



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor**

Local Commissioners Memorandum

Section 1

Transmittal:	11-LCM-11
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	September 9, 2011
Subject:	Supplemental Allocations for Green Jobs Corps 2 Program
Contact Person(s):	<p><u>Program Related Questions:</u> Susanne Haag (518) 486-6291 Susanne.Haag@otda.state.ny.us or Employment Services Advisor</p> <p><u>Claiming Related Questions:</u> <u>Regions 1-5:</u> Ed Conway (518) 474-7549 Edward.Conway@otda.state.ny.us <u>Region 6:</u> Michael Simon (212) 961-8250 Michael.Simon@otda.state.ny.us</p>
Attachments:	Attachment A: Supplemental Green Jobs Corps 2 Allocations Attachment B: Budget Instructions Attachment C: Program Narrative Addendum Attachment D: Budget Form Attachment E: Budget Narrative
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental Green Jobs Corps funding allocations to districts currently operating an approved Green Jobs Corp 2 program. Separate LCMs are being released to inform eligible districts of supplemental allocations that are being made available for the Transitional Jobs 2 and Health Care Jobs 2

programs. This LCM also informs districts of the program requirements associated with the use of the supplemental funds being made available and that the program period for the Green Jobs Corps 2 program has been extended from September 30, 2011 to **June 30, 2012**.

II. Background

On November 5, 2010, 10-LCM-15 OTDA Green Jobs Corps 2 program was transmitted to social services districts informing them of the availability of \$2 million in federal TANF funds to continue the OTDA Green Jobs Corps program to provide job readiness, occupational skills training and subsidized employment opportunities to help TANF eligible individuals obtain employment in the green jobs sector. Districts awarded funding through 09-LCM-09 was eligible to receive an allocation under the Green Jobs Corps 2 program.

An additional \$2,106,617 in unprogrammed TANF funds initially authorized by the Enacted SFY 2009-10 and SFY 2010-11 State Budgets is being made available to support supplemental Green Jobs Corps 2 allocations. Attachment A provides each eligible district's supplemental Green Jobs 2 allocation made available through this LCM and the total combined Green Jobs Corps 2 allocations.

III. Program Implications

A. Program Requirements

Services supported by the supplemental Green Jobs Corps 2 allocations must be consistent with the Green Jobs Corps 2 plan approved by OTDA. While 10-LCM-15 informed districts that Green Jobs Corps 2 funding may be used to subsidized green sector employment of up to 40 hours per week for up to one year, the appropriation language which authorizes the use of the unprogrammed Green Jobs Corps funding limits the use of these supplemental funds to support subsidized employment opportunities for eligible participants of no more than **35 hours** per week at the minimum wage or higher and for up to one year. Participants must also receive job readiness training and occupational skills training to help prepare them for employment in the green jobs sector as described in 10-LCM-15 and identified in the Green Jobs Corps 2 plan approved by OTDA.

B. Eligible Participants

All individuals served under the Green Jobs Corps 2 program must be determined TANF eligible (receiving Family Assistance or otherwise determined TANF eligible in accordance with 00-LCM-20). In all instances, priority shall be given to enrolling eligible public assistance recipients in the Green Jobs Corps 2 program, although other individuals determined to be TANF eligible may also be served. Districts should also target services to formerly incarcerated individuals, noncustodial parents and individual's age 18-24 who are determined TANF eligible in accordance with 00-LCM-20.

Up to twenty-five percent of the eligible participants served by the supplemental Green Jobs Corps 2 funding may be 18-24 years of age.

C. Funding

The supplemental Green Jobs Corps 2 program allocations are supported by \$2,106,617 in unprogrammed federal TANF funds. The allocations were calculated as follows: each eligible district's proportional share as compared to their SFY 2010-11 allocation. The supplemental and total combined Green Jobs Corps 2 allocations are provided in Attachment A.

Districts must ensure that these funds are used for increased costs associated with operating a new or expanded subsidized employment program (including the continuation of services from the first year of the Green Jobs Corps program).

IV. Submission of Plans

Eligible districts that plan to use the supplemental funding made available to continue services consistent with the SFY 2010-11 Green Jobs Corps 2 plan approved by OTDA must submit a plan narrative addendum (Attachment C) to reflect the total number of participants to be served, the revised program period and the adjusted number of job placements targeted by field. In addition, districts must submit new budget forms (Attachment D) and budget narratives (Attachment E), using the templates provided with this LCM reflecting the new combined Green Jobs Corps 2 allocation (Total Combined Allocation as identified on Attachment A). Access to the supplemental Green Jobs Corps 2 allocations is contingent on OTDA's approval of the revised forms.

Districts that intend to make changes to their approved Green Jobs Corps 2 plan must submit a complete revised plan, including revised plan narrative (in lieu of a plan narrative addendum), new budget forms and budget narratives to OTDA for review and approval. Districts are reminded that the services including the jobs targeted must be consistent with the scope of the district's approved Green Jobs Corps 2 plan. OTDA staff will review the plan submission to determine that services are consistent with the approved Green Jobs Corps 2 plan. Modifications outside the scope of the approved Green Jobs Corps 2 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.

