INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Gina DelSanto, Ph.D.
Senior Deputy Commissioner for Policy, Education, and Training

DATE: April 10, 2012

SUBJECT: DWD Policy 2011-15
Local Plan Instructions for Workforce Investment Boards and Regional Workforce Boards

Purpose
To provide workforce investment boards (WIBs) and regional workforce boards (RWBs) with local workforce investment plan instructions for the period July 1, 2012 through June 30, 2013

Rescission
DWD Policy 2010-11, issued February 7, 2011

Content
Governor Mitchell E. Daniels, Jr. has made growing Hoosier jobs and personal income the organizing principles of his administration. In line with the Governor's overall agenda, he has laid out the following three priorities for the publicly funded workforce system:

1. **Grow Hoosier jobs in Indiana**
2. **Increase personal income of Hoosiers**
3. **Deliver premier customer service**

To achieve meaningful success on these priorities, the State Workforce Innovation Council (SWIC) and the Indiana Department of Workforce Development (DWD) have established four strategic goals for workforce investment programs. All workforce investment initiatives and activities throughout the State of Indiana should cohere to the following four strategic goals:

1. ***Ensure Hoosiers understand and achieve occupational goals that advance Indiana's economy.***
   Provide relevant, reliable and visible career development for Hoosier adults and at-risk youth that includes career exploration, occupational training, workplace-skill development, and (re)employment assistance, with a focus on high-wage/high-demand jobs.

2. ***Identify, align and connect Indiana employers with qualified workers.***
   Ensure collaborative and integrated partnerships between the workforce investment system and the employment community, focusing on high-wage/high-demand sectors, that provide reliable and visible support to employers seeking qualified workers. Reciprocally, ensure partnerships that provide input to the educational and supportive programs and services provided to youth and adult learners and workers.

3. ***Achieve a cohesive workforce investment system.***
   Provide a workforce investment system whose education and support programs articulate with the state's public, private, nonprofit and community-based institutions to insure the delivery of highest-quality opportunities for career development and re(employment).

4. ***Deliver optimal high quality and efficiency statewide.***
   Ensure a workforce investment system delivered by professional staff who possess the knowledge and skills to support youth and adult learners in their career development.

All workforce investment boards and regional workforce boards are required to develop and submit local workforce investment plans, adhering to the guidelines established within this policy and the attached instructions. These plans are expected to be data driven and, as required by Section 118(a) of the Workforce Investment Act, must be consistent with Indiana's Strategic State Plan.

Because of Indiana's unique workforce investment governance structure, with a combination of workforce service areas and regional workforce areas, the regional workforce boards will follow the guidance in this policy in formulating their individual plans. Those plans will be combined into a single local workforce investment plan for the balance of state area. Workforce investment board plans and regional workforce board plans must be able to function as stand-alone plans, and must cohere to the requirements contained in this policy and any other State workforce investment policy.

Workforce Investment Boards' and Regional Workforce Boards' Workforce Investment Plan Timeline

May 11, 2012	WIBs and RWBs submit local workforce investment plans to DWD WIBs and RWBs public comment periods begin
June 11, 2012	Summary of public comments received by WIBs and RWBs is due to DWD Revisions of WIB and RWB local workforce investment plans due to DWD
June 30, 2012	WIB and RWB local workforce investment plans approved
July 1, 2012	WIA Program Year 2011 begins

Submission of Plans
Plans must be submitted to the State Workforce Innovation Council, c/o Indiana Department of Workforce Development, no later than 5 p.m. Eastern time on Friday, May 11, 2011.

The workforce investment board or regional workforce board must submit the plan electronically to the following email address: NKlinck@dwd.IN.gov

The Plan must be attached to the email as an editable Microsoft Word or Excel document, as appropriate. Adobe Acrobat documents are only allowable for signature pages.

Public Review and Comment Requirements
Section 118(c) of the Workforce Investment Act of 1998 contains the following requirements for public review and comments of proposed local workforce investment plans - "Prior to the date on which the local board submits a local plan under this section, the local board shall:

(1) Make available copies of a proposed local plan to the public through such means as public hearings and local news media;
(2) Allow members of the local board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and
(3) Include with the local plan submitted to the Governor under this section any such comments that represent disagreement with the plan."

