



**Western Virginia Workforce Development Board
Finance Committee**

November 15, 2018 – 9:00 AM • 313 Luck Avenue SW, Roanoke, VA 24016

I.	Call to Order	Casey Nicely
II.	Public Comment	
III.	Minutes Approval	Casey Nicely
	<ul style="list-style-type: none">• May 24, 2018 h• September 27, 2018 h	
IV.	Old Business	Morgan Romeo
	<ul style="list-style-type: none">• Rescare Profit Invoice• Hometown Bank Accounts• PY2017 Carryforward Allocation	
V.	RFP Audit Discussion (Closed Session)	Casey Nicely
VI.	New Business	Morgan Romeo
	<ul style="list-style-type: none">• Ross IES Expenditure Review h• Ross IES Budget Modification Request h• VFSN Reallocation Discussion h• PY2018 Budget vs. Actual Report h	
VII.	Other Business	
VIII.	Upcoming Meetings	
	<ul style="list-style-type: none">• WVVWDB Meeting – December 14, 2018 @ 9:00 AM - Virginia Career Works – Roanoke Center (3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019)	
IX.	Adjournment	



BLUE RIDGE REGION

Western Virginia Workforce Development Board
Finance Committee
May 24, 2018

Call to Order

Mr. Brinley called the meeting to order at 8:30 a.m.

Finance Committee Members Present:

Joe Brinley
Bill Jones
Shawn Hildebrand
Katherine Holcomb
King Tower

Staff Present:

Sherry Dean
Leah Gibson
Jake Gilmer
Candace Martin
Morgan Romeo

1. Approval of Minutes: March 15, 2018

Mr. Jones made a motion to approve the March 15, 2018 minutes. Mr. Hildebrand seconded the motion. The motion was approved by a unanimous voice call vote.

2. Director's Report

Mr. Gilmer had nothing for Director's Report.

3. Staff Report

1. Financial Updates
 - a. FY18 Budget to Actual

Sherry Dean reported.

The PY16 budget was 94% spent. The State Brand Transition was an accrued grant and not yet awarded. The Roanoke Valley Workforce Center Partner Rent was new and the center had been open for a month and a half. The Roanoke Valley Workforce Center Partner Reimbursements had incurred costs already and the board would be reimbursed quarterly. Also new in revenue was America's Promise NRV Training Support and the board was being reimbursed from the New River Valley. Marketing/Outreach funds come from the Transition grant, so the board is not spending yet. WIOA programs were under budget.

Mr. Gilmer said for the State Brand Transition grant, the Executive Committee would need to bless the budget. \$25000 per region was budgeted for the new brand.

The motion was approved by a unanimous roll call vote, as follows: (Mr. Jones-yes, Mr. Hildebrand-yes, Ms. Holcomb-yes, Mr. Tower-yes, Mr. Brinley-yes)

b. FY19 Draft Budget

Sherry Dean reported.

The WIOA PY17 grant carry forward will be about half of last year's because the board had been spending down funds in past years. Staff estimated the same as last year for the PY18 WIOA grant but it could come in less. The Roanoke Valley Workforce Center Partner Rents, Shared Costs, and the United Way grants were new. TAP Swift Start was reduced because TAP decided to process expenses in house. The America's Promise and Ride solutions were estimated for next year. Staff included a merit increase of 3% and the new center manager position would also be included in the budget.

Mr. Peters asked what the budget was for the center manager.

Ms. Dean said it was \$55,000 to \$60,000.

Mr. Tower asked if the United Way grant helped with that position.

Mr. Gilmer said support for the center manager position aligned with partnerships coordinating services among different providers. He said they were bringing in outside groups to more intentionally partnering with them.

Mr. Tower said he was on the United Way board and they were changing the way they fund organizations.

Ms. Dean said marketing outreach was \$15,000 WIF grant only and the State Brand Transition should be here before the end of June. She said the travel/training and legal had reduced due to funding decreases. She said Adult and Dislocated Worker programs had also been reduced. She said TAP Swift Start would process expenses in house.

Mr. Gilmer said the amount in programs were reduced because programs were increased because the board had a lot of carryforward last year and did not want to send money back to the state. He said the budget was underspent in youth. He said there was a significant decrease in budget because of several factors and were returning to the budget numbers three years ago.

Mr. Jones said it youth spending seemed odd.

Mr. Gilmer said part of spending was the change from WIA to WIOA. He said a lot of areas were struggling with the out-of-school spending and the whole industry was evolving to the out-of-school youth. He said the new provider may have a better procedure for youth. He said staff had a lot of businesses needing our services.

Mr. Jones made a motion to approve. Mr. Hildebrand seconded the motion. The motion was approved by a unanimous roll call vote, as follows: (Mr. Jones-yes, Mr. Hildebrand-yes, Ms. Holcomb-yes, Mr. Tower-yes, Mr. Brinley-yes)

c. Revised May FY18 Budget

Sherry Dean Reported.

The State Brand Transition and Roanoke Valley Workforce Center Rent & Partner Reimbursement, and Americas Promise's New River Valley Training were new. Under revenue, State Brand Transition and Roanoke Valley Workforce Center Rent and Reimbursements would be expenses. TAP Swift Start grant and WIOA grants should be disregarded they were incorrectly left on from previous report. The revised budget showed putting in four new items and expenses.

