|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attachment B**  **BUDGET, PARTICIPANT, AND EXIT SUMMARY – Adult** | | | | | | | | | | | | | | | | | |
| **Program Area** | **Adults (Training Funds - 90%)** | | | | | | |  | | | **Issuance No.** | | | | | 14-07 |  | |
| **Program Period** | PY15/FY16 |  | | |  | | |  | | |  | | | | |  |  | |
|  | | | | | |  | | | | **Additional and/or Transferred Funds** | |  | |  |  | |
| **I. Funds Available** | **1. Carry In Funds** | | | **2. PY Funds**  **(July – Sept.)** | | **3. FY Funds**  **(Oct – June)** | | | | **4. Name/Year**  **Effective Date** | | **5. Total**  **Available Funds** | |  |  | |
|
| A. Program (90%) | $375,226.33 | | | $35,239.50 | | $386,415.00 | | | | N/A | | $796,880.83 | |  |  | |
| B. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A | |  |  | |
| C. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A | |  |  | |
| D. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A | |  |  | |
| E. Admin Funds for Program | $39,211.00 | | | $3,915.50.00 | | $42,935.00 | | | | N/A | | $86,061.50 | |  |  | |
| **E. Total Funds** | **$414,437.33** | | | **$39,155.00** | | **$529,350.00** | | | | **N/A** | | **$982,942.33** | |  |  | |
| **II. Projected Costs** |  | |  | | | |  | |  | | | |  |  | |  |
| A. Participant Costs | N/A | | $90,000 | | | | $270,000.00 | | N/A | | | | $360,000.00 |  | |  |
| B. Staff Costs | N/A | | $62,375.94 | | | | $187,127.82 | | N/A | | | | $249,503.76 |  | |  |
| C. Operational Costs | N/A | | $28,071.82 | | | | $84,215.46 | | N/A | | | | $112,287.28 |  | |  |
| D. Equipment Costs | N/A | | $3,119.09 | | | | $9,357.28 | | N/A | | | | $12,476.37 |  | |  |
| E. Incumbent Worker | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| F. Transitional Jobs | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| G. Pay for Performance | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| **H. Total Projected** | **N/A** | | **$183,566.85** | | | | **$550,700.00** | | **N/A** | | | | **$734,266.85** |  | |  |
|  |  | |  | | | |  | |  | | | |  |  | |  |
| **III. Projected Carry-In**  (to next Program Year) |  | | $62,613.98 | | | | $0.00 | | N/A | | | | $62,613.98 |  | |  |
|  |  | |  | | | |  | |  | | | |  |  | |  |
| **IV. Actual Expenditures** | **1. 1st Qtr**  **(July-Sept.)** | | **2. 2nd Qtr**  **(Oct.-Dec.)** | | | | **3. 3rd Qtr**  **(Jan.-March)** | | **4. 4th Qtr**  **(April-June)** | | | | **5. Cumulative Total** |  | |  |
| A. Program (A-D of Projected) | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| B. Incumbent Worker | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| C. Transitional Jobs | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
| D. Pay for Performance | N/A | | N/A | | | | N/A | | N/A | | | | N/A |  | |  |
|  |  | |  | | | |  | |  | | | |  |  | |  |
| **V. Participants** | **1. 1st Qtr**  **(July-Sept.)** | | **2. 2nd Qtr**  **(Oct.-Dec.)** | | | | **3. 3rd Qtr**  **(Jan.-March)** | | **4. 4th Qtr**  **(April-June)** | | | | **5. Cumulative Totals** | **6. Carry-In to Next PY** | | |
| A. Prior Year Carry-In | 180 | |  | | | |  | |  | | | | **180** | 180 | | |
| B. New Enrollees | 20 | | 20 | | | | 20 | | 20 | | | | **80** | 180 | | |
| **VI. Exits** |  | |  | | | |  | |  | | | |  |  | |  |
| A. Planned Exits | 54 | | 43 | | | | 8 | | 62 | | | | **167** |  | |  |
| B. Entered Employment | 40 | | 33 | | | | 6 | | 47 | | | | **126** |  | |  |
|  |  | |  | | | |  | |  | | | |  |  | |  |
| **Projected Cost per Participant** | | | **$2,400** | | | |  | | **Actual Cost per Participant** | | | | | | | **$2,957.61** |  | |

For Current Year For Previous Year

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attachment C**  **BUDGET, PARTICIPANT, AND EXIT SUMMARY – DLW** | | | | | | | | | | | | | | | | |
| **Program Area** | **DLW (Training Funds - 90%)** | | | | | | |  | | | **Issuance No.** | | | | 14-07 |  | |
| **Program Period** | PY15/FY16 |  | | |  | | |  | | |  | | | |  |  | |
|  | | | | | |  | | | | **Additional and/or Transferred Funds** | |  |  |  | |
| **I. Funds Available** | **1. Carry In Funds** | | | **2. PY Funds**  **(July – Sept.)** | | **3. FY Funds**  **(Oct – June)** | | | | **4. Name/Year**  **Effective Date** | | **5. Total**  **Available Funds** |  |  | |
|
| A. Program (90%) | $165,645.14 | | | $116,069.40 | | $639,716.40 | | | | N/A | | $921,429.94 |  |  | |
| B. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A |  |  | |
| C. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A |  |  | |
| D. Additional/Transfer | N/A | | | N/A | | N/A | | | | N/A | | N/A |  |  | |
| E. Admin Funds for Program | $38,902.58 | | | $12,896.60 | | $71,079.60 | | | | N/A | | $122,878.78 |  |  | |
| **E. Total Funds** | **$204,547.72** | | | **$128,966.00** | | **$710,796.00** | | | | **N/A** | | **$1,044,308.72** |  |  | |
| **II. Projected Costs** |  | |  | | | |  | |  | | |  |  | |  |
| A. Participant Costs | N/A | | $120,000.00 | | | | $360,000.00 | | N/A | | | $480,000.00 |  | |  |
| B. Staff Costs | N/A | | $47,011.00 | | | | $141,033.00 | | N/A | | | $188,044.00 |  | |  |
| C. Operational Costs | N/A | | $15,670.34 | | | | $47,011.02 | | N/A | | | $62,681.36 |  | |  |
| D. Equipment Costs | N/A | | $7,835.17 | | | | $23,505.51 | | N/A | | | 31,340.68 |  | |  |
| E. Incumbent Worker | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| F. Transitional Jobs | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| G. Pay for Performance | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| **H. Total Projected** | **N/A** | | **$190,516.51** | | | | **$548,044.02** | | **N/A** | | | **762,066.04** |  | |  |
|  |  | |  | | | |  | |  | | |  |  | |  |
| **III. Projected Carry-In**  (to next Program Year) |  | | $159,363.90 | | | | 0.00 | | N/A | | | $159,636.90 |  | |  |
|  |  | |  | | | |  | |  | | |  |  | |  |
| **IV. Actual Expenditures** | **1. 1st Qtr**  **(July-Sept.)** | | **2. 2nd Qtr**  **(Oct.-Dec.)** | | | | **3. 3rd Qtr**  **(Jan.-March)** | | **4. 4th Qtr**  **(April-June)** | | | **5. Cumulative Total** |  | |  |
| A. Program (A-D of Projected Costs) | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| B. Incumbent Worker | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| C. Transitional Jobs | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
| D. Pay for Performance | N/A | | N/A | | | | N/A | | N/A | | | N/A |  | |  |
|  |  | |  | | | |  | |  | | |  |  | |  |
| **V. Participants** | **1. 1st Qtr**  **(July-Sept.)** | | **2. 2nd Qtr**  **(Oct.-Dec.)** | | | | **3. 3rd Qtr**  **(Jan.-March)** | | **4. 4th Qtr**  **(April-June)** | | | **5. Cumulative Totals** | **6. Carry-In to Next PY** | | |
| A. Prior Year Carry-In | 145 | |  | | | |  | |  | | | **145** | **145** | | |
| B. New Enrollees | 37 | | 37 | | | | 37 | | 37 | | | **148** | **148** | | |
| **VI. Exits** |  | |  | | | |  | |  | | |  |  | |  |
| A. Planned Exits | 42 | | 18 | | | | 8 | | 16 | | | **84** |  | |  |
| B. Entered Employment | 38 | | 17 | | | | 8 | | 15 | | | **78** |  | |  |
|  |  | |  | | | |  | |  | | |  |  | |  |
| **Projected Cost per Participant**  For Current Year | | | **$1,875** | | | |  | | **Actual Cost per Participant**  For Previous Year | | | | | | **$1,248** |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attachment D**  **BUDGET, PARTICIPANT, AND EXIT SUMMARY – Youth** | | | | | | | | | | | | |
| **Program Area** | **Youth (90%)** | | | | | | | **Issuance No.** | | 14-07 | |  | |
| **Program Period** |  | PY15/FY16 | |  | |  | |  | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |
|  | | | | | **Additional Funds** | |  | |  |  |  |
| **I. Funds Available** | **1. Carry In Funds** | | **2. PY Funds** | | **3. Program/ Year**  **Effective Date** | | **4. Total**  **Available Funds** | |  |  |  |
|
