

Arbor E&T, LLC
 Projected Program Cost Narrative: Northside One-Stop Career Center

EXHIBIT H

The budget presented is allowable, reasonable and cost effective based on the information provided in the RFP. Questions and Answers, and historical data for this project and similar projects of this size.

Note: Totals in some line items do not match the budget due to necessary adjustments to cover line item deficit balances.

Salaries

Salaries are competitive for the area and responsibilities and include paid holidays & paid time off.

Position	Name	Biweekly Salary	% Allocated	# pay periods	Annual Salary	% of Annual	Effective Date Salary	Am't Budgeted
Workforce Center Director	Bruce Hana	3,625.96	17%	17.0	94,275.00	17.0%	15,591.63	15,591.63
The 16.5% effective salary for the Workforce Center Director (4 centers) is calculated as \$94,275 annual salary / 4 centers for 8 months.								
Workforce Operations Supervisor	Gardner, Maurice	2,038.46	58%	17.0	59,000.00	58.0%	30,576.92	30,576.92
Placement Specialist	Bussac, Oscar	1,423.96	58%	17.0	37,023.00	58.0%	21,359.42	21,359.42
Placement Specialist	Sheffield, Jamal	1,423.19	58%	17.0	37,003.00	58.0%	21,347.88	21,347.88
Program Assistant I	TBD	1,038.46	58%	17.0	27,000.00	58.0%	15,576.92	15,576.92
Job Developer	TBD	1,451.54	58%	17.0	38,000.00	58.0%	21,923.08	21,923.08
Job Developer	TBD	1,451.54	58%	17.0	38,000.00	58.0%	21,923.08	21,923.08
Customer Service Rep	Carri, Miki	1,040.00	58%	17.0	27,040.00	58.0%	15,600.00	15,600.00
Customer Service Rep	TBD	1,152.31	58%	17.0	31,000.00	58.0%	17,884.62	17,884.62
Career Advisor	Wolman, Valerie	1,360.00	58%	17.0	35,360.00	58.0%	20,400.00	20,400.00
Career Advisor	Del Rosario, Alexandra	1,360.00	58%	17.0	35,360.00	58.0%	20,400.00	20,400.00
Career Advisor	TBD	1,360.00	58%	17.0	35,360.00	58.0%	20,400.00	20,400.00
Program Assistant I	TBD	1,359.54	58%	17.0	35,348.00	58.0%	20,393.08	20,393.08
Program Assistant II	Simmons, Charita	1,153.95	58%	17.0	30,000.00	58.0%	17,307.69	17,307.69
Program Assistant I	Alvarez, Magaly	1,360.00	58%	17.0	35,360.00	58.0%	20,400.00	20,400.00
Program Assistant I	TBD	1,038.46	58%	17.0	27,000.00	58.0%	15,576.92	15,576.92
Program Assistant I	TBD	1,038.46	58%	17.0	27,000.00	58.0%	15,576.92	15,576.92
Program Assistant I	TBD	1,038.46	58%	17.0	27,000.00	58.0%	15,576.92	15,576.92
Workforce Operations Supervisor (3 Centers)	Alvarez, Barab	2,190.00	22%	17.0	54,600.00	22.0%	12,027.96	12,027.96
Data Placement Specialist (3 Centers)	Solo, Francisco	1,680.00	22%	17.0	43,680.00	22.0%	9,622.37	9,622.37
Workforce Operations Supervisor (3 Centers)	Amstrong, Vanille Northside	2,039.45	22%	17.0	55,000.00	22.0%	11,675.49	11,675.49
Business Svcs Consultant	Center, Yamiis	1,600.00	58%	17.0	41,600.00	58.0%	24,086.40	24,086.40
Program Assistant I	TBD	923.08	58%	17.0	24,000.00	58.0%	13,846.15	13,846.15
Program Assistant I	TBD	923.08	58%	17.0	24,000.00	58.0%	13,846.15	13,846.15
Care Mgr	Cruz, Kenji	1,360.00	58%	17.0	35,360.00	58.0%	20,473.44	20,473.44
Care Mgr	Hernandez, Irma	1,360.00	58%	17.0	35,360.00	58.0%	20,473.44	20,473.44
Customer Svc Rep	Hernandez, Audrelye	1,287.19	58%	17.0	35,467.00	58.0%	19,377.39	19,377.39
Project Accountant/Support Payment Processor (4 centers)	Snow, Allen	2,923.08	7%	17.0	76,000.00	7.0%	5,530.46	5,530.46
The 7.3% effective programmatic salary for the Project Accountant/Support Payment Processor (4 centers) is calculated as 75% of \$76,000 annual salary / 4 centers for 8 months and further allocated to programmatic and administrative duties at a 58.67% to 41.33% ratio.								
Total staff salaries and wages								
498,771.33								
Fringe Benefits:								
Category	Computation	Annual Cost	Budgeted Cost					
FICA/MICA Payroll Taxes	7.65% x salary =	83,476.49	38,156.24					
Workman's Comp	3.43% x salary =	37,428.02	17,107.96					
Unemployment	3.80% x salary =	41,465.45	18,953.42					
Health Ins.	10.65% x salary =	116,212.37	53,119.47					
Life Ins., Disab & Pension	0.50% x salary =	5,455.98	2,493.87					
Total Fringes:			129,830.96					
Telephone								
This item includes purchase and monthly service for cell phone used by the Workforce Center Director, Maria Morales, as well as a proportional allocation of a phone for the Workforce Centers Director. As always, these costs are not personal, but are from Arbor owned phones from our Corp account.								
Total Telephone: Monthly service 75.00 per month x 8 months x 5 staff = / 2 locations staff = 1,500.00 rounded 1,800.00								
Office Supplies								
Consumable supplies necessary for office operations, including paper, pens, pencils, etc. also to purchase file cabinets under \$500. Office furniture, regardless of cost, shall be purchased by the SFWIB.								
Total Supplies: 650.00 x 8 Months = 5,200.00								

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Postage					
includes postage for mail-outs to participants and businesses, plus routine postage and courier service.					
Postage	56.25	average per month	450.00	450.00	
Courier	121.88	average per month	975.00	975.00	
Total Postage/Courier			1,425.00	1,425.00	

Insurance					
Costs include General and Professional Liability insurance for this project. Company insurance costs are allocated to contracts at a consistent percentage of revenue. The standard rate is \$5.18 per \$1000 total contract award.					
Amount Budgeted:	786,392.00	/	1,000	x	\$5.31
				=	4,228.00
					ROUNDED
					Budgeted
					4,228.00

Local Travel					
Local travel costs include mileage and tolls for trips made on staff personal automobiles in the course of contracted/related business, such as travel to South Florida Workforce, to meetings, and travel between centers for the Workforce Centers Director					
Mileage	0.45	/ mile x	237.6 months	x	3 staff =
Total Local Travel:					2,000.00

1,560.00

Out of Town Travel
 Project Director travel to Corp headquarters March 2016. This trip is made this time every year by the Program Director to meet, discuss and train on the latest Workforce Services developments with Executive staff and all other Program Directors around the country from our Company.
 Air Travel (1 round trip ticket) \$800 X 1 = \$ 800.00
 Hotel, Meals & Parking \$150 X 6 Nights = \$ 900.00

1,900.00

Other Services: TALX Corp and Background checks
 Participant employment verification information service that staff utilize daily.

Our contract with SPW now requires us to verify the employment of 100% of all placements reported from the Centers. This is a change from the past so we have budgeted additional TALX (Work-Number verifications) to accommodate this additional workload. We have a contracted rate with TALX that is greatly reduced from the regular rate because of the volume we do around the country. The increase is in the numbers we are now required to do.

Total Other Services:					
	\$7.67	cost	652	=	5,000.00
					ROUNDED
					5,000.00

Temp Labor					
Temporary staff to meet performance goals and process very large amount of SAMS awards is short period of time. Names and positions are TBD when needed.					
	\$2,498	/wk (allocated)	1	staff	13.0 weeks
Total Temp Labor					31,286.77

Profit					
It is generally accepted that the level of profit should be set with regard to the complexity of work and the level of risk, among other factors.					
Total Profit:					34,426.85

GRAND TOTAL 716,736.81

Projected Administrative Cost Narrative: Northside One-Stop Career Center

The budget presented is allowable, reasonable and cost effective based on the information provided in the RFP, Questions and Answers, and historical data for this project and similar projects of this size.

Administrative Costs
 All Administrative costs other than indirect costs are excluded from Arbor's company-wide indirect cost calculation. This means that they are all allocated expenses and personnel that are specific to only this location.

Salaries

Salaries are competitive for the area and responsibilities and include paid holidays & paid time off.

Name	Biweekly	# of Pay	Annual Salary	%	Amount
Support Payment Processor/Project Accountant	2,923.08	26	76,000.00		3,896.46
The 5.1% effective administrative salary for the Project Accountant/Support Payment Processor (4 centers) is calculated as 75% of \$76,000 annual salary /4 centers for 8 month out and further allocated to programmatic and administrative duties at a 58.67% to 41.33% ratio.					
Total staff salaries:					3,896.46

Fringe Benefits:

Category	Computation	Annual Cost	Budgeted Cost
Fica/Mica	7.66% x salary =	5,814.00	298.06
Workman's Comp	3.43% x salary =	2,606.80	133.65
Unemployment	3.80% x salary =	2,888.00	148.07
Health Ins.	10.65% x salary =	8,094.00	414.97
Life Ins.	0.50% x salary =	360.00	19.48
Total payroll taxes, fringe benefits, and staff incentives			1,014.25

Payroll Fees

ADP Payroll costs directly charged to projects as a percentage of Program and Administrative payroll.

26.00 FTEs	x	\$	5.29 per FTE per month for 8 months	=	1,100.00
Total Payroll Fees:					1,100.00

Audit

Costs of agency audit, directly charged to projects as a percentage of the contract amount. (Has been adjusted down to .04% for budget purposes)

\$796,362.00	x	0.04%	(approx.)	=	325.00
Total Administrative Expenses					6,335.71

Indirect Costs

Indirect cost are real costs of providing and managing services on multiple contracts in multiple locations, costs that cannot be directly charged to each individual project in any feasible or cost-effective way.

Indirect Cost Rate Calculation

Allocation Base (Modified Total Direct Cost)	716,735.91
Total Direct Costs	6,335.71
Total Administrative Cost	723,071.62
Less: Lease/Rent	
Less: Capital Items	
Less: Equipment	(34,426.65)
Less: Profit	668,644.77
Modified Total Direct Costs	73,290.38
Indirect Cost Rate-10.66%	6,335.71
Administrative Expenses	79,626.09
TOTAL Administration Costs	\$0.00

TOTAL PROJECTED ADMINISTRATIVE COST

Attribution for Budget Purposes	\$0.00
TOTAL PROJECTED ADMINISTRATIVE COST	79,626.09

Total Administrative Costs

Total Administrative Costs	79,626.09
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Salaries:

FUNDING SOURCES	
WIOA ADULT	WIOA DW
WIOA RR	TANF
UC	SNAP
RESEA	

G/I	Position	Name	Annual Salary	% of Annual	Effective Salary	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%				
5001	Workforce Center Director	Brito, Hilma	94,275	16.5%	15,591.63	3,698.69	23.72%	933.02	5.98%	5,998.19	0.82%	127.22	8.52%	1,327.66	3.67%	571.52	100.00%	15,991.63			
	Workforce Operations Supervisor	Gardner, Maurice	53,000	57.7%	30,576.92	7,253.54	23.72%	1,829.75	5.98%	10,782.56	0.82%	249.50	8.52%	2,603.69	3.67%	1,120.81	100.00%	30,576.92			
	Placement Specialist	Bugos, Oscar	37,023	57.7%	21,359.42	4,706.16	22.03%	1,278.17	5.98%	7,532.13	0.82%	174.28	8.52%	1,818.90	3.67%	782.94	100.00%	21,359.42			
	Placement Specialist	Sheffield, Jamal	37,003	57.7%	21,347.88	4,703.61	22.03%	1,277.48	5.98%	7,528.06	0.82%	174.19	8.52%	1,817.82	3.67%	782.52	100.00%	21,347.88			
	Program Assistant I	TBD	27,000	57.7%	15,576.92	3,695.20	23.72%	932.14	5.98%	5,493.00	0.82%	127.10	8.52%	1,326.41	3.67%	570.98	100.00%	15,576.92			
	Job Developer	TBD	38,000	57.7%	21,823.08	5,200.65	22.03%	1,311.90	5.98%	7,730.90	0.82%	178.88	8.52%	1,866.80	3.67%	803.60	100.00%	21,823.08			
	Job Developer	TBD	38,000	57.7%	21,823.08	5,200.65	22.03%	1,311.89	5.98%	7,730.90	0.82%	178.88	8.52%	1,866.80	3.67%	803.60	100.00%	21,823.08			
	Customer Service Rep	Cam, Mikki	27,040	57.7%	15,600.00	3,700.67	23.72%	933.52	5.98%	5,501.15	0.82%	127.29	8.52%	1,328.37	3.67%	571.82	100.00%	15,600.00			
	Customer Service Rep	TBD	31,000	57.7%	17,884.62	4,242.62	22.03%	1,070.23	5.98%	6,306.79	0.82%	145.93	8.52%	1,522.92	3.67%	655.57	100.00%	17,884.62			
	Career Advisor	Wedman, Valerie	35,360	57.7%	20,400.00	4,839.34	23.72%	1,220.75	5.98%	7,193.80	0.82%	166.46	8.52%	1,737.11	3.67%	747.77	100.00%	20,400.00			
	Career Advisor	Del Rosario, Alexandra	35,360	57.7%	20,400.00	4,839.34	23.72%	1,220.75	5.98%	7,193.80	0.82%	166.46	8.52%	1,737.11	3.67%	747.77	100.00%	20,400.00			
	Career Advisor	TBD	35,360	57.7%	20,400.00	4,839.34	23.72%	1,220.75	5.98%	7,193.80	0.82%	166.46	8.52%	1,737.11	3.67%	747.77	100.00%	20,400.00			
	Program Assistant II	Simmons, Charles	30,000	57.7%	17,307.69	4,105.77	22.03%	1,035.71	5.98%	6,103.34	0.82%	141.22	8.52%	1,473.79	3.67%	634.42	100.00%	17,307.69			
	Program Assistant II	TBD	35,348	57.7%	20,393.08	4,837.70	23.72%	1,220.33	5.98%	7,191.36	0.82%	166.40	8.52%	1,736.52	3.67%	747.52	100.00%	20,393.08			
	Program Assistant I	Alvarez, Magaly	35,360	57.7%	20,400.00	4,839.34	23.72%	1,220.75	5.98%	7,193.80	0.82%	166.46	8.52%	1,737.11	3.67%	747.77	100.00%	20,400.00			
	Program Assistant I	TBD	27,000	57.7%	15,576.92	3,695.20	23.72%	932.14	5.98%	5,493.00	0.82%	127.10	8.52%	1,326.41	3.67%	570.98	100.00%	15,576.92			
	Program Assistant I	TBD	27,000	57.7%	15,576.92	3,695.20	23.72%	932.14	5.98%	5,493.00	0.82%	127.10	8.52%	1,326.41	3.67%	570.98	100.00%	15,576.92			
	Workforce Operations Supervisor (3 Centers)	Alvarez, Berahko	54,600	22.0%	12,027.96	2,853.30	23.72%	739.76	5.98%	4,941.52	0.82%	98.14	8.52%	1,024.21	3.67%	440.89	100.00%	12,027.96			
	Data Placement Specialist (3 Centers)	Soto, Francisco	43,680	22.0%	9,622.37	2,282.64	22.03%	2,120.12	5.98%	575.81	0.82%	78.51	8.52%	819.37	3.67%	352.71	100.00%	9,622.37			
	Workforce Operations Supervisor (3 Centers)	Amstrong, Vanilla Northside	53,000	22.0%	11,675.49	2,769.69	22.03%	2,572.48	5.98%	698.67	0.82%	95.27	8.52%	994.19	3.67%	427.97	100.00%	11,675.49			
	Business Svcs Consultant	Carter, Yannis	41,600	57.9%	24,086.40	5,713.84	23.72%	1,441.35	5.98%	8,493.76	0.82%	196.54	8.52%	2,051.01	3.67%	882.90	100.00%	24,086.40			
	Program Assistant I	TBD	24,000	57.7%	13,846.15	3,284.62	22.03%	3,050.75	5.98%	828.56	0.82%	112.98	8.52%	1,179.03	3.67%	507.54	100.00%	13,846.15			
	Program Assistant I	TBD	24,000	57.7%	13,846.15	3,284.62	22.03%	3,050.75	5.98%	828.56	0.82%	112.98	8.52%	1,179.03	3.67%	507.54	100.00%	13,846.15			
	Case Mgr	Cruz, Kenya	35,360	57.9%	20,473.44	4,856.76	23.72%	1,225.15	5.98%	7,219.70	0.82%	167.06	8.52%	1,743.36	3.67%	750.46	100.00%	20,473.44			
	Case Mgr	Herandez, Irma	35,360	57.9%	20,473.44	4,856.76	23.72%	1,225.15	5.98%	7,219.70	0.82%	167.06	8.52%	1,743.36	3.67%	750.46	100.00%	20,473.44			
	Customer Svcg Rep	Herandez, Audelys	33,467	57.9%	19,377.39	4,596.76	22.03%	4,269.46	5.98%	1,159.56	0.82%	6,833.19	0.82%	1,650.02	3.67%	710.29	100.00%	19,377.39			
	Project Accountant/Support Processor (4 C. Smoak, Allen	TBD	76,000	7.3%	5,530.46	1,311.95	22.03%	1,218.54	5.98%	330.95	0.82%	45.13	8.52%	470.92	3.67%	202.72	100.00%	5,530.46			
5001 TOTAL BUDGETED SALARIES																					
			1,091,196	45.7%	\$498,774.33	23,723%	\$118,320.54	22.0322%	\$109,895.88	5.9841%	\$29,847.08	35.2637%	\$175,886.47	0.8160%	\$4,069.81	8.5152%	\$42,471.75	0.00	\$18,282.80	100.00%	\$498,774.33

Salaries:

FUNDING SOURCES		UC		SNAP		RESCA	
WIOA ADULT	WIOA DW	WIOA RR	TANF	UC	SNAP	RESCA	

G/I Position	Name	Annual Salary	Rate	Annual Cost	% of Annual	Effective Salary	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
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Franchise	83,476.49	7.65%	45.7%	38,156.24	23.72%	9,051.52	8,407.05	5.98%	2,283.28	35.26%	13,455.33	0.82%	311.34	8.25%	3,249.09	3.67%	1,398.63	100.00%	38,156.24	100.00%
Workman's Comp	37,428.02	3.43%	45.7%	17,107.96	23.72%	4,058.39	3,769.43	5.98%	1,023.76	35.26%	6,032.91	0.82%	139.59	8.52%	1,456.78	3.67%	627.10	100.00%	17,107.96	100.00%
Unemployment	41,465.45	3.80%	45.7%	18,953.42	23.72%	4,496.18	4,176.05	5.98%	1,134.19	35.26%	6,683.68	0.82%	154.65	8.52%	1,613.92	3.67%	694.75	100.00%	18,953.42	100.00%
Health Ins.	116,212.37	10.65%	45.7%	53,119.47	23.72%	12,601.13	11,703.93	5.98%	3,178.72	35.26%	18,731.91	0.82%	433.43	8.52%	4,523.24	3.67%	1,947.11	100.00%	53,119.47	100.00%
Life Ins, Disab & Pension	5,455.98	0.50%	45.7%	2,493.87	23.72%	591.60	549.49	5.98%	149.24	35.26%	879.43	0.82%	20.35	8.52%	212.36	3.66%	91.40	99.99%	2,493.87	100.00%
Total Fringe Benefits Annual Cost	284,038.31			129,830.96	23.7222%	30,798.82	28,605.95	5.9841%	7,769.19	35.2637%	45,783.26	0.8160%	1,059.36	8.5152%	11,055.39	3.6655%	4,758.99	100.0%	129,830.96	100.00%

Operating Expenses:																
	Annual Cost	% of Annual	Amount		Annual Cost	% of Annual	Amount		Annual Cost	% of Annual	Amount		Annual Cost	% of Annual	Amount	

Telephone	5227	2.26%	2,266.00	66.2%	1,500.00	23.7%	358.83	22.0%	330.50	6.0%	89.76	55.3%	528.96	0.6%	12.24	8.5%	127.73	3.7%	54.98	100%	1,500.00	100%
Supplies																						
Office and Computer Supplies	5221	7.855%	7,855.00	66.2%	5,200.00	23.7%	1,233.56	22.0%	1,145.73	6.0%	311.17	35.3%	1,833.71	0.8%	42.43	8.5%	442.79	3.7%	190.61	100%	5,200.00	100%
Insurance																						
General Liability Insurance	5250	6.388%	6,388.00	66.2%	4,229.00	23.7%	1,003.21	22.0%	931.78	6.0%	253.07	35.3%	1,491.30	0.8%	34.51	8.5%	360.11	3.7%	155.02	100%	4,229.00	100%
Travel																						
Local Travel, including tolls and parking	5241	3.021%	3,021.00	66.2%	2,000.00	23.7%	474.45	22.0%	440.66	6.0%	119.69	35.3%	705.27	0.8%	16.32	8.5%	170.30	3.7%	73.31	100%	2,000.00	100%
Out of Town Travel	5243	2.266%	2,266.00	66.2%	1,500.00	23.7%	355.83	22.0%	330.50	6.0%	89.76	35.3%	528.96	0.8%	12.24	8.5%	127.73	3.7%	54.98	100%	1,500.00	100%
Other:																						
Temp Labor	5209	47.281%	47,281.00	66.2%	31,299.77	23.7%	7,425.01	22.0%	6,896.34	6.0%	1,873.01	35.3%	11,037.46	0.8%	255.40	8.5%	2,665.25	3.7%	1,147.30	100%	31,299.77	100%
Postage	5223	680.00	680.00	66.2%	450.00	23.7%	106.75	22.0%	99.15	6.0%	26.93	35.3%	158.69	0.8%	3.67	8.5%	39.32	3.7%	16.49	100%	450.00	100%
Courier	5212	1,473.00	1,473.00	66.2%	975.00	23.7%	231.29	22.0%	214.82	6.0%	58.35	35.3%	343.82	0.8%	7.96	8.5%	83.02	3.7%	35.74	100%	975.00	100%
Licenses & Permits	5207																					
Participant Background and Fingerprinting	5230	7,553.00	7,553.00	66.2%	5,000.00	23.7%	1,186.11	22.0%	1,101.66	6.0%	299.20	35.3%	1,763.19	0.8%	40.80	8.5%	425.76	3.7%	183.28	100%	5,000.00	100%
Background check-staff	5230																					
Background check-staff	5230	1,550.00	1,550.00	66.2%	1,550.00	23.7%	367.69	22.0%	341.51	6.0%	92.75	35.3%	546.59	0.82%	12.65	8.52%	131.99	3.67%	56.82	0%	1,550.00	100%
Operating Expenses																						
		78,783.00	78,783.00	68.2%	53,703.77	23.7%	12,739.73	22.0%	11,832.65	5.98%	3,213.69	35.26%	18,937.95	0.82%	438.22	8.52%	4,573.00	3.67%	1,968.53	100%	53,703.77	100%
TOTAL Salary, Fringes, and Operating Costs before Profit		1,454,017	1,454,017	46.9%	682,309.06	23.72%	161,859.09	22.03%	150,334.48	5.98%	40,829.96	35.26%	240,607.68	0.82%	55,567.39	8.52%	58,100.14	3.67%	25,010.32	100%	682,309.06	100%
Service Provider's Profit	5604	34,426.85	34,426.85	23.72%	8,166.82	23.72%	7,585.34	5.98%	2,060.14	35.26%	12,140.19	0.82%	2,980.91	8.52%	2,931.52	8.5%	2,931.52	3.67%	1,261.93	100%	34,426.85	100%
Total Profit		72,700.85	72,700.85	47.4%	34,426.85	23.7%	8,166.82	22.0%	7,585.34	5.98%	2,060.14	35.3%	12,140.19	0.8%	2,980.91	8.5%	2,931.52	3.7%	1,261.93	100%	34,426.85	100%
TOTAL PROJECTED PROGRAM COST		1,526,717.85	1,526,717.85	46.9%	716,735.91	23.7%	170,025.91	22.0%	157,919.82	5.98%	42,890.10	35.3%	252,747.87	0.8%	58,488.30	8.5%	61,031.66	3.7%	26,272.25	100%	716,735.91	100%

CONTRACT INVOICE

Contractor Name:
 Index Code:
 Location Code:
 Program Code:
 Service Provider Code:

Prepared By:
 Telephone #:
 Invoice Date:
 Invoice Period:

Total Monthly Performance Earned	
Administrative Portion 10% Max	\$
Remaining for Programmatic Expenses	\$

	WIOA Adult	WIOA DW	WIOA RR	TANF	FSET/SNAP (July-Sept)	FSET/SNAP (Oct-June)	UC	RESEA	TOTAL
PROGRAM COSTS (Non-Training)									
Staff Salaries									
Fringe Benefits									
Non-WFMS Participant costs (i.e. field trips, snacks, etc.) (please identify)									
1									
2									
3									
Other Costs									
Indirect Programmatic Cost (based on approved rate)									
Profit (for profit entities only)									
TOTAL PROGRAM COSTS	\$	\$	\$	\$	\$	\$	\$	\$	\$

TOTAL PROGRAM COSTS \$

JOB READINESS	
Staff Salaries	
Fringe Benefits	
TOTAL JOB READINESS COSTS	\$

TOTAL JOB READINESS COSTS \$

TRAINING PROGRAM MANAGEMENT COSTS	
Staff Salaries	
Fringe Benefits	
TOTAL TRAINING PROGRAM MANAGEMENT COSTS	\$

TOTAL TRAINING PROGRAM MANAGEMENT COSTS \$

TRAINING CASE MANAGEMENT COSTS	
Staff Salaries	
Fringe Benefits	
TOTAL TRAINING CASE MANAGEMENT COSTS	\$

TOTAL TRAINING CASE MANAGEMENT COSTS \$

TOTAL PROGRAM COSTS	
Staff Salaries	\$
Fringe Benefits	\$
All Other Costs	\$
Indirect Programmatic Cost (based on approved rate)	\$
Profit (for profit entities only)	\$
TOTAL PROGRAM COSTS BILLED	\$
TOTAL PROGRAM COSTS NOT BILLED	\$

TOTAL PROGRAM COSTS BILLED \$

TOTAL PROGRAM COSTS NOT BILLED \$

ADMINISTRATIVE COSTS	
Other Direct Administrative Costs (please detail)	
TOTAL ADMINISTRATIVE COSTS BILLED	\$
TOTAL ADMINISTRATIVE COSTS NOT BILLED	\$

TOTAL ADMINISTRATIVE COSTS BILLED \$

TOTAL ADMINISTRATIVE COSTS NOT BILLED \$

TOTAL PAYMENT	\$
TOTAL SURPLUS	\$
TOTAL EARNED	\$

TOTAL PAYMENT \$

TOTAL SURPLUS \$

TOTAL EARNED \$

Training Program Management (TPM) - Costs directly related to developing, implementing, or coordinating authorized training programs (not services to individuals). Training Case Management (TCM) - Staff expenditures directly related to case management and job placement services for clients in training (not clients seeking training). This includes staff expenditures associated with the provision of support services to individuals while they are in training.

The salary information and distribution across program funding streams are accurate and supported through detailed personnel activity report that meet the Uniform Guidance.

We understand that failure to maintain the required supporting documentation for staff time and all related expenses will result in payment disallowances that will either be deducted from future contract payments and / or payable in full to the South Florida Workforce Investment Board.

Name of Person Authorized to Sign Reimbursement/Justification Packages _____

Signature of Person Authorized to Sign Reimbursement/Justification Packages _____

Date _____

Total Contract Amount: Contractor Center		8-month Award	Base	Carry Over	Monthly Payment Maximum	Earned	Not Earned
Job Placement Unit Funding							\$0

Minimum # of Placements to Carry Over Not Earned Dollars:
 Max Placement:

Program	Monthly Employment 1st Qtr		Monthly Employment >1st Qtr		Monthly Approved	
	Performance	Cost Per	Performance	Cost Per	Performance	Payment
Obtained Employments						
Direct Job Placements						
UDJP-Part Time/Temp/Seasonal						
UDJP-Full Time						
WIOA Adult/DW						
Disability						
Veteran Ex Offenders						
RA Claimant or Homeless Person						
TANF / CAP or SNAP						
DJP Subtotals	0	\$0	0	\$0	0	\$0
OE & DJP Totals	0	\$0	0	\$0	0	\$0

Training Pay Points		Performance	Cost Per	Payment
Program Completion				
Credential Attainment				
Total	0	\$0.00		\$0.00

Wage Rate Incentive		Performance	Cost Per	Payment
Universal DJP - PT / Seasonal >=\$14.58				
Universal DJP - FT / PWE >=\$14.58				
WIOA DJP >=\$14.58				
Total	0	\$0.00		\$0.00

WIOA Second Payment		Performance	Cost Per	Payment
WIOA 2nd Payment for additional WIOA Placement				
Total	0	\$0.00		\$0.00

OE & DJP & Wage Rate Incentive & Training Milestones & WIOA 2nd Placement	\$0.00
Form B - Adjustments for Previously Paid Placement Request Form	\$0.00
Form C - Placement Change Request Form	\$0.00
Adjusted Total Payment	\$0.00

Authorized Signature/Date _____

Authorized Signature/Date _____

SFWIB Authorized Staff Signature/Date _____

Performance Payment Invoice

Exhibit J, Part A
(Page 1 of 1)

Effective Time Period of 7/1/2018 through 6/30/2019

Retention/WIOA Follow Up Incentive: Contractor Center	8 Month Award	Quarterly Payment	
		Earned	Not Earned
Retention/WIOA Follow Up Incentive			
WIOA Follow-up Incentive			
	Performance	Cost Per	Payment
2nd Quarter Follow-up	0		
4th Quarter Follow-up	0		
Total	0		\$0.00
Payment			\$0.00

Authorized Signature/Date _____ Authorized Signature/Date _____

SFWIB Authorized Staff Signature/Date _____

**WORKFORCE SERVICES
REQUIRED STAFFING LEVELS
(July 1, 2018 through June 30, 2019)**

Exhibit K

Provider	Career Center	Allocation	Staffing Levels (FTE)	Min Staffing (FTE)
Arbor E&T, LLC	Northside	\$796,362	27	23
TOTALS			27	23