



FY 2018 ANNUAL INTEGRATED BUDGET

WFB Name: METRO SOUTHWEST REGION - PARTNERSHIPS FOR A SKILLED WORKFORCE, INC.		Prepared by: CAROL WOLF											Date Submitted	9/15/2017	Date Approved			
Program / Phase Number	MASS DOT	TRADE	DESE	USDOL	USDOL	USDOL	DTA	DTA	WIOA	WIOA	WIOA	OTHER						
Program / Phase Description	TOLL COLLECT	TAA CASE MGMT	FY18	Direct grant	Direct grant	Direct grant	CIES	WIOA	MRC	CFB	SCSEP							TOTAL
Phase Number	FY18	FY18																
<b>AVAILABLE FUNDING</b>	\$15,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
New Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carry-in Funding (FY17 to FY18)	\$15,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
<b>STATE-PAID- RETAINED FTEs:</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRINGE BENEFITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PREMISES LEASE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONES (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOSES FEE (see attachment)	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$519
INFORMATION TECHNOLOGY (IT/CITRIX)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NON-PERSONNEL SERVICES - OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL-STATE-PD RETAINED EXP</b>	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$519
<b>CAREER CENTER/FISCAL AGENT FTEs:</b>	0.00	0.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.35
PERSONNEL	\$0	\$18,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,606
FRINGE	\$0	\$3,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,193
PREMISES LEASE	\$0	\$8,488	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,488
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$0	\$1,029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,029
NON PERSONNEL SERVICES - OTHER	\$0	\$5,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,080
INDIRECT / DeMinimus	\$0	\$3,085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,085
SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRAINING (30% allocation minimum)</b>																		
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All other training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	\$0	\$39,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,481
<b>WFB/FISCAL AGENT FTEs:</b>	0.03	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.03
PERSONNEL	\$2,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,480
FRINGE	\$620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$620
PREMISES LEASE	\$327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$327
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NON PERSONNEL SERVICES - OTHER	\$359	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$359
INDIRECT / DeMinimus	\$1,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,364
SUPPORT SERVICES	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
<b>TRAINING (30% allocation minimum)</b>																		
Occupational Skills Training (ITA)	\$8,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,450
All other training	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Sub-Total TRAINING	\$9,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,450
<b>WFB EXPENSES (NON-ADD) TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL-WFB FA EXP (locally paid)</b>	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>RETAINED AMOUNT</b>	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$519
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	\$0	\$39,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,481
<b>SUBTOTAL-WFB FA EXP (locally paid)</b>	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>TOTAL ALL EXPENSES (State+Contr)</b>	\$15,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
<b>CONTRACT AMOUNT *</b>	\$15,000	\$39,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,481
Unallocated Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\* Contract amount row is only for use with funds emanating from DCS

WFB Name: METRO SOUTHWEST REGION - PARTNERSHIPS FOR A SKILLED WORKFORCE, INC.		Basis for Allocating Costs	
Line Item	Amount	Budget Narrative Summary explanation for line item amounts	Please explain the Cost Allocation Basis/Methodologies for charging direct costs and allocating shared direct costs and indirect costs in a brief summary for each applicable line item. If plan is specific to particular funding sources, please specify these funding sources and provide an explanation for each exception. Please identify costs included as part of a Resource Sharing plan.
Example: Fringe	\$ 100,000	Medical, dental, life, medicare, 5% retirement, workers compensation, unemployment insurance, payroll tax	25% of "PERSONNEL" line item amount; allocated across grants based on direct salaries charged ss per Cost Allocation Plan (CAP)
<b>AVAILABLE FUNDING</b>	<b>\$5,738,608</b>		
<b>New Funding</b>	<b>\$4,778,107</b>		
<b>Carry-in Funding (FY17 to FY18)</b>	<b>\$960,501</b>		
<b>STATE-PAID- RETAINED FTEs:</b>	<b>17.2</b>		
<b>PERSONNEL</b>	<b>\$970,973</b>	Curent DCS Staff Salaries as identified in DCS Staffing Sheets and including approved vacancies.	From DCS Staffing Sheets, allocated across applicable grants by assigned work.
<b>FRINGE BENEFITS</b>	<b>\$506,751</b>	DCS Staff Fringe, Taxes, Indirect and AS&T at 12.5% for total of 52.19%	From DCS Staffing Sheets using additional rates included in Attachment K, Integrated Budget Instructions, allocated in accordance with Salaries.