| A. Program (90%) | $165,573.31 | | $498,767.40 | | N/A | | $664,340.71 | |  |  |  |
| B. Additional Funds | N/A | | N/A | | N/A | | N/A | |  |  |  |
| C. Additional Funds | N/A | | N/A | | N/A | | N/A | |  |  |  |
| D. Additional Funds | N/A | | N/A | | N/A | | N/A | |  |  |  |
| E. Admin Funds for Program | $12,822.49 | | $56,018.60 | | N/A | | $68,841.09 | |  |  |  |
| **F. Total** | $178,395.80 | | 554,186.00 | | N/A | | $733,181.80 | |  |  |  |
|  |  | |  | |  | |  | |  |  |  |
| **II. Projected Costs** | **1. Carry-In Funds** | | **2. PY Funds** | | **3. Program/ Year**  **Effective Date** | | **4. Total Costs** | |  |  |  |
| **A. Out of School Youth (Minimum 75% of WIOA Funds)** |  | |  | |  | |  | |  |  |  |
| 1. Participant Funds (non-Work Experience) | N/A | | $204,096.75 | | N/A | | $204,096.75 | |  |  |  |
| 2. Staff Costs (non-Work Experience) | N/A | | $165,331.52 | | N/A | | $165,331.52 | |  |  |  |
| 3. Operational Costs | N/A | | $19,450.77 | | N/A | | $19,450.77 | |  |  |  |
| 4. Equipment Costs | N/A | | $9725.38 | | N/A | | $9725.38 | |  |  |  |
| 5. Participant (Work Experience) | N/A | | $89,685.99 | | N/A | | $89,685.99 | |  |  |  |
| 6. Staff Costs (Work Experience) | N/A | | $9965.12 | | N/A | | $9965.12 | |  |  |  |
| **B. In School Youth** |  | |  | | N/A | |  | |  |  |  |
| 1. Participant Funds (non-Work Experience) | N/A | | $68,032.24 | | N/A | | $68,032.24 | |  |  |  |
| 2. Staff Costs (non-Work Experience) | N/A | | $55,110.51 | | N/A | | $55,110.51 | |  |  |  |
| 3. Operational Costs | N/A | | $6483.59 | | N/A | | $6483.59 | |  |  |  |
| 4. Equipment Costs | N/A | | $3241.80 | | N/A | | $3241.80 | |  |  |  |
| 5. Participant (Work Experience) | N/A | | $29,895.34 | | N/A | | $29,895.34 | |  |  |  |
| 6. Staff Costs (Work Experience) | N/A | | $3321.70 | | N/A | | $3321.70 | |  |  |  |
| C. **Pay for Performance** | N/A | | N/A | | N/A | | N/A | |  |  |  |
|  |  | |  | |  | |  | |  |  |  |
| **III. Projected Carry-In Funds**  (to next Program Year) |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  | |  | |  |  |  |
| **IV. Actual Expenditures** | **1. 1st Qtr (July-Sept.)** | | **2. 2nd Qtr (Oct.-Dec.)** | | **3. 3rd Qtr (Jan.-Mar.)** | | **4. 4th Qtr (April-June)** | | **5. Cumulative Total** | **Funding Carry-In to PY15** |  |
| 1. Out of School (except work experience) | N/A | | N/A | | N/A | | N/A | | N/A |  |  |
| 1. In School (except work experience) | N/A | | N/A | | N/A | | N/A | | N/A |  |  |
|  | N/A | | N/A | | N/A | | N/A | | N/A |  |  |
| 1. Work Experience | N/A | | N/A | | N/A | | N/A | | N/A |  |  |
| **D. Total Expenditures** | N/A | | N/A | | N/A | | N/A | | N/A | **$0** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | | |  | | |  | |
| **V. Participants** | **1. 1st Qtr (July-Sept.)** | | | **2. 2nd Qtr (Oct.-Dec.)** | | | **3. 3rd Qtr (Jan.-Mar.)** | | | **4. 4th Qtr (April-June)** | | **5. Cumulative Totals** | | |  |
| A. Prior Year Carry-In | 75 | | |  | | |  | | |  | | **75** | | |  |
| B. New Enrollees | 30 | | | 30 | | | 30 | | | 30 | | **120** | | |  |
| 1. Low Income/ Econ. Disadvantaged | \*25 | | | \*25 | | | \*25 | | | \*25 | |  | | |  |
| 2. High School Dropouts/ No GED | \*15 | | | \*15 | | | \*15 | | | \*15 | |  | | |  |
| 3. Unemployed | \*30 | | | \*30 | | | \*30 | | | \*30 | |  | | |  |
| 4. English Language Learner | \*3 | | | \*3 | | | \*3 | | | \*3 | |  | | |  |
| 5. Basic Skills Deficient | \*15 | | | \*15 | | | \*15 | | | \*15 | |  | | |  |
| 6. Out of School | 25 | | | 25 | | | 25 | | | 25 | |  | | |  |
| 7. In School | 5 | | | 5 | | | 5 | | | 5 | |  | | |  |
| **VI. Exits** |  | | |  | | |  | | |  | |  | | |  |
| 1. **Exits (WIA Measures Still in Effect until PY16)** | 26 | | | 33 | | | 01 | | | 00 | | 60 | | |  |
| 1. Placement in Empl. / Educ. | 20 | | | 26 | | | 1 | | | N/A | | 47 | | |  |
| 2. Attain Degree / Certificate | 18 | | | 23 | | | 1 | | | N/A | | 42 | | |  |
| 3. Literacy/Numeracy Gains | 13 | | | 20 | | | 0 | | | N/A | | 33 | | |  |
|  |  | |  | | |  | |  | | |  | |  |
| **Projected Cost per Participant**  For Current Year | | **$3,760** | | |  | | | | **Actual Cost per Participant**  For Previous Year | | | | | | | | **$2,154** |  |

