

1993-94 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 93hrJC-Fi_Misc_pt32

➤ Record of Comm. Proceedings ... RCP

➤ **

CORRESPONDENCE/MEMORANDUM

**STATE OF WISCONSIN
Department of Administration**

Date: Feb. 1, 1993

To: Honorable Gary R. George, Co-Chair
Honorable Barbara J. Linton, Co-Chair

From: James R. Klauser *J. R. Klauser*
Secretary
Department of Administration

Subject: s. 16.515/16.505(2) Requests

Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1991-92</u>		<u>1992-93</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
D.O.D. 20.143(1)(g)	Gifts and Grants				1.0*
U.W.S. 20.285(5)(h)	Auxiliary Enterprises			\$ 1,393,100	

* Project position.

As provided in s. 16.515, this request will be approved on Feb. 22, 1993 unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Roger Grossman at 266-1072, or the analyst who approved the request in the Division of State Executive Budget and Planning, if you have any additional questions.

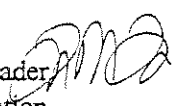
Attachments:

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: January 20, 1993

To: James R. Klauser, Secretary
Department of Administration

From: Franc Fennessy, Team Leader 
Department of Administration

Subject: S. 16.505 Request from the Department of Development

REQUEST

The Department of Development (DOD) requests, under s. 16.505, the creation of 1.0 PRO seventeen-month project position under DOD's gift and grants appropriation under s. 20.143 (1)(g). The position will be funded by a contract with the United Migrant Opportunity Services, Inc. Since the appropriation under s. 20.143 (1)(g) is a program revenue continuing appropriation, the \$78,867 PRO in increased expenditure authority needed to fund the position can be handled through the allotment process.

BACKGROUND AND ANALYSIS

In mid-1992, the Department of Development (DOD) assisted United Migrant Opportunity Services, Inc. (UMOS, Inc.) in applying for a grant from the federal Department of Health and Human Services (DHHS) to fund a project which would create career-path jobs in enterprise zones (i.e. development zones) and provide economically-disadvantaged individuals with better access to career-path jobs. Career-path jobs are defined as non-entry level jobs that usually require post-secondary vocational training, and offer starting wages that will lead to an individual's economic self-sufficiency.

Last fall UMOS, Inc. received the DHHS grant and intends to subcontract a portion of the grant activities to the DOD. As approved by DHHS, the project will offer a three-pronged approach to job creation:

- Utilize existing Wisconsin development zone tax credits to create jobs for economically-disadvantaged individuals.
- Develop a computerized job-matching system and provide occupational skills training and related support activities for individuals. Support activities will include job counseling, career development, job referrals and follow-up.
- Provide "employment generating services". These are described as business development specialists who assist small business expansions with consultation and business planning.

It is hoped that a job network can be created that will connect together the vocational training system, qualified job applicants, and businesses and jobs within development zones.

The proposed contract between DOD and UMOS, Inc., attempts to take full advantage of DOD's expertise as the administrator of the Wisconsin development zones program. The 1.0 FTE project position is needed by DOD to carry out the following activities:

- Certify eligible businesses to utilize state development zone tax credits and provide technical assistance to UMOS staff about the target groups eligible for tax credits.
- Develop a database on jobs to be created by certified businesses that will be shared with UMOS staff and used as a basis for employment and training of prospective employees.
- Develop and disseminate promotional information about the project.
- Act as liaison between prospective employers; UMOS, Inc.; the WI Department of Health and Social Service; the WI Department of Industry, Labor and Human Relations; and the WI Board of Vocational, Technical and Adult Education.

In turn, staff at UMOS, Inc., will screen job applicants to determine program eligibility, utilize the DOD job database to identify and recruit target group job candidates, coordinate job counseling and training as need for the job applicants, and place workers in permanent unsubsidized jobs in development zone businesses.

The project's activities complement a variety of other activities that are in progress in the state development zones program. It also further leverages existing state development zone program funding with federal monies which should continue to be encouraged.

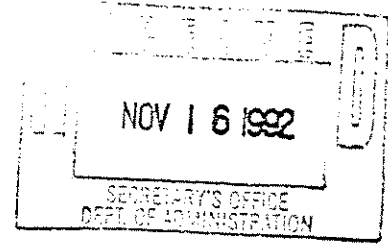
RECOMMENDATION

Approve DOD's request to create 1.0 PRO seventeen-month project position and the \$78,867 PRO in increased expenditure authority.

State of Wisconsin
CORRESPONDENCE/MEMORANDUM

Department of Development

Date: November 12, 1992
To: James R. Klauser, Secretary
Department of Administration
From: Robert N. Trunzo, Secretary
Department of Development



Subject: REQUEST TO INCREASE EXPENDITURE AUTHORITY OF S.20.143(1)(g) AND TO
CREATE A PROGRAM REVENUE PROJECT POSITION

REQUEST

The Department of Development requests permission from the Department of Administration to increase the expenditure authority of s.20.143(1)(g) a program revenue continuing appropriation, by \$78,867. In addition, we request authorization under the 16.505 process to create 1.0 FTE program revenue project position. The position will be funded by grant monies received through contract with the United Migrant Opportunity Services, Inc. (UMOS, Inc.). The Department requests authorization for the position for a period of 17 months.

BACKGROUND

In June of 1992, the Department of Development worked jointly with UMOS, Inc. to submit a grant application to the U.S. Department of Health and Human Services to fund a project which would create career path jobs in Wisconsin Enterprise Zones and provide economically disadvantaged individuals better access to the career path occupations. The application went through the Department of Administration's grant review process and was assigned project number W1920618-178-N93032XX. The U. S. Department of Health and Human Services approved the application, and UMOS, Inc. was awarded \$242,341. UMOS, Inc., will subcontract with the Department of Development for specific services totalling \$78,867.

Attached you will find a brief summary of the project, the approved budget, a position description for the CSS-1 project position, and a draft grant agreement between the Department of Development and UMOS, Inc. Currently, the grant is set to expire on February 28, 1994. UMOS anticipates requesting a no cost 3 month extension to the project period from the Department of Health and Human Services. The extension allow grant expenditures to be made through May 31, 1994 and would allow us to provide a full 17 months of service.

I would appreciate your review and approval of this request. If you have any questions regarding the project or the grant, please contact Kathy Heady, Development Zone Program Manager at 267-2045 or Barry Wanner, Director, Bureau of Fiscal and Information management at 267-7200.

cc: Rick Chandler
Frank Fennessy
Laura Merline

Budget Narrative

The amended Budget reflects a reduction in the length of the grant from 36 to 17 months.

Fixed Costs such as Salaries and Fringe Benefits, Insurance, Postage, etc. were reduced on a prorated basis to include cost for 1.41 years or 17 months.

Specific items which were addressed include:

- A. Reduction of audit costs to \$1,500 to more adequately reflect the requirements of OMB-133.
- B. Staff development costs of \$250.00 per staff per year for state-wide and local training sessions dealing with the development zone program, as well as, one internal training session to cover the reporting requirements, program goals and budgets.
- C. Equipment /computer purchase was not amended as that cost will be the same regardless of program length.
- D. Program Goals and Objectives and corresponding client training costs were reduced 50% to reflect the reduction in funds and a shorter project period.

Indirect Rate at submission had been approved provisionally at 18.67% and has be finalized at 13%.

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED 6/23/92	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application

Construction Preapplication

Non-Construction Non-Construction

I. APPLICANT INFORMATION

Legal Name: United Migrant Opportunity Services, Inc.	Organizational Unit
Address (give city, county, state, and zip code): 809 W. Greenfield Ave. Milwaukee, WI 53204	Name and telephone number of the person to be contacted on incident involving this application (give area code): John Bauknecht (608) 249-1180

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

3	9	-	1	0	4	7	1	7	2
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8. TYPE OF APPLICATION:

New Continuation Revision

If Revision, enter appropriate letter(s) in box(es):

A. Increase Award B. Decrease Award C. Increase Duration

D. Decrease Duration Other (specify):

7. TYPE OF APPLICANT: (enter appropriate letter in box) N

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. International	M. Profit Organization
G. Special District	N. Other (Specify: <u>Non-Profit</u>)

9. NAME OF FEDERAL AGENCY:

DHS/AFC/OCS

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

9	3	0	3	2
---	---	---	---	---

TITLE:
CSEB Discretionary

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Job Creation in Enterprise Zones

12. AREAS AFFECTED BY PROJECT (COUNTY, STATE, ETC.):

Wisconsin - Statewide

13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:
Start Date: 09/30/92 Ending Date: 02/28/94	a. Applicant: 4th Wisconsin b. Project: Statewide

15. ESTIMATED FUNDING:

a. Federal	\$ 242,341	.00
b. Applicant	\$ 96,296	.00
c. State	\$ 14,152	.00
d. Local	\$.00
e. Other	\$ 348,000	.00
f. Program Income	\$.00
g. TOTAL	\$ 700,789	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE 6/23/92

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372

OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Lupe Martinez	b. Title Executive Director	c. Telephone number (414) 671-5700
d. Signature of Authorized Representative	e. Date Signed 09/17/92	

BUDGET INFORMATION — Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Discretionary	93.032	\$	\$	\$ 242,341	\$ 458,448	\$ 700,789
2.						
3.						
4.	1.					
5. TOTALS		\$	\$	\$ 242,341	\$ 458,448	\$ 700,789

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY		Total (g)
	(i)	(j)	
a. Personnel	\$ 76,287	\$	\$ 76,287
b. Fringe Benefits	26,700		26,700
c. Travel	5,618		5,618
d. Equipment	3,500		3,500
e. Supplies	1,600		1,600
f. Contractual	78,867		78,867
g. Construction	0		0
h. Other	24,832		24,832
i. Total Direct Charges (sum of 6a-6h)	217,404		217,404
j. Indirect Charges	24,937		24,937
k. TOTALS (sum of 6i and 6j)	\$ 242,341	\$	\$ 242,341
7. Program Income	\$ 0	\$	\$ 0

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$ 96,296	\$ 14,152	\$ 348,000	\$ 700,789
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$ 96,296	\$ 14,152	\$ 348,000	\$ 700,789

SECTION D - FORECASTED CASH NEEDS

	Total for full Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 151,000	\$ 30,000	\$ 35,000	\$ 43,000	\$ 43,000
14. Non-Federal	247,632	35,808	53,208	70,608	88,008
15. TOTAL (sum of lines 13 and 14)	\$ 398,632	\$ 65,808	\$ 88,208	\$ 113,608	\$ 131,008

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	5th Quarter	6th Quarter	7th Quarter	8th Quarter	9th Quarter	10th Quarter
16. Federal	\$ 45,670	\$ 45,671	\$	\$	\$	\$
17. Non-Federal	105,408	105,408				
18.						
19.						
20. TOTALS (sum of lines 16-19)	\$ 151,078	\$ 151,079	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

SF-242 A (F) continued

Section 6

	OCS-Federal	Non-Federal (March)
a) Personnel*		
(3) Employment Specialists x 20,300/yr x 1.41 years @ 56%	\$ 48,087	-0-
(6) Employment Specialists X \$20,300/yr x 1.41 years X 35%	-0-	\$ 60,108
(1) Private Sector Liaison X \$40,000/yr x 1.41 years X 50%	\$ 28,200	-0-
Total Salaries	\$ 76,287	\$ 60,108
b) Fringe Benefits (35% of labor)	\$ 26,700	\$ 21,038
c) Travel (non-local) \$450 Travel, 50 per diem days x \$26/day (local) - 910 mi./mos. x 17Mos.@\$25/mi.	\$ 5,618	
d) Equipment - 1 computer station, printer, VGA monitor	\$ 3,500	
e) Supplies	\$ 1,600	
f) Contractual (Wisconsin DOD)	\$ 78,367	\$ 14,152
g) Construction	-0-	-0-
h) Other - Total	\$ 24,832	\$348,000
	<u>OCS</u>	<u>March</u>
Staff Development @\$250/staff/yr	\$ 1,417	
Postage/Mail	\$ 225	
Insurance	\$ 1,350	
Space, \$300/month x 17 months	\$ 5,100	
Audir - (OMB-133)	\$ 1,500	
On-the-job training, 30@ \$500 ea.	\$15,000	
Equipment Repair	\$ 240	
JOBS Vocational Training		
50 participants x \$1200	-0-	\$ 60,000
Wisconsin Tax Credits - Wages		
60 participants x \$4,800	-0-	\$288,000
i) -Total - Direct Costs	\$217,404	\$443,298
j) Indirect Charges [(18.0% of items a),b),c),d),e),g),h)]**	\$ 24,937	\$ 15,150
k) Projects Totals - 6i and 6j	\$242,341	\$458,448

Notes: * 17 months/ 12 = 1.42 years

** Indirect rate does not apply to the JOBS Voc. Training Expenses (6h), the Wisconsin Tax Credits (6h), as these funds are administered by other agencies. Additionally, under the approved indirect rate agreement between UMOS and the Department of Health and Social Services, the sub-contract with Wisconsin Department of Development (6f) is also not included in the base to which the indirect is to be applied.

OCS-Discretionary Project
Back-up Budget

Sub-contractor (6f)

Expense Item	OCS Funds	State Funds- (Match)
Labor		
Development Zone Program Manager (5% x \$35,300/yr x 1.41 yrs)**	\$ -0-	\$ 3,812
Development Zone Specialist (10% x \$28,583/yr x 1.41 yrs)**		\$ 4,030
Dev. Zone Community Specialist (1) (100% x \$28,409/yr x 1.41 years)**	\$ 40,057	\$ -0-
Total - Labor	\$ 40,057	\$ 7,842
Benefits (@31% x labor)	\$ 12,954	\$ 2,431
Supplies & Services (@25% x labor)	\$ 10,014	\$ 1,961
Sub-total, labor,benefits,services	\$ 63,025	\$ 12,234
Promotional Materials for employers	\$ 500	\$ -0-
Computer Equipment	\$ 2,500	\$ -0-
Travel Expenses	\$ 3,300	\$ -0-
Subtotal-Direct Expenses	\$69,325	\$ 12,234
Indirect (@ 18.0% of salary and benefits)*	\$ 9,542	\$ 1,918
Total Sub contract expenses	\$78,867	\$ 14,152

Notes: * The DHSS approved indirect rate of UMOS was used for this sub-contract.

** 17 months/ 12 = 1.41 years

DRAFT

GRANT AGREEMENT

This Agreement is entered into for the period of September 30, 1992 through February 28, 1994 by and between United Migrant Opportunity Services Inc. (UMOS) and the state of Wisconsin, Department of Development (DOD) for the purpose of implementing the Job Creation in Enterprise Zones Grant, No. 92-1-GR-WI-090 funded by the U.S. Department of Health and Human Services, Office of Community Services.

In 1988, the state legislature enacted Wisconsin Act 328, establishing the Wisconsin Development Zone program. The program is an economic development initiative designed to encourage private sector investment in areas suffering from economic hardship and improve the quantity and quality of employment opportunities to persons who are unemployed and/or who face barriers to employment.

The Development Zone program includes a refundable jobs tax credit that is modeled after the federal jobs tax credit (JTTC). At least 50 percent, 65 percent in Milwaukee, of the tax credits must be used for the jobs tax credit. Eleven target groups are eligible for the credit including disadvantage youth, AFDC recipients and displaced workers. United Migrant Opportunity Services, Inc. (UMOS) has significant experience in providing employment and training services to low income and disadvantage persons. Many of the target group members eligible for the jobs tax credit could benefit from services provided by UMOS. Businesses participating in the Development Zone Program would benefit from hiring trained job ready target group members for jobs they are creating in the zones.

In order to effectively and efficiently implement the Office of Community Services project in the Wisconsin Development Zones, it is essential that the Department of Development and United Migrant Opportunity Services, Inc. work in a cooperative manner. Therefore, through the Agreement, the respective parties agree to carry out the following activities.

DRAFT

Department of Development

1. Certify eligible businesses (persons) for participation in the Development Zone tax credits (DOD 12.11, Wis. Admin. Code).
2. Provide technical assistance to UMOS staff, as necessary, on the target groups eligible for the state credit and the Development Zone program in general.
3. Develop database of information on the jobs that will be created by certified businesses. Provide information and analysis of data to enable UMOS staff to perform employment and training functions.
4. Act as a liaison between employers, the Wisconsin Department of Health and Social Services; the Wisconsin Department of Industry, Labor and Human Relations; the Wisconsin State Vocational, Technical and Adult Training and UMOS to facilitate the discretionary grant implementation.
5. Direct a minimum of 75% of the targeted jobs to be created under the grant, to low-income individuals.
6. Make quarterly reports to UMOS on the use of grant funds by the Department, as well as other reports which may be required by the Office of Community Services, or UMOS.
7. Develop a procedure, in conjunction with UMOS, to assure that there are no duplicative counts of jobs being created.
8. Use the grant funds to fund a project position with the classification of Community Services Specialist I. The funds will be used to pay for salary, fringes, supplies and services and overhead. This employee will carry out the Department's commitments described above in this agreement and as further elaborated in the discretionary grant application.
9. Commit matching funds as set forth in the project budget.
10. Comply with the following standard DESS-OCS terms and conditions.

