

Budget Narrative

Monterey County Workforce Investment Board will provide various kinds of incentive to participants who complete programmatic, educational and/or workforce development performance milestones

Contracted Services	Activities	# Clients Served	Total Estimated Dollars
MCWIB	Incentives (OET-P01 Youth Program Incentives Policy allowances)	240	\$144,000

- a. Travel: \$9,500 includes two trips to Washington DC per the grant requirement for the Management Analyst I and WIB Director..

Third Party Evaluation is budgeted at \$450,000 which represents 15 percent of the total budget.

Expenses by Year

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. Personnel	104,878	380,880	380,880	380,880	104,878	1,352,396
b. Fringe Benefits	20,836	20,836	20,836	20,836	20,836	104,180
c. Travel	3,000	1,167	1,167	1,167	2,999	9,500
d. Equipment	4,686	37,725	37,725	37,725	37,725	155,586
e. Supplies	531	1,065	1,065	1,065	532	4,258
f. Contractual	165,542	333,650	333,650	333,650	207,588	1,374,080
TOTAL	299,473	775,323	775,323	775,323	374,558	3,000,000

Line item discussion

- a. Personnel: Staff salaries of \$1,352,396 for Years 1-5 and benefits of \$104,180 for years 1 - 5: WIB Director (0.1 FTE) in years 1-5, Finance Manager (0.2 FTE) in years 1-5, Management Analyst I(1.0 FTE) in years 1-5, 3 WIB Rep IIs (1.0 FTE) in years 2-4; WIB Rep III, (1.0 FTE) in years 2-4.
- b. Benefit expenses are broken down as follow: FICA/MCARE –\$11,795; PERS retirement – \$18,841; Health Insurance - \$46,208; Unemployment insurance -\$709; Workers Comp – \$26,627.
- c. Travel: \$9,500 includes two trips to Washington DC per the grant requirement for the Management Analyst I and WIB Director and \$2,500

in travel costs WIB staff to travel to the various site locations that the participants will be located.

- d. Equipment: Phones \$9,750; Computers (4 years) \$5,385; Database System (Virtual One Stop System) (4 years) \$155,586; MS Office Software \$1059 (1 year).(This includes data integration and data analysis tasks to help with targeting participants)
- e. Supplies: Office Supplies including participant folders; copy paper; etc., \$4,258 (5 years).
- f. Contractual: \$1,339,232 is contracted services for Monterey County WIB to provide the following:

Contracted Services	Activities	# Clients Served	Total Estimated Dollars
MCWIB	Youth Incentives (\$600 per max.)	240	\$144,000
	Program Evaluation		\$450,000
	Social Worker services (Case Management)		\$373,105
	Contractual services for: Individual Capacity & Team Building activities, Action Research, Gang Intervention, Mentoring services, Job Fairs, Career & Skills Exploration, Interpersonal Communications & Restorative Justice, etc.		\$406,975

4. Evaluation Budget Narrative

Introduction

The proposed cost for the Evaluation component is \$449,857, or 15 percent of the overall cost of the proposed project. These costs are based on a proposed 60-month period of performance from October 1, 2014 through September 30, 2019. These costs are further broken out into the key evaluation activities as follows:

Design and Management activities = \$30,532

Implementation Study Activities = \$200,603

Outcomes Study Activities = \$180,695

Cost Analysis Activities = \$38,027

Labor

Labor hours for the project are based on an estimate of the amount of effort needed to complete each task, using similar prior research studies as a guide. A total of 4,688 hours has been allocated to complete this work. These hours have been broken out into the specific tasks described within the Program Evaluation Plan, and across a range of labor categories.

Hours are broken out by key evaluation activities as follows:

Evaluation Activity	Hours
Design and Management	320
Implementation Study	2,076
Outcomes Study	1,814
Cost Analysis	424

Labor charges are based on salaries of a range of labor categories and are based on an assumed provisional indirect rate, as described in the next section. An escalation factor for merit increases has been added to account for normal salary increases at the beginning of each calendar year. Total direct labor charges for this project are proposed to be \$182,846.

Indirect Rates

Provisional rates are estimated based on a sample Indirect Cost Negotiation Agreement with a Federal agency. That agreement provides for the following provisional rates:

	<u>2014</u>
Fringe	46.05%
Overhead	35.10%
G&A	12.56%

Provisional rates were estimated for this based on costs for 2014 and beyond. This amounts to a total of \$84,201 in fringe costs, \$93,733 in overhead costs, and \$46,053 in G&A costs.

Staff Travel Costs

Estimates for travel expenses are based on the federal M&I rates for meals and incidentals and actual hotel and transportation costs. The proposed travel costs have been computed in a manner consistent with FAR 31.205-46, and are based on an evaluator being chosen whose staff need not use air travel for any meetings or site visits. Hotel expenses are based on the maximum allowed hotel rate for the area of proposed travel and 15% for taxes on hotel costs. The proposed travel costs include meals and incidental expenses at the M&I rate established for the area of proposed travel (including Monterey and Salinas, California).

Any charges to government contracts are limited to the maximum hotel rate regardless of whether that rate cannot be located for a given trip; any excess hotel costs are treated as an unallowed cost.

Surface travel at site locations is estimated at an average of \$78 per day. This includes local mileage at \$0.485 per mile, parking fees, tolls, airport transportation, public transportation, taxi fares, and automobile rental.

Total travel costs for the evaluation are estimated to be \$758, which includes 10 separate trips for site visits and meetings. Total per diem costs are estimated to be \$4,693. Total travel and per diem costs are thus estimated to be \$5,441.

Other Direct Costs

Communications. Telephone costs have been estimated based on similar projects, and an estimate of the number of calls to be made. In addition, three webinars have been budgeted for. Telephone costs for this proposal have been estimated at a total of \$270.

Mailing and shipping costs have been estimated based on the project leader's experience with similar studies. SPR direct charges all shipping and mailing costs of \$1.00 or more. General mailing and shipping costs for this proposal have been estimated at a total of \$160.

Total communications costs are thus estimated to be \$430.

Fee

A fixed fee of \$37,144 has been proposed for the evaluator to complete this project, based on the other costs described above.