



Action Items - December 22, 2021

1. Workforce Solutions Expenditures – November 30, 2021 – See attachment
2. Workforce Innovation and Opportunity Act (WIOA) PY20 Revised Budget See attachment
3. Approval to post two Workforce Solutions positions

Position 1: Project Coordinator

Background:

Workforce Solutions applied for and was awarded an Appalachian Regional Commission (ARC) Inspire grant. INSPIRE stands for INvestments Supporting Partnerships in Recovery Ecosystems. Established in April 2021, ARC has invested \$14.9 Million in 47 projects across the Appalachian region. (\$5.5 Million awarded in November 2021). Workforce Solutions submitted a proposal titled “PROSPER from Recovery to Career”. The primary objectives of the project are: 1. To provide job seekers who are in recovery from Substance or Other Drug Use Disorders (SUD) a sustainable plan for job placement or a meaningful career pathway through intentional partnership to extend the recovery ecosystem and 2. To provide tools to improve employer awareness so that the gap in the labor market shortage will be lessened as a result. The \$500,000 grant award includes funding for a part time temporary position of Project Coordinator. The position will be paid \$20 per hour and will be eligible for Healthcare benefits and paid time off.

Summary of this position: Temporary three-year (30 hours/week) Project Manager position is available. Under the direction of Workforce Solutions Board staff for North Central PA, the Project Manager is responsible for managing the PROSPER project, a federal grant program that is designed to extend services and programs for job seekers who are in recovery from substance and alcohol use disorders. This position will be responsible for coordinating all grant activities and programs between multiple agencies, and treatment facilities in the north central workforce development area.

Recommendation: Approval to post this position at \$20 per hour with the offer of Healthcare benefits and paid time off based on the PTO schedule for part time employees as identified in the Personnel Manual. This will also require the approval of changes to the Personnel Manual to revise the language for Temporary employees – adding the Healthcare benefits and PTO.

Position 2: Strategic Planning and Project Manager

Background: This position will replace the Director of Strategic Planning and Project Management position that was formerly held by the Executive Director. As we move through the organization redesign process with the assistance of J.L. Nick and Associates, Inc. the position profile is currently being analyzed to produce a salary scale. All other position profiles will be finalized in the next 6 weeks followed by a salary scale development for the remaining positions.

Summary of the position: To provide oversight and implementation of monitoring policies and processes, policy development, procurement, grant writing and project management to ensure the workforce development system in the region is exceeding performance measures. To serve as the youth programs coordinator including the management of the Youth Committee and the TANF Youth Development Plans and Program. To assist in the development of the local workforce development plan and to serve as a contact for the provision of Labor Market Data to partners and agencies throughout the region.

This position will be a full time, exempt position.

Recommendation – Approval to post this position at the salary scale provided by J.L. Nick and Associates, Inc. to begin recruitment for candidates to fill the position.

4. New Committee to the Board

Background - At the October 6, 2021 Workforce Development Board meeting the Future's Committee was dissolved. Several non-board members of this committee are now participating in the Youth Committee. After discussion with several board members and research of committee structure of other boards across the state and nation, review of the roles and responsibilities of WDB as outlined in WIOA, we are recommending the development of a **Policy and Performance Committee**.

Committee Purpose: The Policy and Performance Committee will work with Workforce Solutions staff in setting workforce delivery system policy, developing performance criteria and implementing evaluation methods for the workforce delivery system in the North Central Workforce Development Area. The workforce delivery system includes the PA CareerLink centers (One Stop American Job Centers), WIOA, TANF Youth Development and EARN Programs as well as special grants and projects. The committee will provide recommendations to the system as well as commit to learn about the programs that make up the workforce system.

The committee will meet quarterly and be chaired by a board member. Other members will include: additional board members, One Stop Operator, board staff and other interested and appropriate non-board members.

As the committee is formed and begins to meet the purpose of this committee will be refined as appropriate.

