



Thursday, April 29, 2021 – 9:00 AM
Zoom Meeting

Finance Committee Agenda

- I. **Welcome and Introductions** Don Noble, Chair

- II. **Pledge of Allegiance** Don Noble, Chair

- III. **Action/Discussion Items**
 - 1. Approval of Minutes – March 5, 2021 Finance Committee Meeting Page 2
 - 2. 2020 – 2021 Budget Modification No. 4 Sheila Doyle, Page 4
 - 3. 2021 – 2022 Planning Budget Sheila Doyle, Page 7
 - 4. CSTB – Strategic Plan – Finance Committee Elements Michelle Schultz, Page 13

- IV. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- V. **Information Items**
 - 1. Expenditure Reports for the period ending March 31, 2021 Sheila Doyle, Page 15

- VI. **Public Comments**

- VII. **Adjournment**

Next Finance Committee Meeting – May 27, 2021



CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: March 5, 2021
Location: Zoom Meeting

Call to Order

Chair Noble called the meeting to order at 10:00 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Elizabeth Gutierrez, Lindsey Kimball, Randall King, Karen Koundourakis, Nikita Patel, and Don Noble.

Board members not in attendance

Constance Daniels, Ian Lieberman, Commissioner Kemp, Richard Padilla

Staff Present

John Flanagan, Sheila Doyle, Michelle Zieziula, Jody Toner, Anna Munro, and Tammy Stahlgren.

BOCC Liaison/Representative

Ken Jones.

Others

The items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicates Action Needed

Pledge of Allegiance

The Pledge of Allegiance was led by Randall King.

Public Comments

There were none.

Action/Discussion Items

▶ Action Item 1 - Approval of Minutes:

January 8, 2021 Finance Committee Meeting Minutes

(Refer to Pages 2-3 of the March 5, 2021 Finance Committee Agenda Packet)

- A motion to approve the minutes of the January 8, 2021 Finance Committee Meeting.
 - Motioned: Karen Koundourakis
 - Seconded: Nikita Patel
- The motioned passed unanimously.

Action Item 2 – Revision of Procurement Thresholds

(Refer to Page 4 of the March 5, 2021 Finance Committee Agenda Packet)

- A motion to approve the increase to the micro-purchase threshold from \$3,500 to \$10,000 and its simplified acquisition threshold from \$150,000 to \$250,000.
 - Motioned: Randall King
 - Seconded: Lindsey Kimball
- The motioned passed unanimously.
 - A board member raised the question of whether we attempt to use local vendors in our procurement process. Staff responded that it is normal procedure and indicated that

when we update our internal forms will include a reminder to make sure it is considered when looking for vendors.

Other Administrative Matters

None.

Information Items – Chair Noble explained that information items are open to discussion upon request.

Information Item #1: 401k December 31, 2020
(Refer to Page 5 of the March 5, 2021 Finance Committee Agenda Packet)

No Discussion.

Information Item #2: Form 990 for FYE June 30, 2020
(Refer to Page 6 of the March 5, 2021 Finance Committee Agenda Packet)

No Discussion.

Information Item #3: Expenditure Reports for the period ending January 31, 2021
(Refer to Pages 7-10 of the March 5, 2021 Finance Committee Agenda Packet)

No discussion.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 10:06 a.m.
Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.



Action Item #2

PY 2020-2021 Budget Modification No. 4

Information:

Total budgeted revenue has increased from \$40,102,874 to \$40,230,549 for an overall increase of \$127,675. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Dislocated Worker of \$20,425

Employment Services

Decrease in SNAP of \$75,000

Direct Grants and Special Projects:

New award - Hillsborough County ACE Program of \$152,250

New award – Community Foundation PPE of \$30,000

Additionally, there was an increase in expenditures of \$127,176.

