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**Request for Responses for the**

**Career Technical Initiative**

**Adult Training Planning Grant**

**Administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet**

**RESPONSES DUE:** May 13, 2021 by 5:00 PM

Upload electronic submission to the following link:

<https://commcorp.tfaforms.net/328884>

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**Career technical initiative Planning Grant**

**REQUEST FOR RESPONSES**

Section One: Overview of Grant Initiative Goals and Structure

1. ***About the Initiative:*** To address the persistent demand in construction/trades and manufacturing Governor Baker announced a new initiative in January 2020 to transform vocational high schools into Career Technical Institutes, running three shifts per day to expand enrollment of high school students and adults. $4M was included in the FY’21 State Budget and to date 10 schools have been awarded Career Technical Initiative Adult Training grants.

This Request for Responses makes available up to $150,000 to fund Planning Grants to support Massachusetts High Schools with designated aligned Chapter 74 vocational programs, who are not yet ready to implement adult training programs through the Career Technical Initiative. The purpose of the funds are to provide schools with time and capacity for planning and program design.

1. ***Funding Source:*** The Career Technical Initiative is funded through an appropriation in the Fiscal Year 2021 State Budget (line item 7002-1091). This grant initiative is administered by Commonwealth Corporation on behalf of the Workforce Skills Cabinet.
2. ***Funding Availability*:** Up to $150,000 is available for planning grants. Please see Section 3 for more information.
3. ***Match Requirement*:** There are no matching funds required.
4. ***Duration of Contract(s)*:** Contracts will be issued for a period from approximately June 15, 2021-August 31, 2021.
5. ***Application Deadline*:** Applications are due on May 13, 2021 by 5:00 PM. Please see Section 5 for more information about the application process and Section 6 for the score criteria.

Section Two: Eligible Lead Applicants and Partners

1. ***Eligible Lead Applicants*:** Eligible lead applicants are Massachusetts High Schools with designated DESE Chapter 74 vocational programs aligned to the occupation for the adult training program **that have not previously been awarded a Career Technical Initiative grant**. Please see Section 6 for additional score criteria.
2. ***Lead Applicant Role:*** The lead applicant must:

* Have a commitment to work collaboratively with Commonwealth Corporation to ensure that the planning grant is successful.
* Collaborate with regional partners, including MassHire Workforce Boards and MassHire Career Centers, who are engaged in similar work to ensure alignment of program goals to labor market, ensure effective employer engagement and to develop a long-term strategy to support the needs of the target industry.
* Have operational and fiscal capacity to manage public funds.
* Schools will be required to identify intentions of applying for FY’22 Career Technical Initiative funding to provide training, certification and placement to adults, pending availability of funding.

1. ***Required Partners: MassHire Career Center & Workforce Board:*** Vocational technical high schools must include a letter of commitment from their local MassHire Career Center and MassHire Workforce Board, agreeing to work together during the planning period to outline their roles and responsibilities in advance of applying for FY’22 Career Technical Initiative Adult Training resources.

Section Three: Planning Grant Requirements & Funding

1. ***Planning Grant Activities:*** The purpose of the grant is to provide Career Technical Initiative program resources to a Massachusetts High School who is planning to apply for Career Technical Initiative Adult Training funding in FY’22. Applicants must demonstrate in their responses how planning grant funds will help the applicants develop Career Technical Initiative Adult Training programs that will meet all Career Technical Initiative criteria requirements.
2. ***Funding Availability & Grant Award Amount:*** Up to $150,000 is available for grants made through this solicitation. Individual schools may apply for a grant amount up to $10,000. We anticipate awarding up to 15 grants as a result of this solicitation. There are no matching funds required.

