

FY2007 Annual Workforce Investment Areas Business Plan

Budget Narrative Template - OPTIONAL

WIB Name: Greater New Bedford

Budget Submission: Initial X Mod # _____ Date: 5/25/06

LWIBs are requested to submit a Budget Narrative for all funds listed in the FY2007 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 FY2007 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 FY2007 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:

Wagner-Peyser 90%: **\$520,044**

Staffing Costs: 9.3 FTEs – 6.1 FTE located in XXX and 3.2 located in XXX.
\$498,342

Employee Support: \$2,095 per individual employee x 9.3 FTE
\$ 19,484

Fax Machines: 1 fax located in XXX @ \$195; 1 fax located in XXX @ \$224\$ 419

Data Circuit Cost: XXXCC - \$846; XXXCC - \$953
\$ 1,799

Etc.

MMARS # Wagner-Peyser 90%

\$ Total \$ 452,444

Code Descriptor

Staffing Costs – 5.4 FTE’s located at GNB Career Center

Salary & Fringe

\$ 292,340

Premises – Based on local agreement Wagner/Peyser funding will pay for all premises costs normally charged to funding sources of the Career Center Lead Operator and Fiscal Agent. This is a onetime agreement in light of substantial local funding cuts and in recognition of the staff support provided by the lead operator for Wagner/Peyser activities. Expenses include major share of New Bedford Career Center Operating expenses and Painting.

\$ 87,318

Office Related Expense- As with premises these expenses are based on DCS W/P 90% fte's and Lead Operator fte's share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax /machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 28,316

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are also covering the Lead Operator and Fiscal Agent per location and staffing.

\$ 41,958

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 2,512

A CARRY-OUT OF \$11,681 REMAINS AT THIS TIME, SUBJECT TO MODIFICATION.

MMARS # Wagner-Peyser 10%

\$ Total \$ 18,272

Code Descriptor

Personnel – .2 FTE's located at GNB Career Center

\$ 12,576

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 3,905

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 1,155

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 420

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 216

MMARS # One-Stop:

\$ Total \$ 4,017

Code Descriptor

Premises – This is from the Lead Operator’s share of operating costs for the GNBCC. It is based on .65 FTE

\$ 2,307

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr’l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 777

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 933

MMARS # DVOP

\$ Total \$74,148

Code Descriptor

Personnel - 1 FTE Working between New Bedford and Wareham Career Centers

\$ 62,845

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 5,851

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr’l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 3,261

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 1,559

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 632

MMARS # LVER:

\$ Total \$ 68,835

Code Descriptor

Personnel -- 1 FTE

\$ 58,253

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 5,851

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 3,332

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing

\$ 839

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 560

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

\$ Total \$ 174,043

Code Descriptor

Personnel - for 2.4 FTE. New Bedford and Wareham

\$ 150,918

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 14,315

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 6,616

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing

\$ 1,174

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 1,020

MMARS # MRC:
\$ Total \$21,385

Code Descriptor

Personnel - .3 FTE.

\$ 20,047

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 651

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 499

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 132

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 56

MMARS # DCS D. Hurley: \$
Total \$6,040
Code Descriptor

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). This covers the cost of the 384k Frame Relay at the State Director's New Bedford Office

\$ 6,040

MMARS # T.I. Adult:
\$ Total \$ 0
Code Descriptor

MMARS # T.I. Youth:
\$ Total \$ 0
Code Descriptor

MMARS # T.I. DW:
\$ Total \$ 0
Code Descriptor
MMARS # T.I. Admin.:
\$ Total \$ 0
Code Descriptor

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

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

MMARS # EAS:
\$ Total \$ 351,119
Code Descriptor

Personnel -- 6 FTE at the local DTA office

\$ 318,765

Premises --Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center.

\$ 12,362

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 13,274

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing

\$ 4,734

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 2,064

MMARS # Skills Start:

\$ Total \$ 9,675

Code Descriptor

Personnel – .2 FTE's located at GNB Career Center

\$ 9,152

Office Related Expense- These expenses are based on DCS employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing.

\$ 283

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing

\$ 166

Other – Expenses associated with DCS employees only include Travel and Recognition. Total provided for planning is \$6,460 and \$672 respectively.

\$ 72

MMARS # Commcorp Projects:

\$ Total \$ 1,120

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center. Lead Operator's share

\$ 24,900

Office Related Expense- These expenses are based on employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 6,709

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 13,602

MMARS # DOE Summary:

\$ Total \$ 1,495

Code Descriptor

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center. Lead Operator's share

\$ 838

Office Related Expense- These expenses are based on employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr'l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.

\$ 255

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.

\$ 402

MMARS # DTA Summary :

\$ Total \$ 9,470

Individual Components of this funding are DTA Skills, Post Employment Services, Literacy Program, DTA Retention. Reserve funds from prior years are being used to supplement current year funding .

Code Descriptor

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center. Lead Opererator’s share
\$ 5,196

Office Related Expense- These expenses are based on employee share of planning expenses provided. Expenses included in this line item are, Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Bottled Water, Subscriptions, Confidential Mtr’l Disposal, Arbitration & Wrkers Comp Litigation, Medicare & UI chargebacks, and Marketing. Several of these expenses are shared with the Lead Operator.
\$ 1,505

Information Technology -Planning expenses proved by the State for Data Circuits (\$35,420) and MOSES (\$23,968). These expenses are shared with Lead Operator and Fiscal Agent per location and staffing.
\$ 2,769

MMARS # Other:
\$ Total \$ 3,000
Code Descriptor

Premises —Based on local agreement, DCS and the Lead Operator split the operating costs for both the Greater New Bedford and Wareham Career Centers Total cost used for planning is NB Career Center \$122,560 plus Painting \$10,000. Also included is the split of lease expense for the Wareham Career Center. Lead Opererator’s share Paid from MOU’s with partners
\$ 3,000

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:

<u>Title I Adult:</u>	<u>\$911,900</u>
<i>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>	
<i>XXXWIB staff salaries, premises, telephone and other overhead costs:</i>	<i>\$ 48,000</i>
<i>Fiscal Agent Executive Director and Planning Department salaries, premises telephone and overhead costs:</i>	<i>\$ 36,000</i>
<i>XXXCC Staff salaries:</i>	<i>\$300,000</i>
<i>XXXCC Staff premises costs:</i>	<i>\$ 45,000</i>
<i>XXXCC Staff telephone costs:</i>	<i>\$ 3,000</i>
<i>XXXCC Staff data circuit costs:</i>	<i>\$ 900</i>
<i>XXXCC self-pace training software for customers:</i>	<i>\$ 5,000</i>
<i>Customer training:</i>	<i>\$450,000</i>

WIA funding for FY'07 decreased by \$698K from F/Y'06 level. Other funding sources will be winding down early in the year as well. The last of the Fishing grants will end in September and the ECCLI and Bay State Works grants will end in July. There will be more Wagner/Peyser funding available through the carry-in of \$140,000 and a the Work Certification program will provide over \$200K in FY'07, but the overall budget is down by \$908K compared to the final F/Y'06 budget.

Per local agreement between WIB, Lead Operator, and DCS it was decided to use local Wgner/Peyse 90% money to support all DCS retained expenses normally covered by the LO funding streams. W/P will also cover a major portion of staff & career center supplies and telephone expenses paid for locally. With this support from W/P funds the career center will be able to retain staff required for volume of customers seeking service AND still provide a moderate level of ITA funding for Adults and Dislocated Workers.

The Lead Operator will start the new year down by 5.5 FTE's DWDA will cut payroll by about 8.5% by cutting 3 hours from the work week. The WIB will lose a part-time person and potentially one full time person if additional funding is not provided during the year. All staff will also be affected by a pay freeze. It is hoped that potential sources of funding will provide some relief in the staffing area as well as support Individual Training for participants.

