

**FINANCE COMMITTEE**  
**October 28, 2015**  
**SC Works Clemson Conference Room**  
**3:00 P.M.**

**AGENDA**

- |   |                                       |
|---|---------------------------------------|
| <b>I. Call to Order</b>                             | <b>Mike Wallace, Chair</b>            |
| <b>II. Introductions</b>                            | <b>Mike Wallace</b>                   |
| <b>III. Approval of Minutes / Meeting Review</b>    | <b>Mike Wallace</b>                   |
| <b>IV. PY'15 Allocations – PY'14 Recapture*</b>     | <b>Trent Acker, Staff</b>             |
| <b>V. PY'15 Budget Overview</b>                     |                                       |
| I. WorkLink Grants                                  | <b>WorkLink / Henkels &amp; McCoy</b> |
| a. Adult, DW, Youth Overview                        |                                       |
| II. Henkels & McCoy                                 | <b>Henkels &amp; McCoy</b>            |
| a. PY'15 Youth Budget Mod. 1*                       |                                       |
| b. PY'15 Adult/DW Mod. 1*                           |                                       |
| c. PY'15 Operator Mod. 1*                           |                                       |
| <b>VI. Ongoing Grants</b>                           | <b>WorkLink Staff</b>                 |
| I. Rapid Response Incumbent Worker Training Grants  |                                       |
| II. 15IWT01 - Local Incumbent Worker Training Grant |                                       |
| III. Make It In America (MiiA) Grant                |                                       |
| IV. OJT   |                                       |
| <b>VII. 2016 Meeting Dates*</b>                     | <b>Trent Acker</b>                    |
| <b>VIII. Other Business</b>                         | <b>Mike Wallace</b>                   |
| <b>IX. Adjournment</b>                              | <b>Mike Wallace</b>                   |

**FINANCE COMMITTEE  
Meeting Summary  
August 27, 2015 @ 3:00 pm  
SC Works Comprehensive Center, Clemson, SC**

**Members Present**

Ronnie Booth  
Mike Wallace

Stephanie Collins  
Michael Keith

David Collins

**Members Absent:**

**Providers:**

Karen Craven

Kal Kunkel

Matt Fields

**Staff Present:**

Trent Acker  
Sharon Crite

Patty Manley  
Windy Graham

Jennifer Kelly

**Guests:**

Danny Brothers

**I. Call To Order**

Stephanie Collins called the meeting to order and introductions of all in attendance were made.

**II. Committee Overview / Elections**

Trent Acker, WorkLink Executive Director, announced that Brandi Runion has left the position of WorkLink Finance Director to accept a position with Anderson School District 5 adding that while that position is vacant, those duties have been divided out to WorkLink staff. Jennifer Kelly and Sharon Crite will each be overseeing their respective grants, Windy Graham is processing the day to day invoices that are received with Trent and Patty Manley has taken on new responsibilities as Business Services Liaison and in addition the oversight and management of grants associated with OJT, RR, IWT, etc. Mr. Acker also announced that Kal Kunkel, Regional Director with Henkels & McCoy, has accepted a position with Social Solutions in product development and will be leaving Henkels & McCoy.

Mr. Acker provided a brief overview of the status of the Committee at this point explaining this will be an informational meeting as the Committee will not be formally established until the September Board meeting. Regarding membership, Mr. Acker stated if Committee members know of partner(s) in the Community that would be a good fit as an ad hoc member, recommendations and nominations would be allowed.

Ms. Collins opened the floor for nominations and discussions for Committee Chairperson and Vice Chairperson and if ad hoc members would or should be considered. Mr. Acker stated elections of

Committee officers would be necessary at this meeting and if there are any community partners or persons the Committee feels would be a fit, recommendations & nominations would be allowed.

The following nominations and votes were made following brief discussions:

**David Collins nominated Mike Wallace for Committee Chairperson, seconded by Ronnie Booth. Mike Wallace was elected Finance Committee Chairperson by unanimous vote.**

**David Collins nominated Michael Keith for Committee Vice-Chairperson, seconded by Ronnie Booth. Michael was elected Finance Committee Vice-Chairperson by unanimous vote.**

### **III. PY'14 Budget Overview**

#### **A. WorkLink Grants**

##### **1) Adult, DW, Youth Overview**

Mr. Acker deferred to Jennifer Kelly to report on the Adult and DW grants.

Ms. Kelly referred to pages 1-2 which show how the PY'14 Adult and DW budgets ended. The total award for the Adult Program for PY'14 was \$1,048,835 and the balance of \$17,754 as of 6/30/15 was carried over to the PY'15 budget. The total expenditure percentage was 98.31%. On page 2 shows the PY'14 DW funding of \$300,397 with a balance of \$7,177 as of 6/30/15 which will also carry over to the PY'15 budget. The expenditure percentage was 97.61% for the DW fund stream and the overall grant expenditure rate was 98.15%.

Sharon Crite referred to pages 3 which shows the Youth Program budget for PY'14 was \$800,000 stating Henkels & McCoy expended \$797,432 which is 99.68% adding the balance of \$2,567 will carry over to the PY'15 budget.

Mr. Acker referred to page 4 which is a PY'14 summary of the Adult & DW Program funds and Youth Program Funds adding we are comfortable with the outcomes of those grants.

##### **i. Fund Utilization Rate**

Mr. Acker referred to page 5 which shows the FUR stating we exceeded in all goals for PY'14 adding we are on track an in line with spending.

#### **B. Henkels & McCoy Grants**

##### **1) 13RROJT01 - Rapid Response On the Job Training Grant**

Kal Kunkel referred to page 6 which is Rapid Response which is the grant that supported the OJT Coordinator position. Mr. Kunkel reported 97.08% adding the balance of \$1,640 was absorbed by the State and there was not a renewal of this grant for PY'15.

Mr. Acker referred to page 7 stating the DWT NEG grant is being extended to 6/30/16 and Henkels & McCoy is continuing to work toward identifying participants for these funds. The challenge is that in order to qualify, a participant has to have been actually laid-off for 26 weeks, not just simply out of work.

#### **IV. Ongoing Grants (RRIWT, IWT, INC, & MiiA)**

##### **A. Rapid Response Incumbent Worker Training Grants**

Mr. Acker reported AFR ended 7/31/15 with the balance of \$8,230 being absorbed by the State; Ulbrich Specialty Wire is scheduled to end 12/30/15 and they currently have a balance of \$29,220. Mr. Acker also reported the State's policy for RR IWT grants is that a company applies for funding for training to avoid lay-off and has one year to spend the funding on the necessary training. These grants are not extended and unused funds are absorbed by the State.

The Rapid Response On-the-Job Training (RR OJT) Grant was applied for and received for Medshore Williamston EMT. The State awarded \$33,581 and \$21,121 was expended. Mr. Acker stated this was a good opportunity for WorkLink staff and Henkels & McCoy staff to work together.

##### **B. 14IWT01 – Local Incumbent Worker Training Grant**

Mr. Acker referred to Page 9 stating the Local IWT grants closed out 6/30/15 with all funds expended.

##### **C. 14INCO1 – Incentive Grant**

Mr. Acker continued on page 9 which shows the Incentive Grant stating these funds are currently in process of being expended on ADA upgrades as required with the additional funds from the insurance reimbursement from the flood of May 2014 as shown on page 11.

##### **D. Make It In America (MiiA) Grant**

Ms. Kelly reported on the MiiA grant which funds four types of trainings for Welding, CNC, Mechatronics and SCMC for participants at three local technical colleges TCTC, GTC, NETC. Ms. Kelly reported they are looking to extend total grant in an effort to capture data only not funds. In-house (WIB) Jennifer & Brandi's salaries for time spent on administering grant.

#### **V. ADA Upgrades**

Mr. Acker reported the ADA upgrades to widen the access to the building at the columns to a full 36 inches; changing out the threshold and painting stripes in the parking lot are currently in progress.

#### **VI. PY'15 Budget Overview**

##### **A. WorkLink Grants**

###### **1) Adult, DW, Youth Overview**

Mr. Acker reported across the board, WorkLink received a 22% reduction in funding which was essentially the 2<sup>nd</sup> largest percentage cut in the State. We had to take a hard look at the In-House budget making some changes and worked with Henkels & McCoy to best determine how to utilize Program funds to continue to deliver the services needed.

##### **B. Henkels & McCoy Grants**

###### **1) Operator Grant**

Ms. Kelly referred to pages 17-23 reporting the Operator Budget for PY'15 in the amount of \$90,000 was awarded to Henkels & McCoy and was approved at the last Board meeting.

2) **Adult/DW Grant**

Ms. Kelly referred to pages 12-16 reporting the Program Budget for PY'15 in the amount of \$829,230 was awarded to Henkels & McCoy which was approved at the last Board meeting.

3) **Youth Grant**

Ms. Crite referred to pages 21-25 reporting the Youth Budget for PY'15 in the amount of \$700,000 was awarded to Palmetto Youth Connections via Henkels & McCoy. Ms. Crite called attention to the highlighted items on page 21 stating 20% of the PY'15 funding is mandated to be allocated to Work Experience.

Mr. Kunkel referred to pages 25 & 27 which is a year-end comparison for PY'14 budget with details on line items for Committee members as information.

Mr. Kunkel also referred to the corrected Obligations Report for Adult/DW Program in the back of the meeting packet which shows 50% of funds committed for training for Adult and 38% of funds committee for training for DW.

**VII. Other Business**

Mr. Acker stated we have the ability to write a Personal Services Contract with Brandi Runion if needed stating consideration is being given to do so for training her replacement, oversight & assistance to current staff performing the finance duties, etc. Funding would be covered with the salary loss while the position is vacant. Mr. Acker stated this is for information only and if decided to move forward on, a sole source contract with Ms. Runion and the ACOG will be justified due to her expertise.

The posting for the Director of Finance position will be up through 9/4/15 and interviews will begin following that date. Trent Acker, Robert Halfacre & Stephanie Collins will be screening resumes and conducting interviews.

Next Finance meeting is scheduled for October 28<sup>th</sup>.

**VIII. Adjournment**

With no further business to discuss, the meeting was adjourned at 3:56pm.

*Respectfully submitted by: Patty Manley, Office Manager*

P.O. Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
dew.sc.gov



Nikki R. Haley  
Governor

Cheryl M. Stanton  
Executive Director

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September 23, 2015

Mr. Steven Pelissier  
Executive Director  
SC Appalachian Council of Governments  
Post Office Drawer 6668  
Greenville, South Carolina 29606

Dear Mr. Pelissier:

State Employment and Training Instruction Number 11-15 states, "Each LWIA must obligate at least 80 percent of the program portion of its current PY/FY allocation for each of the three fund streams – Youth, Adult, and Dislocated Worker – by June 30<sup>th</sup> of each program year. If more than 20 percent of the program funds remain unobligated as of June 30<sup>th</sup>, these excess program funds will be recaptured by the State and reallocated to those local areas that meet the obligation requirement." After calculating Worklink's obligation rate the following amount will be recaptured from the following funding stream.

- Program Year 2014 Dislocated Worker **(\$320)**

The enclosed NFAs reflect the amended amount. Please sign each original, return one copy, and retain one fully executed copy for your files. The grant numbers shown on the NFA should be used when submitting Requests for Drawdown and Monthly Financial Status Reports. Please distribute a copy of this documentation to the appropriate program and/or finance staff.

Questions regarding the Notice of Funds Authorization should be directed to Michelle Harris at (803) 737-0407.

Sincerely,

Rebecca Battle-Bryant, Ph.D.  
Assistant Executive Director  
Workforce and Economic Development

Enclosures

cc: Trent Acker, Robert Halfacre

**South Carolina Department of Employment and Workforce  
1650 Gadsden Street, Columbia, SC 29202**

**NOTICE OF FUNDS AUTHORIZATION**

**LWIB Administrative Entity:**

SC Appalachian Council of Governments

**Date:** September 15, 2015

**Contact:** Mr. Trent Acker

**Notice #:** NFA-14-06

**PY14 Funds Authorized to Date:** \$2,414,257

**FUNDS AUTHORIZATION SUMMARY**

PY 14 Funds effective April 1  
PY 14 Funds effective July 1  
PY 14 Adjustments/Reallocations  
PY 14 Funds for Another Program  
PY 14 Total Adjusted Funds Authorization

FY 15 Funds effective October 1  
FY 15 Adjustments/Reallocations  
Recaptured Funds  
FY 15 Funds for Another Program  
FY 15 Total Adjusted Funds Authorization

Grand Total Adjusted Funds Authorized

ADULT		DISLOCATED WORKER		YOUTH	
Grant # 14 A 001 CFDA #: 17.258 WIA Adult Activities - States		Grant # 14 DW 001 CFDA #: 17.278 WIA Dislocated Workers - Formula - States		Grant # 14 Y 001 CFDA #: 17.258 WIA Youth Formula Grants - States	
Program	Admin	Program	Admin	Program	Admin
\$51,874	\$5,783	\$82,219	\$10,246	\$789,798	\$87,755
\$51,874	\$5,783	\$82,219	\$10,246	\$789,798	\$87,755
\$680,554	\$75,817	\$557,988	\$81,898		
\$378	\$42	\$310	\$35		
		-\$320			
		\$325,103			
\$680,932	\$75,859	\$557,978	\$82,033	\$0	\$0
\$732,806	\$81,422	\$680,197	\$72,279	\$789,798	\$87,755
\$814,228		\$722,476		\$877,553	

**Conditions:**

- The program year for the Youth funds is 04/01/2014 - 06/30/2016.
- The program year for the Adult and Dislocated Worker funds is 07/01/2014 - 06/30/2018.
- The fiscal year for the Adult and Dislocated Worker funds is 10/01/2014 - 06/30/2016.
- Monthly Financial Status Reports for each funding source, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month.
- All funds not expended by the end of the grant will be deobligated and returned to South Carolina Department of Employment and Workforce.

**Contacts:**

Program Contact:

Scott Ferguson  
(803) 737-2871  
sferguson@dew.sc.gov

Fiscal Contact:

Michelle Harris  
(803) 737-0407  
mharris@dew.sc.gov

In accordance with the provisions of the Workforce Investment Act of 1998, funds are authorized in the amount shown above for the purposes specified in the Local Plan. Acceptance creates a contract among the South Carolina Department of Employment and Workforce, the local Workforce Investment Board, and the local Administrative Entity named above. Such contract legally binds the local Administrative Entity to carryout activities set forth in the Local Plan and in accordance with all applicable statutes, regulations, and policies.

Approved By:

  
Rebecca Salls-Bryant, Ph.D., Assistant Executive Director Workforce and Economic Development  
SC Department of Employment and Workforce

9/23/15  
Date

Accepted By:

  
Steven R. Palsaler, Executive Director  
SC Appalachian Council of Governments

10/17/15  
Date

**SC Appalachian Council of Governments**

**Program Year 2014 Expenditure Rates - Dislocated Worker**

Local Area/Subgrantee	Program Beginning Balance	Admin Beginning Balance	Program Expenditures - (DW)	Program Expenditures - (Adult)	Admin Expenditures	Fund Utilization Rate
SC Appalachian Council of Governments	927,950.00	111,942.00	397,972.00	372,576.00	87,524.00	82.52%

**Program**

Program Year	Total Program Award	Prior Year Expenditures - DW	Prior Year Expenditures - Adult	PY 2014 Beginning Balance	PY 2014 Expenditures - DW	PY 2014 Expenditures - Adult	Balance of Program	% Expended (of total award)
PY 2014	650,517.00	0.00	0.00	650,517.00	168,012.00	325,103.00	157,402.00	75.80%
PY 2013	741,374.00	140,728.00	323,213.00	277,433.00	229,960.00	47,473.00	0.00	100.00%

Program Year	Earmarked for Adult Program	Earmarked Expenditures	Earmark %	Balance of Earmark
PY 2014	325,103.00	325,103.00	50%	0.00
PY 2013	370,686.00	370,686.00	50%	0.00

**Administration**

Program Year	Total Admin Award	Prior Year Admin Expenditures	PY 2014 Beginning Balance	PY 2014 Admin Expenditures	Balance of Admin	% Expended (of total award)
PY 2014	72,279.00	0.00	72,279.00	47,861.00	24,418.00	66.22%
PY 2013	82,374.00	42,711.00	39,663.00	39,663.00	0.00	100.00%

**Obligations**

	PY14 FY15 Program Allocation	PY14 FY15 Program Obligation	PY14 FY15 Admin Allocation	PY14 FY15 Admin Obligations	PY14 FY15 Program Unobligated	PY14 FY15 Admin Unobligated	% Obligated
PY 14 - FY15	650,517.00	520,094.00	72,279.00	47,861.00	130,423.00	24,418.00	78.6%

**Obligations**

	PY13 FY14 Program Allocation	PY13 FY14 Program Obligation	PY13 FY14 Admin Allocation	PY13 FY14 Admin Obligations	PY13 FY14 Program Unobligated	PY13 FY14 Admin Unobligated	% Obligated
PY 13 - FY14	741,374.00	741,374.00	82,374.00	82,374.00	0.00	0.00	100.00%



Adult Reallotment \$98,407			
Trident	\$1,239,653	12.32%	\$12,126
Greenville	\$840,134	8.35%	\$8,218
Upper Savannah	\$658,438	6.54%	\$6,441
Upstate	\$945,905	9.40%	\$9,253
Midlands	\$1,335,489	13.27%	\$13,063
Worklink	\$814,228	8.09%	\$7,965
Lower Savannah	\$978,594	9.73%	\$9,572
Pee Dee	\$1,108,674	11.02%	\$10,845
Santee Lynches	\$609,085	6.05%	\$5,958
Lowcountry	\$494,747	4.92%	\$4,839
Waccamaw	\$1,035,394	10.29%	\$10,128
Local Area Totals	\$10,060,341	100.00%	\$98,407.00