Recommendation

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2020-2021 Revenue Budget
Modification #4**

Program/Award	Approved Budget	Modification No. 4	Modified Budget
WIOA Adult	4,239,956	-	4,239,956
WIOA Youth	5,005,620	-	5,005,620
WIOA Dislocated Worker	4,457,716	20,425	4,478,141
WIOA Soft Skills	90,014	-	90,014
WIOA Supplemental	727,104	-	727,104
WIOA Performance Incentives	700,312	-	700,312
WIOA Emerging Initiatives - Foundational Skills	20,833	-	20,833
Subtotal WIOA	15,241,555	20,425	15,261,980
Wagner Peyser	1,997,585	-	1,997,585
Veterans Programs	296,250	-	296,250
SNAP	585,837	(75,000)	510,837
Trade Adjustment Act	175,225	-	175,225
Military Family	98,434	-	98,434
Subtotal Employment Services	3,153,331	(75,000)	3,078,331
Welfare Transition Program	4,986,471	-	4,986,471
Subtotal WTP	4,986,471	-	4,986,471
Reemployment & Eligibility Assessment (RESEA)	529,142	-	529,142
NEG - Hurricane Maria Evacuees	43,142	-	43,142
USDOL Tech Hire	598,616	-	598,616
Tampa Housing	101,680	-	101,680
Hillsborough County - CARES (R3)	14,500,000	-	14,500,000
Hillsborough County - ACE	-	152,250	152,250
NDWG - COVID 19	843,937	-	843,937
United Way Suncoast	75,000	-	75,000
Tech Quest Apprenticeship (TQA)	30,000	-	30,000
Community Foundation PPE	-	30,000	30,000
Subtotal Grants and Special Projects	16,721,517	182,250	16,903,767
Total Combined	40,102,874	127,675	40,230,549

CareerSource Tampa Bay
Planning Budget - Modification #4
Fiscal Year 2021 (July 2020-June 2021)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2020-2021	Prior Approved Budget FY 2020-2021	Modification #4
Revenue:							
Fiscal Year 2022 New Allocations	7,479,306	2,156,515	4,200,665	16,729,938	30,566,424	30,438,749	127,675
Carryforward from Prior Year Allocations	7,782,674	921,816	785,806	173,829	9,664,125	9,664,125	-
Total Revenue	15,261,980	3,078,331	4,986,471	16,903,767	40,230,549	40,102,874	127,675
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,264,676	-	235,324	-	1,500,000	1,500,000	-
Case Management	3,544,241	445,644	1,555,958	540,012	6,085,855	6,108,102	(22,247)
Career Services	972,133	-	595,823	-	1,567,956	1,572,438	(4,482)
One Stop Operating/Facilities Costs	217,105	1,509,214	61,243	342,438	2,130,000	2,130,000	-
Technology	74,930	479,304	7,641	163,125	725,000	725,000	-
Community Outreach	60,413	234,240	9,934	65,413	370,000	370,000	-
Program Staff Training & Professional Development	19,650	18,924	7,424	4,002	50,000	50,000	-
Subtotal - Program Services Allocated	6,153,148	2,687,326	2,473,347	1,114,990	12,428,811	12,455,540	(26,729)
Program Services - Direct Costs:							
Participant & Work Based Learning	8,134,500	135,000	1,955,000	13,220,800	23,445,300	23,317,300	128,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	953,481	953,481	938,505	14,976
Subrecipient Contracts	-	-	250,000	-	250,000	250,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	8,134,500	170,000	2,205,000	14,174,281	24,683,781	24,540,805	142,976
Total Program Service Costs:	14,287,648	2,857,326	4,678,347	15,289,271	37,112,592	36,996,345	116,247
Indirect Costs							
Indirect Costs	895,513	184,636	286,722	1,586,013	2,952,884	2,941,955	10,929
Total Indirect Costs	895,513	184,636	286,722	1,586,013	2,952,884	2,941,955	10,929
Total Expenditures	15,183,161	3,041,962	4,965,069	16,875,284	40,065,476	39,938,300	127,176
Unobligated Balance	78,819	36,369	21,402	28,483	165,073	164,574	499



Action Item #3

2021-2022 Planning Budget

Background

CareerSource Tampa Bay's (CSTB) 2021-2022 Planning Budget has been prepared based on preliminary allocations of our primary formula-based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). These preliminary allocations were provided to the twenty-four Local Workforce Development Boards (LWDB) by the Department of Economic Opportunity (DEO). The WIOA allocations are projecting an approximate 12% decrease from the prior year allocations while Wagner Peyser and WTP are indicating level funding. Estimates for other recurring funding sources have been based on prior year allocations. Carryforward amounts are estimated based on current available information and anticipated expenditures. A budget modification will be presented in the first quarter of FY2022 once all final allocations and carryforward amounts are known.

CSTB Board of Directors, along with, the Hillsborough Board of County Commissioner's (BOCC) are responsible for approval of the annual Planning Budget. The budget will go before the CSTB Board of Directors on May 20,2021 and before the Hillsborough BOCC in early June for final approval. Once approved by BOCC, the budget is then submitted to the State Workforce Board, CareerSource Florida, for their review.

2021-2022 Planning Budget Information

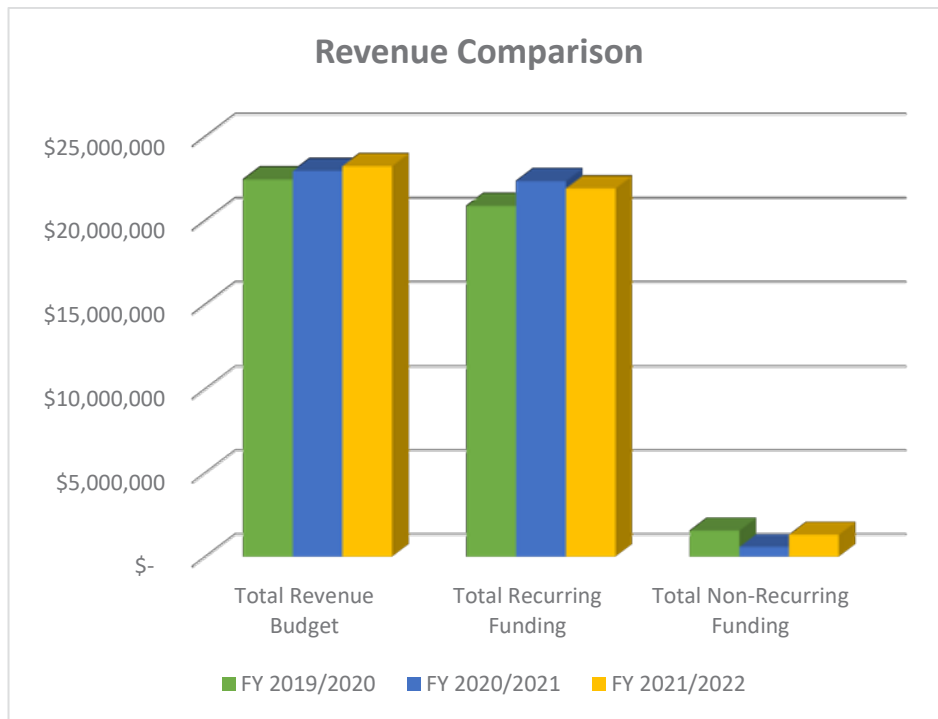
Revenue Budget

The total projected revenue for FY2022 is \$23,268,867, which includes \$10,007,750 in anticipated carryforward dollars. Overall, we are projecting an increase in revenues over the FY2022 preliminary budget of \$285,677.

Revenue Comparison

The below chart represents the comparison of the FY2022 projected revenues to the past two fiscal years recurring and non-recurring revenues. Recurring revenues, consisting of both new awards and carryforward funding, have remained fairly consistent over the past several years. There is a slight increase in non-recurring revenues in the current year due to some National Emergency funds received, as well as, additional funds received from Hillsborough County.

Fiscal Year	Total Revenue Budget	Total Recurring Funding	Total Non-Recurring Funding
FY 2019/2020	\$ 22,479,311	\$ 20,902,311	\$ 1,577,000
FY 2020/2021	\$ 22,983,190	\$ 22,378,190	\$ 605,000
FY 2021/2022	\$ 23,268,867	\$ 21,942,117	\$ 1,326,750



Recurring Funding

Recurring revenues consist of formula, needs based and CareerSource Florida Board formula allocations provided annually to each of the twenty-four Local Workforce Development Boards within the State of Florida.

