Application Preview

Cover Page

1. **Applicant Information**
   a. Applicant Name
   b. Organizational Unit
   c. Address
   d. Address 2
   e. City   State   Zip
   f. Federal ID Number   Reference No.   Unique Entity Id.

   g. Agency's fiscal year (beginning month and day)

   h. Agency Type

   ○ Community College / University   ○ Employer

   ○ Local Government   ○ Non-Profit

   ○ For-Profit   ○ Registered Apprentice Sponsor

   ○ Regional Training Center   ○ State Agency

   ○ School District   ○ Tribal Government

   ○ Training Trust   ○ University

2. **Project Information**
   a. Project Name
   b. Is implementing agency same as Applicant   ○ Yes   ○ No

   c. Implementing Agency Name
      Address

      City   State   Zip
      Phone   Fax
   d. Project Start Date   End Date
   e. Amount of Funds Requested   Project Cost

   f. **In-School Participants**

      New Participants

      Participants Carried Forward

   Out-of-School Participants

      New Participants

      Participants Carried Forward

   g. **Total Number of Participants Served**

   h. Total Cost Per Participant. (Cost will be auto-filled once the budget is completed.)

   i. **Select the economic region(s) as shown in the RGA, where the individuals will be trained.**

   ☐ Southcentral Region (Anchorage/Matsu)   ☐ Gulf Coast Region

   ☐ Interior Region   ☐ Northern Region

   ☐ Southeast Region   ☐ Southwest Region

3.   Contact Information

a. Contact Type
    Name
    Title
    Mailing Address
    City   State   Zip Code
    Telephone   Fax
    E-mail Address

Project Description

1.   Project Description

Provide a project overview and describe your work plan to achieve your project objectives. Please identify resources and partners and their role in the project. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

2.   Organizational Capacity

Describe your organization's capacity to successfully deliver youth program services. Include information on availble infrastructure, resources, and personnel as well as information on prior or current youth projects as applicable. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

3.   Target Demographic

WIOA Youth serves both in-school and out-of-school youth. Please identify which group(s) your project will serve. Include referral options for participants not eligible for WIOA Youth service. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

4.   Outreach and Recruitment

Describe the methods to be used for outreach and recruitment; the economic regions, as shown in the RGA, where the youth will be recruited & trained; and the communities within each region where these activities will occur. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

5.   Eligibility and Assessment

Describe your project's methods to determine eligibility based on WIOA Youth parameters, and the assessment resources available to identify youth training and support service needs. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

6.   Individual Service Strategies

Describe your project's ability to utilize assessment information to develop outcome-based training and career plans, then to deliver services based on the developed plan. Identify project personnel responsible for this function. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

7.   **Service Delivery Model and Basic Elements**

For each basic element listed below, describe how the element will be provided and whether it will be provided in-house or through a partner agency. If through a partner agency, list the agency and type of agreement (e.g., MOU, letter of commitment, etc.).

a.   Tutoring, study skills training, and instruction leading to completion of secondary school, including for dropouts. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

b.   Alternative secondary school service. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

c.   Summer employment opportunities that are directly linked to academic and occupational learning. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

d.   Paid and unpaid work experiences, including internships and job shadowing. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

e.   Occupational skill training. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

f.   Leadership development opportunities, which may include community service and peer-centered activities. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

g.   Supportive services. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

h.   Adult mentoring (required for a total of not less than 12 months). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

i.   Follow-up services for not less than 12 months after the completion of participation. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

j.   Comprehensive guidance and counseling, which may include addressing drug and alcohol issues. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

k.   Financial literacy education. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

l.   Entrepreneurial skills training. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

m.   Career awareness, career counseling, and career exploration. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

n.   Activities that help youth prepare for and transition to post-secondary education and training. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

o.   Suicide prevention activities. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

8.   Work-Based Learning

WIOA mandates that 20% of the total budget be used for work experience. Describe your ability to develop work experience opportunities for participants, and identify any current employer partners for work-based learning activities. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

9.   **Training and Credentials**

In the table below, identify the credentials participants can earn through your program:

Training	Duration of Training	Training Costs	Certification/ Credential	Training Provider

10.   **Program Performance**

Youth program performance is measured using the factors listed below. Explain how your program will support positive outcomes for each measure.