These standard terms and conditions do not restate all the provisions of applicable statutes, regulations and policies, nor do they represent an exhaustible listing of all requirements applicable to this assistance agreement. Rather, they are intended to highlight, and be consistent with, those requirements which are especially pertinent to ACF assistance agreements in general and characteristics of the program under which the award has been made.

- A) Ensure that all expenditures and activities are conducted solely for purposes consistent with the grant.
- B) Submit a listing of all items of equipment obtained wholly or in part with grant funds to UMOS.
- C) Notify UMOS whenever the amount of award is expected to exceed DOD's actual expenditures levels by 5%.

DRAFT

- D) Liquidate all obligations, incurred under the grant no later than 60 days after the termination of this contract.
- E) Comply with audit requirements, as applicable, of OMB-circulars no. A-128 and A-133.
- F) Assure that no funds from this grant shall be used to engage in lobbying or influencing pending legislation nor advocating for a particular party or candidate.
- G) Prohibits any employee funded under this contract from having a direct or indirect personal financial interest in any grant supported activity.
- H) Establish and provide sufficient controls, record keeping systems and procedures to adequately document the expenditures under the grant, of all expenditures.
- I) Comply with nondiscrimination provision of Title 45, code of Federal Regulations parts 80 (Title VI, Civil Right Act of 1964), 84 (Handicap), 86 (Basis of sex), and 91 (Age).

UNITED MIGRANT OPPORTUNITY SERVICES, INC.

1. Screen applicants for jobs to be filled by low-income individual and verify their eligibility. UMOS will make every effort to work cooperatively on this effort with the Wisconsin Job Service, which performs the certification of eligible employees for the jobs tax credit.
2. Utilize the Department of Development job database to identify and recruit target group members. UMOS will coordinate with local employment and training providers to make the most efficient use of resources.
3. Provide or coordinate services including counseling, supportive services, classroom training, on-the-job training and other employment services as needed to individual target group members. UMOS will coordinate with local employment and training providers to make the most efficient use of resources.
4. Place target group workers in permanent unsubsidized employment with certified businesses in the 12 Wisconsin Development Zones.
5. Provide Employment Generating Services and technical assistance to employers located in 12 Wisconsin Development Zones.
6. Provide \$73,867 in grant funds to the Department of Development to carry out the activities specified in this agreement. The dollars will be used to fund the items listed under number 3 above, as specified in the project budget. (Attached)
7. Reimburse the Department of Development for all allowable costs on a monthly basis pursuant to the financial expenditure reports submitted to UMOS by the Department of Development.

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MUTUAL COVENANTS

- A) This contract may not be amended by DOD without the written consent of UMOS, Inc. and the Office of Community Services, DHSS if the latter is required by CFR part 45, section 74.105.
- B) Failure of DOD to comply with grant terms and conditions shall constitute grounds for suspension, modification or termination of this grant with UMOS, Inc.
- C) This agreement is contingent upon funding by the OCS-DHSS. Any material amendment or termination of the contract between UMOS, Inc. and OCS-DHSS shall serve to also correspondingly revise or terminate this agreement, except as mutually agreed in writing by the parties.
- D) The entire agreement between the parties is contained here in, except for those matters incorporated by reference, and this agreement supersedes all oral agreements and prior written agreement dated June 22, 1992 or other negotiations by the parties.

Lupe Martinez
Executive Director,
UMOS, Inc.

Date

Robert N. Trunzo
Secretary
Dept. of Development

Date

OCS-DISCRETIONARY PROJECT
BACK-UP BUDGET

Sub-contractor (6f)

Expense Item	OCS Funds	State Funds- (Match)
Labor		
Development Zone Program Manager (5% x \$35,300/yr x 1.41 yrs)**	\$-0-	\$ 3,812
Development Zone Specialist (10% x \$28,983 x 1.41 yrs)**		\$ 4,030
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Sub-total, labor, benefits, services	\$63,025	\$12,234
Promotional Materials for employers	\$ 500	\$ -0-
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Travel Expenses	\$ 1,300	\$ -0-
Subtotal-Direct Expenses	\$69,325	\$12,234
Indirect (@ 18.0% of salary and benefits)*	\$ 9,542	\$ 1,918
Total Sub contract expenses	\$78,867	\$14,152

Notes:

*The DHS approved indirect rate of UMOS was used for the sub-contractor.

**17 months/12 = 1.41 years.

PROJECT: JOB CREATION IN ENTERPRISE ZONES

Federal Agency: Department of Health and Human Services
Administration for Children and Families

Title of Program: Fiscal Year 1992 Office of Community Services'
Discretionary Grant - Priority Area 1.1 - Urban and
Rural Community Economic Development.

Applicant: United Migrant Opportunity Services, Inc.
(Wisconsin Department of Development - Subgrantee)

Amount Funded: \$242,341 (DOD subgrant will be \$78,867)

Project Period: September 30, 1992 to February 28, 1994

PROJECT SUMMARY

Goal: To promote *economic self-sufficiency* for 55 low-income participants in Wisconsin enterprise zones.

Background:

- The Wisconsin Development Zone Program was created to encourage businesses to expand in selected, economically distressed areas. The expressed purpose of this reinvestment program is *to create employment for those low income individuals with multiple barriers to employment.*
- The Wisconsin Development Zone Program has been successful over the last 3 years in terms of encouraging business expansions and job creation in twelve of Wisconsin's economically distressed areas. Both *entry-level* and *career-path jobs* are being created through this program.
- Most low income individuals with multiple barriers do not possess the vocational skills required by the career-path positions being created, and therefore fill mainly the entry-level jobs. Such jobs are prone to economic lay-offs, pay marginal wages, offer few fringe benefits, and provide limited career advancement.
- With the participants' educational level averaging 11.4 years, many of the participants have had negative experiences with the traditional educational system, therefore possess low self-esteem and lack the motivation to pursue vocational training by themselves. The UMOS/DOD project will create the *network which connects the participants, the jobs, and the vocational training system.*

Description:

The primary purpose of this 17 month project is to create *career-path* jobs in the Wisconsin enterprise zones (Development Zones), and to provide economically disadvantaged individuals better access to the *career-path occupations* created by businesses participating in this program. The Wisconsin Development Zone Program was created in 1988, to encourage job creation through public and private partnerships in twelve of Wisconsin's economically distressed areas. *Career-path jobs are defined as non-entry level jobs, usually requiring post-secondary vocational training, and offering starting wages which will lead to an individual's economic self-sufficiency.*

This project will offer a three pronged approach to job creation.

- Utilization of Wisconsin Development Zone (Enterprise Zone) tax credits to create jobs for economically disadvantaged people.
- Development of a computerized job matching system, provision of occupational skills training, supportive activities, such as, counseling, career development, referral, and follow-up for economically disadvantaged individuals.
- The provision of **Employment Generating Services**, business development specialists who assist small business expansions with consultation and business planning.

14. POSITION SUMMARY

Under the direction of the Development Zone Program Manager, perform responsible professional work involving the implementation of the "Job Creation in Enterprise Zones" project which is designed to provide economically disadvantaged individuals better access to career path positions being created by certified development zone businesses. Develop database of career path positions being created and produce informational/promotional materials and resources to encourage participation by businesses and organizations in the project. Coordinate grant project with employment and training agencies, JOBS providers, local development zone coordinators, the Department of Health Social Services, the Department of Industry, Labor and Human Relations, the Board of Vocational, Technical and Adult Education and other interested groups to ensure goals are met through the grant. Provide technical assistance where needed. Develop and prepare reporting and monitoring mechanisms. Ensure that compliance is maintained with the United Migrant Opportunity Services, Inc. (UMOS, Inc.) contract and with the applicable requirements of the Office of Community Services, U. S. Department of Health and Human Services.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME % GOALS AND WORKER ACTIVITIES

- | | |
|-----|---|
| 25% | A. Development of a database of career path positions being created by certified development zone businesses. <ul style="list-style-type: none">A1. Identify businesses with career path positions.A2. Develop position information from business applications for certification and through contacting businesses for further information.A3. Work with the Bureau of Fiscal and Information Management to develop a computer database.A4. Enter position data into the database.A5. Develop reports from the database to provide position information to UMOS, Inc. |
| 25% | B. Development of promotional/informational materials and resources on the grant project. <ul style="list-style-type: none">B1. Develop mailing list of interested groups and organizations including establishing key contacts with each group. |

- B2. Produce an informational brochure on the grant project and distribute to UMOS, Inc., development zone businesses, local development zone coordinators, agencies and groups participating in the project, and other interested parties.
 - B3. Encourage participation of businesses in the development zone program and in the grant project via written correspondence, the telephone, site visits and presentations.
 - B4. Encourage participation of employment and training and education service providers via written correspondence, the telephone, teleconferences and other methods.
- 35% C. Coordination of the services provided through the grant project with UMOS, Inc., state and local agencies, the development zones and development zone businesses.
- C1. Serve as a liaison between the Department of Health and Social Services, the Department of Industry, Labor and Human Relations, The Board of Vocational, Technical and Adult Education and other State agencies and their local counterparts and UMOS, Inc.
 - C2. Serve as the primary contact in resolving any conflicts, problems or issues that arise at the state or local level related to provision of services under the grant.
 - C3. Provide technical assistance to businesses participating in the program, local development zone coordinators and other interested parties on problems encountered in hiring targeted workers, identifying additional resources or other issues as necessary.
 - C4. Coordinate project with local cooperative education programs to serve youth from low income families. Encourage youth to participate in the project and businesses to hire interested youth.
 - C5. Ensure that project goals are met as outlined in the grant application to the Office of Community Services.
- 15% D. Development and preparation of reporting and monitoring mechanisms.
- D1. Develop narrative quarterly report format and obtain approval from UMOS, Inc.

- D2. Submit narrative quarterly reports to UMOS, Inc. during the grant period within 30 days after the quarter ends.
- D3. Develop and maintain a tracking system for the grant match requirements.
- D4. Ensure that target group workers hired by eligible businesses are certified by Job Service for the development zone jobs credit.
- D5. Identify problems occurring in the implementation of the grant project and work with the program manager and UMOS, Inc. to correct them.
- D6. Ensure compliance with the UMOS, Inc. contract and with the applicable requirements of the Office of Community Services, U.S. Department of Health and Human Services.
- D7. Evaluate the success of the project and recommend methods to continue the project after the funding expires.

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: January 27, 1993

To: James R. Klauser
Secretary

From: Marty Olle *MO*

Subject: s.16.515 Request for the University of Wisconsin System -- Intercollegiate Athletics

REQUEST

The UW System requests approval of \$1,393,100 additional expenditure authority in s.20.285 (5)(h), Intercollegiate Athletics Auxiliary Enterprises.

BACKGROUND/ANALYSIS

The request for ongoing expenditure authority in the Auxiliary Enterprises appropriation reflects: (1) a budgeted shift from gift funding [appropriation 20.285 (5)(j)] to auxiliaries program revenue, and (2) FY93 salary and program-related cost increases.

Revenues

UW-Madison projects overall FY93 Intercollegiate Athletics revenues to increase \$487,900 [approximately 3%] over the FY92 base budget. The auxiliaries budget, however, will increase by \$1,393,100, largely due to a change in Athletics Division policy regarding use of gift funds for athletic scholarships. The division now emphasizes endowment gifts which will produce income for scholarships over a longer time period rather than traditional gifts where the principal is used in the short-term operating budget. The new policy emphasizes greater reliance on program revenues such as football and basketball receipts to make up for the loss of gift funds in the operating budget.

The division's FY93 revenue projection for auxiliaries is \$13,164,800. The requested increase in expenditure authority would bring the FY93 total to \$13,043,600, slightly less than projected receipts. As of 12/30/92 auxiliaries revenues were \$8,042,500. Given the generally positive fiscal condition within the Athletics program, including football attendance figures 12.5% greater than budgeted, it is reasonable to conclude that the division will meet its FY93 revenue projections.

Expenditures

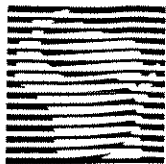
The Athletics Division requested FY93 budget increase of \$487,900 is made up of FY93 pay plan [\$236,600], Yoder contract settlement [\$200,000], medical costs not covered by insurance [\$100,000], clinics and special events [\$76,500], golf course [\$50,000] and miscellaneous [\$14,700], less cost savings of \$190,000 from the sports programs eliminated in FY92. Expenditures in auxiliaries will increase largely, as stated above, due to a shift in the division's budget from gifts/grants to auxiliaries.

Reducing the Accumulated Deficit

The division's accumulated operating deficit reached \$2.1 million in FY89, but was reduced to \$600,000 at the close of FY92. Current plans for FY93 are to reduce the deficit by an additional \$306,000 or more.

Recommendation

Approve the request.



The University of Wisconsin System

Financial Administration
1560 Van Hise Hall, 1220 Linden Drive
Madison, Wisconsin 53706
(608) 262-5893 FAX: (608) 263-2046

November 30, 1992

TO: Marty Olle
FROM: Debbie Durcan *Debbie by DLR*
SUBJECT: 1992-93 Allotment Request No. 9 - NCAA Athletics

Enclosed is Allotment Request No. 9 for the University of Wisconsin System increasing UW-Madison Division of Intercollegiate Athletics Fund 528 allotment \$1,393,110 (including \$236,586 pay plan); increasing Fund 526 allotment \$57,218; decreasing Fund 529 allotment \$9,000; and placing \$1,021,564 of Fund 533 into unallotted reserve. Approval of this request will bring the allotment levels up to the budget level approved by the Board of Regents at the November meeting.

The basic reasons for this allotment increase are increased budgeted costs for clinics and special events, the UW Golf Course, sports and general program costs, and inflation.

Please call me if you have any questions.

Enclosures

cc: President Lyall
Senior Vice President Bornstein
Vice President Marnocha
Kathi Sell
Tom Sonnleitner
John Torphy
Al Fish
Dave Rieves
David Suchman

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UNIVERSITY of WISCONSIN
Division of Intercollegiate Athletics

140 Monroe Street
Madison, Wisconsin 53711
608-263-1866
Fax: 608-263-7949

Pat Richter
Director of Athletics

January 14, 1993

Post-It™ brand fax transmittal memo 7671		# of pages ▶ 4
To <i>Marty Olla</i>	From <i>AL Fish</i>	
Co.	Co.	
Dept.	Phone # <i>262-3157</i>	
Fax # <i>266-7645</i>	Fax # <i>265-3036</i>	

MEMO TO: Marty Olla

FROM : Al Fish *Al*

SUBJECT: 1992-93 Allotment Request

We have requested an increase of \$1,393,110 in our program revenue 528 fund as well as minor adjustments in other funds. However, this increase does not reflect a total budget increase of that amount. Our 1992-93 budget increase from the 1991-92 base of \$16,488,322 is \$487,878, or less than three percent, to a total of \$16,976,200. Rather, the Fund 528 increase reflects a shift in spending authority of nearly \$900,000 from our gift fund (533) to program revenue.

We have successfully reduced our accumulated deficit from \$2.1 million at the end of 1988-89 to approximately \$600,000 after 1991-92. This budget anticipates a further reduction of the deficit by \$306,000. We have attached a summary of the areas where budget increases occur. Nancy Seifert is prepared to meet with you to discuss any questions you may have on this allotment request.

The shift in funding to Fund 528 is because we have received program revenue from increased ticket sales in football and men's basketball. While contributions have gradually increased, we are less certain of their availability because we are emphasizing endowment gifts which will produce income for scholarships for a long time but do not make the principle gift available for use in our operating budget. By shifting some spending authority from the gift account to program revenue, we are more certain of meeting our overall spending and revenue goals.

In addition to these adjustments, let me take this opportunity to request that you (and the LFB) consider eliminating Fund 526 for McClain operations and merge it with 528 as part of the 1993-95 budget, by eliminating s.20.285(5)(iw). We do not maintain or operate the McClain facility separate from our other facility operations. The extra accounting for this fund does not reflect any meaningful oversight information. We will be happy to provide information on the McClain facility as you desire.

Finally, we have received and the Regents have accepted a \$250,000 donation earmarked for lighting the McClimon track. The project would install a transformer and lights for soccer and track practice and competition. The budget and this allotment request does not reflect expenditure of those funds. We may be able to complete the project this spring in time for the outdoor track season. Since the expenditure of the gift revenue would be through the 533 fund as a campus construction project, we do not need any additional expenditure authority because the current authority exceeds planned expenditures by more than \$250,000.

AF/mf

Enclosure

CC: Pat Richter

Nancy Seifert

John Torphy

David Suchman

Ray Marnocha

Jim Hoyt

Bob Bock

INTERCOLLEGIATE ATHLETICS

BUDGET INCREASE

1992-93 Summary	
1992-93 Budget	\$16,976,200
1991-92 Budget	\$16,488,322
Increase	\$487,878

1992-93 Budget Increase Items	Amount	Description
1) Salary Adjustments	\$236,586	Payplan for 1992-93.
2) Sport Departments		
Basketball (Men)	\$200,000	Yoder contract settlement.
Sport Program Reductions	(\$189,959)	The reduction in budget for 1992-93 in comparison to 1991-92 for the sport programs which were eliminated in Fiscal 1991.
3) Medical/Physician Payments	\$100,000	Increased cost of medical payments for hospital, physician and other costs not covered by insurance.
4) Clinics & Special Events	\$76,537	Increases based on summer sport clinic costs and special events such as concerts, Packers, etc.
5) UW Golf Course	\$50,000	Increase from \$450,000 to \$500,000 based on annual budget.
6) Reallocations/Net Increase	\$14,714	Reallocations and net increase in sport and the administrative departments.
Total	\$487,878	

ALLOTDES

1/14/93

INTERCOLLEGIATE ATHLETICS

Comparison of 1992-93 Budget to the 1991-92 Budget

Department Name	Dept Code	1991-92 Budget	1992-93 Budget	Increase (Decrease)
Football	0500	\$2,950,891	\$3,031,500	\$80,609
Basketball (Men)	2000	\$898,122	\$998,900	\$100,778
Basketball (Women)	2200	\$433,719	\$492,500	\$58,781
Hockey	2500	\$1,019,967	\$963,100	(\$56,867)
Track (Women)	2800	\$311,996	\$305,100	(\$6,896)
Track (Men)	3000	\$317,593	\$300,600	(\$16,993)
Cross-Country (Men)	3100	\$93,973	\$107,900	\$13,927
Cross-Country (Women)	3200	\$25,403	\$27,100	\$1,697
Baseball	3500	\$86,004	\$7,300	(\$78,704)
Crew (Men)	4000	\$180,000	\$303,400	\$123,400
Crew (Women)	4200	\$150,000	\$222,500	\$72,500
Swimming/Diving (Men)	4500	\$253,018	\$277,300	\$24,282
Swimming/Diving (Women)	4700	\$236,008	\$260,200	\$24,192
Wrestling	5000	\$254,403	\$251,100	(\$3,303)
Tennis (Men)	5500	\$126,410	\$141,700	\$15,290
Tennis (Women)	5700	\$176,082	\$210,600	\$34,518
Gymnastics (Men)	6000	\$54,479	\$9,900	(\$44,579)
Gymnastics (Women)	6100	\$76,332	\$33,100	(\$43,232)
Volleyball (Women)	6200	\$305,480	\$292,800	(\$12,680)
Golf (Men)	6500	\$89,532	\$102,100	\$12,568
Golf (Women)	6700	\$83,992	\$97,500	\$13,508
Soccer (Men)	7200	\$158,962	\$172,100	\$13,138
Soccer (Women)	7400	\$194,533	\$214,900	\$20,367
Fencing (Men)		\$11,722	\$0	(\$11,722)
Fencing (Women)		\$11,722	\$0	(\$11,722)
Subtotal		\$8,500,343	\$8,823,200	\$322,857

INTERCOLLEGIATE ATHLETICS

Comparison of 1992-93 Budget to the 1991-92 Budget

Department Name	Dept Code	1991-92 Budget	1992-93 Budget	Increase (Decrease)
Administration	0100	\$1,383,460	\$1,031,200	(\$352,260)
Budget and Finance Office	0103	\$0	\$307,000	\$307,000
Admin-Women's Varsity Sports	0105	\$235,109	\$175,500	(\$59,609)
Admin-Men's Varsity Sports	0106	\$186,673	\$199,600	\$12,927
Women's Athletics Sports Information	0108	\$253,804	\$230,300	(\$23,504)
Men's Athletics Sports Information	0110	\$253,804	\$252,400	(\$1,404)
Marketing, Promotion & Licensing	0115	\$239,300	\$295,200	\$55,900
Ticket Office	0120	\$467,598	\$454,300	(\$13,298)
Facilities Management	0130	\$881,860	\$831,200	(\$50,660)
Equipment Room	0140	\$285,000	\$273,500	(\$11,500)
Weight Room	0150	\$188,225	\$145,000	(\$43,225)
Academic and Student Services	0160	\$440,221	\$485,000	\$44,779
UW Golf Course	0170	\$450,000	\$500,000	\$50,000
UW Marching Band	0180	\$32,565	\$32,500	(\$65)
Spirit Squad	0190	\$30,911	\$31,000	\$89
Compliance	0200	\$79,484	\$8,800	(\$70,684)
Video	0210	\$0	\$66,700	\$66,700
Mail Room	0230	\$0	\$43,800	\$43,800
Trainers	8000	\$481,152	\$463,500	(\$17,652)
Medical Payments	8100	\$275,000	\$375,000	\$100,000
Event Management	8200	\$0	\$200,000	\$200,000
Clinics & Special Events	8500	\$798,463	\$875,000	\$76,537
Unitwide	9900	\$669,700	\$638,200	(\$31,500)
Capital		\$355,650	\$238,300	(\$117,350)
Subtotal		\$7,987,979	\$8,153,000	\$165,021
Total		\$16,488,322	\$16,976,200	\$487,878

CHTACCT9

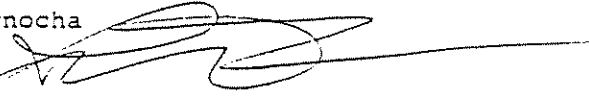
1/12/93

UNIVERSITY OF
WISCONSIN
MADISON

November 25, 1992

MEMORANDUM

TO: Raymond Marnocha

FROM: John Torphy 

SUBJ: 1992-93 Budget Adjustment Request
Division of Intercollegiate Athletics

The Joint Committee on Finance has required that the Intercollegiate Athletics allotment increase request be submitted no later than December 1 of the fiscal year for which the request is made. Consequently, I am providing you with a table comparing the current allotment levels for each appropriation for the Division of Intercollegiate Athletics to the 1992-93 budget approved by the Board of Regents (Attachment A).

