

WIOA BUDGET FORMS Adult						
Program Name						
Program Year						
Provider						
REVENUE						
Total Revenue						
	WIOA FUNDS	LEVERAGE or EMPLOYER REIMBURSEMENT	TOTAL			
PROGRAM ADMINISTRATION - WIOA Limited to 10 Percent						
EXPENSES - Admin						
Admin Staff Salaries and Fringe Benefits						
De minimus cahrges						
TOTAL ADM						
						-
Program Staff Salaries and Fringe Benefits						
Travel/Vehicle						
Staff Development						
Equipment, Software, Repair & Maintenance						
Office Supplies						
Resource Materials						
Meeting Expense						
Facilities						
Telephone						
Postage, Printing, Copier						
Other Professional Fees - Please describe						
Participant Outreach						
IT Access/Tech Support						
Subscriptions and Fees						
Insurance						
Other/Allocated						
TOTAL EXP - OPERATIONAL						
PARTICIPANT SERVICES						
TRAINING - 35% of WIOA Contract - Target						
Occupational Skills Training						
OJT Wages, FICA and WC						
Incumbent Worker Wages, FICA and WC- up to 10%						
Workplace Trainign and Cooperative Education						
Entrepreneurial Training						
Transitional Jobs - up to 10%						
Job Readiness if conducted in conjunction with above						
Adult Education, Literacy and ESL in combination with above						
Customized Training						
Employer Driven Training						
OTHER PARTICIPANT SERVICES						
Participant Support Services - for those not in training						
Participant Support Services - for those in training						
TOTAL EXP - PARTICIPANT						
TOTAL						

B2 - BUDGET NARRATIVE - Adult

Name of Contractor _____

Name of Program _____

ADMINISTRATIVE EXPENSES

Adm Staff and Personnel:

Insert Staffing Pattern and Fringe Benefits

De Minimus:

Insert Calculations

TOTAL ADMINSTRATIVE EXPENSES	\$
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OPERATIONAL EXPENSES

Personnel: Ins

Insert Staffing Pattern and Fringe Benefits

Travel:

Employee Travel	Annually
Mileage for Client Meetings and Program Purposes (Insert Number of Miles and Rate)	\$
Other travel, lodging, meals, etc.)	\$
Total Travel	\$

Staff Development

Staff Development	Annually
Insert Description and Costs	\$
	\$
Total Staff Development	\$

Equipment, Software, Repair and Maintenance

Insert Description and Costs	Annually
	\$
	\$
Total Equipment, Software, Repair and Maintenance	\$

Supplies,

Insert Description and Costs	Annually
	\$
	\$
Total Supplies,	\$

Meeting Expense

Insert Description and Costs	Annually
	\$
	\$
Total Meeting Expense	\$

Facilities

Insert Location – Sq. Feet costs and Total Square feet	Annually
	\$
	\$
Total Facilities	\$

Telephone:

Insert Location, Description and Cost per month	Annually
	\$
	\$
Total Telephone	\$

Postage, Printing and Copying

Insert Location, Description and Cost per month	Annually
Insert Location, Description and Cost per month for Copying	\$
	\$
Total Postage, Printing and Copying	\$

Other Professional Fees

Description and Cost for each expense	Annually
	\$
	\$
Total Other Professional Fees	\$

IT, Tech Support

Description and Cost for each expense	Annually
	\$
	\$
Total IT, Tech Support	\$

Subscriptions and Fees

Description and Cost for each expense	Annually
	\$
	\$
Total Subscriptions and Fees	\$

Insurances

Description and Cost for each expense	Annually
	\$
	\$
Total Insurances	\$

Other

Description and Cost for each expense	Annually
	\$
	\$
Total Other	\$

TOTAL OPERATIONAL EXPENSES	\$
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PARTICIPANT EXPENSES**Training**

Description and Cost for each expense	Annually
Occupational Training	\$
OJT Wages, # Planned	\$
FICA for OJT # Planned	
• WC for OJTs # Planned	
Incumbent Worker Training # Planned	\$
Workplace/Cooperative Ed. # Planned	\$
Entrepreneurial Training # Planned	\$
Transitional Jobs # Planned	\$
Job Readiness - # Planned	\$
Adult Education, Literacy and ESL # Planned	\$
Customized Training - # Planned	\$
Employer Driven Training # Planned	\$
Participant Support # Planned	\$
Total Training	\$

Participant Support

Description and Cost for each expense	Annually
	\$
	\$
Total Other	\$

TOTAL PARTICIPANT SERVICES**\$****TOTAL COST****\$**

WIOA BUDGET FORMS DW						
Program Name						
Program Year						
Provider						
REVENUE						
Total Revenue						
	WIOA FUNDS	LEVERAGE or EMPLOYER REIMBURSEMENT	TOTAL			
PROGRAM ADMINISTRATION - WIOA Limited to 10 Percent						
EXPENSES - Admin						
Admin Staff Salaries and Fringe Benefits						
De minimus cahrges						
TOTAL ADM						
						-
Program Staff Salaries and Fringe Benefits						
Travel/Vehicle						
Staff Development						
Equipment, Software, Repair & Maintenance						
Office Supplies						
Resource Materials						
Meeting Expense						
Facilities						
Telephone						
Postage, Printing, Copier						
Other Professional Fees - Please describe						
Participant Outreach						
IT Access/Tech Support						
Subscriptions and Fees						
Insurance						
Other/Allocated						
TOTAL EXP - OPERATIONAL						
PARTICIPANT SERVICES						
TRAINING - 35% of WIOA Contract - Target						
Occupational Skills Training						
OJT Wages, FICA and WC						
Incumbent Worker Wages, FICA and WC- up to 10%						
Workplace Trainign and Cooperative Education						
Entrepreneurial Training						
Transitional Jobs - up to 10%						
Job Readiness if conducted in conjunction with above						
Adult Education, Literacy and ESL in combination with above						
Customized Training						
Employer Driven Training						
OTHER PARTICIPANT SERVICES						
Participant Support Services - for those not in training						
Participant Support Services - for those in training						
TOTAL EXP - PARTICIPANT						
TOTAL						

B4 - BUDGET NARRATIVE - DW

Name of Contractor _____

Name of Program _____

ADMINISTRATIVE EXPENSES

Adm Staff and Personnel:

Insert Staffing Pattern and Fringe Benefits

De Minimus:

Insert Calculations

TOTAL ADMINSTRATIVE EXPENSES	\$
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OPERATIONAL EXPENSES

Personnel: Ins

Insert Staffing Pattern and Fringe Benefits

Travel:

Employee Travel	Annually
Mileage for Client Meetings and Program Purposes (Insert Number of Miles and Rate)	\$
Other travel, lodging, meals, etc.)	\$
Total Travel	\$

Staff Development

Staff Development	Annually
Insert Description and Costs	\$
	\$
Total Staff Development	\$

Equipment, Software, Repair and Maintenance

Insert Description and Costs	Annually
	\$
	\$
Total Equipment, Software, Repair and Maintenance	\$

Supplies,

Insert Description and Costs	Annually
	\$
	\$
Total Supplies,	\$

Meeting Expense

Insert Description and Costs	Annually
	\$
	\$
Total Meeting Expense	\$

Facilities

Insert Location – Sq. Feet costs and Total Square feet	Annually
	\$
	\$
Total Facilities	\$

Telephone:

Insert Location, Description and Cost per month	Annually
	\$
	\$
Total Telephone	\$

Postage, Printing and Copying

Insert Location, Description and Cost per month	Annually
Insert Location, Description and Cost per month for Copying	\$
	\$
Total Postage, Printing and Copying	\$

Other Professional Fees

Description and Cost for each expense	Annually
	\$
	\$
Total Other Professional Fees	\$

IT, Tech Support

Description and Cost for each expense	Annually
	\$
	\$
Total IT, Tech Support	\$

Subscriptions and Fees

Description and Cost for each expense	Annually
	\$
	\$
Total Subscriptions and Fees	\$

Insurances

Description and Cost for each expense	Annually
	\$
	\$
Total Insurances	\$

Other

Description and Cost for each expense	Annually
	\$
	\$
Total Other	\$

TOTAL OPERATIONAL EXPENSES	\$
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PARTICIPANT EXPENSES**Training**

Description and Cost for each expense	Annually
Occupational Training	\$
OJT Wages, # Planned	\$
FICA for OJT # Planned	
• WC for OJTs # Planned	
Incumbent Worker Training # Planned	\$
Workplace/Cooperative Ed. # Planned	\$
Entrepreneurial Training # Planned	\$
Transitional Jobs # Planned	\$
Job Readiness - # Planned	\$
Adult Education, Literacy and ESL # Planned	\$
Customized Training - # Planned	\$
Employer Driven Training # Planned	\$
Participant Support # Planned	\$
Total Training	\$

Participant Support

Description and Cost for each expense	Annually
	\$
	\$
Total Other	\$

TOTAL PARTICIPANT SERVICES**\$****TOTAL COST****\$**