

RFP Appendix- Budget Definitions

Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator

Budget Definitions

Complete both the **Budget Narrative** and the **Budget Sheet** with the following definitions in mind.

- Program Costs: personnel and/or operational costs required and incurred for delivering workforce services for the purpose of furthering the program objectives defined in the scope of work.
- Equipment: purchases for items with a useful life greater than one year which may include computers, furniture, cameras, Smartboards, vehicles, etc. Please note: equipment purchased is considered the property of the Advance Central PA and will be required to be returned at the conclusion or termination of the contract.
- Matching Funds: Proposers are expected to seek in-kind contributions and/or leveraged funds from non-WIOA sources to assist in the operation of this project, including but not limited to in-kind services or equipment, etc.
- Liability Coverage: Note that the proposer and any subcontracted entity of the proposer are responsible for all applicable liability coverage and content coverage for any furniture/materials purchased by the proposer/subcontractor and stored at the PA CareerLink® site(s).