DW Reallotment \$116,270			
Upper Savannah	\$832,070	10.43%	\$12,132
Upstate	\$932,213	11.69%	\$13,592
Midlands	\$1,505,849	18.88%	\$21,955
Lower Savannah	\$1,346,915	16.89%	\$19,638
Pee Dee	\$1,219,675	15.29%	\$17,783
Santee Lynches	\$525,172	6.59%	\$7,657
Lowcountry	\$500,904	6.28%	\$7,303
Waccamaw	\$1,111,748	13.94%	\$16,209
Local Area Totals	\$7,974,546	100.00%	\$116,270.00

Youth Reallotment \$26,751			
Trident	\$1,348,871	12.34%	\$3,302
Greenville	\$861,848	7.89%	\$2,110
Upper Savannah	\$645,337	5.91%	\$1,580
Upstate	\$978,891	8.96%	\$2,396
Midlands	\$1,472,087	13.47%	\$3,604
Worklink	\$877,553	8.03%	\$2,148
Lower Savannah	\$956,665	8.75%	\$2,342
Pee Dee	\$1,106,552	10.13%	\$2,709
Catawba	\$1,044,411	9.56%	\$2,557
Santee Lynches	\$614,202	5.62%	\$1,504
Waccamaw	\$1,021,477	9.35%	\$2,501
	\$10,927,894	100.00%	\$26,751.00

# Operator Budget PY15

SEPTEMBER						
25.0%						
Line Item	Contract Amount	1697-11002 Adult	1697-11002 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$52,662.48	8,692.76	672.42	\$12,438.34	\$40,224.14	23.6%
Fringe Benefit Total	\$18,652.41	1,296.34	307.56	\$4,603.63	\$14,048.78	24.7%
Staff Cost Total	\$71,315	4,989.10	979.98	\$17,041.97	\$54,272.92	23.9%
Operating						
1.2 Staff Consumable Supplies	\$600.00	38.18	6.74	\$44.92	\$555.08	7.5%
1.4 Copy, Print	\$301.08	0.00	0.00	\$66.29	\$234.79	22.0%
1.5 Communications	\$1,395.68	44.93	7.92	\$52.85	\$1,342.83	3.8%
1.6 Staff Travel	\$2,270.00	38.97	18.43	\$108.69	\$2,161.31	4.8%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	\$480.00	\$918.24	34.3%
1.9 Postage	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%
Operating Total (01)	\$6,205.00	122.08	33.09	\$752.75	\$5,452.25	12.1%
Subtotal	\$6,205.00	5,111.18	1,018.07	\$752.75	\$5,452.25	12.1%
General Overhead (Indirect)	\$8,775.25	578.59	114.68	\$2,014.36	\$6,760.89	23.0%
Audit Cost	\$604.07	35.78	7.09	\$124.56	\$479.51	20.6%
Profit/Fee Held for Performance	\$3,100.80	204.45	40.52	\$711.79	\$2,389.01	23.0%
Contract Total	\$90,000	5,929.99	1,175.36	\$20,645.44	\$69,354.57	22.9%



# Adult Budget PY 15

Line Item	Contract Amount	JULY		AUGUST		SEPTEMBER		Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations
		8.3%	1600-11000	16.7%	1600-11001	25.0%	1600-11002				
Staff Salary Total	\$288,199.00	18,196.39		19,944.11		20,972.02		\$59,062.52	\$189,136.48	23.8%	
Fringe Benefit Total	\$ 97,445.55	8,463.43		8,240.76		8,309.01		\$25,013.19	\$72,432.36	25.7%	
Staff Cost Total	\$345,644.55	26,659.81		28,184.87		29,231.03		\$84,075.71	\$261,568.84	24.3%	
Operating											
1.2 Staff Consumable Supplies	\$3,473.85	29.47		78.09		211.03		\$318.59	\$3,155.26	9.2%	
1.3 Advertising, Outreach	\$934.74	0.00		0.00		0.00		\$0.00	\$934.74	0.0%	
1.4 Copy, Print	\$3,876.00	364.33		92.14		685.44		\$1,141.91	\$2,734.09	29.5%	
1.5 Communications	\$5,498.48	415.15		0.00		469.54		\$884.69	\$4,613.79	16.1%	
1.6 Staff Travel	\$17,737.80	1,047.62		707.56		1,084.07		\$2,839.25	\$14,898.55	16.0%	
1.7 Staff Conferences, Training	\$3,060.00	0.00		0.00		0.00		\$0.00	\$3,060.00	0.0%	
1.8 Staff Computer Leases	\$11,618.21	5,008.00		2,349.97		0.00		\$7,357.97	\$4,260.24	63.3%	
1.9 Postage	\$2,040.00	0.00		164.19		18.84		\$183.03	\$1,856.97	9.0%	
Operating Total (01)	\$48,239.08	6,854.57		3,391.95		2,468.92		\$12,725.44	\$35,513.64	26.4%	
Direct Training											
2.1 Participant Supplies	\$ -	30.00		0.00		0.00		\$30.00	-\$30.00	#DIV/0!	
Tuition - includes WK assessment								\$0.00			
2.2 Instructional Related Costs (Books)	\$ -	254.00		261.00		503.25		\$1,018.25	-\$1,018.25	#DIV/0!	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 13,557.50	120.00		524.50		332.50		\$977.00	\$12,580.50	7.2%	884.74
2.6 Tuition (College/Occupational Training)	\$195,415.00	28,468.00		6,703.62		19,156.29		\$54,327.91	141,087.09	27.8%	29931.16
Direct Training Total (02)	\$208,972.50	28,872.00		7,489.12		19,992.04		\$56,353.16	\$152,619.34	27.0%	81652.90
Support Services											
3.4 Training Support Materials	\$4,250.00	1,110.77		316.30		2,524.79		\$3,951.86	\$298.14	93.0%	
Support Service Total (03)											
Sub-total	\$261,481.58	63,507.45		89,882.24		54,216.78		\$73,030.46	\$188,451.12	27.9%	
General Overhead (Indirect)	\$68,724.40	7,189.01		4,458.07		6,137.34		\$17,784.42	\$50,939.98	25.9%	
Audit Cost	\$4,730.81	444.55		275.68		379.52		\$1,099.74	\$3,631.07	23.2%	
Profit/Fee Held for Performance	\$24,284.24	2,540.29		1,575.29		2,168.67		\$6,284.25	\$17,999.99	25.9%	
Contract Total	\$704,845.58	73,681.00		45,691.27		62,902.31		\$182,274.58	\$522,571.00	25.9%	31652.90



# DW Budget PY 15

Line Item	Contract Amount	JULY		AUGUST		SEPTEMBER		Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations
		1601-11000	1601-11001	1601-11002	100.0%						
Staff Salary Total	\$43,800.00	3,925.92	3,509.60	3,808.08	\$11,243.00	\$32,557.00	25.7%				
Fringe Benefit Total	\$ 17,196.27	1,870.32	1,453.33	1,521.10	\$4,844.75	\$12,351.52	28.2%				
Staff Cost Total	\$60,996.27	5,795.64	4,962.93	5,329.18	\$16,087.75	\$44,908.52	26.4%				
Operating											
1.2 Staff Consumable Supplies	\$613.03	5.20	11.01	37.25	\$53.46	\$559.57	8.7%				
1.3 Advertising, Outreach	\$164.95	0.00	0.00	0.00	\$0.00	\$164.95	0.0%				
1.4 Copy, Print	\$684.00	64.30	16.26	120.96	\$201.52	\$482.48	29.5%				
1.5 Communications	\$970.32	71.30	0.00	81.28	\$152.58	\$817.74	15.7%				
1.6 Staff Travel	\$3,130.20	148.83	155.97	183.09	\$487.89	\$2,642.31	15.6%				
1.7 Staff Conferences, Training	\$540.00	0.00	0.00	0.00	\$0.00	\$540.00	0.0%				
1.8 Staff Computer Leases	\$2,050.27	407.00	378.98	0.00	\$785.98	\$1,264.29	38.3%				
1.9 Postage	\$360.00	0.00	28.99	14.99	\$43.98	\$316.02	12.2%				
Operating Total (01)	\$8,512.77	696.63	591.21	437.57	\$1,725.41	\$6,787.36	20.3%				
Direct Training											
Tuition - Includes WK assessment					\$0.00						
2.2 Instructional Related Costs (Books)	\$ -	0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!				
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 2,392.50	0.00	0.00	23.50	\$23.50	\$2,369.00	1.0%				
2.6 Tuition (College/Occupational Training)	\$34,485.00	7,168.00	0.00	7,345.00	\$14,513.00	19,972.00	42.1%			4643.9	
Direct Training Total (02)	\$36,877.50	7,168.00	0.00	7,368.50	\$14,536.50	\$22,341.00	39.4%			4699.90	
Support Services											
3.4 Training Support Materials	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%				
Support Service Total (03)	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%				
Subtotal	\$46,140.27	13,660.27	5,571.14	19,135.25	\$16,278.91	\$29,861.86	85.8%				
General Overhead (Indirect)	11.32%	\$12,127.84	1,546.34	630.65	\$3,663.91	\$8,463.93	30.2%				
Audit Cost	0.70%	\$834.85	95.62	39.00	\$226.57	\$608.28	27.1%				
Profit/Fee Held for Performance	4%	\$4,285.45	546.41	222.85	\$1,294.67	\$2,990.78	30.2%				
Contract Total		\$124,384.68	15,848.65	6,463.64	15,239.52	\$37,551.80	30.2%			4699.90	







Fix sept formulas

AUGUST  
16.7%

100.0%

Line Item	Contract Amount	1603-11001	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations	
	\$15,125.76	775.92	\$2,327.12	\$12,798.64	15.4%		
	\$7,442.24	1,408.16	\$1,408.16	\$6,034.08	18.9%		
	\$4,992.00	384.00	\$636.00	\$4,356.00	12.7%		
	\$57,324.80	4,243.20	\$8,062.08	\$49,262.72	14.1%		
	\$45,489.60	3,382.60	\$6,426.94	\$39,062.66	14.1%		
	\$40,206.40	3,093.20	\$5,877.08	\$34,329.32	14.6%		
	\$38,958.40	2,951.60	\$5,608.04	\$33,350.36	14.4%		
	\$34,382.40	2,632.20	\$3,948.30	\$30,434.10	11.5%		
	\$33,779.20	2,584.20	\$4,909.98	\$28,869.22	14.5%		
	\$33,779.20	2,581.20	\$4,904.28	\$28,874.92	14.5%		
		-333.05	\$0.00	\$0.00			
Staff Salary Total	\$311,480.00	23,703.23	\$44,107.98	\$267,372.02	14.2%		
Staff Cost Total	\$412,089	31,873.66	\$59,090.40	\$352,998.47	14.3%		
Operating							
1.1 Facility, Utilities	0.00	0.00	\$0.00	\$0.00			
1.2 Staff Consumable Supplies	\$2,400.00	0.00	\$142.74	\$2,257.26	5.9%		
1.3 Advertising, Outreach	\$600.00	0.00	\$0.00	\$600.00	0.0%		
1.4 Copy, Print	\$2,400.00	0.00	\$19.54	\$2,380.46	0.8%		
1.5 Communications	\$9,465.40	65.00	\$606.41	\$8,858.99	6.4%		
1.6 Staff Travel	\$9,997.00	957.35	\$1,386.32	\$8,610.68	13.9%		
1.7 Staff Conferences, Training	\$2,400.00	950.00	\$950.00	\$1,450.00	39.6%		
1.8 Staff Computer Leases	\$9,937.92	837.70	\$2,837.70	\$7,100.22	28.6%		
1.9 Postage	\$1,445.00	195.49	\$296.91	\$1,148.09	20.5%		
Operating Total (01)	\$38,645.32	3,005.54	\$6,239.62	\$32,405.70	16.1%		
Direct Training							
2.1 Participant Supplies	\$ 514.57	25.00	\$50.00	\$464.57	9.7%		
Tuition - Includes WK assessment			\$0.00				
2.2 Instructional Related Costs (Books)	\$ 2,500.00	0.00	\$0.00	\$2,500.00	0.0%		
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,700.00	25.00	\$150.00	\$11,550.00	1.3%	37.5	
2.4 TABE Test Materials	\$ -	0.00	\$0.00	0.00			
2.5 Adult Education Tuition	\$ 17,000.00	206.00	\$206.00	16,794.00	1.2%		
2.6 Tuition (College/Occupational Training)	\$ 25,726.00	0.00	\$1,667.00	24,059.00	6.5%	1252	
2.9 Work Experience	\$ 53,856.00	9,054.57	\$15,182.60	38,673.40	28.2%	496	
2.10 Awards/Events	\$ -	0.00	\$0.00	0.00			
2.11 Software Licenses (ETO)	\$ 3,840.00	0.00	\$0.00	3,840.00	0.0%		
2.12 Work Keys	\$ -	0.00	\$0.00	0.00			
Direct Training Total (02)	\$115,136.57	9,310.57	\$17,255.60	\$97,880.97	15.0%	1785.5	
Support Services							
3.1 Participant Incentives (Skill Involces)	\$ 18,018.75	900.00	\$1,250.00	\$16,768.75	6.9%	200	
3.2 Transportation	\$ 15,000.00	480.00	\$910.00	\$14,090.00	6.1%	60	
3.3 Childcare	\$ 542.95	0.00	\$0.00	\$542.95	0.0%		
3.4 Training Support Materials	\$ 2,000.00	22.00	\$37.00	\$1,963.00	1.9%	149	
3.5 Emergency Assistance	\$ 1,500.00	0.00	\$0.00	\$1,500.00	0.0%		
3.6 Laptop Incentive							
Support Service Total (03)	\$37,061.70	1,402.00	\$2,197.00	\$34,864.70	5.9%	409	
Sub-total	\$190,843.59	45,591.77	\$25,692.22	\$165,151.37	13.5%		
General Overhead (Indirect)	11.32%	\$68,251.95	5,160.99	\$9,597.39	\$58,654.56	14.1%	
Audit Cost	0.70%	\$4,698.29	319.14	\$593.48	\$4,104.81	12.6%	
Profit/Fee Held for Performance	4%	\$24,117.30	1,823.67	\$3,391.30	\$20,726.00	14.1%	
Contract Total	\$700,000	52,895.57	\$98,364.80	\$601,635.20	14.1%	2194.5	



## 1603 – WorkLink Youth Contract & Budget Modification #1

**Contractor:** Henkels & McCoy, Inc.  
**Contract #'s:** 15Y495H1  
**Program:** Youth Services  
**Submission Date:** 10/19/2015  
**Region Manager:** Amanda Wagner  
**Program Manager (s):** Karen Craven

### Budget Modification Summary & Narrative

#### Budget Summary

Henkels & McCoy, Inc. (dba Palmetto Youth Connections) is requesting a modification to our budget to transfer funds within our existing budget as a result of some personnel changes related to the Region Manager position, and to adjust the Client Flowchart as a result of the actual PY15 Carryover number confirmed by SCDEW. The excess savings from Staff Salaries & Fringe and Operating Costs were transferred to Training as outlined below. There is no change to the overall contract value of \$700,000.

#### Staff Costs Narrative

Request to reduce Staff Salaries by \$1,857.32 and the associated Fringe by \$292.02 for a total of \$2,149.34 as a result of personnel changes with the Region Manager position. As a result in the transition of the Region Manager there is a \$3,151.08 reduction, the new Fiscal Representative Mariah Yocum received a slight pay increase (\$45.76 annual) as a result of transitioning from Temporary Status to fulltime with H&M, and Charlotte McDonald was promoted to a Senior Administrative Assistant receiving a pay increase (\$1,248.00 annual) as a result of the additional responsibilities assumed from Justine Sheets, Senior Data-Fiscal Analyst as she was removed from this project as of July 1, 2015 with the new contract.

## CONTRACT BUDGET MODIFICATION

Staff Costs					
<b>Sub-Total of Staff Costs</b>		\$ 311,480.00		\$ 309,622.68	\$ (1,857.32)
<b>Fringe Benefits</b>	<b>Rate</b>		<b>Rate</b>		
Health Insurance	18.16%	\$ 56,565.60	18.26%	\$ 56,536.20	\$ (29.40)
FICA	7.65%	\$ 23,828.21	7.65%	\$ 23,686.14	\$ (142.07)
State UEC-SUI	3.02%	\$ 9,406.70	3.02%	\$ 9,350.60	\$ (56.10)
FUT	0.12%	\$ 373.78	0.12%	\$ 371.55	\$ (2.23)
SC WC	0.33%	\$ 1,027.88	0.33%	\$ 1,021.75	\$ (6.13)
Public-General Liability	3.02%	\$ 9,406.70	3.02%	\$ 9,350.60	\$ (56.10)
<b>Sub-Total Fringe:</b>	<b>32.30%</b>	<b>\$ 100,808.87</b>	<b>32.40%</b>	<b>\$ 100,316.85</b>	<b>\$ (292.02)</b>
<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintenance		\$ -		\$ 17,000.00	\$ 17,000.00
1.2 Staff Consumable Supplies		\$ 2,400.00		\$ 2,400.00	\$ -
1.3 Advertising, Outreach		\$ 600.00		\$ 600.00	\$ -
1.4 Copy, Print		\$ 2,400.00		\$ 2,400.00	\$ -
1.5 Communications		\$ 9,465.40		\$ 9,083.70	\$ (381.70)
1.6 Staff Travel		\$ 9,997.00		\$ 9,613.75	\$ (383.25)
1.7 Staff Conferences, Training		\$ 2,400.00		\$ 2,400.00	\$ -
1.8 Staff Computer Leases		\$ 9,937.92		\$ 9,935.04	\$ (2.88)
1.9 Postage		\$ 1,445.00		\$ 1,445.00	\$ -
<b>Sub-Total Operating</b>		<b>\$ 38,645.32</b>		<b>\$ 54,877.48</b>	<b>\$ 16,232.16</b>

### Operating Costs Narrative

Request to increase the overall Operating Cost by \$16,232.16 as demonstrated below to facilitate the changes made to the PY15 Adult Education MOA's to pay for PYC Staff Space instead of Teacher salaries and to increase postage for participant mailings. There were small reductions to



# CONTRACT BUDGET MODIFICATION

Communications, Staff Travel, and Staff Computer Leases as shown below.

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ -	\$ 17,000.00	\$ 17,000.00	
1.2 Staff Consumable Supplies		\$ 2,400.00	\$ 2,400.00	\$ -	
1.3 Advertising, Outreach		\$ 600.00	\$ 600.00	\$ -	
1.4 Copy, Print		\$ 2,400.00	\$ 2,400.00	\$ -	
1.5 Communications		\$ 9,465.40	\$ 9,083.70	\$ (381.70)	
1.6 Staff Travel		\$ 9,997.00	\$ 9,613.75	\$ (383.25)	
1.7 Staff Conferences, Training		\$ 2,400.00	\$ 2,400.00	\$ -	
1.8 Staff Computer Leases		\$ 9,937.92	\$ 9,935.04	\$ (2.88)	
1.9 Postage		\$ 1,445.00	\$ 1,445.00	\$ -	
<b>Sub-Total Operating</b>		<b>\$ 38,645.32</b>	<b>\$ 54,877.48</b>	<b>\$ 16,232.16</b>	

## Training Costs Narrative

Request to decrease Training Costs by \$13,501.57 as demonstrated below to facilitate the transfer of funds to Operating Costs for Adult Education MOA changes for PYC Staff Space. Other excess savings from Staff Salaries and Operating Costs were added to Participants Supplies and College Tuition as shown below.

Training					
2.1 Participant Supplies		\$ 514.57	\$ 1,050.00	\$ 535.43	
2.2 Participant Books		\$ 2,500.00	\$ 2,500.00	\$ -	
2.3 Credential Exam Fees (NRF, CNA, GED, etc.)		\$ 11,700.00	\$ 11,700.00	\$ -	
2.4 TABE Testing Materials		\$ -	\$ -	\$ -	
2.5 Tuition (Adult Education)		\$ 17,000.00	\$ -	\$ (17,000.00)	
2.6 Tuition (College or Vocational)		\$ 25,726.00	\$ 28,689.00	\$ 2,963.00	
2.9 Work Experience		\$ 53,856.00	\$ 53,856.00	\$ -	
2.10 Awards / Events		\$ -	\$ -	\$ -	
2.11 Software Licenses		\$ 3,840.00	\$ 3,840.00	\$ -	
2.12 Work Keys		\$ -	\$ -	\$ -	
<b>Sub-Total Training</b>		<b>\$ 115,136.57</b>	<b>\$ 101,635.00</b>	<b>\$ (13,501.57)</b>	

## Supportive Services Narrative

Request to decrease Supportive Services by \$581.25 as demonstrated below as a result of minor adjustments made to the Participant Skill Invoice.

Supportive Services					
3.1 Participant Incentives (Skill Invoices)		\$ 18,018.75	\$ 17,437.50	\$ (581.25)	
3.2 Transportation		\$ 15,000.00	\$ 15,000.00	\$ -	
3.3 Childcare		\$ 542.95	\$ 542.95	\$ (0.00)	
3.4 Training Support Materials		\$ 2,000.00	\$ 2,000.00	\$ -	
3.5 Emergency Assistance		\$ 1,500.00	\$ 1,500.00	\$ -	
<b>Sub-Total of Supportive Services</b>		<b>\$ 37,061.70</b>	<b>\$ 36,480.45</b>	<b>\$ (581.25)</b>	

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CONTRACT BUDGET MODIFICATION

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Training & Professional Fees, Profit, & Indirect

There is no change to this category as shown below.

Indirect Cost & Fees					
Training Fee (Profit)	4.00%	\$ 24,117.30	4.00%	\$ 24,117.30	\$ (0.00)
Indirect Cost	11.32%	\$ 68,251.95	11.32%	\$ 68,251.95	\$ 0.00
Audit Fee	0.70%	\$ 4,698.29	0.70%	\$ 4,698.29	\$ 0.00
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 97,067.54</b>		<b>\$ 97,067.54</b>	<b>\$ 0.00</b>

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APPROVAL(S)



Prepared By AMANDA WAGNER, REGION MANAGER

### WorkLink PYC Budget Comparison

		PY15 Original Budget		PY15 Budget Mod #1	Amt of Increase or Decrease
Slot Level					
		175		175	0
Staff Costs					
<b>Sub-Total of Staff Costs</b>		<b>\$ 311,480.00</b>		<b>\$ 309,622.68</b>	<b>\$ (1,857.32)</b>
<b>Fringe Benefits</b>	<b>Rate</b>		<b>Rate</b>		
Health Insurance	18.16%	\$ 56,565.60	18.26%	\$ 56,536.20	\$ (29.40)
FICA	7.65%	\$ 23,828.21	7.65%	\$ 23,686.14	\$ (142.07)
State UEC-SUI	3.02%	\$ 9,406.70	3.02%	\$ 9,350.60	\$ (56.10)
FUT	0.12%	\$ 373.78	0.12%	\$ 371.55	\$ (2.23)
SC WC	0.33%	\$ 1,027.88	0.33%	\$ 1,021.75	\$ (6.13)
Public-General Liability	3.02%	\$ 9,406.70	3.02%	\$ 9,350.60	\$ (56.10)
<b>Sub-Total Fringe:</b>	<b>32.30%</b>	<b>\$ 100,608.87</b>	<b>32.40%</b>	<b>\$ 100,316.85</b>	<b>\$ (292.02)</b>
<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintennace		\$ -		\$ 17,000.00	\$ 17,000.00
1.2 Staff Consummable Supplies		\$ 2,400.00		\$ 2,400.00	\$ -
1.3 Advertising, Outreach		\$ 600.00		\$ 600.00	\$ -
1.4 Copy, Print		\$ 2,400.00		\$ 2,400.00	\$ -
1.5 Communications		\$ 9,465.40		\$ 9,083.70	\$ (381.70)
1.6 Staff Travel		\$ 9,997.00		\$ 9,613.75	\$ (383.25)
1.7 Staff Conferences, Training		\$ 2,400.00		\$ 2,400.00	\$ -
1.8 Staff Computer Leases		\$ 9,937.92		\$ 9,935.04	\$ (2.88)
1.9 Postage		\$ 1,445.00		\$ 1,445.00	\$ -
<b>Sub-Total Operating</b>		<b>\$ 38,645.32</b>		<b>\$ 54,877.48</b>	<b>\$ 16,232.16</b>

**CONTRACT BUDGET MODIFICATION**

**ATTACHMENT 1 – BUDGET FORMS**

**WORKFORCE INVESTMENT BOARD**  
WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

Service Provider <u>Henkels &amp; McCoy, Inc.</u>		Contract # <u>15Y495H1</u>			
Project/Activity <u>Palmetto Youth Connections</u>		Funding Source <u>WIOA Youth</u>		Modification # <u>1</u>	
CATEGORIES	Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 287,776	\$ 6,367		\$ 294,143	\$ 294,143
Work Experience Staff Salary & Fringe	\$ 113,081	\$ 2,715		\$ 115,797	\$ 115,797
<b>OPERATING COSTS</b>	\$ 54,877	\$ -		\$ 54,877	\$ 54,877
<b>TRAINING COSTS</b>	\$ 47,779			\$ 47,779	\$ 47,779
Work Experience Stipends	\$ 40,920	\$ 12,936		\$ 53,856	\$ 53,856
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 19,480	\$ -		\$ 19,480	\$ 19,480
Training Transportation	\$ 10,800	\$ 1,200		\$ 12,000	\$ 12,000
Work Experience Transportation	\$ 2,700	\$ 300		\$ 3,000	\$ 3,000
Training Support Materials	\$ 675	\$ 75		\$ 750	\$ 750
Work Experience Support Materials	\$ 1,125	\$ 125		\$ 1,250	\$ 1,250
Training Fees/ Profit	\$ 23,169	\$ 949		\$ 24,117	\$ 24,117
Audit Fee	\$ 4,513	\$ 185		\$ 4,698	\$ 4,698
Indirect Costs	\$ 65,567	\$ 2,685		\$ 68,252	\$ 68,252
<b>Total Budget Costs</b>	\$ 672,463	\$ 27,537	\$ -	\$ 700,000	\$ 700,000
<b>Percentage of Budget</b>	<b>96%</b>	<b>4%</b>		<b>100.00%</b>	
<b>Work Experience Cost</b>	<b>\$ 169,653</b>				
	<b>24%</b>				
<b>Cost Limitations</b>			2% Maximum	At least 98%	100%

# CONTRACT BUDGET MODIFICATION

## WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider: Henkels & McCoy, Inc.

Contract # 15Y495H1

Project/ Activity: Palmetto Youth Connections

Funding Source: WIOA Youth

Mod # 1

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				Out-of-School Youth		In-School Youth		ADMINISTRATION		NON-ADMINISTRATIVE	
Staff Salaries:	Salary	No. of	% of	TOTAL							
Position Title	Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	%
<b>TOTAL SALARIES</b>				\$309,622.68		\$302,762.84		\$6,859.84		\$0.00	\$309,622.68
<b>FRINGE BENEFITS:</b>											
FICA		X	7.65%	\$23,686.13		\$23,161.36		\$524.78		\$0.00	\$23,686.13
Workers Comp.		X	0.33%	\$1,021.75		\$999.12		\$22.64		\$0.00	\$1,021.75
Health & Wealth (Pos. Level)		X	18.26%	\$56,536.20		\$55,283.61		\$1,252.59		\$0.00	\$56,536.20
Ret. / Pension		X	0.00%	\$0.00						\$0.00	\$0.00
Unemployment Insurance (State & Federal)		X	3.14%	\$9,722.15		\$9,506.75		\$215.40		\$0.00	\$9,722.15
Other (Specify): General Liability Insurance		X	3.02%	\$9,350.60		\$9,143.44		\$207.17		\$0.00	\$9,350.60
<b>TOTAL FRINGE BENEFITS</b>				\$100,316.85		\$98,094.28		\$2,222.57		\$0.00	\$100,316.85
INDIRECT COST: RATE		X	11.32%	\$68,251.95	96%	\$65,567.03	4%	\$2,684.92		\$0.00	\$68,251.95
<b>TOTAL COST</b>				\$478,191.48		\$466,424.14		\$11,767.33		\$0.00	\$478,191.48

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit.



# CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD					
WorkLink Workforce Investment Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider <u>Henkels &amp; McCoy, Inc.</u>		Contract # <u>15Y495H1</u>		Mod # <u>1</u>	
Project/Activity <u>Palmetto Youth Connections</u>		Fund Source <u>WIOA Youth</u>			
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 17,000	\$ 17,000			\$ 17,000
1.2 Staff Expendable Supplies & Materials	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 600	\$ 600	\$ -		\$ 600
1.4 Copy & Print Expenses	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 9,084	\$ 9,084	\$ -		\$ 9,084
1.6 Staff Travel					
Local Mileage cost	\$ 6,014	\$ 6,014	\$ -		\$ 6,014
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 2,000	\$ 2,000	\$ -		\$ 2,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,935	\$ 9,935	\$ -		\$ 9,935
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,445	\$ 1,445	\$ -		\$ 1,445
TOTAL OPERATING COSTS	\$ 54,877	\$ 54,877	\$ -	\$ -	\$ 54,877
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 1,050	\$ 1,050	\$ -		\$ 1,050
2.2 WI Customer Book Costs	\$ 2,500	\$ 2,500	\$ -		\$ 2,500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,700	\$ 11,700	\$ -		\$ 11,700
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -		\$ -
2.6 Individual Training Account/Voucher Cost	\$ 28,689	\$ 28,689	\$ -		\$ 28,689
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 53,856	\$ 40,920	\$ 12,936		\$ 53,856
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,840	\$ 3,840	\$ -		\$ 3,840
TOTAL TRAINING COSTS	\$ 101,635	\$ 88,699	\$ 12,936	\$ -	\$ 101,635
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 17,438	\$ 17,438	\$ -		\$ 17,438
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 12,000	\$ 10,800	\$ 1,200		\$ 12,000
3.2 Work Experience Transportation	\$ 3,000	\$ 2,700	\$ 300		\$ 3,000
3.3 WI Customer Childcare Costs	\$ 543	\$ 543	\$ -		\$ 543
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 750	\$ 675	\$ 75		\$ 750
3.4 Work Experience Support Materials	\$ 1,250	\$ 1,125	\$ 125		\$ 1,250
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
TOTAL SUPPORTIVE SERVICES COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ 36,480
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 24,117	\$ 23,169	\$ 948		\$ 24,117
4.2 Audit Fee	\$ 4,698	\$ 4,513	\$ 185		\$ 4,698
TOTAL FEES / PROFIT COSTS	\$ 28,815	\$ 27,682	\$ 1,134	\$ -	\$ 28,815
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit					

**WORKFORCE INVESTMENT BOARD**  
**WorkLink Workforce Investment Area**  
**BUDGET FLOW PROJECTIONS**

Service Provider	Henkels & McCoy, Inc.	Contract #	15Y495H1
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA
		Mod #	1

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
August-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
September-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
October-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
November-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
December-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
January-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
February-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
March-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
April-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
May-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
June-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%

# WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc.

Contract # 15Y495H1

Project/Activity Palmetto Youth Connections

Fund Source WIOA

Mod # 1

Period	Clients Served			Clients Exited	Active
	Carryover	New	Cumulative	Cumulative	Clients
July-15	99	5	104	10	94
August-15	94	10	104	10	94
September-15	94	10	104	10	94
October-15	94	5	99	10	89
November-15	89	5	94	10	84
December-15	84	4	88	10	78
January-16	78	9	87	10	77
February-16	77	9	86	10	76
March-16	76	5	81	10	71
April-16	71	5	76	5	71
May-16	71	5	76	10	66
June-16	66	4	70	10	60
Carryovers	99	76			
New Enrollments	76				
Follow-up Cases	70				
Total Served	245				
Planned Carryovers	60				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited  
 Option to Serve In-School Youth.





## 1697 – WorkLink (Adult/DW Services) Contract Budget Modification #1

**Contractor:** Henkels & McCoy, Inc.  
**Contract #'s:** 15A295H1 & 15D295H1  
**Program:** SC Works Case Management Services  
**Submission Date:** 10/19/2015  
**Region Manager:** Amanda Wagner  
**Program Manager (s):** Steve Riddle, Renee Alexander, & Matt Fields

### Budget Modification Summary & Narrative

#### Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY15 budget to facilitate a change in staff. Excess funds in Staff Costs will be shifted to Operating Costs and Training Costs.

There is no overall change to the current contract budget amount, but Staff Costs will be decreased by \$1718, Operating Costs will be increased by \$327, and Training Costs will be increased by \$1390.



**CONTRACT BUDGET MODIFICATION**

**Operating Costs Narrative**

\$327 moved to Operating Expenses.

		PY15 Original Budget		PY15 Budget Mod #1 Adult-DW		Amt of Increase or Decrease
<b>Operating Costs</b>						
1.1 Facility, Utilities, Maintenance		\$ -		\$ -		\$ -
1.2 Staff Consumable Supplies		\$ 4,086.89		\$ 4,086.89		\$ (0.00)
1.3 Advertising, Outreach		\$ 1,099.69		\$ 1,099.69		\$ 0.00
1.4 Copy, Print		\$ 4,560.00		\$ 4,560.00		\$ -
1.5 Communications		\$ 6,468.80		\$ 6,839.80		\$ 371.00
1.6 Staff Travel		\$ 20,868.00		\$ 20,871.51		\$ 3.51
1.7 Staff Conferences, Training		\$ 3,600.00		\$ 3,600.00		\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 13,668.48		\$ 13,621.44		\$ (47.04)
1.9 Postage		\$ 2,400.00		\$ 2,400.00		\$ -
<b>Sub-Total Operating</b>		<b>\$ 56,751.86</b>		<b>\$ 57,079.33</b>		<b>\$ 327.47</b>

**Training Costs Narrative**

Increase Tuition by \$1,390.

<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 15,950.00		\$ 15,950.00		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 229,900.00		\$ 231,290.00		\$ 1,390.00
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 245,850.00</b>		<b>\$ 247,240.00</b>		<b>\$ 1,390.00</b>

**Supportive Services Narrative**

No Change.

<b>Supportive Services</b>						
3.11 Transportation		\$ -		\$ -		\$ -
3.12 Childcare		\$ -		\$ -		\$ -
3.13 Emergency Assistance		\$ -		\$ -		\$ -
3.14 Training Support Materials		\$ 5,000.00		\$ 5,000.00		\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ 5,000.00</b>		<b>\$ 5,000.00</b>		<b>\$ -</b>

# CONTRACT BUDGET MODIFICATION

## Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees						
Training Fee (Profit)	4.00%	\$ 28,569.70	4.00%	\$ 28,569.70		\$ (0.00)
Indirect Cost	11.32%	\$ 80,852.24	11.32%	\$ 80,852.24		\$ 0.00
Audit Fee	0.70%	\$ 5,565.66	0.70%	\$ 5,565.66		\$ 0.00
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 114,987.60</b>		<b>\$ 114,987.60</b>		<b>\$ 109,421.94</b>
		<b>\$ 829,230.00</b>		<b>\$ 829,230.00</b>		<b>\$ 0.00</b>