Workforce investment boards and regional workforce boards must ensure that the development of their local workforce investment plan provides ample opportunity for interested members of the public to provide input into the development of the plan, as well as the opportunity to review and comment on the completed plan. WIBs and RWBs must, at minimum, post the plan on a public website for a minimum of 30 days, notify local media of the plan's availability, and provide a method (both via traditional mail and electronic mail) for members of the public to provide comments.

It is anticipated that WIBs and RWBs will make the plans available for public review and comment between May 11 and June 10, 2012, and will provide the State Workforce Innovation Council with a summary of any comments received throughout the review period no later than June 11, 2012.

Plan Review and Approval
Staff from the Department of Workforce Development, working on behalf of the State Workforce Innovation Council and the Governor, will review the submitted plans for content and completion, and will request additional information as needed from WIBs and RWBs.

The SWIC will review and vote on approval of the submitted plans at its June 2012 meeting. Following approval or denial by the SWIC, WIBs, RWBs, and their respective chief elected officials will be notified of the final decisions and of any required "next steps" prior to July 1, 2012.

Effective Date
Immediately

Ending Date
Upon rescission

Ownership
DWD Policy
Indiana Department of Workforce Development
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
E-mail: NKlinck@dwd.IN.gov

Action
The workforce investment boards and the regional workforce boards are to develop and submit local workforce investment plans in accordance with the guidance set forth in this policy and in the attached "Instructions for Local Workforce Investment Plans."

Attachment
Instructions for Local Workforce Investment Plans, Program Year 2012

Instructions for Local Workforce Investment Plans
Program Year 2012

The local workforce investment plans will cover Program Year 2012 (July 1, 2012 through June 30, 2013). The plans will be due to the State Workforce Innovation Council, c/o the Indiana Department of Workforce Development by 5:00 p.m. Eastern on Friday, May 11, 2012.

Plans must be submitted in an editable electronic format (MS Word or Excel, as appropriate), with signature pages in Adobe Acrobat, to:
NKlinck@dwd.IN.gov

Plan Contents
All workforce investment plans will consist of seven (7) sections:

1) Executive Summary
2) Labor Market Analysis
3) Operational Plans
4) Key Partnerships
5) Budget
6) Governance and Structure
7) Program Contact Persons and Signature Page

Each plan will address the entire area that comprises the WIB's workforce service area or RWB's regional area, strongly cohering to the State's strategic workforce investment goals, and closely supportive to the most relevant labor market data and analysis.

All questions or items contained within these instructions must be addressed within the plan in the order they are presented.

It is understood that there may be little to no changes in certain sections of the plans from the plan that was submitted and approved for PY2011. For this reason, WIBs or RWBs should clearly identify those sections that have been changed or modified from the PY2011 Plan.

1) Executive Summary
The Executive Summary should provide a concise description of the entirety of the plan. It should be able to function as a stand-alone document that provides key stakeholders and partners with the key themes, initiatives, and actions to be taken by the workforce investment board or regional workforce board during Program Year 2012 (July 1, 2012 – June 30, 2013).
(The Executive Summary should not exceed two pages.)

2) Labor Market Analysis – all responses should be strongly supported by available data.

- What are the area's primary business sectors by business size?
  (Response should not exceed one page.)

- What are the current and projected employment opportunities within the local area?
  (Response should not exceed one page.)

- What are the area's high-demand, high-wage occupations, and what job skills and educational attainment are needed for those occupations? (Please attach area's "demand occupation" list or policy.)
  (Response should not exceed one page, not including attachment.)

- What industries and occupations within the local area's economy are expected to grow or decline within the next three years and within the next ten years?
  (Response should not exceed one page.)

- Does the area have any "targeted" business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the "targeted" sector.
  (Response should not exceed one page.)

- What does the area's workforce look like statistically along the following categories?
  - Demographics (Age, Gender, Race)
  - Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)
  - Current HS Graduation Rate
  - Employed/Unemployed numbers and percentages

  (Response should not exceed one page.)