The recurring revenues by funding source with their funding basis and methodology are represented below:

Recurring Funding		
Funding Source	Funding Basis	Funding Methodology
WIOA Adult	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Dislocated Worker	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Youth	Federal Formula	Relative share of workforce, unemployment and poverty factors
Wagner Peyser	CSF Board Formula Allocation	Relative share of workforce and unemployment
Veterans Programs	Needs based	Based on LWDB's staffing needs and related costs to support these positions
Supplemental Nutrition Assistance Program (SNAP)	Needs based	Based on LWDB's relative share of Able Bodied Working adults without children receiving food stamps
Trade Adjustment Act (TAA)	Needs based	Based on number of workers in the local area that have been laid off or whose jobs have been threatened because of foreign trade or competition
Military Family	Needs based	Provided to select regions with larger populations of active duty military
Temporary Assistance for Needy Families (TANF)/Welfare Transition	CSF Board Formula Allocation	50% of allocation is based upon the LWDB's relative share of the number of children within households receiving food stamps. 50% based on relative share of TANF caseload
Re-employment Services & Eligibility Assessment (RESEA)	CSF Board Formula Allocation	Based on LWDB's relative share of re-employment claims filed

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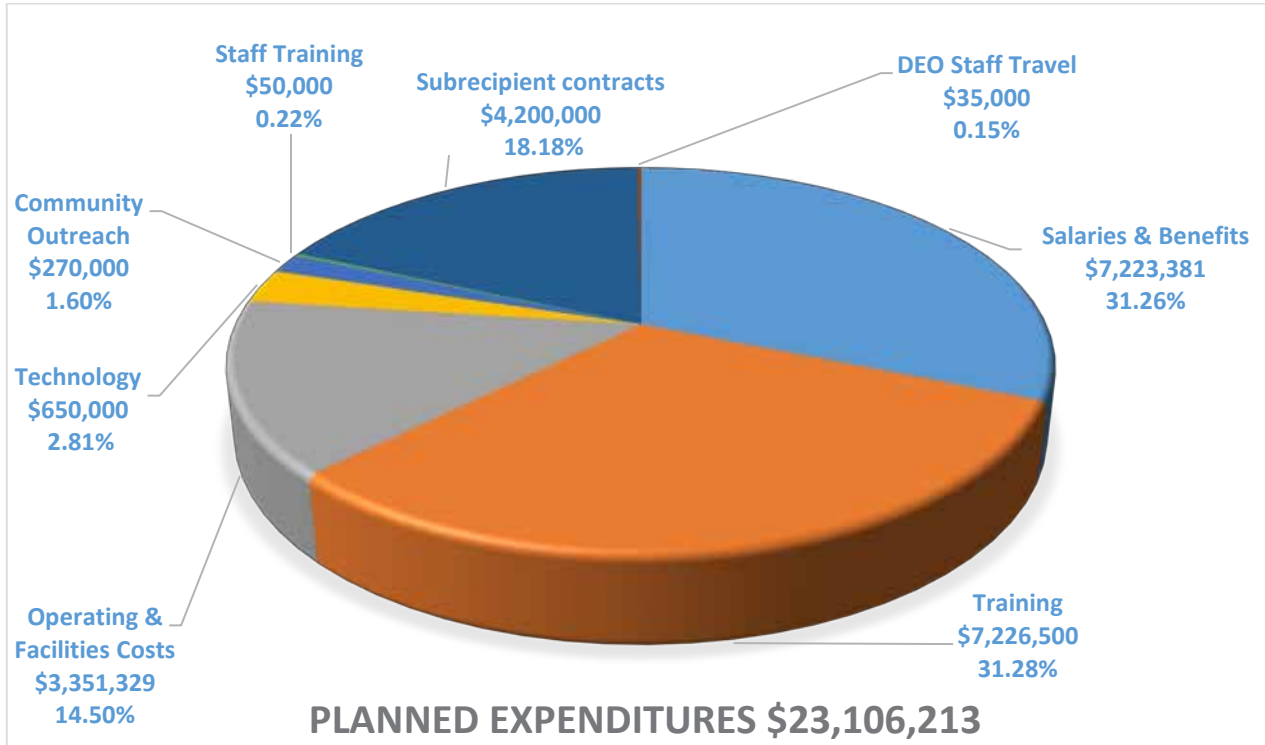
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** CareerSource Florida (CSF) Funding methodology based on prior year data. Current year information will be available after CSF Finance Council meeting.

Planned Expenditures

The total projected expenditures for FY2022 are \$23,106,213. The below graph provides the categories of expenditures. The most significant projected expenditures are:

- Salaries and benefits – approx. \$7.2M or 31.0% of total budgeted expenditures. *Note: Approximately 95% of costs captured in the Case Management and Career Services cost pools are related to salaries & benefits. Approximately 75% of costs captured in the Business Services and Indirect cost pool are related to salaries and benefits.*
- Participant & Work Based learning – approx. \$7.2M or 31.0% of total budgeted expenditures.
- Subrecipient contracts - \$4.2M or 18% of total budgeted expenditures.