Mr. Tower made a motion to approve the revised May budget. Mr. Jones seconded the motion. The motion was approved by a unanimous roll call vote, as follows: (Mr. Jones-yes, Mr. Hildebrand-yes, Ms. Holcomb-yes, Mr. Tower-yes, Mr. Brinley-yes)

Ms. Dean said the audit letter included in the package was an engagement letter and needed to be given to the board for informational purposes per external auditor. Mr. Hildebrand and Mr. Gilmer would sign. There was no need for a vote.

2. Grant Updates

Jake Gilmer reported.

The United Way/TAP grant was approved as two-tier funding. Staff is waiting on a sub-recipient agreement with TAP and funds would be available July 1, 2018 to coordinate with the hiring of the center manager.

The Go Virginia grant was approved by the state council. The Lynchburg Workforce Board was the fiscal agent and they were still working with Virginia Tech to document a local match. He said the cash match was a little short and staff needed to document \$60,000 from the local government match. The grant was ready to go and would support incumbent worker training in our area and talent development initiatives.

4. New Business

1. Hometown Bank-Move Bank Accounts

Sherry Dean reported.

WIB had a line of credit with Hometown Bank and it would be easier to have bank accounts there as well. It was the same kind of accounts the board had at BB&T. Staff wanted to move all accounts to Hometown Bank with an interest and operating account and maybe one more account to keep the rent in.

Mr. Gilmer said part of this was coming from accounts for the workforce center. Hometown Bank was more competitive, very quick, and easy. It would be easier to transfer funds under the same bank.

Mr. Tower made a motion to approve the recommendation. Mr. Hildebrand seconded the motion. The motion was approved by a unanimous roll call vote, as follows: (Mr. Jones-abstained, Mr. Hildebrand-yes, Ms. Holcomb-yes, Mr. Tower-yes, Mr. Brinley-yes)

5. Upcoming Meetings

1. WVVDB Board of Directors Meeting, June 1, 2018 at 9:00 a.m., Virginia Career Works-Roanoke Center
2. Finance/Executive Committee Meeting, July 19, 2018 at 8:30/9:00 a.m., WVVDB

6. Adjournment

The meeting adjourned at 9:07 a.m.

Chair

Date



Western Virginia Workforce Development Board
Finance Committee Minutes
September 27, 2018 – 10:00 AM
Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

Committee Members:	Present:
Casey Nicely, Chair	X
Shawn Hildebrand	Phone
Katherine Holcomb	X
Bill Jones	
Staff:	Present:
Morgan Romeo	X
Leah Gibson	X
Candace Martin	X
Sherry Dean	X
Guests:	Present:
Corbin Stone	X

CALL TO ORDER

Casey Nicely, Chair of the Finance Committee, called the meeting to order at 10:30 AM. A quorum was not present and therefore the Chair noted that no actions would be able to be taken at the meeting. There was a request for a change to the agenda to allow for Corbin Stone, with Robinson Farmer and Cox Associates, to present the PY2017 A-133 Audit results prior to Committee business.

PUBLIC COMMENT

There were no comments from the public.

PY2017 AUDIT REPORT

Sherry Dean reported that Corbin Stone and Robinson, Farmer, and Cox Associates had completed the required A-133 Audit for the Western Virginia Workforce Development Board for PY2017 and invited Corbin to share the results with the Committee. Corbin reported that the Audit went very well, and there were no material findings on the Audit for PY2017. Corbin referenced the Audit that was presented in the packet. Sherry Dean reported that there were a few suggestions by the auditing firm for additional financial policies to conform with Uniform Grant Guidance that the Board should adopt, and Sherry noted that she and Morgan would work on drafts of the

policies prior to the end of the Program Year for review by the Committee. The policies would then need to be recommended to the Board and Chief Local Elected Officials (CLEO) for approval.

As there was not a quorum present, the Committee could not recommend the audit to the full Board, but the full Audit results would be presented at the Board and CLEO meeting for approval.

APPROVAL OF MAY 24, 2018 FINANCE COMMITTEE MEETING MINUTES

Casey Nicely directed the Committee to review the minutes from the May 24, 2018 Finance Committee meeting. Casey noted that while no action could be taken to approve the minutes as presented, the Committee could make recommendations on revisions that were needed. There were no revisions requested.

WVWDB FINANCIAL PROCESS DISCUSSION

Financial Allocation Process

Morgan Romeo directed the Committee to page 6 of the packets to review the financial allocations for PY2018 from the US Department of Labor. Morgan went through the financial allocation process, and the formula that is used by the Virginia Community College System to determine the allocation for each of the 15 Local Workforce Development Areas in the Commonwealth. Morgan noted that the Roanoke Valley and Alleghany Highlands region had taken a significant federal cut over the last three (3) years, and that with reduced carryforward allocations over time, the reduction will finally start to be felt by the Board in PY2018. Morgan noted that the budgets that were being presented had been reduced for the Board staff as well as the WIOA Title I Service Provider, which will reduce the number of participants and the amount of training funding that can be provided.

The Committee discussed the formula for the allocations to the Local Areas in the Commonwealth, and Morgan noted that the Virginia Employment Commission supplies the data for the allocations and that it was likely the data was delayed. Morgan noted that the area may see a slight increase in PY2019 due to the number of layoffs in early 2017, but that it was unclear if they would offset other data that is used to determine the allocation.

