

## **GUIDE TO SOLICITATION APPENDICES**

### **APPENDIX A – Cover Page Template**

Fill out this Microsoft Word document as prompted on the form and include as many additional fields as necessary for partner organizations and/or sub grantees.

### **APPENDIX B – Proposal Narrative**

This Microsoft Word appendix is included as an outline to prompt and structure the proposal narrative. Follow the outline provided to guide your proposal narrative. Where reference is made to supporting appendices, follow the instructions (below) for those appendices.

### **APPENDIX C – SIP Membership List**

Fill out Microsoft Word Document as prompted on the form and include as many additional fields as necessary for partner organizations and/or sub grantees.

### **APPENDIX D – SIP Workforce Training Plan Overview**

Fill out pertinent information of *each proposed training module* as prompted in this Microsoft Excel form.

### **APPENDIX E – SIP Workforce Training Module Template**

Please note there are two worksheets that make up within this single Microsoft Excel Appendix. One is a *Training Module Template* and the other is *Projected Training Outcomes*.

*Training Module Template* - should be completed for each proposed training module that is part of the SIP Implementation Grant proposal. Create new worksheets for each proposed module by copying and pasting the template onto a new page. Fill out the form as prompted. Note the areas toward the bottom of the worksheet, which ask for narrative descriptions of modules, areas of skill attainment and training goals.

*Projected Training Outcomes* - should be completed for each proposed training module that is part of the SIP Implementation Grant proposal. Create new worksheets by copying and pasting this template onto a new page. Gray cells do not need to be completed.

### **APPENDIX F – Budget Summary Form**

Complete this Microsoft Excel spreadsheet as prompted by the fields within the form.

### **APPENDIX G – Characteristics of a Strong SIP Workforce Training Plan**

This Microsoft Word document is provided as a supplement to guide the formation of training plans and requires no additional information on the part of the applicant group.

### **APPENDIX H – Assurances Form**

This Microsoft Word document should be completed and signed by the Authorized Authority of the Lead Applicant Organization.

### **APPENDIX I – Fiscal Agent Form**

This Microsoft Word document should be signed by the Authorized Representative of the Lead Applicant and the Fiscal Agent of the Lead Applicant. In the event of grant award selection, checks will be sent to the Fiscal Agent listed on this form, so please be sure the information provided is accurate.