The Planning Budget expenditures are broken down into three main categories: Program Services – Allocated, Program Services – Direct and Indirect Costs.

- **Program Services – Allocated** are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, caseloads, etc.). The cost pools and their related expenditures consist of the following:
 - **Business Services Cost Pool** - expenditures in this cost pool are associated with the personnel and non-personnel costs related to Business Services staff. Business Services staff are responsible for developing business partnerships, promoting business training programs, and providing value-added workforce solutions. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
 - **Case Management Cost Pool** – expenditures in this cost pool are associated with the personnel and non-personnel costs related to staff providing direct customer services. Program Services staff are responsible for case management, and job seeker training programs. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
 - **Career Services Cost Pool** - expenditures in this cost pool are associated with personnel and non-personnel costs related to staff assisting customers in the various Career Center resource rooms. Career Service staff are responsible for providing basic career services including but not limited to, orientations, initial assessments and referrals to other partners and services. Expenditures include salaries, fringe benefits, travel, supplies, communications and other operating costs.
 - **One Stop Operating/Facilities Costs** - expenditures in this cost pool are associated with the career centers. These costs include, rent, utilities, communications, supplies, etc. *Note: We currently have four One Stop centers located in Tampa, Brandon, Ruskin and Plant City.*
 - **Technology** - expenditures in this cost pool are associated with the purchase of equipment, software and non-consumable supplies for the provision of the one stop services. These expenditures include computers, office equipment, network equipment, software licenses, equipment maintenance, IT Service provider, etc.
 - **Community Outreach** - expenditures in this cost pool are associated with the outreach and marketing of one-stop services to the general public and employers. These expenditures include classified ads, printed materials, job fairs, employer seminars, and focus groups, as well as community event sponsorships, etc. Outreach activities that are specific to a program are directly charged to that program.
 - **Program Staff Training & Professional Development** - expenditures in this cost pool are associated with various training and professional development activities for One Stop center staff. These expenditures include professional services, memberships, supplies, etc.

- **Program Services – Direct** are those costs identifiable to a specific cost center or funding stream. Direct Program cost categories are as follows:
 - **Participant & Work Based Learning** – these are expenditures directly related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).
 - **Direct Grants & Special Projects – Salaries & Benefits** – these are expenditures related to staff working on grants or special projects outside of our general one-stop offerings. For the FY2022 budget this includes the National Emergency grant and the Hillsborough County Apprenticeship-to-Career Empowerment or ACE program.
 - **Subrecipient Contracts** – this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms. For the FY2022 budget this includes services that were outsourced to Educational Data Systems, Inc. (EDSI) for Career Services/One Stop Operator, Business Services and WIOA AD/DW.
 - **DEO Staff Travel** – these are expenditures related to travel for staff that are jointly managed with DEO and work out of our One Stop centers. DEO pays for their salaries and provides additional funding to cover these ancillary expenses.
- **Indirect Costs** - are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, total expenditures, etc.). The pool and its related expenditures consist of the following:
 - Indirect expenditures are those associated with the personnel and non- personnel costs related to Board staff. Board staff is responsible for the planning, development, oversight and administrative functions of all programs funded through the Local Workforce Development Board. The board staff provides support services for the One-Stop System, including Management Information Systems, Facility Management, Community Outreach, One-Stop Staff training and development activities. Expenditures include personnel costs, travel, supplies, equipment, communications, facilities, and other related operating cost.

Recommendation

To approve the PY2022 Planning Budget in order to provide to the CSTB Board of Directors and Hillsborough BOCC for their approvals and allow for required submission to the State Workforce Board for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2022.



Action Item # 4

CareerSource Tampa Bay Board of Directors 2021-2024 Strategic Plan: Finance Committee Goals and Objectives

INFORMATION

Following the recommendation of the strategic plan framework by the Ad-Hoc Strategic Planning Committee, the next step is to define the action items that align with the priorities, goals and objectives at the committee level. The respective committees will develop their goals, objectives and measures of progress that will be presented to the Board of Directors for approval during the May 20, 2021 meeting. Implementation of the approved strategic plan will begin July 1, 2021 for Program Year 2021-2022.

