

FY2006 Annual Workforce Investment Areas Business Plan

Budget Narrative Template - OPTIONAL

WIB Name: Greater New Bedford

Budget Submission: Initial X Mod #___ Date: 6/3/05

LWIBs are requested to submit a Budget Narrative for all funds listed in the FY2006 Annual Business Plan Budget, including those funds to be utilized for LWIB support and activities. The narrative must fully explain all revenue sources and costs listed in the FY2006 Annual Business Plan Budget as well as calculations used to establish each budget estimate. Please use the following template to guide the required narrative. The template is intended to ensure statewide uniformity in the format and depth of budget detail, and, most importantly, to expedite the FY2006 Business Plan budget review and approval process.

A. FUNDS for CAREER CENTER EXPENSES to be PAID by STATE

For each funding source, please explain staffing and items supported by these funds. List total funds for each category, then specify amounts allocated to each item.

Example:

<u>Wagner-Peyser 90%:</u>	<u>\$520,044</u>
<i>Staffing Costs: 9.3 FTEs – 6.1 FTE located in XXX and 3.2 located in XXX.</i>	
\$498,342	
<i>Employee Support: \$2,095 per individual employee x 9.3 FTE</i>	
\$ 19,484	
<i>Fax Machines: 1 fax located in XXX @ \$195; 1 fax located in XXX @ \$224\$</i>	419
<i>Data Circuit Cost: XXXCC - \$846; XXXCC - \$953</i>	
\$ 1,799	
<i>Etc.</i>	

MMARS # Wagner-Peyser 90%

\$ Total \$ 407,553

Code Descriptor

Staffing Costs – 6.3 FTE’s located at GNB Career Center

Salary & Fringe

\$ 323,662

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 31,257

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS. This covers ½ of the operating cost for the GNBCC and ½ of the lease cost for the Wareham CC.

\$ 25,805

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 4,920

Fax Machines – DCS staff charged at \$43 per fte

\$ 272

Telephones -- Cost allocated based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 1,860

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 6,269

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 8,656

Moses Support – as charged by DCS central is \$675 per user

\$ 4,253

A carry-out of 36,595 remains at this time which may be needed for salaries depending on final DTA funding level.

MMARS # Wagner-Peyser 10%

\$ Total \$ 22,287

Code Descriptor

Staffing Costs – .3 FTE's located at GNB Career Center

\$ 18,034 Salary & Fringe

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 1,775

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 1,229

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 234

Fax Machines – DCS staff charged at \$43 per fte

\$ 13

Telephones -- Cost allocation based on staffing at career centers includes portion of the over-all DCS charge of 12,278 plus local expense paid by lead operator.

\$ 89

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 299

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 412

Moses Support – as charged by DCS central is \$675 per user

\$ 203

A carry-out of 3,866 remains at this time which may be needed for salaries depending on final DTA funding level.

MMARS # DVOP

\$ Total \$70,357

Code Descriptor

Staffing -- 1 FTE

Salary and Fringe

\$ 56,533

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 5,565

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 4,096

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 781

Fax Machines – DCS staff charged at \$43 per fte

\$ 43

Telephones -- Cost allocation based on staffing at career centers includes portion of the over-all DCS charge of 12,278 plus local expense paid by lead operator.

\$ 295

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 995

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 1,374

Moses Support – as charged by DCS central is \$675 per user

\$ 675

MMARS # LVER:

\$ Total \$ 70,358

Code Descriptor

Staffing -- 1 FTE

Salary and Fringe

\$ 56,534

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 5,565

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 4,096

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 781

Fax Machines – DCS staff charged at \$43 per fte

\$ 43

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 295

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 995

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 1,374

Moses Support – as charged by DCS central is \$675 per user

\$ 675

MMARS # U.I. (Walk-In, Hearings and Other):

\$ Total \$ 168,703

Code Descriptor

Staffing -- 2.4 FTE

Salary and Fringe

\$ 135,539

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 13,340

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 9,830

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781 Per fte

\$ 1,874

Fax Machines – DCS staff charged at \$43 per fte

\$ 104

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 709

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 2,388

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 3,298

Moses Support – as charged by DCS central is \$675 per user

\$ 1,620

MMARS # T.I. Adult:

\$ Total \$56,442

Code Descriptor

Staffing—The lead operator pays the cost of staffing for 8.5e's. Expenses paid by DCS and allocated to WIA and other funding have been calculated based on Head counts at each cost center in the budget.