Recommendation – Workforce Solutions requests approval for the addition of this committee to the board which will result in changes to the bylaws. Volunteers for this committee, including the role of chairperson, will be accepted by board members.

5. One Stop Operator Award

Background: A Request for Proposal (RFP) was issued on September 28, 2021 to begin the procurement for a new One Stop Operator as recommended by the PA Department of Labor and Industry. The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards to select their operator through a competitive process.

Under the leadership of Workforce Solutions. A local One- Stop delivery system operator is an entity or a consortium of entities, that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness in the local area and is designated or certified under WIOA sec. 121(d). A required role of the operator is to coordinate the delivery of partner program services in the local service delivery system ensuring a seamless distribution of career services, training services and other employment-related services provided by required and additional partner programs offered in the local area. The roles and responsibilities of the One Stop Operator are outlined in greater detail in the Request for Proposal document.

Proposal: On November 24, 2021, we received a proposal on behalf of a One-Stop Operator Consortium. The proposal, submitted by EQUUS Workforce Solutions was signed by Title I, Workforce, Title II, Adult Education, Title III, Wagner Peyser and Title IV, Office of Vocational Rehabilitation (OVR). The 4 representatives, listed below, who serve as their respective one stop partner directors propose to work together to ensure the successful operation of the PA CareerLink® centers in our region.

Lead Consortium Member:

Title I Adult, Dislocated Worker and Youth Program Provider

- EQUUS Workforce Solutions - represented by Blythe Brunner, Project Director

Other Members:

Title II Adult Education and Family Literacy Program Providers:

- Seneca Highlands Intermediate Unit (IU) 9, represented by Kelly Davis, Coordinator of Special Programs.

Title III Wagner Peyser Provider:

- PA Department of Labor and Industry, Bureau of Workforce Partners and Operations (BWPO) – represented by Bruce Jones, Area Regional Director

Title IV Vocational Rehabilitation Provider:

- PA Department of Labor and Industry, Office of Vocational Rehabilitation- represented by Chris Palmer, District Administrator

Negotiation: Workforce Solutions reviewed and evaluated the proposal received and reached out to the partners for clarification and negotiation of several items included in the proposal.

The items include:

1. Lack of detail regarding what the funding will be utilized for, time commitment of the partners, details regarding what each partner will contribute towards the work – roles and responsibilities – of the operator as required in WIOA.
2. Concern regarding the use of the EQUUS Legacy site to provide professional development to all staff in the PA CareerLink centers.
3. Lack of perceived commitment to board policies and initiatives and programs.
4. Lack of Leveraging of In Kind Resources
5. Addition of 2 items that the operator is required to do that was not included in the RFP:
 - a. The operator consortium will be required to provide strategic oversight between economic and workforce development - Result of Monitoring from BWDA - We can discuss this.
 - b. The operator consortium is responsible for the recruitment and development of new partnerships in the PA CL - Result of Monitoring from BWDA - this was included in the proposal.
6. Other logistics will be discussed and required upon award including additional expectations of the operator on behalf of the CEO and NCWDB. (i.e. hours of operation, outreach efforts, business services, etc.)

Pam met with EQUUS staff to explain the concerns and items for negotiation. The meeting was beneficial as the partners (including EQUUS) were confused about the allowable uses of the funding. Upon further discussion, all partners are working on a revised budget that will ensure staff time is committed to the work of the One Stop Operator.

Recommendation: Workforce Solutions recommends the award of the One Stop Operator upon successful negotiation of terms to the Consortium of entities as identified in the proposal. The contract would begin on January 1, 2022 and extend through June 30, 2022 followed by a second contract beginning July 1, 2022 through June 30, 2023. Periodic monitoring and evaluations of the One Stop Operator will be performed by board staff and reported to the CEOs and NCWDB board members. A representative from the Operator Consortium will attend the Policy and Performance Committee quarterly meetings as well as report out at all Workforce Development Board meetings.

Statement of Expenses
Workforce Solutions for North Central PA
For 11/30/2021

Financial Report

	Annual Budget	M-T-D Actual	Y-T-D Actual	Balance
Staff Salaries & Fringe Benefits				
50100 Salaries and Wages	452,452.00	28,696.20	155,679.16	296,772.84
51100 Disability & Life Insurance	8,211.00	488.56	2,705.88	5,505.12
52100 FICA	34,612.00	2,153.67	11,659.82	22,952.18
53200 Health Insurance	34,129.00	2,232.79	13,006.17	21,122.83
53300 Vision Insurance	1,113.00	54.48	308.01	804.99
53400 Dental Insurance	4,838.00	280.17	1,555.38	3,282.62
53600 401K Expense	23,122.00	1,141.27	6,240.88	16,881.12
54100 Worker's Compensation	1,424.00	0.00	0.00	1,424.00
55100 PA Unemployment Compensation	1,827.00	0.00	0.00	1,827.00
Total Staff Salaries & Fringe Benefits	561,728.00	35,047.14	191,155.30	370,572.70
Operating Expenses				
57100 Travel & Per Diem	15,000.00	478.24	5,908.65	9,091.35
57300 Registration Fees	10,000.00	0.00	2,482.88	7,517.12
57400 Meeting Expense	2,000.00	0.00	248.76	1,751.24
60100 Legal Fees	300.00	0.00	0.00	300.00
60300 Auditing	12,350.00	0.00	0.00	12,350.00
60900 Janitorial Expenses	2,760.00	0.00	600.00	2,160.00
61000 IT Supplies	14,999.00	1,072.61	5,847.76	9,151.24
61200 Office Supplies & Expenses	15,000.00	285.81	3,941.98	11,058.02
61400 Advertising	5,000.00	107.42	650.75	4,349.25
61500 Outreach	2,000.00	0.00	495.00	1,505.00
61600 Copying	3,599.00	497.13	1,391.77	2,207.23
61700 Rent	18,001.00	1,500.00	7,500.00	10,501.00
62200 Equipment Lease Rental	300.00	73.11	130.32	169.68
62300 Furniture	1,000.00	0.00	0.00	1,000.00
63100 Telephone	5,279.00	342.57	1,989.71	3,289.29
63200 Internet	4,020.00	327.93	1,642.08	2,377.92
63300 IT Support	9,200.00	729.43	4,131.24	5,068.76
63400 Website/Portal Hosting & Maintenance	20,260.00	923.00	2,151.34	18,108.66
63500 Accounting Software & Support	2,500.00	150.00	150.00	2,350.00
64100 Postage	1,350.00	0.00	257.38	1,092.62
65200 Staff Clearances	450.00	0.00	0.00	450.00
65400 RSAB Expenses	357,000.00	0.00	73,591.64	283,408.36
65500 Operator	25,001.00	0.00	8,328.72	16,672.28
66100 Dues, Memberships, & Subscriptions	16,001.00	173.80	2,706.06	13,294.94
67100 Insurance	6,220.00	0.00	0.00	6,220.00
69100 Bank Fees	685.00	29.10	94.80	590.20
69900 Miscellaneous Expenses	5,461.00	0.00	850.00	4,611.00
Total Operating Expenses	555,736.00	6,690.15	125,090.84	430,645.16
Equus Subcontractor Expenses				
68500 Subcontractor Expenses	2,673,413.15	0.00	946,419.83	1,726,993.32
Total Equus Subcontractor Expenses	2,673,413.15	0.00	946,419.83	1,726,993.32
Total Expenses	\$ 3,790,877.15	\$ 41,737.29	\$ 1,262,665.97	\$ 2,528,211.18

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LWDA budgets must be submitted by COB 11/12/2021.

LWDA budgets can be revised and resubmitted as approved by the LWDB and to reflect any adjustments.

A year-to-date comparison of actual expenditures should be made against the submitted LWDA budgets on a quarterly basis.

