



DAS SAEEI Grant
Program Year 2021-25 (PY 2021-25)
Solicitation for Proposals (SFP)
Proposal Instructions

DAS SAEEI Grant Proposal Instructions

The DAS State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) program Year 2021-25 (PY 2021-25) focus is to design, develop, and implement projects that support and accelerate the creation of new or the expansion of existing Registered Apprenticeship Programs (RAPs) for women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19.

The applicant should clearly demonstrate in the Project Narrative how the applicant's approach to the focus would lead to the success of participants.

Cover/Signature Page (EXHIBIT A)

The Cover/Signature page is limited to one page. The Proposal Summary must be in Arial 12 font and printed single-sided. All sections must be completed and contain the following:

- Applicant contact information
- Amount of funding requested
- Authorized representative's signature
- Applicant Tax ID information

Project Abstract (EXHIBIT A2)

The Project Abstract is limited to two pages. The Abstract must be in Arial 12 font and printed single-sided. All sections must be completed and contain the following:

- Applicant Contact information
- Amount of funding requested
- Total Number of New Apprentices/Participants to be Served
- Total Number of New RAPS Approved during term of grant
- Targeted Populations to be served
- Key Partner Highlights
- Targeted Industry/ies and Occupations
- Summary of Program Activities
- List of Credentials to be awarded
- Targeted Regions
- Public Contact Information

Project Narrative (SFP Exhibit B)

Each Project Narrative section will be reviewed and scored by the DAS team. The full Proposal Narrative must be written in Microsoft Word using Arial 12 font, limited to 20 pages with one-inch margins, double-spaced, and one-sided on 8.5 x 11-inch pages. Review the entire SFP Exhibit A carefully.

The Project Narrative must include the following five sections in the following order:

- I. Statement of Need (10 points)
- II. Expected Outcomes and Outputs (30 points)
- III. Project Design (30 points)
- IV. Organizational, Administrative and Fiscal Capacity (20 points)
- V. Budget Narrative Plan (10 points)

For each section to be considered complete, applicants must cite supporting data as applicable from a variety of sources. Relevant data sources may include the Employment Development Department (EDD) Labor Market Information Division (LMID), local surveys, consultation with industry associations, Local Workforce Development Areas (Local Areas), mandatory and non-mandatory partners. The data should reflect the applicant's comprehensive understanding of the issues specific to the target population, demonstrate the need for the proposed project, justify the project's approach, and suggest the potential for success.

To support the SAEEl grant focus, data must also reflect the impact of COVID-19 on women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19 in the applicant's proposed service area. Given the rapidly changing landscape of the pandemic and the paucity of current, local data that illustrates the experience of individuals and specific communities in crisis, applicants may also incorporate analyses of local news articles to support the other data presented in the narrative.

Exhibits and Additional Documents

In addition to the Signature Page (SFP Cover/Signature Page – Exhibit A) and the Project Abstract (SFP Exhibit A1), the proposal application package must include the following:

- Project Work Plan (SFP Exhibit C)
- Performance Goals Matrix (SFP Exhibit D)
- Partner Roles and Responsibilities (SFP Exhibit E)
- Expenditure Plan (SFP Exhibit F)
- Budget Summary (SFP Exhibit G)
- Budget Narrative (SFP Exhibit G1)
- Supplemental Budget (if applicable, SFP Exhibit H)
- Partnership Agreement Letters [See SFP Sections V(C) – Required Proposal

See the Exhibit Instructions section below for detailed information on how to complete the exhibits.

Applicants should thoroughly review SFP sections IV and V to ensure that all requirements are met.

Additional Requirements

- Submit the entire proposal package including the Cover/Signature and Project Abstract pages to DASGrantUnit@dir.ca.gov. with the subject line “SAEEI PY 21-25 [Applicant Name].” All documents must be submitted in MS Word except for Exhibit D, which must be submitted in MS Excel. (Do not submit any of the exhibits or forms in Adobe PDF format)
- Submit any additional binding documents: Partnership Agreement Letters in Adobe PDF format.
- Proposal narrative is limited to 20 pages, double-spaced, in Arial font 12. Nothing beyond the 20-page limit will be considered.

Instruction Summary

1. Application requirements must be met for proposals to move forward for scoring and evaluation.
2. All required exhibits and documents must be submitted electronically as a package in the order requested to complete the evaluation process.
3. Electronically delivered proposal packages must be received no later than 1 p.m. PT on Monday, November 29, 2021 [see SFP section V (A)].

Disclaimer: The exhibits have been updated for ADA accessibility. It is the applicant’s responsibility to complete the exhibits accurately. Detailed instructions for completing each exhibit can be found in the Proposal Instructions.

NOTE: Required SFP Cover/Signature Page required SFP exhibits, mandatory Partnership Agreements, and optional letters of support are not included in the 20-page limit.

Format and Document Order

Applicants must follow the specific instructions and complete all requested exhibits included in the SFP announcement. If you have any questions regarding the proposal package, please email DAS Grant Unit staff at DASGrantUnit@dir.ca.gov . The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Cover/Signature Page (Exhibit A)	<input type="checkbox"/>
2. Project Abstract (Exhibit A2)	<input type="checkbox"/>
3. Program Narrative(Exhibit B)	<input type="checkbox"/>
The SFP Exhibit B includes the following sections:	
I. Statement of Need	<input type="checkbox"/>
II. Expected Outcomes and Outputs	<input type="checkbox"/>
III. Project Design	<input type="checkbox"/>
IV. Organizational, Administrative, and Fiscal Capacity	<input type="checkbox"/>
V. Budget Summary Narrative and Plan	<input type="checkbox"/>
4. SFP Exhibits	
SFP Exhibit C – Project Work Plan	<input type="checkbox"/>
SFP Exhibit D – Performance Goals Matrix	<input type="checkbox"/>
SFP Exhibit E – Partner Roles and Responsibilities	<input type="checkbox"/>
SFP Exhibit F – Expenditure Plan	<input type="checkbox"/>
SFP Exhibit G – Budget Summary	<input type="checkbox"/>
SFP Exhibit G2 – Budget Narrative	<input type="checkbox"/>
SFP Exhibit H – Supplemental Budget (if applicable)	<input type="checkbox"/>
5. Partnership Agreement Letters	
6. Optional Non-Mandatory Partnership Agreement Letters	
Employers	<input type="checkbox"/>
Education and training providers	<input type="checkbox"/>
Other	<input type="checkbox"/>

Section I – Statement of Need (Maximum 10 points)

I.1. Targeted Industry and Employer Demand (5 points)

- Describe the targeted region including an estimated number of the target population in the targeted region.
- Describe the unmet needs of the target population in the targeted region, including the gaps in services.
- Explain how the unmet need was determined and what factors contributed to the unmet need.
- Describe the impact of COVID-19 in the service area
- Provide supporting data and sources.

I.2. Identify Gaps in Expanding Registered Apprenticeship Programs (RAPs) (5 points)

- Describe the targeted regions and workforce needs.
- Explain how RAPs will enhance the labor market, improve the targeted region's economy and align the workforce systems.

Section II – Expected Outcomes and Outputs (30 points)

- Clearly identify the outcome(s) and output(s) the project are designed to meet.
- Applicants will be judged based on how the submitted Performance Goals Matrix (Exhibit D) fully demonstrates the following:

Participant Outcomes and Outputs (15 points)

- Identify the outcomes and outputs that the project is designed to achieve;
- Must propose to serve the number of participants based on the size of the award requested and local area considerations, such as employer demand and the population of the proposed service area;
- Applicants must include comprehensive numerical projections for each of the seven output and outcome measures identified in Project Narrative Exhibit B, Section b (1) and defined in Exhibit D.

Expanding Registered Apprenticeship Programs Outputs (15 points)

- Applicants are required to provide targets to track the efforts of developing new apprenticeship programs and/or expanding existing RAPs, with new occupations and the rationale for how the target was derived. These targets must be included in the Performance Goals Matrix in Exhibit D.
- Applicants must demonstrate their goals are feasible and achievable in order to be eligible to receive full points. Applicants must provide raw numbers for each of the target outcome measures; otherwise, they will not receive full points. See Project Narrative

Exhibit B, Section b (2) and Performance Goals Matrix in Exhibit D.

Section III – Project Work Plan (30 points)

- Scoring under this criterion is based on how the proposed project work plan will be implemented. This includes how the applicants will ensure the project is designed to align with the criteria for quality RAPs that directly leads to grant-funded RAPs.
- Applicants must design programs that address the four key SAEEI grant program goals:
- Apprenticeship system expansion to support the development, modernization, and diversification of RAPs;
- Partnership and alignment to support workforce system integration;
- Increasing the number of individuals enrolled in RAPs, including increasing access to RAPs from under-represented populations; and
- Innovation in apprenticeship expansion efforts to include program development and recruitment strategies.

III.1. RAP Development, Modernization, and Diversification Strategies (6 points)

- Fully describe strategies to support, expand, or develop structures that ensure that all RAPs in the targeted region(s) have the features of high-quality apprenticeship (3 points)
- Fully describe plans for how funds will be used to diversify RAP opportunities and incentivize new employer and industry partnerships and RAPs. Applicants should ensure this aligns with targeted industry(ies) and occupation(s); (3 points)
- Describe the applicant’s current RAP data system (if applicable) and/or strategies to develop and/or improve the general alignment of RAP data across state and federal systems to align with California’s on-line registration system (CAS), CalJobs, Registered Apprenticeship Partners Information Database System (RAPIDS) and Workforce Integrated Performance System (WIPS). (2 points)

III.2. Partnership and Alignment to Support Workforce System Integration (6 points)

- Fully describe proposed strategies that build regional capacity to increase the number and quality of RAPs through stronger alignment with state agencies and education and workforce systems. Complete Exhibit G - Partner Roles and Responsibilities (4 points)
- Clearly demonstrate strategies to coordinate and maximize resources and assistance across federal, state and local funding streams, as well as from the private sector. (2 points)

III.3. Increasing the Number of Apprentices Enrolled in RAPs (6 points)

- Identify the total number of registered apprentices who will enroll in RAPs through the project that aligns with the corresponding requested funding amount. (2 points)
- Describe strategies to recruit, enroll, and retain apprentices, including modifying and/or

developing curricula, funding for supportive services, provision of TA to designated partners, and targeting employer/sponsors. Additionally, include a detailed description on how the applicant plans to identify and target the underrepresented populations in which the DAS is interested in increasing access to RAPs, including youth, women, people of color, formerly incarcerated individuals, and persons with disabilities, as well as the protected groups. (4 points)

III.4. Innovation in Apprenticeship Expansion Efforts (4 points)

- Describe innovative strategies to support efforts to expand and modernize apprenticeship, particularly around program development and recruitment strategies, as it aligns with activities
- This description must clearly identify the goal and strategies to meet and/or grow the objectives, leadership support, resources required, and the expected transformative impact, e.g. how the success of the goal will affect the Registered Apprenticeship system; (2 points)
- Clearly identify data or other sources that would support the need for the proposed innovation(s). (2 points)

III.5. Work Plan (6 points)

- The Work Plan must identify clear and complete project goals, milestones, key activities, and key partners of the proposed apprenticeship program. Applicants should provide this information in attachments (See Exhibit C for Work Plan template). Attachments do not count against the 20-page limitation.
- The narrative description must clearly identify the overall project goals and milestones for developing and/or expanding RAPs. The narrative description must demonstrate that milestones are feasible based on the project design. To that end, the work plan must clearly describe short-term, mid-term, and long-term milestones that capture the results of developing and/or expanding apprenticeships.
- The work plan must include all of the following:
 - Project goals, which are the overarching achievements that will be pursued;
 - Milestones, which are key markers of grant progress; these are typically expressed in the form of an action or event marking a significant change or stage in development;
 - Key Activities, including timeframes for development and/or expansion of RAPs, deployment of RAPs, and/or enrollment in RAPs;
 - Key partner(s) identified for key activities. (See Exhibit C for Work Plan Template).

Section IV – Organizational, Administrative and Fiscal Capacity

(20 Points)

IV.1. Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems (7 points)

- Detailed description demonstrating the applicant’s capacity to effectively manage each component of the program, including a project management plan and a communications plan for efficient and effective management of the project with all partners and staff and demonstrating its capacity to establish effective procurement processes, systems, and procedures and those of any partners who will be providing any services or conducting any activities under the grant (if applicable).
- Provide a staffing plan that describes the qualifications and experience of all executive and administrative staff, as well as other personnel such as board members, advisors, and consultants, to fulfill the needs and requirements of the proposed project. Such qualifications and experience must demonstrate the ability to manage a strategic partnership, including fiscal and administrative management, outreach, and promotion. (4 points)

IV.2. Financial, Data Collection, and Performance Reporting Systems (6 points)

- Must agree to meet DAS and DOL reporting requirements and provide individual record-level data that would be made available for evaluation and national reporting purposes.
- Applicants must provide a comprehensive description of the existing or planned systems and processes that the applicant will use to provide timely and accurate financial and participant-level performance reporting, including the process for tracking participant-level data on participant characteristics, services, activities, and employment outcomes of registered apprentices served through the project to report to the DAS and DOL during the life of the grant. (3 points)
- In addition, the description must detail how these systems will be used to regularly assess progress towards the identified performance goals and that rigorous performance reporting will be taken into account in staffing and budgeting plans. (3 points)

IV.3. Sustainability (7 points)

- Description of a clearly delineated sustainability strategy
- Convincing description of the resources the program will use to ensure institutional capacity to support the program in the long-term, demonstrating strong potential to continue program activities without future federal funding, including accomplishments or innovations that support a broader workforce development agenda; (4 points)
- Demonstration of plans for the sustainability of partnerships, that align with expanding RAP and workforce system integration. (3 points)

Section V – Budget Narrative and Plan (10 points)

V.1. Expenditure Plan, Budget Summary and Budget Narrative (10 points)

- Complete and attach Expenditure Plan (SFP Exhibit F), the Budget Summary Plan (SFP Exhibit G) that details the specific line item costs of the proposal.
- Cumulative Expenditure Plan (3 points)
- Complete and attach the Expenditure Plan (SFP Exhibit F) that supports and lines up with the Total Funding amount on SFP Exhibit F and the Total Cash/In-Kind Match (if applicable) on SFP Exhibit G
- See exhibit instructions below for information on how to complete Exhibit F.
- Budget Summary Plan (3 points)
- Complete and attach the Budget Summary Plan (SFP Exhibit G).
- See exhibit instructions below for information on how to complete Exhibit G.
- Budget Narrative (4 points)
- Complete and attach the Budget Narrative (SFP Exhibit G2). Provide a detailed narrative justification in the Budget Narrative for all line items contained in the Budget Summary (SFP Exhibit G) and for each line item cost contained in the Budget Narrative (SFP Exhibit G2). Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- See exhibit instructions below for detailed information on how to complete Exhibit G2.
- Provide a detailed narrative justification for purchases and/or contracted items contained in the Supplemental Budget (SFP Exhibit H), if applicable. Costs must be necessary, reasonable, and allowable in accordance with the WIOA guidelines and the applicable Directives and OMB circulars. Provide an explanation of how costs are necessary, reasonable, and allowable.

Exhibit Instructions

Complete only the required information in the exhibits. Do not change or alter. Submit as a Microsoft Word document by adding the name of your organization to the title of the document. For example, SAEI PY 21-25 [Applicant Name]. Names can be no longer than 40 characters.

Exhibit C - Project Work Plan:

- Applicants are encouraged to align their goals with specific activities that will meet those goals. Sample activities can include project administration and ramp-up; partnership engagement, outreach and recruitment; RAP enrollment and training; provision of supportive services; and follow-up tracking of apprentices to collect outcomes. For planning purposes, the applicant should identify key deliverables and the timeframe for achieving each deliverable, including any milestones to indicate progression of activities. The applicant should also provide the name of the lead or supporting institution engaged in each activity or producing each deliverable, including any partner organizations.

Exhibit D - Performance Goals Matrix:

- All planned goals must be described. The narrative explanation pertaining to performance goals should reflect a data-driven local economic analysis leading to the proposed local area performance goals, in connection to service delivery, target populations, and skills attainment.
- The DOL and DAS requires grantees to track total participants enrolled in RAPs education, training, and/or training related employment. Data written in the narrative should be reflected in the Performance Goals Matrix (SFP Exhibit D). The program requires that all data associated with participant performance be tracked.

Exhibit E - Partnership Roles and Responsibilities

- Section 1 must list all the required partnerships.
- List all organization types under the appropriate partner category.
- (Optional) Enter the match dollar amount. The total row does not automatically tabulate totals.
- To add a table row for additional partners, right-click on the last row in the category and select “Insert” then select “Rows Below.”
- Roles and responsibilities should be clearly summarized in terms of specific tasks, services, or support that they will provide for each organizational type.
- A more in-depth description of roles and responsibilities can be provided in the Proposal Narrative (SFP Exhibit B)

Match Funds (Optional):

- To be eligible to receive an SAEI award, an Applicant is not required to provide dollar-to-dollar matching of funds. However, Applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private or philanthropic sources.

Partnership Agreement Letters:

- Applicants must secure and attach a separate signed “Partnership Agreement” letter from each partner.
- Each Partnership Agreement letter (mandatory and non-mandatory) must:
- Describe in detail the specific roles/responsibilities of each of the partners.
- Describe how the services will differ from what already exists locally.
- Identify an agency contact person and telephone number.
- Be dated between October 14, 2021 – November 29, 2021.
- Be signed by an authorized signatory representative of the partner agency.
- Describe the extent of the partnership and its anticipated outcomes.

Applications that do not attach the Partnership Agreement letters from each required partner will be deemed non-responsive and not considered for funding.

Exhibit F- Expenditure Plan

- Successful applicants will need to complete detailed expenditure and enrollment plans as part of their final contract award (subgrant).
- Complete and attach the Expenditure Plan (SFP Exhibit F) by planning the monthly expenditures and the monthly planned match dollars (if applicable).
- Column 2 must contain the monthly planned expenditures.
- Under Column 4, enter the monthly planned cash and/or in-kind match identified on the Proposal Narrative Form (if applicable)
- Column 3 and Column 5 are calculated cumulative fields and Column 6 is the Project Total Planned Expenditures.

Below is an example of a completed Expenditure Plan that shows how the numbers need to accumulate and total the number indicated in the SFP.

Month-Year	Monthly Planned Expenditures	Cumulative Planned Expenditures	Monthly Planned Match*	Cumulative Planned Match*	Project Total Planned Expenditures
Mar-21	\$0	\$0	\$0	\$0	\$0
Apr-21	\$10,500	\$10,500	0	0	\$10,500
May-21	\$12,500	\$23,000	\$4,000	\$4,000	\$16,500
June-21	\$15,000	\$38,000	\$4,000	\$8,000	\$19,000
July-21	\$15,000	\$53,000	\$4,000	\$12,000	\$19,000
Aug-21	\$16,000	\$259,000	\$5,000	\$17,000	\$21,000
Sep-21	\$16,000	\$85,000	\$5,000	\$22,000	\$21,000
TOTAL	\$85,000	\$85,000	\$22,000	\$22,000	\$107,000

- Matching Funds - Applicant is not required to provide dollar-to-dollar matching of funds.

Exhibit G - Budget Summary

- Column 1 must contain the requested SAEEI grant funds.
- Under Column 2, Amount Leveraged, enter the cash and/or in-kind match resources identified in the Proposal Narrative Exhibit A. (Matching funds are not required under the SFP)
- Column 3, the Total Project Budget, includes calculated fields that must be populated manually. Once all data is entered, right click inside each field and select Update Field to auto populate each line item in Column 3. You also must manually populate Total Funding, Row P using the same format.
- Program Costs and Administrative Costs must equal total award amount.
- The Cash/In-Kind Match on the Budget Summary Plan (SFP Exhibit F) must equal the Total Cash/In-Kind Match on the Partner Roles and Responsibilities Chart (SFP Exhibit E). Matching Funds are not required under the SFP
- The total funding of the Budget Summary Plan (SFP Exhibit G) must match the amounts provided on the Cover/Signature page.

Exhibit G2 - Budget Narrative

- Provide a detailed justification in the Budget Narrative (SFP Exhibit G2) for each line item cost contained in the Budget Summary Plan (SFP Exhibit F). For example, staff salaries should include the title or position; a narrative of the staff roles, responsibilities, or activities; annual salary; the percentage of staff time devoted to the project; and the corresponding portion of the salary charged to the grant.
- All explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.
- In section (A-D) Staff Salaries, enter the total dollar amount of the Salaries Paid and Benefits charged to the grant in the line provided.
- Complete the table following section (A-D) Staff Salaries. Provide a more detailed description of line items A-D of the Budget Summary Plan (SFP Exhibit F). In column 1, list each staff position. In column 2, multiply the number of full-time equivalents by the monthly salary by the amount of staff time devoted to the project (FTE x Monthly Salary x Time). In column 3, enter the Staff Benefit Cost. In column 4, calculate the Total by adding (FTE x Monthly Salary x Time) to the Benefits.
- In section E, enter the estimated total Staff Travel expenses on the line provided. Provide details of staff travel expenses below. Award recipients and key staff are required to attend quarterly meetings; please include travel costs in the budget.
- In section F, enter the Operating Expenses on the line provided. In the table, list the dollar amount under Cost in column 2 of the items listed in column 1. (The items in column 1 with the asterisk symbol are based on the FTE for program staff).
- In section G, enter the total cost of Furniture and Equipment on the line provided. In line item 1, list the total amount of Equipment and Furniture items less than \$5,000 per unit, lease or purchase, and include a cost allocation. In the indicated space, include the name, cost, and quantity of the item that will be purchased.
- In line item 2, enter the total expense amount of Equipment and Furniture items greater

than \$5,000. In the indicated space, include the name, cost, and quantity of the item that will be purchased. If there are any items listed in G.2., complete Exhibit G.

- In line item 3, provide the estimated Equipment Lease dollar amount. Below the line item, explain the calculation.
- In section H, enter the total amount of estimated expenses for Testing and Instructional Materials. In the indicated space, provide a detailed description of the purpose and planned use of the testing and instructional materials.
- In section I, enter the total estimated budget for Tuition and Payments/Vouchers on the line provided. In the space under the section, provide a detailed narrative of the costs for programs, sector-specific training, certificate programs, and training costs for outside training providers.
- In section J, include the estimated cost of On-The-Job Training (OJT) necessary for the success of the project. List employers and industries partnering in the OJTs.
- In section K, include Participant Wages and Fringe Benefits on the line provided. Below section K, in the space provided, list the planned number of participants to receive wages and benefits and provide detailed explanations of work experience or transitional jobs.
- In section L, include the estimated cost of Supportive Services on the line provided. This includes gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Provide a detailed description of the specific services that will be provided.
- In section M, include the total cost of Contractual Services on the line provided. Describe in detail. See the Budget Narrative (SFP Exhibit F2) for an example.
- In section N, enter the total Indirect Costs on the line provided. For the Indirect Costs, applicant must have an approval from the Cognizant Agency.
- In section O, list other expenses. Clearly explain the other costs, which do not fit into the specific categories in the prior sections.

Exhibit H - Supplemental Budget

- If applicant plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, the applicant must complete the Supplemental Budget Exhibit (SFP Exhibit H), Section I. Equipment.
- Due to the short-term nature of these projects, applicants are encouraged to lease or rent high-cost equipment. If applicants plan to budget contractual services, the Supplemental Budget Exhibit (SFP Exhibit H) Section II. Contractual Services must be completed.
- All equipment with a unit cost of \$5,000 or more will be subject to prior approval by the DAS as the administrative entity responsible for SAEEI Grant program administration and will be negotiated in conjunction with contract completion with successful applicants.
- A separate request to purchase equipment must be submitted for approval by the state. See Basic Considerations (Section 200.407) in OMB's Uniform Guidance.
- Column 1, Item description must reflect all equipment with a unit cost of \$5,000 or more.
- Column 2 must contain the quantity amount.
- Column 3 must contain the cost per Item amount.
- Column 4 must contain the total cost per Item amount and must be updated manually by

right clicking in each field and selecting Update Field for auto population.

- Column 5 must be manually calculated to reflect the percent charged to the project. If the percentage sign is deleted, it must be reentered manually in order to ensure an accurate calculation in Column 6.
- Column 6 Total Cost Charged to Project must be updated manually by right clicking in each field and selecting Update Field for auto population.
- Row 13 Total must be updated manually by right clicking in each field and selecting Update Field for auto population.