a.   Percentage of participants who are in education, training activities, or unsubsidized employment during the second quarter after exit (Proposed State target: 54%). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

b.   Percentage of participants who are in education, training activities, or unsubsidized employment during the fourth quarter after exit (Proposed State target: 50%). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

c.   Median earnings of participants in unsubsidized employment during the second quarter after exit (Target TBD based on prior years baseline). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

d.   Percentage of participants who obtain a recognized postsecondary credential or secondary school diploma or equivalent during participation or within one year after program exit (Proposed State target: 50%). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

e.   Percentage of participants who, during a program year, are in education that leads to a recognized postsecondary credential or employment, and who are achieving measurable gains toward those goals (Target TBD based on prior years baseline). (Character Limit: 1024)

Continue description here if necessary. (Character Limit: 1024)

Project Budget

	Line Item	Qty	Rate	UOM	Grand Total	Subaward Amount
1.	**Personnel Service (Non Work Experience)**					
	Instructions : Identify wages or salaries paid to employees for project activities in the personnel services category. Contractors or professional contracts hired by the subrecipient to perform activities of the grant but are not considered a regular employee of the applicant must be identified in the "Contractual" category. Wages and salary are defined as a regular fixed amount of payment an employee earns for performing work on behalf of the employer. Fringe Benefits is defined as the cost of benefits paid to the personnel on the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. *Participant work experience or stipends should be placed under the Work Experience category. Personal Service amounts should be based upon the amount normally paid to the individual and the portion of the time that will be spent working on the project. For salaried individuals, the calculation should be the monthly salary amount times the percent of time in a month the individual will work on the project times the number of months the project will last. For hourly wage individuals, the calculation should be the hourly wage amount times the number of hours worked on the project in a month times the number of months of the project. Fringe benefit amounts are usually calculated as a percentage of the amount of salary or wage amount.					
	1. Administrative Assistant					
	2. Accountant					
	3. Career Guide					
	4. Case Manager					
	5. Counselor					
	6. Data Entry Clerk					
	7. Director					
	8. Executive Director					

	9. Program Coordinator					
	10. Project Manager					
	11. Service Administrator					
	12. Training Coordinator					
	13. Teacher					
	14. Trainer					
	15. Other [ ]					
2.	**Travel**					
	Instructions : Out-of-State travel is not allowable except with prior written approval by the division.					

Refers to travel costs for employees to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness. Air travel, when necessary, should be obtained at the lowest possible customary standard (coach or equivalent fare). Travel costs may be charged on an actual basis, or on a per-diem or mileage basis in lieu of actual costs.

Travel includes mileage, plane fares, meals and incidentals, lodging, parking, taxi, shuttle service to and from the site, and any other cost associated with travel for the grant. Travel costs may be charged on an actual basis, or on a per diem or mileage basis in lieu of actual costs; however, cannot exceed $45 for the first and last day of travel. The applicant must follow their organization's travel policy or the State of Alaska's travel policy, whichever is less, when identifying costs within the travel category. A copy of the travel policy will be requested if the applicant is approved for an award.

As contractors may state their travel costs within an invoice submitted to the subrecipient directly for services, it is not necessary to identify contractor travel within the travel category.

*Participant travel should be placed under the participant services category.

Employee travel associated with the proposed project should be included on this form. The calculations for travel should specify the number of persons traveling times the cost of travel.

	1. Airfare-Employee					

	2. Car Rental-Employee					
	3. Lodging-Employee					
	4. Mileage-Employee					
	5. Per Diem-Employee - 1st Travel Day					
	6. Per Diem-Employee - Last Travel Day					
	7. Per Diem/Meals-Employee					
	8. Taxi-Employee					
	9. Other [ ]					
3.	**Contractual**					
	Instructions : If an organization uses a training provider to perform training identified in the grant, the name of the organization should be stated in the budget note. The cost of any professional or vendor contracts may include sick leave, holidays, or unemployment insurance. The applicant must specify the name of the vendor for any contacts in the amount of $25,000 or above. *Contractual costs associated with participants should be placed under the participant services category. This would include supportive services and tuition. Contractual costs associated with the project are typically paid-for services received from persons or companies other than the applicant. Contractual costs might include such items as trainers, consultants, facility rental, utilities, communications costs (phone, fax, postage, advertising, etc.), freight, equipment rental, and printing. These listed items are only examples and the listing is not all inclusive. Other contractual costs might be appropriate and allowable to the project. When the total cost of an item is shared with other sources of funds, only the proportionate share associated with the project should be stated. The calculation of amounts is dependent upon the type of contractual cost. Clearly show how the amounts were determined. For more detailed information, please refer to the Subrecipient Budget Guide located on the home page of EGrAMS.					
	1. Advertising					
	2. Audio-Visual					
	3. Freight - Training Books					

