SCPa WORKS
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
4201 CRUMS MILL ROAD, SUITE #100A
HARRISBURG, PENNSYLVANIA 17112
717.236.7936 // www.scpaworks.org

Request for Proposals

Business Education Partnership Mini-Grants
PY26 South Central PA Career Pathways Innovation Fund

Solicitation No.: SCPa Works-2027-BEP-01
Anticipated Contract Start Date: February 1, 2027
Initial Contract Period: February 1, 2027 – May 31, 2028
Funding Source: Workforce Innovation and Opportunity Act, Business and Education Partnership Grants
Issuing Entity: SCPa Works / South Central Workforce Development Board
Service Area: Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry, and York Counties, Pennsylvania

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1. Purpose

South Central Workforce Development Board and Local Workforce Development Board for the South Central Workforce Development Area, d/b/a SCPa Works, hereby solicits competitive proposals from qualified organizations to provide Workforce Innovation and Opportunity Act (WIOA) Title I services beginning February 1, 2027

Business Education Partnership (BEP) Grants, funded by the Pennsylvania Department of Labor and Industry (L&I), are designed to provide opportunities for local workforce development boards (LWDBs) to collaborate with school districts and local businesses and to educate students, parents and guardians about high-priority occupations and in-demand career pathways that are available to students as they enter the workforce. BEP supports employers, students, parents, and guardians by connecting them to each other to share information about career pathway opportunities that lead to family-sustaining wages in Pennsylvania and the career-ready skills employers are looking for when they recruit workers.

The number of awards and individual dollar amounts awarded under this grant opportunity depends on the approved mini-grant budget, proposal quality, and available funds. SCPa Works seeks to support at least one initiative in each of its eight counties; however, a county allocation or award is not guaranteed.

Successful proposers will operate as strategic workforce development partners to SCPa Works and shall be responsible for achieving the programmatic, fiscal, data-quality, customer-service, accessibility, and performance expectations established through this Request for Proposals (RFP) and the resulting agreement.
SCPa Works reserves the right to amend this RFP, reject any or all proposals, cancel this RFP, award multiple contracts, negotiate with one or more responsive proposers, or make no award if doing so is determined to be in the best interest of the South Central Workforce Development Area.

2. Introduction to SCPa Works

SCPa Works envisions a region where opportunity for prosperity and growth exists for all. Our mission is to unlock the human talent that drives the development of businesses and individuals. In order to support the region's job seekers and businesses in the most impactful way, SCPa Works has outlined a number of key values that guide all of our work. These values are embedded in our programs, investments, services, people and processes, as well as the values that we endeavor that our partners and providers would emulate:

- **Performance**
- **Equity**
- **Flexibility**
- **Collaboration**
- **Accountability**

SCPa Works has a long history of supporting Business Education Partnerships through a mini-grant model. This model funds career readiness programs throughout South Central Pennsylvania by investing in locally led and designed projects. County chambers of commerce, businesses, non-profit organizations, education institutions, and intermediary organizations are all examples of past recipients. Past project examples include Science, Technology, Engineering and Math (STEM) Fairs for high school students, educator symposiums, pre-apprenticeship training, workforce skill development with high school seniors, career fairs, and more. All projects require the integration and cooperation of education and business with direct student involvement.

The selected proposers shall embrace these values in all facets of their organization and service delivery. BEP are intended to provide employment and training services that assist eligible individuals in obtaining employment, retaining employment, advancing along career pathways, obtaining credentials and skills, increasing earnings, and achieving greater economic self-sufficiency.

Additionally, SCPa Works prioritizes the following in all programs:

Employer Engagement– Strengthening relationships with the regional business community so that our system can better understand current and projected labor demand, support sector-driven training models, and invest in the development of the future workforce.

Individual Investment– Connect all job seekers (youth, adult, displaced workers, incumbent workers, etc.) to career pathways and career ladders that align education to job opportunities and lifelong learning through the PA CareerLink® system.

People and Process– Support and foster a healthy environment where all team members can pursue excellence with accountability, openness and transparency, career growth and professional development while maintaining the values of equity and respect in all that we do.

3. RFP Schedule

SCPa Works invites proposals for local projects that connect students and families with employers, expand career exposure and experience, and prepare students for in-demand careers leading to family-sustaining wages. This RFP establishes the application requirements, review process, funding conditions, and recipient responsibilities for BEP mini-grants across South Central Pennsylvania.