PY2020 Budget to YTD QS JULY - SEPTEMBER 2021 FSR

ORIGINAL BUDGET	PY 2020 TITLE I 85% ADULT			PY 2020 TITLE I 85% YOUTH			PY 2020 TITLE I 65% DISLOCATED WORKER			TOTAL ADULT, YOUTH, AND DISLOCATED WORKER ALLOCATIONS	TOTAL FUNDING YTD Comparison	OVER(UNDER)	
	ADULT YTD Comparison	OVER(UNDER)	ADULT YTD Comparison	OVER(UNDER)	DISLOCATED WORKER YTD Comparison	OVER(UNDER)	ADULT YTD Comparison	OVER(UNDER)	DISLOCATED WORKER YTD Comparison				OVER(UNDER)
	INITIAL ALLOCATION		INITIAL ALLOCATION		INITIAL ALLOCATION		INITIAL ALLOCATION		INITIAL ALLOCATION				
FUNDING AVAILABLE	\$ 898,460.36	\$ -	\$ 898,460.36	\$ 557,360.99	\$ -	\$ 557,360.99	\$ 767,424.53	\$ -	\$ 767,424.53	\$ 2,223,245.88	\$ -	\$ 2,223,245.88	
Transfer DW 2nd Inc to AD 2nd Inc 3013	\$ 333,333.00						\$ (333,333.00)						
Transfer 2													
	Adult		Youth			Dislocated Worker							
* ADMINISTRATION	\$ 89,846.04	\$ -	\$ 89,846.04	\$ 55,736.10	\$ -	\$ 55,736.10	\$ 76,134.91	\$ -	\$ 76,134.91	\$ 221,717.04	\$ -	\$ 221,717.04	
A Admin Staff Salaries & Fringe Benefits	\$ 68,282.99	\$ -	\$ 68,282.99	\$ 42,359.44	\$ -	\$ 42,359.44	\$ 57,862.53	\$ -	\$ 57,862.53	\$ 168,504.96	\$ -	\$ 168,504.96	
A Operational Expenses (e.g. travel, postage, etc.)	\$ 21,563.05	\$ -	\$ 21,563.05	\$ 13,376.66	\$ -	\$ 13,376.66	\$ 18,272.38	\$ -	\$ 18,272.38	\$ 53,212.09	\$ -	\$ 53,212.09	
A Admin Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CAREER & SUPPORTIVE SERVICES	\$ 365,825.46	\$ -	\$ 365,825.46	\$ -	\$ -	\$ -	\$ 424,476.56	\$ -	\$ 424,476.56	\$ 790,302.02	\$ -	\$ 790,302.02	
P Program Staff Salaries & Fringe Benefits	\$ 250,000.00	\$ -	\$ 250,000.00				\$ 329,493.66	\$ -	\$ 329,493.66	\$ 579,493.66	\$ -	\$ 579,493.66	
P Operational Expenses (e.g. travel, postage, etc.)	\$ 38,273.73	\$ -	\$ 38,273.73				\$ 46,110.54	\$ -	\$ 46,110.54	\$ 84,384.27	\$ -	\$ 84,384.27	
P Other Program Expenses	\$ 58,175.10	\$ -	\$ 58,175.10				\$ 28,158.79	\$ -	\$ 28,158.79	\$ 86,333.89	\$ -	\$ 86,333.89	
P Needs Related Payments	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Supportive Service Funds	\$ 19,376.63	\$ -	\$ 19,376.63				\$ 20,713.57	\$ -	\$ 20,713.57	\$ 40,090.20	\$ -	\$ 40,090.20	
P Program Indirect Costs	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 71,534.00	\$ -	\$ 71,534.00	\$ -	\$ -	\$ -	\$ 138,610.00	\$ -	\$ 138,610.00	\$ 210,144.00	\$ -	\$ 210,144.00	
P Resource Sharing Agreement	\$ 71,534.00	\$ -	\$ 71,534.00				\$ 138,610.00	\$ -	\$ 138,610.00	\$ 210,144.00	\$ -	\$ 210,144.00	
P Regional Planning	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TRAINING SERVICES	\$ 371,254.86	\$ -	\$ 371,254.86	\$ -	\$ -	\$ -	\$ 122,127.61	\$ -	\$ 122,127.61	\$ 493,382.47	\$ -	\$ 493,382.47	
P Tuition Payments/ITAs	\$ 229,774.61	\$ -	\$ 229,774.61				\$ 37,915.49	\$ -	\$ 37,915.49	\$ 267,690.10	\$ -	\$ 267,690.10	
P On The Job (OJT) Reimbursements	\$ 125,000.00	\$ -	\$ 125,000.00				\$ 68,082.73	\$ -	\$ 68,082.73	\$ 193,082.73	\$ -	\$ 193,082.73	
P Skill Upgrade and Retraining/Customized Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Adult Education and Literacy Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Other Training Expenses	\$ 9,079.00	\$ -	\$ 9,079.00				\$ 8,728.14	\$ -	\$ 8,728.14	\$ 17,807.14	\$ -	\$ 17,807.14	
P Conversion Cost Category	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Other Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Apprenticeship Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Incumbent Worker Training	\$ 7,401.25	\$ -	\$ 7,401.25				\$ 7,401.25	\$ -	\$ 7,401.25	\$ 14,802.50	\$ -	\$ 14,802.50	
P Customized Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P Transitional Jobs Expenditures	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WIOA YOUTH	\$ -	\$ -	\$ -	\$ 501,624.89	\$ -	\$ 501,624.89	\$ -	\$ -	\$ -	\$ 501,624.89	\$ -	\$ 501,624.89	
P WIOA ISY - Work Experience (participating costs)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P WIOA ISY - Work Experience (staffing costs)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P WIOA ISY - Other Training Exp (please list below)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P WIOA ISY - Other Staff & Operational Exp							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
P WIOA OSY - Work Experience (participant costs)				\$ 104,100.00	\$ -	\$ 104,100.00				\$ 104,100.00	\$ -	\$ 104,100.00	
P WIOA OSY - Work Experience (staffing costs)				\$ 27,846.98	\$ -	\$ 27,846.98				\$ 27,846.98	\$ -	\$ 27,846.98	
P WIOA OSY - Other Training Expenses (please list below)				\$ 32,934.01	\$ -	\$ 32,934.01				\$ 32,934.01	\$ -	\$ 32,934.01	
P WIOA OSY - Other Staff & Operational Exp				\$ 334,743.90	\$ -	\$ 334,743.90				\$ 334,743.90	\$ -	\$ 334,743.90	
P WIOA OSY - Incentive Payments (participant costs)				\$ 2,000.00	\$ -	\$ 2,000.00				\$ 2,000.00	\$ -	\$ 2,000.00	
P WIOA ISY - Incentive Payments (participant costs)				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
P OSY - Pay-for-Performance Contract Expend				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
P ISY - Pay-for-Performance Contract Expend				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
P ISY Indirect Costs				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
P OSY Indirect Costs				\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
TOTAL BUDGET	\$ 898,460.36	\$ -	\$ 898,460.36	\$ 557,360.99	\$ -	\$ 557,360.99	\$ 761,349.08	\$ -	\$ 761,349.08	\$ 2,217,170.42	\$ -	\$ 2,217,170.42	

Other information

- P NOO must allow for Program Costs in order to budget under this category
- OSY Out-of-School Youth, per TEGL 16-19, local areas must expend 75% of Youth funds on OSY activities.
- ISY In-School-Youth
- Per TEGL 16-19 requires a minimum of 20% of Youth funds must be spent on work experiences, which includes: summer employment opportunities, other employment, pre-apprenticeship programs, job shadowing, and OJT opportunities.
- *Please identify training in the notes below.

NOTES:

BWDA USE ONLY

		Budgeted	Requirements	Description
Incumbent Worker Training Check	In Compliance	\$ 14,802.50	≤	\$ 333,176.98 IWT budget must be less than or equal to 20% of the Adult and DW Allocations
Work-Based Experience Check	In Compliance	\$ 131,946.98	≥	\$ 100,324.98 WBE budget must be greater than or equal to 20% of the Program Allocation for Youth
Out of School Youth Check	In Compliance	\$ 501,624.89	>	\$ 376,218.67 OSY budget must be greater than 75% of the Program Allocation for Youth
Admin - Adult Check	In Compliance	\$ 89,846.04	≤	\$ 89,846.04 The Administrative budget must be less than or equal to 10% of the total Adult Allocation
Admin - Youth Check	In Compliance	\$ 55,736.10	≤	\$ 55,736.10 The Administrative budget must be less than or equal to 10% of the total Youth Allocation
Admin - DW Check	In Compliance	\$ 76,134.91	≤	\$ 76,742.45 The Administrative budget must be less than or equal to 10% of the total DW Allocation
		Budgeted		Awarded
Total - Adult Check	Good	\$ 898,460.36		\$ 898,460.36
Total - Youth Check	Good	\$ 557,360.99		\$ 557,360.99
Total - DW Check	Calculation Error	\$ 761,349.08		\$ 767,424.53
Overall Total Check	Calculation Error	\$ 2,217,170.42		\$ 2,223,245.88

Does the allocation match the total?

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PY2020 Budget to YTD QS JULY - SEPTEMBER 2021 FSR

