

## **WIOA Title I Local Budget Instructions**

The WIOA Title I local budget packet consists of a local budget spreadsheet, a budget narrative report, and budget modification narratives (as needed). To be considered complete, the initial submission must include both the budget spreadsheet and the budget narrative. Additionally, at specified points in the year, you may submit a budget modification to update or modify the approved budget.

### **Budget Spreadsheet**

Use the attached WIOA Title I Local Budget Spreadsheet to submit your budget for the upcoming program/fiscal year. Report projected amounts within the budget categories and line items as provided. Do not modify/regroup line items between categories. You may use the “other” lines to include budget expenses not captured by one of the existing line items. If an existing line item is not applicable, you may leave it blank.

You may opt to include an indirect cost line item. However, do not duplicate the budgeted amounts by also including those amounts within the detailed line items.

### **Budget Narrative**

In a separate document, provide a detailed response to the questions contained within the attached WIOA Title I Local Budget Narrative document. You may offer additional information and supporting documentation, as needed, to provide a complete understanding of the financial priorities and obligations of your organization and within your economic region.

Reminder: Submission and approval of projected large purchases do not preclude the requirement to request prior approval for purchases valued at or greater than \$5,000. You must still follow the large purchase submission process prior to procurement.

### **Submission Process**

Submit the items electronically to the Grants Director and copy your assigned Grants Specialist. The budget form must include the two required signatures (i.e. board chairperson and fiscal agent authority). In addition, submitted items must include a copy of the board meeting minutes in which the items were approved. OWD staff will review the submitted items, and respond in writing to request additional information, provide further instruction, or to approve the submission.