Solicitation information	Details
RFP issued	November 4, 2026
Bidders conference	November 12, 2026 at 10:00 a.m. https://us02web.zoom.us/j/89677079738
Proposal deadline	November 20, 2026 at 11:00 p.m.
Proposal review	November 25, 2026
Anticipated award notification	December 17, 2026
Available mini-grant funding	Up to $117,928.40
Project delivery period	February 1, 2027–May 31, 2028

4. Available Funding

The total, collective funding amount for the mini grants represented in this proposal shall not exceed **$117,928.40**. Funding amounts are subject to federal and Commonwealth appropriations, actual allocations to SCPa Works, availability of funds, SCPa Works Board approval, and applicable grant award conditions. No proposer should assume that the amount(s) stated in this RFP represents a guaranteed award. SCPa Works may award BEP funds to multiple proposers.

5. Stevens Amendment

BEP grants are funded through the Workforce Innovation and Opportunity Act (WIOA) with federal funds awarded by the U.S. Department of Labor (USDOL) through the Pennsylvania Department of Labor and Industry (L&I). The programs that are subject to this Request for Proposals are supported by the WIOA statewide employment and training activity funds administered by L&I. Any publication, website, press release, report, or other publicly distributed material describing activities supported under this Agreement shall include the following required federal grant funding disclosure:

One-Hundred Percent (100%) of the total program costs are financed with federal funds which shall not exceed **$117,928.40**, and **zero percent** (0%) is funded by other sources

6. Conflicts of Interest

The proposer shall disclose actual, potential, or perceived conflicts of interest involving the proposer, its officers, directors, employees, owners, subcontractors, or other persons involved in performing the contract.

7. Program Overview

The BEP invests in locally designed business-education partnerships that respond to employer needs and help students and families understand available career pathways.

Eligible proposers include school districts, career and technical centers, intermediate units, chambers of commerce, educational foundations, community-based organizations, workforce organizations, postsecondary institutions, industry partnerships, economic development organizations, employer associations, and apprenticeship or pre-apprenticeship sponsors. Other entities may be considered at SCPa Works' discretion. Projects must serve students and families in one or more of the eight counties in the South Central Workforce Development Area.

A consortium of proposers must identify one lead proposer responsible for the grant agreement, budget, service delivery, records, and reporting. Proposers must demonstrate the capacity to manage reimbursement-based funding, coordinate partners, collect performance data, and comply with the award requirements.

Required Project Components

- Conduct outreach to students, parents, and guardians and incorporate at least one meaningful parent or guardian engagement strategy.
- Engage employers directly in delivering career exposure, career experience, or both. Identify education partners and explain their roles in recruiting and serving students.

- Connect activities to L&I designated In-Demand Occupations and explain the pathways to education, training, apprenticeship, or employment.
- Establish measurable participation and outcome targets.
- Coordinate with the PA CareerLink® and describe how the partnership supports career information, employer connections, referrals, or other project activities.

Priority Industries and Access

Priority industries are agriculture, energy, life sciences, manufacturing, robotics and technology, education, healthcare, and skilled trades, including construction, electrical, HVAC, steam fitting, and fiber optics/telecommunications. Other sectors, including transportation and logistics, may be proposed when the applicant demonstrates alignment with In-Demand Occupations and regional employer needs.

Describe how outreach and delivery will reach students and families with limited access to career opportunities, including rural communities and historically underserved populations. Address transportation, disability access, language needs, scheduling, and other participation barriers relevant to the proposed population.

8. Project Activities and Implementation

Career Exposure

Career exposure helps students understand industries, occupations, and workplaces through observation and interaction. Examples include job shadowing, career fairs, industry tours, worksite visits, employer panels, career speakers, and structured employer-led exploration. Activities must provide meaningful employer contact and information about career pathways and workplace expectations.

Career Experience

Career experience allows students to perform tasks and apply skills through hands-on learning. Examples include internships and externships, paid and unpaid work experiences, virtual work simulations, and registered pre-apprenticeship or apprenticeship experiences. Describe supervision, learning objectives, hours, completion expectations, and employer responsibilities.

Supporting Activities

Projects may include career readiness instruction, industry-recognized credential opportunities, mentorship, educator externships, and culminating projects such as manufacturing videos, presentations, reports, or demonstrations. Career readiness programs may address communication, teamwork, problem-solving, professionalism, resumes, interviews, and career planning. Supporting activities must connect to the project's employer engagement and career exposure or experience objectives.

