Application Guide for Module 6:
Introduction to WIOA Funding and LWDB Budgeting

Using this Guide

As you go through this training, you will see these icons which indicate a prompt for reflection. You can:
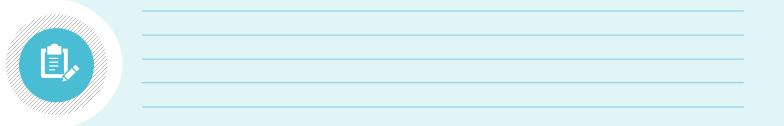
1. Pause the training and do the prompt, OR
2. Complete the training and then go through the guide.

Budgeting and the LWDB – Roles and Responsibilities

- Take a look at your LWDB current budget, how is your budget currently supporting the 14 local governance responsibilities?

- What areas are well-supported? In what areas do you need to make additional investments?

- How might you structure your budget to support additional investment in identified areas?

- What is the story your budget tells about the investments and priorities of your local workforce development area?

- What is the current working relationship between LWDB Members, Paid Staff and the Fiscal Agent? How could it improve to be more team-oriented?

- Select what contracts you are overseeing:

    ☐ One-Stop Operator

    ☐ WIOA Youth

    ☐ WIOA Adult and Dislocated Worker

    ☐ WorkFirst New Jersey

    ☐ Incumbent Worker Training

    ☐ Business Services

- What current best practices are you implementing? What ones do you need to adopt? Do you have the staff to implement all these best practices?

- What policies do you have regarding contractor budgets? Do they follow WIOA and NJ DOL requirements? What policies need to be created regarding budgeting?

- Regarding oversight, what is working well? What is not working so well?
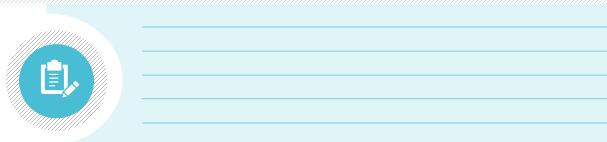
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- What changes would you like to make in the way in which you oversee these contracts?

- What questions do you still have regarding budgeting roles and responsibilities?

Categorizing Costs – Administrative and Programmatic

- Take a look at each line-item cost in the current budget and fill in the table on the next page. Once completed, answer the following question:

- What questions do you still have regarding differentiating administrative and programmatic costs?

Line-Item Cost	What is the expense?	What is the reason for the expense?	Does the expense support WIOA Program functions?	Does the expense support Board operations?	Does the expense create or sustain administrative infrastructure that supports WIOA Program outcomes?	What is the cost category for this cost?