- Based upon labor market information and demographics, what makes the area unique to its contiguous areas and within the State as a whole?
  (Response should not exceed one page.)

3) Operational Plans

- Provide the address, phone number, and hours of operations for each WorkOne office located within the area. Identify which offices are "full-service" and "express."

- Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics.
  (Response should not exceed one-half page.)

- Briefly describe how the WIB/RWB has implemented the WorkOne Customer Flow Policy, DWD Policy 2010-13, including how participants move through the tiers of service (Core, Intensive, and Training), and what is required for participants to become "fully enrolled" in WIA performance-bearing services.
  (Response should not exceed two pages)

- Describe how the WIB/RWB will track actual performance against performance goals.
  (Response should not exceed one-half page.)

WIA Adult and Dislocated Worker Services

- Complete Program Year 2012 WIA Adult and Dislocated Worker Services Matrix, closely following instructions contained within spreadsheet document.

- Complete Program Year 2011 WIA Adult and Dislocated Worker Services Matrix – Results, closely following instructions contained within spreadsheet document.

- Describe the criteria to be used by the WIB/RWB to determine if WIA Annual Adult Funds shall be considered "limited."

- Describe how the WIB/RWB will be involved in the process of determining when WIA Adult Funds are "limited."
  (Response should not exceed one page.)

- Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans' spouses, low income individuals, and recipients of public assistance when WIA Adult Funds become "limited."
  (Response should not exceed one-half page.)

WIA Youth Services

- Complete Program Year 2012 WIA Youth Services Matrix, closely following instructions contained within spreadsheet document.

- Complete Program Year 2011 WIA Youth Services Matrix – Results, closely following instructions contained within spreadsheet document.

- Indicate the number of Full-Time Equivalent (FTE) service staff persons funded by WIA Youth Funds that are located within the area.

- Describe specific outreach activities targeted to Youth within the area.
  (Response should not exceed one-half page.)

- How does WIB/RWB measure the success of Youth service providers?
  (Response should not exceed one-half page.)

Other Services

- How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Workers Unit to perform the following:
  - Securing and sharing information when there is a possibility of a mass layoff (50 or more workers)?
  - Coordinating activities where a layoff involves a company that is Trade certified?

  (Response should not exceed one page.)

- How does the WIB/RWB ensure the coordination of the following programs, at minimum, at each WorkOne?
  - Adult Education
  - Unemployment Insurance
  - Trade Act
  - Title 38 Veterans' Programs (LVER, DVOP)
  - Worker Profiling and Reemployment Services (WPRS) and Reemployment and Eligibility Assessment (REA)

  (Response should not exceed two pages.)

- Briefly describe the business services, specifically job recruitment, job posting, and job matching services, that are offered within the area.
  (Response should not exceed one page.)

- Describe how the WIB/RWB will ensure that veterans' priority of service will be carried out within the local area.
  (Response should not exceed one-half page.)

4) Key Partnerships

- Complete Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

- Attach One-Stop Partners' Memorandum of Understanding (MOU). **WIBs only need to respond.**
  (Must follow guidance contained within DWD MOU Policy – sample MOU provided in policy.)

- Describe how the WIB/RWB partners with economic development entities within the local area and at the state level.
  (Response should not exceed one-half page.)

5) Budget

- Attach a copy of the WIB's or RWB's, and its WIA service providers' proposed budgets for Program Year 2012 using PY2011 allocation information.

- Describe how the WIB/RWB monitors its annual budget and the budget of its service providers.
  (Response should not exceed one page.)

- Describe how the WIB/RWB will ensure that administrative spending is kept to a minimum.
  - Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:
    - Staffing (Administrative Cost)
    - Travel
    - Outreach
    - Other (describe)
  - Provide any policies/procedures the WIB/RWBs will utilize to approve the following:
    - Hiring of staff
    - Travel

  (Response should not exceed two pages, not including any attached policies.)

6) Governance and Structure

- Describe how the WIB/RWB consulted with members of the public, including local elected officials, representatives of business, labor, and economic development prior to the submission of this plan
  (Response should not exceed one-half page.)

- Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area. (If there have been changes to the Local Elected Officials' Agreement or the County Chief Elected Officials' Agreement during PY2011, attach a copy

of the agreement. If there have been no changes to the agreements, indicate how the public may access a copy.)
(Description should not exceed one-half page.)

- Who is the chief elected official for the area, and how is liability for the misuse of WIA funds assumed by the local elected officials? **WIBs only need to respond.**
(Response should not exceed one-half page.)

- Identify who the fiscal agent or entity responsible for the disbursal of WIA grant funds is in the local area.

  Name:
  Organization:
  Address:
  Telephone Number:
  E-mail Address:

- Describe the nomination and selection process used to appoint members to the workforce investment board. **WIBs only need to respond.**
(Response should not exceed one-half page.)

- Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities (primary industries, business size) and the geographic diversity of the local workforce service area. **WIBs only need to respond.**
(Response should not exceed one-half page.)

- If the WIB's or RWB's Bylaws have been changed throughout PY2011, attach a copy of the bylaws. If no changes have been made, indicate how the public may obtain a copy of the bylaws.

- Provide a description of the WIB's/RWB's support and administrative staffing.
  - Complete a chart in Word, indicating the compensation of the top five paid individuals employed by the WIB, OneStop Operator, Regional Operator, Fiscal Agent, or WIA Service Providers that utilize WIA local funds.

Executive Compensation					
	Staff Person Name	Salary	Benefits	Bonuses	Total Annual Compensation
1		$	$	$	$
2					
3					
4					
5					

  - Attach a WIB/RWB Organizational Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons.
(Response should not exceed one page.)

- Who is the area's One-Stop Operator (OSO), what are its roles and responsibilities, and describe the OSO designation process. **WIBs only need to respond.**
  (Response should not exceed one page.)

- Identify what WIA services and activities will be awarded through competitive grants within the local area, and briefly describe the competitive process that was or will be utilized within each competition.
  - One-Stop Operator?
  - WIA Youth Service Providers?
  - WIA Adult Service Providers?
  - WIA Dislocated Worker Providers?
  - Other?

  (Response should not exceed two pages.)

- Describe the process the WIB/RWB utilizes to monitor any services/activities it procures, including WIA Service Provider
  (Response should not exceed one page.)

- How does the WIB/RWB eliminate real or perceived conflict of interest in developing RFPs, scoring proposals, and issuing grant awards?
  (Response should not exceed one-half page.)

7) Program Contact Persons and Signature Page

- Provide the name and contact information of the WIB/RWB's primary contact persons for the following:
  - WIA Adult and Dislocated Worker Programs
  - WIA Youth Programs
  - Adult Education Programs
  - Fiscal management
  - Electronic/Information systems
  - Data collection/performance
  - WIA Equal Opportunity Officer
  - WIA program complaints

- The Local Workforce Investment Plan must be signed and dated by the following (include printed name and title, and contact information):
  - Workforce Investment Board/Regional Workforce Board Chairperson
  - Chief Elected Official

Attachments to be included

1) WIB/RWB Demand Occupations list or Policy
2) PY2012 WIA Adult and Dislocated Worker Services Matrix
3) PY2011 WIA Adult and Dislocated Worker Services Matrix - Results
4) PY2012 WIA Youth Services Matrix
5) PY2011 WIA Youth Services Matrix - Results
5) Key WIB/RWB Partnership Matrix
6) Copy of One-Stop Partners' Memorandum of Understanding (MOU) (for WIBs only)
7) WIB or RWB Budget and Service Provider Budgets
8) Copy of Updated Local Elected Officials' Agreement (if needed)

9) Copy of Updated County Chief Elected Officials' Agreement (if needed)
10) Copy of Updated WIB/RWB Bylaws (if needed)
11) WIB or RWB Organization Chart
12) Any other attachments

WIA Adult and Dislocated Worker Service Matrix
Program Year 2012

PY 2012 Planned Participation Snapshot

	Total Unique Planned Participants	Adult	DW	Co-Enrolled Adult and DW	

PY2012 Planned Partipation and Services Detail

	Activity	Description	Annual Participation Target			Annual Service Target	
			Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW
Core Services	Orientation Workshop	▪Frequency: x times per week ▪Delivery Mechanism: (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	Resume Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	Interviewing Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	Career Interest Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	Job Search Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	UI Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					
	Healthy Lifestyles Workshop	▪Frequency: x times per week ▪Delivery Mechanism (on-line, recorded, face-to-face, etc.) ▪Objective (One sentence description) ▪Anticipated Learning Outcomes (One sentence summary)					

WIA Adult and Dislocated Worker Service Matrix
Program Year 2012

	Digital Literacy Workshop	•Frequency: x times per week •Delivery Mechanism (on-line, recorded, face-to-face, etc.) •Objective (One sentence description) •Anticipated Learning Outcomes (One sentence summary)					
	Financial Literacy Workshop	•Frequency: x times per week •Delivery Mechanism (on-line, recorded, face-to-face, etc.) •Objective (One sentence description) •Anticipated Learning Outcomes (One sentence summary)					
	Work Readiness Workshop	•Frequency: x times per week •Delivery Mechanism (on-line, recorded, face-to-face, etc.) •Objective (One sentence description) •Anticipated Learning Outcomes (One sentence summary)					
	Other Workshops	(Add rows for any additional core workshops offered at WorkOnes within local area/region)					
	Other Core Services	(Briefly describe any additional core services regularly offered at WorkOnes)					
Intensive Services	**Case Mgmt**	(Indicate number of case managers and briefly describe operational responsibilities within local area/region)					
	Counseling	(Indicate the number of academic and career counselors and briefly describe operational responsibilities within the local area/region. Briefly describe any plans for delivering group counseling)					
	Prevocational Training	(Describe any prevocational training activities that are funded by the WIB/RWB, and provide the rationale for offering)					
	Intensive-Level Workshops	(Add rows for any intensive-level workshops offered at WorkOnes within local area/region, and provide brief description of workshops including frequency, delivery mechanisms, and anticipated learning outcomes)					
Training	**ITAs**	(Describe key principles of area's ITA policy, including any restrictions on in-demand occupations, level of education, costs (both tuition and supportive services), and length of time)					
	GED Plus	(Briefly describe the area's GED Plus program, including what certifications are offered, and any restrictions on eligibility, level of education, cost or length of time)					
	OJT	(Describe key principles of area's OJT policy, including any restrictions on cost or length of time)					

WIA Adult and Dislocated Worker Service Matrix
Program Year 2012

Other Activities or Programs	Supportive Services	(Describe the key principles of area's supportive service policy, including any restrictions on eligibility or cost)					
	Business Services	(Describe the services the area makes available for businesses - include the number of staff persons solely dedicated to serving businesses)					
	Staff Development	(Describe any staff development activities undertaken in the area/region - include how regularly staff are provided with development opportunities)					
	Other	(Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering - add additional rows if necessary)					
		(Insert additional rows if needed)					
Admin Costs	Administrative Activities	(Briefly describe how WIA Administrative Funds will be utilized)					
Totals		Total Core					
		Total Intensive					
		Total Training					
		Total Other					
		Grand Totals					

WIA Adult and Dislocated Worker Service Matrix
PY2011 Results

PY2011 Adult and Dislocated Worker Participation Overview			
Total Unique Partipants	Adult	DW	Co-Enrolled Adult and DW

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

		Adult		DW		Co-Enrolled Out-of-School Youth		
	Activity	Planned (PY2012)	Actual (Through Mar 30, 2012)	Planned (PY2012)	Actual (Through Mar 30, 2012)	Planned (PY2012)	Actual (Through Mar 30, 2012)	Notes
Core Services	Orientation Workshop							
	Resume Workshop							
	Interviewing Workshop							
	Career Interest Workshop							
	Job Search Workshop							
	UI Workshop							
	Healthy Lifestyles Workshop							
	Digital Literacy Workshop							
	Financial Literacy Workshop							
	Work Readiness Workshop							
	Other Workshops (Add additional rows as necessary)							
	Other Core Services (Add additional rows as necessary)							

WIA Adult and Dislocated Worker Service Matrix
PY2011 Results

Intensive Services	Case Mgmt							
	Counseling							
	Prevocational Training							
	Intensive-Level Workshops							
Training	ITAs							
	OJT							
Other Activities	Supportive Services							
	Other							
Totals	Core							
	Intensive							
	Training							
	Other							
Grand Total								

Youth Services Matrix
Program Year 2012

PY2012 Planned Participation Snapshot

	Total Unique Planned Participants	In-School	Out-of-School	

PY2012 Planned Participation and Funding Detail

Program/Activity	Description	Youth Classification	Program Elements: Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	% WIA Youth Funds to be Utilized: In-School	% WIA Youth Funds to be Utilized: Out-of-School	Other Funds/Resources to be Utilized (Type of Funds and Amount): Source and grant period	Other Funds/Resources to be Utilized (Type of Funds and Amount): Amount	Annual Participation Target: In-School	Annual Participation Target: Out-of-School	Number of active sites offering program
Jobs for America's Graduates (JAG)	(Provide information on JAG's connection to local businesses, community partners, and higher education. Provide details on any plans for expansion.)																		
Employment Experience	(Provide descriptions of programs tied to Employment Experience offered in the region, i.e. YHCC, Work Experience, Internships, etc. *Please separate out JAG participants from Non JAG participants.)*	JAG Participants																	
		Non JAG Participants																	
Adult Education-Programs	(Provide a description of how Youth Programs (*EXCLUDING OOS JAG*) are linked with Adult Education programs within area, pre- and post-testing plan, and projected Literacy and Numeracy increase goals for participants.)	*Excluding JAG Participants*																	
GED+	(Provide descriptions of GED+ programs offered in the region, plans for expansion, etc.)	JAG Participants																	
		Non JAG Participants																	

Youth Services Matrix
Program Year 2012

Program/Activity	Description	Youth Classification	Program Elements											% WIA Youth Funds to be Utilized		Other Funds Resources to be Utilized (Type of Funds and Amount)		Annual Participation Target		Number of active sites offering program
			Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services	Adult Mentoring	Follow-up Services	Guidance and Counseling		In-School	Out-of-School	Source and grant period	Amount	In-School	Out-of-School	
Occupational Skills Training & Career Pathways	(Provide descriptions of occupational skills training programs, excluding GED+, offered in the region (i.e. career exploration camps, certificate programs, etc), program outcomes and outputs, plans for expansion, etc.)	JAG Participants																		
		Non JAG Participants																		
Post-Secondary Transition and Assistance	(Provide descriptions of programs aimed at supporting youth transitioning to or enrolled in post-secondary school. Please do not include JAG services and/or participants in this section.)	*Excluding JAG Participants*																		
Other Programs	(List any other Youth Programs offered in conjunction with WIB/RWB, and provide brief description of program, and rationale for offering. Please split out JAG and non-JAG participation.)	JAG Participants																		
		Non JAG Participants																		
Totals																				

Youth Services Matrix
PY2011 Results

PY2011 WIA Youth Participation Overview (Through March 30, 2012)

Total Unique Participants	In-School Youth	Out-of-School Youth

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

	% WIA Youth Funds to be Utilized				Annual Participation (PY2011)				
	In-School		Out-of-School		In-School		Out-of-School		
Program/ Activity	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	Notes
Jobs for America's Graduates (JAG)									
Employment Programs									
Adult Education Programs									
Scholarships									
Workshops									
Other Programs									
(Add additional programs as necessary)									
(Add additional programs as necessary)									
(Add additional programs as necessary)									

Youth Services Matrix
PY2011 Results

(Add additional programs as necessary)									
(Add additional programs as necessary)									

Key Workforce Investment Board Partnerships

Name of Partner	Description of Partnership	Shared Customers/Interests

Guidelines

This workbook will be used to report the Regional budget for the incoming fiscal year. In addition, it will be utilized to report quarterly expenses for the purposes of performance management. The metrics below should be used as a guide to determine where to budget or where to report expenses for particular items/functions by major category (Management, Program or Direct Client Services).

