

FINANCE COMMITTEE
October 30, 2018
SC Works Clemson Conference Room
3:00 P.M.

AGENDA

- I. Call to Order**
- II. Introductions**
- III. Approval of Minutes / Meeting Review*** **Stephanie Collins**
- IV. PY'18 Budget Overview** **WorkLink/Eckerd**
 - I. WorkLink Grants**
 - a. Adult, DW, Operator
 - b. Adult, DW, Operator Mod. 1*
 - c. Rapid Response Funding Request*
 - d. Youth
 - e. Youth Mod. 1*
 - II. In-house Budget**
- V. Ongoing Grants** **WorkLink**
 - I. PY 17 IWT**
 - II. RRIWT Grants**
 - III. Transportation Grant**
 - IV. OJT**
 - V. Technology Grant**
 - VI. PY 18 IWT**
- VI. Other Business** **Stephanie Collins**
- VII. Adjournment** **Committee Chair**

UPCOMING MEETING

November 7, 2018 – Board Meeting – 1:00 pm – Madren Center



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
September 4, 2018
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

Dr. Ronnie Booth Stephanie Collins Mike Wallace

Members Absent:

David Collins

Staff Present:

Sharon Crite Jennifer Kelly Trent Acker Meredith Durham
Windy Graham

Guest Present:

Karen Hamrick Renee Alexander

CALL TO ORDER & INTRODUCTIONS

Ms. Stephanie Collins called the meeting to order at 3:07 pm, welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee. Ms. Collins reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF 5-30-2018 MEETING MINUTES

Ms. Collins called for a review of the minutes and any corrections/amendments to the minutes or a motion to approve.

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

PY'17 BUDGET OVERVIEW

WorkLink Grants

Ms. Collins referred 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 6-9 providing the following budget updates for PY'17:

- Page 6 shows expenditures for the Adult Operator budget at 93.1% through June 2018.
- The Dislocated Worker Operator budget as shown on page 7 was 98.3% expended through June 2018.
- Page 8 shows the Adult Program budget which was expended at 97.9%.
- The DW Program budget on page 9 was expended at 83.0%.

Youth Budget Overview

Ms. Renee Alexander referred to page 10, which shows the Youth budget was 94.8% expended through June 2018. Ms. Alexander called attention to the Work Experience line item, which was 107.2% expended.

In House Budget

Mr. Acker presented the final PY '17 in-house budget through June 2018. Mr. Acker pointed out several items for the committee. The Salaries, Fringe, and Indirect line item overage is in part caused by a pay period peculiarity and health insurance variations, but is in the process of being reviewed for other causes. The SC Works Center costs were under budget due to repair items and other contingencies not being expended. The Contractual and Outside Services line item was another small overage that will be reviewed for the PY'18 Budget. The car repair and travel overages were due to expenditures that were not anticipated.

PY'18 BUDGET OVERVIEW

Adult, DW, Operator PY '18 Budget(s)

Ms. Alexander referred to the Letter of Intent on page 11, which specifies the amounts of the Adult/DW grants for PY'18. The Adult/DW budget for PY'18 is \$740,000 and the Operator PY'18 budget is \$85,000. Ms. Alexander referred to page 13, which shows the Grant Budget Summary. The Cost and Price Analysis Worksheets were provided on pages 14-15. Ms. Alexander highlighted that Eckerd is planning for \$329,133 to be used in direct participant training costs and \$9,491 in supportive services costs. The Client Flow Projections was listed on page 16, showing that Eckerd plans to enroll 230 new participants and serve participants from carryover, totaling 571 participants. A Budget Flow Projections sheet was provided on page 17. Ms. Alexander stated that pages 18-19 show a comparison from the PY17 Budget Modification #2, which totaled \$880,000.

Ms. Alexander referred to page 20 for the Operator budget piece. The Operator budget was \$85,000 for PY '17 and will remain at \$85,000 for PY '18. The Cost and Price Analysis Worksheets and Budget Flow Projections were also provided for reference.

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 26-30 providing the following budget updates for PY'18:

- Page 26 shows expenditures for the Adult Operator budget at 7.5% through July 2018.
- The Dislocated Worker Operator budget as shown on page 27 was 7.5% expended through July 2018.
- Page 28 shows the Adult Program budget which was expended at 8.6% through July 2018.
- The DW Program budget on page 29 was expended at 5.7% through July 2018.
- The Rapid Response budget listed on page 30 was expended at 0.4% through July 2018.

Youth Budget Overview

Ms. Renee Alexander referred to page 31, which shows the Youth budget was 6.6% expended through July 2018.

In House Budget

Mr. Acker presented the PY'18 in-house budget to the committee. Mr. Acker stated that the main recommendation for the PY'18 budget is to increase the Contractual and Outside Services line item to \$7,000, based on average expenditures from the PY'17 budget. The building lease increased, but the DSS partner share will provide relief for the increase in cost. No undue charges are anticipated.

ACTION TAKEN: Mike Wallace made a motion to approve the PY'18 In-House Budget as presented, seconded by Dr. Ronnie Booth. The motion carried unanimously.

ONGOING GRANTS

PY'16 IWT - Round 2

Mr. Acker reported out that WorkLink received approximately \$250,000 in additional IWT funds. The breakdown of which companies and their expenditures can be seen on page 32. The final amount expended was \$210, 605. Due to rescheduled trainings and HR staff changes, some funds will be sent back to DEW.

Also listed on page 32 are the Rapid Response IWT grants. Imperial Die Casting closed with a remaining balance of \$8,895. Siemag is pending one charge with a current balance of \$8,203.

An additional company, Ideal Steel has been granted an extension and their remaining balance is \$4,314. Patriot Automation has no expenditures at this time.

PY'17 IWT

Mr. Acker reported that WorkLink received approximately \$150,000 in PY17 IWT funds. The companies that have been approved along with their trainings can be seen on page 33. So far, \$8,866.10 has been expended.

PY'18 IWT funds will be released in the upcoming month. The PY'18 IWT grant will have a longer grant period of 18 months, and the ReadySC restriction is no longer in place.

Transportation Grant

Mr. Acker provided a status update on the Electric City Transit grant listed on page 34. He noted that ridership is averaging around 44% of the 60% goal. The Transportation Grant ends on 12/31/2018.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 35. Meredith Durham has been in contact with several companies regarding OJT. There are currently 5 OJT contracts for PY '17 with J. Davis Construction, Advanced Machining, and Michelin through the Michelin Manufacturing Scholars program.

Technology Grant

The State Workforce Board authorized a technology grant to local areas. Each area was given the opportunity to apply for up to \$100,000 for enhancing technology in SC Works Centers. Some items that WorkLink is requesting are touch screen desktops for the resource room, assorted printers, SmartBoards, and other items that will ensure the centers are ADA compliant. The list of items requested for the WorkLink area will be submitted on September 7th, 2018.

ADJOURNMENT

With no other business, meeting adjourned at 3:45 p.m.

Respectfully submitted by: Meredith Durham



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board	Contract Number:	18A295H4				
1376 Tiger Blvd.	Invoice Number:	1055-03				
Clemson, SC 29631	Invoice Month:	9/30/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$	37,185			
Eckerd Goal:				SEPTEMBER		
				25.0%		100.0%
Line Item		Budget	1055-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$	220,326	15,291.00	50,191.83	\$ 170,134.64 22.8%
Fringe Benefit Total	51xx	\$	66,107	4,425.95	13,909.72	\$ 52,196.84 21.0%
TOTAL STAFF COSTS		\$	286,433	19,716.95	64,101.55	\$ 222,331.47 22.4%
Operating Costs:						
1.1 Facility, Utilities	6185	\$	-	-	\$	- 0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$	3,200	54.86	259.37	\$ 2,940.63 8.1%
1.3 Program Outreach Expenses (Brochures	6735	\$	251	-	-	\$ 250.61 0.0%
1.4 Copy & Print Expenses	6730	\$	2,500	-	-	\$ 2,500.00 0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	\$	6,500	443.14	1,392.44	\$ 5,107.56 21.4%
1.6 Staff Travel	61xx	\$	5,000	174.56	628.19	\$ 4,371.85 12.6%
1.7 Staff Training/Technical Services Costs	5105	\$	4,300	999.38	999.38	\$ 3,300.62 23.2%
1.8 Non-Expendable Equipment Purchases	6095	\$	1,650	-	-	\$ 1,650.00 0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$	750	13.10	83.99	\$ 666.01 11.2%
TOTAL OPERATING COSTS		\$	24,151	1,685.04	3,363.37	\$ 20,787.28 13.9%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CA	6525	\$	10,000	(295.90)	278.00	\$ 9,722.00 2.8%
2.6 Individual Training Account/Voucher Cos	6530	\$	281,562	11,862.80	81,914.93	\$ 199,647.07 29.1%
TOTAL TRAINING COSTS		\$	291,562	11,566.90	82,192.93	\$ 209,369.07 28.2%
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	\$	4,000	400.00	736.00	\$ 3,264.00 18.4%
3.12 WI Customer Childcare Costs	6660	\$	500	-	-	\$ 500.00 0.0%
3.14 Training Support Materials	6545	\$	2,500	756.10	942.14	\$ 1,557.86 37.7%
3.13 WI Customer Emergency Assistance	6596	\$	500	-	-	\$ 500.00 0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$	7,500	1,156.10	1,678.14	\$ 5,821.86 22.4%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$	3,900	404.00	1,082.47	\$ 2,817.53 27.8%
TOTAL FEES / PROFIT COSTS		\$	3,900	404.00	1,082.47	\$ 2,817.53 27.8%
4.1 INDIRECT COST:	0.12	\$	38,169	2,655.92	8,338.74	\$ 29,830.58 21.8%
CONTRACT TOTAL :		\$	651,715	37,184.91	160,757.20	490,957.80 24.7%
						490,957.80



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board
 1376 Tiger Blvd.
 Clemson, SC 29631
Attn: Jennifer Kelly
 email: jkelly@worklinkweb.com

Contract Number: 18D295H4
 Invoice Number: 1056-03
 Invoice Month: 9/30/2018
 Period Covered: July 1, 2018 - June 30, 2019
 Total Amount Due: **\$ 3,998**

Eckerd Goal:

SEPTEMBER
 25.0%

100.0%

Line Item	Budget	1056-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 30,045	2,108.17	6,765.18	\$ 23,280.03	22.5%
Fringe Benefit Total 51xx	\$ 9,464	609.80	1,911.16	\$ 7,552.36	20.2%
TOTAL STAFF COSTS	\$ 39,509	2,717.97	8,676.34	\$ 30,832.39	22.0%
Operating Costs:					
1.1 Facility, Utilities 6185	\$ -	-	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 360	7.83	27.41	\$ 332.59	7.6%
1.3 Program Outreach Expenses (Brochures) 6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses 6730	\$ 350	-	-	\$ 350.00	0.0%
1.5 Communications (Phone, Fax, Internet, e) 6270	\$ 840	62.43	197.06	\$ 642.94	23.5%
1.6 Staff Travel 61xx	\$ 500	23.88	86.63	\$ 413.29	17.3%
1.7 Staff Training/Technical Services Costs 5105	\$ 450	119.93	128.03	\$ 321.97	28.5%
1.8 Non-Expendable Equipment Purchases 6095	\$ 550	-	-	\$ 550.00	0.0%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 179	1.79	11.48	\$ 167.74	6.4%
TOTAL OPERATING COSTS	\$ 3,229	215.86	450.61	\$ 2,778.53	14.0%
Training Costs:					
2.3 WI Customer Credential Exam Fees (CAI) 6525	\$ 1,200	-	-	\$ 1,200.00	0.0%
2.6 Individual Training Account/Voucher Costs 6530	\$ 36,371	889.59	13,805.83	\$ 22,565.17	38.0%
TOTAL TRAINING COSTS	\$ 37,571	889.59	13,805.83	\$ 23,765.17	36.7%
Supportive Services Costs :					
3.11 WI Customer Transportation Costs 6485	\$ 1,341	-	-	\$ 1,341.00	0.0%
3.12 WI Customer Childcare Costs 6660	\$ 50	-	-	\$ 50.00	0.0%
3.14 Training Support Materials 6545	\$ 500	(250.25)	81.34	\$ 418.66	16.3%
3.13 WI Customer Emergency Assistance 6596	\$ 100	-	-	\$ 100.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 1,991	(250.25)	81.34	\$ 1,909.66	4.1%
Training/Professional Fees/Profit:					
4.2 General Liability Insurance 6305	\$ 540	91.82	224.69	\$ 315.31	41.6%
TOTAL FEES / PROFIT COSTS	\$ 540	91.82	224.69	\$ 315.31	41.6%
4.1 INDIRECT COST: 0.12	\$ 5,445	333.05	1,131.96	\$ 4,313.18	20.8%
Contract Total	\$ 88,285	3,998.04	24,370.77	\$ 63,914.24	27.6%

Eckerd Workforce Development Services - ITA Obligation Report as of 10.29.18

Formula Tuition	Adult	Dislocated Worker	Total
PY18 Budget	\$299,062.00	\$39,562.00	\$338,624.00
PY18 Vouchers Paid	\$82,543.43	\$13,825.83	\$96,369.26
PY18 Vouchers Not Paid	\$134,176.64	\$1,844.50	\$136,021.14
PY18 Vouchers Total	\$216,720.07	\$15,670.33	\$232,390.40
PY18 Funds Unobligated	\$82,341.93	\$23,891.67	\$106,233.60
PY18 ITA's Approved	\$205,569.95	\$21,258.05	\$226,828.00
PY18 ITA's Deobligations	\$689.00	\$0.00	\$689.00
PY18 ITA's Total YTD	\$204,880.95	\$21,258.05	\$226,139.00
PY18 ITA's vs Budget	\$94,181.05	\$18,303.95	\$112,485.00



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board
 1376 Tiger Blvd.
 Clemson, SC 29631
Attn: Jennifer Kelly
 email: jkelly@worklinkweb.com

Contract Number: 17R295E1
 Invoice Number: 1230-03
 Invoice Month: 9/30/2018
 Period Covered: May 4, 2018 - July 4, 2019
 Total Amount Due: **\$ 3,767**

Eckerd Goal:

SEPTEMBER
 25.0%

100.0%

Line Item	Budget	1230-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	5000	\$ 43,776	2,448.00	5,184.00	\$ 38,592.00 11.8%
Fringe Benefit Total	51xx	\$ 12,725	770.28	1,092.53	\$ 11,632.28 8.6%
TOTAL STAFF COSTS		\$ 56,501	3,218.28	6,276.53	\$ 50,224.28 11.1%
Operating Costs:					
1.1 Facility, Utilities	6185	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 2,000	63.60	195.49	\$ 1,804.51 9.8%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 2,000	-	\$ 2,000.00	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	\$ 980	56.19	108.79	\$ 871.21 11.1%
1.6 Staff Travel	61xx	\$ 6,270	5.32	42.41	\$ 6,227.59 0.7%
1.7 Staff Training/Technical Services Costs	5105	\$ 1,300	-	\$ 1,300.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 1,925	-	\$ 1,925.00	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 140	-	\$ 140.00	0.0%
TOTAL OPERATING COSTS		\$ 14,615	125.11	346.69	\$ 14,268.31 2.4%
Training Costs:					
2.3 WI Customer Credential Exam Fees (CAI	6525	\$ -	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	-	\$ -	#DIV/0!
Supportive Services Costs :					
3.11 WI Customer Transportation Costs	6485	\$ -	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	-	\$ -	0.0%
Training/Professional Fees/Profit:					
4.2 General Liability Insurance	6305	\$ 480	19.89	22.05	\$ 457.95 4.6%
TOTAL FEES / PROFIT COSTS		\$ 480	19.89	22.05	\$ 457.95 4.6%
4.1 INDIRECT COST:	0.12	\$ 8,591	403.59	797.43	\$ 7,794.06 9.3%
Contract Total		\$ 80,187	3,766.87	7,442.70	\$ 72,744.60 9.3%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board	Contract Number:	18A995H4				
1376 Tiger Blvd.	Invoice Number:	1092-03				
Clemson, SC 29631	Invoice Month:	9/30/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 5,466				
Eckerd Goal:			SEPTEMBER			100.0%
			25.0%			
Line Item		Budget	1092-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 47,356	3,723.12	11,113.45	\$ 36,242.26	23.5%
Fringe Benefit Total	51xx	\$ 11,996	960.50	2,879.10	\$ 9,116.52	24.0%
TOTAL STAFF COSTS		\$ 59,351	4,683.62	13,992.55	\$ 45,358.78	23.6%
Operating Costs:						
1.1 Facility, Utilities	6185			-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 1,865	81.13	81.13	\$ 1,783.87	4.4%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 792	-	242.53	\$ 549.47	30.6%
1.5 Communications (Phone, Fax, Internet, et	6270	\$ 1,462	65.01	171.35	\$ 1,290.65	11.7%
1.6 Staff Travel	61xx	\$ 1,804	16.26	342.48	\$ 1,461.52	19.0%
1.7 Staff Training/Technical Services Costs	5105	\$ 716	-	29.70	\$ 686.30	4.1%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	-	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 82	-	-	\$ 82.00	0.0%
TOTAL OPERATING COSTS		\$ 6,721	162.40	867.19	\$ 5,853.81	12.9%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAN	6525	\$ -	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	-	-	\$ -	0.0%
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	\$ -	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	-	-	\$ -	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$ 449	34.01	99.05	\$ 349.75	22.1%
TOTAL FEES / PROFIT COSTS		\$ 449	34.01	99.05	\$ 349.75	22.1%
4.1 INDIRECT COST:	0.12	\$ 8,014	585.60	1,795.05	\$ 6,219.23	22.4%
Contract Total		\$ 74,535	5,465.63	16,753.84	\$ 57,781.57	22.5%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board	Contract Number:	18D995H4				
1376 Tiger Blvd.	Invoice Number:	1223-03				
Clemson, SC 29631	Invoice Month:	9/30/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 732				
Eckerd Goal:			SEPTEMBER			100.0%
			25.0%			
Line Item	Budget	1223-03	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 6,458	497.57	1,544.28	\$ 4,913.31	23.9%
Fringe Benefit Total	51xx	\$ 1,597	129.64	403.35	\$ 1,193.75	25.3%
TOTAL STAFF COSTS		\$ 8,055	627.21	1,947.63	\$ 6,107.06	24.2%
Operating Costs:						
1.1 Facility, Utilities	6185			-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 607	11.07	11.07	\$ 595.93	1.8%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 108	-	33.07	\$ 74.93	30.6%
1.5 Communications (Phone, Fax, Internet, et	6270	\$ 197	7.98	22.46	\$ 174.34	11.4%
1.6 Staff Travel	61xx	\$ 242	2.22	46.71	\$ 195.29	19.3%
1.7 Staff Training/Technical Services Costs	5105	\$ 84	-	4.05	\$ 79.95	4.8%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	-	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 18	-	-	\$ 18.00	0.0%
TOTAL OPERATING COSTS		\$ 1,256	21.27	117.36	\$ 1,138.44	9.3%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAN	6525	\$ -	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	-	-	\$ -	0.0%
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	\$ -	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	-	-	\$ -	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	\$ 61	4.92	17.45	\$ 43.75	28.5%
TOTAL FEES / PROFIT COSTS		\$ 61	4.92	17.45	\$ 43.75	28.5%
4.1 INDIRECT COST:	0.12	\$ 1,093	78.41	249.89	\$ 842.96	22.9%
CONTRACT TOTAL:		\$ 10,465	731.81	2,332.33	\$ 8,132.21	22.3%

The first name in second chances.SM



**Workforce
Development**

PY18–WorkLink (Adult-1055 / DW-1056 Services) Contract Budget Modification #1

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: 18A295H4 & 18D295H4
Program: SC Works Case Management Services
Submission Date: 10/22/2018
VP of Operations: Kal Kunkel
Program Manager (s): Renee Alexander & Steve Riddle

Budget Modification Summary & Narrative

Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting an additional \$102,000 from available carry-over funds and to transfer Formula Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants. WorkLink is also requesting Rapid Response funds from SC DEW to serve Dislocated Workers.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Decrease Staff Salaries and Fringe overall by \$29,760.56. The decreased costs will be shifted to the proposed Rapid Response budget requested to serve Dislocated Workers from November 1, 2018 to June 30, 2019. Region Manager time to this project was increased back to the PY17 original level and the WF Ops Assistant is being promoted to Data Integrity Specialist.

**WorkLink SC Works
PY18 Budget Draft
Adult-DW**

Staff Postions		PY18 Budget Original		PY 18 Mod #1	Amt of Increase or Decrease
Sub-Total of Staff Costs		\$ 250,371.40		\$ 231,847.64	\$ (18,523.76)
Fringe Benefits	Rate				
FICA	7.65%	\$ 19,153.41	7.65%	\$ 17,736.34	\$ (1,417.07)
Unemployment	0.63%	\$ 1,572.33	0.63%	\$ 1,456.00	\$ (116.33)
Workers Compensation	1.00%	\$ 2,503.71	0.50%	\$ 1,159.24	\$ (1,344.47)
Pension	3.00%	\$ 7,511.14	3.00%	\$ 6,955.43	\$ (555.71)
Health/month/FTE	17.91%	\$ 44,829.46	15.97%	\$ 37,026.23	\$ (7,803.23)
Sub-Total Fringe:	30.19%	\$ 75,570.05	27.75%	\$ 64,333.25	\$ (11,236.80)
TOTAL		\$ 325,941.45		\$ 296,180.89	\$ (29,760.56)

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

Increase Operating Cost by \$5,700.00 as reflected below. The increases reflect PY17 levels as several of these line items were cut due to anticipated cuts at the beginning of PY18.

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 3,560		\$ 4,200	\$ 640
1.3 Advertising, Outreach		\$ 250		\$ 660	\$ 410
1.4 Copy, Print		\$ 2,850		\$ 3,050	\$ 200
1.5 Communications		\$ 7,340		\$ 7,740	\$ 400
1.6 Staff Travel		\$ 5,500		\$ 8,500	\$ 3,000
1.7 Staff Conferences, Training, Staff Background		\$ 4,750		\$ 5,800	\$ 1,050
1.8 Staff Equipment / Computer Leases / Software		\$ 2,200		\$ 2,200	\$ -
1.9 Postage		\$ 930		\$ 930	\$ -
Sub-Total Operating		\$ 27,380		\$ 33,080	\$ 5,700

Training Costs Narrative

Increase Training Costs by \$122,822.00 to support current participant training needs based on last Program Years services.

Training					
2.3 Credential Exams & Assessments		\$ 11,200		\$ 11,200	\$ (0)
2.5 Tuition (Adult Education)		\$ -		\$ -	\$ -
2.6 Tuition (College or Vocational)		\$ 317,933		\$ 440,755	\$ 122,822
2.8 On-the-Job Training		\$ -		\$ -	\$ -
Sub-Total Training		\$ 329,133		\$ 451,955	\$ 122,822

Supportive Services Narrative

Increase Supportive Services by \$3,105.00 to support current participant training needs based on last Program Years services.

Supportive Services					
3.11 Transportation		\$ 5,341		\$ 5,538	\$ 197
3.12 Childcare		\$ 550		\$ 900	\$ 350
3.13 Emergency Assistance		\$ 600		\$ 1,000	\$ 400
3.14 Training Support Materials		\$ 3,000		\$ 5,159	\$ 2,159
Sub-Total of Supportive Services		\$ 9,491		\$ 12,596	\$ 3,105

Indirect & General Liability Insurance

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

Indirect Cost & Fees					
Indirect Cost	12.00%	\$ 43,614	12.00%	\$ 42,572	\$ (1,043)
General Liability Ins.	0.60%	\$ 4,440	0.60%	\$ 5,616	\$ 1,176
Sub-Total of Indirect & Fees		\$ 48,054		\$ 48,188	\$ 133

CONTRACT BUDGET MODIFICATION

APPROVAL(S)

Prepared By


 Kalen J. Kunkel, One-Stop Operations Director

BUDGET FORMS

The contract budget forms will be provided with the approved modification documents for signature.

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4
 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)	\$ 280,961	\$ 15,220		\$ 296,181	\$ 296,181
OPERATING COSTS	\$ 28,920	\$ 4,160		\$ 33,080	\$ 33,080
TRAINING COSTS	\$ 425,242	\$ 26,713		\$ 451,955	\$ 451,955
SUPPORTIVE SERVICE COSTS	\$ 11,892	\$ 704		\$ 12,596	\$ 12,596
Training Fees/Professional Fees/ Profit	\$ 4,752	\$ 864		\$ 5,616	\$ 5,616
Indirect Costs	\$ 40,233	\$ 2,339		\$ 42,572	\$ 42,572
Total Budget Costs	\$ 792,000	\$ 50,000	\$ -	\$ 842,000	\$ 842,000
Percentage of Budget	94%	6%		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 # 18A295H4 & 18D295H4

Project/ Activity SC Works Adult-DW Services

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: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount
TOTAL SALARIES				\$ 231,847.64		\$ 219,692.45		\$ 12,155.18				\$ 231,847.64
FRINGE BENEFITS:												
FICA		X	7.65%	\$ 17,736.34	94.76%	\$ 16,806.47	5.24%	\$ 929.87			100%	\$ 17,736.34
Unemployment		X	0.63%	\$ 1,456.00	94.76%	\$ 1,379.67	5.24%	\$ 76.33			100%	\$ 1,456.00
Workers Compensation		X	0.50%	\$ 1,159.24	94.76%	\$ 1,098.46	5.24%	\$ 60.78			100%	\$ 1,159.24
Pension		X	3.00%	\$ 6,955.43	94.76%	\$ 6,590.77	5.24%	\$ 364.66			100%	\$ 6,955.43
Health/month/FTE		X	15.97%	\$ 37,026.23	95.59%	\$ 35,393.27	4.41%	\$ 1,632.96			100%	\$ 37,026.23
		X	0.00%									
TOTAL FRINGE BENEFITS				\$ 64,333.25		\$ 61,268.65		\$ 3,064.60				\$ 64,333.25
INDIRECT COST:	RATE	\$ 354,766.29	X	12.00%	\$ 42,571.95	94.51%	\$ 40,232.74	5.49%	\$ 2,339.21		100%	\$ 42,571.95
TOTAL COST				\$ 338,752.84	94.82%	\$ 321,193.85	5.18%	\$ 17,558.99			100%	\$ 338,752.84

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 #	18A295H4 & 18D295H4	Mod: 1
Project/Activity	SC Works Adult-DW Services	Fund Source	WIOA Adult & DLW Formula Funds	
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,200	\$ 3,600	\$ 600	\$ 4,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 660	\$ 480	\$ 180	\$ 660
1.4 Copy & Print Expenses	\$ 3,050	\$ 2,700	\$ 350	\$ 3,050
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,740	\$ 6,900	\$ 840	\$ 7,740
1.6 Staff Travel				
Local Mileage cost	\$ 5,500	\$ 5,000	\$ 500	\$ 5,500
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,640	\$ 360	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, Back Ground Chk etc.)	\$ 4,800	\$ 4,300	\$ 500	\$ 4,800
Staff Background Checks	\$ 1,000	\$ 900	\$ 100	\$ 1,000
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ 2,200	\$ 1,650	\$ 550	\$ 2,200
1.9 Postage (Stamps, FedEx, etc.)	\$ 930	\$ 750	\$ 180	\$ 930
TOTAL OPERATING COSTS	\$ 33,080	\$ 28,920	\$ 4,160	\$ 33,080
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.)	\$ 11,200	\$ 10,700	\$ 500	\$ 11,200
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	\$ 440,755	\$ 414,542	\$ 26,213	\$ 440,755
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
Reimbursable Fringe Benefits				
2.9 WI Customer Work Experience Costs				
Reimbursable Wages				
Reimbursable Fringe Benefits				
TOTAL TRAINING COSTS	\$ 451,955	\$ 425,242	\$ 26,713	\$ 451,955
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 5,538	\$ 5,000	\$ 538	\$ 5,538
3.12 WI Customer Childcare Costs	\$ 900	\$ 900	\$ -	\$ 900
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 5,159	\$ 4,992	\$ 167	\$ 5,159
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 12,596	\$ 11,892	\$ 704	\$ 12,596
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 5,616	\$ 4,752	\$ 864	\$ 5,616
TOTAL FEES / PROFIT COSTS	\$ 5,616	\$ 4,752	\$ 864	\$ 5,616
* 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
PARTICIPANT FLOW BASIS & PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4
 Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds
 Mod# 1

PY17 Actuals Basis

	Adult	Dislocated Worker	Total
PY17 Actual Budget Expenditure	\$ 744,539.30	\$ 111,119.63	\$ 855,658.93
PY17 Non-WIOA Training Funds	\$ 145,082.70	\$ 16,120.30	\$ 161,203.00
PY17 Total Program Expenditure	\$ 889,622.00	\$ 127,239.93	\$ 1,016,861.93
PY17 New Enrollments	212	22	234
PY16 Carryovers to PY17	177	20	197
PY17 Active Follow-up	152	17	169
PY17 Total Served	541	59	600
PY17 Cost per Participant	\$ 1,644.40	\$ 2,156.61	
PY18 Contract Totals (90% of Contract)	\$ 712,800.00	\$ 129,600.00	\$ 842,400.00
PY18 Non-WIOA Training Funds	\$ 112,524.00	\$ 15,344.00	\$ 127,868.00
PY18 Planned Program Expenditure	\$ 825,324.00	\$ 144,944.00	\$ 970,268.00
PY18 Contract Totals divided by PY17 Cost Per Participant equals PY18 Service Levels	502	67	569
	Clients Served		
Period	Adult	DW	Total
PY18 Active Follow-up as of 7/1/2018	170	18	188
PY18 Carryovers from PY17 as of 7/1/2018	138	15	153
PY18 New Enrollment Plan by Month	206	34	240
July-18	9	2	
August-18	14	3	
September-18	18	3	
October-18	14	3	
November-18	20	3	
December-18	18	3	
January-19	20	3	
February-19	20	3	
March-19	20	3	
April-19	18	3	
May-19	18	3	
June-19	17	2	
PY18 Total Served	514	67	581
		# of CC's	4
		Average 125 per CC	145.25

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Board
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 18A295H4 & 18D295H4

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

Mod# 1

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
August-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
September-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
October-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
November-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
December-18	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
January-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
February-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
March-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
April-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
May-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%
June-19	\$0.00	0%	\$70,166.68	100%	\$70,166.68	100%



PY18–WorkLink (Rapid Response Request) Contract Budget

Contractor: Eckerd Youth Alternative, Inc.
Contract #'s: Not assigned yet
Program: SC Works Case Management Services (Dislocated Workers)
Submission Date: 10/22/2018
VP of Operations: Kal Kunkel
Program Manager (s): Renee Alexander & Steve Riddle

Budget Modification Summary & Narrative

Budget Summary

Eckerd Youth Alternative, Inc. (Contractor) is requesting \$94,000 of Rapid Response funding to serve Dislocated Workers in the WorkLink Region that will allow the transfer of Formula Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative
New budget please refer to the forms below.
Operating Costs Narrative
New budget please refer to the forms below.
Training Costs Narrative
New budget please refer to the forms below.
Supportive Services Narrative
New budget please refer to the forms below.
Indirect & General Liability Insurance
New budget please refer to the forms below.

APPROVAL(S)

Prepared By


Kalen J. Kunkel, One-Stop Operations Director

BUDGET FORMS

The contract budget forms will be provided with the approved modification documents for signature.

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # _____

Project/Activity SC Works Rapid Response Funding Source WIOA Rapid Response 2 Modification # _____

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ -	\$ 28,849		\$ 28,849	\$ 28,849
OPERATING COSTS	\$ -	\$ -		\$ -	\$ -
TRAINING COSTS	\$ -	\$ 59,174		\$ 59,174	\$ 59,174
SUPPORTIVE SERVICE COSTS	\$ -	\$ 2,395		\$ 2,395	\$ 2,395
Training Fees/Professional Fees/ Profit	\$ -	\$ -		\$ -	\$ -
Indirect Costs	\$ -	\$ 3,582		\$ 3,582	\$ 3,582
Total Budget Costs	\$ -	\$ 94,000	\$ -	\$ 94,000	\$ 94,000
Percentage of Budget	0%	100%		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 # _____

Project/ Activity SC Works Rapid Response 2 Funding Source WIOA Rapid Response 2 Mod # _____

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION	NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount
TOTAL SALARIES				\$ 22,522.10		\$ -		\$ 22,522.10		\$ 22,522.10
FRINGE BENEFITS:										
FICA		X	7.65%	\$ 1,722.94	0.00%	\$ -	100.00%	\$ 1,722.94		100%
Unemployment		X	0.63%	\$ 141.44	0.00%	\$ -	100.00%	\$ 141.44		100%
Workers Comp		X	0.50%	\$ 112.61	0.00%	\$ -	100.00%	\$ 112.61		100%
Retirement (403b Match)		X	3.00%	\$ 675.66	0.00%	\$ -	100.00%	\$ 675.66		100%
Healthcare		X	16.31%	\$ 3,674.16	0.00%	\$ -	100.00%	\$ 3,674.16		100%
		X	0.00%							
TOTAL FRINGE BENEFITS				\$ 6,326.81		\$ -		\$ 6,326.81		\$ 6,326.81
INDIRECT COST:	RATE			\$ 3,581.87	0.00%	\$ -	100.00%	\$ 3,581.87		100%
TOTAL COST				\$ 32,430.78	0.00%	\$ -	100.00%	\$ 32,430.78		100%

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 #	Mod:	
Project/Activity	SC Works Rapid Response 2	Fund Source	WIOA Rapid Response 2	
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
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, Back Ground Chk etc.)	\$ -		\$ -	\$ -
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ -		\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -		\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ -		\$ -	\$ -
TOTAL OPERATING COSTS	\$ -	\$ -	\$ -	\$ -
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.)	\$ 2,785		\$ 2,785	\$ 2,785
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -		\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Worksh	\$ -		\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 56,389		\$ 56,389	\$ 56,389
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -		\$ -	\$ -
TOTAL TRAINING COSTS	\$ 59,174	\$ -	\$ 59,174	\$ 59,174
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -		\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ 1,125		\$ 1,125	\$ 1,125
3.12 WI Customer Childcare Costs	\$ 270		\$ 270	\$ 270
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 1,000		\$ 1,000	\$ 1,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -		\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -		\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 2,395	\$ -	\$ 2,395	\$ 2,395
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -		\$ -	\$ -
4.2 General Liability Insurance	\$ -		\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ -	\$ -	\$ -	\$ -

* 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			
PARTICIPANT FLOW BASIS & PROJECTIONS			
Service Provider	Eckerd Workforce Development		Contract #
Project Activity	SC Works Adult-DW Services	Fund Source	Rapid Response 2
Mod#			
PY17 Actuals Basis			
	Adult	Dislocated Worker	Total
PY17 Actual Budget Expenditure	\$ 744,539.30	\$ 111,119.63	\$ 855,658.93
PY17 Non-WIOA Training Funds	\$ 145,082.70	\$ 16,120.30	\$ 161,203.00
PY17 Total Program Expenditure	\$ 889,622.00	\$ 127,239.93	\$ 1,016,861.93
PY17 New Enrollments	212	22	234
PY16 Carryovers to PY17	177	20	197
PY17 Active Follow-up	152	17	169
PY17 Total Served	541	59	600
PY17 Cost per Participant	\$ 1,644.40	\$ 2,156.61	
PY18 Contract Totals (90% of Contract)	\$ 712,800.00	\$ 129,600.00	\$ 842,400.00
PY18 Non-WIOA Training Funds	\$ 112,524.00	\$ 15,344.00	\$ 127,868.00
PY18 Planned Program Expenditure	\$ 825,324.00	\$ 144,944.00	\$ 970,268.00
PY18 Contract Totals divided by PY17 Cost Per Participant equals PY18 Service Levels	502	67	569
		45 Rapid Response	
	Clients Served		
Period	Adult	DW	Total
PY18 Active Follow-up as of 7/1/2018	170	18	188
PY18 Carryovers from PY17 as of 7/1/2018	138	15	153
PY18 New Enrollment Plan by Month	206	34	240
July-18	9	2	
August-18	14	3	
September-18	18	3	
October-18	14	3	
November-18	20	3	
December-18	18	3	
January-19	20	3	
February-19	20	3	
March-19	20	3	
April-19	18	3	
May-19	18	3	
June-19	17	2	
PY18 Total Served	514	67	581
		# of CC's	4
	Average 125 per CC		145.25

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Board
BUDGET FLOW PROJECTIONS

Service Provider	Eckerd Workforce Development	Contract #	
Project/Activity	SC Works Adult-DW Services	Fund Source	Rapid Response 2
Mod#			

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$0.00	0%	\$0.00	0%
August-18	\$0.00	0%	\$0.00	0%	\$0.00	0%
September-18	\$0.00	0%	\$0.00	0%	\$0.00	0%
October-18	\$0.00	0%	\$0.00	0%	\$0.00	0%
November-18	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
December-18	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
January-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
February-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
March-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
April-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
May-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%
June-19	\$0.00	0%	\$11,750.00	100%	\$11,750.00	100%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board	Contract Number:	18Y495E1				
1376 Tiger Blvd.	Invoice Number:	1058-03				
Clemson, SC 29631	Invoice Month:	9/30/2018				
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 33,493				
Eckerd Goal:			SEPTEMBER			100.0%
			25.0%			
Line Item		Budget	1058-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 313,716	19,992.61	73,095.26	\$ 240,620.88	23.3%
Fringe Benefit Total	51xx	\$ 85,567	5,644.62	17,967.25	\$ 67,599.66	21.0%
TOTAL STAFF COSTS		\$ 399,283	25,637.23	91,062.51	\$ 308,220.54	22.8%
Operating Costs:						
Facilities	6185	\$ 9,600	-	-	\$ 9,600.00	0.0%
Communications (Phone, Fax, Internet, etc)	6270	\$ 6,336	455.37	1,245.27	\$ 5,090.73	19.7%
Postage	6005	\$ 1,400	79.86	282.39	\$ 1,117.53	20.2%
Staff Travel	6105+	\$ 8,000	187.29	628.52	\$ 7,371.48	7.9%
Staff Training	5105	\$ 1,000	-	181.50	\$ 818.50	18.2%
Office/Desktop Supplies and Materials	6000	\$ 1,200	86.87	500.87	\$ 699.13	41.7%
Copying	6730	\$ 1,200	154.06	154.06	\$ 1,045.94	12.8%
Software Licenses	6095	\$ 1,925	-	-	\$ 1,925.00	0.0%
Participant Outreach	6735	\$ 500	-	-	\$ 500.00	0.0%
TOTAL OPERATING COSTS		\$ 31,161	963.45	2,992.61	\$ 28,168.31	9.6%
Training Costs:						
Work Experience Stipends	6507	\$ 40,000	2,197.11	7,612.41	\$ 32,387.59	19.0%
Tuition Cost	6520	\$ 10,000	-	-	\$ 10,000.00	0.0%
Instructional Supply Cost	6595	\$ 2,500	-	-	\$ 2,500.00	0.0%
Other Individualized Training Cost	6525	\$ 12,000	-	-	\$ 12,000.00	0.0%
Individual Training Account/Voucher Cost	6530	\$ 14,334	-	-	\$ 14,333.75	0.0%
TOTAL TRAINING COSTS		\$ 78,834	2,197.11	7,612.41	\$ 71,221.34	9.7%
Supportive Services Costs :						
Child Care	6660	\$ 250	-	-	\$ 250.00	0.0%
Transportation	6485	\$ 13,600	740.00	1,160.00	\$ 12,440.00	8.5%
Client Incentives	6585	\$ 17,000	475.00	1,075.00	\$ 15,925.00	6.3%
Client Training Support Materials	6545	\$ 2,200	-	-	\$ 2,200.00	0.0%
WI Customer Supplies and Materials	6546	\$ 2,000	-	-	\$ 2,000.00	0.0%
Client Emergency Assistance & Expungen	6596	\$ 875	-	-	\$ 875.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 35,925	1,215.00	2,235.00	\$ 33,690.00	6.2%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 3,600	257.46	782.59	\$ 2,817.41	21.7%
TOTAL FEES / PROFIT COSTS		\$ 3,600	257.46	782.59	\$ 2,817.41	
4.1 INDIRECT COST:	0.12	\$ 51,197	3,222.98	11,380.53	\$ 39,816.75	22.2%
Contract Total		\$ 600,000	\$ 33,493	\$ 116,066	\$ 483,934.36	19.3%

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

BUDGET "MOD #1"

Service Provider Eckerd Workforce Development Contract # _____

Project/Activity Palmetto Youth Connections Funding Source WIOA Youth Modification # _____ 1

Line Items	Administrative	Non-Administrative	Total Budget Amount	In-Kind Contributions *
Salaries & Fringe Benefits	\$ -	\$ 364,430	\$ 364,430	\$ -
Facilities/Rent Costs (space)	\$ -	\$ 9,600	\$ 9,600	\$ -
Non-Expendable Equipment Costs	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ 22,221	\$ 22,221	\$ -
WI Customer Wages and Fringe Benefits		\$ 48,000	\$ 48,000	\$ -
WI Customer Individualized Training Costs		\$ 59,071	\$ 59,071	\$ -
WI Customer Supportive Services Costs		\$ 39,825	\$ 39,825	\$ -
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -
WI Payments to Employers Costs		\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ 2,000	\$ 2,000	\$ -
Other Direct Costs	\$ -	\$ 7,100	\$ 7,100	\$ -
Training Fees/Professional Fees/ Profit	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ 47,754	\$ 47,754	\$ -
Total Budget Costs	\$ -	\$ 600,000.00	\$ 600,000.00	\$ -
Percentage of Budget	0%	100%	100%	
Cost Limitations	2% Maximum	At least 98%	100%	

* In-Kind Contributions should not be included when calculating the Percentage of the Budget.

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
STAFF SALARIES, FRINGE BENEFITS & INDIRECT COST

Service Provider Eckerd Workforce Development Contract # _____
Project/ Activity Palmetto Youth Connections Funding Source WIOA Youth Mod # 1

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADMINISTRATION		NON-ADMINISTRATIVE		In-Kind Contributions*	% of Salary to WEX	WEX Salary Amount
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount			
TOTAL SALARIES				\$ 286,516.02		\$0		\$286,516	\$ -		\$82,961.32
FRINGE BENEFITS:											
FICA	7.65%	X	\$ 286,516	\$ 21,918.48	0%	\$0	100%	\$21,918	\$ -		
Workers Comp.	0.50%	X	\$ 286,516	\$ 1,432.58	0%	\$0	100%	\$1,433	\$ -		
Health & Wealth (Pos. Level)	15.42%	X	\$ 286,516	\$ 44,167.63	0%	\$0	100%	\$44,168	\$ -		
Ret. / Pension	3.00%	X	\$ 286,516	\$ 8,595.48	0%	\$0	100%	\$8,595	\$ -		
Unemployment Insurance	0.628%	X	\$ 286,516	\$ 1,799.32	0%	\$0	100%	\$1,799	\$ -		
Other (Specify)	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -		
TOTAL FRINGE BENEFITS				\$ 77,913.49		\$0		\$77,913	\$ -	27.19%	\$22,560.01
INDIRECT COST: RATE	12%	X	\$ 397,950	\$ 47,754.05	0%	\$0	100%	\$47,754	\$ 117,992		
TOTAL COST				\$ 412,183.55		\$ -		\$ 412,184	\$ 117,992		\$105,521.33

Each position must be supported by a job description.

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

48,000
\$153,521.34

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

Service Provider Eckerd Workforce Development Contract # _____
Project/Activity Palmetto Youth Connections Fund Source WIOA Youth Mod # _____ 1

Cost and Price Analysis	Total Cost	Administrative	Non-Administrative	In-Kind Contributions
FACILITIES COST *				
Total Cost of Facilities or Rent	\$ 9,600.00		\$ 9,600.00	\$ -
NON-EXPENDABLE EQUIPMENT				
Equipment Rental Cost *				
Non-Expendable Equipment Purchases	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -	\$ -	\$ -	\$ -
Total Cost of Non-Expendable Equipment	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES				
Communications				
Local Telephone Cost	\$ -	\$ -	\$ -	\$ -
Long Distance Telephone Cost	\$ -	\$ -	\$ -	\$ -
Wide Area Network Lines	\$ 456.00	\$ -	\$ 456.00	\$ -
Postage ()	\$ 1,399.92	\$ -	\$ 1,399.92	\$ -
Facsimile (Fax)	\$ -	\$ -	\$ -	\$ -
Staff Cell Phones	\$ 5,250.00	\$ -	\$ 5,250.00	\$ -
Total Cost of Communications	\$ 7,105.92	\$ -	\$ 7,105.92	\$ -
Staff Travel				
Local Mileage cost	\$ 6,600.00	\$ -	\$ 6,600.00	\$ -
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 2,090.00	\$ -	\$ 2,090.00	\$ -
Total Cost of Staff Travel	\$ 8,690.00	\$ -	\$ 8,690.00	\$ -
Expendable Supplies and Materials				
Office/Desktop Supplies and Materials Cost	\$ 2,100.00	\$ -	\$ 2,100.00	\$ -
Copying Cost *	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -
WI Customer Supplies and Materials Cost *	\$ -	\$ -	\$ -	\$ -
Software Licenses	\$ 1,925.00	\$ -	\$ 1,925.00	\$ -
Total Cost of Supplies and Materials	\$ 6,425.00	\$ -	\$ 6,425.00	\$ -
Equipment Maintenance and Repairs Cost *	\$ -	\$ -	\$ -	\$ -
Utilities Cost *	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 22,220.92	\$ -	\$ 22,220.92	\$ -
WI CUSTOMER WAGES AND FRINGE BENEFITS				
Work Experience Stipends				
Work Experience Stipend Cost	\$ 48,000.00		\$ 48,000.00	\$ -
	\$ -		\$ -	\$ -
Total Cost of Work Experience	\$ 48,000.00		\$ 48,000.00	\$ -
Limited Internship Wages and Fringe Benefits				
Limited Internship Wage Cost	\$ -		\$ -	\$ -
Limited Internship Fringe Benefits Cost	\$ -		\$ -	\$ -
Total Cost of Limited Internship	\$ -		\$ -	\$ -
Miscellaneous Wage Cost (Specify)				
Wage Cost	\$ -		\$ -	\$ -
Fringe Benefits Cost	\$ -		\$ -	\$ -
Total Cost of	\$ -		\$ -	\$ -
Total Cost of WI Customer Wages & Fringe Benefits	\$ 48,000.00		\$ 48,000.00	\$ -
WI CUSTOMER INDIVIDUALIZED TRAINING COSTS				
Tuition Cost (Adult Education)	\$ 13,565.52		\$ 13,565.52	\$ -
Instructional Supply Cost (Books)	\$ 1,999.92		\$ 1,999.92	\$ -
Other Individualized Training Cost (Credential Exam Fees)	\$ 17,499.63		\$ 17,499.63	\$ -
Individual Training Account/Voucher Cost	\$ 26,005.50		\$ 26,005.50	\$ -
Total Cost WI Customer Individualized Training	\$ 59,070.57		\$ 59,070.57	\$ -
WI CUSTOMER SUPPORTIVE SERVICES COSTS				
Child Care	\$ 250.00		\$ 250.00	\$ -
Transportation	\$ 15,000.00		\$ 15,000.00	\$ -
Training Payment Cost (Summer Youth Only)	\$ -		\$ -	\$ -
Client Incentives	\$ 20,000.00		\$ 20,000.00	\$ -
Client Training Support Materials	\$ 2,200.00		\$ 2,200.00	\$ -
Client Emergency Assistance/Expungements	\$ 2,375.00		\$ 2,375.00	\$ -
	\$ -		\$ -	\$ -
Total Cost of Customer Support Services	\$ 39,825.00		\$ 39,825.00	\$ -

Cost and Price Analysis	Total Cost	Administrative	Non-Administrative	In-Kind Contributions
WI CUSTOMER NEEDS-BASED/NEED-RELATED PAYMENTS				
List Type and Amount	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
Total Cost of WI Needs Based/Need-Related Payments	\$ -		\$ -	\$ -
WI PAYMENTS TO EMPLOYERS				
On-the-Job Training (OJT)	\$ -		\$ -	\$ -
Job Creation Payment Cost	\$ -		\$ -	\$ -
Total Cost of WI Payments to Employers	\$ -		\$ -	\$ -
STAFF TRAINING/TECHNICAL SERVICES COSTS				
List Type and Amount				
Staff Training Registration Costs	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Cost of Staff Training/Technical Services	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
OTHER DIRECT COSTS				
List Type and Amount				
General Liability Insurance	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -
Participant Outreach	\$ 500.00	\$ -	\$ 500.00	\$ -
Participant Graduation Fees (6595)	\$ 2,499.96	\$ -	\$ 2,499.96	\$ -
Staff Background Checks	\$ 500.00	\$ -	\$ 500.00	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Other Direct Costs	\$ 7,099.96	\$ -	\$ 7,099.96	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT				
Budgeted Profit	\$ -	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Total Cost of Training/Professional Fees/Profit	\$ -	\$ -	\$ -	\$ -

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # _____

Project Activity Palmetto Youth Connections Fund Source WIOA Youth

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July	37	5	42	6	4	10	32
August		5	47	7	3	20	27
September		16	63	8	2	30	33
October		16	79	9	1	40	39
November		16	95	6	4	50	45
December		0	95	7	3	60	35
January		13	108	8	2	70	38
February		13	121	9	1	80	41
March		10	131	6	4	90	41
April		13	144	2	3	95	49
May		12	156	8	2	105	51
June		0	156	9	1	115	41
Carryovers	37						
New Enrollments		119					
Follow-up		124					
Total Served		280					
Planned C/O		41					

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

Budget Narrative		
Line Items	Description	Budget Amount
STAFF SALARIES & FRINGE BENEFITS		
Salaries	Please refer to Staff Salaries & Fringe Form. In Mod #1 the Region Manager hours were increased from 3.36 hours per week to 4 hours per week and the Administrative Assistant is being promoted to Data Integrity Specialist that includes a pay increase starting November 1, 2018. One Career Coach position will not be refilled after staff turnover.	\$ 286,516.02
Fringe		\$ 77,913.49
FACILITIES COST		
Rent*	This covers the cost of a facility for our program. This is budgeted at \$800/month.	\$ 9,600.00
NON-EXPENDABLE EQUIPMENT		
Equipment Rental Cost		\$ -
OPERATING EXPENSES		
Communications		
Wide Area Network Lines	This line item covers internet which is budgeted at about \$38/month.	\$ 456.00
Postage	For the purchase of stamps and other postage from the USPS as well as use of Eckerd's Corporate Federal Express (FedEx) account as needed.	\$ 1,399.92
Staff Cell Phones	This line item covers 7 cell phones budgeted for program staff which costs \$70/line per month.	\$ 5,250.00
Staff Travel	This line item covers local and non-local travel for program staff. Local travel covers about 1,250 miles per month at \$0.44/mile. Non-local travel covers airfare (\$590), lodging (\$1,500), and meals (\$0) for the staff to attend SETA conferences.	\$ 8,690.00
Expendable Supplies and Materials		
Office/Desktop Supplies and Materials Cost	This line item covers consumable supplies for the project staff including, but not limited to copy paper, pens, pencils, light desk supplies, marketing outreach supplies, and basic cleaning supplies. This is budgeted at \$175/month.	\$ 2,100.00
Copying Cost	This covers copier, ink, and toner costs for staff and facilities. This is budgeted at \$200/month.	\$ 2,400.00
WI Customer Supplies and Materials Cost	This covers participant supplies needed for graduation ceremonies.	\$ 2,499.96
Software Licenses	This line item covers Empyra, our project management system that tracks all essential program data, acts as a case management tool, and manages the program budget. This is budgeted at \$275 per user.	\$ 1,925.00
Equipment Maintenance and Repairs Cost		\$ -
Utilities Cost		\$ -
WI CUSTOMER WAGES AND FRINGE BENEFITS		
Work Experience Stipends*	This line item covers direct payment stipends to participants for Work Experience training hours worked. This line item is budgeted for \$48,000 for the year.	\$ 48,000.00
WI CUSTOMER INDIVIDUALIZED TRAINING COSTS		
Tuition Cost*	This line item covers costs incurred for quarterly session fees for GED/WorkKeys training through Adult Education.	\$ 13,565.52
Instructional Supply Cost*	This line item covers graduation supplies/fees for participants to participate in graduation services.	\$ 1,999.92
Other Individualized Training Cost (Credential Exam Fees)	This line item covers the cost of exam fees for GED and/or Occupational Skills Credential Certifications as required by the industry and/or Training Provider.	\$ 17,499.63
Individual Training Account/Voucher Cost*	This line item covers in demand occupational skills training through the local technical college or other eligible training provider that is in the participant's chosen career pathway.	\$ 26,005.50
WI CUSTOMER SUPPORTIVE SERVICES COSTS		
Child Care*	This line item covers childcare costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$ 250.00
Transportation*	This covers transportation costs for program participants in accordance with the WorkLink WIB Supportive Services Policy. Supportive services include drug screens, physicals, uniforms, etc.	\$ 15,000.00
Training Payment Cost (Summer Youth Only)		\$ -
Client Incentives*	This line item covers incentives earned for participant achievements to include: literacy/numeracy gains, WorkKeys Certification, Work Experience positive performance evaluations, Credentials earned and positive placement related to employment/post secondary retention into 2nd and 4th quarter after exit.	\$ 20,000.00
Client Training Support Materials	This covers client training support materials costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$ 2,200.00
Client Emergency Assistance*	This covers client emergency assistance costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$ 2,375.00
Client Expungements*	This line item covers client expungements costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$ -
WI CUSTOMER NEEDS-BASED/NEED-RELATED PAYMENTS		

N/A		\$	-
WI PAYMENTS TO EMPLOYERS			
On-the-Job Training (OJT)		\$	-
Job Creation Payment Cost		\$	-
STAFF TRAINING/TECHNICAL SERVICES COSTS			
Staff Training Registration Costs	The line item covers the cost of registrations for conferences (\$2,000) and Staff Background Checks (\$500).	\$	2,500.00
OTHER DIRECT COSTS			
General Liability Insurance	Eckerd is insured for general liability with a deductible of \$25,000 and limits of \$1,000,000 per occurrence and \$3,000,000 for the year. Eckerd liability insurance coverage is comprehensive, and if requested, your County may be added as a certificate holder upon contract award. This is budgeted at 0.60% of the contract value.	\$	3,600.00
Participant Outreach	To provide minimal program and participant outreach for a total of \$500.	\$	500.00
Indirect (12%)	Eckerd has a cognizant agency approved indirect rate with the Department of Health and Human Services. Per the enclosed indirect rate agreement, Eckerd's approved rate is 29.77% and is applicable to modified total direct costs (MTDC). MTDC includes all direct salaries and wages including participant wages, applicable employee benefits, materials and supplies, services, travel, and up to the first \$25,000 of each sub award. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award in excess of \$25,000. In an effort of affordability, we've only included 12% and the difference will be in-kind to this program. For a formal definition of MTDC please reference 2 CFR 200.68.	\$	47,754.05
TRAINING/PROFESSIONAL FEES/PROFIT			
Budgeted Profit		\$	-
Professional Fees		\$	-
Other		\$	-
Grand Total		\$	600,000.00
NOTE: * This line item is not included in the Indirect Cost.			

WorkLink PYC Budget Comparison

		PY18 Original Budget		PY18 Mod #1 Budget	Amt of Increase or Decrease
Slot Level					
		156		156	0
Staff Costs					
Sub-Total of Staff Costs		\$ 313,716.14		\$ 286,516.02	\$ (27,200.12)
Fringe Benefits	Rate		Rate		
FICA	7.65%	\$ 23,999.28	7.65%	\$ 21,918.48	\$ (2,080.80)
Workers Comp.	1.00%	\$ 3,137.16	0.50%	\$ 1,432.58	\$ (1,704.58)
Health & Wealth (Pos. Level)	15.00%	\$ 47,048.84	15.42%	\$ 44,167.63	\$ (2,881.21)
Ret. / Pension	3.00%	\$ 9,411.48	3.00%	\$ 8,595.48	\$ (816.00)
Unemployment Insurance	0.628%	\$ 1,970.14	0.63%	\$ 1,799.32	\$ (170.82)
Other (Specify)			0.00%	\$ -	\$ -
Sub-Total Fringe:	27.28%	\$ 85,566.90	27.19%	\$ 77,913.49	\$ (7,653.41)
Operating Costs					
Facility Costs		\$ 9,600.00		\$ 9,600.00	\$ -
Wide Area Network Costs		\$ 456.00		\$ 456.00	\$ -
Postage		\$ 1,399.92		\$ 1,399.92	\$ -
Staff Cell Phones		\$ 5,880.00		\$ 5,250.00	\$ (630.00)
Local Mileage		\$ 6,600.00		\$ 6,600.00	\$ -
Non-Local Mileage/Travel		\$ 1,400.00		\$ 2,090.00	\$ 690.00
Consummable Supplies		\$ 1,200.00		\$ 2,100.00	\$ 900.00
Copy/Print		\$ 1,200.00		\$ 2,400.00	\$ 1,200.00
Software Licenses		\$ 1,925.00		\$ 1,925.00	\$ -
Staff Training Registration Costs		\$ 1,000.00		\$ 2,000.00	
Participant Outreach		\$ 500.00		\$ 500.00	
Staff Background Checks		\$ -		\$ 500.00	
Sub-Total Operating		\$ 31,160.92		\$ 34,820.92	\$ 2,160.00
Training					
Work Experience Stipends		\$ 40,000.00		\$ 48,000.00	\$ 8,000.00

Tuition Cost (Adult Education)		\$ 10,000.00		\$ 13,565.52	\$ 3,565.52
Instructional Supplies (Books)		\$ 2,500.00		\$ 1,999.92	\$ (500.08)
Credential Exam Fees		\$ 12,000.00		\$ 17,499.63	\$ 5,499.63
Individual Training Accounts		\$ 14,333.75		\$ 26,005.50	\$ 11,671.75
WI Customer Supplies & Matl.		\$ 2,000.00		\$ -	\$ (2,000.00)
Participant Graduation Fees		\$ -		\$ 2,499.96	
Sub-Total Training		\$ 80,833.75		\$ 109,570.53	\$ 26,236.82
Supportive Services					
Childcare		\$ 250.00		\$ 250.00	\$ -
Transportation		\$ 13,600.00		\$ 15,000.00	\$ 1,400.00
Client Incentives		\$ 17,000.00		\$ 20,000.00	\$ 3,000.00
Client Training Support Matl.		\$ 2,200.00		\$ 2,200.00	\$ -
Client Emergency Asst. & Expungements		\$ 500.00		\$ 2,375.00	\$ 1,875.00
Client Expungements		\$ 375.00		\$ -	\$ (375.00)
Sub-Total of Supportive Services		\$ 33,925.00		\$ 39,825.00	\$ 5,900.00
Sub-Total of Contract Costs		\$ 545,202.71		\$ 548,645.96	\$ (556.71)
Indirect Cost & Fees					
Indirect Cost	12.00%	\$ 51,197.29	12.00%	\$ 47,754.05	\$ (3,443.24)
General Liability (Eckerd)	0.60%	\$ 3,600.00	0.75%	\$ 3,600.00	\$ -
Sub-Total of Indirect & Fees		\$ 54,797.29		\$ 51,354.05	\$ (3,443.24)
		\$ 600,000.00		\$ 600,000.00	\$ 0.00

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Sept 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance		
PY'18 Allocation	593,090	65,899	477,904	53,100	639,935	71,104	1,901,032							
PY'18 Transfer of funds	300,000	-	(300,000)	-	-	-	-							
PY'17 Carryover	392,826	70,484	196,079	35,161	195,696	20,504	910,750							
	1,285,916	136,383	373,983	88,261	835,631	91,608	2,811,782							
Service Providers														
Eckerd - Adult/DW Serv	651,715	-	88,285	-	-	-	740,000	185,129	25%	61,667	25%	554,871		
Eckerd - Operator	74,535	-	10,465	-	-	-	85,000	19,087	22%	7,083	25%	65,913		
Eckerd - Youth	-	-	-	-	600,000	-	600,000	116,065	19%	50,000	25%	483,935		
OJT	32,000	-	-	-	-	-	32,000	-	0%	2,667	25%	32,000		
Undesignated Funds	303,850	60,272	213,110	14,821	127,845	-	719,898	-	0%	-	-	719,898		
Total Pass-Through Con	1,062,100	60,272	311,860	14,821	727,845	-	2,176,898	320,281	15%	121,417	25%	1,856,617		
Total Revenue after Ob	223,816	76,111	62,123	73,440	107,786	91,608	634,884							
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Oct 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance	Accruals	Balance after Accruals
Salaries, Fringe, & Indire	165,125	58,325	57,825	56,200	90,425	98,950	526,850	141,809	27%	87,808	33%	385,041		385,041
SCW Centers Facility Co	172,000	6,000	16,000	6,000	10,000	5,000	215,000	53,120	25%	35,833	33%	161,880		161,880
Billed to Partners for Fac	(117,000)		(13,000)				(130,000)	-	0%	(21,667)	33%	(130,000)		(130,000)
Contractual & Outside Services		1,750		1,750		1,750	5,250	1838	0%	875	33%	3,412		3,412
Travel	1,455	248	364	264	1,131	264	3,725	476	13%	621	33%	3,249		3,249
AOP BIS Transportation					5,000		5,000	-	0%	833	33%	5,000		5,000
Supplies		680		640		680	2,000	116	6%	333	33%	1,884		1,884
Insurance		3,000		2,750		3,000	8,750	1,469	17%	1,458	33%	7,281		7,281
Postage		170		170		160	500	37	7%	83	33%	463		463
Printing		1,850		1,850		1,850	5,550	1,233	22%	925	33%	4,317		4,317
Web Site Hosting & Ren	500	2,175	500	2,150	500	2,175	8,000	2,617	33%	1,333	33%	5,383		5,383
Memberships, Dues, & Prof Fees		750		500		750	2,000	232	12%	333	33%	1,768		1,768
Training	736	48	184	51	730	51	1,800	640	36%	300	33%	1,160		1,160
Job Fair / Hiring Event Expenses							-	-	0%	-	33%	-		-
R&M & Gas - WIA Car		200		200		200	600	-	0%	100	33%	600		600
Outreach (SC Works Cer	1,000		250				438	-	0%	73	33%	438		438
Meeting Expense	-	915	-	915	-	915	1,160	250	22%	193	33%	910		910
Total In-House	223,816	76,111	62,123	73,440	107,786	115,745	656,623	203,837	31%	109,437	17%	452,786	-	452,786

17IWT01

Grant #	Company	Requested	Awarded	Modification	Spent	Balance
17IWT01-01	Allegro Industries	\$ 2,591.10	\$ 2,591.10	\$394.20	\$ 2,591.10	\$ 394.20
17IWT01-02	Nutra	\$ 19,180.00	\$ 19,180.00		\$ 12,550.00	\$ 6,630.00
17IWT01-03	Proper Polymers	\$ 42,400.00	\$ 42,400.00		\$ -	\$ 42,400.00
17IWT01-04	Mergon	\$ 93,475.00	\$ 85,828.90	(\$394.20)	\$ -	\$ 85,434.70
			\$ 150,000.00		\$ 15,141.10	\$ 134,858.90

Rapid Response IWT Grants

Grant #	Company	Awarded	Spent	Balance	Status
17RRIWT04	Siemag	\$ 40,540.00	\$ 39,687.00	\$ 853.00	FINAL
17RRIWT10	Ideal Steel	\$ 64,240.00	\$ 64,240.00	\$ -	FINAL
17RRIWT14	Patriot Automation	\$ 53,840.00	\$ 28,499.00	\$25,341.00	ONGOING

Transportation Grant Summary

ELECTRIC CITY TRANSIT
PY17

Services began 9/18/17, Grant Ends 12/31/18

# of Individuals:	September	October	November	December	January	February	March	April	May	June	TOTALS
Training Access		18	11	13	11	13	11	12	10	18	117
Employment Access		62	51	42	29	28	22	15	11	12	272
Maintained or Completed Training		44	38	34	41	43	47	55	57	56	415
<i>Total Employment and Training Riders</i>		<i>124</i>	<i>100</i>	<i>89</i>	<i>81</i>	<i>84</i>	<i>80</i>	<i>82</i>	<i>78</i>	<i>86</i>	<i>804</i>
TOTAL RIDERSHIP		271	227	229	165	184	192	193	190	211	1862
<i>Goal Percentage 60%</i>		46%	44%	39%	49%	46%	42%	42%	41%	41%	43%
Grant Award											100,000.00
Total All Invoices Rec'd	3,937	7,308	5,954	8,954	9,222	6,472	9,643	6,228	5,637	8,846	72,201.00
Remaining Balance											27,799.00
										Spent	72%
										Grant to Date - Goal to spend	82%

Report as of 10.29.18

PY18 OJT Summary

Adult 2810

Contract Number	Name	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
07162018-8273			Adult	3371655	Advanced Machining & Fab.	Anderson	7/16/2018	10/29/2018	Unsuccessful	480	\$15.00	75%	\$5,400.00		\$5,400.00	Pending
08062018-2788			Adult	2525043	J. Davis Construction	Oconee	8/6/2018	10/29/2018	Unsuccessful	480	\$12.00	75%	\$4,320.00		\$4,320.00	Pending
08202018-7042			Adult	3387048	Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	
08202018-7644			Adult	2747097	Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	
08202018-3897			Adult	3362655	Michelin North America	Anderson	8/20/2018	12/3/2018	N/A	464	\$11.00	50%	\$2,552.00		\$2,552.00	

Budget	Remaining
\$32,000.00	\$14,624.00

County	Total Training Hours	Average Wage
Anderson	\$13,056.00	75%
Pickens	\$0.00	0%
Oconee	\$4,320.00	25%

Hours Trained	Average Wage
2352	\$12.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$17,376.00	\$0.00	\$17,376.00	\$0.00	\$0.00
Net Obligate	\$17,376.00			

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

County	Total Training Hours	Average Wage
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 Obligate	\$0.00			

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Henry McMaster
Governor

Cheryl M. Stanton
Executive Director

October 22, 2018

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Drawer 6668
Greenville, South Carolina 29606

Re: Incumbent Worker Training
Grant Number: 18IWT01

Dear Mr. Pelissier:

For Program Year 2018, the State Workforce Development Board has set aside WIOA State Reserve funds for the operation of an Incumbent Worker Training (IWT) program in each local area. We are pleased to provide the WorkLink Workforce Development Area with the attached grant for IWT funding in the amount of \$217,797.

The enclosed grant agreement includes two face sheets. To accept the grant, please sign each face sheet and return one original to this office. The other face sheet and grant documents should be retained for your file. Please note: by accepting this grant, you are agreeing to all requirements and rules as outlined in the enclosed grant Statement of Work and Terms and Conditions.

We look forward to working with you on this grant. Should you have any questions or need additional information, please contact Grants Management at workforcegrants@dew.sc.gov.

Sincerely,

Michelle Paczynski
Assistant Executive Director

Enclosures

**SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
WORKFORCE SUPPORT
1550 Gadsden Street, Columbia, South Carolina 29202**

GRANT AWARD

Grantee: SC Appalachian Council of Governments
Post Office Drawer 6668
Greenville, SC 29606

Project Title: Incumbent Worker Training

Grant Number: 18IWT01

Award Amount: \$217,797

Contact: Trent Acker
(864) 646-1458
Tacker@worklinkweb.com

Grant Period: 10/22/18 – 04/30/20

CFDA Number: 17.278 – WIOA Dislocated Worker Formula Grants

Conditions:

- This grant award includes additional program funds to cover the cost of salary and fringe benefits for staff directly responsible for IWT data collection, entry into SCWOS, and reporting. The LWDA may use up to 10 percent of total grant expenditures for staff salaries and fringe benefits.
- Monthly Financial Status Reports for each funding source, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month.
- Quarterly Programmatic Status Reports, inclusive of all activity up to and including the last day of the quarter, must be submitted to the program contact no later than 30 days from the end of the quarter.
- All IWT agreements must be tracked in SCWOS, both as a participant service and as a business service. Instructions for tracking IWT agreements in SCWOS will be provided.
- **70 percent of funding must be obligated within three (3) months of receiving funding, or by January 31, 2019. 100 percent of funding must be obligated within nine (9) months of receiving funding, or by June 30, 2019.** Funds not obligated by the required date will be returned to the South Carolina Department of Employment and Workforce.

Contacts:

Program Contact: Jordan Kneece
(803) 737-4782
jkneece@dew.sc.gov

Fiscal Contact: Shannon O'Berry
(803) 737-2543
soberry@dew.sc.gov

In accordance with the provisions of the Workforce Innovation and Opportunity Act, funds are awarded in the amount shown above for the purposes specified in the Statement of Work. The acceptance of this award creates a contract between the South Carolina Department of Employment and Workforce and the Grantee named above, legally binding the Grantee to carry out the activities set forth in the Grant Agreement. The Grant Agreement consists of this Grant Award Signature Sheet, Part I – Program Statement of Work, Part II – Grant Budget, and Part III – Terms and Conditions.

Approved By:



Michelle Paczynski
Assistant Executive Director

Accepted By:

Steven Pelissier
Executive Director

10/22/18
Date

Date