

# Chicago-Cook Workforce Partnership Adult and Dislocated Programs WIA 2012 NARRATIVE INSTRUCTIONS

Please complete a detailed explanation of each line on the Non-Personnel budget page (Form 3). The description should include details on what item will be requested for reimbursement, any calculations that were used to determine the **Total Program Costs** and how the costs are Allowable, Necessary, Reasonable and Allocable. **(If necessary, expand the space allowed for each line item or table).**

**Operating/Technical Costs** – the proposed costs of each of the following items as applicable: accounting, auditing, legal, publications, rental of property, rental of equipment/services, repair/maintenance of property, repair/maintenance of equipment, utilities, telephone, local transportation, postage, advertising, meeting costs, reproduction, dues, memberships, or messenger service.

Item	Total Costs	Basis for Allocation	% Allocated to Program	Total Program Costs	WIA Share
Totals					

**Professional and Technical Services** - consultants/sub-contractors; include the name of each consultant/sub-contractor and the service to be provided

Item	Total Costs	Basis for Allocation	% Allocated to Program	Total Program Costs	WIA Share

Totals					

**Materials and Supplies** - stationery and office supplies, tools, materials and supplies, books and related materials

Item	Total Costs	Basis for Allocation	% Allocated to Program	Total Program Costs	WIA Share
Totals					

**Equipment Costs** – office equipment and furnishings, telephone networks, information technology equipment, reproduction and printing equipment, and motor vehicles

OMB Circular A-122 Revised defines Equipment as an article of non-expandable tangible personal property having a useful life of more than one (1) year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes or \$5,000.

**Equipment purchases with a cost per single item of \$1,000 or greater or an aggregate amount of \$5,000 or greater (for example 6 computers at \$900 each) or greater requires prior approval.**

Item	Total Costs	Basis for Allocation	% Allocated to Program	Total Program Costs	WIA Share

Totals					

**Other (Please specify)** - expenses that do not fit in the other account categories

Item	Total Costs	Basis for Allocation	% Allocated to Program	Total Program Costs	WIA Share
Totals					

**Supportive Services** – Cost of bus passes, uniforms, physicals, childcare, etc. for participants who are **not** enrolled in training course(s)

**Fixed Fee** – Optional for for-profit organizations ONLY. Provide calculation that justifies the fixed fee request.

**Occupational Classroom Training ITA's** – Proposed training costs include books, materials and related items.

**Occupational Classroom Training Non ITA's** – Proposed training costs include books, materials and related items.

**Customized Training** – See Scope for definition of customized training. Proposed costs include books, materials and related items.

**Occupational Bridge Programs** – Proposed training costs include books, materials and related items.

**On-the-Job Training** – Proposed training costs include books, materials and related items.

**Work Experience** – Expenses related to work experiences that are planned, structured learning experiences that take place in a workplace for a limited period of time. They may include activities such as paid/unpaid internships as well as job shadowing.

**Academic Remediation/Pre-Vocational Services** – Staff and related costs associated with such provision of services.

**Supportive Services- Training Related** - costs of bus passes, uniforms, childcare, etc. for participants who are enrolled in ITA, OJT or Customized training course(s)