Family Engagement

Every project must include a strategy that enables parents and guardians to participate in career awareness and planning programs. Examples include family career nights, employer panels, apprenticeship information sessions, industry visits, career fairs, and postsecondary planning events. Proposers should explain outreach methods, participation targets, accessibility, and how families will learn about multiple pathways to family-sustaining careers.

Project Period and Readiness

Proposers will plan participant-facing program activities beginning February 1, 2027 through May 31, 2028. Agreements, approved budgets, partner commitments, and recipient orientation must be completed before services begin. The BEP agreement will establish the authorized cost-reimbursement period. Reimbursement of pre-award expenses and automatic contract extensions will not be permitted.

Proposers shall provide a work plan covering recruitment, partner coordination, activity delivery, assessments, reporting, and closeout. In submitting a proposal, proposers shall account for a contract term that includes spring and summer of the 2026/2027 school year and fall and spring of the 2027/2028 school year.

9. Performance Measures and Reporting

Proposers must present achievable project targets and describe how data will be collected, verified, and reported. The following are regional goals across all awards, and not minimum quotas for each recipient. Each executed agreement will establish project-specific commitments.

Regional measure	**Target**
Students served	4,000
Parents and guardians engaged	1,000
Employers engaged	150
Educational entities engaged	40
Career exposure activities delivered	50
Career experience participants and completions	500 participants; 400 completions
Industry-recognized credentials earned	100
Employment, education, apprenticeship, military, or occupational training outcomes	75
Increased career awareness	At least 75% of participants
Defined pathway, educational goal, or next step	At least 70% of participants

Required Activity Measures

To maintain career exposure activities goals, the successful proposer will track employer and industry partners, outreach efforts, planning resources and staff time, events delivered, student and parent/guardian attendance, and completion of structured experiences. Increases in participant career awareness and

understanding of industry pathways, and/or identification of career interests or next steps should be measured using pre and post program assessments, reflections, or other approved tools.

For the career experience participants and completions category, successful proposers will track enrollment, employer partners that provide participant placements, the number of placement hours offered and completed, participant completions, completion rates, and documented skill gains or transitions into employment, apprenticeships, or postsecondary education. Successful proposers will report credentials and other transition outcomes when applicable. Successful proposers will track culminated projects to include student enrollment, partners engaged, completed products or presentations, and related outcomes.

Documentation and Recipient Reports

Throughout the grant period, Successful proposers must distinguish unique participants from repeat attendance, avoid duplicate counting, and report the number assessed. Successful proposers must also retain attendance records, partner records, activity documentation, survey results, and outcome evidence. Successful proposers must protect personally identifiable information and use approved methods for its collection, storage, and transfer.

Successful proposers will submit monthly invoices with supporting financial documentation, quarterly narrative and performance reports, and a final report documenting expenditures, outcomes, lessons learned, and sustainability. Invoice due dates will be specified in the agreement. Successful proposers must participate in technical assistance, monitoring, site visits, and evaluations as requested, and provide success stories when available with appropriate participant consent.

10. Budget Requirements

Awards will be documented through cost reimbursement agreements. Reimbursement is limited to documented, allowable costs incurred during the term of the agreement and within the approved scope of work and budget. Successful proposers should plan for sufficient cash flow to pay costs before reimbursements are paid. Requested funding will be determined based on the project's scope of work, reach, outcomes, and available funds.

Budget Preparation

Successful proposers must submit a budget and written justification using the form at Appendix B. Quantities, unit costs, staff roles, time charged to the project, and the relationship of each expenditure to the proposed deliverables must be explained. Program and administrative costs should be listed separately. Shared costs must be allocated using a documented method that reflects the benefit to this project. Personnel charges must be supported by appropriate time records. The same expense may not be charged to multiple funding sources.

Potentially Allowable Expenses

- Staff time and services necessary to plan, coordinate, and deliver approved BEP activities.
- Career awareness materials, instructional supplies, assessment resources, and employer-education convenings directly supporting project goals.
- Costs directly related to approved career fairs, visits, shadowing, mentoring, internships, work experiences, and career readiness or credential activities.
- Other project-specific expenses and administrative costs expressly approved in the agreement.

Successful proposers will identify participant transportation, work experience wages, training or credential fees, equipment, facilities, or other special costs separately when proposed. Inclusion of costs in a proposal does not establish allowability; reimbursement requires approval under the grant and agreement terms.

Unallowable Expenses and Budget Changes

Pre-award costs, building construction, lobbying services, and costs unrelated to performance of the award are unallowable. Unreasonable, unnecessary, unsupported, or duplicate charges are not reimbursable. Funds must supplement rather than replace existing public or private resources. Matching funds are encouraged but not required. Cash and in-kind contributions must be disclosed separately from BEP cost reimbursement requests.

