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|  | **WIOA Adult/Dislocated Worker** |
|  | **BUDGET AND COST ALLOCATION PLAN** |
|  |  |  |  |  |
| Proposer Name |       |  | Activity: (check proposed activity) |
| Street Address  |       |  | [x]  SWJC Services |
| City  |       | ,CA |       |  |  |
| Program Contact |       | Phone |       |  |  |
| Fiscal Contact Person  |       | Phone |       |  |  |
| **BUDGET PERIOD:** | From July 1, 2024 |  | Through June 30, 2025 |
|  |  |  |  |  |
| **BUDGET SUMMARY - COST REIMBURSEMENT** |
|  |  |  | **TOTAL** |
| **TYPE OF COST** | **SETA SHARE** | **LEVERAGE** |
|  A. Personnel |       |       |       |
|  B1. Fixed Asset Purchases |       |       |       |
|  B2. Other Equipment Costs |       |       |       |
|  C. Other Costs |       |       |       |
|  D1. Other Participant Costs |       |       |       |
|  Total Cost: |       |       |       |

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| **COST ALLOCATION PLAN** |
| ACTUAL METHODS (Do not give dollar amounts), which will be used to charge/allocate a FAIR SHARE of |
| ACTUAL costs to this budget ("Budget" column) and to cost categories (administration and program) within |
| the budget ("Cost Category"). |  |  |
|  |  |  |
|   | **Use abbreviation at bottom of page** |
| **Cost Item** | **Budget** | **Cost Category** |
|  A. Personnel Costs |       |       |
|   |  |  |
|  B. Equipment Costs |       |       |
|   |  |  |
|  C. Other Costs |       |       |
|   |  |  |
|  D. Direct Participant Costs |       |       |
|   |   |   |
|   |   |   |
| **ABBREVIATIONS**: (Some commonly used methods. If a method you use is not listed, add it to the list) |
| DC = Direct Charge: Not a share cost. ACTUAL costs charged to a budget or cost category will be  |
|  directly identified with the budget or cost category. |  |
| ST = Staff time: Shared Cost. ACTUAL costs will be allocated to a budget or cost category based  |
|  upon the % of total ACTUAL staff time spent on the budget or cost category. |
| SF = Square Footage: Shared Cost. ACTUAL costs will be allocated to a budget of cost category  |
|  based upon the % of ACTUAL space used for the budget or cost category. |
| SF/ST = Square Footage Combined with Time of Staff Using Space: Shared cost. ACTUAL costs will  |
|  be allocated to a budget or cost category based upon the % of total ACTUAL space and the %  |
|  of total ACTUAL staff time within the space used for the budget or cost category. |
| #S = Number Served: Shared cost. ACTUAL costs will be allocated to a budget based upon the %  |
|  of total ACTUAL participants served by the budget. |  |
| U = Usage: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon |
|  the % of total ACTUAL usage for the budget or cost category. The backup documentation for |

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|  ACTUAL usage will be :      . |

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|  **A. PERSONNEL COSTS** |   |   |   |   |   |    |
|   | Dates | Full Salary | Number of | SETA | Costs For This Program |
|  1. Job Title | From-To |  Per Year X |  Months X | % | SETA SHARE | TOTAL |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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|       |       |       |       |       |       |       |
|  Total Salaries |       |       |       |       |       |       |
|  2. Total Fringe Benefits (Employer's Contribution Only)      % of Salaries (Average) |        |       |       |
|  Total Personnel Costs Salaries + Fringe Benefits  |        |       |       |       |

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|  |  |  |  |  |
|  **B. EQUIPMENT COSTS** |   | **Costs For This Program** |
| 1. Purchases of Fixed Assets | Full Purchase Price x SETA % | SETA SHARE | TOTAL |
|        |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
|  Total Purchases of Fixed Assets |       |       |       |       |
|  **2. Other Equipment Costs** | Full Purchase Price x SETA %OrFull Cost/Mo. X # Mos. X SETA %  |  |  |
|  P, L, R D or U  |  P = Purchase L = Lease R = Rent D = Depreciation U = Use Allowance |
|        |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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|       |       |       |       |       |       |       |
| Total Other Equipment Costs |       |       |       |       |       |
| Total Equipment Costs (Purchases of Fixed Assets + Other Equipment Costs)  |       |       |
| **Fixed Assets**: Equipment (non-expendable personal property) with an acquisition cost of $5,000 or more per unit and a useful life of more than 1 year. |
|  **C. OTHER COSTS** |   | Costs For This Program |
|  1. Direct | Full Cost Information x SETA % | SETA SHARE | TOTAL |
|  Facility: |       |       |       |       |
|  Non-Owned: \_[ ] \_\_Rent \_[ ] \_ Lease |       |       |       |       |
|  Owned: \_\_[ ] \_ Depreciation  |       |       |       |       |
|  Address:      |       |       |       |       |
|  Utilities |       |       |       |       |
|  Telephone |       |       |       |       |
|  Office Supplies |       |       |       |       |
|  Duplication/Printing |       |       |       |       |
|  Other:      |       |       |       |       |
|  Insurance: Fidelity/Depositors' Forgery |       |       |       |       |
|  Property |       |       |       |       |
|  General Liability |       |       |       |       |
|  Vehicle Liability |       |       |       |       |
|  Other:       |       |       |       |       |
|  Travel:      Local Mileage:       |       |       |       |       |
|  Other:      |       |       |       |       |
|  Subcontracts:       |       |       |       |       |
|         |       |       |       |       |
|  Total Direct Costs |       |       |       |       |
|  2. \*Indirect Costs - Approved Rate:       % x Direct Costs of $         |       |       |
|  Total Other Costs Direct + Indirect  |       |       |

 \*Attach copy of approval letter from cognizant agency

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|  Type/Cost Information | **SETA SHARE** | **TOTAL** |
|  Other Participant Costs |       |       |
|  Training Materials:       |       |       |
|  Other:      |       |       |
|  Total Other Participant Costs |       |       |