

FINANCE COMMITTEE
November 1, 2017
SC Works Clemson Conference Room
3:00 P.M.

AGENDA

- I. Call to Order**
- II. Introductions**
- III. Election of Chair**
- IV. Approval of Minutes / Meeting Review** **Committee Chair**
- V. PY'17 Budget Overview** **WorkLink/Eckerd**
 - I. WorkLink Grants**
 - a. Adult, DW, Operator
 - b. Obligations
 - c. Adult, DW, Operator Mod. 1*
 - d. Adult/DW Transfer*
 - e. Youth
 - f. Youth Budget Mod. 2*
 - II. In-house Budget**
- VI. Ongoing Grants** **WorkLink Staff**
 - I. PY 16 IWT**
 - II. PY 16 IWT – Round 2**
 - III. Make It In America (MiiA) Grant**
 - IV. OJT**
- VII. Other Business** **Committee Chair**
- VIII. Adjournment** **Committee Chair**



WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
May 31, 2017 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Mike Wallace, Chair	Stephanie Collins	Ronnie Booth
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Members Absent:

David Collins

Staff Present:

Sharon Crite	Jennifer Kelly	Trent Acker
Windy Graham		

Guest Present:

Kal Kunkel	Karen Craven	Renee Alexander
Patrick Morgano		

CALL TO ORDER & INTRODUCTIONS

Chair Mike Wallace called the meeting to order at 3:09pm welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee and reminding everyone the meeting was being recorded for the processing of minutes. Introductions were made by everyone attending.

APPROVAL OF 2-1-2016 MEETING MINUTES

Mr. Wallace reminded the committee that the meeting in April was cancelled; therefore, the meeting minutes available to the committee were from the February meeting. Mr. Wallace called for a review of the minutes and any corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Stephanie Collins made a motion to approve the minutes as submitted, seconded by Ronnie Booth. The motion carried unanimously.

PY16 BUDGET OVERVIEW

WorkLink Grants

Mr. Wallace deferred to Eckerd Workforce Development Services staff for reporting.

Adult/DW, Rapid Response Overview

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 5-10 providing the following budget updates:

- Page 5 shows expenditures for the Adult Program budget at 68.8% out of 83.3% goal through April 2017. The salary line item is tracking on target at 80.7%.
- The Dislocated Worker Program budget as shown on page 6 is currently 26.2% expended out of the goal of 83.3%. Ms. Alexander stated this budget looks out of proportionate due to a budget modification to the tuition line item in early 2017. Although the tuition line states that only 20.7% expended, the obligation report seen on page 10 shows that expenditures are much higher at 77.7%, pending receipt of invoices from vendors. Eckerd forecasts being able to expend this budget by June 30, 2017.
- Page 7 shows the Rapid Response DW budget which is spending on target at 76.2% of a planned 83.3%. The salary line item is tracking at 68%. The training line item is already spent at 95%.
- The Operator Adult budget on page 8 is currently 69.0% expended out of 83.3% goal. The Salary line item is tracking at 70.8%.
- Page 9 is of the Dislocated Worker Operator grant, which is expending at 82.1% of a target of 83.3% through April. Ms. Alexander stated that a modification would be discussed shortly regarding salary overages.
- Continuing on page 10, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training vouchers issued with \$344,461.77 of funds have been obligated, of which \$274,483.37 have been paid to Training Providers on behalf of participants, and \$69,978.40 which are pending payment. Overall 77.7% of all funds available in Adult and Dislocated worker have been vouchered or expended. Training is still being approved.

Adult/DW Operator Modification #2

Mr. Kal Kunkel, Operations Director for Eckerd Workforce Development Services reviewed the proposed Modification number two presented in the packet. Mr. Kunkel stated this budget modification was primarily to correct overages in the salary/fringe and communications line items. On page 12 of the packet, salary and fringe costs have been increased by \$332.85. On page 13, Mr. Kunkel stated that the following are proposed line item adjustments to cover the salary overages:

- Line 1.2 Staff Consumables decreases by \$139.14.
- Line 1.5 Communications increases by \$38.18 to cover a slight overage in this line item.
- Line 1.7 Staff Conferences, Training decreases by \$100.20.
- Line 1.8 Staff Equipment/Computer Leases/Software decreases by \$131.69.

Mr. Kunkel stated that the overall Operating Line item decreases by \$332.85. Training, Supportive Services, and Indirect & General Liability Insurance remains the same. The total amount of the grant will remain the same. Mr. Kunkel stated this should cover the staff under this grant for the remainder of the year.

ACTION TAKEN: Ronnie Booth made a motion to approve the second modification to the Adult/Dislocated Worker Operator budget as submitted, seconded by Stephanie Collins. The motion carried unanimously.

Youth Budget Overview

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 17 of the packet stating the Youth budget is currently spent at 74.0% out of a goal of 83.3%. Ms. Craven called attention to the Work Experience line item, which is 83.3% expended through April equating to 5,915.46 hours of training. The goal for the year is a total of 7,102 hours of work experience for youth participants. The goal is driven by a 20% requirement established under the WIOA law.

In House Budget

Trent Acker, WorkLink Executive Director, presented the in-house budget, stating that expenditures are tracking as expected with no surprises. The only line item that is slightly over is the Memberships, Dues and Professional Fees. Mr. Acker stated that he would look at ways to remedy the \$313 overage within the budget.

Mr. Acker reviewed the Obligation Rate and Fund Utilization Rate on page 19. Mr. Acker stated that we expect to meet the Fund Utilization Rate goal of 70% in each line item by June 30. Brandi Runion, Finance Contractor, is monitoring this over the next month. WorkLink will not have any issue meeting the obligation rate goal of 80% by June 30. Youth has already met their goal, Adult and Dislocated Worker is within two percentage points and does not include upcoming in-house expenditures for June.

PY'17 BUDGETS

Adult, DW, Operator

Mr. Acker stated that at this time the Adult, Dislocated Worker budgets have not been finalized for review by the committee. WorkLink staff is still waiting to hear from Department of

Employment and Workforce as well as Department of Labor regarding final allocations for PY17. This has made budget preparation difficult. Staff hopes to have a draft budget to the Board on June 7, 2017.

Youth

Ms. Craven handed out copies and reviewed the proposed PY17 Youth budget, stating that the expectation was that there would be a 5% overall reduction to the Youth formula funds for PY17. The proposed total contract amount will be \$645,357.23, to serve the same level participants as PY16 of 156 participants.

Overall, the following changes are recommendations to be made from PY16 to PY17:

- Salary Costs to account for actual hourly rates for staff increases by \$466.51.
- Fringe Benefits decreases by \$8,292.32. Unemployment rate decreases from 1.72% to 0.98% and Workers Compensation decreases from 3.0% to 1.0%.
- Operating Costs decreases by \$6,625.56.
 - Line item 1.1 Facility, Utilities, and Maintenance costs remain the same for use of the Adult Education spaces.
 - Line item 1.2 Staff Consumable supplies decreased to reflect expected needs in PY17.
 - Line item 1.3 Advertising, Outreach has been zeroed out. Staff has marketing materials, and WIOA limited what may be purchased for outreach purposes.
 - Line items 1.4 Copy, Print and 1.5 Communications decreased slightly.
 - Line items 1.6 and 1.7 Staff Travel and Staff Conferences and Training adjusted due to staff not attending conferences this year.
 - Line item 1.8 Staff Computers (ETO) increased slightly.
 - Line item 1.9 Postage costs increased to use FedEx for Students checks instead of US Postal Service.
- Training Costs decreases by \$17,441.59.
 - Line item 2.1 Participant supplies remains the same.
 - Line item 2.2 & 2.6 Participant books and Tuition (College or Vocational) increases due to anticipation of more students entering occupational training.
 - Line item 2.3 and 2.5 Credential Exam Fees and Tuition (Adult Education) decreases due to higher pass rates of students in PY16.
 - Line item 2.9 Work Experience decreases based on expected decrease of Youth formula funds.
 - Line item 2.11 Software Licenses decreases due to the Adult Education funding the Learning Express Library software.
- Supportive Service Costs remains the same.

- Indirect & Fees decreases by \$2,073.20. General Liability increased from .6% to .75%.

ACTION TAKEN: Ronnie Booth made a motion to approve the proposed PY17 Youth budget as presented, seconded by Stephanie Collins. The motion carried unanimously.

ONGOING GRANTS

PY'16 IWT (16IWT01)

Mr. Acker referred to page 20 which shows the Incumbent Worker Training (IWT) summary. A total of \$4,621.10 was de-obligated from employers originally awarded funding; therefore, United Tool & Mold and McLaughlin will receive these funds to be spent by September 30, 2017.