Premises Renovations – Final amortization charge from DCS that was deferred from FY '05 (\$30k total) retained by DCS.

\$ 12,343

Premises – Premises costs at the 2 career centers will be split with DCS . The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham

and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 22,307

Telephone (DCS) – retained by DCS, allocated based on headcount

\$ 2,341

Data Circuits (DCS) -- retained by DCS, allocated based on headcount

\$ 8,127

Moses Support (DCS) -- retained by DCS, allocated based on headcount

\$ 11,324

MMARS # T.I. Youth:

\$ Total \$15,412

Code Descriptor

Staffing—The lead operator pays the cost of staffing for 1.6 fte's . Expenses paid by DCS and allocated to WIA and other funding have been calculated based on Head counts at each cost center in the budget.

Premises Renovations – Final amortization charge from DCS that was deferred from FY ' 05 (\$30k total). Retained by DCS.

\$ 2,317

Premises – Premises costs at the 2 career centers will be split with DCS . The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 4,187

Telephone (DCS) – retained by DCS, allocated based on headcount

\$ 957

Data Circuits (DCS) -- retained by DCS, allocated based on headcount

\$ 3,322

Moses Support (DCS) -- retained by DCS, allocated based on headcount

\$ 4,629

MMARS # T.I. DW:

\$ Total \$41,508

Code Descriptor

Staffing—The lead operator pays the cost of staffing for 6.4 fte's . Expenses paid by DCS and allocated to WIA and other funding have been calculated based on headcounts at each cost center in the budget.

Premises Renovations – Final amortization charge from DCS that was deferred from FY ' 05 (\$30k total). Retained by DCS.

\$ 9,195

Premises – Premises costs at the 2 career centers will be split with DCS . The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 16,619

Telephone (DCS) – retained by DCS, allocated based on headcount
\$ 1,686
Data Circuits (DCS) -- retained by DCS, allocated based on headcount
\$ 5,853
Moses Support (DCS) -- retained by DCS, allocated based on headcount
\$ 8,155

MMARS # T.I. Admin.:
\$ Total \$4,984

Code Descriptor

Staffing—The lead operator pays the cost of staffing for .27 fte’s at the GNBCC charged to Administration. Expenses paid by DCS and allocated to WIA and other funding have been calculated based on headcounts at each cost center in the budget.

Premises Renovations – Final amortization charge from DCS that was deferred from FY ‘ 05 (\$30k total). Retained by DCS.

\$ 376

Premises – Premises costs at the 2 career centers will be split with DCS . The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 680

Telephone (DCS) – retained by DCS, allocated based on headcount

\$ 84

Data Circuits (DCS) -- retained by DCS, allocated based on headcount

\$ 1,628

Moses Support (DCS) -- retained by DCS, allocated based on headcount

\$ 2,216

MMARS # WTF - WIB:
\$ Total \$ 0

Code Descriptor

MMARS # WTF - Youth:
\$ Total \$ 0

Code Descriptor

MMARS # EAS:
\$ Total \$ 242,118

Code Descriptor

Staffing – There are 5.7 fte.s budgeted for the EAS program
\$ 214,114

Employee support is charged at \$1,374 per fte.

\$ 8,010

Moses support is charged at \$675 per fte

\$ 3,935

MMARS # One-Stop:
\$ Total \$ 3,195

Code Descriptor

Staffing is paid locally the following items are paid by funds retained by DCS.

Premises Renovations – Final amortization charge from DCS that was deferred from FY '05 (\$30k total). Retained by DCS.