REVISED BUDGET	PY 2020 TITLE I 85% ADULT			PY 2020 TITLE I 85% YOUTH			PY 2020 TITLE I 65% DISLOCATED WORKER			TOTAL ADULT, YOUTH, AND DISLOCATED WORKER	TOTAL FUNDING	OVER(UNDER)
	ADULT	YOUTH	DISLOCATED WORKER	ADULT	YOUTH	DISLOCATED WORKER	ADULT	YOUTH	DISLOCATED WORKER	ALLOCATIONS	YTD Comparison	OVER(UNDER)
	INITIAL ALLOCATION	YTD Comparison	OVER(UNDER)	INITIAL ALLOCATION	YTD Comparison	OVER(UNDER)	INITIAL ALLOCATION	YTD Comparison	OVER(UNDER)			
Award FUNDING AVAILABLE	\$ 898,460.36	\$ 842,564.36	\$ 55,896.00	\$ 557,360.99	\$ 519,967.91	\$ 37,393.08	\$ 767,424.53	\$ 723,253.94	\$ 44,170.59	\$ 2,223,245.88	\$ 2,085,786.21	\$ 137,459.67
Transfer DW 2nd Inc to AD 2nd Inc 3013	\$ 333,333.00						\$ (333,333.00)					
Transfer 2												
	Adult	Youth	Dislocated Worker									
* ADMINISTRATION	\$ 89,846.04	\$ 33,950.04	\$ 55,896.00	\$ 55,736.10	\$ 18,343.02	\$ 37,393.08	\$ 76,742.45	\$ 32,571.86	\$ 44,170.59	\$ 222,324.59	\$ 84,864.92	\$ 137,459.67
A Admin Staff Salaries & Fringe Benefits	\$ 68,282.99	\$ 25,975.25	\$ 42,307.74	\$ 42,359.44	\$ 13,743.07	\$ 28,616.37	\$ 58,324.26	\$ 24,863.05	\$ 33,461.21	\$ 168,966.69	\$ 64,581.37	\$ 104,385.32
A Operational Expenses (e.g. travel, postage, etc.)	\$ 21,563.05	\$ 7,974.79	\$ 13,588.26	\$ 13,376.66	\$ 4,599.95	\$ 8,776.71	\$ 18,418.19	\$ 7,708.81	\$ 10,709.38	\$ 53,357.90	\$ 20,283.55	\$ 33,074.35
A Admin Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAREER & SUPPORTIVE SERVICES	\$ 376,250.96	\$ 376,250.96	\$ -	\$ -	\$ -	\$ -	\$ 496,243.18	\$ 496,243.18	\$ -	\$ 872,494.14	\$ 872,494.14	\$ -
P Program Staff Salaries & Fringe Benefits	\$ 262,268.13	\$ 262,268.13	\$ -	\$ -	\$ -	\$ -	\$ 399,183.57	\$ 399,183.57	\$ -	\$ 661,451.70	\$ 661,451.70	\$ -
P Operational Expenses (e.g. travel, postage, etc.)	\$ 37,425.36	\$ 37,425.36	\$ -	\$ -	\$ -	\$ -	\$ 52,189.27	\$ 52,189.27	\$ -	\$ 89,614.63	\$ 89,614.63	\$ -
P Other Program Expenses	\$ 60,395.14	\$ 60,395.14	\$ -	\$ -	\$ -	\$ -	\$ 28,158.79	\$ 28,158.79	\$ -	\$ 88,553.93	\$ 88,553.93	\$ -
P Needs Related Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Supportive Service Funds	\$ 16,162.33	\$ 16,162.33	\$ -	\$ -	\$ -	\$ -	\$ 16,711.55	\$ 16,711.55	\$ -	\$ 32,873.88	\$ 32,873.88	\$ -
P Program Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER	\$ 65,228.25	\$ 65,228.25	\$ -	\$ -	\$ -	\$ -	\$ 94,412.77	\$ 94,412.77	\$ -	\$ 159,641.02	\$ 159,641.02	\$ -
P Resource Sharing Agreement	\$ 65,228.25	\$ 65,228.25	\$ -	\$ -	\$ -	\$ -	\$ 94,412.77	\$ 94,412.77	\$ -	\$ 159,641.02	\$ 159,641.02	\$ -
P Regional Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRAINING SERVICES	\$ 367,135.11	\$ 367,135.11	\$ -	\$ -	\$ -	\$ -	\$ 100,026.13	\$ 100,026.13	\$ -	\$ 467,161.24	\$ 467,161.24	\$ -
