

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 02-12

DATE: August 10, 2012
TO: Local WIA Grant Recipients
SUBJECT: Revised Quarterly and Monthly Status Reports
REFERENCES: NONE

BACKGROUND INFORMATION:

DWDAL has revised the Quarterly Status (QSR) and Monthly Status (MSR) reports to capture additional information needed for inquiries from DOL and the Governor's Office. The revisions will provide a more detailed, accurate and consistent response. In an effort to provide a uniform report, definitions have been provided for each line item of the QSR and MSR's.

ACTION TO BE TAKEN:

Local Workforce Investment Areas must use the revised forms for ALL open grants as of July 1, 2012. Reports are to be mailed to the attention of:

Doreen Shahan
DWDAL
1100 North Eutaw Street
Room 209
Baltimore, MD 21201

CONTACT PERSON: Dorothee Norton
(410) 767-2283 or dnorton@dllr.state.md.us

EFFECTIVE: *Immediately*



Donni M. Turner
Interim Chief of Staff
Department of Labor, Licensing and Regulation

Attachments:

Quarterly Status Report Excel Workbook Definitions
Monthly Status Report Excel Workbook Definitions

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INVESTMENT ACT (WIA)
ADULT QUARTERLY STATUS REPORT

Revised 3/5/2012

GRANT NUMBER:		
GRANT TITLE:	ADULT	PY FY
REPORT PERIOD:		
GRANTEE NAME AND ADDRESS:		
TOTAL FEDERAL FUNDS AVAILABLE		\$ <u>0.00</u>
TOTAL CASH RECEIVED		\$ <u>0.00</u>
TOTAL CASH DISBURSEMENTS		\$ <u>0.00</u>
TOTAL CASH ON HAND		\$ <u>0.00</u>
FEDERAL PROGRAM ACCRUED EXPENDITURES		\$ <u>0.00</u>
FEDERAL ADMIN ACCRUED EXPENDITURES		\$ <u>0.00</u>
a. Salary and Fringe	Prgm Accrued Expenditures	\$ 0.00
b. Travel		\$ 0.00
c. Participant Training		\$ 0.00
d. Supportive Services		\$ 0.00
e. Operating Expense		\$ 0.00
f. Other *		\$ 0.00
(Itemize "Other" in "Remarks" Section Below)		
TOTAL FEDERAL CASH EXPENDITURES <small>(This is a sub-set of the Total Accrued Expenditures)</small>		\$ <u>0.00</u>
TOTAL FEDERAL ACCRUED EXPENDITURES		\$ <u>0.00</u>
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS		\$ <u>0.00</u>
TOTAL FEDERAL OBLIGATIONS		\$ <u>0.00</u>
PROGRAM INCOME EARNED		\$ <u>0.00</u>
PROGRAM INCOME EXPENDED		\$ <u>0.00</u>
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)		\$ <u>0.00</u>
LOCAL STAND-IN COSTS		\$ <u>0.00</u>
TRANSFERRED EXPENDITURES FROM DLW:	<u>\$0.00</u>	
REMARKS:		

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE AND TITLE

DATE

TELEPHONE#

DEFINITIONS FOR COMPLETING THE
QUARTERLY STATUS REPORT
(QSR specific information is **BOLDED RED HEADERS**)

GRANT NUMBER: Enter the grant number per the most recent Notice of Grant Award. For example: POOB2400111, Mod 3.

GRANT TITLE: Enter the grant title. For example: WIA Adult Grant. Enter the year of the funding (it is either PY or FY not both).

REPORT PERIOD: Enter the beginning date of the most recent Notice of Grant Award and the ending date of the report period. If the grant has expired, then the ending date is the ending date for the grant. For Example: Grants ending 6/30/12, reported 2nd quarter will have reporting end date as 6/30/12, not 9/30/12.

GRANTEE NAME AND ADDRESS: Enter the current name and address of the grantee.

TOTAL FEDERAL FUNDS AVAILABLE: Enter the amount of Total Funds per the most recent Notice of Grant Award.

TOTAL CASH RECEIVED: Enter the amount of Total Cash Received as of the end of the report period.

TOTAL CASH DISBURSEMENTS: The amount of Total Cash Disbursed as of the end of the report period. The cell formula is protected and will calculate for you.

TOTAL CASH ON HAND: This figure is the sum of the Total Cash Received minus Total Cash Disbursements. The cell formula is protected and will calculate for you.

YOUTH QSR:

FEDERAL PROGRAM OUT OF SCHOOL EXPENSE: This figure is the sum of the federal programmatic out of school accrued program expenditures and the federal program accrued expenditures. The cell formula is protected and will calculate for you.

FEDERAL PROGRAM IN SCHOOL EXPENSE: This figure is the sum of the federal programmatic in school accrued program expenditures. The cell formula is protected and will calculate for you.

FEDERAL PROGRAM ACCRUED EXPENDITURES: This figure is the sum of the federal administrative accrued expenditures and the federal program accrued expenditures. The cell formula is protected and will calculate for you.

The Admin and Program Accrued expenditures are a sum of the breakdown of categories (a. – e). The breakdown of this category is as follows:

- a) Salary: This is the salary and fringe for all staff. When calculating salaries, you must include staff that is hired on a contractual basis. However, this line should not include consultants.
- b) Travel: This is the cost of staff travel.

- c) Training: This line is for the cost of training clients. These costs should include but not be limited to, supplies that are for the client's training, classes taken by the client. This does not include the cost of Workshops such as Orientation, Resume Writing, Interview Skills, Soft Skills and Consultants to perform workshops. These costs will be reported in Other. All others will be considered on a case-by-case basis.
- d) Supportive services: Any cost incurred that provides direct assistance to the client: (i.e. bus voucher/reimbursement, rental assistance, travel, etc.)
- e) Operating expense: These are cost that are incurred that keep the organization functional: (i.e. rent, Staff training, utilities, phone, copying, internet access, etc). This line should NOT include Overhead or Indirect.
- f) Other: This line should report the cost of Overhead, indirect costs and any other expense that does not logically fit in the above categories. Please provide comments in the remarks section describing these costs.

TOTAL FEDERAL CASH EXPENDITURES: This figure is the total actual cash disbursed. (It is a sub-set of the Total Accrued Expenditures and does not include accrual.)

TOTAL FEDERAL ACCRUED EXPENDITURES: This figure is the sum of the breakdown listed below (a. – e). This cell formula is protected and will calculate for you.

YOUTH QSR:

SUMMER EMPLOYMENT ACCRUED EXPENDITURES: This is the amount expended for Summer Youth Employment and is a sub-set of the TOTAL FEDERAL ACCRUED EXPENDITURES.

TOTAL PROGRAM UN-LIQUIDATED OBLIGATIONS: Enter the amount of federal program un-liquidated obligations.

TOTAL ADMIN UN-LIQUIDATED OBLIGATIONS: Enter the amount of federal administrative un-liquidated obligations.

TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS: This figure is the sum of the federal administrative un-liquidated expenditures and the federal program un-liquidated expenditures. The cell formula is protected and will calculate for you.

TOTAL FEDERAL OBLIGATIONS: This figure is the sum of the total federal accrued expenditures and the total federal un-liquidated obligations. The cell formula is protected and will calculate for you.

PROGRAM INCOME EARNED: Enter the amount of program income earned as of the end of the report period.

PROGRAM INCOME EXPENDED: Enter the amount of program income expended as of the end of the report period.

TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED): Enter the amount of other federal funds that have been used to enhance this grant as of the end of the report period

STAND-IN COSTS: Enter the amount of stand-in costs expended as of the end of the report period.

ADULT QSR:

TRANSFERRED EXPENDITURES FROM DLW: Enter the total of the actual expenditures transferred from Dislocated Worker to Adult. Do not report the amount that has been approved if that has not been expended yet.

DLW QSR:

TRANSFERRED EXPENDITURES FROM ADULT: Enter the total of the expenditures transferred from Adult. Do not report the amount that has been approved if that has not been expended yet.

REMARKS: Provide any comments, as appropriate.

CERTIFICATION: An authorized representative of the grantee should affix their signature, their title, and the date signed. (This MUST be an original signature.)

DEFINITIONS FOR COMPLETING THE MONTHLY STATUS REPORTS FOR ARRA/DISCRETIONARY GRANTS

GRANT NUMBER: Enter the grant number per the most recent Notice of Grant Award. For example: POOB1100111, Mod 3.

GRANT TITLE: Enter the grant title. For example: NEG OJT Grant. Enter the year of the funding (it is either PY or FY not both).

REPORT PERIOD: Enter the beginning date of the most recent Notice of Grant Award and the ending date of the report period. If the grant has expired, then the ending date is the ending date for the grant. For Example: Grants ending 6/30/12, reported 2nd quarter will have reporting end date as 6/30/12, not 9/30/12.

GRANTEE NAME AND ADDRESS: Enter the current name and address of the grantee.

TOTAL FEDERAL FUNDS AVAILABLE: Enter the amount of Total Funds per the most recent Notice of Grant Award.

TOTAL CASH RECEIVED: Enter the amount of Total Cash Received as of the end of the report period.

TOTAL CASH DISBURSEMENTS: The amount of Total Cash Disbursed as of the end of the report period. The cell formula is protected and will calculate for you.

TOTAL CASH ON HAND: This is figure is the sum of the Total Cash Received minus Total Cash Disbursements. The cell formula is protected and will calculate for you.

FEDERAL PROGRAM ACCRUED EXPENDITURES: This figure is the sum of the federal administrative accrued expenditures and the federal program accrued expenditures. The cell formula is protected and will calculate for you.

FEDERAL ADMIN ACCRUED EXPENDITURES: This figure is the sum of the federal administrative accrued expenditures and the federal program accrued expenditures. The cell formula is protected and will calculate for you.

The Admin and Program Accrued expenditures are a sum of the breakdown of categories (a. – h). The breakdown of this category is as follows:

- a) Salary: This is the salary and fringe for all staff. When calculating salaries, you must include staff that is hired on a contractual basis. However, this line should not include consultants.
- b) Fringe: This line is for fringe benefits paid. When calculating salaries, you must include staff that is hired on a contractual basis (if applicable). However, this line should not include consultants.
- c) Travel: This is cost of staff travel.
- d) Training: This line is for the cost of training clients. These costs should include but not be limited to, supplies that are for the client's training, classes taken by the client. This does not include the cost of Workshops such as Orientation, Resume Writing, Interview Skills, Soft Skills. These costs will be reported in either Contractual or Other, depending on how the workshops are delivered. All others will considered on a case-by-case basis.
- e) Equipment: Please list any equipment you will need to purchase. Equipment is defined at both 29 CFR 97.3 and 95.2 as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, including all costs related to the property's final intended use.
- f) Supplies: List all supplies that you will need for operating. NOTE: Supplies specifically that will be given to the client for training will be counted towards training.
- g) Contractual: This line item should include any services that you contract out. This includes contracts for Consultants to perform Workshops such as Orientation, Resume Writing, Interview Skills, Soft Skills, etc. as well as contracts for training your staff.
- h) Other: This line should report the cost of Overhead, indirect costs and any other expense that does not logically fit in the above categories. Please provide comments in the remarks section describing these costs.

TOTAL FEDERAL CASH EXPENDITURES: This figure is the total actual cash disbursed. (It is a sub-set of the Total Accrued Expenditures and does not include accrual.)

TOTAL FEDERAL ACCRUED EXPENDITURES: This figure is the sum of the program and admin accrued expenditures. This cell formula is protected and will calculate for you.

TOTAL PROGRAM UN-LIQUIDATED OBLIGATIONS: Enter the amount of federal program un-liquidated obligations.

TOTAL ADMIN UN-LIQUIDATED OBLIGATIONS: Enter the amount of federal administrative un-liquidated obligations.

TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS: This figure is the sum of the federal administrative un-liquidated expenditures and the federal program un-liquidated expenditures. The cell formula is protected and will calculate for you.

TOTAL FEDERAL OBLIGATIONS: This figure is the sum of the total federal accrued expenditures and the total federal un-liquidated obligations. The cell formula is protected and will calculate for you.

PROGRAM INCOME EARNED: Enter the amount of program income earned as of the end of the report period.

PROGRAM INCOME EXPENDED: Enter the amount of program income expended as of the end of the report period.

TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED): Enter the amount of other federal funds that have been used to enhance this grant as of the end of the report period

STAND-IN COSTS: Enter the amount of stand-in costs expended as of the end of the report period.

REMARKS: Provide any comments, as appropriate.

CERTIFICATION: An authorized representative of the grantee should affix their signature, their title, and the date signed. (This MUST be an original signature.)