<b>PREMISES LEASE (see attachment)</b>	<b>\$0</b>		
<b>TELEPHONES (see attachment)</b>	<b>\$0</b>		
<b>MOSES FEE (see attachment)</b>	<b>\$64,668</b>	MOSES Fees as required and detailed in Attachment W.	From Attachment W, MOSES Support Charges for FY'18 and allocated by FTE.
<b>INFORMATION TECHNOLOGY (IT/CITRIX)</b>	<b>\$4,536</b>	IT and Citrix User and Profile Fees as required and detailed in Attachment Y.	From Attachment Y, FY'18 Cost for Citrix Conection and allocated by FTE.
<b>TRAVEL</b>	<b>\$4,860</b>	DCS Staff Travel conducting career center business	Estimated at \$25/mo per DCS staff FTE for 12 months.
<b>NON-PERSONNEL SERVICES - OTHER</b>	<b>\$519</b>		
<b>SUBTOTAL-STATE-PD RETAINED EXP</b>	<b>\$1,551,788</b>		
<b>CAREER CENTER/FISCAL AGENT FTEs:</b>	<b>13.5</b>		
<b>PERSONNEL</b>	<b>\$811,320</b>	Career Center staff salaries from both Career Team and ETR Transition Team	Transitional Team staff charges are tracked using formatted timesheet, limited to activities and grants specified in approved Transition Contract budget. For the period of 7/1/17 - 9/30/17, staff charged to Transitional Grant include Executive Director, IT Coordinator, Fiscal Coordinator, Career Advisors (5), MIS and Front Desk staff. All charges from 7/1/17 - 9/30/17 are 100% charged to Transitional Contract budget.
<b>FRINGE</b>	<b>\$146,782</b>	Fringe Benefits for staff above including medical, dental, life, SS, WC, UI and payroll taxes.	From Career Team - (\$123,778) Allocated in the same manner as salaries and wages. From ETR - (\$23,004) Calculated at a rate of 26% and allocated same as Salaries.
<b>PREMISES LEASE</b>	<b>\$295,133</b>	Career Center Sites in Framingham and Norwood	From Career Team - (\$267,400) Allocated based on square footage and FTEs. Premises cost allocation is further detailed in Metro South/West FY'18 Cost Allocation Plan. From ETR - (\$27,733) Allocated in accordance with Metro South/West ETA Cost Allocation Plan, by square footage, by use with shared cost pools.
<b>MOSES FEE (see attachment)</b>	<b>\$0</b>	Retained	
<b>INFORMATION TECHNOLOGY (IT/DATA LINES)</b>	<b>\$191,000</b>	IT Equipment, Maintenance, Licensing, Data Circuits, Firewalls, Renewals, etc. for all locations.	From Career Team - (\$191,000) Planned expense based on prior year spending as well as projected IT needs determined by IT Manager. If the directly benefiting grant can be readily identified, the PO will indicate such and the cost will be applied directly to the grant. When that is not possible but costs are directly benefiting all grants, the cost allocation plan for Premises will be applied to IT expenses.
<b>NON PERSONNEL SERVICES - OTHER</b>	<b>\$184,545</b>	Includes all operating costs other than Salaries/Fringe, Premises and IT - includes but not limited to supplies, testing, registration fees, printing, copying, communications	From Career Team - (\$129,306) Allocated in accordance with sq. ft. Allocated based on square footage and FTEs - allocation spreadsheet available From ETR - (\$55,239) Allocated by contract for transitional services based on direct usage and Premises spreadsheet
<b>INDIRECT / DeMinimus</b>	<b>\$120,474</b>	Applied DeMinimus rate for both Career Team and ETR Transitional - 10% of MTDC	For Career Team and ETR - Allocated by planned grant MTDC
<b>SUPPORT SERVICES</b>	<b>\$45,617</b>	Support services necessary to ensure successful completion of employment and training objectives.	From Career Team (\$34,737) and ETR (\$10,880) Directly charged based on client enrollment
<b>TRAINING (30% allocation minimum)</b>			
Occupational Skills Training (ITA)	\$462,863	By ITA contract with approved vendor. For Career Team, budgeted approx. \$7,465 per adult and DW client for 50 individuals; For ETR, budgeted approx. \$6,892 for 13 clients in Q-1 FY'18	From Career Team (\$373,263) and ETR (\$89,600) Directly charged based on client enrollment
All other training	\$50,000	For Career Team, credentialed training at cost threshold of \$250 per Adult and DW client for 140 individuals	For Career Team - (\$50,000) Allocated directly based on client enrollment
<b>Sub-Total TRAINING</b>	<b>\$512,863</b>		
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	<b>\$2,307,734</b>		
<b>WFB/FISCAL AGENT FTEs:</b>	<b>13.6</b>		
<b>PERSONNEL</b>	<b>\$919,491</b>	Salaries of staff from PSW (3.1FTE), MSW, Inc. Youth Program (8.0 FTE), and Fiscal Agent (2.5 FTE)	For PSW (\$280,322), MSW, Inc. Youth (\$453,788) and Fiscal Agent (\$185,380) - Allocated by actual time spent on grants as documented by timesheet. Time allocated to more than one grant may be pooled and distributed as either direct or indirect cost.