Expenditure Requirements/Regulations

Morgan also noted the funding expenditure requirements for the WIOA Title I funding that was received by the US Department of Labor. These requirements include that 40% of Adult and Dislocated Worker expenditures be spent on training activities, that 20% of Youth expenditures be spent on work experience activities, and that at least 75% of Youth expenditures be spent on Out-of-School Youth. Morgan noted that these expenditure requirements, most notably the 40% training expenditure requirement, has

also caused strain on the WIOA Title I Service Provider, as they are unable to count any Case Management time toward this requirement. Thus, the number of Case Managers have had to be reduced to accommodate the requirement, which has resulted in less individuals enrolled in the programs.

BUDGET REVIEW

PY2018 Budget vs. Actual Approval

Morgan Romeo presented the PY2018 Budget vs. Actual Report for the Committee to review. Morgan noted that since an original budget was approved in June 2018, the Budget vs. Actual report reflected the original budget until a new budget was approved. The Committee reviewed the report and had no additional comments.

Morgan noted that the committee would review a more detailed Budget vs. Actual report in the future, along with a detailed record of Ross IES expenditures on the programs. This would help the Committee accurately track the Board's expenditures and ensure that we are in compliance.

PY2018 Budget Revision Approval

Morgan Romeo directed the Committee to page 9 in the packets to review the Budget Revision Request to be approved by the Board and CLEO. Morgan noted that the federal allocations were not received until after the original budget had been approved in June 2018. Since there was a reduction in funding, the budget needed to be revised. The most significant item to note was that \$100,000 was taken from the WIOA Title I Service Provider in the Adult program due to the reduction.

Morgan noted that the Committee and Board had never seen the budget in a detailed way, and that this would be presented to the Committee on at least an annual basis to evaluate the Board and sub-recipients spending. Morgan noted that the discretionary grants that were awarded to the Board (America's Promise, United Way, Virginia Financial Success Network, etc.) had allowed for less WIOA Title I funding to be used at the Board level.

The Committee reviewed the Budget Revision request and no additional comments were made.

PY2017 Carryforward Allocation

Morgan Romeo explained the carryforward process to the Committee, noting that the funds provided to the local areas had a two-year lifespan on them. Morgan stated that due to the discrepancy in the Program Year versus the federal fiscal year, there was only a limited amount of federal funds available in the Adult (7%) and Dislocated Worker (12%) programs. Due to this limited availability, it was critical for the Board to carryforward funds from the previous Program Year to get through the first quarter

without layoffs and closures of programs. While the carryforward money is important, there should also not be too much in carryforward funding to eliminate the risk of not spending the previous year funds by the end of the second year. Ideally, previous year funds should be expended by December of the second year.

Morgan referred to the budget again on page 9 and noted the significant carryforward that was being projected, particularly in the Youth program. Board staff committed to coming to the Committee with a plan at the next meeting (November) to allocate funding to reduce the amount of carryforward that would be left, while also considering the amount of funding that was needed to sustain programs. Morgan noted that some local areas conduct “special programs” with large amounts of carryforward and that would also be an option for the Board.

ROANOKE CENTER COST ALLOCATION PLAN & RENT ALLOCATION

Morgan Romeo directed the committee to the cost allocation plan for the Virginia Career Works – Roanoke Center in the packet. Morgan stated that because the Roanoke Center was a comprehensive Center, a cost allocation plan that noted infrastructure and shared costs was required by federal law. The plan in the packet was the final version of the cost allocation plan for PY2018 for the Center, and that with the One Stop Coordinator coming onboard on October 1, 2018 with Ross IES, they would be responsible for the execution of this plan (paying and billing partners) in the future. Cost allocation was required because it's a comprehensive center.

RESCARE CLOSE OUT PROCESS

PY2017 Profit Payout

Morgan Romeo stated that Board staff were continuing the closeout process with Rescare Workforce Services, but that one outstanding item was the profit invoice. Due to the contract outlining performance outcomes for Rescare in order to receive profit, the Board was unable to payout the profit invoice due to not having final data from the state on those performance measures. Morgan stated that she would be working with the state and Leah Gibson to get the performance outcomes finalized and report back at the next Committee meeting on the progress.

PY2016 Youth Expenditures

Morgan Romeo directed the Committee to their packet to review an expenditure breakdown statement regarding Youth expenditures that were charged to PY2016 funds. At the end of PY2017, Rescare accrued expenditures that had not yet been paid. When the final invoice was received with those accrued expenditures, Rescare had over-accrued, which coupled with profit being reduced and disallowed costs found on the monitoring, left a balance in PY2016 funds. As it was the second year to spend those funds, the Board is facing the return of \$5,337.68. Morgan stated that giving money back to the state in any circumstance should be avoided at all costs, and let the Committee know that the other option would be to ask the state if the monthly

expenditure reports could be correct to reallocate PY2017 funds to PY2016. The Committee recommended that staff investigate that option and Morgan noted that she would report back to the Committee regarding this issue if a correction was not allowed to be made.

OTHER BUSINESS

There was no additional business brought up to the Committee.

UPCOMING MEETINGS

Casey Nicely noted that there was a Workforce Center and Services Committee meeting next week, followed by the quarterly Board meeting on October 5th at the Botetourt Technical Education Center.

Seeing no additional business, the meeting adjourned at 11:38 AM.

Casey Nicely, Chair

Date

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Participant Goals

Adult Program

Participants Served Goals	
Carryover Participants	48
New Enrollment Goal	152
Total Participant Goal	200

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	9	57	6%
August	8	65	11%
September	20	85	24%
October	8	93	30%
November		93	30%
December		93	30%
January		93	30%
February		93	30%
March		93	30%
April		93	30%
May		93	30%
June		93	30%

Enrollments by Locality		
Locality	Number	%
Alleghany County	1	2%
Botetourt County	4	9%
Covington City	1	2%
Craig County	0	0%
Franklin County	12	27%
Roanoke City	19	42%
Roanoke County	6	13%
Salem City	2	4%

Dislocated Worker Program

Participants Served Goals	
Carryover Participants	25
New Enrollment Goal	65
Total Participant Goal	90

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	5	30	8%
August	5	35	15%
September	3	38	20%
October	8	46	32%
November		46	32%
December		46	32%
January		46	32%
February		46	32%
March		46	32%
April		46	32%
May		46	32%
June		46	32%

Enrollments by Locality		
Locality	Number	%
Alleghany County	0	0%
Botetourt County	4	19%
Covington City	2	10%
Craig County	0	0%
Franklin County	3	14%
Roanoke City	10	48%
Roanoke County	1	5%
Salem City	1	5%

Youth Program

Participants Served Goals	
Carryover Participants	38
New Enrollment Goal	77
Total Participant Goal	115

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	1	39	1%
August	10	49	14%
September	0	49	14%
October	6	55	22%
November		55	22%
December		55	22%
January		55	22%
February		55	22%
March		55	22%
April		55	22%
May		55	22%
June		55	22%

Enrollments by Locality		
Locality	Number	%
Alleghany County	0	0%
Botetourt County	1	6%
Covington City	0	0%
Craig County	0	0%
Franklin County	4	24%
Roanoke City	9	53%
Roanoke County	3	18%
Salem City	0	0%

*as of October 31, 2018 - 33.3% through the Program Year

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Financial Expenditure Goals

Adult Program

Month	Total Budget		Direct Client Expenditures Budget			
	\$338,849.15		\$145,029.14			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$12,511.06	4%	\$135.00	\$0.00	0%	0%
August	\$13,192.28	14%	\$200.00	\$0.00	0%	0%
September	\$33,333.25	17%	\$10,878.00	\$0.00	8%	8%
October		0%			0%	0%
November		0%			0%	0%
December		0%			0%	0%
January		0%			0%	0%
February		0%			0%	0%
March		0%			0%	0%
April		0%			0%	0%
May		0%			0%	0%
June		0%			0%	0%

Dislocated Worker Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$301,683.84		\$138,246.40			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$10,339.20	3%	\$0.00	\$0.00	0%	0%
August	\$15,871.77	8%	\$5,300.00	\$0.00	4%	4%
September	\$17,347.34	13%	\$5,742.00	\$0.00	4%	4%
October		0%			0%	0%
November		0%			0%	0%
December		0%			0%	0%
January		0%			0%	0%
February		0%			0%	0%
March		0%			0%	0%
April		0%			0%	0%
May		0%			0%	0%
June		0%			0%	0%

Youth Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$480,931.15		\$187,484.48			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$18,970.54	6%	\$0.00	\$0.00	0%	0%
August	\$15,858.02	10%	\$0.00	\$0.00	0%	0%
September	\$7,079.27	12%	\$889.00	\$0.00	1%	1%
October		0%			0%	0%
November		0%			0%	0%
December		0%			0%	0%
January		0%			0%	0%
February		0%			0%	0%
March		0%			0%	0%
April		0%			0%	0%
May		0%			0%	0%
June		0%			0%	0%

Financial Expenditure Requirements Performance

Requirement: A minimum of 40% of total expenditures must be spent on Training activities

Total WVVDB Adult & Dislocated Worker Expenditures	\$9,783.74
Total Ross Adult & Dislocated Worker Expenditures	\$102,594.90
Total Ross Adult & Dislocated Worker Training Expenditures	\$22,255.00
% Training Expenditures	20%

Requirement: A minimum of 75% of Youth Expenditures must be on Out-of-School (OS) Youth

	\$	%
Total WVVDB IS Youth Expenditures	\$7,196.70	
Total WVVDB OS Youth Expenditures	\$13,676.62	
Total Ross IS Youth Expenditures	\$8,992.37	
Total Ross OS Youth Expenditures	\$32,915.46	
Total IS Youth Expenditures	\$16,189.07	26%
Total OS Youth Expenditures	\$46,592.08	74%

Requirement: A minimum of 20% of Youth expenditures must be for Work Experience activities

	\$	%
Total WVVDB Youth Expenditures	\$20,873.32	
Total Ross Youth Expenditures	\$41,907.83	
Total Work Experience Expenditures	\$255.18	0%

**as of September 30, 2018 - 25% through the Program Year*



Ross Innovative Employment Solutions

Memo

To: Morgan Romeo, Leah Gibson
From: Lynn Fournier
CC: Shawn Brenner, Tanya Stuef, Wade Coffindaffer
Date: October 25, 2018
Re: Ross Line-Item Budget Request

Ross IES is requesting the following line-item changes detailed on the attached forms for the In-School and Out-of-School Youth Programs.

These line-item movements are necessary to allow for line item charges for Youth who enroll in the Fast Track Program, which would be categorized as an ITA. Also, upon further review of spending needs and goals, we request to move funds from rent (which was over-budgeted), follow-up, leadership and mentoring to allow for additional supportive services and incentives to the youth. This move will further ramp up enrollments and youth participation in order to result in positive outcomes and expend required funding.

If you have any questions, you may contact me at (810) 326-1510 or lfournier@rossprov.com.

Thank you in advance for your consideration.

Ross PY18 Out of School Youth Budget Modification

Modification # : 1

Date : 10/24/18

	Current Budget	Change	New Proposed Budget
Staff Costs			
Supervision			
Supervisor	\$ -	\$ -	\$ -
Supervisor	\$ -	\$ -	\$ -
Case Management			
Case Manager	\$ -	\$ -	\$ -
Case Manager	\$ -	\$ -	\$ -
Case Manager	\$ -	\$ -	\$ -
Information & Referral			
Information & Referral	\$ -	\$ -	\$ -
Other			
Other	\$ -	\$ -	\$ -
Total Staff Costs	\$ 154,275.83	\$ -	\$ 154,275.83

Site Costs			
Travel	\$ 6,430.52	\$ -	\$ 6,430.52
Communications	\$ 2,449.41	\$ -	\$ 2,449.41
Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 3,674.12	\$ -	\$ 3,674.12
Insurance	\$ 3,674.12	\$ -	\$ 3,674.12
Contractual Services (Specify)			\$ -
Leases/Rentals			
Rent/Shared Cost Roanoke	\$ 41,317.91	\$ (5,000.00)	\$ 36,317.91
Equipment		\$ -	\$ -
Miscellaneous			
Outreach/Marketing	\$ -	\$ -	\$ -
Reproduction	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Payroll	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -
Recruitment	\$ -	\$ -	\$ -
Dues & Subscriptions	\$ 204.12	\$ -	\$ 204.12
Furniture & Fixtures	\$ -	\$ -	\$ -
Business License	\$ -	\$ -	\$ -
Indirect Costs (10% of XXXX)	\$ 25,249.72	\$ -	\$ 25,249.72
Other Training Services - Admin	\$ 1,785.18	\$ -	\$ 1,785.18
Performance-Profit	\$ 12,342.07	\$ -	\$ 12,342.07
Site Costs Total	\$ 97,127.16	\$ (5,000.00)	\$ 92,127.16

Direct Service Delivery Costs			
Tutoring/Study Skills/Dropout Prevention	\$ 4,044.06	\$ -	\$ 4,044.06
Alternative/Secondary Schools	\$ -	\$ -	\$ -
Work Experience	\$ 92,557.85	\$ -	\$ 92,557.85
On-the-Job Training	\$ -	\$ -	\$ -
Individual Training Accounts	\$ -	\$ 8,000.00	\$ 8,000.00
Occupational Skills Training (non-ITA)	\$ -	\$ -	\$ -
Education Offered w/ Workforce Prep	\$ 4,044.06	\$ -	\$ 4,044.06
Leadership Development	\$ 6,510.92	\$ (2,000.00)	\$ 4,510.92
Supportive Services			
Transportation	\$ 12,132.18	\$ -	\$ 12,132.18
Childcare	\$ 3,033.04	\$ -	\$ 3,033.04
Other - Incentives	\$ 4,044.06	\$ 7,000.00	\$ 11,044.06
Emergency Services	\$ -	\$ -	\$ -
Work Clothes/Shoes	\$ 1,617.62	\$ -	\$ 1,617.62
Adult Mentoring	\$ 4,850.20	\$ (2,000.00)	\$ 2,850.20
Follow-Up Services	\$ 4,852.87	\$ (2,000.00)	\$ 2,852.87
Comprehensive Guidance & Counseling	\$ -	\$ -	\$ -
Financial Literacy Education	\$ 10,110.15	\$ (4,000.00)	\$ 6,110.15
Entrepreneurial Skills Training	\$ -	\$ -	\$ -
Career Awareness, Counseling	\$ -	\$ -	\$ -
Prep/Transition to Post-Sec. Training	\$ 800.00	\$ -	\$ 800.00
Direct Service Delivery Costs Total	\$ 148,597.00	\$ 5,000.00	\$ 153,597.00


Total Budget	\$	400,000.00	\$	-	\$	400,000.00
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Lynn Fournier

Prepared By (printed name)

VP, Contracts Management

Job Title



Signature

10/23/2018

Date

Ross PY18 In School Youth Budget Modification

Modification # : 1

Date : 10/24/18

	Current Budget	Change	New Proposed Budget
Staff Costs			
Supervision			
██████████	\$ ██████████	\$ -	\$ ██████████
██████████	\$ ██████████	\$ -	\$ ██████████
Case Management			
██████████	\$ ██████████	\$ -	\$ ██████████
██████████	\$ ██████████	\$ -	\$ ██████████
██████████	\$ ██████████	\$ -	\$ ██████████
Information & Referral			
██████████	\$ ██████████	\$ -	\$ ██████████
Other			
██████████	\$ ██████████	\$ -	\$ ██████████
Total Staff Costs	\$ 38,568.96	\$ -	\$ 38,568.96

