

RFP Appendix- Budget Definitions

The Link

Budget Definitions

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

- Administrative Costs: personnel and/or operational costs required and incurred for official business in coordination of administrative functions under WIOA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management and general legal services. Administrative/indirect costs are capped at 10%.
- 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.
- Vehicle Gas and Maintenance: includes gas and maintenance of the mobile unit itself including scheduled maintenance such as oil changes, tire rotations, and inspections, as well as other required maintenance and repairs, both to the vehicle and generator.
- Travel and Parking: includes the cost of parking The Link in a secure location. Currently, The Link has a permit with the Williamsport Parking Authority.
- 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).