\$ 869

Premises – Premises costs at the 2 career centers will be split with DCS. The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 1,570

Telephone (DCS) – retained by DCS, allocated based on headcount

\$ 81

Data Circuits (DCS) -- retained by DCS, allocated based on headcount

\$ 282

Moses Support (DCS) -- retained by DCS, allocated based on headcount

\$ 393

MMARS # RSP:

\$ Total \$ 26,759

Code Descriptor

Staffing Costs – .5 FTE's located at GNB Career Center

\$ 20,602 Salary & Fringe

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 2,028

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 2,048

Copiers -- DCS Staff at the New Bedford and Wareham Career Centers charged at \$781 Per fte

\$ 390

Fax Machines – DCS staff charged at \$43 per fte

\$ 22

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 148

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 498

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 687

Moses Support – as charged by DCS central is \$675 per user

\$ 338

MMARS # 173(e):

\$ Total \$1,031

Code Descriptor

Premises Renovations – Final amortization charge from DCS that was deferred from FY '05 (\$30k total). Retained by DCS.

\$ 232

Premises – Premises costs at the 2 career centers will be split with DCS. The New Bedford center is under State control with the funding for expenses retained by DCS. The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. GNBCC is budgeted at \$22,307.

\$ 419

Telephone (DCS) – retained by DCS, allocated based on headcount

\$ 41

Data Circuits (DCS) -- retained by DCS, allocated based on headcount

\$ 141

Moses Support (DCS) -- retained by DCS, allocated based on headcount

\$ 198

MMARS # Skills Start:

\$ Total \$ 12,579

Code Descriptor

Staffing Costs – .2 FTE's located at GNB Career Center

\$ 9,948 Salary & Fringe

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 97

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 819

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781 Per fte

\$ 156

Fax Machines – DCS staff charged at \$43 per fte

\$ 9

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 59

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 199

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 275

Moses Support – as charged by DCS central is \$675 per user

\$ 135

MMARS # REA:
\$ Total \$25,862

Code Descriptor

Staffing Costs – .4 FTE's located at GNB Career Center

Salary & Fringe

\$ 20,537

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 2,022

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 1,638

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 312

Fax Machines – DCS staff charged at \$43 per fte

\$ 17

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 118

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 398

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 550

Moses Support – as charged by DCS central is \$675 per user

\$ 270

MMARS # Rapid Response In-House:

\$ Total \$ 87,712

Code Descriptor

Staffing Costs – 1 FTE's located at GNB Career Center

Salary & Fringe

\$ 72,333

Employee Support – Automatic calculations for DCS Indirect and Admin Personnel

\$ 7,320

Premises – Based on local agreement to split cost with the lead operator the cost per fte is \$4,096 for all DCS employees other than EAS.

\$ 4,096

Copiers -- DCS Staff at the NewBedford and Wareham Career Centers charged at \$781

Per fte

\$ 781

Fax Machines – DCS staff charged at \$43 per fte

\$ 43

Telephones -- Cost allocation based on staffing at career centers includes portion of the overall DCS charge of 12,278 plus local expense paid by lead operator.

\$ 295

Data Circuits – Data Circuit costs for all local staff are allocated based on employee head-Count at each location (2 career centers, Hillman St.) Cost per fte is \$995.

\$ 995

Employee support – as charged by DCS central office is \$1,374 per fte.

\$ 1,374

Moses Support – as charged by DCS central is \$675 per user

\$ 675

MMARS # Other:

\$ Total

Code Descriptor

FUNDS for CAREER CENTER EXPENSES to be PAID LOCALLY

For each funding source, please explain staffing, activities and other items supported by the funds. List total funds for each category, then specify amounts allocated to each item.

Example:

Title I Adult:

\$911,900

These funds will be used to provide services, as well as to provide administrative oversight and management of activities related to Title I Adults for the XXX Fiscal Agent, the XXX Workforce Investment Board and the XXX Career Center.

<i>XXXWIB staff salaries, premises, telephone and other overhead costs:</i>	\$ 48,000
<i>Fiscal Agent Executive Director and Planning Department salaries, premises telephone and overhead costs:</i>	\$ 36,000
<i>XXXCC Staff salaries:</i>	\$300,000
<i>XXXCC Staff premises costs:</i>	\$ 45,000
<i>XXXCC Staff telephone costs:</i>	\$ 3,000
<i>XXXCC Staff data circuit costs:</i>	\$ 900
<i>XXXCC self-pace training software for customers:</i>	\$ 5,000
<i>Customer training:</i>	\$450,000
<i>Customer supportive services:</i>	\$ 24,000

Although regular WIA funding increased by \$235K for FY '06, the special supplemental fund (Sec 173e) decreased by \$122K. Massachusetts is one of only a few states that received this supplement that is attached to Dislocated Worker funding. The total budget is almost \$6 million.

