

### FINANCE COMMITTEE

Wednesday, June 19, 2013

3:00 P.M.

### AGENDA

- |  |                         |
|--|-------------------------|
| ☐ Call to Order                        | David Collins, Chair    |
| ☐ Approval of April 17, 2013 Minutes*  | David Collins           |
| ☐ PY'12 Budget Overview                |                         |
| a. Henkels & McCoy                     |                         |
| i. Adult/DW Grant                      |                         |
| ii. Youth Grant                        |                         |
| b. WorkLink Grants                     | Brandi Runion, WorkLink |
| i. WIA Budget                          |                         |
| ii. Rapid Response & Incentive Grants* |                         |
| ☐ PY'13 Budget Overview                | Brandi Runion           |
| a. PY'13 Funding Allocations           |                         |
| b. WorkLink Grants                     |                         |
| i. WIA Budget*                         |                         |
| ii. Grant Opportunities                |                         |
| c. Henkels & McCoy                     |                         |
| i. Adult/DW Grant <sup>1</sup>         |                         |
| ii. Youth Grant <sup>2</sup>           |                         |
| ☐ Other Business                       |                         |
| ☐ Adjournment                          |                         |

\* Requires Vote

<sup>1</sup>Approved via email vote by Executive Committee 6/17/13

<sup>2</sup>Sent via email vote to Executive Committee on 6/12/13. Executive Committee meeting scheduled for 6/24/13 at 10:00am at Tri-County Technical College.

### UPCOMING MEETINGS:

June 26, 2013 – Board Meeting – 1:00 pm – Madren Center  
August 21, 2013– Finance Meeting – 3:00 pm – WorkLink

**FINANCE COMMITTEE  
Meeting Minutes  
April 17, 2013 @ 3:00 pm  
CAT Conference Room**

**Members Present**

David Collins, Chair  
Mike Wallace

Kristi King-Brock

Stephanie Collins

**Members Absent:**

Ronnie Booth

Danny Brothers

Michael Keith

**Providers:**

Dana Grant

Karen Craven

**Staff Present:**

Brandi Runion  
Windy Graham

Jennifer Kelly  
Sharon Crite

Patty Manley

**I. Welcome and Introductions**

Stephanie Collins, Vice Chair called the meeting to order and announced the meeting was being recorded for processing of minutes and that a quorum was present to conduct business of the committee.

**II. Minutes**

The minutes from the February 20, 2013 meeting were e-mailed with the meeting notice and included in the meeting packet. David Collins, Chair called for any corrections or amendments to the minutes.

**ACTION TAKEN: Mike Wallace made a motion to approve the minutes as submitted, second by Kristi King-Brock. The motion carried with a unanimous voice vote.**

**III. PY'12 Budget Overview**

**a. Henkels & McCoy**

Brandi Runion referred to page 5 of the meeting packet stating this is a summary of the Adult and DW Grant expenditures thru March 31, 2013. One of the larger line items is the Facilities/Rent paid to DEW with the RSA agreement. The invoices from DEW and Henkels & McCoy should be received by the end of April and that expenditure should be shown by the

end of May. The expenditures are slightly lower than our 67.5% goal for March which is one reason we are requesting a modification request to shift funds from DW to Adult.

**i. Adult/DW Grant - Modification Request**

Ms. Runion stated we are having a higher number of Adult participants than DW participants and at this time the DW participants are being served by Trade Assistance. Page 6 is a Modification Request to move a total of \$62,601 from the DW grant to the Adult grant. This does not affect any line items being increased or decreased in total. It is only a shift from one fund to the other. The Tuition line item is the main line item being affected in the amount of \$32,097. We are requesting to decrease the number of participants in the DW grant by 20 while increasing the number of participants in the Adult grant by 20.

Ms. Runion also informed the Committee that Linda Merck, Workforce Development Specialist with Henkels & McCoy, is working on closing 3 additional OJT contracts this week. If this happens, additional funds will need to be moved from DW OJT to Adult OJT.

**ACTION TAKEN: Kristi King-Brock made a motion to approve the Adult/DW Grant modifications as proposed and grant Brandi Runion and Jennifer Kelly the authority to move additional funds if necessary, second by Mike Wallace. The motion carried with a unanimous voice vote.**

Ms. Runion stated that staff will be monitoring Henkels & McCoy for a second time this year the week of April 22, 2013.

**ii. Youth Grant**

Ms. Runion referred to page 12 of the meeting packet which is a summary of the Youth Grant stating 63.64% of the 67.5% goal has been expended through March 2013. They are expected to meet the goal of 90% by June 2013.

