



# Program Budget

## 2024 - 2025

### Program Year



*Solutions that work for you.*

**CareerSource Suncoast Board of Directors**  
Approved: June 13, 2024

**Sarasota County Board of County Commissioners**  
Approved: July 9, 2024

**Manatee County Board of County Commissioners**  
Approved: July 30, 2024

**CareerSource Suncoast  
Budget for Program Year 2024 - 2025**

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# **CareerSource Suncoast Program Year 2024-2025 Budget Narrative**

The Board Leadership team have prepared the budget for CareerSource Suncoast. This narrative will be divided into sections describing our various programs, as follows:

## **Temporary Assistance for Needy Families (TANF)**

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income persons in danger of entering welfare dependency. The goal of this program is to assist these persons in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

## **Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out of school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Suncoast has a full-service high-tech career center in Sarasota. Other locations staffed to serve are in Manatee County and South Sarasota County. These locations will provide a broad range of services to the citizens and businesses in Manatee and Sarasota Counties.

## **WIOA State Rapid Credentialing**

This grant has been continued for another year to provide WIOA eligible clients with short-term credentialing training activities.

## **Rapid Response**

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

## **Hope Florida – A Pathway to Prosperity**

These funds offer a comprehensive approach to addressing poverty and promoting economic mobility in Florida. An initiative with the Florida Department of Children and Families will guide Floridians on an individualized path to economic self-sufficiency. Services to help Hope Florida participants find jobs, enroll in training and launch new career pathways.

# **CareerSource Suncoast Program Year 2024 - 2025 Budget Narrative**

## **Apprenticeship Navigator**

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs.

## **National Emergency Dislocated Worker – Hurricane Ian**

The grant provides temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Ian. The current award will end September, 2024.

## **National Emergency Dislocated Worker – Fostering Opioid Recovery**

This 46-month grant will be wrapping up in August, 2024. The grant creates and maintains local partnerships to develop strategies that foster recovery from opioid and addiction issues affecting the workforce. This will be further accomplished by providing training and career services to individuals affected by the opioid crisis, as well as individuals seeking employment in medical, mental health, and addiction-related fields. CSS will participate in local opioid/addiction task forces or other forms of community efforts. The grant will also provide technical assistance to human resource professionals on how to deal with issues related to addiction in the workplace.

## **Reemployment Services and Eligibility Assessment (RESEA)**

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

## **FL Commerce – Joint Managed Programs**

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

**CareerSource Suncoast  
Program Year 2024 - 2025  
Budget Narrative**

**Non-Custodial Parent Employment Program (NCPEP)**

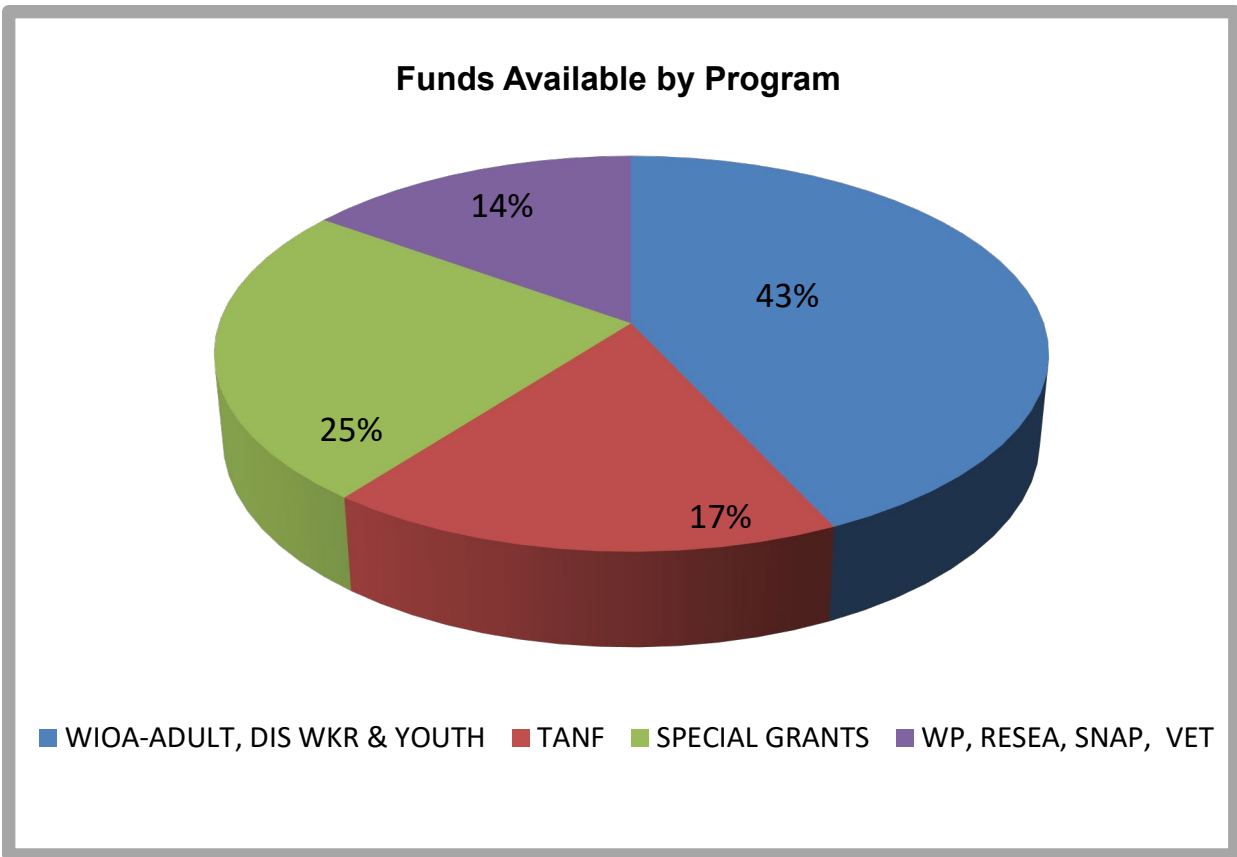
This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. CSS will provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

