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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-189

Date: October 22, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: EDGE II (Education for Gainful Employment)

ATTACHMENTS: Attachment A - Listing of all attachments - available
on-line

I. INTRODUCTION

The New York State Department of Social Services and the State Education Department announce the availability of the second cycle of EDGE (Education for Gainful Employment) funding to expand education, job skills training and case management services for recipients of ADC. In January of this year the Department announced the start up of EDGE I with a maximum expenditure of \$8 million. EDGE II will operate from December 1, 1991 through November 30, 1992 with a potential expenditure of \$30 million. Additionally, local districts may designate a portion of the EDGE II allocation for participant child care. EDGE funding makes it possible for local educational, job training and other provider agencies to assist local social services districts (LSSD's) to meet the additional service needs required by the Job Opportunities and Basic Skills Training (JOBS) Program.

As in EDGE I, each LSSD will again be responsible to plan its own EDGE II program with the variety of provider agencies in the community. The complete EDGE application will be submitted by the LSSD to the New York State Department of Social Services. All applications will be jointly reviewed and approved by the State Department of Social Services and the State Education Department.

Two copies of the application must be received by November 8, 1991 and mailed to:

EDGE Program Coordinator
Bureau of Employment Programs
New York State Department of Social Services
40 N. Pearl Street, 7B
Albany, NY 12243

If LSSD's have any questions on developing their EDGE II application they should be directed to their technical assistance staff person in the Bureau of Employment Programs. If local educational agencies or other providers have questions on EDGE, they should be directed to their regional coordinator in the State Education Department. Names and telephone numbers are included as attachments to this LCM.

Specific information on EDGE II, including the allocation, application and instructions on developing your local EDGE II program are provided below.

II. OVERVIEW AND KEY FEATURES OF EDGE II

A. EDGE II maintains many of the fundamental characteristics of the EDGE I program. These similarities include:

- 1) Program activities remain the same.
- 2) The process and format for applying for EDGE II funds will remain the same: the local district will submit the application package which will include one or more provider agency components.
- 3) Guidelines for program design remain the same, i.e. target populations, 20-hour participation, client tracking and satisfactory progress.
- 4) Eligible organizations remain the same.
- 5) SED will support the operational cost of EDGE Program activities by funding provider agencies directly. No local share for these costs will be required.
- 6) Provider agencies will submit claims directly to SED to receive EDGE II funds.

B. Several important features of EDGE II distinguish this second cycle from the first. These main differences include:

- 1) The distinction between committed and uncommitted funds has been eliminated. The LSSD has the discretion to select the EDGE II provider agency(ies) of its choice. No prior funding commitments have been made.
- 2) The size of each district's EDGE II allocation will be determined locally but may not exceed a fixed maximum limit. The total will depend in large part on the level of Employment Preparation Education (EPE) aid which can be generated by serving ADC clients through the EDGE program.

- 3) Each LSSD has the option of designating a portion of the district's EDGE II allocation for the costs of child care for EDGE participants. The district will receive these funds in the form of enhanced reimbursement with no local share.
- 4) Provider agencies may include a small portion of 50% federally reimbursable costs in their EDGE II budget. (These costs were prohibited from their EDGE I budget).
- 5) SED budget approval forms have been included in the application package to promote a more timely flow of funds to provider agencies.
- 6) Funding for ACCESS and CASSET will be accomplished through a separate procedure. Services provided to ADC recipients through EDGE, ACCESS and CASSET should be well coordinated but not duplicated.

III. THE EDGE II ALLOCATION

A. EDGE II Funding Sources

The EDGE II allocation is made up of both State and federal funds. The JOBS Program provides the source for federal funds. The State share of the EDGE II allocation is derived from two sources: a fixed State appropriation and a variable amount of EPE (Employment Preparation Education) State aid. The fixed State appropriation has been apportioned to districts based on ADC employable caseload size. The variable State share portion will depend upon the amount of EPE State aid which eligible provider agencies can generate and devote to EDGE II activities. Both the fixed state share and the variable state share (EPE Target) are indicated on Attachment B to this LCM. The sum of the fixed share and the variable share is the total amount of State funds which will act as the match for federal JOBS funds.

B. The EPE Target

Each county will be assigned an "EPE Target" which is the maximum amount of EPE which may serve as the variable State share to match federal JOBS funds. LSSD's may work with one or more EPE-generating agencies to produce the desired level of EPE up to the EPE target. While a wide variety of agencies is eligible to receive EDGE funds, only public schools and Boards of Cooperative Educational Services (BOCES) are eligible to generate and receive the needed EPE. Thus, in selecting EDGE II service provider agencies, it is recommended that each LSSD include the EPE-eligible agency(ies) to help reach the EPE target. Attachment C includes a series of worksheets (1-4). Worksheet #1 has been designed to determine the level of EPE which will be generated and devoted to EDGE by each EDGE II provider agency. (If no EPE generating agencies are included as EDGE II providers, the total EPE will be zero and should be so

entered). The total amount of the EPE which may serve as the variable State share for EDGE II funds may not exceed the district's EPE target. [However, LSSD requests to exceed the EPE target may be considered at a later date on a case by case basis. Decisions will be reserved until all EDGE II applications have been reviewed and will be based on the availability of unused EPE targeted funds by other districts. See Worksheet #2, bottom to enter such request].

C. Generating EPE Aid

EPE State aid provides school districts and BOCES with reimbursement per student hour for certain educational services. Only persons who are 21 years of age or older and who do not have a high school diploma or a high school equivalency diploma generate EPE when they receive these services. The aid per contact hour is based on several factors and varies from one EPE agency to another. More contact hours may be needed in one EPE agency to generate the same amount of EPE aid that a second EPE agency would receive with fewer hours and a higher EPE rate. Local districts may wish to compare the aid per contact hour for the various EPE generating agencies in the community. This information will be provided at your request by the technical assistance staff person assigned to your district.

D. Maximizing EDGE II Funding Using EPE

In almost every case, the EPE aid per contact hour is less than the cost per contact hour to run an educational program. By matching the EPE with federal JOBS funds, enough EDGE funding can be generated to not only cover the cost of running the program, but also to distribute to other non-EPE generating agencies if so desired. The following example illustrates this concept.

Example

Suppose the cost of operating a BOCES program is \$5.00 per contact hour of instruction. The same BOCES receives \$3.50 per contact hour in EPE as a result of operating this program. Then,

\$5.00	cost to operate per contact hour
- 3.50	EPE received per contact hour
<u>\$1.50</u>	amount needed to meet cost per contact hour

(The BOCES would need an additional \$1.50 per contact hour to meet the cost of operation). However, recognizing that federal funds will pick up 60% of the cost of serving ADC recipients, the following formula develops:

\$3.50	per contact hour of EPE (40%)
+ 5.25	federal JOBS funds (60%)
<u>\$8.75</u>	EDGE funds (EPE and federal) (100%)

So that:

\$8.75	EDGE (EPE and federal)
- 5.00	cost of instruction
\$3.75	per contact hour surplus

Now the district can apply EDGE II funds to not only meet the cost of instruction but to have additional funding available. Surplus EDGE funds may remain with the EPE agency or be directed to another non-EPE generating agency as long as it is used to provide EDGE activities. In either case, the funds will be distributed directly by SED to the EDGE provider agencies.

In summary, for an LSSD to reach its maximum EDGE program funding, the LSSD would have to:

1. identify one or more EPE-generating agencies;
2. supply the agency with the necessary client referrals to have them meet their EPE targets; and
3. use a portion of available EDGE II funds to bridge the gap between each EPE-generating agency's aid per contact hour and cost per contact hour.

The LSSD would then have discretion to direct the surplus funds to any EDGE eligible agency it may choose. The samples below illustrate the advantage of using EPE to maximize EDGE II funding.

<u>Example:</u> District A: Fixed State Share	EPE Target
\$10,000	\$40,000

Sample 1.

District A elects to plan its local EDGE II program with the community college (or any other non-EPE - eligible provider). Only the fixed State share can be used to match federal JOBS funds. Assuming all 60% costs, the EDGE allocation will be:

\$10,000	Fixed State Share
+ 15,000	Federal JOBS Match
\$25,000	EDGE II Allocation

Sample 2.

District A first approaches the BOCES to discuss the use of EPE to provide Adult Basic Ed for EDGE participants. Both agencies negotiate and agree that \$45,000 in EPE can be generated from this activity, so that the entire EPE target, or \$40,000 can be applied to EDGE. Assuming all 60% costs, the EDGE allocation will be:

\$10,000	Fixed State Share
+ 40,000	Variable State Share (EPE)
\$50,000	Total State Share

\$50,000	Total State Share
+ 75,000	Federal JOBS Match
\$125,000	EDGE II Allocation

Even if the BOCES needs say \$70,000 of this amount to cover the full cost of instruction, the district still has a surplus of \$55,000 available for other agencies, such as the community college.

In determining enrollment levels needed to attain EPE targets the LSSD and the EPE-generating agency should take these factors into account:

- o weekly schedule of activities;
- o anticipated absence rate;
- o vacation periods; and
- o the percentage of participants who do not have a high school diploma or equivalency diploma.

Note: There is no prohibition to serving persons with diplomas in EDGE classes, but such persons will not generate EPE aid. Presence of persons with diplomas will be a greater factor in occupational training and job club activities than in basic education, English as a second language, and high school equivalency classes in which nearly all participants will be without a diploma and, therefore, EPE-eligible.

Attachment D provides local districts with a more detailed sample calculation of EPE aid.

E. Flexibility in Spending EDGE II Funds

As defined in federal JOBS regulations, the federal funds can comprise either 60% or 50% of the district's EDGE II allocation. Attachment G provides guidelines which describe the types of costs which qualify for each of these levels of federal reimbursement. In EDGE II we have allowed some flexibility in deciding how the EDGE II funds may be spent, within certain limits.

1. EDGE II Funds for Child Care

Local social services districts will have the opportunity to devote a portion of the total EDGE II allocation to the cost of child care for EDGE participants. Up to 15% of each district's total State share may be designated by the local district to act as the match for federal IV-A funds to pay for child care. These costs are eligible for the 50% rate of federal reimbursement. Worksheet #3 provides the steps to calculate the amount of EDGE II funds which

may be spent on child care. These funds will be reimbursed to the LSSD based upon claims submitted to the State Department of Social Services. No local share will be required.

The samples below show how leveraging EPE increases the dollar amount for child care, and how spending EDGE II funds on child care reduces the total EDGE II allocation.

For these samples we will again use District A with \$10,000 fixed State share and \$40,000 EPE target as in Section III, D.

Sample 1A.

District A uses only the fixed State share \$10,000, and 0 EPE for its EDGE program.

How much of the EDGE II allocation is available for child care?

15% of the State Share
or 15% of \$10,000 = \$1,500

With a 50% federal match, we have:

\$1,500	State
+ 1,500	Federal
\$3,000	Total Available for child care

To determine the total EDGE II allocation:

\$10,000	fixed State share
- 1,500	portion for child care
\$ 8,500	State share for program

\$ 8,500	State
+ 12,750	Federal
\$21,250	Total EDGE for providers

Sample 2A.

District A uses \$10,000 fixed State share and all of the \$40,000 EPE target for its EDGE Program or \$50,000 total State share.

How much of the EDGE II allocation is available for child care?

15% of the State share
or 15% of \$50,000 = \$7,500

With a 50% federal match we have:

\$7,500	State
+ 7,500	Federal
\$15,000	Total available for child care

To determine the total EDGE II allocation:

\$50,000	State share
- 7,500	portion for child care
\$42,500	State share for program

\$42,500	State
+ 63,750	Federal
\$106,250	Total EDGE for providers

Total EDGE allocation:	Total EDGE allocation:
\$ 3,000 EDGE for child care	\$ 15,000 EDGE for child care
+ 21,250 EDGE for providers	+106,250 EDGE for providers
\$24,250 Total EDGE II Allocation	\$121,250 Total EDGE II Allocation

(This total compares to the \$25,000 total if all costs qualify for 60% federal reimbursement).

(This total compares to the \$125,000 total if all costs qualify for 60% federal reimbursement).

2. EDGE II Funds for Other Non-Direct Costs

Up to 5% of the total State share may act as the match for federal IV-F funds to cover the non-direct costs such as part-time administration. Such costs qualify for only 50% federal reimbursement. Worksheet #3 provides the steps to calculate the amount of EDGE II funds which may be spent on these non-direct costs. (A complete description of such costs is found in Attachment G to this LCM).

3. The Maximum EDGE II Allocation

The district's maximum EDGE II allocation is one in which all costs are eligible for the 60% rate of federal JOBS reimbursement. (In other words the total State share represents 40% of the allocation and the federal share is 60%). This would be attainable by devoting all EDGE II funds to direct EDGE program components (costs which qualify for 60% federal reimbursement are described in Attachment G). To the extent the district elects to spend EDGE II funds on child care or other 50% reimbursable costs, the EDGE II allocation will be reduced. Worksheet #2 enables you to calculate your maximum EDGE II allocation. Worksheet #4 enables you to calculate your EDGE II allocation should you choose to devote some portion to either child care, other non-directs costs, or both.

IV. PROGRAM PERIOD

EDGE II is expected to operate during the period 12/1/91 through 11/30/92. Since we propose to extend the deadline for EDGE I to 4/30/92, EDGE II may run concurrently with EDGE I. However, the claims for each cycle must be separate and distinct.

V. ELIGIBLE ORGANIZATIONS

Agencies eligible for EDGE program funds include:

- Public School Districts
- BOCES
- Community and 2-Year Colleges
- Community-Based Organizations
- Service Delivery Areas (SDA's)

Educational Opportunity Centers (EOC's)
Agricultural and Technical Colleges
Libraries

In selecting service providers, the LSSD must take into account appropriate factors including past performance in providing similar services, demonstrated effectiveness, fiscal accountability, cost efficiency, and ability to meet performance standards.

VI. EDGE ACTIVITIES

A. EDGE funds may be used for the following JOBS activities to serve ADC recipients:

1. Assessment and employability planning
2. Case management and career counseling
3. Education
4. Job Skills Training
5. Postsecondary Education
6. Job Readiness Training
7. Job Development/Placement

VII. PROGRAM DESIGN

As in EDGE I, while a significant level of flexibility is permitted in the design of each EDGE program to meet the local need, several important considerations must be reflected in the EDGE II program's design.

A. Target Populations

The program should maximize services to individuals within the following target groups:

1. individuals who have received ADC for any 36 of the preceding 60 months;
2. custodial parents under the age of 24 who have had little or no work experience in the preceding year or who are not enrolled in or have not completed a high school education or its equivalent; and
3. members of families in which the youngest child is within two years of being ineligible for ADC by reason of age.

B. 20-hour Participation Rule

In order to meet federal participation rates, every effort should be made to schedule for each participant at least 20 hours per week of participation in activities. Consideration should be given to concurrent enrollment in two or more activities to accomplish this goal.

C. Client Identification, Referral and Tracking

Since EDGE funds may only be used to serve ADC recipients, all EDGE providers must develop a method for clearly identifying EDGE participants as ADC recipients.

In addition to client identification, the method for selecting, referring and tracking EDGE participants must be developed and incorporated in the program's design. Client-specific attendance-keeping procedures must be included.

D. Satisfactory Progress

A method for measuring and reporting a participant's progress while in an educational or training program must be in place, as described in 90 LCM-109.

E. Employment as a Program Goal

While the immediate focus of the EDGE program is to provide clients with necessary training, the goal of the EDGE program, as for JOBS, is to move clients toward self-sufficiency. This goal must be clearly articulated to clients and recognized by provider agencies. Client employability plans (EP's) must be periodically updated to reflect gains in employment readiness. Each LSSD must provide some method for connecting EDGE participants with job placement efforts at the appropriate time. Such job placement efforts may be performed by the EDGE provider, the LSSD staff, or another employment and training agency.

VIII. SUPPORTIVE SERVICES

A. Child Care (IV-A - JOBS Child Care)

The LSSD must provide the necessary costs of child care for EDGE II participants during activities as well as during breaks in activities, if needed. However, contrary to EDGE I, the costs for the child care necessary for ADC recipients to participate in EDGE II may be funded out of the EDGE II allocation. The amount which your district chooses to devote to child care costs will be identified in Attachment C, Worksheet #3. The Child Care Activity/Budget Summary (Attachment F) must be included in your EDGE II application which identifies the approximate number of participants and the EDGE II funded activities in which they will participate. Instructions on the authorization and claiming of child care for EDGE II participants will be provided at a later date under separate cover.

B. Other Supportive Services

LSSD's must provide other training related expenses (e.g., lunch, transportation) as outlined in their JOBS plans to EDGE participants as needed. However, these costs will be reimbursed

through normal claiming procedures and are not chargeable to EDGE II funds.

IX. REPORTING REQUIREMENTS

A. Client Specific Information

The federal JOBS requirement for the uniform reporting of individual participant data will apply to EDGE II programs as it did for EDGE I. LSSD's in all upstate counties will use the Welfare Management System (WMS) Employment Subsystem to meet this reporting requirement. In New York City, the Office of Employment Services (OES) will use a separate computer system to report the necessary EDGE participant information. While the specific information which EDGE service providers will be required to provide to LSSD's will vary with the program's design, examples of the data elements which the local district may require include:

- Literacy level
- Date of JOBS assessment
- EDGE activities, including start and completion dates
- Scheduled and actual hours of participation
- Date of entry to employment and starting wages

In addition to the information above, providers of education and training activities must develop procedures to periodically report to LSSD the EDGE participants' progress toward the goals set for them (satisfactory progress concept).

The LSSD and the EDGE service provider(s) must jointly develop a method for gathering the required client specific information and for its timely exchange between the provider agency and the local district.

B. Program Summary Information

In addition to the client specific information which Local Education Agencies (LEA's) and other service providers will be required to report to LSSD, they will also be required to report to the State Education Department (SED) aggregate information on client enrollment and entries to employment. This information will include both baseline and progress data for all EDGE participants. Reports will be required on a semi-annual basis. The necessary reporting forms will be distributed to EDGE providers under separate cover at a later date.

X. MAINTENANCE OF EFFORT

As was true of EDGE I, the funds which are available through EDGE II are designed to meet the additional needs placed upon local agencies by implementation of JOBS which are beyond the limit of already available resources. EDGE II funds, like all JOBS funds, may pay for services only to the extent that these services are not otherwise available on a non-reimbursable basis.

XI. THE EDGE II APPLICATION

Each application must include the following items:

- o Project Narrative
- o Letters of Commitment
- o Worksheets (1,2,3,4)
- o Provider Agency EDGE II Budget Summary
- o LSSD EDGE II Child Care Activity/Budget Summary

A. Project Narrative (1-2 typed pages)

This is a general description of the key components of the EDGE II Program. Only one narrative is required regardless of the number of provider agencies involved. It should summarize the district's total EDGE II Program. Included in this narrative should be a description of the services to be provided by each provider agency receiving EDGE II funds. Specifically, the narrative should include:

- identification of provider agencies;
- activities to be provided by each;
- program start and end dates;
- referral, tracking and reporting mechanisms;
- assurances that child care and other supportive services will be provided;
- target groups to be served; and
- how 20-hour participation will be met.

B. Letters of Commitment

A letter of commitment by the local social services district and by each provider agency must be included in the application package. Each agency's letter should affirm its willingness to work cooperatively and to support its own role in the proposed EDGE II program.

C. Worksheets

Worksheets 1,2,3,4 which are included as Attachment C to this LCM must be included in your EDGE II Application Package.

- o Worksheet #1 must be completed by each EDGE II provider agency designated to receive EDGE II funds.
- o Worksheets 2,3,4 must be completed by the LSSD (or its designee) and included in the application package.

D. Provider Agency EDGE II Budget Summary

This form must be completed by each provider agency receiving EDGE II funds. This budget summary should show the specific activities on which EDGE funds will be spent. Most costs directly related to providing these activities will be eligible

for the 60% rate of federal reimbursement. However, some costs such as certain administrative costs and indirect costs, are considered 50% federally reimbursable. A more complete description of the guidelines for federal reimbursement rates are found on Attachment G of this LCM. Please note that the sum total of the costs eligible for the 50% rate of federal reimbursement for all EDGE II providers may not exceed the amount in Worksheet #4, step 2.

E. Local Social services District EDGE II Child Care Activity/Budget Summary

This form must be completed by each LSSD regardless of whether or not a portion of the EDGE II allocation will be applied to child care costs for participants. The purpose for this summary is to summarize EDGE Activity enrollments and to be sure that child care costs coincide with the activities to be funded through EDGE II funds. The number to be enrolled should show the total EDGE II enrollments in each activity. (These numbers may represent duplicate counts). The last column should reflect an estimate of the amount of EDGE funds which will pay for child care for EDGE II participants. This may not necessarily reflect the total cost of child care for all of these individuals, but those costs which will be covered by EDGE II funds. Remember that these funds will go directly to the local department of social services in the form of enhanced reimbursement with no local share.

F. SED Funding Approval Forms (completed by EDGE II provider agencies only)

Included as Attachment H of this LCM are two forms.

Financial Forms for Federal and State Aided Grants

and

NYS Education Department Statement of General Assurances/Certification Regarding Lobbying; and Debarment, Suspension and Other Responsibility Matters

These forms must be completed by each provider agency in order to receive EDGE II funds. The first of these items is a booklet which includes the FS10. Each provider agency must prepare and submit an original and three copies of the FS10. The second of these items is a two-sided document which has been inserted into the booklet for ease of distribution. Each provider agency must authorize both sides of this document and submit one original. A set of these documents for each provider agency should accompany the two copies of the application package to SDSS. SDSS will forward these documents to SED for

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their review and approval. For specific instructions on completing these SED forms, providers should contact the SED regional coordinator for their region. A listing of the SED field staff is included as Attachment I of this LCM.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance

- Attachment B - EDGE II Apportionment of Funds - available on-line
- Attachment C - Worksheets #1, #2, #3, #4 - available on-line
- Attachment D - Sample Calculation of EPE Aid - available on-line
- Attachment E - Provider Agency EDGE II Budget Summary - available on-line
- Attachment F - Local Social Services District EDGE II Child Care Activity/Budget Summary - available on-line
- Attachment G - Guidelines for Federal JOBS Reimbursement Rates - available on-line
- Attachment H - SED Funding Approval Forms - not available on-line
- Attachment I - SED Field Staff Assignments - available on-line
- Attachment J - SDSS Technical Assistance Staff Assignments - available on-line

EDGE II APPORTIONMENT OF FUNDS

	Column 1	Column 2	Column 3	Column 4	Column 5
		VARIABLE STATE SHARE (MAX) (EPE TARGET)	TOTAL STATE SHARE (MAX)	FEDERAL SHARE (MAX)	TOTAL EDGE ALLOCATION (MAX)
	FIXED STATE SHARE				
ALBANY	\$ 20,739	\$ 90,178	\$ 110,916	\$ 166,374	\$ 277,290
ALLEGANY	\$ 9,301	\$ 40,443	\$ 49,744	\$ 74,616	\$ 124,360
BROOME	\$ 19,343	\$ 84,111	\$ 103,454	\$ 155,182	\$ 258,636
CATTARAUGUS	\$ 7,994	\$ 34,759	\$ 42,753	\$ 64,130	\$ 106,883
CAYUGA	\$ 7,340	\$ 31,917	\$ 39,258	\$ 58,886	\$ 98,144
CHAUTAUQUA	\$ 17,119	\$ 74,437	\$ 91,556	\$ 137,334	\$ 228,891
CHEMUNG	\$ 11,186	\$ 48,641	\$ 59,827	\$ 89,741	\$ 149,569
CHENANGO	\$ 3,318	\$ 14,428	\$ 17,747	\$ 26,620	\$ 44,366
CLINTON	\$ 6,096	\$ 26,507	\$ 32,603	\$ 48,904	\$ 81,507
COLUMBIA	\$ 4,764	\$ 20,714	\$ 25,477	\$ 38,216	\$ 63,693
CORTLAND	\$ 3,230	\$ 14,046	\$ 17,276	\$ 25,914	\$ 43,190
DELAWARE	\$ 2,790	\$ 12,133	\$ 14,923	\$ 22,385	\$ 37,308
DUTCHESS	\$ 14,064	\$ 61,157	\$ 75,221	\$ 112,832	\$ 188,053
ERIE	\$ 150,072	\$ 652,558	\$ 802,629	\$ 1,203,944	\$ 2,006,573
ESSEX	\$ 3,846	\$ 16,724	\$ 20,570	\$ 30,855	\$ 51,425
FRANKLIN	\$ 5,731	\$ 24,922	\$ 30,653	\$ 45,980	\$ 76,633
FULTON	\$ 5,254	\$ 22,845	\$ 28,099	\$ 42,148	\$ 70,247
GENESEE	\$ 2,665	\$ 11,586	\$ 14,251	\$ 21,377	\$ 35,628
GREENE	\$ 2,878	\$ 12,516	\$ 15,394	\$ 23,091	\$ 38,485
HAMILTON	\$ 201	\$ 874	\$ 1,076	\$ 1,613	\$ 2,689
HERKIMER	\$ 3,796	\$ 16,505	\$ 20,301	\$ 30,452	\$ 50,753
JEFFERSON	\$ 13,034	\$ 56,675	\$ 69,709	\$ 104,564	\$ 174,273
LEWIS	\$ 2,526	\$ 10,985	\$ 13,512	\$ 20,267	\$ 33,779
LIVINGSTON	\$ 4,311	\$ 18,746	\$ 23,057	\$ 34,586	\$ 57,643
MADISON	\$ 2,602	\$ 11,313	\$ 13,915	\$ 20,872	\$ 34,787
MONROE	\$ 90,722	\$ 394,486	\$ 485,208	\$ 727,811	\$ 1,213,019
MONTGOMERY	\$ 3,218	\$ 13,991	\$ 17,209	\$ 25,813	\$ 43,022
NASSAU	\$ 30,869	\$ 134,228	\$ 165,097	\$ 247,645	\$ 412,742
NIAGARA	\$ 25,414	\$ 110,509	\$ 135,923	\$ 203,884	\$ 339,807
ONEIDA	\$ 26,872	\$ 116,848	\$ 143,720	\$ 215,581	\$ 359,301
ONONDAGA	\$ 48,415	\$ 210,524	\$ 258,939	\$ 388,408	\$ 647,347
ONTARIO	\$ 7,214	\$ 31,371	\$ 38,585	\$ 57,878	\$ 96,463
ORANGE	\$ 14,215	\$ 61,813	\$ 76,028	\$ 114,042	\$ 190,070
ORLEANS	\$ 2,790	\$ 12,133	\$ 14,923	\$ 22,385	\$ 37,308
OSWEGO	\$ 12,104	\$ 52,631	\$ 64,735	\$ 97,102	\$ 161,837
OTSEGO	\$ 2,715	\$ 11,805	\$ 14,520	\$ 21,780	\$ 36,300
PUTNAM	\$ 1,282	\$ 5,575	\$ 6,857	\$ 10,285	\$ 17,142
RENSSELAER	\$ 14,165	\$ 61,594	\$ 75,759	\$ 113,639	\$ 189,398
ROCKLAND	\$ 8,119	\$ 35,306	\$ 43,425	\$ 65,138	\$ 108,563

	Column 1	Column 2	Column 3	Column 4	Column 5
		VARIABLE STATE SHARE (MAX) (EPE TARGET)	TOTAL STATE SHARE (MAX)	FEDERAL SHARE (MAX)	TOTAL EDGE ALLOCATION (MAX)
	FIXED STATE SHARE				
ST. LAWRENCE	\$ 15,309	\$ 66,567	\$ 81,876	\$ 122,814	\$ 204,691
SARATOGA	\$ 4,387	\$ 19,074	\$ 23,460	\$ 35,191	\$ 58,651
SCHENECTADY	\$ 9,288	\$ 40,389	\$ 49,677	\$ 74,515	\$ 124,192
SCHOHARIE	\$ 2,200	\$ 9,564	\$ 11,764	\$ 17,646	\$ 29,410
SCHUYLER	\$ 1,647	\$ 7,160	\$ 8,806	\$ 13,209	\$ 22,015
SENECA	\$ 1,257	\$ 5,465	\$ 6,722	\$ 10,083	\$ 16,805
STEUBEN	\$ 9,980	\$ 43,395	\$ 53,374	\$ 80,061	\$ 133,435
SUFFOLK	\$ 73,829	\$ 321,032	\$ 394,861	\$ 592,292	\$ 987,153
SULLIVAN	\$ 3,368	\$ 14,647	\$ 18,015	\$ 27,023	\$ 45,039
TIOGA	\$ 3,771	\$ 16,396	\$ 20,167	\$ 30,250	\$ 50,416
TOMPKINS	\$ 5,518	\$ 23,993	\$ 29,510	\$ 44,266	\$ 73,776
ULSTER	\$ 11,588	\$ 50,390	\$ 61,979	\$ 92,968	\$ 154,946
WARREN	\$ 2,313	\$ 10,056	\$ 12,369	\$ 18,553	\$ 30,922
WASHINGTON	\$ 3,896	\$ 16,942	\$ 20,839	\$ 31,258	\$ 52,097
WAYNE	\$ 6,913	\$ 30,059	\$ 36,972	\$ 55,458	\$ 92,430
WESTCHESTER	\$ 61,185	\$ 266,051	\$ 327,236	\$ 490,854	\$ 818,090
WYOMING	\$ 1,370	\$ 5,957	\$ 7,327	\$ 10,991	\$ 18,318
YATES	\$ 1,722	\$ 7,487	\$ 9,209	\$ 13,814	\$ 23,023
NEW YORK CITY	\$1,410,396	\$6,132,841	\$ 7,543,237	\$11,314,855	\$18,858,092
TOTAL	\$2,242,250	\$9,750,000	\$11,992,250	\$17,988,375	\$29,980,625

Please Note: The Maximum Total EDGE II Allocation (Column 5) will only be available if the district meets its EPE target (Column 2) and if all EDGE II expenditures qualify for 60% federal reimbursement. Please read Section III (The EDGE II Allocation) of this LCM for details on arriving at your district's actual EDGE II Allocation.

Worksheet #2

EDGE II Funding

To determine your district's Variable State Share add the total EPE to be spent on EDGE for all EDGE providers (Worksheet #1, Column 6)

Step 1

Sum of All EPE to be spent on EDGE = +-----+ Total EPE *(may
(Add totals from Worksheet #1, Column 6) +-----+ not exceed EPE
Target)

To determine your district's Total State Share, add the Fixed State Share (from Attachment B) and the Variable State Share (the total EPE to be spent on EDGE) as shown in Step 1 above.

Step 2

Fixed State Share _____ (from Attachment B)
+ Variable State Share + _____ (Total EPE from Step 1)
Total State Share +-----+
+-----+

This total State share can be matched with 60% or 50% federal funds. Your district will have the maximum EDGE II allocation available by matching all of the total State share with 60% federal funds. Thus, your maximum possible EDGE II allocation may be calculated as follows:

Step 3

Total State Share X 2.5 = Maximum EDGE II Allocation
(from line 1)
_____ X 2.5 = +-----+ Maximum EDGE II
+-----+ Allocation

Your maximum EDGE II allocation will be reduced slightly if you choose to spend a portion of it on child care or other non-direct cost, such as part-time administrative or indirect costs. Such expenditures qualify for only a 50% federal match. We have set certain limits on the amount of your total state share which can be used for these categories. Worksheet #3 will allow you to calculate the level of funding which you may devote to child care and other non-direct costs, if you choose to.

*Exceeding the EPE Target - Requests to exceed the EPE Target may be considered for approval at a later date on a case by case basis. If the district, in collaboration with local EPE agencies can dedicate additional EPE beyond the EPE target to EDGE, please indicate the additional amount here \$_____. (Approval will only be possible if other districts fall short of meeting their EPE targets).

Worksheet #3

A. EDGE II Funds for Child Care

To determine the amount of EDGE II funds which your district has available for child care:

Step A1. Take 15% of your Total State Share (Worksheet #2, Step 2 result)

$$\begin{array}{r} \text{15\% of Total State Share} \\ \text{or } .15 \text{ X } \underline{\hspace{2cm}} \end{array} = \begin{array}{l} +-----+ \text{Box 1A} \\ +-----+ \text{State Share} \\ \text{for child} \\ \text{care} \end{array}$$

Step A2. Then multiply this result by 2 (representing the 50% federal match):

$$\begin{array}{r} \underline{\hspace{2cm}} \text{ X } 2 \\ \text{(Amount from Box 1A)} \end{array} = \begin{array}{l} +-----+ \text{Box 2A} \\ +-----+ \text{Total EDGE II} \\ \text{Funds Avail-} \\ \text{able for child} \\ \text{care.} \end{array}$$

*You may choose to spend all, some or none of this amount on child care based on local need.

STEP A3. How much of this amount in box 2A do you expect to devote to child care?

$$\begin{array}{r} \text{Enter the Amount Here} \\ \hspace{10em} +-----+ \text{Box 3A} \\ \hspace{10em} +-----+ \end{array}$$

B. EDGE II Funds for Other Non-Direct EDGE Costs

To determine the amount of EDGE II funds which your district has available to provider agencies for other non-direct EDGE costs:

Step B1. Take 5% of your Total State Share (Worksheet #2, Step 2 result)

$$\begin{array}{r} \text{5\% of Total State Share} \\ \text{or } .05 \text{ X } \underline{\hspace{2cm}} \end{array} = \begin{array}{l} +-----+ \text{Box 1B} \\ +-----+ \text{State share} \\ \text{for Non-} \\ \text{Direct} \\ \text{Costs} \end{array}$$

Worksheet #3 (con't)

Step B2. Then multiply this result by 2 (representing the 50% federal match):

_____	X 2 =	+-----+	Box 2B
(Amount from Box 1B)		+-----+	Total EDGE II Funds Avail- able to provider agencies for other non- direct EDGE costs.

Step B3. How much of the amount in Box 2B do you expect your provider agencies to devote to other non-direct EDGE II costs?

Enter the Amount Here	+-----+	Box 3B
	+-----+	

Worksheet #4

Calculating Your District's EDGE II Allocation

Step 1. Enter the Amount from
Worksheet #3, Box 3A Here -----> A. +-----+
+-----+

Step 2. Enter the Amount from
Worksheet #3, Box 3B Here -----> B. +-----+
+-----+

Step 3.

A (step 1.) + B (step 2.) = C Portion of EDGE II
allocation for 50%
fed. reimbursement
costs

_____ + _____ = +-----+C.
+-----+

Step 4. 50% of the result in Step 3 represents the State share.
Calculate this by multiplying:

50% of Amount in Box C

or .50 X _____ = +-----+ State Share being
+-----+ matched at 50%
federal rate

Step 5. The State Share being matched at the 60% rate is the Total
State Share (Worksheet #2 Step 2), less the State Share being
matched at the 50% rate (Step 4), or:

Total State Share _____ (worksheet #2
Step 2 result)
- State Share Matched at 50% - _____ (Step 4 result)

State Share Matched at 60% +-----+ State Share being
+-----+ matched at 60%
federal rate

Worksheet #4 Cont.

Step 6. To determine the amount of EDGE II funds (state and federal) available for direct program costs to provider agencies (60% matchable), multiply this state share by 2.5.

State Share Matched at 60%	or	_____
		(result from Step 5)
_____	x 2.5	_____
x 2.5	x 2.5	
Portion of EDGE II allocation available for direct program costs.	+-----+ +-----+ +-----+	

Step 7. The total amount of EDGE II funds available to provider agencies is the sum of the amount available for direct program costs and the amount available for other non-direct costs or:

EDGE II for direct program	_____	(step 6 result)
EDGE II for other non-direct costs +	_____	(Worksheet #3 Step B3).
Total EDGE II for Provider Agencies	+-----+ +-----+	

Step 8. Your district's total EDGE # allocation is the sum of the EDGE II funds for child care and the Total EDGE II funds for provider agencies. That is,:

Total EDGE II funds for child care	_____	(Worksheet #3 Step A3)
Total EDGE II funds for providers +	_____	(Step 7 results)
Total EDGE II Allocation	+-----+ +-----+	

Sample Calculation of EPE Aid

An LSSD receives an EPE target of \$120,000.

Resource breakout for a maximum allowable program is as follows:

SED Grant Funds	\$ 40,000
EPE Target	+ <u>120,000</u>
Optimum State Match	\$160,000

Total program range:

\$320,000 if all matched at 50%

to

\$400,000 if all matched at 60%

How to Generate EPE Target

Assume the LSSD chooses two EPE generating agencies to work with. One is EPE aided at \$3.75 per hour. The second is EPE aided at 4.00 per hour. If the first agency was asked to generate \$80,000 of the \$120,000 EPE target,

$$\frac{\$80,000}{\$3.75} = 21,333 - \text{EPE hours must be generated}$$

If the LSSD were to have the EPE agency operate for 1000 hours per year (50 weeks x 20 hour per week), 22 participant slots would have to be maintained and would generate 22,000 EPE hours if attendance were 100% and all participants were EPE eligible. LSSDs are advised to maintain a larger enrollment to allow for non EPE-eligible participants and to compensate for less than perfect attendance. For example - if one were to assume that only 60% of participants were EPE - eligible, it would be advisable to maintain 37 slots rather than 22 to reach the EPE target. If one were to assume an 80% attendance level, it might be prudent to set enrollment at 47 slots.

47 slots x 1000 hours = 47,000 hours x .80 attendance level = 37,600 hours x 60% of participants being EPE eligible = 22,560 EPE hours or 560 hours over the target.

The second EPE - generating agency is responsible to generate \$40,000

$$\frac{\$40,000 \text{ (EPE Target)}}{\$4.00 \text{ (per hour EPE aid)}} = 10,000 \text{ EPE hours needed}$$

At 1000 hours per slot, the LSSD would have to maintain 10 slots. But, if 60% of participants were EPE-eligible, 17 students would be needed to generate 10,000 EPE hours. If attendance were at 80%, the projected enrollment might be set at 21.

21 slots x 1000 hours per slot = 21,000 hours x 80% attendance = 16,800 hours x 60% EPE eligible = 10,080 EPE hours or 80 hours greater than target.

How to Calculate Additional Funds Beyond EPE Aid needed by agencies generating EPE target.

Each EPE-generating agency can supply the LSSD with its cost per instructional hour or cost per contact hour. For example, assume that special classes are to be organized especially for EDGE participants by the first of the two EPE-generating agencies and that the agency has a cost per instructional hour of \$50.00. If they were to divide their enrollment of 47 into three sections, the cost to the EPE generating agency would be \$50.00 per class hour x 3 classes x 1000 hours = \$150,000. The EPE aid generated by the agency was \$80,000. Therefore, the LSSD would have to provide \$70,000 in grant funds to cover the remaining cost of the EPE-aided instruction. If the second EPE generating agency distributed its 21 participants to a number of activities (while providing the extra assessment, counseling and support unique to EDGE participants) the calculation of the cost beyond EPE would be made on a cost per participant hour, not cost per instructional hour.

If the second EPE-generating agency had an EPE aid of \$4.00 per participant hour and a cost per participant hour of \$4.75, the LDSS would have to give the EPE-generating agency \$.75 per participant hour for the EPE hours and the whole \$4.75 per hour for the contact hours not eligible for EPE in order for the EPE-generating agency to meet cost. In this case 16,800 hours had been generated. \$.75 x 16,800 = \$12,600 and 6,720 hours not eligible for EPE reimbursement x \$4.75 per hour = \$31,920 or \$44,520 must be provided to the EPE-Generating agency by the LDSS.

Summary

County Allocation - up to	\$400,000
EPE Target	120,000
EPE Target met by	
Agency 1	80,000
Agency 2	40,000

Therefore, up to \$280,000 is available beyond the EPE which is generated by and expended by the EPE-generating agencies.

\$280,000 is reduced by payments to EPE-generating agencies to bridge gap between EPE aid and cost

Payment to first agency	\$ 70,000
Payment to second agency	<u>44,520</u>
	\$114,520

up to \$280,000
less 114,520 payments to EPE-generating agencies
up to \$165,480 remaining.

These funds may be provided to non EPE-generating agencies, e.g. CBO's, colleges, etc. and to EPE-generating agencies.

Provider Agency EDGE II Budget Summary

Name of Provider Agency _____

Contact Person _____

Phone # _____

EDGE II Activity	Costs Eligible for 60% Federal Reimbursement	Costs Eligible for 50% Federal Reimbursement	
1. Assessment and Employability Planning			
2. Case Management and Career Counseling			
3. Education			
4. Job Skills Training			
5. Post Secondary Education			
6. Job Readiness Training			
7. Job Development/ Placement			
8. Total			

Local Social Services District
EDGE II Child Care Activity/Budget Summary

Contact Person _____

Phone # _____

EDGE II Activity	Number to be Enrolled	Amount of EDGE II Allocation to be Spent on Child Care
Assessment/EP		
Case Management and Career Counseling		
Education		
Job Skills Training		
Postsecondary Education		
Job Readiness Training		
Job Development/ Placement		
TOTAL		

GUIDELINES FOR FEDERAL JOBS REIMBURSEMENT RATES

As in JOBS, federal reimbursement for EDGE II expenditures will be available at either a 60% or 50% rate depending on the type of expenditures.

60% Reimbursement: Expenditures reimbursed at the 60% rate would include the personnel costs (salaries and fringe) of all full-time staff (not full-time equivalents) working exclusively on the EDGE Program, including administrative functions. Personnel costs of individuals working less than full-time may also be matched at the higher rate if they are directly performing any EDGE activities such as assessment, employability planning, case management, and education instruction, for example. The cost of training slots for job skills training is also a 60% cost. Also included in this category are all expenditures made for non-personnel items such as space, utilities, telephone equipment, materials and supplies, directly associated with the performance of EDGE activities.

50% Reimbursement: Expenditures reimbursed at the 50% rate would include non-direct costs such as indirect charges and costs related to the general administration and management of EDGE not conducted on a full-time basis. Personnel costs of payroll personnel and other general administrative functions are examples of these non-direct costs.

The portion of your allocation which provider agencies may designate as non-direct, 50% reimbursable costs is identified on Worksheet #3.

SED FIELD STAFF ASSIGNMENTS
(518) 474-3973

<u>Regions</u>	County of <u>Location</u>	<u>Regions</u>	County of <u>Location</u>
Long Island Julia Goodwin	Nassau Suffolk	Central New York	Cayuga Cortland
New York City	Bronx Kings	Steve Mink	Madison Onondaga Oswego
Bob Purga/ Patricia McGuirk Stephen Hill	New York Queens Richmond	Southern Tier	Broome Chemung Chenango
Hudson Valley	Dutchess Orange	Bud Smith	Delaware Otsego
Sara Knower	Putnam Rockland Sullivan Ulster Westchester		Schuyler Steuben Tioga Tompkins
Capital District	Albany Columbia Greene Rensselaer Saratoga Schenectady Warren Washington	Finger Lakes	Genesee Livingston
Tom Orsini		Patricia McGowan- Webb	Monroe Ontario Orleans Seneca Wayne Wyoming Yates
North County	Clinton Essex	Western New York	Allegany Cattaraugus
Constance Carroll	Franklin Hamilton Jefferson Lewis St. Lawrence	Joseph Bimka	Chautauqua Erie Niagara
Mohawk Valley	Fulton Herkimer		
Steve Mink	Montgomery Oneida Schoharie		

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(518 area code except New York City)

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ALLEGANY * * * * * Elise Melesky (474-2828)
BROOME * * * * * Dick Hider (474-8753)
CATTARAUGUS * * * * * Elise Melesky (474-2828)
CAYUGA * * * * * Jim Cook (474-9320)
CHAUTAUQUA * * * * * Bob Giuffrida (474-9103)
CHEMUNG * * * * * Stan Burzynski (474-5396)
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FRANKLIN * * * * * Kathy St. John (474-4231)
FULTON * * * * * Kathy St. John (474-4231)
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