Site Costs			
Travel	\$ 1,364.11	\$ (400.00)	\$ 964.11
Communications	\$ 519.59	\$ -	\$ 519.59
Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 779.39	\$ -	\$ 779.39
Insurance	\$ 761.03	\$ -	\$ 761.03
Contractual Services (Specify)			\$ -
Leases/Rentals			
Rent/Shared Cost Roanoke	\$ 6,902.20	\$ (1,000.00)	\$ 5,902.20
Equipment		\$ -	\$ -
Miscellaneous			
Outreach/Marketing	\$ -	\$ -	\$ -
Reproduction	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Payroll	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -
Recruitment	\$ -	\$ -	\$ -
Dues & Subscriptions	\$ 43.30	\$ -	\$ 43.30
Furniture & Fixtures	\$ -	\$ -	\$ -
Business License	\$ -	\$ -	\$ -
Indirect Costs (10% of XXXX)	\$ 6,709.68	\$ -	\$ 6,709.68
Other Training Services - Admin	\$ 378.78	\$ -	\$ 378.78
Performance-Profit	\$ 3,085.52	\$ -	\$ 3,085.52
Site Costs Total	\$ 20,543.60	\$ (1,400.00)	\$ 19,143.60

Direct Service Delivery Costs			
Tutoring/Study Skills/Dropout Prevention	\$ 955.94	\$ -	\$ 955.94
Alternative/Secondary Schools	\$ -	\$ -	\$ -
Work Experience	\$ 27,326.33	\$ -	\$ 27,326.33
On-the-Job Training	\$ -	\$ -	\$ -
Occupational Skills Training (non-ITA)	\$ -	\$ -	\$ -
Education Offered w/ Workforce Prep	\$ 955.94	\$ -	\$ 955.94
Leadership Development	\$ 1,539.06	\$ (600.00)	\$ 939.06
Supportive Services			
Transportation	\$ 2,867.82	\$ -	\$ 2,867.82
Childcare	\$ 716.96	\$ -	\$ 716.96
Other - Incentives	\$ 955.94	\$ 3,500.00	\$ 4,455.94
Emergency Services	\$ -	\$ -	\$ -
Work Clothes/Shoes	\$ 382.68	\$ -	\$ 382.68
Adult Mentoring	\$ 1,149.79	\$ -	\$ 1,149.79
Follow-Up Services	\$ 1,147.13	\$ (500.00)	\$ 647.13

Comprehensive Guidance & Counseling	\$ -	\$ -	\$ -
Financial Literacy Education	\$ 2,389.85	\$ (1,000.00)	\$ 1,389.85
Entrepreneurial Skills Training	\$ -	\$ -	\$ -
Career Awareness, Counseling	\$ -	\$ -	\$ -
Prep/Transition to Post-Sec. Training	\$ 500.00	\$ -	\$ 500.00
Direct Service Delivery Costs Total	\$ 40,887.44	\$ 1,400.00	\$ 42,287.44

Total Budget	\$ 100,000.00	\$ -	\$ 100,000.00
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Lynn Fournier

Prepared By (printed name)

VP, Contracts Management

Job Title

Lyn Fa

Signature

10/23/2018

Date

REQUEST FOR REIMBURSEMENT EXPENDITURE & PARTICIPANT SUMMARY

WIF-WFSN (Workforce Innovation Fund-Working Families Success Network)

Grant Recipient: **Western Virginia Workforce Development Board**
 Grant Type: **WIF-WFSN (CFDA #17.283)**
 Grant Number: **LWIA 3-MOU 1 2015**
 Federal ID# (FEIN): **65-1163605**

Request #: **32**
 Program Year: **N/A**
 Month/Year Reported: **9/1/18-9/30/18**
 Final Report (Yes/No): **NO**

☐ Enter "X" in this box if the Grant Recipient is an Agency of the State of Virginia external to the VCCS.

Program Expenditures	AUTHORIZED FUNDING	CASH			EXPENDITURES		OBLIGATION ANALYSIS		
		Beginning Balance	In Transit/ <Returned>	Total Received & Requested	Total Expenses Paid to Date	Current Expenses/ Cash Request	Total Unexpended Funds Available	Obligations	Unobligated Balance
LWIA Staff Program Support Salary	30,000.00	12,772.80		12,772.80	13,366.35	593.55	16,633.65		16,633.65
LWIA Staff Program Support Fringe	10,800.00	3,151.55		3,151.55	3,325.49	173.94	7,474.51		7,474.51
LWIA Supportive Services	6,153.39	6,153.39		6,153.39	6,153.39	0.00	0.00		0.00
LWIA Travel	1,500.00	100.84		100.84	100.84	0.00	1,399.16		1,399.16
LWIA Marketing & Outreach	15,000.00	0.00		0.00	0.00	0.00	15,000.00		15,000.00
LWIA Supplies	7,535.10	1,735.64		1,735.64	1,735.64	0.00	5,799.46		5,799.46
LWIA Other-Facility Costs	16,000.00	2,213.39		2,213.39	2,580.02	366.63	13,419.98		13,419.98
LWIA Indirect Costs	4,080.00	2,036.69		2,036.69	2,305.59	268.90	1,774.41		1,774.41
VWCC Coach Salary	160,000.00	101,352.54		101,352.54	105,310.88	3,958.34	54,689.12		54,689.12
VWCC Coach Fringe Benefits	69,000.00	43,059.42		43,059.42	44,700.28	1,640.86	24,299.72		24,299.72
VWCC Part Time Adm. Staff	9,875.43	9,875.43		9,875.43	9,875.43	0.00	0.00		0.00
VWCC Part Time Fringe Benefits	2,414.83	2,414.83		2,414.83	2,414.83	0.00	0.00		0.00
VWCC Professional Development Coach	3,000.00	1,702.86		1,702.86	1,702.86	0.00	1,297.14		1,297.14
VWCC Travel	4,945.00	3,158.79		3,158.79	3,158.79	0.00	1,786.21		1,786.21
VWCC Supplies	10,000.00	2,049.98		2,049.98	2,049.98	0.00	7,950.02		7,950.02
VWCC Indirect Costs	24,129.03	15,670.40		15,670.40	16,230.32	559.92	7,898.71		7,898.71
ROSS Part-Time Admin. Assist. Salary	20,000.00			0.00	1,276.03	1,276.03	18,723.97		18,723.97
ROSS Part-Time Admin. Assist. Fringes	3,600.00			0.00	155.87	155.87	3,444.13		3,444.13
ROSS Professional Development	0.00			0.00		0.00	0.00		0.00
ROSS Staff Program Support Salary	30,000.00			0.00	478.04	478.04	29,521.96		29,521.96
ROSS Staff Program Support Fringes	5,400.00			0.00	233.80	233.80	5,166.20		5,166.20
ROSS Supportive Services	279,839.22	13,245.80		13,245.80	16,665.81	3,420.01	263,173.41		263,173.41
ROSS Indirect Costs	5,900.00			0.00	214.37	214.37	5,685.63		5,685.63
719,172.00		220,694.35	0.00	220,694.35	234,034.61	13,340.26	485,137.39	0.00	485,137.39

Certification: I certify to the best of my knowledge and belief that information included in this WIF-WFSN Request for Reimbursement Expenditure & Participant Summary is correct and that we have appropriate documentation on file to support the expenditure information claimed herein. If this report is marked final, I remise, release, and discharge the VCCS of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this grant.

Morgan Romeo
 Signature of Authorized Individual

Morgan Romeo, Director of Workforce Development

Name/Title of Authorized Individual

540-562-8442/morgan.romeo@vbrworks.org

Telephone/Email Address

10/29/18

Date

Drawdown PMS Doc #	AIS (VCCS Use ONLY)				
	FUND	PROGRAM	DEPT	ACCOUNT	AMOUNT
	20301	NA	218120	61441	1,043.19
	20301	NA	218121	61441	12,297.07
TOTAL DISBURSEMENT					\$13,340.26

Make Payment To:

VVVWDB
 P.O. Box 2569
 Roanoke, VA 24010

VCCS Payment Approval	Signature	Date

Board Administration

Statement of Activities - Budget vs. Actual PY2018/FY2019

	Actual	Budget (Jul '18 - Jun '19)	Budget vs. Actual Variance Percentage	Budget vs. Actual Variance Amount	Notes
Revenue					
America's Promise Grant	14,713.07	80,647.10	18%	65,934.03	
Board Funds <i>(Restricted)</i>	43.01	-	-	(43.01)	
Virginia Career Works Brand Transition Grant	7,451.73	22,998.00	32%	15,546.27	
WIOA Title I Admin	37,708.58	146,179.51	26%	108,470.93	
WIOA Title I Adult	2,796.26	12,655.32	22%	9,859.06	
WIOA Title I Dislocated Worker	6,779.98	28,013.67	24%	21,233.69	
WIOA Title I In-School Youth	13,634.12	31,089.12	44%	17,455.00	
WIOA Title I Out-of-School Youth	7,196.70	45,922.73	16%	38,726.03	
Roanoke Center Rent Funds <i>(Restricted)</i>	-	-	-	-	
TAP SwiftStart Funds	744.73	9,174.57	8%	8,429.84	
United Way OnRamp Grant	1,708.71	5,069.68	34%	3,360.97	
Workforce Innovation Fund - VFSN Grant	5,225.11	37,513.31	14%	32,288.20	
Total Revenue	98,002.00	419,263.01	23.37%	321,261.01	
Expenditures					
Personnel Costs	63,762.44	266,328.94	23.94%	202,566.50	
Operational Costs	34,239.56	152,934.07	22.39%	118,694.51	
Direct Training Costs	-	-	-	-	
Total Expenditures	98,002.00	419,263.01	23.37%	321,261.01	
Net Income	-	-			