The Fishing Grant is entering what appears to be it's last year. Total spending for Fish V & VI for FY '05 approximates \$561K, while funds available for FY '06 are planned at about \$293K. The Fish, WIA, and 173e grants funded 44.85 fte's of the lead operator in '05 and are planned to fund 40.95 fte:s in '06.

The Lead Operator fte total is 47.8 with 7 fte's being covered by "special" grants (Fish, Bay State Works, ECCLI, R.E.A., Navigator, Rapid Response, and Pathways.) These grants have specific budgets submitted before the award is given. DWDA will continue with 4 fte's and utilize a temp service for .3fte. DCS expects to have 17 fte's, pending final funding announcements. The WIB will have 5.5 fte's including .25 for the liaison to the Mayor.

The following items will have the greatest impact on funds available for training.

- 1) Increases to Medical Insurance rates have raised the plan fringe rate for New Directions and DWDA to about 28% of salaries. The prior year plan rate was 24% with actual cost making it closer to 26%.
- 2) The move to the Purchase Street building will cost about \$76,000. These expenses are in the plan and allocated based on the positions affected. Approval was obtained from DCS to allocate this cost based on personnel affected.

MMARS # Wagner-Peyser 90%
\$ Total
Code Descriptor

MMARS # Wagner-Peyser 10%
\$ Total
Code Descriptor

MMARS # DVOP
\$Total
Code Descriptor

MMARS # LVER:
\$Total
Code Descriptor

MMARS # U.I. (Walk-In, Hearings and Other):
\$ Total
Code Descriptor

MMARS # T.I. Adult:
\$ Total \$972,141

Code Descriptor

<p><i>These funds will be used to support the operations of the Greater New Bedford and Wareham Career Centers Lead Operator (New Directions) who provides services, and management of activities related to Title I Adults for Greater New Bedford Workforce Investment Board.</i></p>

Staffing -- 17.3 fte's working from the New Bedford and Wareham career centers. 2.4 fte's will be devoted to training via workshops, computer classes, and ABE. The fringe rate included is 28%.

\$ 686,484

Premises – The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. Adult share is budgeted at \$7,176. A portion of the charge for utilities on city owned property at Hillman St. and Purchase St. (after relocation) is also budgeted at \$14.1K. All expenses above are allocated based on salaries. A portion of the lease and operating costs for the Business and Industry building is also charged to Adult based on customer traffic and is budgeted at \$24.2K.

\$ 46,323

Training -- It is estimated that 45 to 50 participants will enter vendor training based on average ITA cost for f/y '05 of \$2,890.

\$ 134,000

Supportive Services – available for travel or clothing allowances. (supplemented by DTA P.E.S. funds).

\$ 3,500

Office Supplies – Supplies are budgeted at a rate of \$650 per fte.

\$ 11,247

Relocation – The lead operator is required, by the City of New Bedford, to move its management and Youth services department to a new location. Approval has been given by funding source (DCS) to allocate the cost based on personnel affected.

\$ 22,728

Other – All other locally paid expense including: equipment(7,500), equip. maint.(4,575), phone(11,487), advert. & marketing(6,835), all other(30,255).

\$ 67,859

MMARS # T.I. Youth:

\$Total \$1,171,561

Code Descriptor

Youth programs are run under the supervision of the Youth Department of New Directions. Staff are responsible for outreach, enrollment and case management for more than 250 WIA eligible youth both in and out of school. Most of the activity related to Youth is run from the Hillman St. Location but is expected to relocate in October.

Staffing -- 7.1 FTE's are charged to Youth. 1.6 working from the New Bedford career center In support 5.47 fte's at the Youth Department location. The fringe rate included is 28%. Also included is \$25,000 to cover temporary summer staff.

\$ 318,426

Premises – A portion of the charge for utilities on city owned property at Hillman St. and Purchase St (after relocation) is budgeted at \$6,295. All expenses are allocated based on salaries.

\$ 6,295

Training -- Training will be provided by 10 vendors based on program proposals. reviewed and recommended by the Youth Council. Also included is \$12k for individual training.

\$ 644,000

Supportive Services – budgeted for youth wages for 6 weeks during summer..

\$ 150,000

Office Supplies – Supplies are budgeted at a rate of \$650 per fte.

\$ 4,597

Relocation – The lead operator is required, by the City of New Bedford, to move its management and Youth services department to a new location. Approval has been given by funding source (DCS) to allocate the cost based on personnel affected.

\$ 18,854

Other – All other locally paid expense including: equipment(7,000), equip. maint.(1,870), phone(4,714), advert. & marketing(2,805), all other(12,997).

\$ 29,386

MMARS # T.I. DW:
\$ Total \$ 700,420

Code Descriptor

These funds will be used to support the operations of the Greater New Bedford and Wareham Career Centers Lead Operator (New Directions) who provides services, and management of activities related to Title I Dislocated workers for Greater New Bedford Workforce Investment Board. Dislocated worker funds are supplemented by Section 173(e) funding, which is down over \$120K from FY '05. Only 5 or 6 additional ITA's will be paid from this source this year as compared to 30 in '05.

Staffing -- 12.5 FTE working from the New Bedford and Wareham career centers. 2 fte's will be devoted to training via workshops, computer classes, and ABE. The fringe rate included is 28%.

\$ 497,558

Premises – The Wareham center is under a lease agreement with the town of Wareham and paid by the lead operator. Dislocated Worker share is budgeted at \$4,251. A portion of the charge for utilities on city owned property at Hillman St. and Purchase St. (after relocation) is also budgeted at \$10.7K. All expenses above are allocated based on salaries. A portion of the lease and operating costs for the Business and Industry building is also charged to DW based on customer traffic and is budgeted at \$20.2K.

\$ 35,448

Training -- It is estimated that 29 to 32 participants will enter vendor training based on average ITA cost for FY '05 of \$2,950.

\$ 88,000

Supportive Services – available for travel or clothing allowances.

\$ 3,000

Office Supplies – Supplies are budgeted at a rate of \$650 per fte.

\$ 8,100

Relocation – The lead operator is required, by the City of New Bedford, to move its management and Youth services department to a new location. Approval has been given by funding source (DCS) to allocate the cost based on personnel affected.

\$ 13,467

Other – All other locally paid expense including: equipment(5,000), equip. maint.(3,295), phone(8,306), advert. & marketing(4,943), all other(11,759).

\$ 33,303

MMARS # T.I. Admin.:
\$ Total \$ 43,307

Code Descriptor

Although the bulk of WIA Admin funds will support the local Fiscal Agent (3.3fte) and WIB (1 fte) these funds will support .6 fte of the lead operator.

Staffing -- .6 FTE Salary and Fringes

\$ 36,120

Premises – A portion of the charge for utilities on city owned property at Hillman St. and Purchase St (after relocation) is budgeted at \$ 534. All expenses are allocated based on salaries.

\$ 534

Relocation – The lead operator is required, by the City of New Bedford, to move its management and Youth services department to a new location. Approval has been given by funding source (DCS) to allocate the cost based on personnel affected.

\$ 4,439

Other – Purchase of equipment (\$1,000) and all other expenses (\$1,214).

\$ 2,214

MMARS # WTF - WIB:

\$ Total

Code Descriptor

MMARS # WTF - Youth:

\$ Total

Code Descriptor

MMARS # EAS:

\$ Total

Code Descriptor

MMARS # One-Stop:

\$ Total \$ 46,163

Code Descriptor

The bulk of this funding source (64.2%) covers a portion of the Career Center director's salary and fringe and CC overhead. The remainder of this funding source is used to support WIB career center oversight (32.5%) and the fiscal agent (3.3%).

Staffing -- .6 fte for the Career Center director

\$ 41,762

Premises -- represents a small portion for Wareham CC.

\$ 517

Other – Represents allocated share of all other overhead/operating expense

\$ 3,884

MMARS # 173(e):

\$ Total \$ 31,074

Code Descriptor

This funding supplements WIA Dislocated Worker funds. It is down \$122K from FY '05.

Staffing -- .3 FTE working from the New Bedford and Wareham career centers. The fringe rate included is 28%.

\$ 14,563

Premises – A portion of the lease and operating costs for the Business and Industry building is charged to DW based on customer traffic.

\$ 463

Training -- It is estimated that 5 or 6 participants will enter vendor training based on average ITA cost for FY '05 of \$2,950.

\$ 14,360

Relocation – The lead operator is required, by the City of New Bedford, to move its management and Youth services department to a new location. Approval has been given by funding source (DCS) to allocate the cost based on personnel affected.

\$ 320

Other – All other locally paid expense including allocated per fte.

\$ 1,368

MMARS # NEG Fisherman:

\$ Total \$314,273

Code Descriptor

This funding is used to provide services and training for fisherman forced out of the fishing industry due to strict federal regulations.

Staffing – Funding supports 3.2 fte's providing outreach, case management, grant management, and job placement activities. Also includes .2 fte for Operator admin.

\$ 130,786

Premises – The family fishermen's center is housed in the B & I building. Payment for Premises is in the approved fishing grant budget submitted to Commcorp.

\$ 36,339

Training – Balance remaining from original allocation of \$178,000.

\$ 96,475

Supportive Services – included money for travel, childcare, and stipends while participant is in training.

\$ 32,400

Other – Includes telephone (1,327), data circuit charge (750), Moses Fee (1,000), and office supplies (1,957).

\$ 18,273

MMARS # REA:

\$ Total \$ 30,123

Code Descriptor

Staffing – this funding supports 1 employee of the lead operator through March of '06.

\$ 25,634

Other -- Includes office supplies, postage, travel, phone.

\$ 4,489

MMARS # Rapid Response Sovereign/AT&T:

\$ Total 45,133

Code Descriptor

Salary & Fringe -- supporting 1 staff position for 2 to 3 months. Funding expires 9/30/05.

\$ 5,133

Training – Balance of training funds remaining from original amount of \$200K.

\$ 40,000

MMARS # Navigator:

\$ Total \$43,144

Code Descriptor

The final (3rd) year of funding for improving disabled access to CC services.

Salary and Fringe – 1fte.

\$ 43,144

MMARS # Bay State Works:

\$ Total \$ 164,264

Code Descriptor

This grant, funded through CommCorp, provides 5S and computer training to employees of three local manufacturers, and up to 100 unemployed, WIA eligible participants.

Salary and Fringe—covers 1.1 fte of lead operator for program coordination and data entry, and administrative support.

\$ 49,514

Training -- Cost of group training provided by Bristol Community College.

\$ 95,000

Outside Services – 3 CBO's will provide marketing services for outreach and provide case management for up to 100 unemployed participants.

\$ 12,000

Other – includes office and instructional supplies, and marketing.

\$ 7,750

MMARS # ECCLI:

\$ Total \$ 100,439

Code Descriptor

This funding provides career ladder training for CNA's at local nursing care Facilities

Salary and Fringe --.4 fte working from the GNB Career Center.

\$ 17,917

Premises- portion of NB Career Center facilities cost.

\$ 1,000

Training – Group training for CNA's on paid release time. Provided by Bristol Plymouth. and Diman Vocational.

\$ 80,000

Other – Includes Travel, telephone, office supplies.

\$ 1,522

MMARS # Youthworks:

\$ Total \$ 106,742

Code Descriptor

Provides funding for youth summer stipends.

Salary and Fringe – Youth Dept. over sight.

\$ 811

Support Services – youth Stipends.

\$ 82,000

Staff Milage –

\$ 281

Instructional Supplies

\$ 500

Travel-participants

\$ 1,000

Other – Temporary summer staff for supervision

\$ 21,370

MMARS # DTA Skills

\$ Total 92,466

Code Descriptor

This funding is “performance” money paid by DTA for enrollments and outcomes.

Salary and Fringe—1.6fte includes operations and management staff.

\$ 76,565

Premises – includes costs associated with all facilities

\$ 6,890

Other – includes Data Circuit fees (733), Moses support (1021), equipment (2,000), office supplies (1,014)

\$ 9,011

MMARS # DTA Post Employment Services

\$ Total \$ 21,289

Code Descriptor

Salary and Fringe-- .2 fte’s at Career Center for case management

\$ 8,336

Premises – share of CC facilities and renovation charge from DCS.

\$ 986

Support Services—incentives offered to eligible participants after employment.

\$ 11,500

Other

\$ 467

MMARS # Other:

\$ Total \$ 304,017

Code Descriptor

The Dept. Of Education is the main source of “other “ funds. The awards are: D.O.E. One Stop, Adult Basic Ed., Pathways, Connecting Activities. Also in “other” is money received from required partners for CC expenses.

Salaries & Fringe –1.3fte’s

\$ 52,236

Premises – will cover portion of New Bedford and Wareham CC expenses

\$ 13,126

Training – group contracts for training under ABE and Connecting Activities

\$ 227,007

Other – share of all other operating expenses base on allocation per fte.

\$ 11,648

WIB PROGRAM/ADMIN

1. WIB Funds: [See Attached Spreadsheet \(Attachment WIB1\)](#)

Please provide line item breakouts, by funding source. Include all funding sources that support the WIB budget.

Example:

	T. I Youth	T. I Adult	T.I DW	Add, as required
WIB Funds	\$30,000	\$25,000	\$30,000	
WIB Expenses				
Salary & Fringe	\$ 24,250	\$20,000	\$25,175	
Premises	\$ 3,000	\$ 1,000	\$ 2,500	
Insurance & Bonding	\$ 500	\$ 197	\$ 300	
Travel & Transportation	\$ 957	\$ 300	\$ 500	
Etc.				

Please provide a narrative explanation for all costs and revenue sources listed in the FY2006 Annual Business Plan Budget. Costs may include, but are not limited to the following:

- **Salary and Fringe:** list combined salary and fringe totals for all WIB staff
- **Premises:** include location(s) of WIB office(s)
- **Travel & Transportation:** anticipated costs for travel and transportation for WIB staff and/or WIB members, including reasons for travel. Please indicate locally approved mileage rate.
- **Equipment Rental & Maintenance**
- **Expendable Supplies**
- **Telephone**
- **Postage**
- **Dues & Subscriptions**
- **Printing & Reproduction**

- **Office Furniture**
- **Conferences & Meetings**
- **Data Circuit Costs**
- **Other, as applicable:** please itemize.

WIB Budget

The GNBWIB budget will draw funds from 20 funding sources including almost 6% from discretionary reserve funds. The functional components of the budget are: Administrative –48%, Program – 31%, Youth Council – 21%. ([Attachment WIB2](#)).

Salaries – Staffing is made up of 5.7 fte’s. This includes 1.3 for the Youth Council and .4 serving as liaison to the Mayor of the City of New Bedford.

\$ 294,442

Fringes - Fringes include FICA, Pension, Medical, Dental, Life Insurance, Long Term Disability, and are allocated at a rate of 25.5% of salaries.

\$ 74,718

Payroll Processing – Weekly payroll and total tax reporting outsourcing.

\$ 2,000

Accounting – Use of accounting firm for audit, annual report, and Tax Return

\$ 6,501

Conference & Seminars – WIB member/staff training and professional development

\$ 2,000

NAWB – Expenses to attend National Association of Workforce Boards annual conference including-registration, air travel, ground transportation, lodging and meals.

\$ 5,000

Advertising – Expenses associated with advertising for WIB and Youth Council to include employment, legal notices, etc.

\$ 1,000

Equipment Lease – Photocopier lease and maintenance agreement expense.

\$ 2,500

Office Supplies & Expense – Based on historical cost. Includes materials for 4 quarterly reports to full Workforce Investment Board.

\$ 4,801

Insurance - Insurance costs for property, liability, and workers compensation.

\$ 3,551

Internet Access – service provider is Verizon DSL

\$ 753

Website Maint. – Annual fees- website hosting (\$300), e-mail accounts (\$300), training (\$300), web tracking (\$60), and renewal of domain name (bi-annually \$70).

\$ 900

Memberships – MA REB (\$3,500), NAWB (\$800), Chamber of Commerce (\$240), NAWDP (\$50), Medical Insurance Benefits (\$100).

\$ 4,775

Marketing/Professional Services – General marketing, printing & publications, letterhead & envelopes, consultant fees, and Job Fair (\$1000).

\$ 5,000

Surveys/Market Research – Professional Resource Services for LMI surveys, economic factors/development surveys, etc.

\$ 5,000

Miscellaneous Exp. – Condolences, various thank you gifts, MA form PC (\$250), Annual Report (\$15).

\$ 500

Postage – Based on historical costs- GNBWIB and Youth Council mailings.

\$ 2,500

Bulk Mail Postage – Yearly permit (\$150), Bulk mailings for Rising Tide (newsletter 2x per year), GNBWIB & Youth Council various bulk mailings.

\$ 378

Meetings/Workshops – GNBWIB & various committee meetings, misc. grant meetings, etc.

\$ 4,000

Annual Planning Retreat – GNBWIB annual strategic planning retreat.

\$ 2,000

Rent/Utilities – for office space at 227 Union St., New Bedford, net of sublet for DCS Mgr.

\$ 18,026

Repairs, Maintenance, Software – PC's, equipment not under maintenance agreements, software licensing, and anti virus software.

\$ 999

Subscriptions – Newspaper and other misc. subscriptions.

\$ 651

Telephone – based on historical cost, paid to Verizon. Covers office line and cell phones.

\$ 2,851

Travel – Mileage/Parking fee reimbursement.

\$ 4,500

Equipment/Furniture –Anticipated cost to replace 2 PC's.

\$ 2,200

Funding

Wagner Peyser 90% funds will be used to directly engage employers and job seekers in assessing customer satisfaction with core services delivered at the Greater New Bedford and Wareham career Centers, and facilitating necessary direct client operational changes. The WIB will continue its practice of having direct interactions with these two groups through focus group discussions and other means. Summary results and analysis of customer focus groups conducted in November and December 2005 will be shared by January 2006 for purposes of FY'07 planning.

\$ 5,000

Wagner Peyser 10%

\$ 21,000

WIA Adult

\$ 44,266

WIA Youth

\$ 87,000

WIA Dislocated Worker

\$ 31,000

WIA Admin

\$ 76,004

2. WIB Activities/Staff Responsibilities

Please provide an overview of the activities, administrative and programmatic, that will be carried out by WIB staff during FY2006, as applicable to the funding sources listed above. List each staff position funded under the FY2006 budget and number of each position (filled or planned) with a brief description of responsibilities.

Executive Director (1 position): Responsible for managing and directing the WIB toward its mission and objectives as prescribed by the Board. Crafts and submits recommendations on WIB policies and service to governing body. Accountable for planning, implementing, and administering policies, directives, and programs of the WIB. Responsibilities fall into five major categories: policy and system building, member support, external relations, administration, and compliance. Represents WIB's position on various issues.

Strategy & Policy Director (1 position): Performs highly advanced policy administration and managerial work. Works closely with and reports to the ED on day-to-day operations. Supports staff, provides direction and resolves issues consistent with the vision, goals, and values of the WIB. Ensures internal consistency in all activities. Provides lead staff support for the Board's Performance Measurement Committee to oversee the programs offered by the GNB Career Center & Wareham Career Center. Oversees Career Center excellence – measuring and improving implementation success of the Career Center Charter & Business Plan.

Resource Development & Planning Director (1 position): Manages the overall planning process and develops all external submissions of agency plan documents for funds managed and overseen by the WIB. Researches and works with stakeholders to identify program development/funding needs and sources and develops grant proposals with internal and external stakeholder input. Provides lead staff support for Resource Development & Planning Committee.

Youth Council Director (1 position): Staffs the WIB's Youth Council. Works with the Council and Board to develop youth policy and ensures its successful implementation. Manages youth program, contracts, and Requests for Proposals according to federal, state, and board policies. Responsible for youth policy development as well as program planning and oversight. Provides technical assistance to the Greater New Bedford Career Center Youth Department, as needed.

Office Manager & Clerical Assistant (1 full-time position; 1 part-time position): Provides clerical and administrative support to the WIB staff. Coordinates services such as personnel record keeping, budget coordination, inventory, records management, and office systems improvement. Assists in the coordination and preparation of operating reports. Support the overall operation of the WIB and its Committees. Perform data entry and reporting functions for the approved provider list.