4. Freight-Training Materials					
5. Insurance					
6. Licensing and Credential Fees					
7. Meetings/Conferences					
8. Professional or Consulting Services					
9. Postage					
10. Printing					
11. Rental - Office Space - Leased					
12. Rental - Office Space - Owned					
13. Rental - Training Facilities- Leased					
14. Rental-Training Facilities - Owned					
15. Training Contractors/Instructors/Others					
16. Training Related Utilities					
17. Utilities-Training Facility					
18. Other [ ]					

4.	**Supplies**
	Instructions : Supplies refers to consumable materials, items costing less than $5,000 per unit, and goods such as copy paper, pens and pencils, materials needed to conduct training, etc. Supply purchases are charged to the grant at their actual prices after deducting all cash discounts, trade discounts, rebates, or allowances. Shipping and delivery are a normal part of the cost of supplies. *Participant supplies should be placed under the participant services category. Specify supplies that will be required for the training project. Supplies are typically tangible goods that are received from persons or companies other than the applicant. Supplies may include such items as office supplies (paper, pens, binders, ink cartridges, etc.), books and educational or training materials, training videos, equipment valued less

than $5,000 per unit, software valued less than $5,000 per unit, furniture, and tools required for the training. This list is not all inclusive and other types of supplies may be appropriate and allowable to the project. The calculation of the cost amount varies by supply type. Please clearly show how the supply amounts are determined.						
Unless specifically approved by the Division incentives, promotional items and memorabilia, gifts, and souvenirs are not allowed.						
1. Office Supplies						
2. Training Books						
3. Training Supplies						
4. Other [ ]						
5.	**Equipment**					
	Instructions : Equipment refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of $5,000 or more. Use of grant funds to purchase equipment with a unit cost of $5,000 or more requires special review and approval by the AWIB prior to its purchase. The only type of equipment that may be acquired with funds is equipment necessary for the activities of the grant. If purchased, the cost of the equipment is to be prorated over the projected life of the equipment to determine the cost to the grant. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and must be included in the budgeted amount. For audit purposes, applicants should maintain equipment records that includes the following for each piece of equipment: description; identification number; funding source; title holder; acquisition date; percentage of fund participation in the cost; location, condition and last inventory date; acquisition cost; and ultimate disposition date, including date of disposal and sale price or current fair market value, including method used to determine the value. This information is not required in developing the grant proposal, but must be readily available for monitoring purposes by AWIB staff and auditors even after the grant performance period.					
	1. Other [ ]					
6.	**Participant Services**					
	Instructions : A participant is defined a non-employee of an organization that is receiving direct costs for such items including, but not limited to: tuition, work experience, transportation expenses, childcare, work experience, etc., paid to or on behalf of participants in connection with the training project. If employees are to be trained, costs will be placed in either Personnel Services or Contractual, whichever is appropriate to the circumstances and will NOT be identified in the Participant Services Worksheet. Support services may include providing linkages to community services; assistance with transportation, child care and dependent care, and housing costs; assistance with					

educational testing; assistance with acquiring reasonable accommodations for participants with disabilities; legal aid services; referrals to health care; assistance with uniforms or other appropriate work attire, work-related tools, eyeglasses and protective eye gear; assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and payments and fees for employment and training-related applications, tests, and certifications. Participant training and supportive service costs paid for or provided to or on behalf of the participant shall be stated in this category.

Participant support costs are defined as direct costs for items such as subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with training projects. Training is defined as tuition and fees when the training is in an institution not operated by the organization.

Stipends must be entered in the Work Experience category.