<b>FRINGE</b>	<b>\$194,643</b>	Fringe Benefits for staff above including medical, dental, life, SS, WC, UI and payroll taxes.	For PSW (\$43,894), MSW, Inc. Youth (\$105,731) and Fiscal Agent (\$45,018) - Allocated same as Salaries above.
<b>PREMISES LEASE</b>	<b>\$92,966</b>	For PSW, share of space at 420 Lakeside Ave, Marlboro; For MSW, Inc. Youth and Fiscal Agent, share of space at 1671 Worcester Rd lower level, and Walker Building, Marlboro.	For PSW (\$24,520), allocated by FTE. For MSW, Inc. Youth and Fiscal Agent, allocated by Premises Worksheet by room, square footage and use.
<b>MOSES FEE (see attachment)</b>	<b>\$0</b>	Retained	
<b>INFORMATION TECHNOLOGY (IT/DATA LINES)</b>	<b>\$61,246</b>	Includes IT Equipment, Maintenance, Licensing, Data Circuits, Firewalls, Renewals, Etc. for all	For PSW (\$2,092) allocated by FTE. For MSW, Inc. Youth (\$42,470) and Fiscal Agent (\$16,684) planned expense based on maintenance of separate networks as well as prior year spending and imminent needs projected by IT Administrator. If the directly benefiting grant can be readily identified, the PO will indicate such and the cost will be applied directly to the grant. When that is not possible but costs are directly benefiting all grants, the cost allocation plan for Premises will be applied to IT expenses.
<b>NON PERSONNEL SERVICES - OTHER</b>	<b>\$146,460</b>	Includes Travel, Communication, Equipment (non-IT), Supplies, Job Fairs, Staff Development, Printing, Vouchering, Memberships, Consulting, Audit, all other operating costs not detailed elsewhere.	For PSW (\$37,309) Operating expenses are allocated among PSW programs based on share of FTE staff. For MSW, Inc. Youth (\$43,343) and Fiscal Agent (\$65,808), cost basis is determined through prior year expenditures as well as planned adjustments due to staff, new grants, etc. If the directly benefiting grant can be readily identified, the PO will indicate such and the cost will be applied directly to the grant. When that is not possible but costs are directly benefiting all grants, the cost allocation plan for Premises will be applied to NPS expenses. Travel includes mileage, parking, tolls and other, with mileage calculated at \$0.45/mile. Communications includes all telephone and data lines. Supplies include all office and operating supplies not included in other categories. Printing includes the cost of copying leases and materials as well as outside production. Vouchering includes any payment made to a region for reimbursement of case management services at rate determined via contract. Audit expenses include the required A-133. All operating costs not detailed elsewhere are included in this category.
<b>INDIRECT / DeMinimus</b>	<b>\$143,543</b>	For PSW, approved rate of 12.3%. For MSW, Inc. Youth and Fiscal Agent, applying DeMinimus rate of 10% of MTDC	Allocated based on direct grant expenditure for all.
<b>SUPPORT SERVICES</b>	<b>\$102,322</b>	For MSW, Inc. Youth Program only - includes all costs necessary to support successful program outcome including transportation, books, tools, uniforms, etc.	Applied directly to grant based on enrollment.
<b>TRAINING (30% allocation minimum)</b>			
Occupational Skills Training (ITA)	\$96,450	ITA Skills Training for Youth (\$88,000) and Mass DOT grant through Fiscal Agent (\$8,450)	Applied directly to grant based on enrollment
All other training	\$121,000	All other training including apprenticeship and OJT for Youth (\$120,000) and Mass DOT (\$1,000)	Applied directly to grant based on enrollment
<b>Sub-Total TRAINING</b>	<b>\$217,450</b>		
<b>WFB EXPENSES (NON-ADD) TOTAL</b>	<b>\$435,805</b>		
<b>SUBTOTAL-WFB FA EXP (locally paid)</b>	<b>\$1,879,085</b>		