

**ADDENDUM FIVE TO THE REQUEST FOR PROPOSAL FOR WORKFORCE INVESTMENT ACT
ADULT & DISLOCATED WORKER INTEGRATED SERVICES PROGRAM, RAPID RESPONSE
PROGRAM AND VETERAN'S PROGRAM**

REVISED BUDGET

The purpose of this addendum is to provide revised budget forms for RFP No. WIA-ADW-01. The budgets replace those in Appendix D-1, Exhibits 5-1 through 5-14 (the new budgets are 5.1.1 through 5.14.1). The revised budgets include amounts for facilities costs. Facilities costs include items such as rent, utilities, trash removal, telephone, gas, electricity, water, etc. Please note that these costs are for budget purposes only and will be adjusted prior to execution of the contract to reflect actual amounts.

WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC AND AFFILIATE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; El Monte AJCC/Alhambra AffiliateTotal Allocation: \$1,200,000

BUDGET CATEGORIES	BUDGET REQUESTED				TOTAL
	Adult Funds	DW Funds	10% Leverage		
	\$708,000	\$492,000	Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$135,700	\$94,300			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$708,000	\$492,000			

* These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

**Subcontractors require prior approval

***Training funds not included; will be allocated separately

**** Equipment purchase/lease agreements require prior County approval

WIA Title I Adult & Dislocated Worker Integrated Services Program

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded to the nearest dollar.

Following are examples and explanations of allowable line item categories and examples of how line item amounts are calculated. The examples show how formulas on the required Budget Narrative and Justification should look. Bidder is responsible for the accuracy of all information presented in its Budget Form or Budget Narrative.

I. DIRECT COSTS**A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF (SALARIES & EMPLOYEE BENEFITS)****1. Program Staff**

- Indicate the staff position and salary for each staff person proposed for program.
- The total of staff salaries must be equal to lines A.1 and A.2 on the Budget Form(s).
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position.
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification.

EXAMPLE:

Salary: Project Coordinator @ \$4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

WIA Title I Adult & Dislocated Worker Integrated Services Program

- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

Indirect costs are those incurred for the common benefit of the organization's total WIA Title I Adult and Dislocated Worker Program and are not directly or readily attributable to a previously specified direct cost. Allowable Indirect costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Indirect costs are allowable to the extent they are: 1) reasonable and 2) related to the services provided by the providers.

A. MOUs AND RSAs

- Includes costs related to the development and on-going maintenance of MOUSs with all mandated partners; as well as the development and maintenance of individual and current RSAs describing financial agreements with the mandated partners as required by Code of Federal Regulations 662.300.

B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC AND AFFILIATE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 2; Compton AJCC/Westmont Athens Affiliate

Total Allocation: \$1,200,000

BUDGET CATEGORIES		BUDGET REQUESTED				TOTAL
		Adult Funds	DW Funds	10% Leverage		
		\$708,000	\$492,000	Cash	In-Kind	
I. DIRECT COST						
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	2. Staff Fringe Benefits					
B.	NON-PERSONNEL COSTS					
	1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$135,700	\$94,300			
	2. Insurance					
	3. Sub-Contractor **					
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	5. Other (Specify)					
C.	EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL						
II. INDIRECT COSTS						
A.	MOUs and RSAs					
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SUBTOTAL						
TOTAL BUDGET		\$708,000	\$492,000			

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Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

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B. TOTAL OTHER INDIRECT COSTS

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WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC AND AFFILIATE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 4; Norwalk AJCC/Paramount Affiliate

Total Allocation: \$1,200,000

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	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
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B. TOTAL OTHER INDIRECT COSTS

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WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; East Los Angeles AJCC

Total Allocation: \$900,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
	\$531,000	\$369,000			
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$106,200	\$73,800			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$531,000	\$369,000			

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B. TOTAL OTHER INDIRECT COSTS

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WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; South Gate/Walnut Park AJCC

Total Allocation: \$900,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
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B. NON-PERSONNEL COSTS					
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5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$531,000	\$369,000			

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B. TOTAL OTHER INDIRECT COSTS

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WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; West Covina AJCC

Total Allocation: \$900,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
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5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$531,000	\$369,000			

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B. TOTAL OTHER INDIRECT COSTS

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PROPOSED BUDGET – AJCC

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 5; Lancaster AJCCTotal Allocation: \$900,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
	\$531,000	\$369,000			
I. DIRECT COST					
A. PERSONNEL COSTS					
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SUBTOTAL					
TOTAL BUDGET	\$531,000	\$369,000			

* These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

**Subcontractors require prior approval

***Training funds not included; will be allocated separately

**** Equipment purchase/lease agreements require prior County approval

WIA Title I Adult & Dislocated Worker Integrated Services Program

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded to the nearest dollar.

Following are examples and explanations of allowable line item categories and examples of how line item amounts are calculated. The examples show how formulas on the required Budget Narrative and Justification should look. Bidder is responsible for the accuracy of all information presented in its Budget Form or Budget Narrative.

I. DIRECT COSTS**A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF (SALARIES & EMPLOYEE BENEFITS)****1. Program Staff**

- Indicate the staff position and salary for each staff person proposed for program.
- The total of staff salaries must be equal to lines A.1 and A.2 on the Budget Form(s).
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position.
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification.

EXAMPLE:

Salary: Project Coordinator @ \$4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

WIA Title I Adult & Dislocated Worker Integrated Services Program

- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

Indirect costs are those incurred for the common benefit of the organization's total WIA Title I Adult and Dislocated Worker Program and are not directly or readily attributable to a previously specified direct cost. Allowable Indirect costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Indirect costs are allowable to the extent they are: 1) reasonable and 2) related to the services provided by the providers.

A. MOUs AND RSAs

- Includes costs related to the development and on-going maintenance of MOUs with all mandated partners; as well as the development and maintenance of individual and current RSAs describing financial agreements with the mandated partners as required by Code of Federal Regulations 662.300.

B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET – AJCC

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 5; Palmdale AJCCTotal Allocation: \$500,000

BUDGET CATEGORIES	BUDGET REQUESTED				TOTAL
	Adult Funds	DW Funds	10% Leverage		
	\$295,000	\$205,000	Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$59,000	\$41,000			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$295,000	\$205,000			

* These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

**Subcontractors require prior approval

***Training funds not included; will be allocated separately

**** Equipment purchase/lease agreements require prior County approval

WIA Title I Adult & Dislocated Worker Integrated Services Program

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded to the nearest dollar.

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- The total of staff salaries must be equal to lines A.1 and A.2 on the Budget Form(s).
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position.
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification.

EXAMPLE:

Salary: Project Coordinator @ \$4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

WIA Title I Adult & Dislocated Worker Integrated Services Program

- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

Indirect costs are those incurred for the common benefit of the organization's total WIA Title I Adult and Dislocated Worker Program and are not directly or readily attributable to a previously specified direct cost. Allowable Indirect costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Indirect costs are allowable to the extent they are: 1) reasonable and 2) related to the services provided by the providers.

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B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Program Sector Satellite

PROPOSED BUDGET – SECTOR SATELLITE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; Pomona/Sectors: Healthcare and Transportation/Logistics

Total Allocation: \$300,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$29,500	\$20,500			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$177,000	\$123,000			

• These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

** Subcontractors require prior approval

** *Training funds not included; will be allocated separately

**** Equipment purchase/lease agreements require prior County approval

WIA Title I Adult & Dislocated Worker Program Sector Satellite

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded to the nearest dollar.

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- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification.

EXAMPLE:

Salary: Project Coordinator @ \$4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

WIA Title I Adult & Dislocated Worker Program Sector Satellite

- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

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B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Program Sector Satellite

PROPOSED BUDGET – SECTOR SATELLITE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 1; Florence-Firestone/Sectors: Healthcare and Transportation/Logistics

Total Allocation: \$300,000

BUDGET CATEGORIES		BUDGET REQUESTED				
		Adult Funds	DW Funds	10% Leverage		TOTAL
		\$177,000	\$123,000	Cash	In-Kind	
I. DIRECT COST						
A.	PERSONNEL COSTS					
	1. Staff Salaries and Wages					
	2. Staff Fringe Benefits					
B.	NON-PERSONNEL COSTS					
	1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$29,500	\$20,500			
	2. Insurance					
	3. Sub-Contractor**					
	4. Training ***					
	5. Other (Specify)					
C.	EQUIPMENT PURCHASE/LEASE****					
SUBTOTAL						
II. INDIRECT COSTS						
A.	MOUs and RSAs					
B.	TOTAL OTHER INDIRECT COSTS					
SUBTOTAL						
TOTAL BUDGET		\$177,000	\$123,000			

- These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.
- ** Subcontractors require prior approval
- ** *Training funds not included; will be allocated separately
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WIA Title I Adult & Dislocated Worker Program Sector Satellite

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

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Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
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4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

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WIA Title I Adult & Dislocated Worker Program Sector Satellite

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- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

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B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Program Sector Satellite

PROPOSED BUDGET – SECTOR SATELLITE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisory District 3; Santa Monica/Sectors: Hospitality and Tourism and Green/Clean

Total Allocation: \$300,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
	\$177,000	\$123,000			
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$29,500	\$20,500			
2. Insurance					
3. Sub-Contractor**					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$177,000	\$123,000			

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** Subcontractors require prior approval

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WIA Title I Adult & Dislocated Worker Program Sector Satellite

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

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Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

WIA Title I Adult & Dislocated Worker Program Sector Satellite

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- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
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II. INDIRECT COSTS

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B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Program Sector Satellite

PROPOSED BUDGET – SECTOR SATELLITE

FY 2014-15 WIA TITLE I ADULT AND DISLOCATED WORKER PROGRAM

Bidder Name _____

Location: Supervisorial District 5; Santa Clarita/Sectors: Biotech

Total Allocation: \$300,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$29,500	\$20,500			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$177,000	\$123,000			

• These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

** Subcontractors require prior approval

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WIA Title I Adult & Dislocated Worker Program Sector Satellite

BUDGET NARRATIVE AND JUSTIFICATION

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GENERAL INFORMATION

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Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

WIA Title I Adult & Dislocated Worker Program Sector Satellite

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II. INDIRECT COSTS

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B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Rapid Response Program

PROPOSED BUDGET

FY 2014-15 WIA TITLE I RAPID RESPONSE

Bidder Name _____

Countywide Services

Total Allocation: \$835,000

BUDGET CATEGORIES	BUDGET REQUESTED		
	Title I WIA Rapid Response Funds	OPTIONAL Leverage	TOTAL
	\$835,000		
I. DIRECT COST			
A. PERSONNEL COSTS			
1. Staff Salaries and Wages			
2. Staff Fringe Benefits			
B. NON-PERSONNEL COSTS			
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$50,000		
2. Insurance			
3. Sub-Contractor**			
4.. Other (Specify)			
C. EQUIPMENT PURCHASE/LEASE***			
SUBTOTAL			
II. INDIRECT COSTS			
A. ADMINISTRATIVE COSTS			
B. TOTAL OTHER INDIRECT COSTS			
SUBTOTAL			
TOTAL BUDGET	\$835,000		

**
*** * These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

** Subcontractors require prior approval

**** Equipment purchase/lease agreements require prior County approval

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

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I. DIRECT COSTS

A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF (SALARIES & EMPLOYEE BENEFITS)

1. Program Staff

- Indicate the staff position and salary for each staff person proposed for program.
- The total of staff salaries must be equal to lines A.1 and A.2 on the Budget Form(s).
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Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

WIA Rapid Response Program

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

- Purchases: Identify equipment to be purchased, a justification statement for the purchase, and the cost of each equipment. Prior State approval, obtained by CSS is needed before charging WIA grant funds for any cost of property valued at \$5,000.
- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

Administrative support and other indirect costs are those incurred for the common benefit of the organization's total WIA Rapid Response program and are not directly or readily attributable to a previously specified direct cost. Allowable administrative costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Administrative costs are allowable to the extent they are: 1) reasonable and 2) related to the services provided by the providers.

A. ADMINISTRATIVE COSTS

- Administrative costs are the indirect costs related to the implementation and operation of the program.

B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.

WIA Title I Adult & Dislocated Worker Integrated Services Program

PROPOSED BUDGET

FY 2014-15 WIA TITLE I VETERANS PROGRAM

Bidder Name _____

Location: Countywide Veterans-Focused Satellite

Total Allocation: \$500,000

BUDGET CATEGORIES	BUDGET REQUESTED				
	Adult Funds	DW Funds	10% Leverage		TOTAL
			Cash	In-Kind	
I. DIRECT COST					
A. PERSONNEL COSTS					
1. Staff Salaries and Wages					
2. Staff Fringe Benefits					
B. NON-PERSONNEL COSTS					
1. Facilities Costs: Rent, Utilities, Trash Removal, Telephone, Gas, Electricity, Water, etc. *	\$59,000	\$41,000			
2. Insurance					
3. Sub-Contractor **					
4. Training ***					
5. Other (Specify)					
C. EQUIPMENT PURCHASE/LEASE ****					
SUBTOTAL					
II. INDIRECT COSTS					
A. MOUs and RSAs					
B. TOTAL OTHER INDIRECT COSTS					
SUBTOTAL					
TOTAL BUDGET	\$295,000	\$205,000			

* These costs are for budget purposes only and will be adjusted prior to execution of contract to reflect actual amounts.

**Subcontractors require prior approval

***Training funds not included; will be allocated separately

**** Equipment purchase/lease agreements require prior County approval

WIA Title I Adult & Dislocated Worker Integrated Services Program

BUDGET NARRATIVE AND JUSTIFICATION

Bidder must provide a narrative explaining its proposed budget costs and a justification for the costs.

GENERAL INFORMATION

The budget must clearly indicate that a viable program will be operating within the timeframe allotted for the program. The Budget Narrative, an attachment to the Budget Form, must provide the formulas (calculations) showing how each dollar amount that appears on the Budget Form was calculated. All amounts are to be rounded to the nearest dollar.

Following are examples and explanations of allowable line item categories and examples of how line item amounts are calculated. The examples show how formulas on the required Budget Narrative and Justification should look. Bidder is responsible for the accuracy of all information presented in its Budget Form or Budget Narrative.

I. DIRECT COSTS**A. PERSONNEL-ADMINISTRATIVE/SUPPORT STAFF (SALARIES & EMPLOYEE BENEFITS)****1. Program Staff**

- Indicate the staff position and salary for each staff person proposed for program.
- The total of staff salaries must be equal to lines A.1 and A.2 on the Budget Form(s).
- Indicate the percentage of Employee/Fringe Benefits for each staff classification. This includes FICA, unemployment insurance, workers' compensation, and health insurance. List total Employee/Fringe Benefit Package costs for each staff position.
- Add the benefit dollar amount to the salary dollar amount to arrive at the combined salary/benefit for each classification.

EXAMPLE:

Salary: Project Coordinator @ \$4000 mo. X 12 mos. = \$48,000

Employment Benefits: 26% X \$48,000 = \$12,480

Total Project Coordinator salary and benefits: \$48,000 + \$12,480 = \$60,480

B. NON-PERSONNEL COSTS

1. Facilities
2. Insurance
3. Sub-Contractor
4. Training
5. Other (Specify)

C. EQUIPMENT (valued over \$5,000)

WIA Title I Adult & Dislocated Worker Integrated Services Program

For this section, "Equipment" means non-expendable personal property, each item of which has (a) a useful life in excess of one year, and (b) a value in excess of Five Thousand Dollars (\$5,000).

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- Equipment Leases – Identify equipment to be leased, a justification statement for all leased equipment, and the cost of each lease.

II. INDIRECT COSTS

Indirect costs are those incurred for the common benefit of the organization's total WIA Title I Adult and Dislocated Worker Program and are not directly or readily attributable to a previously specified direct cost. Allowable Indirect costs include accounting, budgeting, financial screening, general administrative personnel, information system, office services, and other such similar services. These costs must be reasonable, be equitably allocated and compliant with federal cost allocation principles. Consult with your accountant. Indirect costs are allowable to the extent they are: 1) reasonable and 2) related to the services provided by the providers.

A. MOUs AND RSAs

- Includes costs related to the development and on-going maintenance of MOUs with all mandated partners; as well as the development and maintenance of individual and current RSAs describing financial agreements with the mandated partners as required by Code of Federal Regulations 662.300.

B. TOTAL OTHER INDIRECT COSTS

- Specify other indirect costs and provide a justification for such costs and the benefits to the program proposed under this RFP.