PY'16 IWT - Round 2

Mr. Acker reported that WorkLink received approximately \$250,000 in additional IWT funds. The IWT ad hoc committee convened and voted to award the following:

<i>Company Name (Anderson County)</i>	<i>Total Award</i>
Bosch	\$46,843.20
McLaughlin	\$23,033.50
Mergon	\$29,805.00
METCO, Inc.	\$14,130.00
Plastic Ominum	\$16,445.00
TOTAL	\$130,256.70
<i>Company Name (Pickens County)</i>	<i>Total Award</i>
United Tool and Mold	\$3,456.00
Yokohoma Industry	\$9,776.50
Reliable Automatic Sprinkler	\$69,174.80
TOTAL	\$82,407.30
<i>Company Name (Oconee County)</i>	<i>Total Award</i>
BASF Corporation	\$26,583.00
BorgWarner	\$26,583.00
TOTAL	\$53,166.00

A complete report of the requests versus awards grants can be seen in the packet on page 21.

Make It In America (MiiA) Grant

Mr. Acker referred to page 24, which shows the Make It in America grant report, stating that the grant was winding down and is slated to end on September 30, 2017. Jennifer Kelly,

WorkLink Assistant Director, stated that the only remaining charges will be to the administrative portion of the grant for WorkLink and Appalachian Council of Governments staff to charge their salary, fringe, and indirect as the submit the reports to DOL on a quarterly basis.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 25. The PY'16 OJT summary report shows the current status of the On-the-Job Training funding, including open contracts. Mr. Acker stated that this will be where OJT sits for the remainder of the year. The WorkLink Business Service Representative, Meredith Durham, is out on medical leave for the remainder of the program year.

ADJOURNMENT

With no other business, meeting adjourned at 3:41pm.

Respectfully submitted by: Jennifer Kelly

Grant Number: 17A295H3

ADULT (Training Program)

Invoice Number: 1055-3

Period Covered: 9/1/2017-9/30/2017

Eckerd Goal:		SEPTEMBER				100.0%	Obligation Numbers
		25.0%					
Line Item		Contract Amount	1055-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 220,333	17,699.83	55,792.94	\$ 164,540.06	25.3%	
Fringe Benefit Total	51xx	\$ 63,223	5,026.25	16,247.21	\$ 46,976.01	25.7%	
Staff Cost Total		\$ 283,556	22,726.08	72,040.15	\$ 211,516.07	25.4%	

Operating

1.1 Facility, Utilities		\$ -		-	\$ -	0.0%	
1.2 Staff Consumable Supplies	6000	\$ 3,193	331.60	1,293.34	\$ 1,899.66	40.5%	
1.3 Advertising, Outreach	6735	\$ 852	-	-	\$ 852.00	0.0%	
1.4 Copy, Print	6730	\$ 2,661	-	-	\$ 2,661.00	0.0%	
1.5 Communications	6270	\$ 6,637	2,067.32	3,637.07	\$ 2,999.93	54.8%	
1.6 Staff Travel	61xx	\$ 7,950	55.60	671.16	\$ 7,278.84	8.4%	
1.7 Staff Conferences, Training	5105	\$ 3,726	-	-	\$ 3,726.00	0.0%	
1.8 Staff Computer Leases	6045	\$ 2,928	-	-	\$ 2,928.00	0.0%	
1.9 Postage	6005	\$ 1,597	14.34	78.11	\$ 1,518.89	4.9%	
Operating Total (01)		\$ 29,544	2,468.86	5,679.68	\$ 23,864.32	19%	

Direct Training

2.3 Credential Exam Fees (CAN	6520	\$ 10,202	3,390.50	2,224.00	\$ 7,978.00	21.8%	
2.6 Tuition (College/Occupatio	6530	\$ 269,820	27,089.50	54,331.51	\$ 215,488.49	20.1%	
Direct Training Total (02)		\$ 280,022	30,480.00	56,555.51	\$ 223,466.49	20%	

Support Services

3.11 Transportation	6485	\$ 1,331	140.00	940.00	\$ 391.00	70.6%	
3.12 Childcare	6660	\$ 355	-	-	\$ 355.00	0.0%	
3.14 Training Support Materials	6545	\$ 444	138.56	138.56	\$ 305.44	31.2%	
3.13 Emergency Assistance	6590	\$ 3,326	-	-	\$ 3,326.00	0.0%	
Support Service Total (03)		\$ 5,456	278.56	1,078.56	\$ 4,377.44	19.8%	
General Liability Ins 6305	6305	\$ 5,011	346.36	977.83	\$ 4,033.17	19.5%	
Operating Cost Total		\$ 603,589	56,299.86	136,331.73	\$ 467,257	22.6%	
General Overhead (Indirect)	8.86%	\$ 53,034	4,988.17	12,078.99	\$ 40,955.09	22.8%	
Contract Total		\$ 656,624	61,288.03	148,410.72	\$ 508,213.58	22.6%	

Grant Number: 17D295H3

DW (Training Program)

Invoice Number: 1056-3

Period Covered: 9/1/17-9/30/17

Eckerd Goal:

SEPTEMBER

25.0%

100.0%

Line Item	Contract Amount	1056-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$ 28,024	\$ 2,071.01	\$ 6,453.96	\$ 21,570.04	23.0%	
Fringe Benefit Total 51xx	\$ 8,041	\$ 592.68	\$ 2,957.50	\$ 5,083.84	36.8%	
Staff Cost Total	\$ 36,065	\$ 2,663.69	\$ 9,411.46	\$ 26,653.88	26.1%	

OPERATING COSTS

1.1 Facility, Utilities		\$ -	\$ -	\$ -	\$ -	0.0%	
1.2 Staff Consumable Suppl	6000	\$ 406	\$ 42.12	\$ 159.01	\$ 246.99	39.2%	
1.3 Advertising, Outreach	6735	\$ 108	\$ -	\$ -	\$ 108.00	0.0%	
1.4 Copy, Print	6730	\$ 339	\$ -	\$ -	\$ 339.00	0.0%	
1.5 Communications	6270	\$ 844	\$ 431.60	\$ 612.80	\$ 231.20	72.6%	
1.6 Staff Travel	61xx	\$ 1,012	\$ 6.88	\$ 29.93	\$ 982.07	3.0%	
1.7 Staff Conf., Training	5105	\$ 474	\$ -	\$ -	\$ 474.00	0.0%	
1.8 Staff Computers	6045	\$ 372	\$ -	\$ -	\$ 372.00	0.0%	
1.9 Postage	6005	\$ 203	\$ 1.78	\$ 14.99	\$ 188.01	7.4%	
Operating Total (01)		\$ 3,758	\$ 482.38	\$ 816.73	\$ 2,941.27	22%	

TRAINING COSTS

2.3 Credential Exam Fees (C	6520	\$ 1,298	\$ 131.00	\$ 158.50	\$ 1,139.50	12.2%	
2.6 Tuition (College/Occup	6530	\$ 34,318	\$ 2,354.97	\$ 10,722.85	\$ 23,595.15	31.2%	
Direct Training Total (02)		\$ 35,616	\$ 2,485.97	\$ 10,881.35	\$ 24,734.65	31%	

SUPPORTIVE SERVICES COSTS

3.11 Transportation	6485	\$ 169	\$ -	\$ -	\$ 169.00	0.0%	
3.12 Childcare	6660	\$ 45	\$ -	\$ -	\$ 45.00	0.0%	
3.14 Training Support Mate	6545	\$ 56	\$ -	\$ -	\$ 56.00	0.0%	
3.13 Emergency Assistance	6590	\$ 423	\$ -	\$ -	\$ 423.00	0.0%	
Support Service Total (03)		\$ 693	\$ -	\$ -	\$ 693.00	0.0%	
4.2 General Liability Ins 630	6305	\$ 498	\$ 88.62	\$ 171.24	\$ 326.76	34.4%	
Operating Cost Total		\$ 76,630	\$ 5,720.66	\$ 21,280.78	\$ 55,350	27.8%	
4.1 General Overhead (Indi	8.86%	\$ 6,745	\$ 506.85	\$ 1,885.48	\$ 4,859.91	28.0%	
Contract Total		\$ 83,376	\$ 6,227.51	\$ 23,166.26	\$ 60,209.47	27.8%	

