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**Request for Responses for the**

**Partnerships for Recovery**

**Market Makers Request for Responses**

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

**RESPONSES DUE:** May 20, 2021 by 5:00 PM

Upload electronic submission to the following link:

<https://commcorp.tfaforms.net/328886>

**CONTACT:** Theresa Rowland

Commonwealth Corporation

[trowland@commcorp.org](mailto:trowland@commcorp.org)

**WEBSITE:**  [www.commcorp.org](http://www.commcorp.org/)

**Partnerships for Recovery Market Makers**

**REQUEST FOR RESPONSES**

Section One: Overview of Grant Initiative Goals and Structure

1. ***About the Initiative:*** The Workforce Skills Cabinet is pleased to announce new investments to support our state’s recovery through the Partnerships for Recovery Plan announced by the Baker-Polito Administration in October 2020.

This Request for Responses makes available up to $300,000 to fund Marker Maker positions in each of the 7 WIOA Regions to support employer engagement activities in alignment with funded Career Technical Initiative grants, and other Workforce Skills Cabinet related pipeline development strategies.

1. ***Funding Source:*** Grants awarded through this solicitation are 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 $300,000 is available for the grant program. Please see Section 5 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 July 1, 2021-June 30, 2022. We reserve the option to extend into future years pending availability of funding, consistent service delivery and program performance.
5. ***Application Deadline*:** Applications are due on May 20, 2021 by 5:00 PM. Please see Section5 for more information about the application process and Section 6for the score criteria.

Section Two: Eligible Lead Applicants and Partners

1. ***Eligible Lead Applicants*:** Eligible lead applicants for a qualifying partnership must bea MassHire Workforce Board on behalf of their assigned region in the Regional Workforce Skills Planning Initiative regional blueprint process. Only one application is permitted per region.

|  |  |
| --- | --- |
| **Blueprint Planning Region** | **MassHire Workforce Board Regions** |
| **Northeast** | * Greater Lowell * Merrimack Valley * North Shore |
| **Greater Boston** | * Boston * Metro North * Metro South/West |
| **Southeast** | * Bristol * Brockton Area * Greater New Bedford * South Shore |
| **Cape & Islands** | * Cape Cod and Islands |
| **Central** | * Central Region * North Central |
| **Pioneer Valley** | * Franklin/ Hampshire * Hampden |
| **Berkshire** | * Berkshire |

1. ***Lead Applicant Role:*** The lead applicant must:

* Have a commitment to work collaboratively with Commonwealth Corporation to ensure that the grant activities are successfully implemented.
* Hire or assign existing staff or contracted consultants to the role of Market Maker.
* 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 industries.
* Have operational and fiscal capacity to manage public funds.

1. ***Required Partners-MassHire:*** applications **must include** all the [**MassHire Workforce Boards**](https://www.mass.gov/service-details/connect-with-your-local-masshire-workforce-board) in a given blueprint region, inclusive of their respective [**career centers**](https://www.mass.gov/how-to/find-a-masshire-career-center)**.** Local workforce boards should be engaged in a capacity that complements the overall structure and strategy of the regional partnership in implementing the activities implemented by the Market Maker. **This must be demonstrated by using an MOA to include these activities or through the submission of separate letters of commitment.**
2. ***Required Partners-Chapter 74 Vocational Programs:*** applications **must include** all active vocational schools currently receiving Career Technical Initiative funding. A full list can be found [here](http://commcorp.org/programs/sector-strategies/career-technical-initiative/). Applicants must also reach out to all Massachusetts High Schools with designated DESE Chapter 74 vocational programs in their region to determine and partner with any schools that plan to submit a Career Technical Initiative Round 3 or Career Technical Initiative Planning Grant application. **This must be demonstrated by using a MOA to include these activities or through the submission of separate letters of commitment.**

Section Three: Planning Grant Requirements & Funding

1. ***Required Activities:*** Each **Region** must assign new or existing staff to the role of Market Maker. A Market Maker works with businesses and regional partners to develop pipeline solutions. With these funds, the assigned Market Maker is responsible for:
   1. **Engagement of both current and those planning for FY’22/’23 CTI schools** in the region to strengthen employer engagement strategy
   2. **Meet with local businesses** to understand workforce needs and connect them with MassHire or to CommCorp for pipeline development support
   3. **Involve employers in sharing real-time vacancy information**
   4. **Identification of and engagement with businesses** within the construction/trades and manufacturing to broker relationships with vocational schools implementing or seeking to implement CTI.
   5. **Identification and engagement of community based organization** withing the region to collaborate to support awareness, recruitment, and support activities.
   6. **Identification of and engagement with businesses** within other identified high priority industries/occupations to identify existing pipelines of workers, determine need for new pipelines, and make appropriate referrals to local training providers and the CommCorp Business Consultancy Team to pursue pipeline training funding opportunities (WCTF, Rapid Reemployment, etc).
   7. **Leverage regional industry organizing structures** (HC Hubs, Manufacturing Collaborative) to ensure strong alignment with vocational schools implementing or seeking to implement CTI.
   8. **Participate in bi-Weekly Video/Phone Calls** with CommCorp to ensure alignment between Workforce Skills Cabinet lead employer outreach, identify opportunities for strengthening of the model, and communicate status updates about available funding.
   9. **Identify gaps in training** and work collaboratively with regional partners, training providers, Commonwealth Corporation and the Workforce Skills Cabinet to develop new pipelines
2. ***Funding Availability & Grant Award Amount:*** Up to $300,000 is available to fund Market Makers. We anticipate awarding one grant per WIOA Planning Region using the following allocation methodology. There are no matching funds required.

