - Career mentoring
 - Career awareness activities
 - Industry tours
 - Other components as specified in your project
 - Total number of credentials to be earned

- Describes the employers' involvement in the career awareness activities with the students, parents, and guardians
- Describes how business and education needs within the region will be met
- Describes the project timeline to include implementation steps for each proposed activity

CRITERION 2: STAKEHOLDER ENGAGEMENT (15 POINTS)

- Demonstrates an effort by the lead applicant to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Please note: Applicants are encouraged to have multiple partners across sectors (e.g. education partner, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support
- Identifies key partners and additional partners as warranted
- Identifies the responsibilities of the partners
- Identifies applicant's prior track record related to a current BEP, if applicable
- Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs (identify personnel by name and qualifications) (Describes how the partnership has the capacity to and will track and report on program data, such as metrics on recruitment, participation, accomplishments, impact and related activities of the partnership)

CRITERION 3: SUSTAINABILITY (10 POINTS)

- Describes efforts to sustain the project beyond the grant period, including any matching funds that the applicant and/or program partners will provide for the project, if applicable
- Describes how the success of the project can inform best practices for PA's workforce system

CRITERION 4: BUDGET FORM AND BUDGET JUSTIFICATION (15 POINTS)

- Provides a complete budget broken out by line item
- Provides a detailed budget justification which includes a detailed breakout of quantity, cost, and narrative to support each line item of the budget. List all staff positions funded by the grant by title. State the annual salary of each person, the percentage of each person's time devoted to the project, the amount of each person's salary funded by the grant, and the total personnel cost for the period of performance.

B. OTHER SELECTION FACTORS (15 POINTS): All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:

1. ALIGNMENT

The degree to which a project aligns with existing local, regional, and state education, workforce, and economic development initiatives. (For example, the PA Department of Education Career Education (PDE) Work Standards);

2. LEVERAGE

The degree to which a project leverages activities/funds already being conducted through School District K-12 Counseling Plans (Chapter 339), including PDE’s career readiness activities and existing public and private resources;

3. PRE-APPRENTICESHIP/APPRENTICESHIP

The degree to which the project connects to pre-apprenticeship/apprenticeships programs;

4. SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS

The degree to which the project connects with STEM and computer education.

5. Workforce Innovation and Opportunity Act Eligibility

The degree to which the project serves individuals eligible under the WIOA Youth program.

C. COSTS: Funds available through this NGA must be used to create or expand a BEP in a LWDA or region. Pre-award costs are incurred at the applicant’s risk. PA is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

1. ALLOWABLE COSTS

- Implementing a strategic plan to bring education, workforce and business entities together to coordinate career awareness and exposure opportunities
- Supporting and funding career awareness guidance resources
- Supporting salaries for teachers/faculty who are participating in grant activities
- Supporting and funding career development components including, but not limited to, career awareness activities, internships, workplace shadowing, and career mentoring
- Convening partners
- Administrative costs are permitted so long as they do not exceed 10% of the total grant award

2. DISALLOWABLE COSTS

- Purchasing equipment
- Building construction
- Procuring lobbying services

SECTION 7 – AWARD INFORMATION

- A. AWARD NOTICES:** Each applicant shall be notified in writing within 30 days after the award determination.
- B. REPORTING:** Applicants awarded funding must submit quarterly progress reports (QPRs) and monthly financial status reports (FSRs). If the project is new, then the project will be considered a demonstration project and an additional pre-evaluation and post-evaluation will be required. QPRs, evaluation forms, and the corresponding due dates will be provided to awarded grantees. Awardees will be required to participate with agency staff in regularly scheduled calls to identify grant progression, best practices, and opportunities to scale programs

If the project has been developed in previous years and provides individualized services, WIOA eligibility and CWDS data entry is required.

A completed closeout package is due to both the comptroller's office and BWDA within 60 days after the termination date of the Notice of Obligation (NOO), or within 60 days after the NOO has been fully expended (whichever occurs first). Additional information will be supplied to each awarded grantee.

- C. DISCUSSIONS:** PA may enter into discussion with an awarded applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) PA needs additional information to determine that the recipient is capable of complying with reporting requirements; and/or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by PA within a specific period determined by PA may preclude award to the applicant.