1. ***Anticipated Requirements of CTI Adult Training Application:*** The Workforce Skills Cabinet is positively anticipating the availability of FY’22 Career Technical Initiative Adult Training funding. Schools applying for this Planning Grant must demonstrate their commitment and intentions to apply for FY’22 funding, pending availability. While the details of the availability of funds and funding requirements are subject to change, schools are encouraged to review the [Career Technical Initiative Round 3 RFR](http://commcorp.org/partnerships-for-recovery-career-technical-initiative-adult-training-round-3-request-for-responses/), funded with FY’21 funding for more details about what to expect. In summary this included:
   1. Target Sector/Occupations as described below
   2. Performance based payment structure split between enrollment (50%), certification (30%), and placement at 30 days retention (20%)
   3. A maximum of $5,000 is allocated for all programs that prepare an individual for placement in a construction/trades or manufacturing occupation. These payments must be shared between the Chapter 74 vocational program and their MassHire Career Center. The Training RFR will include a fee schedule to breakdown the payment between partners and detail the roles and responsibilities associated with the fee structure.
   4. Adult training grant funds may be used to train Massachusetts residents who are unemployed or underemployed
   5. Proposed program(s) must currently be a designated DESE Chapter 74 vocational program aligned to the occupation for the adult training program.
   6. Provide training programs for a minimum of 2 occupations (Ch. 74 programs) in FY22 and document a plan to add 2 additional occupations (in FY 23).
   7. Provide at least one cohort and not more than four cohorts per occupational program.
   8. The overall total instructional hours should be a minimum of 200 hours and maximum of 300 hours.
   9. For each occupation offer at least two cohort of training targeting enrollment of a minimum of 8-10 students to prepare participants for employment in one of the target occupations.
   10. Offer training that results in an industry recognized credential required for entry into target occupation

**Target Sector/Occupations**

|  |  |  |
| --- | --- | --- |
| ***Sectors*** | Construction/Trades | Manufacturing |
| ***Eligible Target Occupations*** | * HVAC Mechanics and Installers * Automotive Services Technicians and Mechanics * Electricians * Plumbers * Carpenter * Welder * Craft Laborer * Building & General Maintenance Tech * Diesel Tech * Marine Trades Technician | * Machine Operator * Sheet Metal Workers * Biolab, Medical & Clinical Lab Tech * CNC Machine Operator * Electrical Tech * Electronics Tech * Robotics |



Section Four: Administrative Requirements

1. ***Program Progress Reporting Requirements:*** Grantees will be required to submit the following narrative reports using templates supplied by Commonwealth Corporation:

Brief Monthly Reports: These reports will be due on the 15th of the month and will include just 3-4 basic survey responses to ensure communication on status, include progress in meeting performance measures and to identify any opportunities for assistance. The format for this report will be provided to grantees after a contract is awarded.

Final Report: This report will be submitted at the end of the contract period and will document what was achieved through the investment of these funds, inform future funding practices and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided to grantees after a contract is awarded. CommCorp may allow submission of a FY’22 CTI Adult Training application as a substitute for this report, depending on the timing and outcome of the FY’22 State Budget.

1. ***Program & Fiscal Monitoring:*** Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:
2. have the fiscal and program systems needed to meet all relevant federal and state requirements;
3. meet the terms of the grant award outlined in the contract with Commonwealth Corporation;
4. provide quality services to program participants; and
5. expend grant funds only for allowable activities.

Commonwealth Corporation will fulfill this responsibility by reviewing grant reports and invoices.

1. **Payment:** Funds will be disbursed on a cost reimbursement basis. Grantees will be required to submit invoices on a monthly basis using an invoice template supplied by Commonwealth Corporation. Grantees will only be reimbursed for expenses incurred during the period of the contract. Grantees are required to maintain and submit, upon request, back-up documentation for expenses.
2. ***Technical Assistance:*** Each applicant awarded funding will be assigned a Commonwealth Corporation Program Manager and must assign a main point of contact at their organization who is accountable for the grant. The Commonwealth Corporation Program Manager will be available to support grantees through the duration of the grant, answering questions about operational issues as well as providing technical assistance to ensure grantees meet their performance outcomes.
3. ***Project Terms and Conditions*:**  Grantees will be required to abide by Commonwealth Corporation’s Standard Contract Terms and Conditions, which will be provided during contract negotiation. Applicants may review these terms and conditions prior to submitting an application by contacting Jessica Sáenz at[jsaenz@commcorp.org](mailto:jsaenz@commcorp.org) to request a copy. Given the quick turn-around award and delivery there will not be sufficient time to review extensive questions or requested revisions to the Standard Contract Terms. Please ensure signatories within your organization have agreed to the terms prior to submitting an application. In addition, all final contracts are subject to negotiation of a final statement of work.
4. ***Deliverables and Ownership:*** Grantees agree to license or otherwise make available to Commonwealth Corporation in perpetuity, without charge, all materials prepared and/or produced in whole or in part with these funds, for Commonwealth Corporation’s use and dissemination.
5. ***Allowable Costs:*** Funds may be used for costs associated with activities associated with the planning activities described in your submission.