FINANCE COMMITTEE DRAFT GOALS AND OBJECTIVES

Timeframe: 7/1/2021-6/30/2022

Strategy-Driven Priority Element	Action(s)	Timeframe/Deadline	Overseeing Committee(s)	Responsible Department(s)	Measure of Progress
Priority 4	System Redesign				
Goal 4.2	Improve efficiency and productivity in operations.				
Objective 4.2.1	Drive operational and financial excellence.	Ongoing	Workforce Performance, Finance	BS, D, F, HR, M, P, Y	1. Evaluate programmatic and financial processes to obtain efficiencies and cost savings while ensuring compliance with all regulatory standards.
Priority 5	Revenue Diversification				
Goal 5.1	Realize organizational financial sustainability through diverse revenue sources.				
Objective 5.1.1	Establish sustainability plans.	Ongoing	Finance	BS, D, F, HR, M, P, Y	1. Identify relevant programs. 2. Develop sustainability plans for key programs.
Objective 5.1.2	Sustain current funding.	Ongoing	Finance	BS, D, F, M, P, Y	1. Implement programs within the agreement terms, meet or exceed deliverables, and accurately and timely report financial and performance data to the funder. 2. Develop, grow and maintain positive relationships with the funder and communicate program successes.
Objective 5.1.3	Expand revenue sources.	Ongoing	Finance	BS, D, F, M, P, Y	1. Develop and implement strategies for revenue generation through grants, foundations, fundraising, and donations. 2. Create fee-for-service initiatives

					that meet local business needs and build value for the organization. 3. Identify and leverage new non-profit, for-profit and hybrid business models.
Objective 5.1.4	Embrace changing technologies and trends in grant-making and philanthropy.	Ongoing	Finance	BS, D, F, M, P, Y	1. Remain informed on trends and shifts in the industry through research and media awareness (publications, professional associations, newsletters, webinars, etc.). 2. Make recommendations for strategies, advancements, and/or improvements.

Departments:

- Business Services (BS)
- Data/IT (IT)
- Development (D)
- Finance (F)
- Human Resources (HR)
- Marketing (M)
- Programs (P)
- Youth (Y)

RECOMMENDATION

Staff recommends approval of the above goals and objectives for the CSTB Board of Directors 2021-2024 Strategic Plan.



Information Item # 1

Expenditure Reports for Period Ending March 31, 2021

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2020-2021
For Period Ending 3/31/2021

Program Description	Award Begin Date	Award End Date	Award Amount	FY 20-21 Budget	FY 20-21 Expenditures YTD	FY 20-21 Remaining Budget	FY 20-21 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2019	7/1/19	6/30/21	2,621,848	1,750,908	1,486,807	264,101	85%	88%	90%
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,489,050	-	2,489,050	0%	37%	0%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,985,701	2,906,506	894,194	2,012,312	31%	88%	33%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,950,724	1,571,634	-	1,571,634	0%	37%	0%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,837,546	1,551,587	1,285,959	55%	89%	55%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	2,168,073	-	2,168,073	0%	44%	0%
WIOA - Supplemental PY20	7/1/19	12/31/20	265,535	54,713	54,713	0	100%	100%	100%
WIOA - Supplemental PY21	7/1/20	6/30/21	672,391	672,391	-	672,391	0%	75%	0%
WIOA - Soft Skills	2/1/19	6/30/21	100,000	90,014	72,892	17,122	81%	90%	83%
WIOA - Performance Incentives	7/1/19	12/31/20	122,152	122,152	122,152	-	100%	100%	100%
WIOA - Performance Incentives	1/1/20	5/31/21	91,614	91,614	-	91,614	0%	88%	0%
WIOA - Performance Incentives	7/1/20	9/30/21	91,614	91,614	-	91,614	0%	60%	0%
WIOA - Performance Incentives	7/1/20	2/28/22	394,932	394,932	-	394,932	0%	45%	0%
WIOA - Emerging Initiatives - Foundational Skills	12/1/19	6/30/21	20,833	20,833	15,984	4,849	77%	84%	77%
Total Workforce Innovation Opportunity Act				15,261,980	4,198,329	11,063,651	28%		
Employment Services									
Wagner Peyser PY2019	7/1/19	9/30/20	1,418,050	625,754	506,152	119,602	81%	100%	92%
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	1,371,831	649,757	722,074	47%	60%	44%
DVOP PY2019	10/1/19	12/31/20	141,364	48,393	48,393	(0)	100%	100%	100%
DVOP PY2020	10/1/20	9/30/21	154,910	154,910	31,496	123,414	20%	50%	20%
LVER PY 2019	10/1/19	12/31/20	52,907	18,880	18,880	0	100%	100%	100%
LVER PY 2020	10/1/20	9/30/21	74,067	74,067	9,997	64,070	13%	50%	13%
Supplemental Nutrition Assistance Program PY2019	10/1/19	9/30/20	549,427	125,837	125,837	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	466,086	385,000	240,493	144,507	62%	50%	52%
TAA Training PY2019	10/1/19	9/30/20	100,000	81,048	7,100	73,948	9%	100%	26%
TAA Training PY2020	10/1/20	9/30/21	56,250	56,250	9,269	46,981	16%	50%	16%
TAA Case Management/Admin PY2019	10/1/19	9/30/20	33,736	19,177	6,228	12,949	32%	100%	62%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	18,750	18,750	11,539	7,211	62%	50%	62%
Military Family	7/1/20	6/30/21	98,434	98,434	73,795	24,639	75%	75%	75%
Total Employment Services				3,078,331	1,738,936	1,339,395	56%		
Welfare Transition									
Welfare Transition Program PY2020 Oct-June	10/1/19	8/31/20	3,638,872	785,805	785,805	0	100%	100%	100%
Welfare Transition Program PY2021 July-Sept	7/1/20	10/31/20	717,768	717,768	717,768	-	100%	100%	100%
Welfare Transition Program PY2021 Oct-June	10/1/20	6/30/21	3,482,898	3,482,898	1,090,318	2,392,580	31%	67%	31%
Total Welfare Transition				4,986,471	2,593,891	2,392,580	52%		
Direct Grants & Special Projects									
RESEA Transition PY2019	1/1/19	7/31/20	632,669	29,007	29,007	(0)	100%	100%	100%
RESEA Transition PY2020	1/1/20	9/30/21	625,169	500,135	342,322	157,813	68%	71%	55%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/20	200,000	43,141	43,141	(0)	100%	100%	100%
NEG - COVID 19	4/13/20	3/31/22	843,937	843,937	117,490	726,447	14%	49%	14%
USDOL Tech Hire	7/1/16	6/30/21	3,796,320	598,617	361,066	237,551	60%	95%	94%
Hillsborough County - CARES Act (R3)	6/3/20	12/30/20	14,500,000	14,500,000	13,885,564	614,436	96%	100%	96%
Hillsborough County - ACE	4/1/21	3/31/22	609,000	152,250	-	152,250	0%	0%	0%
Tampa Housing	5/15/17	3/31/21	148,275	101,681	2,928	98,753	3%	100%	33%
United Way Suncoast	7/1/20	6/30/21	75,000	75,000	52,820	22,180	70%	75%	70%
Community Foundation - PPE	7/1/20	12/31/20	30,000	30,000	30,000	-	100%	100%	100%
Tech Quest Apprenticeship	4/24/20	6/30/21	30,000	30,000	-	30,000	0%	79%	0%
Total Direct Grants & Special Projects				16,903,767	14,864,338	2,039,429	88%		
Totals				\$ 40,230,549	23,395,494	16,835,055	58%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending March 31,2021**

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2020	7,782,675	921,816	785,806	173,828	9,664,125
FY 2021 Award	10,140,020	2,485,265	4,200,665	16,854,972	33,680,922
Total Funds available	17,922,695	3,407,081	4,986,471	17,028,800	43,345,047
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2022	(2,660,715)	(328,750)	-	(125,033)	(3,114,498)
Total Available Funds Budgeted	15,261,980	3,078,331	4,986,471	16,903,767	40,230,549

Expenditures to Date:

Pooled Costs:

Case Management	1,494,114	216,724	1,360,289	340,056	3,411,183
Business Services	535,622	34,255	245,103	-	814,980
Career Services	214,707	-	468,051	1,250	684,008
Indirect Costs	275,860	125,804	211,554	1,095,915	1,709,134
One Stop Operating	235,772	744,753	50,215	67,378	1,098,117
Technology	74,133	337,582	63,485	23,039	498,239
Community Outreach	28,592	64,730	4,765	8,119	106,206
Staff Training & Development	2,921	5,747	515	818	10,000
Total Pooled Costs:	2,861,720	1,529,596	2,403,977	1,536,575	8,331,867

Direct Costs:

Service Provider Contracts	-	-	-	-	-
Participant & Worked Based Learning Costs	1,316,610	207,744	189,914	12,357,574	14,071,841
Program Staff Direct	-	-	-	715,215	715,215
DEO (Jointly managed staff) travel	-	127	-	-	127
Other Operating Costs	20,000	1,469	-	254,974	276,443
Total Direct Costs:	1,336,610	209,340	189,914	13,327,763	15,063,627

Total Expenditures to Date

Unexpended Balance

% of Budget Expended

4,198,329	1,738,936	2,593,891	14,864,338	23,395,494
11,063,651	1,339,395	2,392,580	2,039,429	16,835,055
28%	56%	52%	87.9%	58%

CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending March 31, 2021

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	6,085,855	1,500,000	1,567,956	2,952,884	2,130,000	725,000	370,000	50,000	15,381,695
Expenditures:									
Salaries & Benefits	3,329,960	716,858	675,409	1,422,885	62,716	-	2,468	10,000	6,220,296
Accounting/Audit Fees	-	-	-	22,540	-	-	-	-	22,540
Legal Fees	-	-	-	10,811	-	-	-	-	10,811
Bank Fees	100	-	-	3,593	-	-	-	-	3,693
Payroll Processing Fees	-	-	-	26,409	-	-	-	-	26,409
Professional Fees	42,980	5,287	7,892	27,363	-	-	-	-	83,521
Contract Labor	-	-	-	6,370	4,410	-	-	-	10,780
Contract IT Svcs	-	-	-	34,408	-	217,113	-	-	251,522
Office Rent / Lease	25,650	37,844	-	93,676	727,609	-	-	-	884,778
Utilities	-	-	-	-	12,299	-	-	-	12,299
Repairs & Maintenance	-	123	-	750	29,053	-	-	-	29,926
Security	319	195	-	580	66,028	-	-	-	67,123
Janitorial Services	679	467	-	929	19,238	-	-	-	21,313
Pest Control	-	-	-	-	712	-	-	-	712
Equipment Rental	1,834	1,884	-	5,197	33,280	-	-	-	42,195
Copy machine usage / maintenance	769	1,167	-	2,574	12,732	-	-	-	17,242
Office Supplies	505	649	-	1,519	6,671	-	329	-	9,673
Operating Supplies	6	207	277	558	15,624	7,817	2,117	-	26,606
Computer Software License / Maint	1,177	20,000	-	4,042	-	68,379	-	-	93,597
Equipment <5000	441	654	-	4,960	3,088	180,334	3,234	-	192,710
Equipment >5000	-	-	-	-	-	24,596	-	-	24,596
Postage / Shipping	30	99	-	197	2,920	-	-	-	3,246
Document Shredding	91	181	-	439	2,524	-	-	-	3,235
Insurance Com Property	629	45	-	639	10,484	-	-	-	11,797
Insurance General Liability	1,235	88	-	4,768	28,269	-	-	-	34,360
Insurance D&O	-	-	-	14,783	-	-	-	-	14,783
Telecommunication	3,690	4,100	276	13,834	60,453	-	-	-	82,354
Outreach / Marketing	-	4,000	-	59	-	-	97,393	-	101,451
Travel - Mileage	312	284	44	138	-	-	-	-	777
Travel - Out of town	-	1,825	-	1,404	-	-	-	-	3,229
Meetings & Conferences	165	480	-	1,264	5	-	-	-	1,915
License/Dues/Other Fees	611	18,543	110	2,445	-	-	666	-	22,375
Other Expenses	-	-	-	-	-	-	-	-	-
Total Expenditures to Date	3,411,183	814,980	684,008	1,709,134	1,098,117	498,239	106,206	10,000	8,331,867
Unexpended Balance	2,674,672	685,020	883,948	1,243,750	1,031,883	226,761	263,794	40,000	7,049,828
% of Budget Expended	56%	54%	44%	58%	52%	69%	29%	20%	54%
Salaries & Benefits as a % of total	98%	88%	99%	83%	0%	0%	0%	0%	
Operating costs as a % of total	2%	12%	1%	16%	100%	100%	100%	100%	



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