GRANT NUMBER: 16A995H2 - OP Adult

Operator Adult

INVOICE NUMBER: 1092-780-3

PERIOD COVERED: 9/1/17 - 9/30/17

Eckerd Goal:		SEPTEMBER		25.0%		100.0%	Obligation Numbers
Line Item		Contract Amount	1092-780-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 48,025.12	\$ 3,802.62	\$ 8,719.96	\$ 39,305.16	18.2%	
Fringe Benefit Total	51xx	\$ 12,459.63	\$ 970.29	\$ 3,269.99	\$ 9,189.64	26.2%	
Staff Cost Total		\$ 60,484.75	\$ 4,772.91	\$ 11,989.95	\$ 48,494.80	19.8%	
Operating							
1.2 Staff Consumable Suppl	6000	\$ 2,217.60	\$ 326.03	\$ 615.53	\$ 1,602.07	27.8%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 1,689.60	\$ -	\$ -	\$ 1,689.60	0.0%	
1.5 Communications	6270	\$ 720.72	\$ 13.23	\$ 53.62	\$ 667.10	7.4%	
1.6 Staff Travel	61xx	\$ 1,820.73	\$ -	\$ 185.11	\$ 1,635.62	10.2%	
1.7 Staff Conf., Training	5105	\$ 792.00	\$ -	\$ -	\$ 792.00	0.0%	
1.8 Staff Equip/Comp Lease	6045	\$ 264.00	\$ -	\$ -	\$ 264.00	0.0%	
1.9 Postage	6005	\$ 211.20	\$ -	\$ -	\$ 211.20	0.0%	
Operating Total (01)		\$ 7,715.85	\$ 339.26	\$ 854.26	\$ 6,861.59	11%	
General Liability Ins	6305	\$ 556.82	\$ 22.28	\$ 66.57	\$ 490.25	12.0%	
Operating Cost Total		\$ 68,757.42	\$ 5,134.45	\$ 12,910.78	\$ 55,846.64	18.8%	
General Overhead (Indirec	8.86%	\$ 6,042.57	\$ 454.91	\$ 1,177.14	\$ 4,865.43	19.5%	
Contract Total		\$ 74,800.00	\$ 5,589.36	\$ 14,087.92	\$ 60,712.08	18.8%	

GRANT NUMBER: 16D995H2 - OP DW

Operator DW

INVOICE NUMBER: 1092-790-3

PERIOD COVERED: 9/1/17 - 9/30/17

Eckerd Goal:		SEPTEMBER		25.0%		100.0%	Obligation Numbers
Line Item		Contract Amount	1092-790-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 6,548.88	\$ 668.74	\$ 3,968.15	\$ 2,580.73	60.6%	
Fringe Benefit Total	51xx	\$ 1,699.04	\$ (83.83)	\$ 2,015.23	\$ (316.19)	118.6%	
Staff Cost Total		\$ 8,247.92	\$ 584.91	\$ 5,983.38	\$ 2,264.54	72.5%	
Operating							
1.2 Staff Consumable Suppl	6000	\$ 302.40	\$ 83.11	\$ 119.45	\$ 182.95	39.5%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 230.40	\$ -	\$ -	\$ 230.40	0.0%	
1.5 Communications	6270	\$ 98.28	\$ 8.82	\$ 35.74	\$ 62.54	36.4%	
1.6 Staff Travel	61xx	\$ 248.28	\$ -	\$ 25.25	\$ 223.03	10.2%	
1.7 Staff Conf., Training	5105	\$ 108.00	\$ -	\$ -	\$ 108.00	0.0%	
1.8 Staff Equip/Comp Lease	6045	\$ 36.00	\$ -	\$ -	\$ 36.00	0.0%	
1.9 Postage	6005	\$ 28.80	\$ -	\$ -	\$ 28.80	0.0%	
Operating Total (01)		\$ 1,052.16	\$ 91.93	\$ 180.44	\$ 871.72	17%	
General Liability Ins	6305	\$ 75.93	\$ 39.19	\$ 92.06	\$ (16.13)	121.2%	
Operating Cost Total		\$ 9,376.01	\$ 716.03	\$ 6,255.88	\$ 3,120.13	66.7%	
General Overhead (Indirec	8.86%	\$ 823.99	\$ 63.44	\$ 554.27	\$ 269.72	67.3%	
Contract Total		\$ 10,200.00	\$ 779.47	\$ 6,810.15	\$ 3,389.85	66.8%	

Eckerd Workforce Development Services: Obligation Report (as of 10/30/17)

Formula Tuition	Adult	Dislocated Worker	Total
PY17 Budget	\$285,478.00	\$36,309.00	\$321,787.00
PY17 Vouchers Paid	\$60,751.07	\$10,853.85	\$71,604.92
PY17 Vouchers Not Paid	\$81,226.45	\$8,721.27	\$89,947.72
PY17 Vouchers Total	\$141,977.52	\$19,575.12	\$161,552.64
PY17 Funds Unobligated	\$143,500.48	\$16,733.88	\$160,234.36
PY17 ITA's Approved	\$194,497.91	\$38,350.63	\$232,848.54
PY17 ITA's Deobligations	\$3,108.50	\$0.00	\$3,108.50
PY17 ITA's Total YTD	\$191,389.41	\$38,350.63	\$229,740.04
PY17 ITA's vs Budget	\$94,088.59	(\$2,041.63)	\$92,046.96
PY18 ITA's Approved	\$0.00	\$0.00	\$0.00



PY17–WorkLink (Adult-1055 / DW-1056 Services)

Contract Budget Modification #1B

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: 17A295H1 & 17D295H1
Program: SC Works Case Management Services
Submission Date: 10/16/2017
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 an additional \$90,000 from available carry-over funds to increase Training and Supportive Services to Adult & Dislocated Worker participants. Eckerd plans to serve an additional 14 participants. This modification also reflects management staff transitions for Matt Fields and Renee Alexander and a 2% pay increase for project staff.

Staff Costs Narrative

Staff Postions	Staff		PY17 Budget		PY 17 Mod #1	Amt of Increase or Decrease

						\$ -
Sub-Total of Staff Costs			\$ 248,357.20		\$ 252,579.60	\$ 4,222.40
Fringe Benefits		Rate				
Health Insurance		17.11%	\$ 42,504.80	16.85%	\$ 42,548.35	\$ 43.55
FICA		7.65%	\$ 18,999.33	7.65%	\$ 19,322.34	\$ 323.01
Unemployment		0.98%	\$ 2,433.90	0.98%	\$ 2,475.28	\$ 41.38
Workers Comp		1.00%	\$ 2,483.57	1.00%	\$ 2,525.80	\$ 42.23
Retirement (403b Match)		1.95%	\$ 4,842.97	1.95%	\$ 4,925.30	\$ 82.33
Sub-Total Fringe:		28.69%	\$ 71,264.57	28.43%	\$ 71,797.07	\$ 532.50
TOTAL			\$ 319,621.77		\$ 324,376.67	\$ 4,754.90

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

No changes to this category.

Operating Costs						
1.1 Facility, Utilities, Maintenance		\$ -		\$ -		\$ -
1.2 Staff Consumable Supplies		\$ 3,600.00		\$ 3,600.00		\$ -
1.3 Advertising, Outreach		\$ 960.00		\$ 960.00		\$ -
1.4 Copy, Print		\$ 3,000.00		\$ 3,000.00		\$ -
1.5 Communications		\$ 7,480.60		\$ 7,480.60		\$ 0.00
1.6 Staff Travel		\$ 8,961.48		\$ 8,961.48		\$ 0.00
1.7 Staff Conferences, Training		\$ 4,200.00		\$ 4,200.00		\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 3,300.00		\$ 3,300.00		\$ -
1.9 Postage		\$ 1,800.00		\$ 1,800.00		\$ -
Sub-Total Operating		\$ 33,302.08		\$ 33,302.08		\$ 0.00

Training Costs Narrative

Increase Training Costs for Tuition as shown below.

Training						
2.3 Credential Exams & Assessments		\$ 11,500.00		\$ 12,250.00		\$ 750.00
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 304,138.00		\$ 375,342.65		\$ 71,204.65
2.8 On-the-Job Training		\$ -		\$ -		\$ -
Sub-Total Training		\$ 315,638.00		\$ 387,592.65		\$ 71,954.65

Supportive Services Narrative

Increase Supportive Services as shown below.

Supportive Services						
3.11 Transportation		\$ 1,500.00		\$ 4,500.00		\$ 3,000.00
3.12 Childcare		\$ 400.00		\$ 1,000.00		\$ 600.00
3.13 Emergency Assistance		\$ 500.00		\$ 1,000.00		\$ 500.00
3.14 Training Support Materials		\$ 3,750.00		\$ 5,000.00		\$ 1,250.00
Sub-Total of Supportive Services		\$ 6,150.00		\$ 11,500.00		\$ 5,350.00

Indirect & General Liability Insurance

Increase to Indirect Costs & General Liability Insurance as shown below.

