

Tuition Rate (TR) Attachment

For Applicants without a published tuition rate, a tuition rate must be calculated. This tuition rate may include cost of: occupational skills trainings; cost of admissions; career development services such as job search and attainment skills; career awareness, exploration, and enhancement skills; and work readiness, employability, and job retention skills, which may be provided by the Applicant or subcontractors.

This tuition rate for may include some or all the following items:

- **Staff salaries:** Annual salaries of staff which must be directly related to the provision of services as outlined in the Applicant's proposed program of training narrative and in accordance with the provisions of this RFA. This may include the cost of training instructor time if training is being provided by in-house staff;
- **Fringe Benefits:** Social security, workers' compensation insurance, unemployment insurance, disability insurance and any insurance programs the Applicant's organization provides;
- **Contracted Services:** Institutions, individuals, or organizations external to the Applicant which have entered into an agreement with the Applicant to provide any services outlined in or associated with the provision of the proposed program of training and whose services are to be funded as part of this RFA;
- **Travel Expenses:** Staff travel costs for the provision of the proposed program of training;
- **Space/Utilities:** Real estate rental and utilities costs associated with the provision of the proposed program of training;
- **Other Operating Expenses:** Other items not included under any other category, such as supplies, postage, printing/photocopying, and telephones;
- **Indirect costs:** Costs that are not directly accountable to a particular RFA, contract, program function or activity, but are necessary for the general operation of the organization. Indirect costs may be either fixed or variable and may include administration, personnel and security costs. Some indirect costs may be overhead. Indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the Applicant and the Federal government; if no such rate exists, then 10% of the modified total direct cost of the proposed program of training; and/or
- **Advertising Costs:** funds may be used for advertising only as it relates to the recruitment of prospective trainees.