P Tuition Payments/ITAs	\$ 223,063.74	\$ 223,063.74	\$ -	\$ -	\$ -	\$ -	\$ 20,551.86	\$ 20,551.86	\$ -	\$ 243,615.60	\$ 243,615.60	\$ -
P On The Job (OJT) Reimbursements	\$ 127,591.12	\$ 127,591.12	\$ -	\$ -	\$ -	\$ -	\$ 63,344.88	\$ 63,344.88	\$ -	\$ 190,936.00	\$ 190,936.00	\$ -
P Skill Upgrade and Retraining/Customized Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Adult Education and Literacy Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Other Training Expenses	\$ 9,079.00	\$ 9,079.00	\$ -	\$ -	\$ -	\$ -	\$ 8,728.14	\$ 8,728.14	\$ -	\$ 17,807.14	\$ 17,807.14	\$ -
P Conversion Cost Category	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Other Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Apprenticeship Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Incumbent Worker Training	\$ 7,401.25	\$ 7,401.25	\$ -	\$ -	\$ -	\$ -	\$ 7,401.25	\$ 7,401.25	\$ -	\$ 14,802.50	\$ 14,802.50	\$ -
P Customized Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P Transitional Jobs Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA YOUTH	\$ -	\$ -	\$ -	\$ 501,624.89	\$ 501,624.89	\$ -	\$ -	\$ -	\$ -	\$ 501,624.89	\$ 501,624.89	\$ -
P WIOA ISY - Work Experience (participating costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P WIOA ISY - Work Experience (staffing costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P WIOA ISY - Other Training Exp (please list below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P WIOA ISY - Other Staff & Operational Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P WIOA OSY - Work Experience (participant costs)	\$ -	\$ -	\$ -	\$ 114,798.04	\$ 114,798.04	\$ -	\$ -	\$ -	\$ -	\$ 114,798.04	\$ 114,798.04	\$ -
P WIOA OSY - Work Experience (staffing costs)	\$ -	\$ -	\$ -	\$ 26,739.88	\$ 26,739.88	\$ -	\$ -	\$ -	\$ -	\$ 26,739.88	\$ 26,739.88	\$ -
P WIOA OSY - Other Training Expenses (please list below)	\$ -	\$ -	\$ -	\$ 38,063.39	\$ 38,063.39	\$ -	\$ -	\$ -	\$ -	\$ 38,063.39	\$ 38,063.39	\$ -
P WIOA OSY - Other Staff & Operational Exp	\$ -	\$ -	\$ -	\$ 321,248.58	\$ 321,248.58	\$ -	\$ -	\$ -	\$ -	\$ 321,248.58	\$ 321,248.58	\$ -
P WIOA OSY - Incentive Payments (participant costs)	\$ -	\$ -	\$ -	\$ 775.00	\$ 775.00	\$ -	\$ -	\$ -	\$ -	\$ 775.00	\$ 775.00	\$ -
P WIOA ISY - Incentive Payments (participant costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P OSY - Pay-for-Performance Contract Expend	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P ISY - Pay-for-Performance Contract Expend	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P ISY Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P OSY Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 898,460.36	\$ 842,564.36	\$ 55,896.00	\$ 557,360.99	\$ 519,967.91	\$ 37,393.08	\$ 767,424.53	\$ 723,253.94	\$ 44,170.59	\$ 2,223,245.88	\$ 2,085,786.21	\$ 137,459.67