Section Five: Submission Schedule & Instructions for Submission

1. ***Submission Schedule:***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Proposals Released | April 22, 2021 |
| Strongly Encouraged Deadline to Submit Written Questions | May 9, 2021 |
| Responses (Proposals) Due | May 13, 2021 by 5:00 PM |
| Applicants Notified of Status (Anticipated) | Approximately June 1, 2021 |
| Anticipated Contract Start Date | June 15, 2021 |
| Anticipated Contract End Date | August 31, 2021 |

1. **Optional Bidders’ Webinar:** An optional Bidders’ Webinar will be held on Friday, April 30th at 1pm. Please register her: <https://us02web.zoom.us/webinar/register/WN_Uvft-tCbST2qSRiudIvNLw>
2. ***Clarification Period*:** Questions about this grant program will be accepted in writing. Please submit all questions via email to Jessica Sáenz at [jsaenz@commcorp.org](mailto:jsaenz@commcorp.org). In order to allow adequate time to address questions before the deadline we strongly encourage applicants to submit all substantive questions by May 9, 2021. This will allow time to respond and post questions prior to the submission deadline. All logistical questions may still be submitted throughout the week, but we encourage applicants to review the submission requirements in advance to avoid missing the deadline. All questions will be responded to and posted on Commonwealth Corporation’s website at [www.commcorp.org](http://www.commcorp.org). Applicants can sign up at the following link to receive email notifications when new responses are posted <https://commcorp.tfaforms.net/328883>. However, all potential applicants and interested parties are advised to check the Commonwealth Corporation’s website periodically for additional information and updates until proposal submissions are due.
3. ***Application*** ***Submission Instructions*:** Grant Applications are due in an electronic format no later than 5:00 PM on Thursday May 13, 2021. Please upload your submission electronically to the following link:<https://commcorp.tfaforms.net/328884>. In order to upload your submission, you will need to complete an online form that provides the following information: (1) the **Name** of the lead applicant organization, (2) the lead applicant organization’s **Federal Employer ID Number**, (3) the lead applicant organization’s **Department of Unemployment Assistance ID Number**, (4) the **Total Program Funds Requested**, and (5) the lead applicant organization’s **Primary Contact Information** (to be notified upon decision of grant award).

Applicants should review all components prior to uploading in order to ensure they have completed all the required information. Should you encounter any submission issues, please contact Jessica Sáenz at [jsaenz@commcorp.org](mailto:jsaenz@commcorp.org) or 857-273-1818.

* Narrative forms must be submitted in MS Word file format.
* Budgets must be submitted in MS Excel file format.
* Signed letters of commitment must be scanned and submitted in the form of a single PDF file.

1. **Application Package:** The following parts make up the required components of the Grant Application Package. Failure to provide any of the documents or materials listed below may result in the disqualification of the application. Do not change the order of the questions/sections. You may adjust the spacing in each section to accommodate your answers. Do not use a font size smaller than size 11 nor margins less than one inch.

**Part 1: Application Summary Form (online submission form)**

This form must be completed **online** at the time of submission. The form provided in the RFR does not need to be uploaded to the online application and is provided as a guide of the information that must be completed at the time of submission.

**Part 2: Application Narrative Form**

This form must be completed to demonstrate that planning grant funds will help your school develop a Career Technical Initiative Adult Training program application that will meet all Career Technical Initiative criteria requirements. The page limit for the Narrative Form is 2 pages.

**Part 3: Budget Form**

Complete the Budget Form to provide details about the proposed use of requested grant funds. The budget will also become the financial basis for any grant award. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award.

**Part 4: Letters of Commitment**

Please submit a letter of commitment from both your MassHire Workforce Board and MassHire Career Center, declaring their intent to partner with you through the planning period to ensure preparation for a FY’22 Career Technical Initiative Adult Training application submission. Email communication is also acceptable but should detail the roles and evidence in the body of the email.

**Part 5: Certification (online submission form)**

Must be attested to **online** by an individual who has signatory authority for the lead applicant upon submission. Part 5 includes the following certifications:

**Statement of Tax Compliance:**  
Pursuant to M.G.L. c62C, s49A, I am signing on behalf of this Lead Applicant and certify that under the pains and penalties of perjury the aforementioned business organization has filed all state tax returns and paid all taxes as required by law.  
  
