

## PA CareerLink® Operating Budget Bulletin

The Workforce Innovation and Opportunity Act, or WIOA, and its implementing regulations require the collaboration of many federally funded workforce development-related programs. WIOA and those same regulations further direct PA CareerLink® program partners [see 20 CFR 678.400 and 678.410] to share the one-stop system's costs. The delivery of workforce development activities and services through partnerships, some of which are funded under different laws by various federal agencies, requires uniform management of resource sharing methodologies for paying and funding allocable cost in the PA CareerLink® system.

The Local Workforce Development Board, or LWDB, LWDB staff and fiscal agent staff develop PA CareerLink® (site-specific) budgets for each program year (i.e., effective July 1<sup>st</sup>). The one-stop center budget is denoted as the **PA CareerLink® Operating Budget, or OB**. Each OB is centered around a PA CareerLink® service site. Each budget accounts for all program funding streams used to operate and support the local area's one-stop system activities, career services, shared costs, and additional costs. Actual expenses are reported using the quarterly **Operating Budget-Financial Status Report, or OB-FSR**.

The Bureau of Workforce Development Administration, or BWDA, is the designated administrative entity that provides governance, oversight and administers workforce development-related funds allocated to PA Department of Labor & Industry, or L&I. BWDA ensures policy and practice are aligned with WIOA and its promulgating regulations and applicable federal guidance. BWDA's *PA CareerLink® Finance and Budget Unit* is the primary unit administratively responsible for the collection, review, and approval of local area OBs and OB-FSRs, as well as providing technical assistance as needed.

PA CareerLink® Finance and Budget Unit updates and publicly posts the **PA CareerLink® Operating Budget Bulletin, or OB Bulletin**. The OB Bulletin supplements primary OB guidance found within L&I's **Local Workforce Delivery System - Memorandum of Understanding Guide**. The *Local Workforce Delivery System - Memorandum of Understanding Guide* provides general and some PA-specific information and guidance for all memorandum of understanding, or MOU, elements, including the OB and the Infrastructure Funding Agreement, or IFA.

Additionally, the **Financial Management Policy** and its accompanying **Financial Management Guide**, or FMG, provide important foundational guidance that helps explain principles and practices concerning subjects associated with the OB. A review of the FMG is recommended in preparation for the development and execution of an OB.

The OB Bulletin supplies PA-specific information to assist local areas in developing the OB and completing the OB-FSRs. Guidance contained within the OB Bulletin may be temporary in nature and is considered valid only during the program year it references. The **PA CareerLink® Operating Budget Bulletin** will prevail in the event of conflict between it and any other guidance.

### **DEFINITIONS**

**Additional Costs** are operating and shared costs for services commonly provided through the one-stop partner programs including initial intake, needs assessment, basic skills appraisal, identifying appropriate services, referrals to other one-stop partners and business services.

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**Allocation** is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

**Cost objective** is a program, function, activity, award, organizational subdivision, contact, or work unit for which cost data are desired and for which provision is made to accumulate and measure the costs of processes, products, jobs, capital projects, etc. A further distinction is made between intermediate cost objectives (2 CFR 200.60) and final cost objectives (2 CFR 200.44).

### Funding Types

- **Cash** are funds provided to the LWDB or its designee by one-stop partners, either directly or by an interagency transfer or third party.
- **Non-Cash** are expenditures incurred by one-stop partners on behalf of the one-stop center; and goods or services contributed by a partner program and used by the one-stop center. Contributions must be valued consistent with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 2 CFR Part 200, also known as the *Uniform Guidance*, and 20 CFR 678.720.
- **Third party-in-kind** are contributions of space, equipment, technology, non-personnel services or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop partner to: support the one-stop center in general; or to support the proportionate share of one-stop infrastructure costs of a specific partner.