Other information

- P NOO must allow for Program Costs in order to budget under this category
- OSY Out-of-School Youth, per TEGL 16-19, local areas must expend 75% of Youth funds on OSY activities.
- ISY In-School-Youth
- Per TEGL 16-19 requires a minimum of 20% of Youth funds must be spent on work experiences, which includes: summer employment opportunities, other employment, pre-apprenticeship programs, job shadowing, and OJT opportunities.
- *Please identify training in the notes below.

NOTES:

Revised budgets will be taken to the Finance Committee, CEO, and WDB in December 2021.

BWDA USE ONLY

		Budgeted	Requirements	Description
Incumbent Worker Training Check	In Compliance	\$ 14,802.50	≤	\$ 20,013.32 IWT budget must be less than or equal to 20% of the Adult and DW Allocations
Work-Based Experience Check	In Compliance	\$ 141,537.92	≥	\$ 100,324.98 WBE budget must be greater than or equal to 20% of the Program Allocation for Youth
Out of School Youth Check	In Compliance	\$ 501,624.89	>	\$ 376,218.67 OSY budget must be greater than 75% of the Program Allocation for Youth
Admin - Adult Check	In Compliance	\$ 89,846.04	≤	\$ 89,846.04 The Administrative budget must be less than or equal to 10% of the total Adult Allocation
Admin - Youth Check	In Compliance	\$ 55,736.10	≤	\$ 55,736.10 The Administrative budget must be less than or equal to 10% of the total Youth Allocation
Admin - DW Check	In Compliance	\$ 76,742.45	≤	\$ 76,742.45 The Administrative budget must be less than or equal to 10% of the total DW Allocation
		Budgeted	Awarded	
Total - Adult Check	Good	\$ 898,460.36	\$ 898,460.36	
Total - Youth Check	Good	\$ 557,360.99	\$ 557,360.99	
Total - DW Check	Good	\$ 767,424.53	\$ 767,424.53	
Overall Total Check	Good	\$ 2,223,245.88	\$ 2,223,245.88	Does the allocation match the total?

Quarter 5 Revised PY20 WIOA Budgets (July - September 2021 FSRs):

- The Adult and Dislocated Worker budgets were revised to reflect the following:
 - Increases to Program Salaries and Fringe Benefits
 - Decreases in Resource Sharing Agreement Expenses
 - Decreases in Supportive Services and ITAs

- The Dislocated Worker budget was also revised to reflect the increase in the total allocation award amount, including reallocation to the administrative categories due to the increase in funds.

- The Youth budget was revised to increase OSY Work Experience - Participant Costs and Other Training, offset by a decrease in Staff and Operational Expenses.