**Certification of Compliance with Filing Requirements:**  
On behalf of the aforementioned Lead Applicant, I certify that said Lead Applicant has filed with the appropriate town or city clerk; or officer of the Commonwealth, and paid any required fees pursuant to the Massachusetts General Laws as regards partnerships and/or corporations doing business in the Commonwealth.  
  
**Certification:**  
I hereby certify that the information provided in this application is accurate and that I am duly authorized/empowered to sign contracts on behalf of this organization.

Section Six: Proposal Evaluation Process and Criteria

1. ***Proposal Evaluation Process***: Proposals submitted in response to this solicitation will be reviewed by Commonwealth Corporation and the Workforce Skills Cabinet.

The review process will consist of the following steps:

**Step 1: Threshold Criteria Screening**

Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Submissions that are incomplete, non-conforming, or late may not be considered.

**Step 2:** **Compliance Screening**

Commonwealth Corporation will conduct an analysis to ensure all lead applicants are Massachusetts High Schools with designated aligned Chapter 74 vocational programs and in compliance with state and federal law.

**Step 3: Review Committee**

A review committee will review and score all eligible submissions based on whether they meet the required standards. Review results will be documented. Commonwealth Corporation reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the proposed program and applicant qualifications.

Submitted proposals will be reviewed and scored based on the following criteria:

|  |  |
| --- | --- |
| **Category** | **Point value** |
| A. Track record of success and qualifications/capacity of applicant and partners with grant management, fiscal coordination, and implementation of proposed activities | 25 |
| B. Clearly demonstrate how planning grant funds will help the applicant develop Career Technical Initiative Adult Training program application that will meet all Career Technical Initiative criteria requirements. | 50 |
| C. Budget that is accurate and consistent with the proposed description of need and activities | 25 |

***Please note:*** Commonwealth Corporation reserves the right to consider the applicant’s past performance in operating grants administered by Commonwealth Corporation and factor this performance into funding decisions. Commonwealth Corporation reserves the right to consider geographical distribution and occupation/program mix in final grant award decisions.

**Step 4: Notification of Grant Award Status**

All applicants will be notified of their award status by email based on the schedule in Section 6A.

1. ***Additional Evaluation Notes:*** In addition to the scoring system outlined,Commonwealth Corporation reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the solicitation’s requirements and include all required application components. Additionally, Commonwealth Corporation and the Executive Office of Labor and Workforce Development reserve the right to consider other criteria in making competitive awards among comparably qualified applicants. Commonwealth Corporation reserves the right to reject any and all applications, or to accept any and all applications, in whole or in part, if deemed to be in the interest of the Commonwealth Corporation or the Commonwealth of Massachusetts to do so. This RFR does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation. Commonwealth Corporation is not responsible for electronic submissions that are not received by Commonwealth Corporation. We reserve the right to use sources of funding other than the previously described funding source to support proposals submitted in response to this solicitation. If applicants propose to use other funding sources to support the implementation of the proposed program, Commonwealth Corporation reserves the right to consult with the other funders to ensure appropriate alignment of resources.
2. ***Appeals:*** Appeals of the funding decision may be filed with Christine Abrams, President/CEO, Commonwealth Corporation, 2 Oliver Street, 5th Floor, Boston, MA 02109. Appeals must be filed within fifteen (15) days of the date of Commonwealth Corporation’s notice to unsuccessful bidders. The President may decide to hold an informal review of the decision, and may decide to grant an appeal, deny an appeal, or modify an award based on information provided during the informal review.
3. ***Audited Financial Statements and Verification of Fiscal Management Capacity****:* All applicants that are selected for an award may be required to submit a copy of the organization’s most recent audited financial statement prior to the execution of a final contract.In addition, prior to the grant award, Commonwealth Corporation staff may review an organization’s fiscal systems and internal controls to verify that the organization has the capacity to manage public grant funds and administer the program.

