



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
David A. Paterson  
Governor**

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	10-LCM-15
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economics Supports
<b>Date:</b>	November 5, 2010
<b>Subject:</b>	OTDA Green Jobs Corps 2 Program
<b>Contact Person(s):</b>	<p><u>Program Related Questions:</u> Susanne Haag at (518) 486-6291, <a href="mailto:Susanne.Haag@otda.state.ny.us">Susanne.Haag@otda.state.ny.us</a> or Employment and Advancement Technical Advisor</p> <p><u>Claiming Related Questions:</u> <u>Regions 1-5</u> - Edward Conway (518) 474-7549, <a href="mailto:Edward.Conway@otda.state.ny.us">Edward.Conway@otda.state.ny.us</a> <u>Region 6</u> – Michael Simon (212) 961-8250, <a href="mailto:Michael.Simon@otda.state.ny.us">Michael.Simon@otda.state.ny.us</a></p>
<b>Attachments:</b>	<p><a href="#">Attachment A: Subsidized Employment Programs Matrix</a> <a href="#">Attachment B: District Allocations</a> <a href="#">Attachment C: Budget Instructions</a> <a href="#">Attachment D: Program Narrative</a> <a href="#">Attachment E: Budget Form</a> <a href="#">Attachment F: Budget Narrative</a></p>
<b>Attachment Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts (districts) that the enacted State Fiscal Year (SFY) 2010-11 State Budget provides \$2 million in federal Temporary Assistance for Needy Families (TANF) funds to support subsidized employment with occupational training through the second year of the Green Jobs Corps program. Separate LCMs will be released to inform eligible districts of the funding available to support the continuation of the Transitional Jobs and the Health Care Jobs programs.

The attached Subsidized Employment Programs Matrix provides a summary of each program model (see Attachment A).

District allocations for the second year of the OTDA Green Jobs Corps program are included as Attachment B. As indicated by the SFY 2010-11 appropriation language, the Green Jobs Corps 2 funding is available to districts previously awarded funds competitively under 09-LCM-09 to support the continuation of approved **Green Jobs Corps** programs.

This LCM informs districts of program-related changes authorized by the SFY 2010-11 Enacted State Budget and provides program instructions and funding award information for the Green Jobs Corps 2 program.

## **II. Background**

Subsidized employment can serve as an important component of a district's employment services by providing an effective placement for individuals lacking an adequate or demonstrated work history, who have other barriers to employment, or when employment opportunities in the community are limited. The Green Jobs Corps provides an effective mechanism for entrance into unsubsidized employment by providing participants additional skills through occupational skills training, providing the opportunity to develop and demonstrate positive work skills to current or prospective employers and by improving employment skills through on-the-job training. Subsidized employment opportunities made available through the Green Jobs Corps program are expected to enable participants to gain skills in the green jobs sector, which is expected to experience future job growth. Additionally, paid employment provides participants financial and other incentives to participate fully in employment and education/training services. The fact that participants are paid for hours worked reinforces the message that "work pays" and enables participants to access earned income tax credits and other tax credits to supplement their income.

## **III. Program Overview**

TANF funds in the amount of \$2 million are being made available to districts with approved SFY 2009-10 Green Jobs Corps programs to provide subsidized employment linking low or no income TANF eligible individuals, particularly those facing significant barriers to employment, to occupational skills training, basic education, GED preparation, job placement, job retention, and career advancement opportunities in the green-jobs sector. District allocations for Green Jobs Corps 2 are provided in Attachment B. Should funds become available, OTDA may redistribute funding to districts with approved SFY 2009-10 Green Jobs Corps projects.

OTDA understands that programs may need to reduce capacity or limit the scope of their approved Green Jobs Corps program given the reduction in funding available to support Green Jobs Corps 2. However, districts awarded funds to continue their Green Jobs Corps program will be required to continue programs within the scope of their approved SFY 2009-10 plans awarded competitively under 09-LCM-09.

Districts are reminded that allowable services supported with Green Jobs Corps 2 funding must meet the federal definition of non-assistance. TANF non-assistance services are those services that are not intended to provide ongoing basic income support. This includes work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision and training) and supportive services such as transportation for employed persons,

counseling, case management, child care information and referral, transitional services, job retention and other employment related services that do not provide basic income support.

Districts awarded funds to continue a Green Jobs Corps program will be required to (directly or through agreements or contracts with other organizations):

**Identify employment opportunities in the green jobs sector**, consistent with scope of the district's approved SFY 2009-10 Green Jobs Corps plan to be targeted, including the position, anticipated job duties and prospective employers.

Districts are expected to provide job readiness and occupational skills training using their SFY 2010-11 (Green Jobs Corps 2) allocations to prepare participants for subsidized employment placement in the green jobs sector, and to provide employment opportunities of up to 40 hours per week at the minimum wage or higher for up to one year. Districts will determine the length of the subsidy period, subject to the limit previously noted, the hours of subsidized employment, and the subsidy amount, which may vary by employer or position.

Funding made available through the OTDA Green Jobs Corps 2 program may not be used to replace existing funding and subsidized employment positions may not replace staff doing equivalent work pursuant to Social Services Law sections 336-e and 336-f. Funds may be used to continue services established under SFY 2009-10 Green Jobs Corps approved plans.

**Provide Job Preparation Training** to prepare individuals for placement into the Green Jobs Corps program subsidized employment position and/or for unsubsidized employment. Such training shall include, but not be limited to:

- Soft skills training such as attitudinal training, career development, and introduction to basic computer literacy.
- Occupational skills training that prepares the individual for employment in a green sector job that is consistent with the district's approved SFY 2009-10 Green Jobs Corps plan. Training may include, but is not limited to basic construction, (electrical, plumbing and carpentry), environmental remediation, weatherization, building retrofits, renewable energy, and natural resource preservation.

Districts may provide such training before and/or after placement in the subsidized employment position but in all instances are required to ensure that program participants are provided soft skills and occupational skills training needed to support eventual unsubsidized employment. Training that offers industry-recognized skills and/or a certificate is preferred. The length and type of training may vary depending on the targeted occupation and the needs of the employer.

The training component may be funded through the Green Jobs Corps 2 program, but districts are encouraged to leverage additional training opportunities that are separately funded, with the Green Jobs Corps 2 program supporting other program benefits including wage subsidies and case management services. Districts are encouraged to provide training that will give the prospective employee the level of basic skills needed for him/her to benefit from the addition of on-the-job training and to succeed in the employment placement. Districts are expected to have determined prior to placing an individual in an occupational training that employment opportunities are available in the field for which the individual is being trained and to maintain job development efforts to promote placement in permanent jobs following or concurrent with training and participation in the subsidized employment.

Districts may also fund or otherwise support the ability for program participants to participate in additional education (such as adult basic education and GED preparation) or job skills training prior to, or following placement in the subsidized job, consistent with the approved SFY 2009-10 Green Jobs Corps plan. The hours that program participants engage in the training and education may be paid or unpaid.

**Provide Support Services** to program participants as necessary to support program participation and completion. Services may include, but are not limited to, child care, transportation, and other necessary services.

Districts are encouraged to collaborate with local non-profit agencies experienced in providing workforce development services to low-income populations facing barriers to employment such as those having criminal histories and periods of incarceration.

Participants in the Green Jobs Corps 2 program will receive continuous supportive services from a case manager assigned from the first day that they begin the program to address issues that affect an individual's ability to retain employment and progress with skills training such as housing, transportation, child care, and substance abuse or mental health treatment. Districts are reminded that this funding cannot be used to provide medical services or treatment. Districts are encouraged to also arrange for mentors that can help program participants establish and maintain employment goals and develop strategies to address circumstances that could interfere with continued employment or training activities.

Districts are expected to ensure that program participants are provided information on the availability of earned income tax credits and other credits that they may access once working, including the availability of information through [mybenefits.ny.gov](http://mybenefits.ny.gov). Additionally, as with all individuals who go to work, districts are expected to facilitate access to transitional benefits including health insurance, transitional child care and Supplemental Nutrition Assistance benefits.

Plans must detail the overall structure of the program, including the type and anticipated length of training to be provided for each category of job targeted, who will be providing the training, the types of jobs being targeted, the range of wages to be paid, and the length of the subsidy period. Plans should also identify the employers targeted to provide the subsidized employment opportunities.

#### **IV. Program Implications**

##### **Eligible participants**

Funding available for the OTDA Green Jobs Corps 2 program consists of \$2 million in TANF funds.

In all instances, priority shall be given to enrolling TANF eligible public assistance recipients in the Green Jobs Corps 2 program, although other individuals are eligible as outlined below.

All Green Jobs Corps 2 program participants must be TANF eligible and may include the following categories of individuals:

- Individuals in receipt of TANF/Family Assistance (case types 11 or 12) and Safety Net Assistance Maintenance of Effort (SNA-MOE) (case types 16 or 17 with state charge codes 63 or 64);
- Individuals in two-parent cases with children receiving Safety Net Assistance (as described in 06 LCM-09); and
- Individuals not in receipt of public assistance but who are determined TANF eligible based on TANF 200% of Poverty guidelines included in 00-LCM-20.
- Safety Net Assistance recipients in households without children may be eligible for TANF funded services due to being a noncustodial parent of a minor child as outlined in 00 LCM-20 and districts are strongly encouraged to determine such eligibility and serve these individuals through the Green Jobs Corps program.

Districts should also target services to formerly incarcerated individuals, including non-custodial parents who were formerly incarcerated or who have a criminal history and who are determined eligible under the TANF 200% of Poverty guidelines and eighteen to twenty-four (18-24) year olds who are eligible under TANF 200% of Poverty guidelines included in 00-LCM-20. Individuals in these targeted groups include such individuals in receipt of public assistance.

PLEASE NOTE: As the funding source under this LCM is TANF only, Safety Net Non-MOE recipients who are not TANF eligible in accordance with 00-LCM-20 cannot receive services or be placed in subsidized jobs supported by Green Jobs Corps 2 funding.

### **Funding**

A total of \$2 million in TANF funds is available to support the second year of the Green Jobs Corps program. The SFY 2010-11 TANF allocations are based on each districts TANF share of their approved SFY 2009-10 Green Jobs Corps plan.

Projects receiving funding are expected to begin on or after October 1, 2010 and end on September 30, 2011 with the claiming deadline of November 15, 2011. In the event these funds are not reappropriated in the SFY 2011-12 State budget, final claims for this program will be due by August 15, 2011. The program period for Green Jobs Corp 2 program cannot overlap with the program period for year one of the Green Jobs Corps program. In those instances where a district is supporting services with year one (SFY 2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011). Please note that the program requirements for the first year of the Green Jobs Corps program as described in 09-LCM-09, including the provision of job readiness and occupation skills training and subsidized employment opportunities in the green jobs sector of up to 35 hours per week at the minimum wage or higher continue to apply for services supported by funding made available by 09-LCM-09.

## V. Plan Format

Districts must submit plans consisting of a program narrative, budget form and budget narrative to OTDA for approval. OTDA staff will review the submission to determine that services are consistent with the approved SFY 2009-10 Green Jobs Corps plan. Modifications outside the scope of the SFY 2009-10 Plan will be considered based on the extent to which the modification is expected to improve program outcomes. OTDA will also review the plan to ensure that services are directly related to the provision of allowable program services and activities to eligible participants and that program components regarding required training are met.