Indirect Cost & Fees						
Indirect Cost	8.86%	\$ 59,779.47	8.86%	\$ 67,049.95		\$ 7,270.48
General Liability Ins.	0.75%	\$ 5,508.68	0.75%	\$ 6,178.66		\$ 669.98
Sub-Total of Indirect & Fees		\$ 65,288.15		\$ 73,228.61		\$ 7,940.46

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 # 17A295H1 & 17D295H1

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 287,523	\$ 36,854		\$ 324,377	\$ 324,377
OPERATING COSTS	\$ 29,525	\$ 3,777		\$ 33,302	\$ 33,302
TRAINING COSTS	\$ 343,557	\$ 44,036		\$ 387,593	\$ 387,593
SUPPORTIVE SERVICE COSTS	\$ 10,193	\$ 1,307		\$ 11,500	\$ 11,500
Training Fees/Professional Fees/ Profit	\$ 5,681	\$ 498		\$ 6,179	\$ 6,179
Indirect Costs	\$ 59,432	\$ 7,618		\$ 67,050	\$ 67,050
Total Budget Costs	\$ 735,911	\$ 94,089	\$ -	\$ 830,000	\$ 830,000
Percentage of Budget	89%	11%		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 <u>Eckerd Workforce Development</u>		Contract # <u>17A295H1 & 17D295H1</u>		Mod: <u>1</u>
Project/Activity <u>SC Works Adult-DW Services</u>		Fund Source <u>WIOA Adult & DLW Formula Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 3,600	\$ 3,191	\$ 409	\$ 3,600
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 960	\$ 851	\$ 109	\$ 960
1.4 Copy & Print Expenses	\$ 3,000	\$ 2,659	\$ 341	\$ 3,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,481	\$ 6,631	\$ 850	\$ 7,481
1.6 Staff Travel				
Local Mileage cost	\$ 4,161	\$ 3,692	\$ 470	\$ 4,161
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.)	\$ 4,200	\$ 3,723	\$ 477	\$ 4,200
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ 3,300	\$ 2,925	\$ 375	\$ 3,300
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,800	\$ 1,595	\$ 205	\$ 1,800
TOTAL OPERATING COSTS	\$ 33,302	\$ 29,525	\$ 3,777	\$ 33,302
TRAINING COSTS				
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.)	\$ 12,250	\$ 10,858	\$ 1,392	\$ 12,250
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	\$ 375,343	\$ 332,698	\$ 42,644	\$ 375,343
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 387,593	\$ 343,557	\$ 44,036	\$ 387,593
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 4,500	\$ 3,989	\$ 511	\$ 4,500
3.12 WI Customer Childcare Costs	\$ 1,000	\$ 886	\$ 114	\$ 1,000
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 1,000	\$ 886	\$ 114	\$ 1,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 5,000	\$ 4,432	\$ 568	\$ 5,000
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 11,500	\$ 10,193	\$ 1,307	\$ 11,500
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 6,179	\$ 5,681	\$ 498	\$ 6,179
TOTAL FEES / PROFIT COSTS	\$ 6,179	\$ 5,681	\$ 498	\$ 6,179

* 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 Area CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17A295H1 & 17D295H1
Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds
Mod# 1

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-17	131	10	141	10	4	14	127
August-17	127	16	143	10	4	14	129
September-17	129	20	149	10	4	14	135
October-17	135	16	151	9	3	12	139
November-17	139	22	161	12	6	18	143
December-17	143	20	163	10	4	14	149
January-18	149	22	171	10	6	16	155
February-18	155	22	177	12	4	16	161
March-18	161	22	183	10	4	14	169
April-18	169	20	189	12	4	16	173
May-18	173	20	193	12	4	16	177
June-18	177	20	197	12	6	18	179
Actual PY16 Carryovers	131	230					
New PY17 WIA Enrollments	230						
Active Follow-up	256						
Total Served	617						
Estimated PY17 Carryovers	179						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Board BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17A295H1 & 17D295H1
Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds
Mod# 1

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-17	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
August-17	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
September-17	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
October-17	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
November-17	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
December-16	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
January-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
February-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
March-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
April-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
May-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%
June-18	\$0.00	0%	\$69,166.67	100%	\$69,166.67	100%



PY17–WorkLink (Operator-1092 (780-790))

Contract Budget Modification #1B

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: 17A995H1 & 17D995H1
Program: SC Works One Stop Operator Services
Submission Date: 10/16/2017
One Stop Director: Kal Kunkel
Program Manager (s): Matt Fields & Karen Hamrick

Budget Modification Summary & Narrative

Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting a modification to the One Stop Operator Contract to reflect management staff transitions for Matt Fields and Renee Alexander. This modification also reflects a 2% pay increase for project staff. There is no change to the overall contract amount.

Staff Costs Narrative

CONTRACT BUDGET MODIFICATION

Increase staff costs as reflected below due to the management change and 2% increase for One Stop Manager.

Staff Postions	Staff		PY17 Budget		PY17 Budget Mod #1	Amt of Increase or Decrease
Sub-Total of Staff Costs			\$ 54,574.00		\$ 56,136.00	\$ 1,562.00
Fringe Benefits		Rate				
Health Insurance		14.36%	\$ 7,839.00	13.96%	\$ 7,839.00	\$ -
FICA		7.65%	\$ 4,174.91	7.65%	\$ 4,294.40	\$ 119.49
Unemployment		0.98%	\$ 534.83	0.98%	\$ 550.13	\$ 15.30
Workers Comp		1.00%	\$ 545.74	1.00%	\$ 561.36	\$ 15.62
Retirement (403b Match)		1.95%	\$ 1,064.19	1.95%	\$ 1,094.65	\$ 30.46
			\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:		25.94%	\$ 14,158.67	25.54%	\$ 14,339.55	\$ 180.88
TOTAL			\$ 68,732.67		\$ 70,475.55	\$ 1,742.88

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

Reduce the Operating Costs as reflected below.

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 2,520.00		\$ 2,040.00	\$ (480.00)
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 1,920.00		\$ 900.00	\$ (1,020.00)
1.5 Communications		\$ 819.00		\$ 788.90	\$ (30.10)
1.6 Staff Travel		\$ 2,069.02		\$ 2,069.02	\$ (0.00)
1.7 Staff Conferences, Training		\$ 900.00		\$ 780.00	\$ (120.00)
1.8 Staff Equipment/ Computer Leases / Software		\$ 300.00		\$ 300.00	\$ -
1.9 Postage		\$ 240.00		\$ 147.22	\$ (92.78)
Sub-Total Operating		\$ 8,768.02		\$ 7,025.14	\$ (1,742.88)

Training Costs Narrative

There are no Training Costs in this budget.

Supportive Services Narrative

There are no Support Service Costs in this budget.

Indirect & General Liability Insurance

There is no change to this category as shown below.

Indirect Cost & Fees					
Indirect Cost	8.86%	\$ 6,866.56	8.86%	\$ 6,866.56	\$ 0.00
General Liability Insurance	0.75%	\$ 632.75	0.75%	\$ 632.75	\$ 0.00
Sub-Total of Indirect & Fees		\$ 7,499.31		\$ 7,499.31	\$ 0.00

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 # 16A995H2 & 16D995H2

Project/Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 62,018	\$ 8,457		\$ 70,476	\$ 70,476
OPERATING COSTS	\$ 6,182	\$ 843		\$ 7,025	\$ 7,025
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/ Profit	\$ 557	\$ 76		\$ 633	\$ 633
Indirect Costs	\$ 6,043	\$ 824		\$ 6,867	\$ 6,867
Total Budget Costs	\$ 74,800	\$ 10,200	\$ -	\$ 85,000	\$ 85,000
Percentage of Budget	88%	12%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd WorkForce Development Contract # 16A995H2 & 16D995H2