For example, a district that intends to use a portion of the supplemental allocation to support additional occupational training opportunities must submit a revised plan narrative in addition to the revised budget and budget narrative forms. Districts that intend to make changes to their approved Green Jobs Corps 2 plan should contact Susanne Haag to discuss the change and to request a revised plan narrative.

Completed forms as described above must be submitted no later than **October 17, 2011** to be eligible for the supplemental Green Jobs Corps 2 allocation. The supplemental allocations will be made available to districts following OTDA's approval of completed forms/revised plans. Complete forms/revised plans should be e-mailed by **October 17, 2011** to Susanne Haag at Susanne.Haag@otda.state.ny.us or mailed to the follow address:

Ms. Susanne Haag
NYS Office of Temporary and Disability Assistance
Employment and Advancement Services Bureau
40 North Pearl Street, 11th floor
Albany, New York 12243-0001

The reimbursement of costs incurred under the Green Jobs Corps 2 program continues to be contingent on OTDA's approval of the district's Green Jobs Corps 2 plan.

V. Reporting Requirements

Districts are required to report information on an individual basis using the format previously provided by OTDA for the Green Jobs Corps 2 program.

VI. Claiming Instructions

All expenditures against the Green Jobs Corps 2 allocations must be claimed in accordance with the local social services district's Green Jobs Corps 2 program approved plan. Local districts may claim reimbursement for Green Jobs Corps 2 expenditures made from October 1, 2010 through **June 30, 2012**. In those instances where a district supported services with year one Green Jobs Corps allocation 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 relied on Green Jobs Corps funds through December 31, 2010, the district would submit a Green Jobs Corps 2 program plan narrative addendum that has a program period of up to eighteen months (January 1, 2011 through June 30, 2012). Final claims for the Green Jobs Corps 2 program must be received by August 15, 2012.

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 Corps 2. These expenditures will be claimed on Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Green Jobs Corps 2.

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

The LDSS-3922 for the Green Jobs Corps 2 program 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. Starting with October claims, it is anticipated that these claims will be submitted using the new RF 17 package. Further instructions will be forthcoming. 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. The Fiscal Reference Manuals (FRM) are available at: <http://otda.state.nyenet/bfdm/>.

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 as 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 clients.

VII. System Implications

As outlined in 10-LCM-15, 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. Please refer to 10-LCM-15 for further information on system implications.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

Attachment A

Green Jobs Corps 2 Program

District	Supplemental Allocation	Total Combined Allocation
Albany	\$94,870	\$180,070
Broome	\$76,500	\$145,203
Cayuga*	\$0	\$0
Chautauqua	\$76,500	\$145,203
Monroe	\$133,553	\$253,494
Nassau	\$153,003	\$290,411
New York City	\$1,106,811	\$2,100,811
Onondaga	\$46,368	\$88,010
Oswego*	\$0	\$0
Schenectady	\$76,270	\$144,766
Suffolk	\$189,739	\$360,139
Westchester	\$153,003	\$290,411
NEW YORK STATE TOTAL	\$2,106,617	\$3,998,518

* District opted not to operate a Green Jobs Corps 2 program .

**Green Jobs Corps 2 Program
Program Period October 1, 2010 - June 30, 2012**

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 June 30, 2012, with final claims due by August 15, 2012.

The 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 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; and,
- 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.
4. 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.
5. 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.
6. 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.
7. Supplies: Enter the identifiable costs of supplies assigned to the project. Provide a list of the supplies and associated cost in the budget narrative.
8. 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.

**Green Jobs Corps 2 Program
Addendum to Attachment D (10-LCM-15)**

District: _____

Program Contact Name: _____

Telephone Number: (____) _____

A. Please identify the estimated number of TANF eligible participants to be served (placed in subsidized employment) during the program period based on the total combined Green Jobs Corps 2 allocations.

Anticipated number of TANF-eligible participants to be served during _____
program period:

B. Combined Green Jobs Corps 2 program funds budgeted for services _____

(Amount cannot exceed combined Green Jobs Corps 2 program allocation provided to district.)

C. Revised Program Period: _____

(Program period must fall within October 2010- June 30, 2012.)

D. Will grant diversion be used to increase the number served? ___ yes ___ no

E. Revised Number of Job Placements Targeted by field:

Job Targeted	Number of Participants Estimated to be Placed in Targeted Job
Total Number of Job Placements Targeted	

Note: Targeted jobs must be consistent with the approved Green Jobs Corps 2 plan.

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			\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs *	\$ -		\$ -
5. Travel Costs			\$ -
6. Equipment Costs			\$ -
7. Supplies			\$ -
8. Other Direct Expenses			\$ -
9. Total Non-Salary Expenses	\$ -	\$ -	\$ -
10. Overhead Costs Allocated			\$ -
11. A-87 Costs Allocated			\$ -
CLIENT RELATED COSTS			
12. Assistance Direct to Client			\$ -
13.			
14. Transportation			\$ -
15. Other			\$ -
16. Total Client Related Costs	\$ -		\$ -
17. Total Project Costs	\$ -	\$ -	\$ -

* 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: