

## **Greater New Bedford Workforce Investment Board**

### **F/Y 2009 Integrated Budget Narrative**

The Cost Allocation Method is by FTE's for DCS expenses and by salaries for the local partners.

The cost sharing has been determined locally. Cost in excess of DCS available funds is borne by Lead Operator.

#### **Salaries**

Local DCS staff of 15.5 FTE's have been allocated to funding streams based on function. Lead Operator staff of 47.6 are allocated based on specific award budgets and estimated time spent on WIA and other funding streams. Temporary summer Youth staff (\$28K) is also included in WIA Youth salaries although not counted as fte. WIB staff of 10 is allocated based on estimated time by funding stream, including .1 fte to W/P 90% and .2 fte to W/P 10% for oversight function.

The WIB and Lead Operator have a memorandum of agreement whereby the financial staff of the WIB performs the fiscal function for both entities. Based on experience about 1.3 FTE of WIB staff time relates to Lead Operator work. Funding for fiscal work is retained by WIB rather than contracted.

#### **Fringe**

Fringe rate for DCS staff allocated at 29.28% of salaries per state instructions.

Lead Operator and WIB fringe items are:

Medical & Dental

FICA

Deferred Compensation Match

Workers Comp.

Life and Disability Insurance

State Unemployment Tax

The Lead Operator's fringe rate is 29.2% and the WIB rate is 23.2%.

#### **AS&T**

This item is budgeted for state personnel at 9% per instructions.

## **Premises**

Operating cost for the Greater New Bedford Career Center are estimate by DCS at **\$142,695**. Per local agreement cost relating to State employee has been calculated at \$42,613 or 30%. Cost to the local area is \$100,082 which is supported by \$7,491 in local partner MOU's.

The Wareham Career Center lease is being negotiated. It is estimated at \$24,000 with an increase in space for F/Y '09. DCS staff allocation is \$6,545 or 27%.

The Lead Operator also sublets office space for Administrative Staff, the Youth Services department and computer training area in a city owned building. Based on funding arrangement for building rehab the annual lease is \$12,000. City leases the building to WIB.

WIB lease expense for offices at 227 Union Street is \$30,484. DCS shares a portion of this (\$4,305 including phone and electricity) for regional director's office.

Other expenses included in lead Operator and WIB premises costs include electricity, maintenance, custodial supplies

## **Training**

The Training line item also includes participant related payments for support GED fees, and Youth Wages. Adult training through WIB vendor contracts is budgeted at \$198,678 compared to f/y'08 spending of \$122K. There is also \$15,000 reserved for specialized training based on Mayor's local priorities. The Lead Operator is reserving \$23,000 for Non-ITA certificate training, and will support participants with another \$18K for child care, travel & allowances and GED fees.

Youth training through WIB vendor contracts is budgeted at \$582,047. This will support 3 in school and 3 out of school programs (\$494K) Individual training for out of school youth (\$35K) and reserve \$53K for new program development or training opportunities during the tear.

The Lead operator budget covers Youth Wages and stipends (\$171K) and participant support and GED fees (\$17K).

Dislocated Worker training through WIB vendor contracts is budgeted at \$216,223 compared to f/y'08 spending of \$176K. There is also \$15,000 reserved for specialized training based on Mayor's local priorities. The Lead Operator is reserving \$7,000 for Non-ITA certificate training, and will support participants with another \$11K for travel & allowances and GED fees.

Commcorp projects training includes Youthworks wages of \$170K and training under the Workforce Competitive Trust Fund (4151K).

DTA projects training of \$80,000 is for the Literacy Improvement Program, and 9K for support.

D.O.E. projects training includes Connecting Activities (\$118K), Pathways (\$23K) and Adult Basic Ed. Programs (\$110k).

Other grants training is scheduled from Marine Fisheries funding to support fishermen's safety training.