Project/ Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Mod # 1

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%
Position Title	Per Month	Months	Time	AMOUNT							
TOTAL SALARIES				\$ 56,136.00		\$ 49,399.68		\$ 6,736.32			\$ 56,136.00
FRINGE BENEFITS:											
Health Insurance		X	13.96%	\$ 7,839.00	88.00%	\$ 6,898.32	12.00%	\$ 940.68		100%	\$ 7,839.00
FICA		X	7.65%	\$ 4,294.40	88.00%	\$ 3,779.08	12.00%	\$ 515.33		100%	\$ 4,294.40
Unemployment		X	0.98%	\$ 550.13	88.00%	\$ 484.12	12.00%	\$ 66.02		100%	\$ 550.13
Workers Comp		X	1.00%	\$ 561.36	88.00%	\$ 494.00	12.00%	\$ 67.36		100%	\$ 561.36
Retirement (403b Match)		X	1.95%	\$ 1,094.65	88.00%	\$ 963.29	12.00%	\$ 131.36		100%	\$ 1,094.65
		X	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -		100%	\$ -
TOTAL FRINGE BENEFITS				\$ 14,339.55		\$ 12,618.80		\$ 1,720.75			\$ 14,339.55
INDIRECT COST: RATE	\$ 77,500.68	X	8.86%	\$ 6,866.56	88.00%	\$ 6,042.57	12.00%	\$ 823.99		100%	\$ 6,866.56
TOTAL COST				\$ 77,342.11	88.00%	\$ 68,061.05	12.00%	\$ 9,281.05		100%	\$ 77,342.11

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 <u>Eckerd WorkForce Development</u>		Contract # <u>16A995H2 & 16D995H2</u>		Mod #: <u>1</u>
Project/Activity <u>SC Works Operator</u>		Fund Source <u>WIOA Adult & DLW Formula Funds</u>		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 2,040	\$ 1,795	\$ 245	\$ 2,040
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 900	\$ 792	\$ 108	\$ 900
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 789	\$ 694	\$ 95	\$ 789
1.6 Staff Travel				
Local Mileage cost	\$ 1,229	\$ 1,082	\$ 147	\$ 1,229
Non-Local Mileage cost	\$ 240	\$ 211	\$ 29	\$ 240
Non-Local Per Diem/Lodging Cost	\$ 600	\$ 528	\$ 72	\$ 600
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 780	\$ 686	\$ 94	\$ 780
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ 300	\$ 264	\$ 36	\$ 300
1.9 Postage (Stamps, FedEx, etc.)	\$ 147	\$ 130	\$ 18	\$ 147
TOTAL OPERATING COSTS	\$ 7,025	\$ 6,182	\$ 843	\$ 7,025
TRAINING COSTS				
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.)	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES COSTS				
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.)	\$ -	\$ -	\$ -	\$ -
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	\$ -	\$ -	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability	\$ 633	\$ 557	\$ 76	\$ 633
TOTAL FEES / PROFIT COSTS	\$ 633	\$ 557	\$ 76	\$ 633

* 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 Area CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 16A995H2 & 16D995H2
 Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds
 Mod# 1

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-17	131	10	141	10	4	14	127
August-17	127	16	143	10	4	14	129
September-17	129	20	149	10	4	14	135
October-17	135	16	151	9	3	12	139
November-17	139	22	161	12	6	18	143
December-17	143	20	163	10	4	14	149
January-18	149	22	171	10	6	16	155
February-18	155	22	177	12	4	16	161
March-18	161	22	183	10	4	14	169
April-18	169	20	189	12	4	16	173
May-18	173	20	193	12	4	16	177
June-18	177	20	197	12	6	18	179
Actual PY16 Carryovers	131	230					
New PY17 WIA Enrollments	230						
Active Follow-up	256						
Total Served	617						
Estimated PY17 Carryovers	179						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Board BUDGET FLOW PROJECTIONS

Service Provider Eckerd WorkForce Development Contract # 17A995H1 & 17D995H1
 Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds
 Mod# 1

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
August-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
September-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
October-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
November-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
December-17	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
January-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
February-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
March-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
April-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
May-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%
June-18	\$0.00	0%	\$7,083.33	100%	\$7,083.33	100%

*Funds not received from SCDEW yet	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth		Total	YTD Sept 2017	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'17 Allocations Estimate	712,839	79,204	605,141	67,238	770,692	85,632		2,320,746					
Transfer of funds	250,000	-	(250,000)	-	-	-		-					
PY'16 Carryover	358,174	61,315	28,812	25,656	141,295	42,281		657,533					
	1,321,013	140,519	383,953	92,894	911,987	127,913		2,978,279					
Service Providers													
Eckerd - Adult/DW Services	735,911	-	94,089	-	-	-		830,000	162,874	20%	207,500	25%	667,126
Eckerd - Operator	74,800	-	10,200	-	-	-		85,000	29,976	35%	21,250	25%	55,024
Eckerd - Youth	-	-	-	-	649,860	-		649,860	136,562	21%	162,465	25%	513,298
OJT	32,000	-	-	-	-	-		32,000	3,780	12%	8,000	25%	28,220
Undesignated Funds	276,222	66,897	224,070	21,829	158,680	16,036		763,734	-	0%			763,734
Total Pass-Through Contracts	1,118,933	66,897	328,359	21,829	808,540	16,036		2,360,594	333,192	14%	399,215	17%	2,027,402
Total Revenue after Obligations	202,080	73,622	55,594	71,065	103,447	111,877		617,685					
									YTD Oct 2017 as of 10/30	Actual % Expended	Goal Expended	Goal % Expended	Balance
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth		Total					
Salaries, Fringe, & Indirect	138,389	53,824	46,546	51,813	86,086	93,069		469,727	129,552	28%	156,576	33%	340,175
SC Works Centers & Satellites Facility Costs	170,000	6,000	20,000	6,000	10,000	5,000		217,000	55,378	26%	72,333	33%	161,622
Payment from SCDEW for Facilities	(110,000)		(12,250)					(122,250)		0%	(40,750)	33%	(122,250)
Unemployment Compensation		2,012		2,012		2,012		6,036			2,012	33%	6,036
Contractual & Outside Services		1,750		1,750		1,750		5,250	977	0%	1,750	33%	4,273
Travel	1,455	248	364	264	1,131	264		3,725		0%	1,242	33%	3,725
AOP BIS Transportation					5,000			5,000	287	6%	1,667	33%	4,713
Supplies - Consummable & Non-Consummable		680		640		680		2,000	437	22%	667	33%	1,563
Insurance		3,000		2,750		3,000		8,750	2,061	24%	2,917	33%	6,689
Postage		170		170		160		500	36	7%	167	33%	464
Printing		1,850		1,850		1,850		5,550	1,006	18%	1,850	33%	4,544
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175		8,000	2,081	26%	2,667	33%	5,919
Memberships, Dues, & Prof Fees		750		500		750		2,000	200	10%	667	33%	1,800
Training	736	48	184	51	730	51		1,800	505	28%	600	33%	1,295
Job Fair / Hiring Event Expenses								-	-	0%	-	33%	-
R&M & Gas - WIA Car		200		200		200		600	50	8%	200	33%	550
Outreach (SC Works Center's Only)	1,000		250					1,250	-	0%	417	33%	1,250
Meeting Expense (Madren Center & Other)	-	915	-	915	-	915		2,745	253	9%	915	33%	2,492
Total In-House	202,079	73,622	55,594	71,065	103,447	111,876		617,683	192,823	31%	205,894	33%	424,860

Grant Number: 17Y495H3						
Invoice Number: 1058-2						
Period Covered: 8/1/17 - 8/31/17						
Eckerd Goal:			AUGUST			
			16.7%			100.0%
Line Item		Budget Mod 1	1058-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 308,707.00	26,503.53	51,142.53	\$ 252,044.47	16.6%
Fringe Benefit Total 51xx		\$ 73,910.42	9,051.79	15,932.65	\$ 57,977.77	21.6%
Staff Cost Total		\$ 382,617.42	35,555.32	67,075.18	\$ 310,022.24	17.5%
Operating						
1.1 Facility, Utilities, Maintenance	6205	\$ 9,600.00	-	-	\$ 9,600.00	0.0%
1.2 Staff Consumable Supplies	6000	\$ 1,200.00	26.78	53.33	\$ 1,146.67	4.4%
1.3 Advertising, Outreach	6735	\$ -	-	-	\$ -	0.0%
1.4 Copy, Print	6730	\$ 1,200.00	-	-	\$ 1,200.00	0.0%
1.5 Communications	6265	\$ 6,136.00	437.05	989.83	\$ 5,146.17	16.1%
1.6 Staff Travel	61xx	\$ 11,419.02	69.96	288.20	\$ 11,130.82	2.5%
1.7 Staff Conferences, Training	5105	\$ 1,000.00	-	-	\$ 1,000.00	0.0%
1.8 Staff Computer Software License	6045	\$ 2,798.16	-	-	\$ 2,798.16	0.0%
1.9 Postage	6005	\$ 1,741.00	81.32	152.36	\$ 1,588.64	8.8%
Operating Total (01)		\$ 35,094.18	615.11	1,483.72	\$ 33,610.46	4%
Direct Training						
2.1 Participant Supplies		\$ 1,560.00	-	-	\$ 1,560.00	0.0%
2.2 Participant Books	6030	\$ 1,500.00	36.00	406.00	\$ 1,094.00	27.1%
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 9,000.00	-	-	\$ 9,000.00	0.0%
2.4 TABE Test Materials		\$ -	-	-	\$ -	0.0%
2.5 Tuition (Adult Education)		\$ 15,000.00	-	-	\$ 15,000.00	0.0%
2.6 Tuition (College or Vocational)	6530	\$ 56,602.55	158.00	4,866.00	\$ 51,736.55	8.6%
2.9 Work Experience (Stipends)	6505	\$ 44,640.00	2,024.70	3,950.08	\$ 40,689.92	8.8%
2.10 Awards/Events		\$ -	-	-	\$ -	0.0%
2.11 Software Licenses		\$ -	-	-	\$ -	0.0%
2.12 Work Keys		\$ -	-	-	\$ -	0.0%
Direct Training Total (02)		\$ 128,302.55	2,218.70	9,222.08	\$ 119,080.47	7%
Support Services						
3.1 Participant Incentives (Skill Invoices)	6585	\$ 21,645.00	300.00	450.00	\$ 21,195.00	2.1%
3.2 Transportation	6485	\$ 15,000.00	840.00	1,480.00	\$ 13,520.00	9.9%
3.3 Childcare	6660	\$ 510.00	-	-	\$ 510.00	0.0%
3.4 Training Support Materials	6545	\$ 3,000.00	-	188.00	\$ 2,812.00	6.3%
3.5 Emergency Assistance	6590	\$ 1,500.00	-	-	\$ 1,500.00	0.0%
3.6 Expungements		\$ 750.00	-	-	\$ 750.00	0.0%
Support Service Total (03)		\$ 42,405.00	1,140.00	2,118.00	\$ 40,287.00	5.0%
General Liability Ins		\$ 4,804.15	334.23	684.52	\$ 4,119.63	14.2%
Operating Cost Total		\$ 593,223.30	\$ 39,863.36	80,583.50	\$ 507,119.80	13.6%
General Overhead (Indirect) 8.86%		\$ 52,133.94	3,531.89	7,158.90	\$ 44,975.04	13.7%
Contract Total		\$ 645,357.24	43,395.25	87,742.40	\$ 552,094.84	13.6%
					557,614.84	
Work Experience			AUG	Cumulative	YTD % Spent	
		Staff WEX Salaries	8,355.80	17,014.78	3%	
		Staff WEX Fringe	3,528.65	5,997.34	1%	
		Stipends	2,024.70	3,950.08	1%	
		Total	13,909.15	26,962.20	5%	
		Percentage Spent	2%			

Grant Number: 17Y495H3							
Invoice Number: 1058-3							
Period Covered: 9/1/17 - 9/30/17							
Eckerd Goal:		SEPTEMBER					
		25.0%				100.0%	
Line Item		Budget Mod 1	1058-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 308,707.00	\$ 24,593.35	\$ 75,952.55	\$ 232,754.45	24.6%	
Fringe Benefit Total 51xx		\$ 73,910.42	\$ 6,855.23	\$ 22,787.88	\$ 51,122.54	30.8%	
Staff Cost Total		\$ 382,617.42	\$ 31,448.58	\$ 98,740.43	\$ 283,876.99	25.8%	
Operating							
1.1 Facility, Utilities, Maintenance	6205	\$ 9,600.00	\$ 2,400.00	\$ 2,400.00	\$ 7,200.00	25.0%	
1.2 Staff Consumable Supplies	6000	\$ 1,200.00	\$ 124.08	\$ 177.41	\$ 1,022.59	14.8%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%	
1.5 Communications	6270	\$ 6,136.00	\$ 2,554.45	\$ 3,544.28	\$ 2,591.72	57.8%	
1.6 Staff Travel	61xx	\$ 11,419.02	\$ 396.09	\$ 684.29	\$ 10,734.73	6.0%	
1.7 Staff Conferences, Training	5105	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%	
1.8 Staff Computer Software License	6045	\$ 2,798.16	\$ -	\$ -	\$ 2,798.16	0.0%	
1.9 Postage	6005	\$ 1,741.00	\$ 57.97	\$ 210.33	\$ 1,530.67	12.1%	
Operating Total (01)		\$ 35,094.18	\$ 5,532.59	\$ 7,016.31	\$ 28,077.87	20%	
Direct Training							
2.1 Participant Supplies		\$ 1,560.00	\$ -	\$ -	\$ 1,560.00	0.0%	
2.2 Participant Books	6030	\$ 1,500.00	\$ 558.00	\$ 964.00	\$ 536.00	64.3%	
2.3 Credential Exam Fees (NRF, C.N.A., GEC	6520	\$ 9,000.00	\$ 15.00	\$ 15.00	\$ 8,985.00	0.2%	
2.4 TABE Test Materials		\$ -	\$ -	\$ -	\$ -	0.0%	
2.5 Tuition (Adult Education)		\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%	
2.6 Tuition (College or Vocational)	6530	\$ 56,602.55	\$ 3,578.00	\$ 8,444.00	\$ 48,158.55	14.9%	
2.9 Work Experience (Stipends)	6505	\$ 44,640.00	\$ 2,056.08	\$ 6,006.16	\$ 38,633.84	13.5%	
2.10 Awards/Events		\$ -	\$ -	\$ -	\$ -	0.0%	
2.11 Software Licenses		\$ -	\$ -	\$ -	\$ -	0.0%	
2.12 Work Keys		\$ -	\$ -	\$ -	\$ -	0.0%	
Direct Training Total (02)		\$ 128,302.55	\$ 6,207.08	\$ 15,429.16	\$ 112,873.39	12%	
Support Services							
3.1 Participant Incentives (Skill Invoices)	6585	\$ 21,645.00	\$ 150.00	\$ 600.00	\$ 21,045.00	2.8%	
3.2 Transportation	6485	\$ 15,000.00	\$ 700.00	\$ 2,180.00	\$ 12,820.00	14.5%	
3.3 Childcare	6660	\$ 510.00	\$ -	\$ -	\$ 510.00	0.0%	
3.4 Training Support Materials	6545	\$ 3,000.00	\$ 283.20	\$ 471.20	\$ 2,528.80	15.7%	
3.5 Emergency Assistance	6590	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%	
3.6 Expungements		\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%	
Support Service Total (03)		\$ 42,405.00	\$ 1,133.20	\$ 3,251.20	\$ 39,153.80	7.7%	
General Liability Ins		\$ 4,804.15	\$ 325.46	\$ 1,009.98	\$ 3,794.17	21.0%	
Operating Cost Total		\$ 593,223.30	\$ 44,646.91	\$ 125,447.08	\$ 467,776.22	21.1%	
General Overhead (Indirect) 8.86%		\$ 52,133.94	\$ 3,955.72	\$ 11,114.61	\$ 41,019.33	21.3%	
Contract Total		\$ 645,357.24	\$ 48,602.63	\$ 136,561.69	\$ 508,795.55	21.2%	
					508,795.55		
Work Experience			SEPT	Cumulative	YTD % Spent		
	Staff WEX Salaries		7,793.52	24,808.30	4%		
	Staff WEX Fringe		2,232.08	8,229.42	1%		
	Stipends		2,056.08	6,006.16	1%		
	Total		12,081.68	39,043.88	7%		
	Percentage Spent		2%				



WorkLink Youth PY17

Contract & Budget Modification #2

Contractor: Eckerd Workforce Development
Contract #'s: 17Y495H1
Program: Youth Services
Submission Date: 10/18/2017
Prepared by: Kal Kunkel, Sr. Operations Director
Region Manager: Renee Alexander
Program Manager (s): Karen Craven

Budget Modification Summary & Narrative

Budget Summary

Budget Modification #2 as outlined in this narrative demonstrates an overall increase to the contract budget of \$4,502.73 for 2% Salary increases for Eckerd Employees earning \$50,000 or less per year as part of a companywide Cost of Living increase. We also transferred \$1,000 from Line Item 3.1 Participant Incentives to Line Item 2.2 Participant Books. The overall contract value is now \$649,859.96 an increase of \$4,502.73.

CONTRACT BUDGET MODIFICATION

		PY17 Budget Mod #1		PY17 Budget Mod #2	Amt of Increase or Decrease
Slot Level					
		156		156	0

Staff Costs Narrative

Increased Staff Salaries and Fringe by \$4,104.45 for a 2% Cost of Living increase to all Eckerd Employees making \$50,000 per year or less that have been with the organization at least one year. The chart below reflects 2 rows for each staff member receiving an increase to demonstrate their pay for the first 3 months and then for the last 9 months of the year.

Staff Costs					
Sub-Total of Staff Costs					
		\$ 308,707.00		\$ 312,386.26	\$ 3,679.26
Fringe Benefits	Rate		Rate		
Health Insurance	12.36%	\$ 38,149.80	12.21%	\$ 38,149.80	\$ -
FICA	7.65%	\$ 23,616.09	7.65%	\$ 23,897.55	\$ 281.46
Unemployment	0.98%	\$ 3,037.68	0.98%	\$ 3,073.88	\$ 36.20
Workers Comp	1.00%	\$ 3,087.07	1.00%	\$ 3,123.86	\$ 36.79
Retirement (403b Match)	1.95%	\$ 6,019.79	1.95%	\$ 6,091.53	\$ 71.74
Genral Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:		23.94%	\$ 73,910.43	23.80%	\$ 74,336.62
					\$ 426.19

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

No change to Operating Costs.

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 1,200.00		\$ 1,200.00	\$ -
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 1,200.00		\$ 1,200.00	\$ -
1.5 Communications		\$ 6,136.00		\$ 6,136.00	\$ 0.00
1.6 Staff Travel		\$ 11,419.02		\$ 11,419.02	\$ 0.00
1.7 Staff Conferences, Training		\$ 1,000.00		\$ 1,000.00	\$ (0.00)
1.8 Staff Computers (ETO)		\$ 2,798.16		\$ 2,798.16	\$ -
1.9 Postage		\$ 1,741.00		\$ 1,741.00	\$ -
Sub-Total Operating		\$ 35,094.18		\$ 35,094.18	\$ 0.00

Training Costs Narrative

Request to increase Participant Books by \$1,000.00.

Training					
2.1 Participant Supplies		\$ 1,560.00		\$ 1,560.00	\$ -
2.2 Participant Books		\$ 1,500.00		\$ 2,500.00	\$ 1,000.00
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 9,000.00		\$ 9,000.00	\$ -
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 15,000.00		\$ 15,000.00	\$ -
2.6 Tuition (College or Vocational)		\$ 56,602.55		\$ 56,602.55	\$ (0.00)
2.9 Work Experience (Stipends)		\$ 44,640.00		\$ 44,640.00	\$ -
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ -		\$ -	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -
Sub-Total Training		\$ 128,302.55		\$ 129,302.55	\$ 1,000.00

Supportive Services Narrative

Request to decrease participant Incentive Payment by \$1,000.00 to transfer to Participant Books.

Supportive Services					
3.1 Participant Incentives (Skill Invoices)		\$ 21,645.00		\$ 20,645.00	\$ (1,000.00)
3.2 Transportation		\$ 15,000.00		\$ 15,000.00	\$ -
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	\$ -
3.6 Expungements		\$ 750.00		\$ 750.00	\$ -
Sub-Total of Supportive Services		\$ 42,405.00		\$ 41,405.00	\$ (1,000.00)

CONTRACT BUDGET MODIFICATION

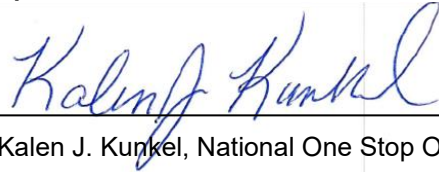
Indirect & Audit Fees

Request to increase Indirect Costs and General Liability Insurance by \$397.28 as these are proportional to the increase of the Staff Salaries and Fringe.

Indirect Cost & Fees					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	8.86%	\$ 52,133.94	8.86%	\$ 52,497.68	\$ 363.74
General Liability (Eckerd)	0.75%	\$ 4,804.13	0.75%	\$ 4,837.67	\$ 33.54
Sub-Total of Indirect & Fees		\$ 56,938.07		\$ 57,335.35	\$ 397.28
		\$ 645,357.23		\$ 649,859.96	\$ 4,502.73

APPROVAL(S)

Prepared By



Kalen J. Kunkel, National One Stop Operations Director

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – BUDGET FORMS

WORKFORCE DEVELOPMENT BOARD						
WorkLink Workforce Development Area						
GRANT BUDGET SUMMARY						
Service Provider	Eckerd Workforce Development	Contract #	17Y495H3			
Project/Activity	Palmetto Youth Connections	Funding Source	WIOA Youth		Modification #	2
CATEGORIES		Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)		\$ 251,221	\$ 12,342		\$ 263,563	\$ 263,563
Work Experience Staff Salary & Fringe		\$ 117,002	\$ 6,158		\$ 123,160	\$ 123,160
OPERATING COSTS		\$ 35,094	\$ -		\$ 35,094	\$ 35,094
TRAINING COSTS		\$ 84,663			\$ 84,663	\$ 84,663
Work Experience Stipends		\$ 44,640	\$ -		\$ 44,640	\$ 44,640
SUPPORTIVE SERVICE COSTS		\$ 23,405	\$ -		\$ 23,405	\$ 23,405
Training Transportation		\$ 10,125	\$ 1,125		\$ 11,250	\$ 11,250
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		\$ 4,596	\$ 242		\$ 4,838	\$ 4,838
Indirect Costs		\$ 49,873	\$ 2,625		\$ 52,498	\$ 52,498
Total Budget Costs		\$ 626,693	\$ 23,166	\$ -	\$ 649,860	\$ 649,860
Percentage of Budget		96%	4%		100.00%	
Work Experience Cost		\$ 167,800				
		26%				
Cost Limitations				2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

WORKFORCE DEVELOPMENT BOARD													
WorkLink Workforce Development Area													
COST AND PRICE ANALYSIS WORKSHEET													
Service Provider		Eckerd Workforce Development			Contract #		17Y495H3						
Project/ Activity		Palmetto Youth Connections			Funding Source:		WIOA Youth			Mod #		2	
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	
TOTAL SALARIES					\$312,386.26		\$297,442.60		\$14,943.66		\$0.00		\$312,386.26
FRINGE BENEFITS:													
FICA		X	7.65%	\$23,897.55		\$22,754.36		\$1,143.19		\$0.00		\$23,897.55	
Workers Comp.		X	1.00%	\$3,123.86		\$2,974.43		\$149.44		\$0.00		\$3,123.86	
Health & Wealth (Pos. Level)		X	12.21%	\$38,149.80		\$36,324.82		\$1,824.98		\$0.00		\$38,149.80	
Ret. / Pension		X	1.95%	\$6,091.53		\$5,800.13		\$291.40		\$0.00		\$6,091.53	
Unemployment Insurance (State & Federal)		X	0.98%	\$3,073.88		\$2,926.84		\$147.05		\$0.00		\$3,073.88	
Other (Specify):		X	0.00%	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
TOTAL FRINGE BENEFITS				\$74,336.62		\$70,780.58		\$3,556.05		\$0.00		\$74,336.62	
INDIRECT COST: RATE	\$ 592,524.61	X	8.86%	\$ 52,497.68	95%	\$49,872.80	5%	\$2,624.88		\$0.00		\$52,497.68	
TOTAL COST				\$439,220.57		\$418,095.98		\$21,124.59		\$0.00		\$439,220.57	
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 DEVELOPMENT BOARD						
WorkLink Workforce Development Area						
COST AND PRICE ANALYSIS WORKSHEET						
Service Provider	Eckerd Workforce Development	Contract #	17Y495H3	Mod #	2	
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA Youth			
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration	
OPERATING COSTS						
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600	
1.2 Staff Expendable Supplies & Materials	\$ 1,200	\$ 1,200	\$ -		\$ 1,200	
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -		\$ -	
1.4 Copy & Print Expenses	\$ 1,200	\$ 1,200	\$ -		\$ 1,200	
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,136	\$ 6,136	\$ -		\$ 6,136	
1.6 Staff Travel						
Local Mileage cost	\$ 7,279	\$ 7,279	\$ -		\$ 7,279	
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.)	\$ 1,000	\$ 1,000	\$ -		\$ 1,000	
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)						
Non-Expendable Equipment Purchases (Computer Leases)	\$ 2,798	\$ 2,798	\$ -		\$ 2,798	
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,741	\$ 1,741			\$ 1,741	
TOTAL OPERATING COSTS	\$ 35,094	\$ 35,094	\$ -	\$ -	\$ 35,094	
TRAINING COSTS						
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560	
2.2 WI Customer Book Costs	\$ 2,500	\$ 2,500	\$ -		\$ 2,500	
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 9,000	\$ 9,000	\$ -		\$ 9,000	
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)	\$ 15,000	\$ 15,000	\$ -		\$ 15,000	
2.6 Individual Training Account/Voucher Cost	\$ 56,603	\$ 56,603	\$ -		\$ 56,603	
2.9 WI Customer Work Experience Costs						
Reimbursable Stipends	\$ 44,640	\$ 44,640	\$ -		\$ 44,640	
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -	
2.11 Software Licenses	\$ -	\$ -	\$ -		\$ -	
TOTAL TRAINING COSTS	\$ 129,303	\$ 129,303	\$ -	\$ -	\$ 129,303	
SUPPORTIVE SERVICES COSTS						
3.1 WI Customer Incentives (Youth Only)	\$ 20,645	\$ 20,645	\$ -		\$ 20,645	
3.2 WI Customer Transportation Costs						
3.2 Training Transportation	\$ 11,250	\$ 10,125	\$ 1,125		\$ 11,250	
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	
3.6 Expungements	\$ 750	\$ 750	\$ -		\$ 750	
TOTAL SUPPORTIVE SERVICES COSTS	\$ 41,405	\$ 39,605	\$ 1,800	\$ -	\$ 41,405	
TRAINING/PROFESSIONAL FEES/PROFIT						
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -	
4.2 General Liability Insurance	\$ 4,838	\$ 4,596	\$ 242		\$ 4,838	
TOTAL FEES / PROFIT COSTS	\$ 4,838	\$ 4,596	\$ 242	\$ -	\$ 4,838	