New Directions will be using reserve Performance Funds to cover the bulk of premises expenses for the Quest Center location in FY'07. As of the date of this plan the actual amount of space occupied and the amount of the lease with the City of New Bedford is not known. The performance money to be used was previously targeted to pay for renovations to the building, resulting in free occupancy, but the original arrangement with the city was never formalized.

MMARS # Wagner-Peyser 90%

\$ Total \$ 63,060

Code Descriptor

Premises -Based on local agreement, DCS and the Lead Operator W/P 90% funding will support the bulk of the lease expense for the Wareham Career Center.

\$ 19,560

Office & Related – Based on local agreement W?p 90% funds will reimburse the Lead operator for \$23.5K of staff and Career Center supplies and \$20K for phone services purchased locally.

\$ 43,500

WIB Funding – See Detail WIB budget in next section.

\$ 5,000

MMARS # Wagner-Peyser 10%

\$ Total \$ 22,101

Code Descriptor

WIB Funding – See Detail WIB budget in next section.

\$ 22,101

MMARS # State One Stop

\$ Total \$87,906

Code Descriptor

Fiscal Agent

Personnel - .04 FTE to administer funds, provide payroll services, maintain financial information.

\$ 3,775

Premises – share of expenses for administrative offices.

\$ 115

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Meetings, Subscriptions.

\$ 66

Other – Includes insurance travel , advertising memberships, legal, audit.

\$ 119

Lead Operator

Personnel - .85 FTE Includes .65 for CC Director, .10 for receptionist, and .10 for eligibility specialist.

\$ 54,308

Premises – share of custodial supplies based on FTE's

\$ 39

Office and Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions, and advertising.

\$ 2,348

Other – Includes equipment (\$2,000), and share of insurance, audit, etc;

\$ 2,136

WIB Funding – See Detail WIB budget in next section.

\$ 25,000

MMARS # U. I. Walk In

\$ Total \$ 2,648

Code Descriptor

Premises – based on DCS staff at the Wareham Career Center – lease paid by Lead Operator.

\$ 1,582

Office & Related – local phone expense paid by lead operator.

\$ 1,066

MMARS # T.I. Adult:

\$ Total \$ 765,961

Code Descriptor

These funds will be used to support the 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..

Personnel -- 13.3 FTE working from the New Bedford and Wareham career centers.
The fringe rate included is 30%.
\$ 567,195

Premises – Expenses associated with the operation of the Quest Center, and Career Centers, including Utilities, Custodial Supplies and maintenance.
\$ 2,052

Training ITA's- It is estimated that 36 participants will enter vendor training paid by WIA Adult funding.
\$ 120,000

Training Other – Includes expense for GED prep, instructional supplies, and books.
\$ 3,625

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions.
\$ 8,704

Supportive Services – travel assistance for participants.
\$ 300

Other – Includes insurance travel, advertising memberships, legal, audit, equipment
\$ 22085

WIB Funding – See Detail WIB budget in next section.
\$ 42,000

MMARS # T.I. Youth: \$
Total \$1,062,750

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 Quest Center on Purchase St.

Personnel -- 6.2 FTE vIncludes 4 full time staff at the Quest Center and variuo
The fringe rate included is 30%.
\$ 277,808

Premises – Expenses associated with the operation of the Quest Center, and Career Centers, including Utilities, Custodial Supplies and maintenance.
\$ 3,171

Training ITA's – it is expected that 5 to 10 out of school youth could participate in specialized training.

\$ 12,000

Training Other -- Training will be provided by 7 vendors based on program proposals reviewed and recommended by the Youth Council. 4 in-school programs will serve 135 students and 3 out-of-school programs will serve 210 youth. Also includes \$25K for temp summer staff to monitor youth summer programs.

\$ 516,869

Office & Related -- Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions.

\$ 4,385

Supportive Services -- budgeted for youth wages for 6 weeks during summer, and stipends for older youth throughout program year. Will also provide transportation assistance.

\$ 160,400

Other -- Includes insurance travel, advertising memberships, legal, audit, equipment

\$ 12,050

WIB Funding -- See Detail WIB budget in next section.

\$ 77,000

MMARS # T.I. DW:

\$ Total \$ 728,953

Code Descriptor

These funds will be used to support the 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.

Personnel -- 12.5 FTE working from the New Bedford and Wareham career centers. The fringe rate included is 30%.

\$ 534,898

Premises -- Expenses associated with the operation of the Quest Center, and Career Centers, including Utilities, Custodial Supplies and maintenance.

\$ 1,945

Training -- It is estimated that up to 40 participants will enter vendor training based on average ITA cost for f/y '06 of \$3,325..

\$ 132,000.

Training Other- Includes expense for GED prep, instructional supplies, and books.

\$ 3,250

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 7,603

Supportive Services – to provide travel assistance to participants.
\$ 1,000

Other – Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 18,257

WIB Funding – See Detail WIB budget in next section.
\$ 30,000

MMARS # T.I. Admin.:

\$ Total \$ 287,780

Code Descriptor

Fiscal Agent

Personnel -- 3.2 FTE working from the Quest Center. (each employee is now .915 FTE) The fringe rate included is 30%.
\$ 183,973

Premises – The Department of Workforce Development Administration will use current year allocations to cover premises costs paid to the city.
\$ 9,541

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 5,511

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 9,852

Lead Operator

Personnel -- .5 FTE for L.O. staff performing administrative duties
\$ 24,470.

Premises – charging only a fraction of utilities and custodial supplies based on FTE allocation.
\$ 180

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 163

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 590

WIB Funding – See Detail WIB budget in next section.

\$ 53,500

MMARS # WTF - WIB:

\$ Total \$ 75,000

Code Descriptor

WIB Funding – See Detail WIB budget in next section.

\$ 75,000

MMARS # WTF - Youth:

\$ Total \$ 20,000

Code Descriptor

WIB Funding – See Detail WIB budget in next section.

\$ 20,000

MMARS # EAS:

\$ Total \$ 7,019

Code Descriptor

Premises – based on DCS staff at the Wareham Career Center – lease paid by Lead Operator.

\$ 4,192

Office & Related – local phone expense paid by lead operator.

\$ 2,287

MMARS # Rapid Response:

\$ Total \$ 181,000

This represents the remainder of the Interstate Brands/AT&T funding.

Code Descriptor

Personnel - 1.3 FTE for positions of Job Developer and Case Manager through April '07.

\$ 42,608

Training ITA's – Balance of training funds remaining expected to support 42 ITA's.

\$ 138,692

MMARS # Navigator:

\$ Total \$54,200

Code Descriptor

Funding for improving disabled access to CC services.

Personnel – 1fte.

\$ 54,200

MMARS # NEG Fisherman:

\$ Total \$137,526

Code Descriptor

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

Fiscal Agent

Personnel -- .1 FTE working from the Quest Center. The fringe rate included is 30%.

\$ 3,564

Premises – The Department of Workforce Development Administration will use current year allocations to cover premises costs paid to the city.

\$ 151

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions

\$ 87

Other - Includes insurance travel , advertising memberships, legal, audit, equipment

\$ 156

Lead Operator

Personnel -- 1 FTE. Represents 4 staff working on the program for three months.

\$ 41,961.

Premises – allocation of estimated premises charged by the city for Quest Center space

\$ 2,500

Training ITA's – Expecting to place up to 25 participants in training.

\$ 79,095

Training Other – Ged Fee, instructional supplies.

\$ 100

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions

\$ 445

Supportive Services – budgeted for Child Care, Participant Travel, and Stipends.

\$ 7,300

Other - staff milage, meetings, audit expense.
\$ 1,667

WIB Funding – See Detail WIB budget in next section.
\$ 500

MMARS # Commcorp Projects:
\$ Total \$ 203,029

Programs in this group are Bay State Works, ECCLI, and Youthworks
BSW provides 5S and computer training to employees of three local manufacturers, and up to 100 unemployed WIA eligible participants.
ECCLI funding provides career ladder training for CNA's at local nursing care Facilities.
Youthworks provides funding for youth summer stipends

Code Descriptor

Fiscal Agent

Personnel -- .1 FTE working from the Quest Center. The fringe rate included is 30%.
\$ 3,369

Premises – The Department of Workforce Development Administration will use current year allocations to cover premises costs paid to the city.
\$ 139

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax m/achines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 80

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 144

Lead Operator

Personnel -- .5 FTE. For program coordination.f.
\$ 22,872.

Premises – share of custodial supplies only.
\$ 9

Training Other – for BSW –Manufacturing Employee training will end in July. For ECCLI –nursing training will continue through the year. For Youthworks – \$22k for temporary summer youth monitors.
\$ 63,000

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 1,448

Support Services - for Youthworks to provide Summer employment opportunities for youth.
\$ 106,042.

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 746

WIB Funding – See Detail WIB budget in next section.
\$ 5,180

MMARS # D.O.E. Summary

\$ Total 367,093

Funding in this group includes DOE One Stop, Adult Basic Ed., Connecting Activities, and Pathways.

Code Descriptor

Fiscal Agent

Personnel -- .1 FTE working from the Quest Center. The fringe rate included is 30%.

\$ 9,232

Premises – The Department of Workforce Development Administration will use current year allocations to cover premises costs paid to the city.

\$ 338

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 195

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 347

Lead Operator

Personnel – 1.6 FTE..

\$ 67,280

Premises – share of custodial supplies only.

\$ 23

Training Other Programs with local Vendors, Umass, New Bedford Public Schools, Bristol Community College, New Bedford Chamber of Commerce.

\$ 262,630

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions

\$ 2,701

Support Services - for travel assistance
\$ 500

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 8,447

WIB Funding – See Detail WIB budget in next section.
\$ 15,400

MMARS # DTA

\$ Total \$318,356

Code Descriptor

This funding is “performance” money paid by DTA for enrollments and outcomes. For Post Employment Services, Adult Literacy program, and Retention

Fiscal Agent

Personnel -- .2 FTE working from the Quest Center. The fringe rate included is 30%.

\$ 12,414

Premises – The Department of Workforce Development Administration will use current year allocations to cover premises costs paid to the city.

\$ 611

Office & Related – Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions

\$ 410

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 774

Lead Operator

Personnel – 2.7 fte includes 2 hours per week for each employee of the lead operator charged to discretionary reserve.

\$ 119,788

Premises – using current year and Reserve performance money for anticipated premises cost at the Quest Center.

\$ 87,984

Training Other Programs with local Vendors, Umass, New Bedford Public Schools for DTA Literacy Program

\$ 70,000

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 909

Support Services - for Post Employment incentives.
\$ 12,503

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 2,963

WIB Funding – See Detail WIB budget in next section.
\$ 10,000

MMARS # Other:
\$ Total \$ 307,351

Funding is from the Work Certification Program, NOAA for Fisherman Safety training, local MOU's, and \$20K from WIB reserve funds

Code Descriptor

Fiscal Agent

Personnel -- .1 FTE working from the Quest Center. The fringe rate included is 30%.
\$ 4,070

Premises – using current year and Reserve performance money for anticipated premises cost at the Quest Center.
\$ 184

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 190

Lead Operator

Personnel – 1.4 fte for program coordination and Job search.
\$ 65,750

Premises – using current year and Reserve performance money for anticipated premises cost at the Quest Center.
\$ 3

Training Other Programs with local Vendor for Work Certification.
\$ 201,613

Office & Related - Typical Office expenses including: Supplies, Copiers, Fax machines, Telephone, Postage, Printing, Memberships, Meetings, Subscriptions
\$ 1,285

Other - Includes insurance travel , advertising memberships, legal, audit, equipment
\$ 3,650

WIB Funding – See Detail WIB budget in next section.
\$ 30,500

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 7.2% from discretionary reserve funds. The functional components of the budget are: Administrative –46%, Program – 33%, Youth Council – 21%. (attachment WIB2).

Salaries – Staffing is made up of 5 fte’s. This includes 1.3 for the Youth Council.

\$ 261,748

Fringes - Fringes include FICA, Pension, Medical, Life Insurance and are allocated at a rate of 28.2% of salaries.

\$ 73,912

Payroll Processing – use of outside payroll service to process weekly payroll.

\$ 1,850

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

\$ 3,800

Conference & Seminars – WIB Member/Staff Training & Professional Development.

\$ 4,000

Advertising – Help Wanted Ads, Newspaper Ads, Legal Notices

\$ 1,000

Equipment Lease – Photocopier Lease and Maintenance Agreement

\$ 2,600

Office Supplies & Expense – based on historical cost. Includes materials for 4 quarterly reports to full board.

\$ 4,500

Insurance -- insurance costs for property, liability

\$ 3,900

Internet Access – service provider is Meganet

\$ 754

Website Maint. – Web Site Hosting, E-Mail Accts, Training, Web Tracking

\$ 970

Memberships – MA REB, NAWB, Chamber of Commerce, NAWDP

\$ 4,855

Marketing/Professional Services – General Marketing, Printing & Publications, Letterhead & Envelopes, Business Cards, Consultant Fees, Job Fair, WIB Express

\$ 4,500

Miscellaneous Exp. – Donations, Condolences MA Form PC, Annual Report

\$ 500

Postage – based on historical costs

\$ 2,500

Bulk Mail Postage – includes cost for mailing quarterly reports to full board

\$ 300

Meetings/Workshops – GNBWIB and Committee Meetings, Grant Meetings, etc., Charter Review
\$ 5,200

Annual Planning Retreat – Staff Retreat and Board Retreat
\$ 730

Rent/Utilities – for office space at 227 Union St., New Bedford. Net of sublet for DCS Mgr.
\$ 20,733

Repairs,Maintenance,Software – PC’s, Equipment not under maintenance agreement, software licenses, Anti-Virus software
\$ 1,000

Subscriptions – Newspapers (Standard-Times; Herald News; Chronicle; Chronicle of Philanthropy) and other miscellaneous subscriptions
\$ 650

Telephone – based on historical cost, paid to Verizon. Covers office line and cell phones.
\$ 3,202

Travel – Reimbursement of Mileage / Parking / other related Travel Expenses (\$.35/mile)
\$ 4,575

Equipment/Furniture –Anticipated cost to replace 2 PC’s.
\$ 2,000

Funding

Wagner Peyser 90% - for use to support career center employees providing ES core services to customers.

\$ 5,000

Wagner Peyser 10%

\$ 22,417

WIA Adult

\$ 42,000

WIA Youth

\$ 77,000

WIA Dislocated Worker

\$ 30,000

WIA Admin

\$ 53,500

Workforce Training Fund – WIB

\$ 75,000

Workforce Training Fund – Youth Council

\$ 20,000

State One Stop

\$ 25,000

NEG Fishing

\$ 500

Bay State Works

\$ 800

Youthworks

\$ 2,000

DTA Skills

\$ 10,000

D.O.E. One Stop

\$ 4,000

D.O.E. ABE

\$ 1,400

D.O.E. Connecting Activities

\$ 10,000

ECCLI

\$ 2,380

Local M.O.U.s

\$ 3,000

WIB Reserve Funds

\$ 20,000

Work Certification Program

\$ 7,500

2. WIB Activities/Staff Responsibilities

Please provide an overview of the activities, administrative and programmatic, that will be carried out by WIB staff during FY 2007, as applicable to the funding sources listed above. List each staff position funded under the FY 2007 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 (1 position): Provides administrative support for the overall operation of the WIB, its Committees, and WIB staff. Coordinates personnel record keeping, budget coordination, inventory, records management, and office systems improvement. Assists in the coordination and preparation of operating reports. Maintains updated WIB website. Perform data entry and reporting functions for the approved provider list.

