



## KENTUCKY LABOR CABINET

**Andy Beshear**  
Governor

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**Larry L. Roberts**  
Secretary

**Jacqueline Coleman**  
Lieutenant Governor

**Vickie L. Wise**  
Deputy Secretary

October 13, 2020

Sheila Clark, Director  
West Kentucky Workforce Development Board  
300 Hammond Drive  
Hopkinsville, Kentucky 42240

Re: Temporary Approval of FY 2021 IFA Budget

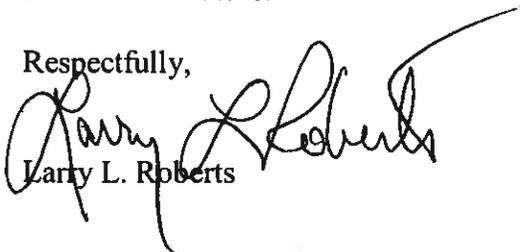
Dear Ms. Clark:

Thank you for submitting the IFA FY 2021 Annual Budgets for the Comprehensive and Affiliate KY Career Centers in your Local Workforce Development Area. As you know, the Office of Unemployment Insurance, the Career Development Office and the programs it administers were reorganized to the Labor Cabinet effective August 16, 2020 by Governor Beshear's Executive Order No. 2020-686. We have begun the process of examining the current footprint of these programs and their role in the One Stop Delivery System across the Commonwealth. We are working to develop a plan which maintains responsible financial stability and ensures the delivery of services while establishing the Cabinet's role as a partner with all workforce programs across the state. Once the Cabinet finalizes its plan for our KCC Customers and Employers, you will be notified and asked to share the news with your Local Workforce Development Board.

In the interim, please make the Board aware your FY 2021 IFA Budgets are temporarily approved and upon completion, you will be asked to modify your current MOU and IFA FY 2021 Budgets, to the extent necessary, to reflect the new plan and resubmit both documents for the Cabinet's formal approval and signature as required by the U. S. Department of Labor. This approval is contingent and based upon my belief that the FY2020 Annual Expenses Paid Report for the Career Development Office was used to develop your IFA FY 2021 Budgets. The referenced expense report was provided to you by the EWDC-DWI, Office of Administrative Services through Darlene Bussell. If this report was not used, please notify the Cabinet immediately.

The Labor Cabinet looks forward to working with you and cultivating a productive relationship with your local Board in the future.

Respectfully,



Larry L. Roberts

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## For the: Hopkinsville Career Center

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$37,440.00	\$0.00	<b>\$37,440.00</b>
Janitorial	\$3,500.00	\$0.00	<b>\$3,500.00</b>
Utilities	\$30,552.00	\$0.00	<b>\$30,552.00</b>
Taxes	\$0.00	\$0.00	<b>\$0.00</b>
Insurance	\$0.00	\$0.00	<b>\$0.00</b>
Phones/Internet (Resource Rm, Directs, etc)	\$35,000.00	\$0.00	<b>\$35,000.00</b>
Security	\$0.00	\$0.00	<b>\$0.00</b>
Maintenance/Repairs	\$12,084.00	\$0.00	<b>\$12,084.00</b>
Pest Control	\$500.00	\$0.00	<b>\$500.00</b>
Equipment (Computers, Copiers/rental)	\$12,845.00	\$0.00	<b>\$12,845.00</b>
Technology (IT Services, Software)	\$1,430.00	\$0.00	<b>\$1,430.00</b>
Office Furniture	\$0.00	\$0.00	<b>\$0.00</b>
Common Identifier Costs (signs, website)	\$0.00	\$0.00	<b>\$0.00</b>
General Supplies (copy paper, postage, etc)	\$7,500.00	\$0.00	<b>\$7,500.00</b>
CUSTOM 1	\$0.00	\$0.00	<b>\$0.00</b>
CUSTOM 2	\$0.00	\$0.00	<b>\$0.00</b>
CUSTOM 3	\$0.00	\$0.00	<b>\$0.00</b>
Other	\$5,000.00	\$0.00	<b>\$5,000.00</b>
<b>Total Infrastructure Costs:</b>	<b>\$145,851.00</b>	<b>\$0.00</b>	<b>\$145,851.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## DELIVERY SYSTEM COSTS:

### Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$7,492.00	\$0.00	\$7,492.00
Other WIOA Staff	\$163,884.00	\$0.00	\$163,884.00
CUSTOM 1 CDO	\$544,789.00	\$0.00	\$544,789.00
CUSTOM 2 OVR	\$256,859.00	\$0.00	\$256,859.00
CUSTOM 3 KY Farmworkers \$48,065 / Audubon	\$48,065.00	\$0.00	\$48,065.00

### Additional

Staff Professional Development/Training	\$4,000.00	\$0.00	\$4,000.00
Staff Travel	\$8,000.00	\$0.00	\$8,000.00

### Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$1,033,089.00</b>	<b>\$0.00</b>	<b>\$1,033,089.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
<b>EXPENDITURES TOTAL</b>	<b>\$1,178,940.00</b>	<b>\$0.00</b>	<b>\$1,178,940.00</b>
<b>REVENUE TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$1,178,940.00</b>	<b>\$0.00</b>	<b>\$1,178,940.00</b>

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## For the: JobNet Career Center - Madisonville

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$12,792.00	\$0.00	\$12,792.00
Janitorial	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$1,250.00	\$0.00	\$1,250.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$1,250.00	\$0.00	\$1,250.00
Technology (IT Services, Software)	\$0.00	\$0.00	\$0.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$500.00	\$0.00	\$500.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Infrastructure Costs:</b>	<b>\$15,792.00</b>	<b>\$0.00</b>	<b>\$15,792.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## DELIVERY SYSTEM COSTS:

### Personnel Costs:

#### Salary/Fringe

	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$1,332.00	\$0.00	\$1,332.00
Other WIOA Staff	\$195,579.00	\$0.00	\$195,579.00
CUSTOM 1 KY Farmworkers	\$21,828.00	\$0.00	\$21,828.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00

#### Additional

Staff Professional Development/Training	\$1,250.00	\$0.00	\$1,250.00
Staff Travel	\$2,500.00	\$0.00	\$2,500.00

### Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$222,489.00</b>	<b>\$0.00</b>	<b>\$222,489.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

<b>PARTNER CONTRIBUTIONS/OTHER INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

## -- SUMMARY --

	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
<b>EXPENDITURES TOTAL</b>	\$238,281.00	\$0.00	\$238,281.00
<b>REVENUE TOTAL</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$238,281.00</b>	<b>\$0.00</b>	<b>\$238,281.00</b>

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## For the: Career Advancement Center - Central City

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$0.00	\$0.00	\$0.00
Janitorial	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$450.00	\$0.00	\$450.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$0.00	\$0.00	\$0.00
Technology (IT Services, Software)	\$0.00	\$0.00	\$0.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$50.00	\$0.00	\$50.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Infrastructure Costs:</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## DELIVERY SYSTEM COSTS:

### Personnel Costs:

#### Salary/Fringe

	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$333.00	\$0.00	\$333.00
Other WIOA Staff	\$13,482.00	\$0.00	\$13,482.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00

#### Additional

Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$70.00	\$0.00	\$70.00

### Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$13,885.00</b>	<b>\$0.00</b>	<b>\$13,885.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

<b>PARTNER CONTRIBUTIONS/OTHER INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

## -- SUMMARY --

	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
<b>EXPENDITURES TOTAL</b>	\$14,385.00	\$0.00	\$14,385.00
<b>REVENUE TOTAL</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$14,385.00</b>	<b>\$0.00</b>	<b>\$14,385.00</b>

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## For the: Paducah Career Center

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$119,208.00	\$0.00	\$119,208.00
Janitorial	\$3,500.00	\$0.00	\$3,500.00
Utilities	\$45,010.00	\$0.00	\$45,010.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$35,396.00	\$0.00	\$35,396.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$64,956.00	\$0.00	\$64,956.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$9,006.00	\$0.00	\$9,006.00
Technology (IT Services, Software)	\$17,298.00	\$0.00	\$17,298.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$10,500.00	\$0.00	\$10,500.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$5,000.00	\$0.00	\$5,000.00
<b>Total Infrastructure Costs:</b>	<b>\$309,874.00</b>	<b>\$0.00</b>	<b>\$309,874.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

## DELIVERY SYSTEM COSTS:

### Personnel Costs:

#### Salary/Fringe

	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$7,492.00	\$0.00	\$7,492.00
Other WIOA Staff	\$153,356.00	\$0.00	\$153,356.00
CUSTOM 1 CDO	\$760,384.00	\$0.00	\$760,384.00
CUSTOM 2 OVR	\$601,952.00	\$0.00	\$601,952.00
CUSTOM 3 KY Farmworkers	\$50,075.00	\$0.00	\$50,075.00

#### Additional

Staff Professional Development/Training	\$4,000.00	\$0.00	\$4,000.00
Staff Travel	\$18,000.00	\$0.00	\$18,000.00

### Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$1,595,259.00</b>	<b>\$0.00</b>	<b>\$1,595,259.00</b>

Comments:

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

West Kentucky

WDB Executive Leadership

July 1, 2020

<b>PARTNER CONTRIBUTIONS/OTHER INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

-- SUMMARY --

	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
<b>EXPENDITURES TOTAL</b>	\$1,905,133.00	\$0.00	\$1,905,133.00
<b>REVENUE TOTAL</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$1,905,133.00</b>	<b>\$0.00</b>	<b>\$1,905,133.00</b>