Grant funds have been allocated based on the current stage and share of CTI funded training slots in each region.

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| **Phase** | **Market Maker Funding Allocation** |
| Planning- No Current Grants | $25K |
| Start-up Level 1 | $50K |
| Start-up Level 2 | $75K |

|  |  |  |
| --- | --- | --- |
| **Region** | **Phase** | **Amount** |
| 1. Berkshire | Planning | $25,000 |
| 1. Pioneer Valley | Planning | $25,000 |
| 1. Cape | Planning | $25,000 |
| 1. Central | Start-up Level 1 | $50,000 |
| 1. Greater Boston | Start-up Level 1 | $50,000 |
| 1. Southeast | Start-up Level 1 | $50,000 |
| 1. Northeast | Start-up Level 2 | $75,000 |
| Total Funding | | $300,000 |

Section Four: Administrative Requirements

1. ***Progress Reporting Requirements:*** Grantees will be required to engage with the Workforce Skills Cabinet in the following ways:

Bi-Weekly Video/Phone Calls: CommCorp will host bi-weekly 1 hour video/conference calls to ensure alignment between Workforce Skills Cabinet conducted employer outreach, identify opportunities for strengthening of the model, and communicate status updates about available funding.

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, communicate outcomes of funded activities 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.

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 Theresa Rowland at [trowland@commcorp.org](mailto:trowland@commcorp.org) to request a copy. 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 activities described in Section 3.

Section Five: Submission Schedule & Instructions for Submission

1. ***Submission Schedule:***

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| --- | --- |
| **Activity** | **Date** |
| Request for Proposals Released | April 28, 2021 |
| Strongly Encouraged Deadline to Submit Written Questions | May 13, 2021 |
| Responses Due | May 20, 2021 by 5:00 PM |
| Applicants Notified of Status (Anticipated) | Approximately June 15, 2021 |
| Anticipated Contract Start Date | July 1, 2021 |
| Anticipated Contract End Date | June 30, 2022 |

1. ***Clarification Period*:** Questions about this grant program will be accepted in writing. Please submit all questions via email to Theresa Rowland at [trowland@commcorp.org](mailto:trowland@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 13, 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/328885>. 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.
2. ***Application*** ***Submission Instructions*:** Grant Applications are due in an electronic format no later than 5:00 PM on Thursday, May 20, 2021. Please upload your submission electronically to the following link:<https://commcorp.tfaforms.net/328886>. 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 Theresa Rowland at [trowland@commcorp.org](mailto:trowland@commcorp.org)

* Narrative forms must be submitted in MS Word file format.
* Budgets must be submitted in MS Excel file format.
* Signed MOAs or 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 provides a list of questions that you must address in your application. Answer all the questions included on the Narrative Form. The page limit for the Narrative Form is 3 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: MOA/Letters of Commitment**

Please submit a MOA or letter of commitment from all the MassHire Workforce Board and MassHire Career Centers in your region. Please submit a MOA or letter of commitment with all all active vocational schools currently receiving Career Technical Initiative funding or planning to submit a Career Technical Initiative Round 3 or Career Technical Initiative Planning Grant application. 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 MassHire Workforce Boards 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:

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| --- | --- |
| **Category** | **Meets or Does Not Meet** |
| Track record of success and qualifications/capacity of applicant and partners with grant management, fiscal coordination, and implementation of proposed activities |  |
| Clear staffing plan that meets specifications of role and will ensure successful implementation of required activities |  |
| Work plan clearly demonstrates how activities will be implemented to ensure maximum benefit |  |
| Budget is accurate and consistent with the proposed description of need and work plan |  |

***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 5A.

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 Seven: 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 Letters of Support (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):** | | |  |
| **Total 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) |  | |  | |  |  | |

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| **4. PARTNERSHIP MEMBERS AND CONTACT INFORMATION**  *Please list the organizations and contact information for all required*  *\*All required partners listed below must be included on a MOA or on a signed letter unless otherwise noted.*  *You may add rows as needed to represent your partnership.* | | | | |
| **Organization Type** | **Organization Name** | **Address** | **Contact Name / Title** | **Phone / Email** |
| **MassHire Workforce Board\*** |  |  |  |  |
| **MassHire Career Center\*** |  |  |  |  |
| **MassHire Workforce Board\*** |  |  |  |  |
| **MassHire Career Center\*** |  |  |  |  |
| **MassHire Workforce Board\*** |  |  |  |  |
| **MassHire Career Center\*** |  |  |  |  |
| **Vocational Technical School\*** |  |  |  |  |
| **Vocational Technical School\*** |  |  |  |  |
| **Vocational Technical School\*** |  |  |  |  |

Part 2: Application Narrative Form

This form provides a list of questions that you must address in your application. Answer all the questions included on the Narrative Form. The page limit for the Narrative Form is 3 pages.

1. Describe the role of each partner in the partnership and demonstrate that collectively, the partners, including the lead applicant, have the required experience, capacity and expertise to accomplish the goals of this Phase One proposal.
2. Describe the proposed management and governance structure of the partnership.
3. What have you already worked on as a partnership to the goals of the Market Maker position within your region?
4. What have you learned from previous partnership activities that will be incorporated into this proposal?
5. Who will staff the role of Market Maker? If the individual is an existing staff member, please include name, title, FTE and how their workload will be shifted to take on this new role.
6. Please provide a high level workplan for how the Market Maker will fulfil the required activities of this funding opportunity.
7. How will you measure success of the market maker regionally?

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 rolesThe 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.