

**FINANCE COMMITTEE**  
**November 2, 2016**  
**SC Works Clemson Conference Room**  
**3:00 P.M.**

**AGENDA**

- |             |  |                          |
|-------------|--|--------------------------|
| <b>I.</b>   | <b>Call to Order</b>                               | <b>Committee</b>         |
| <b>II.</b>  | <b>Introductions</b>                               | <b>Committee</b>         |
| <b>III.</b> | <b>Approval of Minutes / Meeting Review</b>        | <b>Committee</b>         |
| <b>IV.</b>  | <b>PY'16 Budget Overview</b>                       | <b>WorkLink / Eckerd</b> |
|             | I. WorkLink Grants                                 |                          |
|             | a. Adult, DW, Youth Overview                       |                          |
|             | b. Adult / DW Modification*                        |                          |
|             | c. Rapid Response Modification*                    |                          |
|             | d. Youth Modification*                             |                          |
|             | II. In-house Budget                                |                          |
| <b>V.</b>   | <b>Ongoing Grants</b>                              | <b>WorkLink Staff</b>    |
|             | I. 15IWT01 - Local Incumbent Worker Training Grant |                          |
|             | II. PY 16 IWT                                      |                          |
|             | III. Make It In America (MiiA) Grant               |                          |
|             | IV. OJT  |                          |
| <b>VI.</b>  | <b>Other Business</b>                              | <b>Committee</b>         |
|             | I. 2017 Meeting Dates*                             |                          |
| <b>VII.</b> | <b>Adjournment</b>                                 | <b>Committee</b>         |

**UPCOMING MEETING**

November 16, 2016 – Board Meeting – 1:00 pm – Madren Center

**WORKFORCE DEVELOPMENT BOARD**  
**Finance Committee Meeting Minutes**  
**August 31, 2016 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Mike Wallace, Chair

David Collins

Ronnie Booth

**Members Absent:**

Stephanie Collins

**Staff Present:**

Sharon Crite

Windy Graham

Jennifer Kelly

Trent Acker

Patty Manley

**Guest Present:**

Kal Kunkel

Amanda Wagner

Renee Alexander

Matt Fields

Karen Craven

**I. Call to Order & Introductions**

Chair Mike Wallace called the meeting to order at 3:08 pm welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made of all in attendance.

**II. Approval of 6-7-2016 Meeting Minutes/Meeting Review**

The minutes from the June 7, 2016 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: David Collins made a motion to approve the minutes as submitted, seconded by Chair Wallace. The motion carried unanimously.**

**III. PY'15 Final Budget Overview**

**I. WorkLink Grants**

**a) Adult/DW/Youth Overview**

Chair Wallace deferred to Matt Fields to review the Adult/Dislocated Worker and Operator budgets for PY'15.

Mr. Fields referred to pages 5 -6 which is the close out as of 6/30/16 reporting 91.9% of the Adult Budget was expended as of 6/30/16 with 85% (\$190,388.50) being spent on Training; the Dislocated Worker Budget ended at 95.6% expended with 100+% being spent on Training. The Operator Budget is shown on the page added to the back of the meeting packet which shows expenditures ended at 99.61% expended.

Karen Craven referred to page 7 reporting the Youth Budget expenditures as of 6/30/16 closed out at 96.7% expended for the total grant. Operating expenditures closed out at 82.3%; Training at 100% and Supportive Services at 105.3%. Ms. Craven highlighted line item 2.9 Work Experience which closed out at 108.4% expended.

Mr. Acker referred to page 8 which is a summary of the PY'15 In-House budget for WorkLink as reporting this budget will close out at 99% expended once all invoices & payments have been received and reconciled.

#### **IV. PY16 Budgets Overview**

##### **I. WorkLink Grants**

##### **a) Adult/DW Youth Update**

Matt Fields referred to pages 9 which show Adult YTD PY'16 expenditures currently at 6.2% adding the lag in training is due to the slowdown in training & GED classes for the summer months.

On page 10, Mr. Fields provided an overview of the YTD PY'16 expenditures which are currently at 4.4% stating the DW budget is spending on target at this point. Mr. Fields referred to the transfer of DW funds to Adult due to the Rapid Response Grant received which will now serve the Dislocated Worker.

Mr. Acker provided a brief explanation of the Rapid Response grant and transfer of funds which should occur in October when we receive the balance of our PY'16 allocations from the State. In addition to the standard transfer which was previously approved, we will be able to transfer additional funds equivalent to the Rapid Response Grant in an effort to increase the number served with Adult funding.

Mr. Fields reported the Operator Budget as shown on page 11 is spending on track and reminded Committee members this budget contains no training dollars or supportive services as it consists of Operations & Staff costs only.

Ms. Craven referred to page 12 for the Youth budget expenditures at 5.9% to date adding an uptick should begin once school starts back. Ms. Craven highlighted the Work Experience line item which is currently at 2.9% expended reminding Committee members that Work Experience comprises 20% of budget under WIOA and is on target for month of July 2016.

Mr. Acker referred to page 13 which shows the summary for the In-House Budget to date for PY'17 noting that PY'15 Carryover funds are subject to change based on DEW calculations. Mr. Acker also reported the Undesignated Funds line item represents the monies that would be available for the Committee/Board to increase grants if they so wish.

b) Adult/DW Letter of Intent

Mr. Acker referred to pages 14-24 of the meeting packet and deferred to Jennifer Kelly for explanation. Ms. Kelly provided a brief background of the Letter of Intent stating SC DEW made a strong recommendation to provide a Letter of Intent instead of a Grant Award as of July 1, 2016 since we do not receive all of our Notice of Funds Authorized at the beginning of July. In the past, we received a very small percentage of funding on July 1 with the balance to be received sometime in October based on the State's allocation therefor a Letter of Intent was advised to state we anticipate getting a certain amount of money and based on our actual allocation, we will give you the reaming balance upon our receipt of funds.

Ms. Kelly reported a Letter of Intent Modification will be done once approval is given on the budgets than a contract will be put in place after all funding is received sometime in October/November.

c) Adult/DW Modification

Mr. Kal Kunkel referred to the AD/DW Services Modification #1 and provided an explanation due to change in staffing stating Matt Fields has accepted another position with Eckerd and will be transitioning out of his role with SC Works. Due to that change, Renee Alexander will be accepting a new role with Eckerd at the SC Works. Mr. Kunkle reported there is no overall change to the current contract budget amount, this modification is to facilitate a change in staff and to transfer Dislocated Worker Funds to the Adult funding stream as a receipt of Rapid Response

funding from SC DEW to serve Dislocated Workers adding excess funds in Staff Costs will be shifted to Operating Costs and Training Costs.

Mr. Kunkel referred to the OneStop Operator modification #1 and provided an explanation stating there is no overall change to the current contract budget, this modification is requested to facilitate a change in staff and to transfer Dislocated Worker Funds to the Adult funding stream as a result of receipt of Rapid Response funding from SC DEW to serve Dislocated Workers adding excess funds in Staff Costs will be shifted to Operating Costs.

Mr. Kunkel referred to the Dislocated Worker Rapid Response modification #1 reporting again there is no overall change in the contract budget amount, this modification is being requested to facilitate a change in staff. Minimal funds were transferred from Training to support this transition but we will request additional funds from SC DEW in October 2016 based on our expenditures adding SC DEW does have additional funding available.

**ACTION TAKEN: Ronnie Booth made a motion to approve the Adult/DW Services Modification #1; OneStop Operator Modification #1; and the Dislocated Worker Rapid Response Modification #1 as presented, seconded by David Collins. Motion carried unanimously.**

## II. Rapid Response

Mr. Acker referred to page 25 which shows the Dislocated Worker Rapid Response Grant received in the amount of \$89,518 as referred to in earlier item reports.

## V. Ongoing Grants

### I. Local Incumbent Worker Training Grants (15IWT01)

The report seen on page 32 shows the Local Incumbent Worker Grant in the amount of \$45,648 which was awarded to local area employers in the WorkLink region. Ms. Manley reported emails have been received during this Committee meeting and as long as all documentation and training was completed within the guidelines of the grant, we will have expended 100% of this grant.

### II. PY'16 IWT Allocation

Mr. Acker referred to page 33 which shows the allocation calculation worksheet for LIWT grant funding for PY'17. The metric/formula is more friendly for the WorkLink

area but is still not ideal, however, we will be receiving \$83,432 in Local IWT funding which is significantly higher than previous years.

III. **Make It In America**

Ms. Jennifer Kelly reviewed the Make It in America report found on page 34 of the packet. The three Technical Colleges the grant was sub-granted to are tracking on target with expenditures at 94.09% overall.

IV. **On-the-Job Training Contracts**

Mr. Acker referred to page 35 for the final PY'15 OJT summary report which shows the total pay-outs of \$29,517.70 in Adult funding and \$1,978.00 in DW funding. Unspent monies will be absorbed back in to the In-House budget for

VI. **Other Business**

Chair Wallace called for other business.

Dr. Booth stated Tri County Technical College will be receiving additional funds for training via Quick Job Trainings for MSSC, Nursing, Heavy Equipment, Truck Driving, and a few others. Also funds for technical skills for success training(s) will be available for individuals that need to know "how to get there from here" adding this training is geared for the typical adult who is >25 yrs. old who have only a HS or GED (or none at all).

Mr. Fields reported Eckerd received a grant through Wells Fargo to provide Financial Workshops to begin 9/21/16 which will be able to incentivize for 100 participants. Credit/Banking/Home Ownership will be the topics for the workshops. The workshops will be held in the SC Works Centers.

VII. **Adjournment**

Meeting adjourned at 4:07pm.

*Respectfully submitted by: Patty Manley*

Grant Number: 16A295H2

Adult-PY16

Invoice: 100 - I1002

Period Covered: 9/1/16-9/30/16

Eckerd Goal:		JULY 8.3%	AUGUST 16.7%	SEPTEMBER 25.0%			100.0%	
Line Item	MOD	100-I1000	100-I1001	100-I1002	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$248,211.87	19,292.93	22,317.13	20,416.13	62,026.19	\$186,185.68	25.0%
Fringe Benefit Total		\$79,422.53	5,630.43	6,449.33	5,910.58	\$17,990.34	\$61,432.19	22.7%
Staff Cost Total		\$327,634.40	24,923.36	28,766.46	26,326.71	\$80,016.53	\$247,617.87	24.4%
<b>Operating</b>								
1.2 Staff Consumable Supplies	\$	3,726.08	0.00	118.16	0.00	\$118.16	\$3,607.92	3.2%
1.3 Advertising, Outreach		\$851.68	0.00	0.00	0.00	\$0.00	\$851.68	0.0%
1.4 Copy, Print		\$4,524.53	283.82	60.66	325.50	\$669.98	\$3,854.55	14.8%
1.5 Communications		\$6,821.57	545.81	527.76	526.25	\$1,599.82	\$5,221.75	23.5%
1.6 Staff Travel		\$9,721.88	261.30	147.63	229.51	\$638.44	\$9,083.44	6.6%
1.7 Staff Conferences, Training		\$3,885.77	55.84	82.27	0.00	\$138.11	\$3,747.66	3.6%
1.8 Staff Computer Leases		\$12,221.55	0.00	0.00	0.00	\$0.00	\$12,221.55	0.0%
1.9 Postage		\$2,129.19	15.19	0.00	77.64	\$92.83	\$2,036.36	4.4%
Operating Total (01)		\$43,882.25	1,161.96	936.48	1,158.90	3,257.34	\$40,624.91	7%
<b>Direct Training</b>								
2.3 Credential Exam Fees (CAN/GED/WK)	\$	7,750.00	0.00	587.50	0.00	\$587.50	\$7,162.50	7.6%
2.6 Tuition (College/Occupational Training)		\$279,121.64	10,989.30	8,806.25	22,676.18	\$42,471.73	\$236,649.91	15.2%
Direct Training Total (02)		\$286,871.64	10,989.30	9,393.75	22,676.18	43,059.23	\$243,812.41	15%
<b>Support Services</b>								
3.4 Training Support Materials		\$11,000.00	0.00	91.19	252.15	\$343.34	\$10,656.66	3.1%
3.5 Emergency Assistance			0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!
3.6 Special Populations Support			0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!
Support Service Total (03)		\$11,000.00	0.00	91.19	252.15	343.34	\$10,656.66	3.1%
Operating Cost Total		\$669,388.29	37,074.62	39,187.88	50,413.94	\$126,676.44	\$542,711.85	18.9%
General Overhead (Indirect)	8.86%	\$59,307.80	3,440.52	3,322.12	4,466.68	\$11,229.32	\$48,078.48	18.9%
General Liability Ins	0.60%	\$3,915.51	222.45	235.13	302.48	\$760.06	\$3,155.45	19.4%
Contract Total		\$732,611.60	40,737.59	42,745.12	55,183.10	\$138,665.81	\$593,945.79	18.9%

Grant Number: 16D295H2-DW

DW-PY16

Invoice: 101-I1002

Period Covered: 9/1/16-9/30/16

Eckerd Goal:			SEPTEMBER 25.0%		100.0%	
Line Item	MOD	101-I1002	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$566.85	0.00	332.49	\$234.36	58.7%	
Fringe Benefit Total	\$181.38	0.00	\$131.16	\$50.22	72.3%	
Staff Cost Total	\$748.23	0.00	\$463.65	\$284.58	62.0%	
<b>Operating</b>						
1.2 Staff Consumable Supplies	\$473.92	0.00	\$14.60	\$459.32	3.1%	
1.3 Advertising, Outreach	\$108.32	0.00	\$0.00	\$108.32	0.0%	
1.4 Copy, Print	\$575.47	0.00	\$57.58	\$517.89	10.0%	
1.5 Communications	\$867.63	65.05	\$204.70	\$662.93	23.6%	
1.6 Staff Travel	\$1,236.52	36.27	\$86.79	\$1,149.73	7.0%	
1.7 Staff Conferences, Training	\$494.23	0.00	\$17.07	\$477.16	3.5%	
1.8 Staff Computer Leases	\$1,554.45	0.00	\$0.00	\$1,554.45	0.0%	
1.9 Postage	\$270.81	0.00	\$2.68	\$268.13	1.0%	
Operating Total (01)	\$5,581.35	101.32	383.42	\$5,197.93	7%	
<b>Direct Training</b>						
2.3 Credential Exam Fees (CAN/GED/WK)	\$-	0.00	\$0.00	\$0.00	#DIV/0!	
2.6 Tuition (College/Occupational Training)	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
Direct Training Total (02)	\$0.00	0.00	0.00	\$0.00	#DIV/0!	
<b>Support Services</b>						
3.4 Training Support Materials	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.5 Emergency Assistance		0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support		0.00	\$0.00	\$0.00	#DIV/0!	
Support Service Total (03)	\$0.00	0.00	0.00	\$0.00	#DIV/0!	
Operating Cost Total	\$6,329.58	101.32	\$847.07	\$5,482.51	13.4%	
General Overhead (Indirect) 8.86%	\$560.80	8.98	\$60.85	\$499.95	10.9%	
General Liability Ins 41.50/mo	\$498.01	41.50	\$124.50	\$373.51	25.0%	
Contract Total	\$7,388.39	151.80	\$1,032.43	\$6,355.96	14.0%	



Grant Number: 16A995H2 - OP Adult

Operator-PY16

Invoice: 197-I1002 Adult

Period Covered: 9/1/16-9/30/16

Eckerd Goal:			SEPTEMBER 25.0%			100.0%	
Line Item	MOD	197-I1002 Adult	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers	
Staff Salary Total	\$44,251.22	-999.91	5,719.06	\$38,532.16	12.9%		
Fringe Benefit Total	\$ 12,112.98	-48.43	\$1,634.32	\$10,478.66	13.5%		
Staff Cost Total	\$56,364.20	-1,048.34	\$7,353.38	\$49,010.82	13.0%		
<b>Operating</b>							
1.2 Staff Consumable Supplies	\$2,904.00	0.00	\$0.00	\$2,904.00	0.0%		
1.4 Copy, Print	\$2,884.96	46.50	\$46.50	\$2,838.46	1.6%		
1.5 Communications	\$675.84	75.55	\$218.57	\$457.27	32.3%		
1.6 Staff Travel	\$1,504.19	25.19	\$107.67	\$1,396.52	7.2%		
1.7 Staff Conferences, Training	\$1,267.20	0.00	\$0.00	\$1,267.20	0.0%		
1.8 Staff Computer Leases	\$995.60	0.00	\$0.00	\$995.60	0.0%		
1.9 Postage	\$211.20	0.00	\$0.00	\$211.20	0.0%		
Operating Total (01)	\$10,442.99	147.24	372.74	\$10,070.25	4%		
Operating Cost Total	\$66,807.19	-901.10	\$7,726.12	\$59,081.07	11.6%		
General Overhead (Indirect)	8.86% \$5,919.12	-79.84	\$684.53	\$5,234.59	11.6%		
General Liability Ins	0.60% \$436.36	-5.41	\$46.36	\$390.00	10.6%		
Contract Total	\$73,162.67	-986.35	\$8,457.00	\$64,705.67	11.6%		

Grant Number: 16D995H2

Operator DW- PY16

Invoice: 197-I10002 DW

Period Covered: 9/1/16-9/30/16

Eckerd Goal:			SEPTEMBER 25.0%			100.0%	
Line Item	MOD	197-I1002 DW	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers	
Staff Salary Total		\$199.18 -181.14	354.79	-\$155.61	178.1%		
Fringe Benefit Total	\$	54.52 -21.25	\$109.07	-\$54.55	200.1%		
Staff Cost Total		\$253.70 -202.39	\$463.86	-\$210.16	182.8%		
<b>Operating</b>							
1.2 Staff Consumable Supplies		\$396.00 0.00	\$0.00	\$396.00	0.0%		
1.4 Copy, Print		\$393.40 0.00	\$0.00	\$393.40	0.0%		
1.5 Communications		\$92.16 2.21	\$66.14	\$26.02	71.8%		
1.6 Staff Travel		\$205.12 2.85	\$12.88	\$192.24	6.3%		
1.7 Staff Conferences, Training		\$172.80 0.00	\$0.00	\$172.80	0.0%		
1.8 Staff Computer Leases		\$135.76 0.00	\$0.00	\$135.76	0.0%		
1.9 Postage		\$28.80 0.00	\$0.00	\$28.80	0.0%		
Operating Total (01)		\$1,424.04 5.06	79.02	\$1,345.02	6%		
Operating Cost Total		\$1,677.74 -197.33	\$542.88	\$1,134.86	32.4%		
General Overhead (Indirect)	8.86%	\$148.65 -17.48	\$48.10	\$100.55	32.4%		
General Liability Ins	0.60%	\$10.96 -1.18	\$3.26	\$7.70	29.7%		
Contract Total		\$1,837.35 -216.00	\$594.24	\$1,243.11	32.3%		

Grant Number: 16R295E1 - RR

Rapid Response-PY16

Invoice: 208-I1002

Period Covered: 9/1/16-9/30/16

Eckerd Goal:			SEPTEMBER 25.0%		100.0%	
Line Item	MOD	208-I1002	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$42,184.80	3,935.56	9,467.33	\$32,717.47	22.4%	
Fringe Benefit Total	\$ 13,209.86	1,342.19	\$2,884.69	\$10,325.17	21.8%	
Staff Cost Total	\$55,394.66	5,277.75	\$12,352.02	\$43,042.64	22.3%	
Operating						
Direct Training						
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 1,550.00	0.00	\$0.00	\$1,550.00	0.0%	
2.6 Tuition (College/Occupational Training)	\$24,462.56	7,733.10	\$7,733.10	16,729.46	31.6%	
Direct Training Total (02)	\$26,012.56	7,733.10	7,733.10	\$18,279.46	30%	
Support Services						
3.4 Training Support Materials	\$825.00	18.20	\$293.56	\$531.44	35.6%	
Support Service Total (03)	\$825.00	18.20	329.96	\$495.04	40.0%	
Operating Cost Total	\$82,232.22	13,029.05	\$20,415.08	\$61,817.14	24.8%	
General Overhead (Indirect) 8.86%	\$7,285.78	1,154.37	\$1,805.55	\$5,480.23	24.8%	
General Liability Ins Don't Bill		-41.50	\$0.00	\$0.00	#DIV/0!	
Contract Total	\$89,518.00	14,141.92	\$22,184.23	\$67,333.77	24.8%	

Grant Number: PY16Y495H2 - Youth				*SAVE AS AFTER EACH MONTH'S INVOICE		
Invoice: 103-I1002						
Period Covered: 9/1/16-9/30/16						
Eckerd Goal:		SEPTEMBER				
		25.0%			100.0%	
Line Item	Contract Amount	103-I1002	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$310,996.86	25,592.42	76,139.74	\$234,857.12	24.5%	
Fringe Benefit Total	\$ 82,858.75	6,417.86	\$18,889.75	\$63,969.00	22.8%	
Staff Cost Total	\$393,855.61	32,010.28	\$95,029.49	\$298,826.12	24.1%	
Operating						
1.1 Facility, Utilities	9,600.00	1,800.00	\$2,400.00	\$7,200.00	25.0%	
1.2 Staff Consumable Supplies	\$1,200.00	0.00	\$90.55	\$1,109.45	7.5%	
1.3 Advertising, Outreach	\$300.00	0.00	\$0.00	\$300.00	0.0%	
1.4 Copy, Print	\$1,200.00	372.00	\$372.00	\$828.00	31.0%	
1.5 Communications	\$7,039.40	378.35	\$1,106.07	\$5,933.33	15.7%	
1.6 Staff Travel	\$13,795.04	1,728.02	\$2,559.22	\$11,235.82	18.6%	
1.7 Staff Conferences, Training	\$1,500.00	0.00	\$500.00	\$1,000.00	33.3%	
1.8 Staff Computer Leases	\$9,888.00	0.00	\$0.00	\$9,888.00	0.0%	
1.9 Postage	\$741.00	0.00	\$0.00	\$741.00	0.0%	
Operating Total (01)	\$45,263.44	4,278.37	7,027.84	\$38,235.60	16%	
Direct Training						
2.1 Participant Supplies	\$ 1,560.00	0.00	\$0.00	\$1,560.00	0.0%	
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	\$0.00	\$500.00	0.0%	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	0.00	\$0.00	\$11,500.00	0.0%	
2.5 Adult Education Tuition	\$21,000.00	1,085.00	\$2,885.00	18,115.00	13.7%	
2.6 Tuition (College/Occupational Training)	\$43,200.00	0.00	\$0.00	43,200.00	0.0%	
2.9 Work Experience	\$55,044.00	3,584.38	\$16,231.78	38,812.22	29.5%	
2.11 Software Licenses (ETO)	\$3,600.00	0.00	\$0.00	3,600.00	0.0%	
Direct Training Total (02)	\$136,404.00	4,669.38	19,116.78	\$117,287.22	14%	
Support Services						
3.1 Participant Incentives (Skill Invoices)	21,645.00	625.00	\$2,200.00	\$19,445.00	10.2%	
3.2 Transportation	15,750.00	380.00	\$820.00	\$14,930.00	5.2%	
3.3 Childcare	\$510.00	0.00	\$0.00	\$510.00	0.0%	
3.4 Training Support Materials	\$3,000.00	72.25	\$72.25	\$2,927.75	2.4%	
3.5 Emergency Assistance	\$1,500.00	0.00	\$0.00	\$1,500.00	0.0%	
Support Service Total (03)	\$42,405.00	1,077.25	3,092.25	\$39,312.75	7.3%	
Operating Cost Total	\$617,928.05	42,035.28	\$124,266.36	\$493,661.69	20.1%	
General Overhead (Indirect) 8.86%	\$57,343.72	3,724.33	\$11,010.00	\$46,333.72	19.2%	
General Liability Ins 0.60%	\$4,051.63	252.21	\$745.60	\$3,306.03	18.4%	
Contract Total	\$679,323.40	46,011.82	\$136,021.96	\$543,301.44	20.0%	
Work Experience		SEPT	Cumulative	YTD % Spent		
	Staff WEX Salaries	7,581.98	23,404.77	4%		
	Staff WEX Fringe	2,270.75	6,972.25	1%		
	Stipends	3,584.38	16,231.78	3%		
	Total	13,437.11	46,608.80	8%		

## PY16 ITA Obligations Report - Eckerd Adult/DW Funding

Formula Tuition	Adult	Dislocated Worker	Total
<b>PY16 Budget</b>	<b>\$202,938.00</b>	<b>\$25,812.00</b>	<b>\$228,750.00</b>
<b>PY16 Vouchers Paid</b>	\$48,842.23	\$11,108.09	\$59,950.32
<b>PY16 Vouchers Not Paid</b>	\$48,585.28	\$5,378.00	\$53,963.28
<b>PY16 Vouchers Total</b>	<b>\$97,427.51</b>	<b>\$16,486.09</b>	<b>\$113,913.60</b>
<b>PY16 Funds Unobligated</b>	\$105,510.49	\$9,325.91	\$114,836.40
<b>PY16 ITA's Approved</b>	\$155,790.55	\$23,894.87	\$179,685.42
<b>PY16 ITA's Deobligations</b>	\$20,308.03	\$0.00	\$20,308.03
<b>Current ITA Obligations</b>	<b>\$135,482.52</b>	<b>\$23,894.87</b>	<b>\$159,377.39</b>
<b>Remaining Unobligated Amount Total</b>	<b>\$67,455.48</b>	<b>\$1,917.13</b>	<b>\$69,372.61</b>
<b>PY17 Carryover Amount</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Report as of 10.31.16



## 1700 & 1701 – WorkLink (Adult/DW Services) Contract Budget Modification #2

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**Contractor:** Eckerd Youth Alternative, Inc.  
**Contract #'s:** 16A295H3 & 16D295H3  
**Program:** SC Works Case Management Services  
**Submission Date:** 10/26/2016  
**One Stop Director:** Kal Kunkel  
**Program Manager (s):** Renee Alexander & Steve Riddle

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### Budget Modification Summary & Narrative

#### Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting an additional \$100,000.00 from available carry-over funds to increase services to 25 more participants and for Staff Salary increases as outlined below. That will increase the overall budget to \$840,000 to serve 241 new enrollments in PY16.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Increase staff Salaries and Fringe by \$4,841.45 as outlined below.