**Supplemental Nutrition Assistance Program – Employment and Training (SNAP)**

SNAP recipients without dependents receive assistance from CareerSource Suncoast with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016 the State of Florida returned to mandatory participation for SNAP recipients.

**CareerSource Suncoast  
Funds Available by Program  
Program Year 2024-2025**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$2,983,502	43%	ADULT/DIS WKR	\$2,000,539	67%
TANF	\$1,206,951	17%	YOUTH	\$982,963	33%
SPECIAL GRANTS	\$1,694,434	24%	TOTAL	\$2,983,502	100%
WP, RESEA, SNAP, VET	\$1,046,680	14%			
<b>TOTAL</b>	<b>\$6,931,567</b>	<b>100%</b>			



**CareerSource Suncoast**  
**Summary of Funds Available - All Programs**  
**Program Year 2024-2025**  
**July 1, 2024 - June 30, 2025**

Funding Streams	Funding Available PY 24-25	Reserve for PY 25-26	Funding Budgeted For PY 24-25
Temporary Assistance for Needy Families (TANF) estimate exp 6/30/25	\$1,131,951	\$0	\$1,131,951
Temporary Assistance for Needy Families (TANF) Carry Fwd estimate exp 8/31/24	\$75,000	\$0	\$75,000
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,206,951</b>	<b>\$0</b>	<b>\$1,206,951</b>
WIOA-Adult & Dislocated Worker estimate exp 6/30/26	\$1,785,539	\$135,000	\$1,650,539
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/25	\$215,000	\$0	\$215,000
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,000,539</b>	<b>\$135,000</b>	<b>\$1,865,539</b>
WIOA-Youth estimate exp 6/30/26	\$641,150	\$150,000	\$491,150
WIOA-Youth Carry Fwd estimate exp 6/30/25	\$341,813	\$0	\$341,813
<b>Total WIOA Youth</b>	<b>\$982,963</b>	<b>\$150,000</b>	<b>\$832,963</b>
<b>WIOA State Rapid Credentialing Carry Fwd estimate exp 6/30/25</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$410,000</b>
<b>NEG Dislocated Worker lan Carry Fwd estimate exp 9/30/24</b>	<b>\$146,000</b>	<b>\$0</b>	<b>\$146,000</b>
<b>NEG Dislocated Worker Opioid-3 Fostering Recovery Carry Fwd est exp 8/31/24</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$85,000</b>
<b>Hope Navigator WIOA &amp; WP Carry Fwd estimate exp 6/30/25</b>	<b>\$120,934</b>	<b>\$0</b>	<b>\$120,934</b>
<b>Rapid Response estimate exp 6/30/25</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>
<b>Apprenticeship Navigator estimate exp 6/30/25</b>	<b>\$62,500</b>	<b>\$0</b>	<b>\$62,500</b>
<b>Non-Custodial Parent Employment Program estimate exp 8/31/24</b>	<b>\$745,000</b>	<b>\$0</b>	<b>\$745,000</b>
Wagner Peyser (WP) estimate exp 9/30/25	\$580,117	\$20,000	\$560,117
Wagner Peyser (WP) Carry Fwd estimate exp 9/30/24	\$28,000	\$0	\$28,000
<b>Total Wagner Peyser</b>	<b>\$608,117</b>	<b>\$20,000</b>	<b>\$588,117</b>
<b>Veteran's Programs (DVOP &amp; LVER) estimate</b>	<b>\$116,868</b>	<b>\$0</b>	<b>\$116,868</b>
<b>Reemployment Svcs &amp; Eligibility Assess (RESEA) estimate</b>	<b>\$261,695</b>	<b>\$0</b>	<b>\$261,695</b>
<b>Supplemental Nutrition Assist Prog Employment &amp; Training (SNAP) estimate</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>
<b>Total</b>	<b>\$6,931,567</b>	<b>\$305,000</b>	<b>\$6,626,567</b>

**CareerSource Suncoast  
Budget Comparison & Information  
Program Year 2024-2025 to 2023-2024**

	Note Ref	PY 24-25 Budget	PY 23-24 Budget Mod #3	Expenditures PY 23-24*
<b>Funding Available Less Reserves</b>		\$6,626,567	\$9,059,566	
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	1	\$4,050,860	\$4,298,731	\$4,005,312
<b>Staff Training &amp; Education</b>	2	34,953	\$47,000	\$44,926
<b>Total Personnel Costs</b>		\$4,085,813	\$4,345,731	\$4,050,238
<b>Facility Costs</b>	3	\$480,000	\$591,669	\$538,517
<b>Office Furniture &amp; Equipment</b>	4	\$10,000	\$36,502	\$34,077
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting/Audit</b>	5	\$64,200	\$83,657	\$55,443
<b>Consultants &amp; Legal</b>	6	50,000	60,000	\$47,058
<b>General Insurance</b>	7	49,842	61,550	\$46,216
<b>Office Supplies &amp; Expense</b>	8	30,000	48,759	\$26,960
<b>Travel &amp; Meetings</b>	9	63,071	83,557	\$60,545
<b>Total Operating Costs</b>		\$257,113	\$337,523	\$236,222
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	10	\$1,638,717	\$3,514,944	\$2,651,400
<b>Employer &amp; Client Services</b>	11	46,648	95,329	\$85,357
<b>Outreach</b>	12	108,276	137,868	\$101,359
<b>Total Program Services</b>		\$1,793,641	\$3,748,141	\$2,838,116
<b>Totals</b>		\$6,626,567	\$9,059,566	\$7,697,170

\*Expenditures for May/June are estimated



**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2024-2025 & PY 2023-2024**

Note 1 Salaries – Includes positions for Career Services and Board Administration with average salary increases 3%. Included in this line item is a one-time 2% incentive payment to CSS staff based on CSS achieving local board performance for PY 23-24 with letter grade of B or better. The State of Florida approved a 3% increase for state merit staff.

	<u>PY 24-25</u>	<u>PY 23-24</u>
CSS F/T Positions	48	47
State Merit Positions*	<u>10</u>	<u>10</u>
Total CSS & State Positions	58	57

*\*State merit positions are not included in CSS budgeted salary/fringe benefit line item. They are paid through the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.*

Fringe Benefits - Includes mandatory taxes: social security, medi-care, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSS for a base health plan. Buy-up options will be available with employee contributions. Dental, life, and long-term disability benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 24-25 is 32%.

Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.

Note 3 Facility costs are derived from rent, utilities, equipment maintenance, IT maintenance, IT communications, telephone service, and building maintenance for 1 comprehensive career center, 1 smaller career center and 3 satellite offices.

Note 4 Equipment & Furniture - This line item is budgeted for replacement of equipment/furniture needs.

Note 5 Accounting/Audit – Fees for payroll/HR processing services, 401k admin fees, and our maintenance renewal on our accounting software, along with costs for our independent CPA audit and IRS 990 return.

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2023-2024 & 2022-2023**

- Note 6      Consultants & Legal – Includes costs for one stop operator and legal services.
- Note 7      General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.
- Note 8      Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.
- Note 9      Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.
- Note 10     Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (CWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) in the packet.
- Adult & Dislocated Worker Funds are required to expend 50% on ITAs and related expenses. This budget will exceed the 50% State ITA requirement.
- The Youth budget will meet the minimum 50% requirement for out of school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to exceed the 20% WIOA youth work experience requirement.
- Client Support – Support services are on an individual basis and need. Possible costs may include childcare, housing, and transportation costs.
- Note 11     Employer and Client Services – Employer and client assessment activities and career services.
- Note 12     Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County. Additional outreach services include \$40,000 to partner with College Access Networks in both counties focusing on reaching youth.

**CareerSource Suncoast  
Budget by Allocation  
Program Year 2024 - 2025  
July 1, 2024 - June 30, 2025**

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	WAGNER PEYSER	RAPID CRED	NEG IAN	NEG FOS OPIOID REC	HOPE NAV WIOA/WP	RAPID RESPONSE	APP NAV	NCPEP	VETS	RESEA	SNAP
Funding Available	\$6,626,567	\$1,206,951	\$1,865,539	\$832,963	\$588,117	\$410,000	\$146,000	\$85,000	\$120,934	\$125,000	\$62,500	\$745,000	\$116,868	\$261,695	\$60,000
Personnel Costs:															
Salaries & Fringe Benefits	\$4,050,860	\$863,807	\$1,298,507	\$425,254	\$344,030	\$160,110	\$35,036	\$19,693	\$99,471	\$110,674	\$60,137	\$267,290	\$69,905	\$239,309	\$57,637
Staff Training & Education	34,953	12,161	14,023	5,742	714	502	0	0	145	153	77	901	145	315	77
Total Personnel Costs	<b>\$4,085,813</b>	<b>\$875,968</b>	<b>\$1,312,530</b>	<b>\$430,996</b>	<b>\$344,744</b>	<b>\$160,612</b>	<b>\$35,036</b>	<b>\$19,693</b>	<b>\$99,616</b>	<b>\$110,827</b>	<b>\$60,214</b>	<b>\$268,191</b>	<b>\$70,050</b>	<b>\$239,624</b>	<b>\$57,714</b>
Facility Costs	<b>\$480,000</b>	<b>\$111,984</b>	<b>\$23,952</b>	<b>\$24,432</b>	<b>\$210,240</b>	<b>\$24,240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,600</b>	<b>\$0</b>	<b>\$22,656</b>	<b>\$40,224</b>	<b>\$12,672</b>	<b>\$0</b>
Operating Costs-Career Ctrs & Adm	<b>\$257,113</b>	<b>\$51,316</b>	<b>\$72,401</b>	<b>\$39,885</b>	<b>\$21,339</b>	<b>\$14,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,319</b>	<b>\$4,573</b>	<b>\$2,286</b>	<b>\$30,000</b>	<b>\$4,319</b>	<b>\$9,399</b>	<b>\$2,286</b>
Program Services:															
Client Training & Support	\$1,638,717	\$155,923	\$401,210	\$260,000	\$0	\$210,160	\$110,964	\$65,307	\$17,000	\$0	\$0	\$418,153	\$0	\$0	\$0
Employer & Client Svcs	46,648	11,760	17,045	16,050	1,793	0	0	0	0	0	0	0	0	0	0
Outreach	108,276	0	38,400	61,600	0	0	0	0	0	0	0	6,000	2,276	0	0
Total Program Services	<b>\$1,793,641</b>	<b>\$167,683</b>	<b>\$456,655</b>	<b>\$337,650</b>	<b>\$1,793</b>	<b>\$210,160</b>	<b>\$110,964</b>	<b>\$65,307</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$424,153</b>	<b>\$2,276</b>	<b>\$0</b>	<b>\$0</b>
Totals	<b>\$6,626,567</b>	<b>\$1,206,951</b>	<b>\$1,865,539</b>	<b>\$832,963</b>	<b>\$588,117</b>	<b>\$410,000</b>	<b>\$146,000</b>	<b>\$85,000</b>	<b>\$120,934</b>	<b>\$125,000</b>	<b>\$62,500</b>	<b>\$745,000</b>	<b>\$116,868</b>	<b>\$261,695</b>	<b>\$60,000</b>

**CareerSource Suncoast**  
**Budget Allocated to Program & Administrative Costs**  
**Program Year 2024-2025**  
**July 1, 2024 - June 30, 2025**

	Total	Program	Administrative
<b>Funding Budgeted</b>	<b>\$6,626,567</b>	<b>\$6,044,268</b>	<b>\$582,299</b>
<b>Personnel Cost:</b>			
Salaries & Fringe Benefits	\$4,050,860	\$3,600,860	\$450,000
Staff Training & Education	34,953	34,253	700
<b>Total Personnel Costs</b>	<b>\$4,085,813</b>	<b>\$3,635,113</b>	<b>\$450,700</b>
<b>Facility Costs</b>	<b>\$480,000</b>	<b>\$460,000</b>	<b>\$20,000</b>
<b>Office Furniture &amp; Equipment</b>	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$2,000</b>
<b>Operating Costs Career Ctrs &amp; Admin:</b>			
Accounting/Audit	\$64,200	\$0	\$64,200
Consultants & Legal	50,000	35,000	15,000
General Insurance	49,842	41,442	8,400
Office Expense & Supplies	30,000	24,000	6,000
Travel & Meetings	63,071	47,071	16,000
<b>Total Operating Costs</b>	<b>\$257,113</b>	<b>\$147,513</b>	<b>\$109,600</b>
<b>Program Services:</b>			
Client Training & Support	\$1,638,717	\$1,638,717	\$0
Employer & Client Services	46,648	46,648	0
Outreach	108,276	108,276	0
<b>Total Program Services</b>	<b>\$1,793,641</b>	<b>\$1,793,641</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$6,626,567</b>	<b>\$6,044,268</b>	<b>\$582,299</b>
<b>Percentage of Administrative Costs</b>			<b>8.79%</b>