Reminder: Any costs associated with the management level of the SP that does not perform client services should be reported as Management (budget/expense).

	Region		
	Management*	**Program****	**Direct Client Services**
WIB/RWB - Contracted Fiscal Agent	X		
WIB/RWB - Insurance/Audit/Mtgs./Travel	X		
WIB/RWB - Leased Space for Contracted Services		X	
WIB/RWB - Contracted Staff (Business Consultant)		X	
R.O. - Management/Oversight	X		
R.O. - Mgmt.(Indy)	X		
R.O. - Contracted Accounting	X	X	
R.O. - Business Consultant		X	
R.O. - Client Data/Monitoring		X	
R.O. - Procurement/Contracting	X		
S.P. - Management (No Client Contact)	X		
S.P. - Core & Intensive (Client Contact)		X	
S.P. - Direct Client(Supp.Serv./Training)			X
S.P. - Business Consultant		X	

***Management** (formerly Admin/Program Mgmt)

****Program** - including contracts with staff time as in Goodwill, Youth contracts, etc. (formerly Core & Intensive Services)

Direct Client Services- defined as **ALL expenses directly to/for a particular "client".** This would not include contracts for Youth providers, Adult & D.W. providers. If they do client counseling, intake, follow-up, etc. then it is not included here.

The Management line in the main section (columns A through H) will be populated by the data entered in the cells to the right.

Section IV will only be completed for the budget submission for the local plans. This section will not be completed for the quarterly expenditure reports.

Please identify your region in the workbook.

WIB/RWB_Region #_

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Section IV: Projected Revenue	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
2012 Allocation						$ -
Planned Carry-In						$ -
Other - Specify						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
F. TOTAL PROGRAM	$ -	$ -	$ -	$ -	$ -	$ -

Balanced

This section will be used to populate the Administrative/Program Management Cells to the left. All management activities and costs that are not involved in servicing clients. These activities and costs are broken down into three categories: Wages, Facilities and All Other.

Wages: Include the wages and benefits paid to employees for the management and oversite of individuals who provide the training and support to participants.

Facilities: Rent/Lease costs of facilities of the WIB/RO staff, utilities and janitorial costs associated with the facility.

All Other: Include all travel, supplies and equipment costs that are not related to servicing clients. An example would be financial audits, travel of fiscal agent or WIB/RO staff unrelated to directly servicing

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

NOTE: The Projected Revenue section is not needed for the expenditure reporting that will be requested quarterly.

NOTE: If any of the cells that are highlighted in purple do not say "Balanced" then summation of the corresponding row and cells above do not equal. EXAMPLE: If states "Do no submit" then [(SUM(C40:G40)≠SUM(H31:H39)]

RO

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Section IV: Projected Revenue	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
2011 Allocation						$ -
Planned Carry-In						$ -
Other - Specify						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
F. TOTAL PROGRAM	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

NOTE: The Projected Revenue section is not needed for the expenditure reporting that will be requested quarterly.

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -

Service Provider _____

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	$ -	$ -	$ -
Fiscal Agent Contract	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ -	$ -	$ -
Other (Contracts, Travel, Supplies, Equip.)	$ -	$ -	$ -

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL	
A. TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits						$ -	
Overhead (Rent, Utilities, etc.)						$ -	
Other (Contracts, Travel, Supplies, Equip.)						$ -	
B. TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Contractual - Program Funds						$ -	
Direct Client Services						$ -	
C. TOTAL PROGRAM Budget/Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
D. TOTAL BUDGET/EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	Balanced
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	$ -	$ -	$ -	$ -	$ -	$ -	
Program (formerly Core & Intensive)	$ -	$ -	$ -	$ -	$ -	$ -	
Direct Client Services	$ -	$ -	$ -	$ -	$ -	$ -	
E. TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	Balanced

Management (formerly Admin/Program Mgmt)

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
Wages	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ -	$ -	$ -	$ -	$ -	$ -
All Other	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -