

# Chicago Cook Workforce Partnership Youth Program 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 cost 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 Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIA Share	
					In-School	Out-of-School
Totals						

**Professional and Technical Services** - consultants/sub-contractors. Include the name of each consultant/sub-contractor and the service they are providing.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIA Share	
					In-School	Out-of-School



Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIA Share	
					In-School	Out-of-School
Totals						

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

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIA Share	
					In-School	Out-of-School
Totals						

**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** – Proposed work experience costs calculations associated to the work/paid internship and the duration of the paid work experience.

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

**Supportive Services** – Cost of bus passes, uniforms, physicals, childcare, etc. related to WIA services.