25% of the year reported

WIOA Title I Program Operator
Ross IES

Statement of Activities - Budget vs. Actual
PY2018/FY2019

	Actual	Budget (Jul '18 - Jun '19)	Budget vs. Actual Variance Percentage	Budget vs. Actual Variance Amount	Notes
Revenue					
America's Promise Grant	-	15,349.11	0%	15,349.11	
Board Funds <i>(Restricted)</i>	-	-	-	-	
Virginia Career Works Brand Transition Grant	-	-	-	-	
WIOA Title I Admin	-	-	-	-	
WIOA Title I Adult	59,036.59	350,000.00	17%	290,963.41	
WIOA Title I Dislocated Worker	43,558.31	310,000.00	14%	266,441.69	
WIOA Title I In-School Youth	8,992.37	100,000.00	9%	91,007.63	
WIOA Title I Out-of-School Youth	32,915.46	400,000.00	8%	367,084.54	
Roanoke Center Rent Funds <i>(Restricted)</i>	-	-	-	-	
TAP SwiftStart Funds	-	-	-	-	
United Way OnRamp Grant	-	-	-	-	
Workforce Innovation Fund - VFSN Grant	17,141.59	275,791.38	6%	258,649.79	
Total Revenue	161,644.32	1,451,140.49	11.14%	1,289,496.17	
Expenditures					
Personnel (Salaries, Wages, Benefits)	93,634.15	509,949.04	18.36%	416,314.89	
Operational Costs	35,383.44	246,560.05	14.35%	211,176.61	
Direct Training	32,626.73	694,631.40	4.70%	662,004.67	
Total Expenditures	161,644.32	1,451,140.49	11.14%	1,289,496.17	
Net Income	-	-			

25% of the year reported

Virginia Financial Success Network
Virginia Western Community College

Statement of Activities - Budget vs. Actual
PY2018/FY2019

	Actual	Budget (Jul '18 - Jun '19)	Budget vs. Actual Variance Percentage	Budget vs. Actual Variance Amount	Notes
Revenue					
America's Promise Grant	-	-	-	-	
Board Funds <i>(Restricted)</i>	-	-	-	-	
Virginia Career Works Brand Transition Grant	-	-	-	-	
WIOA Title I Admin	-	-	-	-	
WIOA Title I Adult	-	-	-	-	
WIOA Title I Dislocated Worker	-	-	-	-	
WIOA Title I In-School Youth	-	-	-	-	
WIOA Title I Out-of-School Youth	-	-	-	-	
Roanoke Center Rent Funds <i>(Restricted)</i>	-	-	-	-	
TAP SwiftStart Funds	-	-	-	-	
United Way OnRamp Grant	-	-	-	-	
Workforce Innovation Fund - VFSN Grant	17,077.35	91,998.62	19%	74,921.27	
Total Revenue	17,077.35	91,998.62	18.56%	74,921.27	
Expenditures					
Personnel (Salaries, Wages, Benefits)	17,077.35	91,998.62	18.56%	74,921.27	
Operational Costs	\$ -	-	-	-	
Direct Training	- 0	-	-	-	
Total Expenditures	17,077.35	91,998.62	18.56%	74,921.27	
Net Income	-	-			

25% of the year reported

One Stop Operator
Ross IES

Statement of Activities - Budget vs. Actual
PY2018/FY2019

	Actual	Budget (Jul '18 - Jun '19)	Budget vs. Actual Variance Percentage	Budget vs. Actual Variance Amount	Notes
Revenue					
America's Promise Grant	-	-	-	-	
Board Funds <i>(Restricted)</i>	-	-	-	-	
Virginia Career Works Brand Transition Grant	-	-	-	-	
WIOA Title I Admin	-	-	-	-	
WIOA Title I Adult	-	10,000.00	0%	10,000.00	
WIOA Title I Dislocated Worker	-	10,000.00	0%	10,000.00	
WIOA Title I In-School Youth	-	2,500.00	0%	2,500.00	
WIOA Title I Out-of-School Youth	-	7,500.00	0%	7,500.00	
Roanoke Center Rent Funds <i>(Restricted)</i>	-	-	-	-	
TAP SwiftStart Funds	-	-	-	-	
United Way OnRamp Grant	-	30,000.00	-	30,000.00	
Workforce Innovation Fund - VFSN Grant	-	-	-	-	
Total Revenue	-	60,000.00	0.00%	60,000.00	
Expenditures					
Personnel (Salaries, Wages, Benefits)	-	30,000.00	-	30,000.00	
Operational Costs	-	-	-	-	
Direct Training	-	-	-	-	
Total Expenditures	-	30,000.00	0.00%	30,000.00	
Net Income	-	30,000.00			

25% of the year reported

Roanoke Center
Board Lease

Statement of Activities - Budget vs. Actual
PY2018/FY2019

	Actual	Budget (Jul '18 - Jun '19)	Budget vs. Actual Variance Percentage	Budget vs. Actual Variance Amount	Notes
Revenue					
America's Promise Grant	-	-	-	-	
Board Funds <i>(Restricted)</i>	-	-	-	-	
Virginia Career Works Brand Transition Grant	-	-	-	-	
WIOA Title I Admin	-	-	-	-	
WIOA Title I Adult	-	-	-	-	
WIOA Title I Dislocated Worker	-	-	-	-	
WIOA Title I In-School Youth	-	-	-	-	
WIOA Title I Out-of-School Youth	-	-	-	-	
Roanoke Center Rent Funds <i>(Restricted)</i>	61,415.04	229,363.10	27%	167,948.06	
TAP SwiftStart Funds	-	-	-	-	
United Way OnRamp Grant	-	-	-	-	
Workforce Innovation Fund - VFSN Grant	-	-	-	-	
Total Revenue	61,415.04	229,363.10	26.78%	167,948.06	
Expenditures					
Personnel (Salaries, Wages, Benefits)	-	-	-	-	
Operational Costs	61,415.04	229,363.10	26.78%	167,948.06	
Direct Training	-	-	-	-	
Total Expenditures	61,415.04	229,363.10	26.78%	167,948.06	
Net Income	-	-			

25% of the year reported