SECTION 8 – OTHER INFORMATION

A. *RIGHT TO REJECT OR NEGOTIATE*

PA reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

B. *COMMITMENT OF PUBLIC FUNDS*

The contracting officer is the only individual who can make awards or commit PA to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

Appendix A: Application

Application Form

Type of Submission:	Choose an item.	Type of Project:	Choose an item.	Applicant Type:	Choose an item.
Local Workforce Development Board:	Choose an item.				
Grant / Project Title:	Click or tap here to enter text.				
Targeted Industry Cluster:	Click or tap here to enter text.	Sub-Cluster:	Click or tap here to enter text.		
Counties served by this grant:					
<input type="checkbox"/> Adams	<input type="checkbox"/> Clarion	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Venango	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montour	<input type="checkbox"/> Warren	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clinton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Northampton	<input type="checkbox"/> Washington	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Columbia	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Crawford	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Perry	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Berks	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Blair	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Pike	<input type="checkbox"/> York	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Potter	<input type="checkbox"/> Statewide	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Elk	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Schuylkill		
<input type="checkbox"/> Butler	<input type="checkbox"/> Erie	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Snyder		
<input type="checkbox"/> Cambria	<input type="checkbox"/> Fayette	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Somerset		
<input type="checkbox"/> Cameron	<input type="checkbox"/> Forest	<input type="checkbox"/> McKean	<input type="checkbox"/> Sullivan		
<input type="checkbox"/> Carbon	<input type="checkbox"/> Franklin	<input type="checkbox"/> Mercer	<input type="checkbox"/> Susquehanna		
<input type="checkbox"/> Centre	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Tioga		
<input type="checkbox"/> Chester	<input type="checkbox"/> Greene	<input type="checkbox"/> Monroe	<input type="checkbox"/> Union		
Local Workforce Development Areas (LWDA) affected by this grant:					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> Statewide		
Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?					Choose an item.
Applicant Information					
Name					
Address 1					
Address 2					
City			PA	ZIP Code	
Name and contact information of primary person to be contacted on matters involving this application					
First Name		Last Name		Phone	
Title				Email	
Funding proposal request (\$):		Labor & Industry: \$		Matching Funds: \$	
Authorized representative printed name:		Name			

Authorized representative signature/date:

Application Form
Application Instructions
Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.
2. **Type of Project:** Indicate whether this grant is for training or services.
3. **Applicant:** Select Applicant type from drop down menu.
4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.
5. **Grant/Project Title:** Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.
7. **Counties Served** – Include all counties that will be served by the grant.
8. **LWDAs Affected** – List all LWDAs involved in the grant.
9. **Small Business** – Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant’s name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

Please use the electronic, accessible version of the Application Form, available at <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

Appendix B: Project Summary Cover Page

Business Education Partnership Grant Summary Cover Page

Name of applicant:

Name of fiscal agent:

Vendor ID number:

Project title:

Project partners:

Project service area (*e.g., neighborhoods to be served, and House and Senate legislative districts*):

Project objectives and summary:

Project impact (i.e. outputs, benefits, outcomes):

Project point of contact and contact information:

Appendix C: Budget

FUNDING AVAILABLE

Award

		Budget
ADMINISTRATION		
A1	Admin Staff Salaries & Fringe Benefits	
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	
A3	Admin Indirect Costs	
CAREER & SUPPORTIVE SERVICES		
B1	Program Staff Salaries & Fringe Benefits	
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	
B3	Other Program Expenses	
B4	Needs Related Payments	
B5	Supportive Service Funds	
B6	Program Indirect Cost	
TRAINING		
C1	Tuition Payments/ITA's	
	On The Job (OJT)	
C2	Reimbursements	
C3	Skill Upgrade and Retraining/Customized Training	
C4	Adult Education and Literacy Training	
C5	Other Training Expenses	
C6	Conversion Cost Category	
C8	Apprenticeship Training	
C9	Incumbent Worker Training	
C10	Customized Training	
C11	Transitional Jobs Expenditures	
TOTAL BUDGET		

Please use the electronic, accessible version of the Application Form, available at <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

Appendix D: Budget Justification

General Instructions for the Completion of a Budget Justification

The budget justification must include the following information:

- Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
 - The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
 - Administrative Costs cannot exceed 10 percent of the requested funding.
1. **Staff salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.
 2. **Fringe benefits** – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.
 3. **Operational expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (rent, utilities, printing, postage, supplies, staff travel, etc.).
 4. **Other program expenses**– List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line item category.
- Note: If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.**
5. **Supportive services** – List types of supportive services for participants (uniforms, transportation, tools, test fees, etc.)
 6. **Training** – Breakout Training costs into the budget category. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

**For example, Classroom Training Expenditures – 15 people * \$150 Forklift Training=
\$2,250.00**