Changes to the scope, schedule, or budget require prior written approval from SCPa Works, which may require L&I approval. SCPa Works may disallow costs inconsistent with the approved project, agreement, scope of work, or grant requirements.

11. Application Package and Submission

Proposers must submit proposals electronically through SCPa Works' Responsive® RFP software by the stated deadline.

Component	Required contents
Applicant summary and certification	Complete and sign Appendix A, including requested funds, service counties, project lead, and authorized representative.
Project narrative	Address each of the six review criteria in the 'Proposal Review' subsection of the 'Evaluation Criteria' section, under separate headings. Describe activities, population, county coverage, partner roles, targets, data collection, access, qualifications, and sustainability.
Budget and justification	Complete Appendix B with calculations, program and administrative costs, leveraged resources, and justification for every line item.
Project action plan	Complete Appendix C stating proposed measurable goals, activities, partner responsibilities, dates, targets, and verification methods.
Partner letters	Provide a PA CareerLink® letter and letters documenting employer and education partner commitments. A consortium must include a school district or CTC partner letter. A letter may cover more than one role when applicable.

12. Questions and Bidders Conference

Questions can be sent to info@scpaworks.org or through Responsive® using the subject "PY26 BEP Mini-Grant RFP Question." The November 12, 2026 bidders conference will include a review of the requirements and the proposal process. SCPa Works will share written answers and any addenda through Responsive®

and its website so all proposers have access to the same information. Proposers are responsible for reviewing all posted updates before submitting proposals.

13. Preliminary Review:

SCPa Works staff will first review eligibility, timeliness, completeness, and responsiveness of proposals. Applications that pass this review will be scored by a review team. SCPa Works staff will first determine whether each proposal contains all mandatory components. A proposal that fails to contain required forms, signatures, certifications, or mandatory responses may be determined nonresponsive and will not be considered.

At a minimum, the proposer must demonstrate legal eligibility to contract, adequate financial capacity, qualified personnel, administrative capability, technological capability, and the ability to perform the proposal.

Submission of a proposal does not guarantee an award. All awards are contingent upon successful completion of the review process, including the risk assessment, and a determination that the proposer has the capacity to administer the proposed services in accordance with applicable requirements.

14. Evaluation Criteria

Proposals will be evaluated using the criteria and point allocations identified in this RFP. The evaluation will include a risk assessment, which will account for up to 10 points of the total 100-point evaluation score.

A. Risk Assessment

All proposers submitting a response to this RFP will be subject to a risk assessment as part of the proposal review and award determination process. The risk assessment will be conducted by SCPa Works staff to evaluate each proposer's financial stability, internal controls, management systems, administrative capacity, past performance, and ability to comply with applicable federal, state, and local requirements, including the requirements of the WIOA. SCPa Works staff will assess the potential risk related to each proposer using the following factors:

1. Whether the proposer is new to operating or managing state or federal funds, or has not done so within the past 5 years.

2. Whether the proposer has prior experience with the same or similar program contracts.

3. Whether the proposer has received findings directly from a Federal awarding agency.

4. Whether the proposer has received previous findings to include unallowed costs as listed in 20 CFR 200, Subpart E that resulted in the issuance and implementation of corrective action plans.

5. Whether the proposer lacks effective operational and fiscal procedures and controls.

6. Whether the proposer has new personnel or new or substantially changed systems.

7. Whether the proposer has a history of monitoring findings regarding other WIOA or similar federal or state funded program contracts.

8. Whether the proposer has received any findings a result of Single Audits within the past 5 years.

9. Whether the proposer has received complaints or reported incidents related to WIOA or similar federal or state funded program contracts over the past 5 years.

10. The size of the funding amount of this RFP.

11. The estimated number of participants to be served under the contracted to be awarded pursuant to this RFP.

Proposers may be required to submit additional documentation or information to support the risk assessment. Failure to provide requested information in a timely manner may affect the proposer's eligibility for an award. The results of the risk assessment will be considered in determining whether an award will be made and whether any special conditions or additional oversight requirements are necessary.

B. Proposal Review

Evaluation of proposal responses to Proposal Questions will be performed by an appointed proposal review panel.