Staff Postions	PY16 Staff		PY16 Mod-1		PY16 Mod-2	Amt of Increase or Decrease
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<b>Sub-Total of Staff Costs</b>			<b>\$ 248,778.72</b>		<b>\$ 253,013.72</b>	<b>\$ 4,235.00</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
Health Insurance		17.38%	\$ 43,978.80	17.38%	\$ 43,978.80	\$ -
FICA		7.65%	\$ 19,031.57	7.65%	\$ 19,355.55	\$ 323.98
Unemployment		1.72%	\$ 4,278.99	1.72%	\$ 4,351.84	\$ 72.85
Workers Comp		3.00%	\$ 7,463.36	3.00%	\$ 7,590.41	\$ 127.05
Retirement (403b Match)		1.95%	\$ 4,851.19	1.95%	\$ 4,933.77	\$ 82.58
		0.00%	\$ -		\$ -	\$ -
		0.00%	\$ -		\$ -	\$ -
<b>Sub-Total Fringe:</b>		<b>31.70%</b>	<b>\$ 79,603.91</b>		<b>\$ 80,210.36</b>	<b>\$ 606.45</b>
<b>TOTAL</b>			<b>\$ 328,382.63</b>		<b>\$ 333,224.08</b>	<b>\$ 4,841.45</b>

CONTRACT BUDGET MODIFICATION

**Operating Costs Narrative**

No changes to Operating Costs.

<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintenance		\$ -		\$ -		\$ -
1.2 Staff Consumable Supplies		\$ 4,200.00		\$ 4,200.00		\$ -
1.3 Advertising, Outreach		\$ 960.00		\$ 960.00		\$ -
1.4 Copy, Print		\$ 5,100.00		\$ 5,100.00		\$ -
1.5 Communications		\$ 7,689.20		\$ 7,689.20		\$ -
1.6 Staff Travel		\$ 10,958.40		\$ 10,958.40		\$ (0.00)
1.7 Staff Conferences, Training		\$ 4,380.00		\$ 4,380.00		\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 13,776.00		\$ 13,776.00		\$ -
1.9 Postage		\$ 2,400.00		\$ 2,400.00		\$ -
<b>Sub-Total Operating</b>		<b>\$ 49,463.60</b>		<b>\$ 49,463.60</b>		<b>\$ (0.00)</b>

**Training Costs Narrative**

Increase Training Costs by \$74,955.94.

<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 7,750.00		\$ 11,625.00		\$ 3,875.00
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 279,121.64		\$ 350,202.58		\$ 71,080.94
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 286,871.64</b>		<b>\$ 361,827.58</b>		<b>\$ 74,955.94</b>

**Supportive Services Narrative**

Increase to Supportive Services by \$11,515.84 to facilitate Participant needs.

<b>Supportive Services</b>						
3.11 Transportation		\$ -		\$ 2,265.84		\$ 2,265.84
3.12 Childcare		\$ -		\$ 4,000.00		\$ 4,000.00
3.13 Emergency Assistance		\$ -		\$ 2,500.00		\$ 2,500.00
3.14 Training Support Materials		\$ 11,000.00		\$ 13,750.00		\$ 2,750.00
<b>Sub-Total of Supportive Services</b>		<b>\$ 11,000.00</b>		<b>\$ 22,515.84</b>		<b>\$ 11,515.84</b>

**Indirect & General Liability Insurance**

Increase to Indirect Costs & General Liability Insurance by \$8,686.77 as outlined below.

<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	9.28%	\$ 59,868.60	8.86%	\$ 67,958.96		\$ 8,090.36
General Liability Ins.	0.60%	\$ 4,413.53	0.60%	\$ 5,009.94		\$ 596.41
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 64,282.13</b>		<b>\$ 72,968.90</b>		<b>\$ 8,686.77</b>



**APPROVAL(S)**

Prepared By

  
Kalen J. Kunkel, One-Stop Operations Director

CONTRACT BUDGET MODIFICATION

**ATTACHMENT 1 – BUDGET FORMS**

**WORKFORCE INVESTMENT BOARD**

WorkLink Workforce Investment Area

**GRANT BUDGET SUMMARY**

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # Mod #2

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 332,706	\$ 518		\$ 333,224	\$ 333,224
<b>OPERATING COSTS</b>	\$ 43,882	\$ 5,581		\$ 49,464	\$ 49,464
<b>TRAINING COSTS</b>	\$ 361,828	\$ -		\$ 361,828	\$ 361,828
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 21,527	\$ 989		\$ 22,516	\$ 22,516
<b>Training Fees/Professional Fees/ Profit</b>	\$ 4,512	\$ 498		\$ 5,010	\$ 5,010
<b>Indirect Costs</b>	\$ 67,419	\$ 540		\$ 67,959	\$ 67,959
<b>Total Budget Costs</b>	\$ 831,874	\$ 8,126	\$ -	\$ 840,000	\$ 840,000
<b>Percentage of Budget</b>	<b>99%</b>	<b>1%</b>		<b>100%</b>	
Cost Limitations			2% Maximum	At least 98%	100%

# CONTRACT BUDGET MODIFICATION

## WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development

Contract # 16A295H2 & 16D295H2

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Mod #2

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL							
Position Title	Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	Amount
<b>TOTAL SALARIES</b>				<b>\$ 253,013.71</b>		<b>\$ 252,627.28</b>		<b>\$ 386.44</b>			<b>\$ 253,013.71</b>
FRINGE BENEFITS:											
Health Insurance		X	17.38%	\$ 43,978.80	99.78%	\$ 43,881.78	0.22%	\$ 97.02		100%	\$ 43,978.80
FICA		X	7.65%	\$ 19,355.55	99.91%	\$ 19,337.52	0.09%	\$ 18.03		100%	\$ 19,355.55
Unemployment		X	1.72%	\$ 4,351.84	99.94%	\$ 4,349.23	0.06%	\$ 2.61		100%	\$ 4,351.84
Workers Comp		X	3.00%	\$ 7,590.41	99.90%	\$ 7,582.47	0.10%	\$ 7.94		100%	\$ 7,590.41
Retirement (403b Match)		X	1.95%	\$ 4,933.77	99.89%	\$ 4,928.21	0.11%	\$ 5.56		100%	\$ 4,933.77
		X	0.00%								
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 80,210.36</b>		<b>\$ 80,079.20</b>		<b>\$ 131.16</b>			<b>\$ 80,210.36</b>
INDIRECT COST: RATE				\$ 767,031.10	X	8.86%	\$ 67,958.96	99.20%	\$ 67,418.59	0.80%	\$ 540.37
<b>TOTAL COST</b>				<b>\$ 401,183.03</b>	99.74%	<b>\$ 400,125.07</b>	0.26%	<b>\$ 1,057.97</b>		100%	<b>\$ 401,183.03</b>

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

**CONTRACT BUDGET MODIFICATION**

<p align="center"><b>WORKFORCE INVESTMENT BOARD</b>  <b>WorkLink Workforce Investment Area</b>  <b>COST AND PRICE ANALYSIS WORKSHEET</b></p>				
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>16A295H2 &amp; 16D295H2</u>		Mod: <u>Mod #2</u>
Project/Activity <u>SC Works Adult-DW Services</u>		Fund Source <u>WIOA Adult &amp; DLW Formula Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,200	\$ 3,726	\$ 474	\$ 4,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 960	\$ 852	\$ 108	\$ 960
1.4 Copy & Print Expenses	\$ 5,100	\$ 4,525	\$ 575	\$ 5,100
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,689	\$ 6,822	\$ 868	\$ 7,689
1.6 Staff Travel				
Local Mileage cost	\$ 6,158	\$ 5,463	\$ 695	\$ 6,158
Non-Local Mileage cost	\$ 1,800	\$ 1,597	\$ 203	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,661	\$ 339	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 4,380	\$ 3,886	\$ 494	\$ 4,380
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ 7,296	\$ 6,473	\$ 823	\$ 7,296
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 6,480	\$ 5,749	\$ 731	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,129	\$ 271	\$ 2,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 49,464</b>	<b>\$ 43,882</b>	<b>\$ 5,581</b>	<b>\$ 49,464</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,625	\$ 11,625	\$ -	\$ 11,625
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 350,203	\$ 350,203	\$ -	\$ 350,203
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 361,828</b>	<b>\$ 361,828</b>	<b>\$ -</b>	<b>\$ 361,828</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 2,266	\$ 2,010	\$ 256	\$ 2,266
3.12 WI Customer Childcare Costs	\$ 4,000	\$ 3,549	\$ 451	\$ 4,000
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 13,750	\$ 13,750	\$ -	\$ 13,750
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 2,500	\$ 2,218	\$ 282	\$ 2,500
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 22,516</b>	<b>\$ 21,527</b>	<b>\$ 989</b>	<b>\$ 22,516</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 5,010	\$ 4,512	\$ 498	\$ 5,010
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 5,010</b>	<b>\$ 4,512</b>	<b>\$ 498</b>	<b>\$ 5,010</b>

\* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

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CONTRACT BUDGET MODIFICATION

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WORKFORCE INVESTMENT BOARD  
WorkLink Workforce Investment Board  
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 16A295H2 & 16D295H2

Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Mod# Mod #2

	Cumulative Expenditures					
Period	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
August-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
September-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
October-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
November-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
December-15	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
January-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
February-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
March-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
April-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
May-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%
June-16	\$0.00	0%	\$70,000.00	100%	\$70,000.00	100%



## WorkLink (DW Rapid Response) Contract Budget Modification #2

**Contractor:** Eckerd Youth Alternative, Inc.  
**Contract #'s:** 16R295E2  
**Program:** Rapid Response (DW)  
**Submission Date:** 10/26/2016  
**One Stop Director:** Kal Kunkel  
**Program Manager (s):** Renee Alexander & Steve Riddle

### Budget Modification Summary & Narrative

#### Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting a modification to our PY16 budget to facilitate Staff Salary Increases. Minimal funds were transferred from Training to support this action, but we will request additional funds from SC DEW based on our expenditures. SC DEW does have additional funding available.

There is no overall change to the current contract budget amount.

## Staff Costs Narrative

Staff Postions	PY16 Staff		PY16 Mod-1 Budget		PY16 Mod-2 Budget	Amt of Increase or Decrease

<b>Sub-Total of Staff Costs</b>			<b>\$ 42,184.80</b>		<b>\$ 42,919.80</b>	<b>\$ 735.00</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
Health Insurance		16.99%	\$ 7,169.00	16.70%	\$ 7,169.00	\$ -
FICA		7.65%	\$ 3,227.14	7.65%	\$ 3,283.36	\$ 56.22
Unemployment		1.72%	\$ 725.58	1.72%	\$ 738.22	\$ 12.64
Workers Comp		3.00%	\$ 1,265.54	3.00%	\$ 1,287.59	\$ 22.05
Retirement (403b Match)		1.95%	\$ 822.60	1.95%	\$ 836.94	\$ 14.34
<b>Sub-Total Fringe:</b>		<b>31.31%</b>	<b>\$ 13,209.86</b>	<b>31.02%</b>	<b>\$ 13,315.12</b>	<b>\$ 105.26</b>
<b>TOTAL</b>			<b>\$ 55,394.66</b>		<b>\$ 56,234.92</b>	<b>\$ 840.26</b>

CONTRACT BUDGET MODIFICATION

**Operating Costs Narrative**

N/A

**Training Costs Narrative**

Training Costs decreased by \$840.26 as a result of the Staff Salaries & Fringe increase.

<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 1,550.00		\$ 1,550.00		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 24,462.56		\$ 23,622.31		\$ (840.25)
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 26,012.56</b>		<b>\$ 25,172.31</b>		<b>\$ (840.25)</b>

**Supportive Services Narrative**

No Change.

**Indirect & General Liability Insurance**

Indirect Costs decreased slightly.

<b>Indirect Cost &amp; Fees</b>						
Indirect Cost	8.86%	\$ 7,285.78	8.86%	\$ 7,285.77		\$ (0.01)
General Liability Ins.	0.00%	\$ -	0.00%	\$ -		\$ -
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 7,285.78</b>		<b>\$ 7,285.77</b>		<b>\$ 7,285.77</b>

**APPROVAL(S)**

Prepared By

  
Kalen J. Kunkel, One-Stop Operations Director



# ATTACHMENT 1 - BUDGET FORMS

<b>WORKFORCE INVESTMENT BOARD</b> WorkLink Workforce Investment Area <b>GRANT BUDGET SUMMARY</b>					
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>16R295E1</u>			
Project/Activity <u>SC Works Adult-DW Services</u>		Funding Source <u>WIOA Rapid Response DLW Funds</u>		Modification # <u>2</u>	
CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ -	\$ 56,235		\$ 56,235	\$ 56,235
OPERATING COSTS	\$ -	\$ -		\$ -	\$ -
TRAINING COSTS	\$ -	\$ 25,172		\$ 25,172	\$ 25,172
SUPPORTIVE SERVICE COSTS	\$ -	\$ 825		\$ 825	\$ 825
Training Fees/Professional Fees/ Profit	\$ -	\$ -		\$ -	\$ -
Indirect Costs	\$ -	\$ 7,286		\$ 7,286	\$ 7,286
Total Budget Costs	\$ -	\$ 89,518	\$ -	\$ 89,518	\$ 89,518
Percentage of Budget	0%	100%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

# CONTRACT BUDGET MODIFICATION

## WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development

Contract # 16R295E1

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Rapid Response DLW Funds

Mod # 2

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL							
Position Title	Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	%
<b>TOTAL SALARIES</b>				<b>\$ 42,919.80</b>		<b>\$ -</b>		<b>\$ 42,919.80</b>		<b>\$ 42,919.80</b>	
FRINGE BENEFITS:											
Health Insurance		X	16.70%	\$ 7,169.00	0.00%	\$ -	100.00%	\$ 7,169.00		100%	\$ 7,169.00
FICA		X	7.65%	\$ 3,283.36	0.00%	\$ -	100.00%	\$ 3,283.36		100%	\$ 3,283.36
Unemployment		X	1.72%	\$ 738.22	0.00%	\$ -	100.00%	\$ 738.22		100%	\$ 738.22
Workers Comp		X	3.00%	\$ 1,287.59	0.00%	\$ -	100.00%	\$ 1,287.59		100%	\$ 1,287.59
Retirement (403b Match)		X	1.95%	\$ 836.94	0.00%	\$ -	100.00%	\$ 836.94		100%	\$ 836.94
		X	0.00%	\$ -	0.00%	\$ -	100.00%	\$ -		100%	\$ -
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 13,315.12</b>		<b>\$ -</b>		<b>\$ 13,315.12</b>		<b>\$ 13,315.12</b>	
INDIRECT COST: RATE	\$ 82,232.22	X	8.86%	\$ 7,285.77	0.00%	\$ -	100.00%	\$ 7,285.77		100%	\$ 7,285.77
<b>TOTAL COST</b>				<b>\$ 63,520.69</b>	0.00%	<b>\$ -</b>	100.00%	<b>\$ 63,520.69</b>		100%	<b>\$ 63,520.69</b>

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

CONTRACT BUDGET MODIFICATION

<p align="center">WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area <b>COST AND PRICE ANALYSIS WORKSHEET</b></p>				
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>16R295E1</u>		Mod # <u>2</u>
Project/Activity <u>SC Works Adult-DW Services</u>		Fund Source <u>WIOA Rapid Response DLW Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ -	\$ -	\$ -	\$ -
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ -	\$ -	\$ -	\$ -
1.5 Communications (Phone, Fax, Internet, etc.)	\$ -	\$ -	\$ -	\$ -
1.6 Staff Travel				
Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ -	\$ -	\$ -	\$ -
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ -	\$ -	\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 1,550	\$ -	\$ 1,550	\$ 1,550
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 23,622	\$ -	\$ 23,622	\$ 23,622
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 25,172</b>	<b>\$ -</b>	<b>\$ 25,172</b>	<b>\$ 25,172</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 825	\$ -	\$ 825	\$ 825
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 825</b>	<b>\$ -</b>	<b>\$ 825</b>	<b>\$ 825</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

CONTRACT BUDGET MODIFICATION

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Board  
**BUDGET FLOW PROJECTIONS**

Service Provider Eckerd Workforce Development Contract # 16R295E1

Project/Activity SC Works Adult-DW Services Fund Source WIOA Rapid Response DLW Funds

Mod# 2

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
August-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
September-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
October-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
November-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
December-15	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
January-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
February-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
March-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
April-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
May-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%
June-16	\$0.00	0%	\$7,459.83	100%	\$7,459.83	100%



## 1703 – WorkLink Youth Contract & Budget Modification #1

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**Contractor:** Eckerd Workforce Development

**Contract #'s:** 16Y495H1

**Program:** Youth Services

**Submission Date:** 10/26/2016

**Region Manager:** Amanda Wagner

**Program Manager (s):** Karen Craven

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### Budget Modification Summary & Narrative

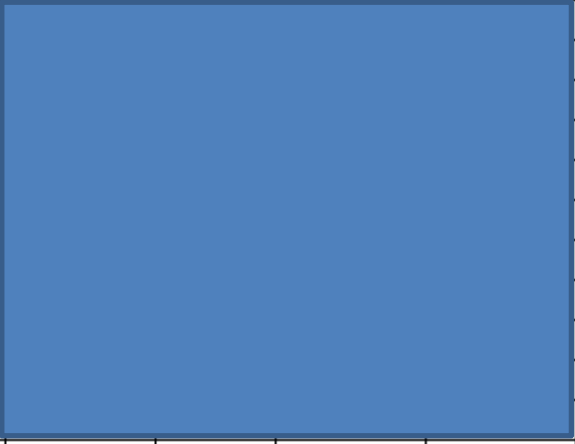
#### Budget Summary

Budget Modification #1 as outlined in this narrative demonstrates a reduction in staff costs as a result of changes in Fiscal Account Representatives and also a reduction in Eckerd's Indirect Cost Rate based on our final approved rate. The overall contract value remains unchanged, at \$679,323.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Request to reduce Staff Salaries and Fringe by \$1,960.80 as outlined below.

WorkLink PYC Budget Comparison					
		PY16 Budget Original		PY16 Budget Mod #1	Amt of Increase or Decrease
<b>Slot Level</b>					
		156		156	0
<b>Staff Costs</b>					
1. Regional Manager					
2. Fiscal Account Rep					
2. Fiscal Account Rep					
3. Administrative Assistant II					
4. Program Manager II (Case Mgmt)					
5. Lead Career Coach					
6. Career Coach					
7. Career Coach					
8. Career Coach					
9. Career Coach					
10. Workforce Specialist					
<b>Sub-Total of Staff Costs</b>		\$ 310,996.86		\$ 309,533.69	\$ (1,463.17)
<b>Fringe Benefits</b>	<b>Rate</b>		<b>Rate</b>		
Health Insurance	12.32%	\$ 38,324.00	12.29%	\$ 38,035.90	\$ (288.10)
FICA	7.65%	\$ 23,791.26	7.65%	\$ 23,679.33	\$ (111.93)
Unemployment	1.72%	\$ 5,349.15	1.72%	\$ 5,323.98	\$ (25.17)
Workers Comp	3.00%	\$ 9,329.91	3.00%	\$ 9,286.01	\$ (43.90)
Retirement (403b Match)	1.95%	\$ 6,064.43	1.95%	\$ 6,035.91	\$ (28.52)
General Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
<b>Sub-Total Fringe:</b>	<b>26.64%</b>	<b>\$ 82,858.75</b>	<b>26.61%</b>	<b>\$ 82,361.12</b>	<b>\$ (497.63)</b>

Operating Costs Narrative

Request to increase Operating Costs by \$4,344.86 as outlined below.

CONTRACT BUDGET MODIFICATION

<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 1,200.00		\$ 3,786.14	\$ 2,586.14
1.3 Advertising, Outreach		\$ 300.00		\$ 300.00	\$ -
1.4 Copy, Print		\$ 1,200.00		\$ 3,000.00	\$ 1,800.00
1.5 Communications		\$ 7,039.40		\$ 7,039.40	\$ -
1.6 Staff Travel		\$ 13,795.04		\$ 13,795.04	\$ 0.00
1.7 Staff Conferences, Training		\$ 1,500.00		\$ 1,500.00	\$ -
1.8 Staff Computer Leases		\$ 9,888.00		\$ 9,846.72	\$ (41.28)
1.9 Postage		\$ 741.00		\$ 741.00	\$ -
<b>Sub-Total Operating</b>		<b>\$ 45,263.44</b>		<b>\$ 49,608.30</b>	<b>\$ 4,344.86</b>

**Training Costs Narrative**

No changes are requested for Training Costs.

<b>Training</b>					
2.1 Participant Supplies		\$ 1,560.00		\$ 1,560.00	\$ -
2.2 Participant Books		\$ 500.00		\$ 500.00	\$ -
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 11,500.00		\$ 11,500.00	\$ (0.00)
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 21,000.00		\$ 21,000.00	\$ -
2.6 Tuition (College or Vocational)		\$ 43,200.00		\$ 43,200.00	\$ -
2.9 Work Experience (Stipends)		\$ 55,044.00		\$ 55,044.00	\$ -
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ 3,600.00		\$ 3,600.00	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -
<b>Sub-Total Training</b>		<b>\$ 136,404.00</b>		<b>\$ 136,404.00</b>	<b>\$ (0.00)</b>

**Supportive Services Narrative**

No changes are requested for Training Costs.

<b>Supportive Services</b>					
3.1 Participant Incentives (Skill Invoices)		\$ 21,645.00		\$ 21,645.00	\$ -
3.2 Transportation		\$ 15,750.00		\$ 15,750.00	\$ -
3.3 Childcare		\$ 510.00		\$ 510.00	\$ -
3.4 Training Support Materials		\$ 3,000.00		\$ 3,000.00	\$ -
3.5 Emergency Assistance		\$ 1,500.00		\$ 1,500.00	\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ 42,405.00</b>		<b>\$ 42,405.00</b>	<b>\$ -</b>


CONTRACT BUDGET MODIFICATION

**Training & Professional Fees, Profit, & Indirect**

Eckerd's final approved Indirect Cost Rate from Health & Human Services for this fiscal year is less than forecasted when the original budget was submitted. The rate change and cost savings total \$2,384.07.

<b>Indirect Cost &amp; Fees</b>					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	9.28%	\$ 57,343.72	8.86%	\$ 54,959.65	\$ (2,384.07)
Audit Fee (H&M) / General Liab (Eckerd)	0.60%	\$ 4,051.63	0.60%	\$ 4,051.63	\$ 0.00
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 61,395.35</b>		<b>\$ 59,011.28</b>	<b>\$ (2,384.07)</b>
		<b>\$ 679,323.40</b>		<b>\$ 679,323.40</b>	<b>\$ 0.00</b>

**APPROVAL(S)**



**Prepared By** AMANDA WAGNER, REGION MANAGER



ATTACHMENT 1 – BUDGET FORMS

GRANT BUDGET SUMMARY						
Service Provider	Eckerd Workforce Develop	Contract #	16Y495H1			
Project/Activity	Palmetto Youth Connectio	Funding Source	WIOA Youth	Modification #	1	
CATEGORIES	Out-of-School Youth	In-School Youth	Administrati on	Non-Administratio n	Total Budget Amount	
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 254,991	\$ 12,516		\$ 267,507	\$ 267,507	
Work Experience Staff Salary & Fringe	\$ 118,168	\$ 6,219		\$ 124,387	\$ 124,387	
<b>OPERATING COSTS</b>	\$ 49,608	\$ -		\$ 49,608	\$ 49,608	
<b>TRAINING COSTS</b>	\$ 81,360			\$ 81,360	\$ 81,360	
Work Experience Stipends	\$ 42,108	\$ 12,936		\$ 55,044	\$ 55,044	
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 23,655	\$ -		\$ 23,655	\$ 23,655	
Training Transportation	\$ 10,800	\$ 1,200		\$ 12,000	\$ 12,000	
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750	
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700	
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300	
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -	
General Liability Insurance	\$ 3,849	\$ 203		\$ 4,052	\$ 4,052	
Indirect Costs	\$ 52,212	\$ 2,748		\$ 54,960	\$ 54,960	
<b>Total Budget Costs</b>	<b>\$642,826</b>	<b>\$ 36,497</b>	<b>\$ -</b>	<b>\$ 679,323</b>	<b>\$ 679,323</b>	
<b>Percentage of Budget</b>	<b>95%</b>	<b>5%</b>		<b>100.00%</b>		
<b>Work Experience Cost</b>	<b>\$ 179,431</b>					
	<b>26%</b>					
Cost Limitations			2% Maximum	At least 98%	<b>100%</b>	

**CONTRACT BUDGET MODIFICATION**

WORKFORCE INVESTMENT BOARD															
WorkLink Workforce Investment Area															
<b>COST AND PRICE ANALYSIS WORKSHEET</b>															
Service Provider: Eckerd Workforce Development				Contract #: 16Y495H1											
Project/ Activity: Palmetto Youth Connections				Funding Source: WIOA Youth								Mod #		1	
STAFF & INDIRECT COST - BUDGET SUMMARY															
SALARIES, FRINGE BENEFITS, & INDIRECT COST					Out-of-School Youth		In-School Youth		ADMINISTRATION		NON-ADMINISTRATIVE				
Staff Salaries:	Salary	No. of	% of	TOTAL											
Position Title:	Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount			
1. Regional Manager ,Amanda Wagner															
2. Fiscal Account Rep,Mariah Yocum															
2. Fiscal Account Rep,Nicole McCardle															
McDonald															
Craven															
5. Lead Career Coach,Ann Marie Baker															
6. Career Coach,Christina McCurry-Cobb															
7. Career Coach,Nicole Smith															
8. Career Coach,Rhonda Wengard															
9. Career Coach,Loren Carr															
10. Workforce Specialist,Jennifer Campbell															
<b>TOTAL SALARIES</b>				<b>\$309,533.69</b>		<b>\$294,735.53</b>		<b>\$14,798.16</b>		<b>\$0.00</b>		<b>\$309,533.69</b>			
FRINGE BENEFITS:															
FICA		X	7.65%	\$23,679.33		\$22,547.27		\$1,132.06		\$0.00		\$23,679.33			
Workers Comp.		X	3.00%	\$9,286.01		\$8,842.07		\$443.94		\$0.00		\$9,286.01			
Health & Wealth (Pos. Level)		X	12.29%	\$38,035.90		\$36,217.48		\$1,818.42		\$0.00		\$38,035.90			
Ret. / Pension		X	1.95%	\$6,035.91		\$5,747.34		\$288.56		\$0.00		\$6,035.91			
Unemployment Insurance (State & Federal)		X	1.72%	\$5,323.98		\$5,069.45		\$254.53		\$0.00		\$5,323.98			
Other (Specify):		X	0.00%	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00			
<b>TOTAL FRINGE BENEFITS</b>			<b>26.61%</b>	<b>\$82,361.12</b>		<b>\$78,423.61</b>		<b>\$3,937.51</b>		<b>\$0.00</b>		<b>\$82,361.12</b>			
INDIRECT COST: RATE	\$ 620,312.12	X	<b>8.86%</b>	\$ 54,959.65	95%	\$52,211.67	5%	\$2,747.98		\$0.00		\$54,959.65			
<b>TOTAL COST</b>				<b>\$446,854.47</b>		<b>\$425,370.81</b>		<b>\$21,483.66</b>		<b>\$0.00</b>		<b>\$446,854.47</b>			

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

# CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD					
WorkLink Workforce Investment Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider	Eckerd Workforce Development	Contract #	16Y495H1	Mod #	1
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA Youth		
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
<b>OPERATING COSTS</b>					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 3,786	\$ 3,786	\$ -		\$ 3,786
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 300	\$ 300	\$ -		\$ 300
1.4 Copy & Print Expenses	\$ 3,000	\$ 3,000	\$ -		\$ 3,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,039	\$ 7,039	\$ -		\$ 7,039
1.6 Staff Travel					
Local Mileage cost	\$ 9,655	\$ 9,655	\$ -		\$ 9,655
RM POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,847	\$ 9,847	\$ -		\$ 9,847
1.9 Postage (Stamps, FedEx, etc.)	\$ 741	\$ 741	\$ -		\$ 741
<b>TOTAL OPERATING COSTS</b>	<b>\$ 49,608</b>	<b>\$ 49,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,608</b>
<b>TRAINING COSTS</b>					
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560
2.2 WI Customer Book Costs	\$ 500	\$ 500	\$ -		\$ 500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,500	\$ 11,500	\$ -		\$ 11,500
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 21,000	\$ 21,000	\$ -		\$ 21,000
2.6 Individual Training Account/Voucher Cost	\$ 43,200	\$ 43,200	\$ -		\$ 43,200
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 55,044	\$ 42,108	\$ 12,936		\$ 55,044
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,600	\$ 3,600	\$ -		\$ 3,600
<b>TOTAL TRAINING COSTS</b>	<b>\$ 136,404</b>	<b>\$ 123,468</b>	<b>\$ 12,936</b>	<b>\$ -</b>	<b>\$ 136,404</b>
<b>SUPPORTIVE SERVICES COSTS</b>					
3.1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -		\$ 21,645
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 12,000	\$ 10,800	\$ 1,200		\$ 12,000
3.2 Work Experience Transportation	\$ 3,750	\$ 3,375	\$ 375		\$ 3,750
3.3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -		\$ 510
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170		\$ 1,700
3.4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130		\$ 1,300
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 42,405</b>	<b>\$ 40,530</b>	<b>\$ 1,875</b>	<b>\$ -</b>	<b>\$ 42,405</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>					
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -
4.2 General Liability Insurance	\$ 4,052	\$ 3,849	\$ 203		\$ 4,052
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,052</b>	<b>\$ 3,849</b>	<b>\$ 203</b>	<b>\$ -</b>	<b>\$ 4,052</b>
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit					

WORKFORCE INVESTMENT BOARD							
WorkLink Workforce Investment Area							
BUDGET FLOW PROJECTIONS							
Service Provider	Eckerd Workforce Development			Contract #		16Y495H1	
Project/Activity	Palmetto Youth Connections			Fund Source		WIOA	
				Mod #		1	
	Cumulative Expenditures						
			Non-				
Period	Administration	%	Administration	%	Totals		%
July-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
August-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
September-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
October-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
November-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
December-15	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
January-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
February-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
March-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
April-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
May-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%
June-16	\$0.00	0%	\$56,610.28	100%		\$56,610.28	100%

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD					
WorkLink Workforce Investment Area					
CLIENT FLOW PROJECTIONS					
Service Provider	Eckerd Workforce Development			Contract #	16Y495H1
Project/Activity	Palmetto Youth Connections			Fund Source	WIDA
				Mod #	1

Period	Clients Served			Clients Exited	Active Clients
	Carryover	New	Cumulative	Cumulative	
July-15	69	5	74	10	64
August-15	64	5	69	10	59
September-15	59	15	74	10	64
October-15	64	10	74	10	64
November-15	64	12	76	10	66
December-15	66	5	71	10	61
January-16	61	10	71	10	61
February-16	61	9	70	10	60
March-16	60	9	69	10	59
April-16	59	9	68	5	63
May-16	63	9	72	10	62
June-16	62	5	67	10	57
Carryovers	53	<b>103</b>			
New Enrollments	103				
Follow-up Cases	100				
Total Served	256				
Planned Carryovers	60				
Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited					
Option to Serve In-School Youth.					

*Funds not received from SCDEW yet	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD September 2016	Actual % Expended	Goal Expended	Goal % Expended	Balance
<b>PY'16 Allocations Estimate</b>	<b>728,060</b>	<b>80,896</b>	<b>530,180</b>	<b>58,909</b>	<b>789,356</b>	<b>87,706</b>	<b>2,275,107</b>					
Transfer of funds	250,000	-	(250,000)	-	-	-	-					
PY'15 Carryover	193,314	48,074	37,228	33,169	85,042	59,106	455,933					
	<b>1,171,374</b>	<b>128,970</b>	<b>317,408</b>	<b>92,078</b>	<b>874,398</b>	<b>146,812</b>	<b>2,731,040</b>					
<b>Service Providers</b>												
Eckerd - Adult/DW Services	655,147	-	84,853	-	-	-	740,000	139,698	19%	185,000	25%	600,302
Eckerd - Operator	64,732	-	10,268	-	-	-	75,000	9,051	12%	18,750	25%	65,949
Eckerd - Youth	-	-	-	-	679,323	-	679,323	136,101	20%	169,831	25%	543,222
OJT	32,000	-	8,000	-	-	-	40,000	-	0%	10,000	25%	40,000
Undesignated Funds	210,599	58,305	158,450	23,986	96,134	37,744	585,218	-	0%	-	0%	585,218
Total Pass-Through Contracts	962,478	58,305	261,571	23,986	775,457	37,744	2,119,541	284,850	13%	383,581	18%	1,834,691
<b>Total Revenue after Obligations</b>	<b>208,896</b>	<b>70,665</b>	<b>55,837</b>	<b>68,092</b>	<b>98,941</b>	<b>109,068</b>	<b>611,499</b>					
<b>In-House Expenses</b>	<b>Program Adult</b>	<b>Admin Adult</b>	<b>Program DW</b>	<b>Admin DW</b>	<b>Program Youth</b>	<b>Admin Youth</b>	<b>Total</b>	<b>YTD September 2016</b>	<b>Actual % Expended</b>	<b>Goal Expended</b>	<b>Goal % Expended</b>	<b>Balance</b>
Salaries, Fringe, & Indirect	141,811	53,286	46,725	51,371	82,819	91,144	467,156	103,270	22%	116,789	25%	363,886
SC Works Centers & Satellites Facility Costs	170,680	5,508	19,875	5,396	8,762	6,049	216,270	16,640	8%	54,068	25%	199,630
Payment from SCDEW for Facilities	(108,986)		(12,110)				(121,096)	-	0%	(30,274)	25%	(121,096)
Contractual Services		1,200		1,200		1,200	3,600	815	0%	900	0%	2,785
Travel	1,455	248	364	264	1,131	264	3,725	-	0%	931	25%	3,725
AOP BIS Transportation					5,000		5,000	-	0%	1,250	25%	5,000
Supplies - Consumable & Non-Consumable		680		640		680	2,000	146	7%	500	25%	1,854
Insurance (Combined from PY14)		3,000		2,750		3,000	8,750	2,126	24%	2,188	25%	6,624
Postage		170		170		160	500	49	10%	125	25%	451
Printing		1,850		1,850		1,850	5,550	4	0%	1,388	25%	5,546
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	1,730	22%	2,000	25%	6,270
Memberships, Dues, & Prof Fees		750		500		750	2,000	350	18%	500	25%	1,650
Training	736	48	184	51	730	51	1,800	-	0%	450	25%	1,800
Job Fair / Hiring Event Expenses							-	-	0%	-	0%	-
R&M & Gas - WIA Car		835		835		830	2,500	91	4%	625	25%	2,409
Outreach (SC Works Center's Only)	2,700		300				3,000	897	30%	750	25%	2,103
Meeting Expense (Madren Center & Other)	-	915	-	915	-	915	2,745	277	10%	686	25%	2,468
<b>Total In-House</b>	<b>208,896</b>	<b>70,665</b>	<b>55,837</b>	<b>68,092</b>	<b>98,941</b>	<b>109,068</b>	<b>611,500</b>	<b>126,395</b>	<b>21%</b>	<b>152,875</b>	<b>25%</b>	<b>485,105</b>

PY'15 IWT Grant Total

			<b>County</b>	<b>Requested</b>	<b>Granted</b>				<b>Fair Share %</b>	<b>Fair Share \$</b>	
		Allegro	Anderson	3,999.60	3,999.60						
		Bosch	Anderson	85,861.50	1,312.50						
		Lakeside Steel	Anderson	128,970.00	-						
		Plastic Omnium	Anderson	34,212.50	1,755.42						
		Tatical Medical Sol.	Anderson	15,300.00	15,300.00	22,367.52	49.00%		49%	40,881.68	(18,514.16)
		Sharpe Mfg.	Oconee	15,210.00	9,129.60	9,129.60	20.00%		20%	16,686.40	(7,556.80)
		Imperial	Pickens	21,836.50	14,150.88						
		Reliable	Pickens	37,897.50	-	14,150.88	31.00%		31%	25,863.92	(11,713.04)
				343,287.60	45,648.00	45,648.00					
					Total to Give	45,648.00				83,432.00	
					Balance	-					

WorkLink Program Year 2016 Financial Status							
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)							
	<b>Program Revenue</b>			<b>**Extended by DOL to 9/30/17</b>			
	<b>\$ 1,299,610</b>						
Per Mod #3 Approved Feb 2016	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Salaries, Fringe (WDB)	\$ 64,148		48,056	75%	48,056	74.91%	\$ 16,092
Indirect (WDB)	21,630		16,661	77%	16,661	77.03%	4,969
Travel (WDB)	378		-	0%	-	0.00%	378
Tri-County Technical College	434,481		434,481	100%	408,578	94.04%	25,903
Greenville Technical College	434,481		434,481	100%	419,294	96.50%	15,187
Northeastern Technical College	344,492		344,492	100%	315,623	91.62%	28,869
Total In-House	\$ 1,299,610		\$ 1,278,171	98%	\$ 1,208,212	92.97%	\$ 91,398
Grant Period: 10/1/13-9/30/17				<b>Goal Thru Sept 2016</b>		75.00%	
13M295T1 - TCTC	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 11,000		7,013	64%	7,013	63.75%	\$ 3,987
Recruitment & Assessment	5,000		4,584	92%	4,584	91.68%	416
Training	418,481		396,981	95%	396,981	94.86%	21,500
Job Placement	-		-	0%	-	0.00%	-
Total In-House	\$ 434,481		\$ 408,578	94%	\$ 408,578	94.04%	\$ 25,903
13M295G1 - GTC	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 22,350		12,235	55%	12,235	54.74%	\$ 10,115
Recruitment & Assessment	-		-		-		-
Training	411,131		407,059	99%	407,059	99.01%	4,072
Job Placement	1,000		-	0%	-	0.00%	1,000
Total In-House	\$ 434,481		\$ 419,294	97%	\$ 419,294	96.50%	\$ 15,187
13M295N1 - NETC	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 1,500		817	54%	817	54.47%	\$ 683
Recruitment & Assessment	1,000		819	82%	819	81.90%	181
Training	336,650		310,646	92%	310,646	92.28%	26,004
Job Placement	5,342		3,341	63%	3,341	62.54%	2,001
Total In-House	\$ 344,492		\$ 315,623	92%	\$ 315,623	91.62%	\$ 28,869



## Adult 2810

[illegible]

Budget	Remaining
\$32,000.00	\$32,000.00

## DW 2820

[illegible]

<b>Budget</b>	<b>Remaining</b>
<b>\$8,000.00</b>	<b>\$8,000.00</b>

## DWT NEG

[illegible]

<b>Budget</b>	<b>Remaining</b>
	<b>\$0.00</b>

## DW - Rapid Response

[illegible]

<b>Budget</b>	<b>Remaining</b>
	<b>\$0.00</b>

Anderson		#DIV/0!
Pickens		#DIV/0!
Oconee		#DIV/0!

Balance
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Balance
\$0.00

Balance
\$0.00

Balance
\$0.00

Balance

Balance
\$0.00

Balance

Balance
\$0.00

# SC WORKS

## WORKLINK

### 2017 Committee/Board Meeting Schedule

Committee	Dates				
Youth Council	January 17	March 6	May 1	August 7	October 2
Persons with Disabilities*	January 12	March 16	May 11	August 10	October 10
OneStop Operations*	January 18	March 22	May 17	August 16	October 18
Finance*	February 1	March 5	May 31	September 6	November 1
Workforce Development Board	February 15	April 19	June 7	September 20	November 15

\*Date(s) tentatively scheduled

**Youth Council** – Meetings will be held at 11:00 am at location to be determined, Clemson, SC.

Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, [scrite@worklinkweb.com](mailto:scrite@worklinkweb.com), 864-646-1828

**OneStop Operations** – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.

Staff Liaison: Jennifer Kelly, Program Director, [jkelly@worklinkweb.com](mailto:jkelly@worklinkweb.com), 864-646-5898

**Persons with Disabilities** – Meetings will be held at 3:00pm at the Clemson SC Works Center, Conference Room.

Staff Liaison: Windy Graham, WIOA Performance and Reporting Specialist, [wgraham@worklinkweb.com](mailto:wgraham@worklinkweb.com), 864-646-1826.

**Finance** – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.

Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458

**Workforce Development Board** – Meetings will be held at 1:00 pm at the Madren Center. Lunch will be held at noon immediately preceding the meeting.

Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458

**Steering Committee** - Meetings will be held in the Board Room at Tri-County Technical College on the 1<sup>st</sup> Wednesday of the 3<sup>rd</sup> Month of the Quarter.

Staff Liaison: Trent Acker, Executive Director, [tacker@worklinkweb.com](mailto:tacker@worklinkweb.com), 864-646-1458