**Infrastructure costs** are non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

**Infrastructure funding agreement, or IFA**, describes a reasonable cost allocation methodology, where infrastructure costs are charged to each partner based on partners' proportionate use of the one-stop center, relative to the benefits received from the use of the one stop center consistent with Federal Cost Principles in the Uniform Guidance at 2 CFR part 200, and the Department of Labor exceptions at 2 CFR part 2900. A local workforce development board may negotiate an umbrella IFA or individual IFAs for one or more of its one-stop centers.

**One-Stop operating budget, or OB**, (formerly Resource Sharing Agreement Budget, or RSAB) is a consolidated budget report in which the local area grantees enter their budget data for the new year and report actual expenditures on a quarterly basis. The consolidated budget reports provided by the local area grantees initiate and finalize discussions and internal agreements with each state PA CareerLink® partner agency. The results provide the annual allocation of state PA CareerLink® funds that are made available for distribution to local area grantees. Grantees identify the costs as Facility, Operating and Personnel expenses by each PA CareerLink® and applicable State PA CareerLink® partner agency.

**Required and additional partners** are entities that administer required programs or activities as described in WIOA Sec. 121(b)(1)(B) and 20 CFR 678.400, or the additional programs as described in WIOA Sec. 121(b)(2)(B) and 20 CFR 678.410 in a local area. Required programs and activities are mandated to be

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made available in the PA CareerLink® delivery system while additional programs may be made available if approved by the CEO and the LWDB. All one-stop partners must enter into a MOU with the LWDB.

**Shared Operating Costs and Shared Services** may include costs of shared services that are authorized for and be commonly provided through the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners and business services.

### **OPERATING BUDGET (OB)**

The OB is the annual financial plan agreed upon by the chief elected official, or CEO, LWDB and partners in the MOU to deliver services in a local area. The MOU must contain provisions describing how the costs of shared services provided by the one-stop system and operating costs will be funded, including infrastructure costs for the one-stop system as detailed in WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b).

#### **PA CareerLink® Costs Categories (Expenses):**

The OB consists of the following *cost categories*, also denoted as *expenses*, specifically identified in the statute: *infrastructure costs*, defined in WIOA sec. 121(h)(4)) and *additional costs* (see WIOA sec. 121(i)). Additional costs must include applicable career services and may include shared operating costs and shared services related to the operation of the one-stop delivery system but does not constitute infrastructure costs. These additional costs are described in WIOA sec. 121(i); further guidance is found in [Training and Employment Guidance Letter No. 17-16, Infrastructure Funding of the One-Stop Delivery System](#).

Infrastructure costs are direct building charges such as rent, utilities, insurance, and taxes. All required partners must contribute toward infrastructure expenses. When applicable, rent is divided into two categories: rent and direct rent. Direct rent is subtracted from rental expenses prior to allocating to the remaining partners. Offices that do not pay rent (i.e., offices housed in state-owned buildings or offices that own the property) must use either Facility Utilities and Building Maintenance or Direct Facility Utilities and Building Maintenance as the primary facility expense.

Operating expenses are all other shared costs of services, utilities, supplies and equipment. Operating expenses can be shared based on usage. There are two methods of calculating proportionate shares of operating expenses: fixed allocations and formula allocations.

Fixed allocations are based on several quantifiable criteria determined by BWDA and verified by the contributing organization. All local areas will receive notice of these fixed allocations prior to the OB due date. These figures must be entered as direct payments towards infrastructure expenses. Financial Status Report, or FSR, entries on these allocations must be reported and drawn at a rate of twenty-five percent (25%) per quarter and must be fully drawn and expensed by the final FSR submission due date. These funds are not increased or decreased through modifications.

Formula allocations are based on outside criteria entered in the OB. It can be determined by square

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footage used, full-time equivalent positions, proportionate use, or any method approved through the MOU, as long as it results in a fair allocation (proportionate share and relative benefit). The intended purpose of allocations is to allow the PA CareerLink® to proportionately offset expenses and allocate to contributing partners based on the operational shared expenses within the PA CareerLink®. For example, if a partner does not use the postage meter, that partner is not required to contribute toward the expense. However, it is common to use formula allocations to still allocate costs across all partners that are not identified as a fixed allocation (i.e., direct rent only partners). More details are referenced within this Bulletin at ***PREPARING THE OPERATING BUDGET TEMPLATE - Key Budget Sections***.