**\* *New Enrollee* categories are not mutually exclusive and, therefore, do not represent the total number of New Enrollees.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attachment E**  **BUDGET SUMMARY – Administration** | | | | | | | | | | | | | | | | | |
| **Program Area** | **Administration (10%)** | | | | | | |  | | | **Issuance No.** | | | | | 14-07 |  | |
| **Program Period** | PY15/FY16 |  | | |  | | |  | | |  | | | | |  |  | |
|  |  | |  | | |  | | | **Other Funds** | | |  | |  |  | |
| **I. Funds Available** | **1. Carry In Funds** | | **2. PY Funds (July – Sept.)** | | | **3. FY Funds (Oct – June)** | | | **4. Source** | | | **5. Total**  **Available Funds** | |  |  | |
|
| A. Adult | $39,211.00 | | $3,915.50 | | | $42,935.00 | | | N/A | | | $86,061.50 | |  |  | |
| B. DLW | $38,902.58 | | $12,896.60 | | | $71,079.60 | | | N/A | | | $122,878.78 | |  |  | |
| C. Youth | $12,822.49 | | $56,018.60 | | |  | | | N/A | | | $68,841.09 | |  |  | |
| **D. Total Funds** | **90,936.07** | | **$72,230.70** | | | **$114,014.60** | | | **N/A** | | | **277,181.37** | |  |  | |
| **II. Projected Costs** |  | | |  | | |  | | |  | | |  |  | |  |
| A. Staff Costs | $0.00 | | $28,024.00 | | | $84,072.00 | | | N/A | | | $112,096.00 | |  | |  |
| B. Overhead Costs | $0.00 | | $14,010.00 | | | $42,030.00 | | | N/A | | | $56,040.00 | |  | |  |
| C. Transfer to Program | N/A | | N/A | | | N/A | | | N/A | | | N/A | |  | |  |
| **D. Total Projected** | **$0.00** | | **$42,052.00** | | | **$126,102.00** | | | **N/A** | | | **$168,136.00** | |  | |  |
|  |  | |  | | |  | | |  | | |  | |  | |  |
| **III. Projected Carry-In**  (to next Program Year) |  | | $109,045.37 | | |  | | |  | | |  | |  | |  |
|  |  | |  | | |  | | |  | | |  | |  | |  |
| **IV. Actual Expenditures** | **1st Qtr PY**  **(July-Sept.)** | | **2nd Qtr FY**  **(Oct.-Dec.)** | | | **3rd Qtr (Jan.-Mar.)** | | | **4th Qtr (April-June)** | | | **Cumulative Totals** | |  | |  |
| A. Administration | N/A | | N/A | | | N/A | | | N/A | | | **N/A** | |  | |  |
|  |  | | |  | | |  | | |  | | |  |  | |  |

INSTRUCTIONS FOR THE BUDGET, PARTICIPANT,

AND EXIT SUMMARY SHEETS—**Adults & Dislocated Workers**

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate “N/A.” Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect program costs (90% funds) and no administrative costs (10%).

1. **Funds Available**

Under the Funds Available section:

* **Column 1** should reflect the estimated carry-in funds from the previous year.
* **Column 2** should reflect the Program Year (PY), July through September funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
* **Column 3** should reflect the Fiscal Year (FY), October-June funds the local area will receive. This amount should also match the amount provided for planning purposes in the State Issuance.
* **Column 4** is to be used when transferring funds between adult and dislocated workers. In the header column, the local area will need to identify the Name (i.e. PY or FY) and the Effective Date which is the program or fiscal year the funds were initially awarded to the State. When transferring funds the original funds source should be displayed as a negative and the receiving funding source should be displayed as a positive.
* **Column 5** is the total of Columns 1, 2, 3 and, if applicable, 4.

1. **Projected Costs**

Under the Projected Costs section, staff costs are salary and benefit cost that will be charged to the adult program and operational costs are those expenses needed to operate the adult program (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.). :

* **Column 1** should reflect the amount of carry in funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
* **Column 2** should reflect the amount of Program Year funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
* **Column 3** should reflect the amount of Fiscal Year funds that will be spent on participant costs, staff costs, operational costs, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.
* **Column 4** should identify any participant, staff, operational, or equipment costs that will be charged to additional or transferred funds.
* **Column 5** should be the total of Columns 1-3 and, if applicable, 4, for participant, staff, operational, equipment costs, Incumbent Worker Training, Transitional Jobs, and Pay for Performance Contracts.

1. **Projected Carry-In**

In this section the local area should indicate the planned amount to be carried in for the following program year.

* **Column 1** should be left blank.
* **Columns 2-3** and, if applicable, 4, should be totaled and reflected in Column 5.

1. **Actual Expenditures**

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete in the appropriate column (1-4), the actual per quarter expenditures for the quarters completed to date.

* Column 5 should reflect the total of columns 1-4 as appropriate.

1. **Participants**

* **Columns 1-4** of this section should show the planned number of new enrolled participants per quarter. Each column should only show the number of **new** enrollees perquarter.
* **Column 1** reflects both the number of prior year carry-in participants and the new enrollees for 1st quarter.
* **Column 5** is the annual cumulative total over a four quarter period which includes the prior year carry-in shown in Column 1 and the addition of Columns 1-4 of new enrollees.
* **Column 6** needs to show the number of planned participants to be carried into the next program year.

1. **Exits**

* **Columns 1-4** – The number of planned Exits per quarter should be shown in Columns 1-4. Of the planned Exits, Columns 1-4 also asks how many will enter employment.
* **Column 5** is the cumulative total of Exits over a 4 quarter period and of those exited how many will enter employment

**VII. Projected Cost Per Participant** is the planned average cost per participant for the program period.

**Actual Cost Per Participant** is the local area’s average cost per participant for the previous program year.

INSTRUCTIONS FOR THE

BUDGET, PARTICIPANT, AND EXIT SUMMARY SHEETS – **YOUTH**

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate “N/A.” Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect program costs (90% funds) and no administrative costs (10%).

1. **Funds Available**

Under the Funds Available section:

* **Column 1** should reflect the estimated carry-in funds from the previous year.
* **Column 2** should reflect the Program Year (PY), July through June funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
* **Column 3** should reflect any additional youth funds the local area may receive. In the header of Column 3, the local area will need to identify the source of the additional funds and the Effective Date which is the program or fiscal year the funds were initially awarded to the State.
* **Column 4** is the total of Columns 1, 2 and 3, if applicable.

1. **Projected Costs**

The Projected Cost section has two parts; A. Out of School Youth, and B. In School youth. For the purpose of this section, staff costs are salary and benefit cost that will be charged to the youth program and operational costs are those expenses needed to operate the youth program (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.).

* **Column 1** should reflect the amount of carry in funds that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance.
* **Column 2** should reflect the amount of Program Year funds that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance
* **Column 3** should reflect any additional funds the local area received that will be spent on participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) for A. Out of School Youth, B. In School Youth and C. Pay for Performance
* **Column 4** should be the total cost for participant costs (non-Work Experience), staff costs (non-Work Experience), operational costs, equipment costs, participant (Work Experience), and Staff (Work Experience) (Columns 1-3).

1. **Projected Carry-In Funds**

In this section the local area should indicate the planned amount to be carried in for the following program year.

* **Column 1** should be left blank.
* **Columns 2-4** should be totaled and reflected in Column 5.

1. **Actual Expenditures**

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete, in the appropriate column (1-4), the actual per quarter expenditures for the quarters completed to date. This information must be provided specific to Out of School (except work experience), In School Youth (except work experience), and Work Experience expenditures.

* **Column 5** should reflect the total of Columns 1-4.

1. **Participants**

* **Columns 1-4** of this section should show the planned number of new enrolled participants per quarter. Each column should only show the number of new enrollees **per** quarter.
* **Column 1** reflects both the number of prior year carry-in participants and the new enrollees for 1st quarter. Of the combined total, A. prior year carry-in and B. new enrollees, indicate how many are planned to be: 1. Low income/economically disadvantaged, 2. High school dropout/ no GED, 3. Unemployed, 4.English Language Learner, 5. Basic Skills Deficient, 6. Out of school and, 7. In school.
* **Column 5** is the annual cumulative total over a four quarter period which includes A. prior year carry-in shown in Column 1 and B. new enrollees in Columns 1-4.
* **Column 6** needs to show the number of planned participants to be carried into the next program year.

1. **Exits**

* The number of planned Exits per quarter should be shown under A. Exits in **Columns 1-4**.
* Of the planned Exits, **Columns 1-4** also asks per quarter how many will: 1. Be placed in Employment/Education, 2. Attain a degree/certificate, and/or 3. Achieve literary/numeracy gains.
* **Column 5** is the cumulative total of Exits over a four quarter period and a cumulative total of those exited how many plan to: 1. Be placed in Employment/Education, 2. Attain a degree/certificate, and/or 3. Achieve literary/numeracy gains.

**VII. Projected Cost Per Participant** is the planned average cost per participant for the program period.

**Actual Cost Per Participant** is the local area’s average cost per participant for the previous program year.

INSTRUCTIONS FOR THE

BUDGET SUMMARY SHEETS - **Administration**

***This Budget Summary Sheet should only reflect the 10% Administrative set aside funds allowed for administration under the WIOA Adult, Youth and Dislocated Worker Programs.***

The correct Issuance number and Program Period must be completed. If an Issuance is not applicable, indicate “N/A.” Program Period must be completed, and include Program and Fiscal Year. The Budget, Participant, and Exit Summary sheet should only reflect administrative costs (10% funds) and no program costs (90%).

1. **Funds Available**

Under the Funds Available section:

* **Column 1** should reflect the estimated carry-in funds from the previous year.
* **Column 2** should reflect the Program Year (PY), July through September funds the local area will receive. This amount should match the amount provided for planning purposes in the State Issuance.
* **Column 3** should reflect the Fiscal Year (FY), October-June funds the local area will receive. This amount should also match the amount provided for planning purposes in the State Issuance.
* **Column 4** is to be used when the local area receives any other funds for administration. The local area will need to identify the source of the administrative funds.
* **Column 5** is the total of Columns 1, 2, 3 and, if applicable, 4. This section should only reflect administrative costs (10% funds) and no program costs (90% funds).

1. **Projected Costs**

Under the Projected Costs section, staff costs are salary and benefit cost that will be charged to administrative funds and overhead costs are those expenses needed to support administrative functions (i.e. all cost related to the program that are not a personnel cost such as; rent, utilities, publications and printing, travel, etc.).:

* **Column 1** should reflect the amount of carry in funds that will be spent on: A. staff costs and B. overhead costs.
* **Column 2** should reflect the amount of Program Year funds that will be spent on staff costs and overhead costs.
* **Column 3** should reflect the amount of Fiscal Year funds that will be spent on staff costs and overhead costs.
* **Column 4** should identify any administrative costs (staff or overhead) the local area may receive.
* **Column 5** should be the total of Columns 1-4 for participant, staff, operational, and equipment costs.

1. **Projected Carry-In**

In this section the local area should indicate the planned amount to be carried in for the following program year.

* **Column 1** should be left blank.
* **Columns 2-4** should be totaled and reflected in Column 5.

1. **Actual Expenditures**

This section only needs to be completed when the local plan is being modified or revised after the beginning of the program year. Depending on the quarter of the program year the modification is submitted, the local area needs to complete in the appropriate column (1-4), the actual per quarter expense for the quarters completed to date.

* Column 5 should reflect the total of columns 1-4 as appropriate.