## APPROVAL(S)

Prepared By

*Amanda Wagner*  
Amanda Wagner, Region Manager

**CONTRACT BUDGET MODIFICATION**

**ATTACHMENT 1 – ADULT vs. DISLOCATED WORKER PERCENTAGES**

<b>WORKFORCE INVESTMENT BOARD</b> <b>WorkLink Workforce Investment Area</b> <b>COST AND PRICE ANALYSIS WORKSHEET</b>				
Service Provider	Henkle & McCoy, Inc.	Contract #	15A295H1 & 15D295H1	Mod # 1
Project/Activity	SC Works Adult/DW Services	Fund Source	WIOA Adult & DLW Formula Funds	
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,087	\$ 3,474	\$ 613	\$ 4,087
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 1,100	\$ 935	\$ 165	\$ 1,100
1.4 Copy & Print Expenses	\$ 4,500	\$ 3,875	\$ 625	\$ 4,500
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,840	\$ 5,814	\$ 1,026	\$ 6,840
1.6 Staff Travel				
Local Mileage cost	\$ 16,872	\$ 13,681	\$ 2,411	\$ 16,872
Non-Local Mileage cost	\$ 1,800	\$ 1,530	\$ 270	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,550	\$ 450	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	\$ 3,800	\$ 3,080	\$ 540	\$ 3,800
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 7,141	\$ 6,070	\$ 1,071	\$ 7,141
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,480	\$ 5,508	\$ 972	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,040	\$ 360	\$ 2,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 57,079</b>	<b>\$ 48,517</b>	<b>\$ 8,562</b>	<b>\$ 57,079</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (CNA, GED, TABE, WorkKeys, etc.)	\$ 15,950	\$ 13,558	\$ 2,393	\$ 15,950
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Works)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 231,290	\$ 196,587	\$ 34,694	\$ 231,290
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 247,240</b>	<b>\$ 210,154</b>	<b>\$ 37,086</b>	<b>\$ 247,240</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 5,000	\$ 4,250	\$ 750	\$ 5,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 5,000</b>	<b>\$ 4,250</b>	<b>\$ 750</b>	<b>\$ 5,000</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 28,570	\$ 24,254	\$ 4,285	\$ 28,570
4.2 Audit Fee	\$ 5,565	\$ 4,731	\$ 835	\$ 5,565
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 34,135</b>	<b>\$ 29,015</b>	<b>\$ 5,120</b>	<b>\$ 34,135</b>



**CONTRACT BUDGET MODIFICATION**

**ATTACHMENT 2 - BUDGET FORMS**

**WORKFORCE INVESTMENT BOARD**

WorkLink Workforce Investment Area

**GRANT BUDGET SUMMARY**

Service Provider Henkels & McCoy, Inc. Contract # 15A295H1 & 15D295H1

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # 1

<b>CATEGORIES</b>	<b>ADULT</b>	<b>DLW</b>	<b>Administration</b>	<b>Non-Administration</b>	<b>Total Budget Amount</b>
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 344,185	\$ 60,738		\$ 404,923	\$ 404,923
<b>OPERATING COSTS</b>	\$ 48,517	\$ 8,562		\$ 57,079	\$ 57,079
<b>TRAINING COSTS</b>	\$ 210,154	\$ 37,086		\$ 247,240	\$ 247,240
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 4,250	\$ 750		\$ 5,000	\$ 5,000
<b>Training Fees/Professional Fees/ Profit</b>	\$ 29,015	\$ 5,120		\$ 34,135	\$ 34,135
<b>Indirect Costs</b>	\$ 68,724	\$ 12,128		\$ 80,852	\$ 80,852
<b>Total Budget Costs</b>	\$ 704,845	\$ 124,384	\$ -	\$ 829,230	\$ 829,230
<b>Percentage of Budget</b>	85%	15%		100%	
<b>Cost Limitations</b>			2% Maximum	At least 98%	100%

# CONTRACT BUDGET MODIFICATION

## COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc.

Contract # 15A295H1 & 15D295H1

Project/ Activity SC Works Adult DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # 1

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%
Position Title	Per Month	Months	Time	AMOUNT							
<b>TOTAL SALARIES</b>				\$ 290,914.64		\$ 247,277.44		\$ 43,637.20			\$ 290,914.64
<b>FRINGE BENEFITS</b>											
Health Insurance	X	25.06%		\$ 72,902.20	85.00%	\$ 61,956.87	15.00%	\$ 10,945.33		100%	\$ 72,902.20
FICA	X	7.65%		\$ 22,254.97	85.00%	\$ 18,916.72	15.00%	\$ 3,338.25		100%	\$ 22,254.97
State UEC-SUI	X	3.02%		\$ 8,785.62	85.00%	\$ 7,467.78	15.00%	\$ 1,317.84		100%	\$ 8,785.62
FUT	X	0.12%		\$ 349.10	85.00%	\$ 296.73	15.00%	\$ 52.36		100%	\$ 349.10
SC WC	X	0.32%		\$ 930.93	85.00%	\$ 791.29	15.00%	\$ 139.64		100%	\$ 930.93
Public-General Liability	X	3.02%		\$ 8,785.62	85.00%	\$ 7,467.78	15.00%	\$ 1,317.84		100%	\$ 8,785.62
<b>TOTAL FRINGE BENEFITS</b>				\$ 114,008.44		\$ 96,907.17		\$ 17,101.27			\$ 114,008.44
<b>INDIRECT COST RATE</b>				\$ 714,242.40	X	11.32%					
<b>INDIRECT COST</b>				\$ 80,852.24	85.00%	\$ 68,724.40	15.00%	\$ 12,127.84		100%	\$ 80,852.24
<b>TOTAL COST</b>				\$ 485,775.31	85.00%	\$ 412,909.02	15.00%	\$ 72,866.30		100%	\$ 485,775.31



## 1697 – WorkLink (Operator) Contract Budget Modification #1

**Contractor:** Henkels & McCoy, Inc.  
**Contract #'s:** 15A995H1 & 15D995H1  
**Program:** SC Works Operator  
**Submission Date:** 10/19/2015  
**Region Manager:** Amanda Wagner  
**Program Manager (s):** Steve Riddle, Renee Alexander, & Matt Fields

### Budget Modification Summary & Narrative

#### Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY15 budget to facilitate a change in staff. Operations cost will be lowered by \$392 as a result of the staffing change and moved to Staff Costs.

There is no overall change to the current contract budget amount, but Operating Costs, specifically the excess in Communications of \$392 will be moved to Staff Costs.

#### Staff Costs Narrative



**CONTRACT BUDGET MODIFICATION**

**\$392 change in Staff Cost.**

Staff Positions	Staff		PY15 Original Budget		PY15 Budget Mod #1	Amt of Increase or Decrease
<b>Sub-Total of Staff Costs</b>			<b>\$ 52,662.48</b>		<b>\$ 53,005.68</b>	<b>\$ 343.20</b>
<b>Fringe Benefits</b>		<b>Rate</b>				
Health Insurance		21.29%	\$ 11,211.20	21.15%	\$ 11,211.20	\$ -
FICA		7.65%	\$ 4,028.68	7.65%	\$ 4,054.93	\$ 26.25
State UEC-SUI		3.02%	\$ 1,590.41	3.02%	\$ 1,600.77	\$ 10.36
FUT		0.12%	\$ 63.19	0.12%	\$ 63.61	\$ 0.42
SC WC		0.32%	\$ 188.52	0.32%	\$ 189.62	\$ 1.10
Public-General Liability		3.02%	\$ 1,590.41	3.02%	\$ 1,600.77	\$ 10.36
<b>Sub-Total Fringe</b>		<b>35.42%</b>	<b>\$ 18,652.41</b>		<b>\$ 18,700.90</b>	<b>\$ 48.49</b>
<b>TOTAL</b>			<b>\$ 71,314.89</b>		<b>\$ 71,706.58</b>	<b>\$ 391.69</b>

**Operating Costs Narrative**

**\$392 excess moved out of Operating Expenses.**

		PY15 Original Budget		PY15 Budget Mod #1	Amt of Increase or Decrease
<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 600.00		\$ 600.00	\$ -
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 301.08		\$ 301.08	\$ -
1.5 Communications		\$ 1,395.68		\$ 1,004.40	\$ (391.28)
1.6 Staff Travel		\$ 2,270.00		\$ 2,269.59	\$ (0.41)
1.7 Staff Conferences, Training		\$ 120.00		\$ 120.00	\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 1,398.24		\$ 1,398.24	\$ -
1.9 Postage		\$ 120.00		\$ 120.00	\$ -
<b>Sub-Total Operating</b>		<b>\$ 6,205.00</b>		<b>\$ 5,813.31</b>	<b>\$ (391.69)</b>

# CONTRACT BUDGET MODIFICATION

## Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees					
Training Fee (Profit)	4.00%	\$ 3,100.80	4.00%	\$ 3,100.80	\$ (0.00)
Indirect Cost	11.32%	\$ 8,775.25	11.32%	\$ 8,775.25	\$ 0.00
Audit Fee	0.70%	\$ 604.06	0.70%	\$ 604.07	\$ 0.01
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 12,480.11</b>		<b>\$ 12,480.11</b>	<b>\$ 0.00</b>
		<b>\$ 90,000.00</b>		<b>\$ 90,000.00</b>	<b>\$ 0.00</b>

## APPROVAL(S)

Prepared By

Amanda Wagner  
Amanda Wagner, Region Manager

CONTRACT BUDGET MODIFICATION

**ATTACHMENT 1 – ADULT vs. DISLOCATED WORKER PERCENTAGES**

Service Provider	Henkels & McCoy, Inc.	Contract #	15A995H1 & 15D995H1	Mod #	1
Project/Activity	SC Work Operator	Fund Source	WIOA Adult & DLW Formula Funds		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration	
<b>OPERATING COSTS</b>					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -	
1.2 Staff Expendable Supplies & Materials	\$ 600	\$ 510	\$ 90	\$ 600	
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -	
1.4 Copy & Print Expenses	\$ 301	\$ 256	\$ 45	\$ 301	
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,004	\$ 854	\$ 151	\$ 1,004	
1.6 Staff Travel					
Local Mileage cost	\$ 1,670	\$ 1,419	\$ 250	\$ 1,670	
Non-Local Mileage cost	\$ 360	\$ 308	\$ 54	\$ 360	
Non-Local Per Diem/Lodging Cost	\$ 240	\$ 204	\$ 36	\$ 240	
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	\$ 120	\$ 102	\$ 18	\$ 120	
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 1,098	\$ 934	\$ 165	\$ 1,098	
Wide Area Network (WAN) Equipment and Computer Software	\$ 300	\$ 255	\$ 45	\$ 300	
1.9 Postage (Stamps, FedEx, etc.)	\$ 120	\$ 102	\$ 18	\$ 120	
<b>TOTAL OPERATING COSTS</b>	<b>\$ 5,813</b>	<b>\$ 4,941</b>	<b>\$ 872</b>	<b>\$ 5,813</b>	
<b>TRAINING COSTS</b>					
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -	
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -	
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ -	\$ -	\$ -	\$ -	
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -	
2.6 Other Individualized Training Cost (TCTC Pre-Employment Works)	\$ -	\$ -	\$ -	\$ -	
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -	
2.6 WI Customer On-the-Job Training Costs					
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL TRAINING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>SUPPORTIVE SERVICES COSTS</b>					
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -	
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -	
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -	
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ -	\$ -	\$ -	\$ -	
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -	
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 3,101	\$ 2,638	\$ 465	\$ 3,101	
4.2 Audit Fee	\$ 804	\$ 513	\$ 91	\$ 804	
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 3,705</b>	<b>\$ 3,149</b>	<b>\$ 556</b>	<b>\$ 3,705</b>	

**CONTRACT BUDGET MODIFICATION**

**ATTACHMENT 2 - BUDGET FORMS**

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

Service Provider Henkels & McCoy, Inc. Contract # 15A995H1 & 15D995H1  
 Project/Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 60,951	\$ 10,756		\$ 71,707	\$ 71,707
<b>OPERATING COSTS</b>	\$ 4,941	\$ 872		\$ 5,813	\$ 5,813
<b>TRAINING COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>SUPPORTIVE SERVICE COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>Training Fees/Professional Fees/ Profit</b>	\$ 3,149	\$ 558		\$ 3,705	\$ 3,705
<b>Indirect Costs</b>	\$ 7,459	\$ 1,318		\$ 8,775	\$ 8,775
<b>Total Budget Costs</b>	\$ 76,500	\$ 13,600	\$ -	\$ 90,000	\$ 90,000
<b>Percentage of Budget</b>	85%	15%		100%	
<b>Cost Limitations</b>			2% Maximum	At least 98%	100%

# CONTRACT BUDGET MODIFICATION

## WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc.

Contract # 15A995H1 & 15D995H1

Project/ Activity 8C Works Operator

Funding Source WIDA Adult & DLW Formula Funds

Mod # 1

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries:	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%	
Position Title	Per Month	Months	Time	AMOUNT								
TOTAL SALARIES				\$ 63,005.68		\$ 45,054.83		\$ 7,950.85		\$ 53,005.68		
FRINGE BENEFITS:												
Health Insurance		X	21.15%	\$ 11,211.20	85.00%	\$ 9,529.52	15.00%	\$ 1,681.68		100%	\$ 11,211.20	
FICA		X	7.65%	\$ 4,054.93	85.00%	\$ 3,446.69	15.00%	\$ 608.24		100%	\$ 4,054.93	
State UEC-SUI		X	3.02%	\$ 1,800.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12		100%	\$ 1,800.77	
FUT		X	0.12%	\$ 63.61	85.00%	\$ 54.07	15.00%	\$ 9.54		100%	\$ 63.61	
SC WC		X	0.32%	\$ 169.62	85.00%	\$ 144.18	15.00%	\$ 25.44		100%	\$ 169.62	
Public-General Liability		X	3.02%	\$ 1,800.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12		100%	\$ 1,800.77	
TOTAL FRINGE BENEFITS				\$ 18,700.90		\$ 15,896.77		\$ 2,805.14		\$ 18,700.90		
INDIRECT COST:	RATE	\$ 77,519.89	X	11.32%	\$ 8,776.25	85.00%	\$ 7,458.96	15.00%	\$ 1,318.29		100%	\$ 8,776.25
TOTAL COST				\$ 80,481.83	85.00%	\$ 68,409.56	15.00%	\$ 12,072.28		100%	\$ 80,481.83	

# **WorkLink Program Year 2014 Financial Status**

**JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)**

	<b>Program Revenue</b>					
	<b>\$ 1,299,610</b>					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Per Mod #1 Approved Oct 2014						
Salaries, Fringe (WIB)	\$ 60,100	30,716	51%	30,716	51.11%	\$ 29,384
Indirect (WIB)	21,170	10,752	51%	10,752	50.79%	10,418
Travel (WIB)	4,886	-	0%	-	0.00%	4,886
Tri-County Technical College	434,481	434,481	100%	289,996	66.75%	144,485
Greenville Technical College	434,481	434,481	100%	366,146	84.27%	68,335
Northeastern Technical College	344,492	344,492	100%	156,835	45.53%	187,657
<b>Total In-House</b>	<b>\$ 1,299,610</b>	<b>\$ 1,254,922</b>	<b>97%</b>	<b>\$ 854,445</b>	<b>65.75%</b>	<b>\$ 445,165</b>
<b>Grant Period: 10/1/13-9/30/16</b>			<b>Goal Thru Sept 2015</b>	<b>66.67%</b>		
<b>13M295T1 - TCTC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 11,000	6,286	57%	6,286	57.15%	\$ 4,714
Recruitment & Assessment	11,000	-	0%	-	0.00%	11,000
Training	370,481	283,710	77%	283,710	76.58%	86,771
Job Placement	42,000	-	0%	-	0.00%	42,000
<b>Total In-House</b>	<b>\$ 434,481</b>	<b>\$ 289,996</b>	<b>67%</b>	<b>\$ 289,996</b>	<b>66.75%</b>	<b>\$ 144,485</b>
<b>13M295G1 - GTC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 22,350	9,761	44%	9,761	43.67%	\$ 12,589
Recruitment & Assessment	15,000	-	0%	-	0.00%	15,000
Training	371,131	356,385	96%	356,385	96.03%	14,746
Job Placement	26,000	-	0%	-	0.00%	26,000
<b>Total In-House</b>	<b>\$ 434,481</b>	<b>\$ 366,146</b>	<b>84%</b>	<b>\$ 366,146</b>	<b>84.27%</b>	<b>\$ 68,335</b>
<b>13M295N1 - NETC</b>	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Marketing	\$ 6,000	90	2%	90	1.50%	\$ 5,910
Recruitment & Assessment	12,000	-	0%	-	0.00%	12,000
Training	283,102	153,404	54%	153,404	54.19%	129,698
Job Placement	43,390	3,341	8%	3,341	7.70%	40,049
<b>Total In-House</b>	<b>\$ 344,492</b>	<b>\$ 156,835</b>	<b>46%</b>	<b>\$ 156,835</b>	<b>45.53%</b>	<b>\$ 187,657</b>



## Adult

[illegible]

**DW**

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Dec Obligated	Ending Amount	PAID	Balance																		
10302015-0348		B. Hunter	DW	2629845	Reliable Sprinkler Co.	Pickens	11/02/15	01/05/16	320	\$21.50	5.0%	\$3,440.00	\$3,440.00	\$0.00		\$3,440.00																		
<table><tr><th colspan="2">Budget</th><th>Remaining</th></tr><tr><td>\$8,000.00</td><td></td><td>\$4,560.00</td></tr></table>																	Budget		Remaining	\$8,000.00		\$4,560.00												
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Total Obligated		Total Dec Obligated	Net Amount	Paid	Balance																													
\$3,440.00		\$0.00	\$3,440.00	\$0.00	\$3,440.00																													
Net Obligated			\$3,440.00																															

## DWT NEG

Contract Number	Name	Assigned Cld	Enrollment Code	Sigle ID	Employer	Country	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Minimum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07D12015-0012		B Harter	OWT NEG	318157L	Medsboro	Anderson	07/01/15	08/07/15	200	\$13.29	75%	\$1,993.50	(1502.06)	\$1,491.44	\$1,491.44	\$0.00
		JT Parnell	OWT NEG	2635120	Medsboro	Anderson	07/01/15	08/07/15	33.6	\$15.19	75%	\$382.79	\$0.00	\$382.79	\$382.79	(\$0.00)
											Average					
		Budget	Remaining		Anderson		100%		233.6	\$14.24						
		\$1,874.40	\$0.17		Pickens	\$0.00	0%					\$2,376.29	(1502.06)	\$1,874.23	\$1,874.23	(\$0.00)
					Quincee	\$0.00	0%					Net Obligated	\$1,874.23			

## DW - Rapid Response

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Anderson	\$38,965.62	82%
Pickens	\$3,440.00	7%
Goonee	\$5,184.00	11%