

WORKFORCE INNOVATION AND OPPORTUNITY ACT  
INSTRUCTIONS - BUDGET DETAIL A-1  
PERSONNEL COSTS OF SUBRECIPIENT STAFF  
Local Youth Programs

Purpose

The Budget Detail A-1 itemizes the planned expenditure for personnel costs of subrecipient staff. The expenditures are broken out by cost categories and funding source.

General Instructions

Youth program expenditures are required to be allocated to the cost categories of Out-of-School Youth and In-School Youth.

Box I.A                    Agency Name

Box I.B                    Program  
Specify WIOA Youth and the Program Year (PY XX).

Box I.C                    Agreement No.  
Leave this blank if the budget is for a new program year because a new agreement number will be assigned. If a budget modification is being submitted, input the previously assigned number.

Box I.D                    Modification No.  
Enter the modification number of the agreement, if applicable.

Box I.E                    Agreement Period  
Enter the planned agreement period.

Box I.F                    Page No.  
Enter the page numbers comprising the entire Budget Detail A-1.

Columns II.A.1  
Thru II.A.3                To establish a budget for Personnel Costs, consider all staff positions that will be directly involved in the operations of the program. List the number of positions (column II.A.1) for each position title (column II.A.2), and the annual salary for each position title (column II.A.3).

Column II.B.1            Out-of-School Youth  
For each position title, enter the percentage of time the employee(s) will be engaged in Out-of-School Youth activities. Enter the percentage as the FTE%. Compute the FTE Cost by multiplying the amount in column II.A.3 by the FTE%.

Column II.B.2	<p><b>In-School Youth</b>  For each position title, enter the percentage of time the employee(s) will be engaged in In-School Youth activities. Enter the percentage as the FTE%. Compute the FTE Cost by multiplying the amount in column II.A.3 by the FTE%.</p>
Column II.B.3	<p><b>Total Youth</b>  For each position title, enter the total percentage of time the employee(s) will be engaged in WIOA Youth-funded activities. Enter the total FTE % and FTE cost for Out-of-School and In-School Youth activities.</p>
Column II.C	<p><b>Non-Federal Fund Expenditures</b>  For each position title, enter the total percentage of time the employee(s) will be engaged in WIOA functions funded by non-federal sources. Enter the percentage as the FTE%. Compute the FTE Cost by multiplying the amount in column II.A.3 by the FTE %.</p>
Column II.D	<p><b>Total Salaries/Wages Expenditures</b>  For each position title, enter the total percentage of time the employee(s) will be engaged in any WIOA functions funded by federal or non-federal sources. Column II.D is the sum of columns II.B.3 and II.C.</p>
Line II.A.2	<p><b>Total Staff Salaries / Wages</b>  Enter the total FTE cost for all employees as broken down by funding source and cost categories. The amounts should also be input on Budget Detail A, line II.A.1.a.</p>
Line II.A.3	<p><b>Fringe Benefits</b>  Enter the approved fringe benefit rate for your agency. Compute the fringe benefit cost for the budgeted staff salaries/wages. The amounts should also be input on Budget Detail A, line II.A.1.b.</p>
Line II.A.4	<p><b>Total Personnel Costs</b>  Enter the sum of lines II.A.2 and 3. The amounts should reconcile to the amounts shown on Budget Detail A, line II.A.1.</p>