Increases in the following appropriations need to be made (no provision for encumbrances carried forward has been made):

<u>Appropriation</u>	<u>Current Allotment</u>	<u>Requested Authority</u>
s.20.285(5)(h)	\$11,650,500 ✓	\$13,043,610*
s.20.285(5)(iw)	\$ 0 ✓	\$ 57,218

* Includes pay plan adjustments (\$236,586).

The increase in the allotment for s.20.285(5)(h) of \$1,393,110 in 1992-93 relates to increased budgeted costs for clinics and special events, the UW Golf Course, sports and general program costs, and inflation (Attachment B).

In addition, adjustments between major classifications of expenditure within fund need to be made to the appropriations s.20.285(5)(a), s.20.285(5)(g), and s.20.285(5)(i). The total allotment amounts for these appropriations will not change.

The request is consistent with the budget adopted by the Regents. It is my understanding that the current allotment authority figures are consistent with your and our understanding of the Joint Finance Committee action of last Spring. The result of the request does not change the projected "surplus" of some \$300,000 to reduce the deficit.

If you have any questions regarding this request, please contact Nancy Seifert (2-5449).

Enclosures

xc: Ms. Durcan Mr. Fish
 Mr. Rieves Ms. Seifert
 Mr. Richter Mr. Richter
 Office of Budget, Planning and Analysis

UNIVERSITY OF WISCONSIN-MADISON

DIVISION OF INTERCOLLEGIATE ATHLETICS

FY 1992-93 Budget Adjustment Request Summary

	Uncl/Class Salaries	LTE/SH Salaries	Fringe Benefits	Supplies & Expense	Capital	Aids to Individuals	Special Purpose	Total
Fund 501 [20.285(5)(a)]								
Requested Budget Authority	376,169	9,645	115,783					501,597
Current Allotment*	385,814	0	115,783					501,597
Requested Adjustment	(9,645)	9,645	0					0
Fund 529 [20.285(5)(g)]								
Requested Budget Authority	445,309		132,900			171,791		750,000
Current Allotment	481,400		148,000			129,600		759,000
Requested Adjustment	(36,091)		(15,100)			42,191		(9,000)
Fund 530 [20.285(5)(i)]								
Requested Budget Authority	227,866		68,477			185,557		481,900
Current Allotment	323,900		98,700			59,300		481,900
Requested Adjustment	(96,034)		(30,223)			126,257		0
Fund 533 [20.285(5)(j)]								
Budget				295,984		1,351,952		1,647,936
Current Allotment	329,200	124,200	68,000	914,400	105,300	1,128,400		2,669,500

* Current allotment includes the 1992-93 pay plan allocation of \$17,097.

ALLOTMENT/1B

11/25/92

UNIVERSITY OF WISCONSIN - MADISON

DIVISION OF INTERCOLLEGIATE ATHLETICS

FY 1992-93 Budget Adjustment Request Summary

	Uncl/Class Salaries	LTE/SH Salaries	Fringe Benefits	Supplies & Expense	Capital	Aids to Individuals	Special Purpose	Total
Fund 526 [20.285(5)(w)]								
Requested Budget Authority	40,973		16,245					57,218
Current Allotment	0		0					0
Requested Adjustment	40,973		16,245					57,218
Fund 528 [20.285(5)(h)]								
Requested Budget Authority	4,251,201	567,729	1,337,763	6,638,117	238,300		10,500	13,043,610
Current Allotment	3,696,800	581,900	1,171,600	5,909,600	280,100		10,500	11,650,500
Requested Adjustment	554,401	(14,171)	166,163	728,517	(41,800)		0	1,393,110

ALLOTMENT/1A

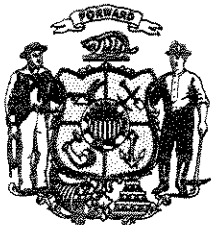
11/25/92

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

Room 119 South
State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2500



ASSEMBLY CHAIR

BARBARA J. LINTON

Room 127 South
State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7690

JOINT COMMITTEE ON FINANCE

February 1, 1993

TO: JOINT COMMITTEE ON FINANCE MEMBERS

FROM: Senator Gary R. George
Representative Barbara J. Linton
Co-Chair, Joint Committee on Finance

Attached are copies of requests from the Department of Administration dated February 1, 1993, under s. 16.515/16.505(2) of the statutes.

Please review these items and notify our office not later than Friday, February 19, 1993, if you have any concerns about the requests or would like the Committee to meet formally to consider them.

Also, please contact us if you need additional information.

GRG:BJL:lmr

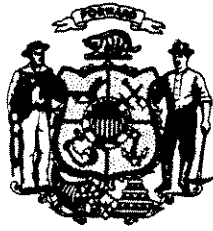
Attachments

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

Room 119 South
State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2500



ASSEMBLY CHAIR

BARBARA J. LINTON

Room 127 South
State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7690

JOINT COMMITTEE ON FINANCE

February 22, 1993

TO: Mr. James R. Klauser, Secretary
Department of Administration

FROM: Senator Gary R. George
Representative Barbara J. Linton
Co-Chair, Joint Committee on Finance

We have reviewed the requests from the Department of Administration dated February 1, 1993, under ss. 16.505(2) and 16.515.

Please be advised that we have found no objections to them and accordingly, they are approved effective February 22, 1993.

GRG:BJL:lmr

cc: Roger Grossman