### A. Program Narrative:

Plans must detail the overall structure of the program using the program narrative template (see **Attachment D**). The narrative should not exceed six pages in 12-pitch font using standard one inch margins. The template contains detailed instructions addressing the following components:

- program period including anticipated start and end dates;
- an estimate of the number of participants to be served during the program period;
- whether or not the district will use grant diversion to increase the number of individuals to be served;
- a description of the target population, the process that the district will use to identify appropriate individuals who are eligible to participate in the program; and how participants will be matched with employment opportunities in the green jobs sector;
- the employment opportunities targeted, including prospective employers, an estimate of the range of wages to be paid, the number of hours to be subsidized each week, and the expected length of the subsidy period.
- the training, including job readiness and occupations skills training available to prepare the individual for the subsidized employment opportunity in the green jobs sector.
- Supportive services to be provided to program participants during the subsidy period;
- Services to be offered to secure unsubsidized employment for those participants whose placement will be temporary; and,
- Project staff, percentage of time attributable to program services and expected duties.

### B. Budget and Budget Narrative Forms

The budget and budget narrative forms (see **Attachment E** and **Attachment F**) should identify staff and services to be funded through the program and the estimated cost (see **Attachment C** for instructions regarding budget preparation).

## VI. Submission of Plans

Districts are encouraged to submit completed plans which are consistent with the program requirements described in this LCM to OTDA for review as soon as completed. Completed plans must be submitted no later than December 6, 2010 to be eligible for funding under this initiative. District allocations are available beginning October 1, 2010 for districts that have fully claimed their respective award provided under 09-LCM-09 and have a completed and approved plan. In those instances where a district is supporting services with year one (SFY

2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011). Completed plans should be e-mailed by October 29, 2010 to Susanne Haag at [Susanne.Haag@otda.state.ny.us](mailto:Susanne.Haag@otda.state.ny.us) or mailed to the below address in time to reach OTDA no later than December 6, 2010.

Ms. Susanne Haag  
NYS Office of Temporary and Disability Assistance  
Employment and Advancement Services Bureau  
40 North Pearl Street, 11-A  
Albany, New York 12243

## **VII. Reporting**

Districts will be required to report information on an individual basis using a format provided by OTDA. OTDA will provide reporting instructions under separate cover.

## **VIII. Claiming Instructions**

All expenditures against the Green Jobs Corps 2 allocation must be claimed in accordance with the local social services district's Green Jobs Corps 2 approved plan. Local districts may claim reimbursement for Green Jobs Corps 2 expenditures made from October, 1 2010 through September 30, 2011. In those instances where a district is supporting services with year one (SFY 2009-10) allocations through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Green Jobs Corps 2 program period accordingly. For example, if a district is able to rely on SFY 2009-10 funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan that has a program period of nine months (January 1, 2011 through September 30, 2011).

Final claims for Green Jobs Corps 2 must be received by November 15, 2011. These deadlines are contingent upon re-appropriation authority in the SFY 2011-2012 budget. If not reappropriated, final claims must be submitted by August 15, 2011.

The administrative and/or contracted costs associated with approved plans should be reported in the F-17 function (Other Reimbursable Programs) on the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). These costs will carry forward to the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs, (LDSS-3274), and be reported in a column labeled Green Jobs 2. These expenditures will support Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Green Jobs 2.

District staff not working fulltime on Green Jobs Corps 2 must be time studied and only those related costs should be charged to Green Jobs Corps 2.

The LDSS-3922 for Green Jobs 2 should be submitted on a monthly basis to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the claims submitted via TRACS for audit purposes. Instructions for completing the

Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapter 18. Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The expenditures should be entered in the non-Administration/Administration Costs columns based on the guidelines below.

According to TANF regulations, costs considered to be program are:

- Direct costs, including salaries and fringe benefit costs for staff providing program services;
- Direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and,
- Contracts devoted entirely to program activities.

According to TANF regulations, administrative costs include:

- Contract costs that are not excluded totally or in part as program activities;
- All indirect or overhead costs (i.e., A-87 costs); and,
- Activities related to eligibility determinations.

See Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed information on TANF administrative expenditure requirements.

Under these guidelines, districts should enter their expenditures in the proper column of the LDSS-3922. Most of the activities incurred under this program should be reported in the Non-Administration Costs column. Overhead and A-87 costs should be entered in the Administration Costs column. Expenses should be reported on the appropriate lines of the LDSS-3922, with the amount of the actual work subsidy entered on line 12, Assistance Direct to Client.

Expenditures should be claimed at 100% Federal share up to the amount of the allocation.

Costs in excess of the allocation may be claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs (LDSS-2347-B1) as Direct Charge Costs (Line 7) under TANF Program (Column 2) for TANF eligible.

#### **IV. System Implications**

Districts (other than NYC) are encouraged to make full use of their local Welfare-To-Work Caseload Management System (WTWCMS) provider directory to document client involvement in this program. WTWCMS administrators should use the available Statewide umbrella program funding source entitled "Transitional Employment" which displays as an active local program. Only the counties that do not participate in any of the subsidized employment programs should inactivate Transitional Employment from their respective local Program listing. The separate funding streams for Transitional Jobs, Green Jobs Corps or Health Care Jobs can easily be designated through the administrative creation of provider, site and offering records within your local directory structure.

Offering records should reflect Transitional Employment as the selected funding source, with the specific subprogram name of Transitional Jobs, Green Jobs Corps or Health Care Jobs data entered in the offering name of the allowable activity or supportive service that an individual provider agency has made available. It is important to point out that client referrals and enrollments in these program funded activities will not display on WTWCMS listings by



provider, site and offering unless provider directory information is administratively created for workers to use. More importantly, workers will not have to manually data enter this same information in order to create a client referral or enrollment record on WTCMS.

**Issued By:**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports

**Subsidized Employment Programs Matrix**

	<b>Green Jobs Corps (Districts awarded funds under 09-LCM-09)</b>	<b>Health Care Jobs Program (Largest 7 Districts)</b>	<b>Transitional Jobs Program (All Districts)</b>
<b>Program Description</b>	Subsidized employment opportunities for up to 12 months in “green jobs” such as those associated with weatherization, energy efficiency, environmental conservation and renewable energy, consistent with the district’s Green Jobs Corps plan approved under 09-LCM-09. Program includes a soft and occupational skills training component.	Subsidized employment opportunities for up to 12 months in the health sector, including community outreach and education positions.	Subsidized employment opportunities for up to 12 months combined with at least 105 hours of paid education and training for each participant. Districts may subsidize up to 40 hours of employment and training/education per week for a participant.
<b>Jobs Targeted</b>	Positions in “green” industries such as those that improve energy efficiency, promote environmental conservation and preserve natural resources including but not limited to, weatherization, building construction and retrofitting, environmental re-mediation, renewable energy, and natural resource preservation/beautification, consistent with the district’s approved Green Jobs Corps plan.	Employment opportunities in the health care sector including community outreach and education positions. Priority to establishing jobs in which employees participate in education and outreach to assist low-income individuals access appropriate health care and public health insurance.	Sectors with substantial opportunities for continued unsubsidized employment. As with TJ1, districts may continue using transitional employment opportunities that prepare individuals for permanent employment, but are not expected to result in a permanent subsidized position with the initial employer. In all instances the program must include job placement services to support placement in permanent jobs.
<b>Services to be provided</b>	Job readiness training including soft skills training and occupational skills training must be a program component. Adult Basic Education (ABE) and General Equivalency Diploma (GED) preparation may also be provided. The hours of training are determined by the district and participation in the training component may be paid or unpaid. All participants are to be placed in subsidized employment of up to 40 hours per week.	Subsidized employment opportunities for up to 12 months in the health care sector. Appropriate training in the health care sector may also be provided. Districts are encouraged to target areas of high poverty or high levels of limited-English proficiency.	Subsidized employment opportunities for up to 12 months combined with at least 105 hours of paid education and/or training provided to each participant.
<b>Program Goal</b>	Placement in subsidized employment for up to 12 months at an hourly rate of at least \$7.25 per hour for up to 40 hours per week in “green” jobs that provide the participant the opportunity to gain work experience in a field that is expected to experience future growth. Employment opportunities that pay more than minimum wage are preferred.	Placement in subsidized employment for up to 12 months at an hourly rate of at least \$7.25 per hour for up to 40 hours per week in the health care sector. Employment opportunities that pay more than minimum wage are preferred.	Placement in subsidized employment for up to 12 months at an hourly rate of at least \$7.25 per hour for up to 40 hours per week of paid employment, provided each participant receives at least 105 hours of paid education and training. Employment opportunities that pay more than minimum wage are preferred.
<b>Eligible participants</b>	TANF eligible individuals; Priority to public assistance recipients, targeting those formerly incarcerated and 18 - 24 year old individuals; TANF funded recipients may include Noncustodial Parents (NCP’s) eligible under the TANF 200% of Poverty guidelines.	TANF eligible individuals Priority to TANF eligible public assistance recipients. Districts are expected to target services to individuals with barriers to placement in unsubsidized employment including long-term public assistance recipients, formerly incarcerated individuals, and individuals with limited job skills or work histories.	TANF eligible individuals; Priority to public assistance recipients; NCPs may be served if they meet the TANF 200% of Poverty guidelines; targeting formerly incarcerated individuals.
<b>Preference for allocations</b>	Funds allocated to districts with approved Green Jobs Corps programs awarded under 09-LCM-09.	Districts with over 1,500 active adults in receipt of public assistance in households with dependent children.	Areas with unemployment rates that exceed the statewide average.
<b>Funding amount</b>	\$2,000,000 TANF	\$2,000,000 TANF	\$5,628,198 TANF

OTDA GREEN JOBS CORPS 2 AWARDS	
District	SFY 2010-11 Awards
Albany	\$85,200
Broome	\$68,703
Cayuga	\$22,899
Chautauqua	\$68,703
Monroe	\$119,941
Nassau	\$137,408
New York City	\$994,000
Onondaga	\$41,642
Oswego	\$85,200
Schenectady	\$68,496
Suffolk	\$170,400
Westchester	\$137,408
<b>TOTAL</b>	<b>\$2,000,000</b>

**Green Jobs Corps 2 Program  
Program Period October 1, 2010-September 30, 2011**

**Budget Forms, Budget Narrative Forms**

Please use the following as a guide to complete the budget and budget narrative.

Planned costs must be directly related to the delivery of the program services and activities that will take place. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency.

Program Cycle

Green Jobs Corps Program 2 allocations will be made available to districts upon OTDA plan approval, for the program period expected to begin on or after October 1, 2010 and operate through September 30, 2011, with final claims due by November 15, 2011. In the event these funds are not reappropriated in the 2011-12 State budget, final claims for this program will be due by August 15, 2011.

The 2010-11 Green Jobs Corps Program (Green Jobs Corps 2 Program) is TANF funded. The budget form has three columns:

- TANF Program/Non-Administration costs
- TANF Administration costs
- Total TANF costs

The attached budget form allows the local district to identify program/non-administrative and/or administrative costs to be budgeted on a single form.

The maximum amount the State can spend on administration is 15% against the TANF Block Grant after transfers to other block grants. Since this program represents only a portion of the amount subject to the 15% Federal limit, the total administrative costs funded with this program can be greater than 15% of each local district's allocation. However, plan approvals will be based on the projection for Statewide TANF funded administrative costs.

Under TANF regulations costs considered to be program are:

- direct costs, including salaries and fringe benefit costs for staff providing program services;
- direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and
- contracts devoted entirely to program activities.

Administrative costs which count toward the 15% statewide spending limit include:

- contract costs that are not excluded totally or in part as program activities;
- all indirect or overhead costs (i.e., A-87 costs); and activities related to eligibility determinations.

Please identify:

1. Staff Salaries: Enter the amount of salaries of staff charged to the project.
2. Fringe Benefits: Enter the amount of fringe benefits associated with the salaries charged to the project.
3. Contractual Costs: This category includes institutions, individuals or organizations external to the social services district which have entered into an agreement with the social services district to provide any services outlined in or associated with the plan, and whose services are to be funded under the project. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency. Please note that the 2010-11 budget workbook has been set up so that any subcontractor costs entered by a district on a subcontractor worksheet will roll up to the contracted services line on the district worksheet. Districts should input the remainder of their costs on the district worksheet. Local provider agencies are **not** required to delineate their budget between program/non-administration and administration costs.
4. Travel: Enter the direct travel costs for employees assigned to the project. Staff travel costs should be budgeted in line with standard agency travel policy or New York State Comptroller guidelines. Travel costs are reimbursed at State rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or subcontractor's travel expenses should be included on the appropriate subcontractor worksheet, which will roll into the contracted services line on the district worksheet. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior OTDA approval.
5. Equipment Costs: Enter the identifiable costs of equipment assigned to the project. Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. Title to all equipment purchased under this program rests with OTDA upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of OTDA. An inventory of all equipment purchased must be kept. List the equipment and associated cost to be either purchased or rented in the budget narrative.
6. Supplies: Enter the identifiable costs of supplies assigned to the project. Provide a list of the supplies and associated cost in the budget narrative.

7. Other Direct Expenses: Enter any type of expense such as printing/photocopying, office rent, utilities and telephones outside of the categories listed above. Include a list of the expenses and associated costs in the budget narrative.
10. Overhead Costs Allocated: Enter overhead costs allocated to the project. If staff are assigned by the district to this program, the schedule D17 will allocate overhead on the claim because it is derived by staff count. As such, this amount should be included on the Green Jobs Corps 2 program budget form. These are the overhead costs allocated based on staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347).
11. A-87 Costs Allocated: Enter the A-87 costs allocated to the staff assigned to the project. If staff are assigned by the district to this program, the schedule D17 will allocate A-87 on the claim because it is derived by staff count. As such, this amount should be included on the Green Jobs Corps 2 budget form. These A-87 costs are allocated based on the staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program LDSS-2347.
12. Assistance Direct to Client: Any costs associated with the payment of work subsidies to participants should be reported under Non-Administration Costs, line 12 – Assistance Direct to Client. Work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; include all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites, and providing training to participants.
13. Please leave this section blank. It was formerly used for reporting of the self-sufficiency bonus; a category no longer used.
14. Transportation: Enter the amount of any transportation costs to or for participants as part of the project. List the transportation and the associated costs provided in the budget narrative. Note: Costs associated with transportation must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.
15. Other: Enter the amounts provided to participants other than the identified costs listed under Transportation for this project. List the participant-related item and associated costs in the budget narrative form. Note: costs associated with other participant related costs must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.

### **Restrictions on the Use of Funds**

The following costs are not allowed:

- advertising costs, except for recruitment of personnel or procurement of scarce items;
- capital expenditures for improvement or acquisition of facilities;

- entertainment costs, including social activities or cost of alcoholic beverages;
- interest costs incurred by provider agencies;
- costs of organized fund raising;
- medical costs;
- costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project;
- costs for preparation of continuation agreements and other proposal development costs;
- costs associated with the payment of fines;
- costs associated with anti-fraud related activities; and
- costs associated with planning and coordination studies.

**Program Narrative for Green Jobs Corps 2 Program**

**District Name:** \_\_\_\_\_

**Contact Name and Number:** \_\_\_\_\_

**Total Green Jobs Corps program funding requested**    \$ \_\_\_\_\_

**Anticipated number of participants to be served (placed in subsidized employment) during program period:** \_\_\_\_\_

**Will grant diversion be used to increase the number served?**    \_\_\_\_\_ Yes \_\_\_\_\_ No

**Anticipated program period of the Green Jobs Corps 2 program** \_\_\_\_\_  
(Program period must fall within October 1, 2010 to September 30, 2011)

***Program goals and services:***

*A. Describe the target population for the program and how appropriate individuals will be identified for enrollment in the program. Please include a description of how the district will maximize enrollments of TANF eligible public assistance recipients.*

*B. Please describe the process that will be used to match participants with employment opportunities in the green jobs sector.*



C. Please use the chart below to describe the expected employer(s); targeted job in the green jobs sector and job duties, the specific type(s) and anticipated length of training to be provided, (including soft and hard skills education and training) along with identifying the education and training providers expected to conduct such training, and the expectations at the end of the subsidy period, including an expectation for continued employment with the subsidized employer.

**Note: A separate chart should be completed for each targeted job. Districts may opt to identify the types of employers rather than specific employer names if preferred; however, districts are expected to have specific employers identified for participation in the GJC2 program. Additionally, districts should identify if some or all of the occupational training will occur on-the-job.**

<b>Job Targeted:</b>		
<b>Job Duties:</b>		
<b>Number of Participants Estimated to be Placed in Targeted Job</b>		
<b>Names of Prospective Employer</b>		
<b>Training</b>		
<b>Type of Training Available</b>	<b>Job Readiness Training</b>	<b>Occupations Skills Training</b>
<b>Name of Training Provider</b>		
<b>Expected Length of Training</b>		
<b>Description of Training :</b>		
<b>Subsidized Employment Information</b>		
<b>Hourly Rate</b>	<b>Hours per Week (Not to Exceed 40).</b>	<b>Anticipate Length of Subsidy:</b>

*D. Provide a description of job placement services that will be offered to secure unsubsidized employment once the timeframe for the subsidy has expired if permanent placement is not achieved.*

*E. Provide a description of the types of supportive services, including specific job retention services that will be provided to program participants during and after the subsidy period.*

**Project Staff and Duties**

Identify the project staff and duties for each provider or district staff providing services to participants of the Green Jobs Corps program.

Position/Title	Estimated Percentage of Time on Green Jobs Corps Program	Duties

Green Jobs Corps 2 Budget Form

Local Department of Social Services \_\_\_\_\_

Budget Categories			
SALARY COSTS	TANF PROGRAM/NON-ADMINISTRATION COSTS	TANF ADMINISTRATION COSTS	TOTAL TANF COSTS
1. Salary Costs			\$ -
2. Fringe Benefits			\$ -
<b>3. Total Salary &amp; Fringe Benefits</b>	\$ -	\$ -	\$ -
<b>NON-SALARY COSTS</b>			
4. Contractual Costs *	\$ -		\$ -
5. Travel Costs			\$ -
6. Equipment Costs			\$ -
7. Supplies			\$ -
8. Other Direct Expenses			\$ -
<b>9. Total Non-Salary Expenses</b>	\$ -	\$ -	\$ -
<b>10. Overhead Costs Allocated</b>			\$ -
<b>11. A-87 Costs Allocated</b>			\$ -
<b>CLIENT RELATED COSTS</b>			
12. Assistance Direct to Client			\$ -
13.			
14. Transportation			\$ -
15. Other			\$ -
<b>16. Total Client Related Costs</b>	\$ -		\$ -
<b>17. Total Project Costs</b>	\$ -	\$ -	\$ -

\* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Attachment F to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 14 and 15.

Green Jobs Corps 2 Budget Narrative Form

Local Department of Social Services \_\_\_\_\_

Budget Categories	
4. Contractual Costs:	
5. Travel Costs:	
6. Equipment Costs:	
7. Supplies:	
8. Other Direct Expenses:	
12. Assistance Direct to Client:	
13. Blank: Do not use.	
14. Transportation:	
15. Other:	