### Copiers

The lead operator has taken over contracts for copiers, The cost of copiers at the New Bedford and Wareham Career Centers is shared with DCS per the cost sharing agreement. JSJR is charged for 1 copier at the DTA office.

The WIB has 2 copiers on premises with one lease in effect.

### Telephones

Telephone cost for the GNBCC and Wareham CC are paid by DCS. Cost is shared per the local cost sharing agreement and allocated based on FTE's for DCS and by Salaries locally. DCS bears 38% of the **total cost of \$12,359**.

The Wareham CC also utilizes phone lines paid for locally. DCS bears 27% of the \$3,200 cost.

The WIB has budgeted \$6,200 for telephone expense, with \$ allocated for the DCS Regional Director.

### Data Circuits

The Data Circuit cost as presented by DCS is budgeted by location and allocated by FTE and Salaries.

The Regional Director is charged, under State Staff for the 384 Frame Relay at 227 Union St. The Lead Operator bears the cost of the 384 Frame Relay at 1213 Purchase St. The Lead Operator and DCS share the cost of the T1 at 618 Acushnet Ave. and the 384 at Marion Road. Total cost for Data Circuits is **\$29,397**.

### Moses Fee

Per local agreement the Moses Fee was split based on the number of DCS and Local users at a rate of \$409.77 per user. The WIB is charged for 2 users with the full cost charged to WIA Admin. State Staff is charged for 3 users, DCS staff are charged for 10 users, and local partner for 50. The total cost for the Moses Fee is **\$26,635**.

### Travel

The local field manager has estimated travel expense for local DCS staff at \$800 for Wagner Peyser, \$500 each for DVOP and LVER, \$100 for U.I. Walk In, and \$3000 for State Staff. This Expense will be retained. Lead Operator has budgeted travel expense at \$12,576, taking into account up to 25% increase in the mileage rate based on federal standard. Youth temporary summer staff are expected to account for almost \$800 in supervising participants in summer programs. All other travel will be routine including state and WIA association meetings.

The WIB has budgeted \$6,797 for staff travel, also reflecting an increase in the standard mileage rate.

**Supplies and Equipment**

The lead operator is budgeting Office Supplies and water at \$580 per person. DCS staff will use supplies purchased by the lead operator and are charged per the cost sharing agreement.

The lead operator is budgeting for \$4,640 for postage meter rental, which is allocated across funding based on salaries. (L. O. is assuming the cost for meters and postage). Lead Operator budget for Equipment and related purchases is \$30,000 funded from performance money.

The WIB has budgeted for \$6,300 of equipment (Computer, Audio/Visual), and \$5,553 for office and other supplies based on 10 fte's.

**Other**

Only \$58 charged to JSJR for DCS in the local budget, which will be applied to postage.

Other costs budgeted by the L. O. include:

Conference & Seminars	\$ 2,000
Equipment Maintenance	6,000
Insurance	17,997
Printing	2,000
Postage & Shipping	7,560
Subscriptions	1,250
Memberships	5,200
Marketing	7,500
Service Fee	27,035
Legal	5,000
Audit	15,000
Consultant	10,000
Meeting Supplies	3,600
Staff Training	6,500
Tuition Reimbursement	<u>5,000</u>
Total	121,642

All expenses are based on experience. Service fee based on approximate \$2.7Million contract.

Expenses are direct charged when appropriate.

WIB other expenses include:

Conference & Seminars	\$ 3,000
Insurance	2,995
Printing	1,426
Postage & Shipping	1,900
Advertising	2,850

Subscriptions	570	
Memberships	4,345	
Marketing	4,830	
Audit	14,500	
Consultant	9,650	
Grant Consultant	47,300	(Shared Youth Vision- Commcorp Award)
Meeting Supplies	5,950	
Staff Training	4,955	
Tuition Reimbursement	<u>4,950</u>	
Total	109,221	

All expenses are based on experience. Service fee based on approximate \$2.7Million contract.  
Expenses are direct charged when appropriate.