Section Eight: Summary of Attachments

**GRANT APPLICATION PACKAGE:**

The following attachments must be completed and submitted by all lead applicants:

* Part 1: Application Summary Form (online submission form)
* Part 2: Application Narrative Form
* Part 3: Budget Form (Excel)
* Part 4: MassHire Career Center & Workforce Board Letter of Commitment (Emails will be accepted)
* Part 5: Certification (online submission form)

Part 1: Application Summary Form- TO BE COMPLETED ONLINE

The following must be completed during the online submission. It is provided here as a preview to prepare for your submission. Please note the submission must be completed in one session so please have this information available before starting your application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. PROGRAM PROFILE** | | | | | | | |
| **Name of Lead Applicant Organization:** | |  | | | | | |
| **Department of Unemployment Assistance ID Number:** | |  | | **Federal Employer ID Number (FEIN):** | | |  |
| **MassHire Career Center Partner & Name of Primary Contact**  **(Please Attach Letter of Commitment)** | |  | | **MassHire Career Center Partner Email** | | |  |
| **MassHire Workforce Board Partner & Name of Primary Contact**  **(Please Attach Letter of Commitment)** | |  | | **MassHire Workforce Board Partner Email** | | |  |
| **Total Program Funds Requested:** | |  | | | | | |
| **3. LEAD APPLICANT CONTACT INFORMATION** | | | | | | | |
| **Role** | **Name and Title** | | **Address** | | **Phone** | **Email** | |
| **Primary Contact Person:** (notified upon decision of grant award) |  | |  | |  |  | |
| **Authorized Signatory:** (authorized to commit organization) |  | |  | |  |  | |
| **Fiscal Contact:**  (fiscally responsible for project funds and submitting invoices) |  | |  | |  |  | |
| **Project Manager:**  *(if known -* contact over the course of the project) |  | |  | |  |  | |

Part 2: Application Narrative Form

Please answer the following questions in 2 pages or less to demonstrate that planning grant funds will help your school develop a Career Technical Initiative Adult Training program application that will meet all CTI criteria requirements.

1. Please briefly describe your experience with managing similar Planning Grants- what was the purpose, what was the outcome, what challenges did you encounter along the way and how did you address those?
2. At this point which target occupations are you considering including in an FY’22 CTI Adult Training application?
3. Please confirm your plans to submit an application in response to the FY’22 CTI Adult Training application in accordance with the requirements listed in Section 3.
4. What do you anticipate will be the three greatest challenges to developing capacity for your school to apply for FY’22 Career Technical Initiative funding? Please describe each challenge and primary consideration for solutions.
5. How will this funding from the state help you address the challenges identified above and ensure that you fulfil requirements to submit a FY’22 CTI Adult Training application and enroll individuals into training in the Fall 2021?
6. Please describe how you plan to engage with your MassHire and employer partners. Please briefly describe your history of collaborating with these partners, what methods you will use to engage them during the planning grant and how you will accomplish the activities to ensure you are prepared to submit an FY’22 CTI Adult Training application.

Part 3: Budget & Budget Narrative Forms

**General Instructions:** The proposed budget must be submitted using the following attachments provided in MS Excel file format:

1. Budget Form (Part 3a)
2. Budget Request Narrative Form (Part 3b)

***Budget Form (Part 3a):*** serves as a cover sheet to the Budget Request Narrative Form. While it is formatted with formulas, please check all amounts for accuracy prior to submission.

***Budget Request Narrative Form (Part 3b):*** outlines all the project costs for which you are requesting grant funds. This budget should be based upon the entire requested grant duration (up to two years).

Each line item amount should have clear and sufficient cost rationale. Applicants must complete the following columns for each line item for which they are requesting funds.

* ***Actual Cost (AC) or Cost Allocation (CA):*** Please identify whether these expenses will be charged based upon actual costs or a cost allocation plan.

**Please note:** Applicants awarded funding may be required to provide a copy of their cost allocation plan during contract negotiations. If the cost allocation plan does not include sufficient detail or is updated on a monthly or ongoing basis, this updated information must be included along with other required back-up as specified by the contract terms. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

* ***Description of use of funds:*** Please include a description to explain how funds will be used.
* ***Calculations:*** To reduce calculation errors, please use these two columns to include the rate and unit of measurement used to calculate each line item. Instructions for specific line items are included below in the Category Instructions. Applicants may include additional detail in the ***description of use of funds*** column to explain any expenses that do not conform to the standard unit of measurement @ rate calculation format.

Please follow the Category Instructions below for completing the Budget Request Narrative Forms and remember to *check all amounts* and formulas for accuracy prior to submission.

**Category Instructions**: Budget Request Narrative Form

**A. Salary & Fringe**

Salary: This category is for project costs related to staff that will be performing project-related functions and will be on the payroll of the lead applicant only.

