

WIOA Title I Local Budget Narrative

Provide a response to each question to support the projected expenditures reported on the WIOA Title I Budget Spreadsheet. You may provide high-level (summative) information (e.g. 1-5 paragraphs) for most questions. However, you may also include additional details and supporting documentation, as needed, to provide a more complete description of the organization's operations, expenditures funding requirements, and staffing structure.

1. Briefly describe the LWDA's projected expenses for the program year. Include details about its spending priorities, regional economic strategies, and collaborations with local WIOA partners. Have any priorities changed from the previous year? [Provide a separate budget spreadsheet for subcontracts that represent 25% or more of the LWDA's overall budget of direct services to participants.]
2. Describe shifts in staffing or operations that have occurred (or will occur) as a result of funding reductions or exigent circumstances. Explain how you will mitigate any gaps in service or compliance.
3. Describe specific strategies for meeting each of the prescribed spending requirements: Out of School Youth minimum, Work Experience minimum, Incumbent Worker Training maximum, etc. Please include information such as staffing assigned to monitor programmatic spending requirements, checkpoints to assess progress toward spending, tracking mechanisms, etc. For services that are contracted out, please provide details about how the LWDA evaluates sub-recipient strategies and spending progress to ensure these requirements are met.
4. Describe projected large purchases (items valued at or above \$5,000). [Reminder: Submission and approval of these items in the local budget does not preclude the requirement to request prior approval for purchases valued at or above \$5,000.] Include details regarding how you will bid/procure these items. Note: federal, state, and local procurement policies and regulations apply.

5. Describe personnel/staffing positions that will be paid using grant funds. Include amounts as well as duties/responsibilities. In a separate spreadsheet, list all positions that will be paid partially or wholly using WIOA funding, as well as the projected percentage of funds to be used for each position.
6. Describe the LWDA cost allocation plan. Provide additional documentation (if necessary) to fully describe indirect costs, cost pools (etc.) that are reflected in your budget.
7. What supportive services, including incentives, are included in the budget spreadsheet?
8. What costs associated with training are included in the budget spreadsheet?
9. Describe the LWDA budgeting process and staff involved.