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

CONTRACT BUDGET MODIFICATION

WORKFORCE DEVELOPMENT BOARD							
WorkLink Workforce Development Area							
BUDGET FLOW PROJECTIONS							
Service Provider	Eckerd Workforce Development			Contract #		17Y495H3	
Project/Activity	Palmetto Youth Connections			Fund Source		WIOA	
				Mod #		2	
	Cumulative Expenditures						
			Non-				
Period	Administration	%	Administration	%	Totals		%
July-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
August-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
September-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
October-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
November-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
December-17	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
January-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
February-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
March-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
April-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
May-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%
June-18	\$0.00	0%	\$54,155.00	100%		\$54,155.00	100%

WORKFORCE DEVELOPMENT BOARD						
WorkLink Workforce Development Area						
CLIENT FLOW PROJECTIONS						
Service Provider	Eckerd Workforce Development			Contract #	17Y495H3	
Project/Activity	Palmetto Youth Connections			Fund Source	WIOA	
				Mod #	2	
Period	Clients Served			Clients Exited	Active	
	Carryover	New	Cumulative	Cumulative	Clients	
July-17	36	6	42	10	32	
August-17	32	6	38	10	28	
September-17	28	6	34	10	24	
October-17	24	15	39	10	29	
November-17	29	15	44	10	34	
December-17	34	8	42	10	32	
January-18	32	13	45	10	35	
February-18	35	13	48	10	38	
March-18	38	13	51	10	41	
April-18	41	11	52	5	47	
May-18	47	11	58	10	48	
June-18	48	3	51	10	41	
Carryovers	36	120				
New Enrollments	120					
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.						

16IWT01

Grant #	Company	Awarded	Updated	Spent	Balance	Mod.	Mod. 2	Match
16IWT01-01	ALLEGRO INDS.	\$ 3,018.60	\$ 2,902.50	\$ 2,902.50	\$ -	\$ (116.10)		10%
16IWT01-02	BOSCH	\$ 15,808.08		\$ 7,685.29	\$ 8,122.79			50%
16IWT01-03	MATERIALS MGMT.	\$ 10,804.50		\$ 6,831.00	\$ 3,973.50			10%
16IWT01-04	MERGON	\$ 7,745.00	\$ -	\$ -	\$ -	\$ (7,745.00)		50%
16IWT01-05	TACTICAL MED	\$ 3,505.50	\$ 6,745.50	\$ 6,291.00	\$ -	\$ (360.00)	\$ 3,600.00	10%
16IWT01-06	JOHNSON CONTROLS	\$ 30,550.32	\$ 7,050.00	\$ 7,050.00	\$ -			50%
16IWT01-07	SEALED AIR	\$ 5,000.00	\$ -	\$ -	\$ -	\$ (5,000.00)		50%
16IWT01-08	IMPERIAL DIE CASTING	\$ 7,000.00		\$ 7,000.00	\$ -			50%
16IWT01-09	United Tool and Mold	\$ 2,691.00		\$ 2,691.00	\$ -	\$ 2,691.00		10%
16IWT-10	McLaughlin	\$ 1,936.00		\$ 1,936.00		\$ 1,936.00		50%
16IWT-11	BORGWARNER	\$ 9,286.08	\$40,618.64	\$40,318.64	\$ -	\$ 31,032.56		50%

\$82,705.43

Balance: 726.57

16IWT01-02

Grant #	Company	Requested	Awarded	Updated	Spent	Balance	Mod.	Mod. 2	Match %
16IWT01-02-02	Bosch	\$ 73,568.00	\$ 54,969.50			\$ -			50%
16IWT01-02-03	McLaughlin	\$ 23,033.50	\$ 21,097.50						50%
16IWT01-02-04	Mergon	\$ 19,870.00	\$ 19,870.00						50%
16IWT01-02-05	Metco	\$ 14,130.00	\$ 14,130.00			\$ -			10%
16IWT01-02-06	Plastic Omnium	\$ 16,445.00	\$ 16,445.00						50%
16IWT01-02-01	United Tool and Mold	\$ 3,456.00	\$ 765.00						10%
16IWT01-02-07	Yokohama	\$ 9,776.50	\$ 9,776.50						50%
16IWT01-02-08	Reliable	\$ 69,197.50	\$ 69,197.50		\$ 7,025.00	\$ 62,172.50	\$ 1,822.70		50%
16IWT01-02-09	BASF	\$ 62,580.00	\$ 26,583.00						50%
16IWT01-02-10	BorgWarner	\$ 52,697.60	\$ 26,583.00						50%
16IWT01-02-11	Greenfield Industries	\$ 6,413.00	\$ 6,413.00						50%
			\$ 265,830.00		7,025.00	62,172.50	1,822.70		

WorkLink Program Year 2016 Financial Status							
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)							
	Program Revenue			**Extended by DOL to 9/30/17			
	\$ 1,299,610						
Per Mod #3 Approved Feb 2016	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe (WDB)	\$ 64,148		64,380	100%	64,380	100.36%	\$ (232)
Indirect (WDB)	21,630		21,701	100%	21,701	100.33%	(71)
Travel (WDB)	378		-	0%	-	0.00%	378
Tri-County Technical College	434,481		434,481	100%	434,481	100.00%	-
Greenville Technical College	434,481		434,481	100%	426,393	98.14%	8,088
Northeastern Technical College	344,492		344,492	100%	315,623	91.62%	28,869
Total In-House	\$ 1,299,610		\$ 1,299,536	100%	\$ 1,262,579	97.15%	\$ 37,031
Grant Period: 10/1/13-9/30/17			Goal Thru September 2017			100.00%	
13M295T1 - TCTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000		10,636	97%	10,636	96.69%	\$ 364
Recruitment & Assessment	5,000		5,364	107%	5,364	107.28%	(364)
Training	418,481		418,481	100%	418,481	100.00%	-
Job Placement	-		-	0%	-	0.00%	-
Total In-House	\$ 434,481		\$ 434,481	100%	\$ 434,481	100.00%	\$ -
13M295G1 - GTC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 22,350		18,509	83%	18,509	82.81%	\$ 3,841
Recruitment & Assessment	-		-	0%	-	0.00%	-
Training	411,131		407,884	99%	407,884	99.21%	3,247
Job Placement	1,000		-	0%	-	0.00%	1,000
Total In-House	\$ 434,481		\$ 426,393	98%	\$ 426,393	98.14%	\$ 8,088
13M295N1 - NETC	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
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

PY17 OJT Summary

Adult 2810

Contract Number		Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID
10162017-9369		C. Morgan	Adult	1986073	Belton Metal Co., Inc.	Anderson	10/16/2017	1/8/2018	N/A	480	\$14.00	75%	\$5,040.00		\$5,040.00	

Budget	Remaining
\$32,000.00	\$26,960.00

Anderson		
	\$5,040.00	100%
Pickens	\$0.00	0%
Oconee	\$0.00	0%

Hours Trained	Average Wage
480	\$14.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$5,040.00	\$0.00	\$5,040.00	\$0.00	\$0.00
Net Obligated	\$5,040.00			

DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
														\$0.00		\$0.00

Budget	Remaining
\$0.00	\$0.00

Anderson		
	\$0.00	#DIV/0!
Pickens	\$0.00	#DIV/0!
Oconee	\$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligated	\$0.00			