1. Participant Clothing - Work related					
2. Participant Incentives					
3. Participant Supplies					
4. Supportive Services					
5. Participant Stipend (non wage related)					
6. Participant Tuition					
7. Participant Travel					
8. Other [ ]					

7.	**Work Experience**

Instructions : Work experience is defined as paid and unpaid work experiences that have, as a component, academic and occupational education. This may include staff wages for work experience oversight, youth summer employment opportunities, other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

Allowable expenditures that may be counted toward the work experience wages or stipends paid for participation in a work experience:
• staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
• staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
• staff time spent evaluating the work experience;

*STAFF TIME MAY NOT EXCEED 40% OF TOTAL WORK EXPERIENCE BUDGET LINE					
• participant work experience orientation sessions;					
• employer work experience orientation sessions;					
• classroom training or the required academic education component directly related to the work experience;					
• incentive payments directly tied to the completion of work experience; and					
• employability skills or job readiness training to prepare youth for a work experience.					
1. Job Skills Training					
2. Participant Wage/Stipend/Incentive					
3. Staff Time - Work Experience					

8.	**Administration**
	Instructions : For the purpose of AWIB budgets, indirect and administration are used interchangeably. Indirect costs are incurred for common or joint objectives that benefit more than one project. They may originate in your own unit or in units of your organization that supply goods, services, or facilities to the grant. Most often, the term "administrative costs" is used to indicate costs that are incurred to support the overall operation of the organization. Under no circumstances may an organization charge for both direct administrative expenses and an administrative rate. The applicant may only charge administration if the organization is in receipt of an approved Federal Indirect Cost Rate (IDC), provisional rate, predetermined rate or a De Minimis Rate Certificate. Per 2 CFR 200.414 Indirect (F & A) costs and Appendix IV to Part 200 – Indirect (F&A) Costs Identification and Assignment, Rate Determination of Non Profit Organizations, 2. Negotiation and Approval of Rates (a)(b)(c)(d), if the applicant has not previously established an Indirect Cost Rate, predetermined rate, or De Minimis Rate, they must submit its initial indirect cost proposal immediately to the agency that provides the largest source of federal funds following the effective date of the award but no later than three months following the start date. Exclusions to the De Minimis rate include equipment, capital expenditures, patient care, rental costs, tuition and participant support costs, portion of sub-awards in excess of $25,000 and other items that may be excluded by the Federal cognizant agency. . Applicants cannot exceed the limitations that may be specified in the application instructions.

1. De Minimis Rate Certification [　　　　　]						
2. Federally Approved Indirect [　　　　　]						

9.	**Personnel Service (Non Work Experience)**					
	Instructions : Identify wages or salaries paid to employees for project activities in the personnel services category. Contractors or professional contracts hired by the subrecipient to perform activities of the grant but are not considered a regular employee of the applicant must be identified in the "Contractual" category. Wages and salary are defined as a regular fixed amount of payment an employee earns for performing work on behalf of the employer. Fringe Benefits is defined as the cost of benefits paid to the personnel on the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. *Participant work experience or stipends should be placed under the Work Experience category. Personal Service amounts should be based upon the amount normally paid to the individual and the portion of the time that will be spent working on the project. For salaried individuals, the calculation should be the monthly salary amount times the percent of time in a month the individual will work on the project times the number of months the project will last. For hourly wage individuals, the calculation should be the hourly wage amount times the number of hours worked on the project in a month times the number of months of the project. Fringe benefit amounts are usually calculated as a percentage of the amount of salary or wage amount.					
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	3. Career Guide					
	4. Case Manager					
	5. Counselor					
	6. Data Entry Clerk					
	7. Director					
	8. Executive Director					
	9. Financial Officer					

	10. Program Coordinator					
	11. Project Manager					
	12. Services Administrator					
	13. Training Coordinator					
	14. Teacher					
	15. Trainer					
	16. Others [ ]					
10.	**Travel**					
	Instructions : Out-of-State travel is not allowable except with prior written approval by the division. Refers to travel costs for employees to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness. Air travel, when necessary, should be obtained at the lowest possible customary standard (coach or equivalent fare). Travel costs may be charged on an actual basis, or on a per-diem or mileage basis in lieu of actual costs. Travel includes mileage, plane fares, meals and incidentals, lodging, parking, taxi, shuttle service to and from the site, and any other cost associated with travel for the grant. Travel costs may be charged on an actual basis, or on a per diem or mileage basis in lieu of actual costs; however, cannot exceed $45 for the first and last day of travel. The applicant must follow their organization's travel policy or the State of Alaska's travel policy, whichever is less, when identifying costs within the travel category. A copy of the travel policy will be requested if the applicant is approved for an award. As contractors may state their travel costs within an invoice submitted to the subrecipient directly for services, it is not necessary to identify contractor travel within the travel category. *Participant travel should be placed under the participant services category. Employee travel associated with the proposed project should be included on this form. The calculations for travel should specify the number of persons traveling times the cost of travel.					
	1. Airfare-Employee					

	2. Car Rental-Employee					
	3. Lodging-Employee					
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	5. Per Diem-Employee - 1st Travel Day					
	6. Per Diem-Employee - Last Travel Day					
	7. Per Diem/Meals-Employee					
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	9. Other [ ]					
11.	**Contractual**					
	Instructions : If an organization uses a training provider to perform training identified in the grant, the name of the organization should be stated in the budget note. The cost of any professional or vendor contracts may include sick leave, holidays, or unemployment insurance. The applicant must specify the name of the vendor for any contacts in the amount of $25,000 or above. *Contractual costs associated with participants should be placed under the participant services category. This would include supportive services and tuition. Contractual costs associated with the project are typically paid-for services received from persons or companies other than the applicant. Contractual costs might include such items as trainers, consultants, facility rental, utilities, communications costs (phone, fax, postage, advertising, etc.), freight, equipment rental, and printing. These listed items are only examples and the listing is not all inclusive. Other contractual costs might be appropriate and allowable to the project. When the total cost of an item is shared with other sources of funds, only the proportionate share associated with the project should be stated. The calculation of amounts is dependent upon the type of contractual cost. Clearly show how the amounts were determined. For more detailed information, please refer to the Subrecipient Budget Guide located on the home page of EGrAMS.					
	1. Advertising					
	2. Audio-Visual					
	3. Freight - Training Books					

4. Freight-Training Materials					
5. Insurance					
6. Licensing and Credential Fees					
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11. Rental - Office Space - Leased					
12. Rental - Office Space - Owned					
13. Rental - Training Equipment - Leased					
14. Rental-Training Equipment - Owned					
15. Rental - Training Facilities - Leased					
16. Rental-Training Facilities - Owned					
17. Training Contractors/Instructors/Others					
18. Training Related Utilities					
19. Utilities-Training Facility					
20. Other [ ]					
12.	**Supplies**				

Instructions : Supplies refers to consumable materials, items costing less than $5,000 per unit, and goods such as copy paper, pens and pencils, materials needed to conduct training, etc. Supply purchases are charged to the grant at their actual prices after deducting all cash discounts, trade discounts, rebates, or allowances. Shipping and delivery are a normal part of the cost of supplies.

*Participant supplies should be placed under the participant services category.

Specify supplies that will be required for the training project. Supplies are typically tangible goods that are received from persons or companies other than the applicant. Supplies may include such items as office supplies (paper, pens, binders, ink cartridges, etc.), books and educational or training materials, training videos, equipment valued less than $5,000 per unit, software valued less than $5,000 per unit, furniture, and tools required for the training. This list is not all inclusive and other types of supplies may be appropriate and allowable to the project. The calculation of the cost amount varies by supply type. Please clearly show how the supply amounts are determined.

Unless specifically approved by the Division incentives, promotional items and memorabilia, gifts, and souvenirs are not allowed.

1. Office Supplies					
2. Printer Cartridge					
3. Stationery					
4. Training Books					
5. Training Materials					
6. Training Supplies					
7. Other [ ]					

13.	**Equipment**

Instructions : Equipment refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of $5,000 or more. Use of grant funds to purchase equipment with a unit cost of $5,000 or more requires special review and approval by the AWIB prior to its purchase.

The only type of equipment that may be acquired with funds is equipment necessary for the activities of the grant. If purchased, the cost of the equipment is to be prorated over the projected life of the equipment to determine the cost to the grant. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and must be included in the budgeted amount.

For audit purposes, applicants should maintain equipment records that includes the following for each piece of equipment: description; identification number; funding source; title holder; acquisition date; percentage of fund participation in the cost; location, condition and last inventory date; acquisition cost; and ultimate disposition date, including date of disposal and sale price or current fair market value, including method used to determine the value. This information is not required in developing the grant proposal, but must be readily available for monitoring purposes by AWIB staff and auditors even after the grant performance period.

1. Other [ ]					

14.	**Participant Services**					
	Instructions : A participant is defined a non-employee of an organization that is receiving direct costs for such items including, but not limited to: tuition, work experience, transportation expenses, childcare, work experience, etc., paid to or on behalf of participants in connection with the training project. If employees are to be trained, costs will be placed in either Personnel Services or Contractual, whichever is appropriate to the circumstances and will NOT be identified in the Participant Services Worksheet. Support services may include providing linkages to community services; assistance with transportation, child care and dependent care, and housing costs; assistance with educational testing; assistance with acquiring reasonable accommodations for participants with disabilities; legal aid services; referrals to health care; assistance with uniforms or other appropriate work attire, work-related tools, eyeglasses and protective eye gear; assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and payments and fees for employment and training-related applications, tests, and certifications. Participant training and supportive service costs paid for or provided to or on behalf of the participant shall be stated in this category. Participant support costs are defined as direct costs for items such as subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with training projects. Training is defined as tuition and fees when the training is in an institution not operated by the organization. Stipends must be entered in the Work Experience category.					
	1. Clothing - Work or Training Related					
	2. Participant Incentives					
	3. Participant Supplies					
	4. Supportive Services					
	5. Participant Stipend (non wage related)					
	6. Participant Tuition					
	7. Participant Travel					
	8. Other [ ]					
15.	**Work Experience**					
	Instructions : Work experience is defined as paid and unpaid work experiences that have, as a component, academic and occupational education. This may include staff wages for work experience oversight, youth summer employment opportunities, other employment opportunities available throughout the school year, pre-apprenticeship programs,					

internships and job shadowing, and on-the-job training.

Allowable expenditures that may be counted toward the work experience wages or stipends paid for participation in a work experience:

• staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;

• staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;

• staff time spent evaluating the work experience;

*STAFF TIME MAY NOT EXCEED 40% OF TOTAL WORK EXPERIENCE BUDGET LINE

• participant work experience orientation sessions;

• employer work experience orientation sessions;

• classroom training or the required academic education component directly related to the work experience;

• incentive payments directly tied to the completion of work experience; and

• employability skills or job readiness training to prepare youth for a work experience.

1. Job Skills Training					
2. Participant Wage/Stipend/Incentive					
3. Staff Work Experience Time					

16.	**Administration**

Instructions : For the purpose of AWIB budgets, indirect and administration are used interchangeably. Indirect costs are incurred for common or joint objectives that benefit more than one project. They may originate in your own unit or in units of your organization that supply goods, services, or facilities to the grant. Most often, the term "administrative costs" is used to indicate costs that are incurred to support the overall operation of the organization. Under no circumstances may an organization charge for both direct administrative expenses and an administrative rate.

The applicant may only charge administration if the organization is in receipt of an approved Federal Indirect Cost Rate (IDC), provisional rate, predetermined rate or a De Minimis Rate Certificate.

Per 2 CFR 200.414 Indirect (F & A) costs and Appendix IV to Part 200 – Indirect (F&A) Costs Identification and Assignment, Rate Determination of Non Profit Organizations, 2. Negotiation and Approval of Rates (a)(b)(c)(d), if the applicant has not previously established an Indirect Cost Rate, predetermined rate, or De Minimis Rate, they must submit its initial indirect cost proposal immediately to the agency that provides the largest source of federal funds following the effective date of the award but no later than three months following the start date.

Exclusions to the De Minimis rate include equipment, capital expenditures, patient care, rental costs, tuition and participant support costs, portion of sub-awards in excess of $25,000 and other items that may be excluded by the Federal cognizant agency. .

Applicants cannot exceed the limitations that may be specified in the application instructions.

1. De Minimis Rate Certification [ ]					
2. Federally Approved Indirect Rate [ ]					
3. Other [ ]					
Totals					

	Category	Grand Total	Subaward Amount	Narrative
1.	Personnel Service (Non Work Experience)			
2.	Travel			
3.	Contractual			
4.	Supplies			
5.	Equipment			
6.	Participant Services			
7.	Work Experience			
8.	Administration			
9.	Personnel Service (Non Work Experience)			
10.	Travel			
11.	Contractual			
12.	Supplies			
13.	Equipment			
14.	Participant Services			
15.	Work Experience			
16.	Administration			
	Totals			

SOURCE OF FUNDS

	Category	Grand Total	Subaward Amount	Narrative
1.	I/S BBWYLPI-P24000-7007-7112			
2.	I/S WE BBWYLPI-P24000-7010-7714-7112			

3.	I/S/T WE BBWYLPI-P24000-7020-7715-7112			
4.	I/S RSA BBWYLPI-P24000-7001-7112			
5.	I/S/T BBWYLPI-P24000-7006-7112			
6.	O/S BBWYLPO-P24000-7007-7112			
7.	O/S WE BBWYLPO-P24000-7010-7714-7112			
8.	O/S/T WE BBWYLPO-P24000-7020-7715-7112			
9.	O/S RSA BBWYLPO-P24000-7001-7112			
10.	O/S/T BBWYLPO-P24000-7006-7112			
11.	Other - Contribution			
	Totals			

Certifications

Certification

Any modification or failure to submit a signed certification with the application will result in the application being determined non-responsive and not subject to further consideration.

I have reviewed and understand the terms, conditions and requirements of the Program and agree to meet all federal and state requirements if selected for funding.   ☐ Yes   ☐ No

I certify that all information contained in this application and any attachments is true and accurate, and I understand that falsification of information may be cause for application disqualification or award revocation and repayment of any funds provided.   ☐ Yes   ☐ No

I certify that funds received pursuant to this request will only be used for training and support services for eligible participants and that the grant funds will not supplant or displace other existing public or private funds allocated to the program.   ☐ Yes   ☐ No

I further certify that the information provided in this grant application will remain in effect for up to 90 days following the date of this certification.   ☐ Yes   ☐ No

Name of Authorized Representative

Title

Date Signed

RSA
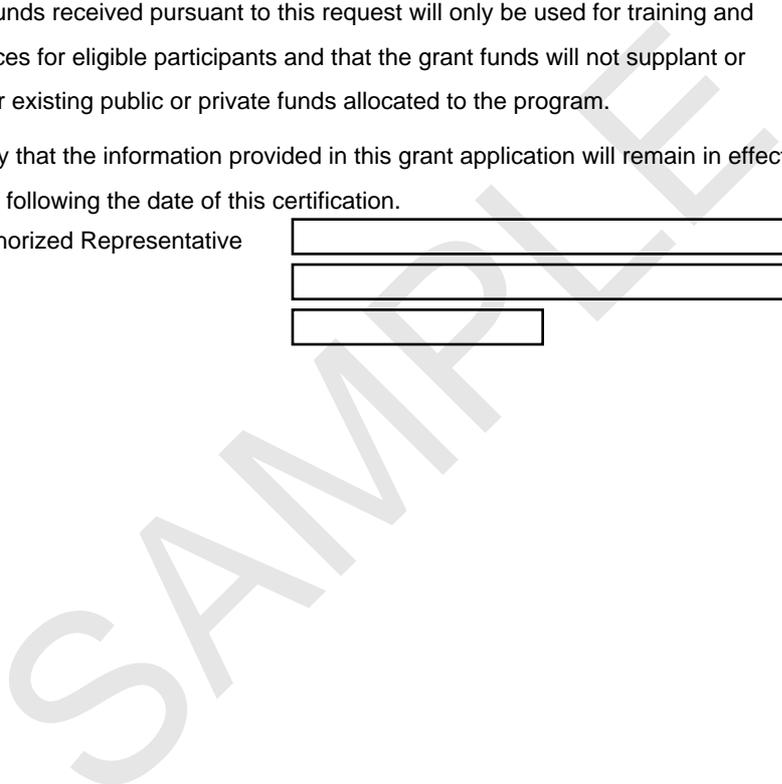
1   Attachments

Attach letters of committments

Attachment Title	Attachment

RSA

1   Attachments

Attach letters of committments