

WORKFORCE INNOVATION AND OPPORTUNITY ACT
INSTRUCTIONS - BUDGET DETAIL A-5
CONTRACTUAL SERVICES - SUBCONTRACTS
Local Adult / Dislocated Worker Programs / Local Administration
(Revised 09/20)

Purpose

Budget Detail A-5 displays the planned expenditures for contractual services and the planned funding source.

General Instructions

A separate Budget Detail A-5 should be prepared for each agreement (Adult Programs, Dislocated Worker Programs and Local Administrative Costs).

- Box I.A Agency Name
- Box I.B Program
Specify WIOA Adult, Dislocated Worker (DW) or Local Administrative Costs (LAC) 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-5.
- Column II.A Organization Name / Individual
Enter the name of the organization or individual to be contracted.
- Column II.B Type of Service
Specify the type of service to be contracted. Separate costs of program services into Training Services and Career Services.
- Column II.C Total Contractual Services
Column II.C is the sum of columns II.D through F. This amount represents the total cost of contractual services for all WIOA

funding sources (WIOA federal funds, non-federal funds, and program income funds).

Column II.D

WIOA Expenses

Enter the planned expenditure of WIOA federal funds for each listed contractual service.

Column II.E

Non-Federal Expenses

Specify the amount of non-federal funds to be expended for each listed contractual service.

Column II.F

Program Income Expenses

Specify the amount of program income funds to be expended for each listed contractual service.

Column II.G

Justification

Specify the need for each listed contractual service in the delivery of services.

Enter the totals for columns II.D through F on Budget Detail A line II.A.4.