

Narrative for the F/Y 2008 Integrated Budget

Funding

New funding allocations have been provided in the instruction from the state for Wagner Peyser, State One Stop, WIA, WTF, and Department of Education funding streams. Other funding information is based on locally provided information and or “best estimates” available at this time.

Carry-In funds are base on projections of current year spending for all funding streams. Based on recent review of performance reports, ES carry-in has been increased by \$11,100 in addition to the projected carry-in of \$61,820. This \$11,100 represents additional Incentive Funds that are expected to be earned. These carry-in funds will be used to support system wide overhead and JSJR marketing and program activities.

Expenses

Per local cost sharing agreement DCS and the One Stop Operator will split “State Paid-Retained Expenses” (not including staff travel) on a 50/50 basis. Expenses within the agencies are allocated to the benefiting funding streams based on FTE’s.

Personnel

Based on the tremendous volume of traffic at the career centers (over 10,000 customers) the local preference is to staff adequately to accommodate all customers. Staff time has been budgeted to each funding stream based on expected level of customer use. DCS is now fully staffed and assigned to appropriate funding streams. Staff in the Career Center portion of the budget represents the vendor operating as Lead Operator, New Directions Southcoast, Inc. Staff in the WIB section is that of the Greater New Bedford Workforce Investment Board which is also the Fiscal Agent with the inclusion of the former DWDA staff as WIB employees.

Premises

State paid premises represent the operating costs of the New Bedford Career Center. Amounts listed under DTA on page 1 and all funding streams on page 2 will not be retained, but paid to DCS during the year.

Career Center Premises represents the cost of the leases for the Wareham Career Center and the space at 1213 Purchase St., New Bedford which houses the lead operator management offices, youth department for WIA and other youth programs, and computer and other training labs. Per cost sharing agreement DCS streams are sharing the cost of the Wareham center.

WIB premises include lease and utility costs for office space at 227 Union St. New Bedford. Additional space provided for staff from former DWDA.

Expected revenue from DUA for room rental is included to defray costs to WIA funding stream, making additional money available for training.

Premises Moving

Provision is made for moving expenses associated with the merge of the WIB and DWDA. Estimated expenses include moving, phone system, installation, etc.

Training

In this format expenses included in the training line are support services, stipends, GED fees and participant services as well as Individual Training Accounts and Group Contracts.

- For WIA Adult the Lead Operator will pay for support services and GED Fees totaling \$ 1,300, the WIB will pay for ITA's - \$95,051.
- For WIA Youth the LO is paying summer wages \$136,000, stipends \$9,000 and support services \$3,000. The WIB will pay for Group Training Contracts totaling \$494,500.
- For WIA Dislocated Workers the LO will pay for support services and GED Fees totaling \$ 1,950 and the WIB will pay for ITA's of \$95,800.
- Training under DTA includes support services for Post Employment of \$ 25K paid by the LO and contracted Adult Literacy classes paid by the WIB.
- Youthworks training is for summer employment.
- Other training that will be contracted out by the WIB includes:

Workforce Competitive Trust Fund	\$ 172,680
Work Certification Training	\$ 45,900
Connecting Activities Group Programs	\$ 108,000
D.O.E. Adult Education Classes	\$ 108,926

Copiers

Provision has been made for copiers for which DCS holds leases through 3/31/08. This is included at 75% of the F/Y '07 total. Will revert to local paid expense if no charge forthcoming during the lease period.

Telephones

As with state paid premises the phone charge for the career center is allocated across funding streams in the state-paid section.

Wareham Career Center phone expenses are shared with DCS funding streams while 1213 Purchase St. phone expenses are borne by the lead operator.

WIB section includes phone expense for 227 Union St. offices.

Data Circuits

Data Circuit cost has been provided by DCS. The cost for line at the career centers is being split 50/50 per cost sharing agreement. Cost is allocated to funding streams based on FTE's for DCS personnel and by Salaries expense for the lead operator. Data circuits

for Purchase St. location are paid by Lead Operator's funding and allocated based on salaries.

The Data Circuit on Union St. is charged to State Staff at this time. If the staff of DWDA moves to Union St. after the merge with the WIB that expense could be shared with local funding.

Moses

The cost for the local Moses allocation is being split per the cost sharing agreement. The cost is allocated by FTE's for state staff and salaries locally and charged to appropriate funding streams.

Travel

Travel expenses charged to DCS funding streams has been estimated by the local DCS representative.

Local travel has been estimated based on historical data. Local travel is reimbursed at the rate of \$.41 per mile.

Information Technology

This item has not been specifically charged at this time. Local expense is identified within the salaries and fringe line by 2 FTE's allocated across funding streams. It is to be determined if and how local staff could provide support for DCS computers.

Supplies and Equipment.

The lead operator has budgeted \$15,000 for equipment purchases, mainly PC replacement. Also included is \$2,731 for equipment rental. The WIB has budgeted \$9,300 for equipment, including \$5K to replace outdated phone system, and \$3,449 for equipment rental. Supplies for lead operator staff are based on rate of \$625 per FTE. Provision has been made for local purchase of supplies related to DCS staff based on the '06 rate of \$446 per fte. Supplies for the WIB total \$ 7,758 and include supplies needed by the full volunteer board.

Other Expenses

Expenses included in this category are:

	Career Center	WIB
Conferences/ Seminars	\$ 2,017	\$ 11,989
Vehicle Cost	1,390	-
Equipment Maintenance	5,755	1,490
Insurance/Bond	24,169	3,490
Printing	957	
Postage	5,652	4,900
Advertising	4,027	990
Marketing	3,931	7,960
Subscriptions/Memberships	7,022	6,000
Legal	9,961	-

Consultants	10,071	5,980
Other Fees/Audit	14,600	16,000
Water	666	-
Meeting Supplies	3,914	6,706
Staff Training	4,790	-
Tuition Reimbursement	<u>4,008</u>	<u>9,000</u>
Total	102,930	74,505