

ATTACHMENT L1

FY 10 ANNUAL INTEGRATED BUDGET NARRATIVE

1. AVAILABLE FUNDING \$9,171,037

FY10 appropriations plus estimated 09 to 10 carry-in. This includes a transfer of \$204,000 from WIA Title I Adult to WIA Title I Dislocated Worker. Also included is \$2,753,321 of ARRA WIA funding carried in from '09.

2. STATE-PAID-RETAINED

PERSONNEL \$790,708

This consists of the salaries and for Career Center staff broken out across the applicable appropriations. **FTE breakdowns are listed on the budget.** 20 Employees include 5 anticipated to start in September, funded under ARRA, and .7 FTE dedicated to the Re-entry grant.

FRINGE \$250,259

This is for fringes related to the Career Center state staff. The overall rate applied to the staff is 31.65% (Fringe 24.5%, Tax 1.31%, Indirect 5.84%).

AS& T \$71,164

This is applied to state staff at the rate of 9%.

PREMISES \$142,695

DCS charges the local area \$142,695 for operating costs for the state owned building. Per local cost sharing agreement the cost is shared based on FTE's. The cost is also broken out across the applicable appropriations based on FTE percentage shares. Wagner Peyser 90% funds will absorb the share allocated to ARRA W/P and ARRA RES. All costs are shown in the retained section for ease of identification but a portion will be paid by check to DCS from funds not controlled by DCS. The actual retained and payback figures are:

Retained \$ 133,170 To be paid \$9,525

PHONES \$14,831

The local area is charged for phones in New Bedford and Wareham **per** local cost sharing agreement. The cost is shared based on FTE's, but Wareham lines are charged fully to UI. The cost is also broken out across the applicable appropriations based on FTE percentage shares. All costs are shown in the retained section for ease of identification but a portion will be paid by check to DCS from funds not controlled by DCS. The actual retained and payback figures are: **Retained \$ 14,118** To be paid \$713

DATA CIRCUITS \$37,475

This cost is for the DCS leased data circuits. It is broken out across the applicable appropriations based on FTE percentage shares. All costs are shown in the retained section for ease of identification but a portion will be paid by check to DCS from funds not controlled by DCS. The actual retained and payback figures are: **Retained \$ 29,799** To be paid \$7,676

MOSES FEE \$26,156

This cost is based on the area's total share of \$26,156. Per cost sharing agreement allocation is based on 66 users with DCS charged for 19 for CC Staff and 3 for State Staff. The Lead Operator (NDSC) and WIB are charged for 44 users. \$8,779 (33.3 %) is related to DCS staff and has been split out across each area based on the FTEs assigned to that area. \$17,756 (66.7%) is related to Locally managed staff. This amount has been split out across the appropriate appropriations to which each staff is assigned. Costs assigned to those appropriations controlled by DCS have been budgeted as retained funds. Costs assigned to other appropriations (Connecting Activities, DTA,) are also shown in the retained section for ease of identification, but will be paid to DCS during the year.

The total MOSES costs actually **retained by DCS is \$ 25,814.** The total that will be reimbursed to DCS is \$ 342.

TRAVEL \$900

This is to provide travel expenses for new Business Service Rep. and other Wagner Peyser staff.

3. CAREER CENTER (Fiscal Agent) & WIB (Fiscal Agent)

PERSONNEL \$ 2,466,407

This is the salaries of all WIB and Career Center staff employed locally. The permanent staff consist of 51 FTE for the Career Center Lead Operator (NDSC) an 10 permanent staff for the WIB. Also included is the cost for NDSC temporary staff associated with Youth funding such as WIA, YouthWorks, and Bridging the Opportunity Gap and 1 WIB temp to assist with summer payroll. Costs are based on personnel budget and projected staff activities in relation to each grant and are budgeted equitably and appropriately.

NDSC Total \$1,883,416 WIB \$582,991

FRINGES \$636,046

Fringes for both WIB and Lead Operator staff include FICA, SUTA, Medical Insurance, Dental Insurance, Life Ins., Retirement Contributions, and Workers Compensation Insurance. Rates are 24% for WIB staff and 28% for Lead Operator staff. Variances to the standard rates are applied to the Navigator grant (17.2%) and temporary staff (11%).

PREMISES \$ 145,537

Premises is made up of the costs of the WIB lease of office space \$31,990, locally paid lease of the Wareham Career Center, \$24,000, NDSC space at the Quest Center \$12,000, and estimated cost of space and setup required due to additional ARRA staff and customer requirements \$48,250. Also included is electricity and custodial supplies for Quest and WIB of \$29,297.

Costs other than the ARRA \$48K are allocated to appropriate funding streams based on FTE's. ARRA cost is charged to Adult, Dislocated Worked, and Wagner Peyser 90%. (per local agreement W/P 90% funding will cover ½ of the fiscal year lease cost -\$16,834, allowing for an increase to ARRA ITA funds vs. original plan) DCS pays for an equal portion (\$12,000) of the Wareham Center, also charged based on FTE by funding source.

COPIERS \$14,672

The cost of leased copiers at the career centers is shared by DCS and local staff per cost sharing agreement. DCS and Career center staff share the cost of 6 copiers (\$11,328) at career centers - \$4,051 to DCS, \$7,277 to NDSC. . WIB cost for leased copiers is \$3,344.

TELEPHONES \$14,844

Local telephone expenses of the Lead CC Operator and the WIB are charged to appropriate funding streams base on FTE's. WIB \$5,645 - NDSC \$7,599 - State \$1,600.

TRAVEL \$ 20,411

This is the estimated cost for local/statewide travel. WIB has budgeted \$8,715 and Lead Operator has budgeted \$11,696. Estimate combines historical data with current updates. \$ 10,148 is budgeted for WIA youth activities, both stimulus and regular WIA, with the bulk of that related to summer youth employment activity. Final '09 travel total is approximately \$17,500. The increase over '09 expense is directly related to ARRA youth activity.

SUPPLIES AND EQUIPMENT \$143,481

This category consists of the following:

	NDSC	DCS	WIB	Total	
Equipment/Software	44,700	6,100	5,500	56,300	\$41K from One Stop & Incentive
Equipment Maintenance	9,800	0	3,401	13,201	Maintenance Contracts
Office Supplies	30,668	7,949	9,305	47,922	
Meeting Supplies	7,690	0	7,527	15,217	NDSC budgets \$6,640 to specific youth awards bulk of WIB expense is Qtrly board meetings.
Water	1,440	480	1,200	3,120	
Test forms & supplies	7,200	0	521	7,721	
TOTAL	<u>101,481</u>	<u>14,529</u>	<u>27,454</u>	<u>143,481</u>	

\$10K is budgeted to pilot software options which will improve enrollment and eligibility data and interface with MOSES. Items such as maintenance, office supplies, and water are allocated where appropriate based on FTE's. Office supplies and water are also allocated for DCS staff per local cost sharing agreement.

OTHER \$271,989

This category consists of the following:

Conference & Seminars	9,391	WIB budget
Insurance & Bonding	26,691	NDSC 23,100 WIB 3,598
Printing	400	NDSC
Advertising, Marketing	32,000	New Marketing Plan for system 25K
Postage & Shipping	6,789	NDSC 4,590 WIB 2,129
Subscriptions / Memberships	13,847	NDSC 7,900 includes WIA Assoc WIB 5,984 included NAWB
Audits	26,735	NDSC 12,500 WIB 14,235
Legal Provision	5,000	NDSC general provision
Consultants	38,153	ABE Consultant \$13K to assist with implementation of pilot program from WP 10% funds. 20K for WTF Initiatives. 5K for general provision
Other Fees	88,870	29K for Pathways grants, 4K Youth Works, 20K ARRA learning plans, DYS 22K, 4K general provision Peabody grant 7K.
Staff Training	17,500	NDSC 2,500, WIB 15,000
Tuition Reimbursement	6,613	NDSC 4,113 WIB 2,500
TOTAL	<u>271,989</u>	

SUPPORT SERVICE PAYMENTS \$71,884

Support service payments consist largely of payment for transportation, child care, GED fees, and clothing/uniforms. \$9K is budgeted for non WIA grants such as Youthworks and Pathways. \$63K is budgeted for WIA/ARRA.

NEEDS BASED PAYMENTS \$58,000

Per local policy, needs based payments are available for WIA participants. Provisions

are available for WIA Adult (regular)	\$24,000
WIA Adult (ARRA)	\$ 17,000
WIA DW (ARRA)	\$ 17,000

Funds will be shifted to other uses (training or support) if not accessed fully.

OCCUPATIONAL SKILLS TRAINING (ITA) \$446,240

Budget made up as follows:

WIA Adult	\$ 98,000
WIA DW	182,000
WIA Out of School Youth	10,000
WIA Adult ARRA	40,475
WIA DW ARRA	115,765

There is a cap of \$4,000 on individual training accounts.

OCCUPATIONAL SKILLS TRAINING (GROUP) \$ 1,081,987

This training is being provided as follows:

WIA Youth In School	\$197,507	3 Vendor Programs
WIA Youth Out of School	\$324,637	3 Vendor Programs
WIA Adult & DW - ARRA	\$ 200,000	Weatherization/Construction
WIA Adult & DW - ARRA	\$ 30,000	Brownfield Training “ “
Re-entry grant	\$251,643	
Connecting Activities	\$ 73,200	
WIA Incentive Funds	\$ 5,000	Reserve for New Program Support

SKILL UPGRADE RETRAINING, APPRENTICESHIP \$1,148,648

The training provided as follows:

WIA Youth	\$154,560	Wage & Fringe approx 140 youth summer
WIA Adult Stimulus	10,000	Non ITA upgrade training
WIA DW ARRA	20,000	Non ITA upgrade training
WIA Youth ARRA	732,312	Wage & Fringe approx 420 youth summer
Youthworks	202,176	Wage & Fringe approx 180 youth summer
DYS BOG	10,000	Stipends
Peabody Foudation (Youth)	19,600	Wage & Fringe a 12 youth summer

ADULT EDUCATION \$433,537

WIA Adult funds (\$22,000) will support two programs for two months for participants enrolled in F/Y '09. These are Adult/DTA enrollees attending classes at UMass Dartmouth (WEP) and NBPS. Two programs are also supported from DOE funding, \$109,092 for the full year.

We are holding a provision of \$12,000 in W/P 10% funds to implement a local ABE pilot program which is planned to also utilize local volunteers/

We also plan to fund a tuition reduction program with \$21,000 of Wagner Peyser 10% funds. This was funded in FY'09 with Performance Funds.

Per our ARRA plan we will procure a Pre GED program with a planned expenditure of \$269,445.

CUSTOMIZED TRAINING \$487,000

This budget is for WIA ARRA summer youth. Cost includes 12 vendor programs that will provide work experience plus an educational component for approximately 320 youth (noted above in apprenticeship). Also included is cost for supervision reimbursement at various job sites for an additional 80 youth.