Scoring

Review criterion	Points	What reviewers will assess
Project design and management	30	Need, scope, required outreach, employer-led exposure or experience, family engagement, realistic timeline, staff capacity, and accessible delivery.
Performance outcomes	20	Measurable targets, contribution to regional goals, appropriate activity metrics, assessments, and capacity to collect and verify results.
Stakeholder engagement and partnership	15	Specific employer and education commitments, PA CareerLink® collaboration, partner responsibilities, and relevant experience.
Sustainability	10	Practical plans to continue partnerships and activities beyond the award and share effective practices.
Alignment	5	Connections to PA In-Demand Occupations, priority industries, regional needs, Chapter 339 career planning, and related workforce initiatives.

Review criterion	Points	What reviewers will assess
Budget and justification	10	Reasonable calculations, necessary costs, connection to deliverables, efficient use of resources, and adherence to the administrative cap.
Risk Assessment	10	The risk assessment will be conducted to evaluate each proposer's financial stability, internal controls, management systems, administrative capacity, past performance, and ability to comply with applicable federal, state, and local requirements, including the requirements of WIOA.
Total	100	

Within the competitive review process, SCPa Works will consider county coverage and the goal of at least one BEP initiative in each county, subject to proposal quality and available funds. Prior BEP recipients should describe results achieved and how the proposed program would build on those results. Proposers are advised that the Proposal Review and the scoring rubric resulting therefrom are not the exclusive means of evaluation that will be considered by SCPa Works. The highest-ranking numerical score for the Proposal Questions should not be construed by itself as ensuring a successful proposal. Proposals earning a lower score on the Proposal Review but receiving higher evaluations in other areas may be deemed successful proposers.

C. Prior Program Experience

SCPa Works staff will evaluate each proposer's demonstrated experience successfully providing program services that are substantially similar in scope, scale, complexity, service population, operating environment, and performance requirements to the BEP program services required under the resulting contract. SCPa Works staff will evaluate the extent to which the proposer:

1. Has successfully performed and managed a BEP program services or other comparable program services.
2. Has achieved measurable and relevant program outcomes while meeting applicable service, quality, reporting, compliance, schedule, and budget requirements.
3. Demonstrates a record of participant satisfaction, effective contract management, continuity of services, and timely resolution of performance issues.

D. Proposer Interviews

SCPa Works may, at its discretion, request interviews with any or all proposers to gather additional information, seek clarification, or present questions which may aide SCPa Works in selecting a

proposal. Interviews may be utilized by SCPa Works in the event of minor differences in evaluation scores that are so close as not to be conclusive as to which proposal would be most advantageous to SCPa Works. Interviews with proposers prior to award determination do not hold a valued numeric weight in the scoring methodology. Information obtained through interviews, may be determinative in the selection of proposers based on additional information relevant to evaluation factors A, B, and C above. However, SCPa Works reserves the right to select a proposal without conducting interviews or further discussion of the proposals submitted.

15. Selection of Proposal

Based on the foregoing evaluation criteria, SCPa Works Staff will make a recommendation of one or more successful proposers, which shall be reviewed and approved by the SCPa Works Chief Executive Officer and the SCPa Works Board of Directors.

16. Disclaimers and Reservations of Rights

Submission of a proposal does not guarantee an award.

All awards are contingent upon successful completion of the review process, including the risk assessment, and a determination that the proposer has the capacity to administer the proposed services in accordance with applicable requirements.

SCPa Works reserves the right to cancel or modify this RFP or the scope or funding of an approved program to any extent necessary to ensure compliance with federal and state law and regulations, or if available funding is impacted by federal and/or state budget appropriations.

SCPa Works may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of SCPa Works, the services proposed are not needed, or the costs are higher than SCPa Works finds reasonable in relation to the overall funds available, or if past experience reasonably leads SCPa Works to believe that the proposer has undertaken more program services than it can reasonably provide.

SCPa Works reserves the right to reject any or all proposals, in whole or in part, received as a result of this RFP or to negotiate separately with proposers. A contract for the accepted proposal will be based upon the factors described in this RFP.

SCPa Works reserves the right to waive minor irregularities, and request clarification regarding any RFP.

SCPa Works reserves the right to award a contract to a lower ranked proposal over a high ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.

SCPa Works reserves the right to determine both the number and funding levels of contracts financially awarded. Such determination will depend upon overall fund availability and other factors arising during the review process.

Proposals submitted which are over the maximum amount of funds specified for this RFP may be rejected.

SCPa Works is not responsible for any costs incurred by proposers to prepare or present proposals. Costs to develop and submit a proposal in response to this RFP is not reimbursable.

This RFP is being solicited based on available funds known to SCPa Works as of the date of this RFP.

Proposals, and all documents submitted therewith, become the property of the SCPa Works and will not be returned.

SCPa Works is subject to the Pennsylvania Right-To-Know Law and may be required to provide the proposals received in response to this RFP.

The submission of a proposal to SCPa Works does not assure or imply an award of a contract to the proposer.

SCPa Works reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of RFP for any reason whatsoever.

17. Award Conditions and Retained Authority

SCPa Works may request clarification, negotiate budgets or scopes, fund part of a proposal, make conditional awards, or reject any or all applications. Submission does not create an entitlement to funding or reimbursement of proposal-development costs. Award notification does not authorize spending; services and expenditures require an executed agreement.

Agreements will establish the approved scope, budget, project lead, partners, calendar, targets, reporting schedule, record retention, monitoring, and corrective action procedures. Recipients must provide access to supporting records and respond to findings by assigned deadlines. SCPa Works may reduce or de-obligate funds, reallocate uncommitted funding, suspend reimbursement, or terminate an agreement for nonperformance or failure to comply with its terms.

The executed agreement and applicable grant requirements govern all awards. Recipients must comply with WIOA and its regulations, Pennsylvania labor and worker safety requirements, nondiscrimination, and accessibility requirements, participant privacy protections, and SCPa Works policies, all of which will be incorporated into the agreement.

Appendix A: Proposer Summary and Certification

Legal name of proposer

_____

Organization type and mailing address

_____

Project title

_____

Counties and communities served

_____

Amount requested and leveraged cash or in-kind resources

_____

Project lead name title email and telephone

_____

Authorized representative name and title

_____

Employer partners and roles

_____

Education partners and roles

_____

PA CareerLink® partner and role

_____

Proposer Certification

By signing below, the authorized representative certifies on behalf of the proposer that the proposal is accurate; the proposer has authority to submit it; proposed expenses will not be billed to another funding source; and any award will be used only for the approved purpose. The proposer agrees to maintain supporting records, protect participant information, submit required reports, and cooperate with monitoring.

The proposer agrees to comply with applicable nondiscrimination, accessibility, labor, and workforce safety laws, regulations, and requirements. Before agreement execution, the selected proposer will provide worker protection certifications and any additional assurances required by SCPa Works or the grant award.

Authorized Representative Signature:
Name of Proposer:

BY: *(signature)*

Title:

Date:

Appendix B: Budget and Justification Instructions

Create a budget using the fields below. Identify each cost as a program or administrative cost. Include a written budget narrative to justify every line item.

Required field	Information to provide
Cost category and line item	Personnel, fringe benefits, travel/transportation, supplies/materials, contracted services, participant activity costs, other approved costs, or administration expenses.
Calculation	Quantity × unit cost; for staff, rate × project hours or another documented basis. Explain fringe rates and allocation methods.
BEP request	Amount requested from this mini-grant for the line item.
Leveraged resources	Cash or in-kind amount, source, and basis of valuation.
Classification	Program or administrative; explain the function supported.
Justification	Activity or deliverable supported, necessity, basis of price, and supporting documentation.

Line-item budget sheet:

PROGRAM EXPENDITURES	
Program Staff Salaries & Fringe Benefits	
Program Administrative Staff Salaries & Fringe Benefits	
Operational Expenses (e.g. travel, postage)	
Other Program Expenses	
Indirect Costs	
Resource Sharing Agreement	
PARTICIPANT SERVICES	
Individual Training Accounts	
On- The Job- Training	
Apprenticeship Training	
Work Experience (Participant Costs)	
Work Experience (Staffing Costs)	
Supportive Service Costs	
Incentives, Stipends	
TOTAL EXPENSES	**$0.00**

Appendix C: Project Action Plan Instructions

Submit an action plan using the fields below. Add a row for each goal or major deliverable. Goals should be specific, measurable, achievable, relevant, and time-bound. Include family outreach and engagement, employer participation, assessments, reporting, and closeout as well as participant activities.

Required field	**Information to provide**
Goal and activity	What will be accomplished and the activities that produce the result?
Responsible lead and partners	Staff title or named project lead and partner responsibilities.
Start and completion dates	Recruitment, implementation, assessment, and reporting milestones within the authorized project schedule.
Target and measure	Number served, activities delivered, hours, completions, credentials, skill gains, or other relevant outcomes; specify denominators for percentages.
Verification method	Attendance, partner records, pre/post assessments, work experience logs, completion records, or documented outcomes.