The budget is intended to be a reasonable estimate of incurred expenses. All anticipated expenses are reported in entirety and should exclude any form of income or offsets. Requesting too much or too little will not result in corrective action or issues, provided the requests are identified as reasonable and accepted by all involved partners. It is understood that requested values may need modifications for not only the addition or removal of partners, but also as part of a closeout.

The OB must be periodically reconciled against actual costs incurred and adjusted accordingly. Reconciliation ensures a cost allocation methodology, i.e., how infrastructure costs are charged to each partner in proportion to one-stop center partner usage, and the relative benefit received. Partners may further refine the OB, as needed, to assist in tracking their contributions. It may be necessary at times to separate the budget of a comprehensive one-stop center from a specialized center or an affiliate center.

**Note:** For more information or help with cost allocation, review the *Cost Allocation and Cost Allocation Plans (CAPs)* online training module available on [WorkforceGPS](#).

### Preparing a New Operating Budget:

- The local funding support analysis and partner negotiations of expected PA CareerLink® facility expenses should be based on the previous year's expenditures and anticipated operational costs for the upcoming program year, focusing on the systemic workforce services required to meet the needs of employers, job seekers and other customers. In terms of state-level programs, budget estimates serve as the basis for the overall reserved state-level funding and subsequent local PA CareerLink® site-specific allocations and Notice of Obligations, or NOO.
- The previous program year's, or PY, final partner-approved budget, and received BWDA concurrence, must be used in preparation for the new PY budget. Each budget must reflect the previous year's final modified budget figures. For example, if the PY19 budget allocated \$100,000 initially, but there was a modification, the modified budget is used as the basis of comparison against the PY20 proposed budget.
- For local workforce development areas, or LWDA's, with multiple PA CareerLink® sites, the budget worksheets must be submitted in a single Excel workbook file with a summary tab aggregating all information from the multiple PA CareerLink® sites.

### Operating Budget Modifications:

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Budget modification may be needed for a variety of reasons including, but not limited to, the addition or removal of one-stop partners and changes to either allocation methods or agreed upon shared costs. BWDA may also require modification due to other factors.

**Note:** In addition to the close-out, local areas are permitted two (2) optional modifications per year.

- Periodic reviews and budget adjustments are expected. Reasons for budget modifications must be identified in the governing local area MOU. However, all partners are financially liable for all shared expenditures incurred as part of the budget as outlined in the MOU. For example, if a partner reduces staff during a given quarter, that partner is still liable for all shared costs until the budget open modification period occurs. At that point, the partner can request the modification to reduce the number of full-time equivalents, or FTEs, which in turn, would lower that partner's cost.
- Budget modifications must be approved by partners in advance to submission. In limited circumstances, BWDA may unilaterally approve state-level partner modifications, if given the authority. The budget should be numbered to reflect the most current budget modification for the current fiscal year. For example, the original budget will indicate the budget's *modification* section as blank; for subsequent modifications, a numbering sequence (e.g., "1", "2") must be annotated within the budget's *modification* section.
- An explanation of budget changes must be provided within the budget's *comments* section.
- Line-item budget changes that do not affect the total budget amount do not require a formal modification. However, all partners must be provided with the necessary information reflecting the revision.

### PREPARING THE OPERATING BUDGET TEMPLATE

L&I's OB template may not capture the diversity in cost allocation methodologies; therefore, LWDBs and fiscal agent staff may propose methodologies for inclusion in OB template revisions.

**Note:** Highlight (or change the font color to red) any altered OB template row and/or column. OB template formulas must not be altered or deleted without identifying the changes. If the LWDB has difficulty completing the OB template, including the use of additional cost allocation methodologies, then field staff must request technical assistance via email from BWDA's PA CareerLink® Finance and Budget unit's resource account at [RA-LI-PACL-FINOP@pa.gov](mailto:RA-LI-PACL-FINOP@pa.gov).

#### Key Budget Sections

**Shared Annual Costs (Part 1):** There are two major classes of shared costs. The first is One-Stop Center Infrastructure Costs [see 20 CFR 678.700]; LWDBs must identify the types of infrastructure-related costs necessary to support PA CareerLink® activities and services under two sub-categories: *Facilities* and *Operations*. The second shared costs class is Additional Costs [see 20 CFR 678.760]. One-stop partners must use a portion of their program funds to pay the additional costs under two sub-categories: *Personnel* and *Services*.

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- Partner programs are required to dedicate funding for infrastructure and other shared costs. Costs benefiting all partner programs should be shared and reflected in the budget. Sites should review current procured items guaranteeing cost effectiveness and avoiding duplicative procurement. For example, many offices have multiple postage meters and copiers. Partners should review the need for multiple devices and share costs whenever possible.
- PA CareerLink® partners will identify the types of shared costs necessary to support PA CareerLink® activities and services. Shared costs must be defined as Facility/Building, Operations, or Personnel/Staff and Services; however, the team may further detail the definitions as applicable.
  - *Facility/Building* includes building rent, maintenance costs, utilities, building improvements, non-personnel costs (e.g., security or janitorial services) or any other similar costs related to the physical structure of the PA CareerLink®.
  - *Operations* includes costs associated with business office operations and the delivery of services. These types of costs may include, but are not limited to, office/facility supplies, printing, marketing, outreach, memberships, subscriptions, communications, and equipment leases.
  - *Personnel/Staff* includes staff salaries, fringe benefits and staff travel.
    - Salary is calculated based on the actual and/or estimated annual salaries.
    - Benefits are calculated based on historic or actual rates in relation to salary totals.
    - State partners will share costs of the Site Administrator, one greeter or receptionist. State partners will also share the cost of a security guard, if warranted, and if approved by a majority vote amongst all state partners.
- Enter the budget amount on each line and identify if the cost is State (S) or Non-State (NS).

**Methods of Allocation (Part 2):** As agreed upon in the local area MOU, each partner program's used allocation methods must be based upon each local one-stop partner program's proportionate use of the one-stop delivery system and relative benefit received, consistent with the Uniform Guidance found at 2 CFR part 200, including the Federal cost principles, the partner programs' authorizing laws and regulations, and other applicable legal requirements. Even though a one-stop partner may not be physically present in a one-stop site, they must provide access to their programs via the one-stop system and still contribute to infrastructure costs. [See 20 CFR 678.420]

- Various allocation methods can be used to define the measure of benefit to programs. Allocation methodologies may be aggregated and allocated using a methodology agreed upon by the partners reflecting the best measure of benefit received by the partner programs.
- Allocation methods may vary depending on the type of cost. Each allocation method detailed on the budget must be identified.
- If quantity of FTEs is the allocation method, then the quantity of FTEs for each partner on the budget should match the quantities listed on the related Staff Survey.
- If a program partner does not share in an allocation method shared by all other partners, then the

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reasons must be provided in the comments section.

- All one-stop program partners party to the local area MOU are considered “full” partners, and as such, must be represented in the OB.
- Rent only Contributors: an entity that provides non-WIOA program services or activities.

**Annual Allocation to Partners (Part 3):** This section reflects the partner's annual budget allocation by line item based on the cost allocation methodology. The one-stop partners costs populate based on the formulas found in section 2.

- Partner names and the order of the names found in “Annual Allocation to Partners” must be consistent with names and order of the partner names in “Methods of Allocation.”
- Line item totals in “Annual Allocation to Partners” should match the line item budget amounts listed in “Shared Annual Costs.”
- Previous budget amounts should be equal to the direct previous budget that was officially approved by all partners and received BWDA concurrence.
- Generic partner names (e.g., ABC, Inc. or ZYX Social Services) should never be used. Indicate the partner’s authorized program name. LWDBs may associate a partner’s name with the program name.

**Comments (Part 4):** This portion of the budget should be used to offer any further helpful information and to explain budget modifications. In-kind contributions and reasons for modifications must be annotated in this section. Program income is not documented within the OB unless there is a special condition that needs to be explained. Under no situation will this section of the budget be used to expend program income funds.

### **Noteworthy Budget Items**

#### **Rent:**

- The comment section should note (1) total quantity of square feet, or sq. ft., (2) annual total cost of rent and (3) cost per sq. ft.
- Shared rent line item should list the quantity of sq. ft. and cost per sq. ft., and it should note if the rent was reduced by any Direct Rent charges.
- Direct rent that is charged per sq. ft. should list the quantity of sq. ft. and cost per sq. ft.
- Direct rent that is a fixed annual rent cost (i.e., not charged per sq. ft.) should be annotated on the budget line item. Any supporting information must be noted within the comment section.
- If there is escalation annotated on the budget line item, note within the comment section the item, amount, and effective date.

#### **State Local Area Network Connections:**

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- The PA CareerLink® career resource center, or CRC, connections are shared and should be listed on a separate line item from non-state device connections to the state's local area network, or LAN, which are a direct charge to the applicable local partner.
- Quantity of printers and personal computers, or PCs, should be annotated on the line item. As a reminder, all state LAN connection costs are as follows: CRC PCs \$45 each per month, CRC Printers \$20 each per month, and any non-L&I state LAN connections are \$25 each per month.
- During each new program year's budget or a budget modification, a site staff member should review the state CRC and non-state connections to the state LAN ensuring the quantities charged on the budget are still accurate. BWDA should be made aware of any changes so that the inventory of the connections can be verified and updated accordingly.

### **Budget Line Item Increases and New Line Items:**

- Significant increases to a budget line item should be accompanied with a justification for the increase so that one-stop partners understand the reason for the increase since all partners will contribute to the higher cost. The justification can be provided in an email when the budget is submitted for partner review and concurrence, or it can be annotated on the budget. BWDA will determine funding availability for all state-level partners prior to executing NOO increases.
- New line items should be notated in the budget comments as a change/modification, and if the new line item is a significant amount, a justification should also be provided.

### **Staffing Survey:**

- A staffing survey with a current partner staff list, as of the survey's effective date, should be submitted with each new PY budget and any budget modifications.
- Partner names referenced on the staffing survey should coincide with the partners listed on the related budget.
- If using an allocation method based on FTEs, partner FTEs reflected on the staffing survey should match the partner FTEs accounted for on the related budget.
- If the FTEs on the staffing survey do not match the FTEs on the budget, the reason for the difference should be notated on either the survey and/or the budget.
- Staff that are agreed to be a shared cost should be reflected as shared on the staffing survey. The shared percentage of the shared staff must be annotated on the staffing survey and budget as not all shared staff are one hundred percent (100%) shared. If a staff's salary is one hundred percent (100%) shared, do not include the staff as an FTE on the budget. Only the unshared positions or share of unshared salary should be reflected as FTEs on the budget.
- Staff that split time between multiple locations should have the various locations notated on the staffing survey.



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- If staff going to multiple locations are not counted as 1 full FTE on any staffing survey but are on each relevant PA CareerLink® staffing survey as a portion of an FTE, ensure that the total sum of the FTE portions equal 1 FTE.

**Calculations:** Before a budget is finalized and submitted for partner concurrence, the calculations should be double-checked to ensure the following:

- FTE data, PCs and printers (LAN connected) and leasing costs are verified. This verification will eliminate unnecessary reviews at the local, regional and state-level.
- Cell formulas reference the correct cells and allocation method when allocating a line item budget to each partner.
- The partner allocations line item totals equal the total for each line item budget.
- The total budget for the sum of each line item budget should equal the total of the sum of each partner's budget allocation.

### **OPERATING BUDGET-FINANCIAL STATUS REPORT**

The *OB-FSR* is the mechanism local grantees or fiscal agents are required to use when reporting actual, site specific, expenditures that, at a minimum, identify the costs as personnel/staff, facility/building, and operations by each PA CareerLink® partner. Actual expenditures, including state-funded expenditures, must be reported on the OB – FSR. The earnings, allocation and use of program income must also be reported on the OB - FSR.

Refer to the [Financial Management Policy - FMG attachments](#) for a downloadable version of the OB - FSR.

All documented expenditures must:

- Be reasonable and allocable to the appropriate program funds;
- Conform to any limitations or exclusions set forth in the types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization;
- Accorded consistent treatment; and
- Be determined in accordance with generally accepted accounting principles, or GAAP.

Excluding the first quarter of the program year (i.e., July, August, and Sept), *Cost Allocation Reimbursement System*, or *CARS*, *Request for Funds*, or *RFFs*, submitted after the 45-day period will not be approved if BWDA has not received the previous quarterly OB-FSR.

The OB-FSR must be submitted within 45-days after the end of each quarter except for the fourth quarter. The fourth quarter OB-FSR is the "FINAL" report for the prior program year; it must be submitted by close of business on August 31<sup>st</sup>. Each quarterly report must be marked with the appropriate quarter and

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submitted via email, in accordance with the previous chart timeline, to [RA-LI-PACL-FINOP@pa.gov](mailto:RA-LI-PACL-FINOP@pa.gov).

Once OB-FSRs are submitted to BWDA, the local area does not need to wait for BWDA's approval to draw funds. Normally, BWDA does not indicate OB-FSR approval. BWDA may contact the local area for clarification if questions arise.

### PROGRAM INCOME

Program income, also known as operating income, is a key part of many OB-FSRs; however, it is not considered part of the budget. The earning, allocation and use of program income must be addressed generally in the MOU and reported on the OB-FSR. Program income is a complex part of operations, often split across multiple funding streams, including program and operating expenses. Program income must be documented by how it is earned and expended. Program income earned in a PA CareerLink® system, because of shared activities, is attributable to all one-stop program partners participating in the cost. The program income must be allocated in the same proportion as the shared costs. Program income must be expended on allowable grant activities. Partners may agree to use program income (1) to reduce their share of costs or resources needed to fund the one-stop center costs, or (2) for other purposes, if allowable under the partners' authorizing statutes and regulations. If program income is earned from user or rental fees, the program income should be distributed to all partners on the budget. Program income must be expended within the program year it was earned; there can be no carry-over of program income to the next program year.

For OB purposes, all income generated from the facilities, or utilizing resources funded by OB-related expenses, must be used (in part or whole depending on the situation) to offset the agreed upon allocations of all partners who contributed toward the revenue generating activity. Rental income, specifically income generated from renting rooms for limited events such as job fairs, training events, or meetings will be allocated across all partners. All partners contribute to the facilities costs and will share proportionately in the rental income. For partners with fixed contributions (e.g., Department of Community Economic Development, or DCED; Department of Human Services, or DHS; Unemployment Compensation, or UC) the program income is offset by an equivalent increase in reported expenses.

For example, if the UC budget allocation is \$4,000 for the year, quarterly expenses/draws would be \$1,000. If allocated \$250 in program income within the third quarter, the reported expense for the period would be \$1,250, with \$250 reported as allocated program income, and the draw would remain the established \$1,000. The reporting of \$250 in additional expenses would be proportionately reduced to all formula calculated partners.

The OB-FSR worksheet must be utilized for quarterly expenditure reporting and is the only format used when submitting quarterly expenditures for each PA CareerLink® within each LWDA. The accuracy of reported OBs acts as a health assessment for the operations within the PA CareerLink® system. A LWDA with multiple PA CareerLink® sites must submit the OB-FSR worksheets in a single Excel workbook file with a summary tab aggregating all information from the multiple PA CareerLink®

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sites.

The amount of quarterly program income earned and expended must be reported in the OB-FSR's **"(Part 2-A) Program Income"**. The source description of each separate program income stream must be reported in **"(Part 2-B) Program Income."** The report must notate the partner program funding stream source(s) used to generate the program income, as well as how, where and when the program income was earned. If an additional document is required to notate the program income source description, submit a document with the OB-FSR that is properly identified (i.e., same information as provided with the OB-FSR) and with the relevant notations. The amount of attributable program income for each partner must be reported in **"(Part 3) Partner Expenses"**.

*Note: If income can be assured and predicted accurately, the contributor may be considered a partner.*

*Note: Income earned from space occupied by an entity for the majority of a quarter must be counted as a partner requiring an OB modification and not as rental income.*

### **NOTICES OF OBLIGATIONS (NOOs)**

When the LWDB receives BWDA concurrence, it is recommended that LWDBs secure OB signatures from non-state PA CareerLink® partners. Once the OB concurrence is provided, BWDA will begin processing state-level partner program NOOs.

BWDA provides an administrative service on behalf of state-level PA CareerLink® partners by helping to allocate the portion of the partner's funding stream dedicated to the OB. The Deputy Secretary for Workforce Development appointed the Director of the Bureau of Workforce Partnership and Operations, or BWPO, as the partner and sole signatory for OBs for BWPO partner funds. BWPO and other state-level agencies authorize LWDBs to use the fully executed NOO, in-lieu of an OB signature page, for the following state-level partner program funding streams:

- Assistant Director for Veterans' Employment and Training Service, or ADVET
- DCED Community Services Block Grant, or CSBG, programs
- DHS Temporary Assistance for Needy Families, or TANF, Employment & Training programs
- Disabled Veterans' Outreach Program, or DVOP
- Local Veterans' Employment Representatives, or LVER
- Mediation
- Office of Vocational Rehabilitation, or OVR
- Trade Act
- UC programs:
  - Office of UC Service Centers, or UCSC

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- UC Board of Review, or UCBR
- Office of UC Tax Services, or OUCTS
- Wagner-Peyser Act, or WP, Employment Services program
- WP Staff Development
- WP Regional Staff
- Rapid Response
- Worker's Compensation

### **SUPPLEMENTAL PROGRAM PARTNER GUIDANCE**

Rapid Response Services, or RRS: A portion of an FTE will be permitted on the OB in PA CareerLink® sites that have RRS activity.

#### UC Programs:

- UCSC: In addition to the 25-sq. ft. per installed UC device (i.e., phone or computer), UC will contribute an additional allocated amount per PA CareerLink® sites based upon proportionate use and relative benefit received.
- UCBR and OUCTS: These program partners provide funding based on rent allocation methods.
- UC Shared-Work Program: L&I will provide OB requirement information to local areas where Shared-Work activity occurs.

### **BUDGET and REPORTING SUBMISSION**

PA CareerLink® OBs, one-stop staffing surveys and expenditure reporting must be submitted on prescribed L&I templates posted online. Downloadable templates are found with L&I's [Financial Management Policy](#). Current staffing levels and negotiations with one-stop program partners will be evaluated and used to determine the proposed PA CareerLink® funding level for each LWDA. The use of the *CARS* provides drawdown information. Expenditures are reported on the quarterly OB-FSR. LWDBs are responsible to ensure submissions comply with L&I guidance and current templates are used.

BWDA reserves the right to conduct periodic reviews of backup data verifying reported expenses and draws are compliant with the goals and intended purpose of these allocations. In the event of insufficient documentation supporting reported expenses and draws, corrective action may take place as referenced in the Sanctions Policy within the FMG.

OBs and OB-supporting documentation such as staffing surveys, OB-FSRs and technical assistance questions, must be submitted to the PA CareerLink® Finance and Budget's resource account at [RA-LI-PACL-FINOP@pa.gov](mailto:RA-LI-PACL-FINOP@pa.gov).