

ATTACHMENT L1

FY 10 ANNUAL INTEGRATED BUDGET NARRATIVE

EXAMPLE

1. AVAILABLE FUNDING

FY10 appropriations plus estimated 09 to 10 carry-in. This includes a transfer of \$XXXX.xx from WIA Title I Adult to WIA Title I Dislocated Worker.

2. STATE-PAID-RETAINED

PERSONNEL

This consists of the salaries and related fringe benefits for Career Center staff broken out across the applicable appropriations. **FTE breakdowns are listed on the budget.**

DATA CIRCUIT

This cost is for the DCS leased data circuits. It is broken out across the applicable appropriations based on FTE percentage shares.

MOSES FEE

This cost is based on the area's total share of \$19,989. There are currently 13 DCS MOSES users (26.8 % share), and 33 Locally managed MOSES staff users (73.2 % share).

\$5,353 (26.8 %) is related to DCS staff and has been split out across each area based on the FTEs assigned to that area.

\$14,636 (73.2%) 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,) have been budgeted appropriately in the Career Center/WIB sections of the budget and will be paid to DCS upon receipt of an invoice. The breakdowns are as follows:

	Share	Retained	WIB/CC	Total
• WTF WIB	6.1%	\$ 887	\$ 0	\$ 887
• Title I DW Program	22.2%	\$ 3,264	\$ 0	\$ 3,264
• Title I Adult Program	17.1%	\$ 2,501	\$ 0	\$ 2,501
• Title I Youth Program	9.1%	\$ 1,331	\$ 0	\$ 1,331
• DTA	39.4%	\$ 0	\$ 5,766	\$ 5,766
• DOE STW	6.1%	\$ 0	\$ 887	\$ 887

Total	100 %	\$ 7,983	\$ 6,653	\$14,636
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The grand total MOSES costs retained by DCS is \$13,336. The total that will be reimbursed to DCS is \$6,653.

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

PERSONNEL

This is the salaries and related fringe benefits of all WIB and Career Center staff employed locally. Costs are estimated based on projected staff activities in relation to each grant and are budgeted equitably and appropriately.

PREMISES

This consists of each appropriation's estimated equitable share of the projected costs associated with the operation of the WIB/Career Center facility. Cost estimates are budgeted to each appropriation in accordance with the Career Center's DCS and DOL approved cost allocation methodology as follows:

Space is divided into 5 categories. They are dedicated staff, shared staff, dedicated customer and shared customer. The remaining space is defined as the circulation factor.

1. Dedicated Staff

Each DCS staff work area's square footage is identified. It is then split among 90%, 10% UI Walk-In, UI Hearings, JSJR, Skills Start, based on the FTEs assigned to those areas. Each staff work area's square footage is identified as well, and is then assigned appropriately to Title I, State One Stop and the other grants that are administered locally based on estimated staff time charges to those grants.

2. Shared Staff

Shared staff areas consist of a lunchroom, a conference room, and 3 storage areas, one conference room, and an IT equipment room. The total square footage for this space has been split based on the FTE percentages of DCS and local staff and then allocated appropriately as described above.

3. Dedicated Customer

Four areas have been identified as dedicated customer space. A dedicated customer space for this particular purpose is a space that exclusively benefits customers of one particular grant. They consist of the UI Walk-In waiting area, the UI Hearings waiting area, and two other rooms dedicated to providing services to DTA eligible customers through contracts with the Department of Transitional Assistance.

The UI Walk-In waiting area has been assigned to the UI Walk-In appropriation. The UI Hearings area has been assigned to the UI Hearings appropriation. The

other two dedicated customer areas have been assigned to the local area and will be absorbed by the other appropriate grants that the area administers.

4. Shared Customer

There are eight shared customer areas. Shared customer areas for this purpose are areas that benefit customers served under more than one appropriation. They consist of the career center's resource room, six workshop rooms, and the career center reception area located at the entrance.

The resource room has been split evenly between 90% and all other grants administered by the career center locally.

Three of the workshop rooms are used to provide workshops to all career center customers. They have been split evenly between 90% and the other grants administered by the career center locally.

There are two workshop rooms that are used to provide services to DTA Skills, Supported Work, and JSJR customers exclusively. These costs were first split evenly between JSJR and the local grants to determine each appropriation's equitable share. The JSJR share was then transferred out and split equally between DTA Skills/Education and DTA Supported Work due to the JSJR's restriction on premises costs.

There is one workshop room used exclusively to provide the Career Center Seminar. 30% of this cost has been assigned to UI Walk-in, with the remaining 70% being split evenly between 90% and the other grants administered by the career center.

5. Circulation Factor

After all of the above was completed, a percentage share of the total assigned space was determined for each appropriation. The remaining un-assigned space is the circulation factor. The percentage share of the assigned space for each appropriation was then applied to the circulation factor to determine the final percentage share for each appropriation. The final percentage shares were then applied to the total FY09 premises costs to determine each appropriation's estimated cost for FY09. Total premises costs consist of building lease payments, utilities, maintenance, and all other costs associated with the operation of the facility.

TRAINING (Career Center only)

Consists of training procured through both the ITA process (WIA Adult, Dislocated Worker & DTA), as well as the RFP process (WIA Youth).

COPIERS

This is for the lease of 5 copiers from Xerox. Costs are assigned to each appropriation based on FTE percentages and staff time charges.

TELEPHONES

This consists of monthly local and long distance telephone costs to Verizon and AT&T. It includes a dedicated T1 circuit for voice from AT&T, as well as individual phone lines procured from Verizon. Costs are assigned to each appropriation based on FTE percentages and staff time charges.

DATA CIRCUITS

This cost consists of the following:

- A dedicated 384K “MOSES Only” frame relay circuit to the Hurley Building for MOSES access for all WIB and Career Center (Non-DCS) staff
- A 1 MB DSL connection to manage Internet and email traffic for all WIB and Career Center (Non-DCS) staff
- WEB Hosting for the 2 websites

The above costs are assigned to each appropriation based on staff time charges.

TRAVEL

This is for the cost of in and out of state travel. It includes mileage reimbursement at a rate of .505 per mile. Costs are appropriately assigned to the benefiting grants.

MOSES FEE

The portion of the total MOSES cost assigned to this Workforce Investment Area that relates to this WIB and Career Center (Non-DCS) staff charged to funding sources that are not controlled by DCS (DTA & DOE). See “MOSES Fee” above under “2 State-Paid-Retained” for an explanation and breakdown.

INFORMATION TECHNOLOGY

This is for the costs related to the operation of the WIB and Career Center (Non-DCS) IT infrastructure. They include the following:

- Salaries and related fringe benefits of the IT Coordinator
- Hardware and software purchases
- Hardware and software support on routers, servers, switches and firewall

- Contracted IT engineers

Costs are assigned to each appropriation based on staff time charges.

SUPPLIES & EQUIPMENT ETC

Postage, disposable office supplies and miscellaneous office furniture as needed. Costs are assigned to each appropriation based on FTEs and staff time charges.

OTHER

All other costs related to the operation of the WIB and Career Center and the administration of its funding. They include the following:

- Conferences/Meetings
- Audits
- Insurance
- Staff Training
- Participant Wages & Fringe (WIA Youth & Governor's Summer)
- Participant Training Payments (WIA Youth & P21)
- Needs Based Payments (WIA Adult)
- Participant Transportation (Governor's Summer & DTA)
- Gasoline and Clothing Allowances (DTA grants only)
- Teacher Externships (DOE School to Work only)
- Contracted Workshop Services (P21 Comm Corp grant only)

All shared costs related to the above are assigned according to time charges and/or FTE percentages. The remaining costs are assigned directly to the appropriation they benefit.