The budget should include:

* each staff person (name, if known and job title) on a separate line
* actual rates of pay each staff person will receive for compensation in the column labeled “Rate/hour”
* the quantity of hours each staff person will work on this grant in the column labeled “hours”

Grantees may not invoice Commonwealth Corporation for staff roles that are not included on the budget in the contract. Grantees may charge a higher hourly rate than the rates listed in the budget in the contract. However, grantees are responsible for ensuring that the staffing structure outlined in the contract is maintained. Commonwealth Corporation will not approve a modification to add additional funds to staffing in order for the grantee to maintain the staffing structure included in the contract. Therefore, we encourage all grantees to review any significant staff changes with Commonwealth Corporation prior to making the change to ensure an adequate staffing structure is maintained. Applicants should factor in any proposed increases over the grant period into the average hourly rate.

Fringe: This line item is for fringe benefits for internal staff. The budget should include the percentage used to calculate the actual budgeted dollar amount. The budget should also include details about the benefits included in rate and the rate associated with each benefit.

**B.** **Other Program Costs**

Travel:This category is forlead applicantstaff travel required to achieve the project goals. The budget should include a description indicating the need for the proposed travel, destinations, and mode of travel. The budget should include the mileage rate in the column labeled “rate” and the total number of miles in the column labeled “unit.” Mileage will not be reimbursed beyond the current federally approved rates.

Space Rental**:** This category is for space rental related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the actual monthly cost of rent should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Telephone & Communications**:** This category is for telephone and other communication costs related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the budget should include the actual monthly cost of telephone & communications in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Rental & Lease**:** This category is for rental or lease of office equipment necessary for implementation of the project. The budget should include a list of items to be leased. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis include the actual monthly cost of equipment rentals in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Purchase**:** This category is for equipment purchases. The budget should include a list of items to be purchased. The budget should include the cost of the item in the column labeled “rate” and the total number of units that will be purchased in the column labeled “unit.”

Postage & Mailings**:** This category is for postage and mailing related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of postage in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Publication/Print/Copying**:** This category is for publication, printing and copying related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be allocated on an actual cost basis over the duration of the grant, include the total cost of publication, printing and copying in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Meeting Expenses**:** This category is for meeting expenses related to project activity. The budget should include a description of the use of these funds. The budget should include a meeting cost rate in the column labeled “rate” and the total number of meetings that will be held over the duration of your grant in the column labeled “unit.”

Office Supplies & Materials**:** This category is for office supplies related to project activity. The budget should include a description of use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of office supplies & materials in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Marketing & Advertising**:** This category is for marketing and advertising related to project activity.

The budget should include a description of use of these funds. The budget should include the cost of the advertisement in the column labeled “rate” and the number of times you plan to run the advertisement in the column labeled “unit.”

Training Materials**:** This category is for expenses related to the purchase of training materials related to project activity. The budget should include a description of the training materials. The budget should include the cost per unit of the training materials in the column labeled “rate” and the cost per unit in the column labeled “unit.”

**C. Contracted Services**

Training Contractors: This category is for project costs related to training services provided to the grantee on a contract basis by individuals, organizations or companies that are subcontractors or consultants to the grantee. This may include costs for training program development that are not classified as curriculum development as described below.

If the cost of the course is negotiated at an hourly rate, the budget should include the hourly rate in the column labeled “rate” and the total number of instructional and preparation hours in the column labeled “unit.” If the cost of the course is negotiated at a course-based rate, the budget should include the total cost of the course in the column labeled “unit” and the number of times the course will be offered in the column labeled “rate.” If rates vary by course, each course should be listed in a separate row. At a minimum each training provider should be listed on a separate line.

Curriculum Development Contractors: This category is for project costs related to the development of curricula. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to develop the curricula and the new courses that will be developed. The budget should include the hourly rate in the column labeled “rate” and the number of hours that will be spent developing the curricula in the column labeled “unit.”

Other Contractors:This category is for expenses related to other contracted services, including any contracted services to fulfill required staffing roles. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to perform this service. The budget should include the hourly rate in the column labeled “rate” and the quantity of hours each task will require in the column labeled “unit.” Each contractor should be listed on a separate line.

**D. Indirect Costs** This category is for indirect costs. Indirect costs are costs incurred for common or joint objectives that are not easily identifiable to a single grant and benefit multiple programs. Grantees must apply indirect costs through the use of an approved indirect cost rate or an approved cost allocation plan. A copy of the cost allocation plan must be supplied during contract negotiations. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.