**b. WorkLink Grants**

**i. Adult/DW/Youth Budgets – Modification Request**

Ms. Runion referred to page 13 of the meeting packet which shows an update of the WorkLink expenditures through March 2013 and noted there was an addition of \$8,055 to the budget via an Executive Committee email vote on April 5, 2013. The copier we currently own is past its useful life and has fully depreciated. After receiving quotes, it was determined that a new Xerox copier should be purchased for a total of \$7,599 + tax and for this to come out of the undesignated funds. Ms. Runion also stated that since we own the current copier, it is up to us to dispose of it as we please and requested suggestions.

Ms. Runion reported through March 2013, we have spent a total of \$98,413 (71.01% of the budget) in indirect expenditures to the COG. This gives us an average expenditure rate of 45.29%.

Ms. Runion referred to page 14 stating this is a budget request to shift 25% of our PY'12 DW funds to be set aside as Adult funds. We are allowed to shift up to 50% of DW fund to Adult. This would move a total of \$212,613 DW Program funds to the Adult fund stream.

**ACTION TAKEN: Kristi King-Brock made a motion to approve the budget transfer request as proposed and grant Brandi Runion and Jennifer Kelly the authority to move additional funds if necessary, second by Stephanie Collins. The motion carried with a unanimous voice vote.**

ii. **Rapid Response & Incentive Grants**

Ms. Runion referred to page 15 stating this is an update on the Rapid Response Incumbent Worker Training grants. We have received two grants in the amounts of \$34,599 and \$24,100 and have awarded those two grants to the companies that applied for them (Bowers EMS & Pace Labels).

Ms. Runion referred to page 16 which shows an update of our three Incentive Grants. The PY'11 Grant ends June 30, 2013, we have obligated everything with exception to one line item. Next is our High Performing Workforce Board Grant which also ends June 30, 2013, we expect to fully expend this grant. Also, we were awarded our PY'12 Incentive Fund grant of \$5,417. It was approved by email vote through both the Finance Committee and Executive Committee to use the full grant for the 2013 Anderson, Oconee, & Pickens Business & Industry Showcase Transportation Expenditures.

**IV. PY'13 Budget Negotiations & Funding**

Ms. Runion referred to pages 17-22 and provided an update on the communication received from SCDEW related to the Fund Utilization Rate and WorkLink's responses to those communications. We have received our Draft Allocations for PY'13, these allocations only show a 6% cut overall across the three funding streams. There are a few pieces of the equation that the State uses in dividing the funding between the 12 regions that they are currently working on updating as can be seen on page 19. Ms. Runion stated that we anticipate receiving the complete allocations by the end of the month from the State.

Ms. Runion referred to page 21 and reported the Negotiation Teams have been approved by the Committees as well as the Budget amounts that Henkels & McCoy have provided to us. We will be meeting soon to look at these budgets and will come back to Finance and the Board with the Finalized budget.

Ms. Runion informed the Committee the next Finance Committee meeting is not scheduled until June 19, 2013 which does not allow ample time to get the budget contracts approved and sent for signatures since the Board meeting is scheduled for June 26, 2013. Ms. Runion requested the Committee discuss the possibilities of having a budget only Finance Committee meeting, conducting a conference-call or possibly an email vote to approve the budgets. Ms. Runion also asked the Committee to take a look at the numbers on page 21 as these would be used as a starting point for the Budget Negotiation Team.

V. **Other Business**

Ms. Runion referred to the attachment and stated this is something new she is working on with Henkels & McCoy with the Adult & DW grant which is a report that is generated out of the ETO "Efforts-To-Outcome" System. Henkels & McCoy uses this system to track their obligations to ensure they are not over obligated in the training and OJT line items. This report will be included in future Finance reports and for Board meetings going forward.

VI. **Adjournment**

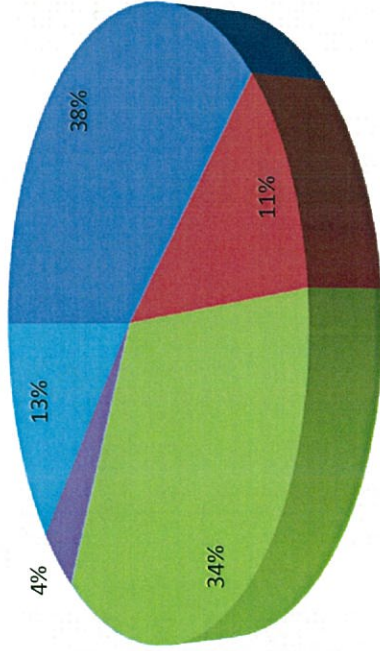
With no further business to discuss, the meeting was adjourned.

*Respectfully submitted by: Patty Manley, Office Manager*

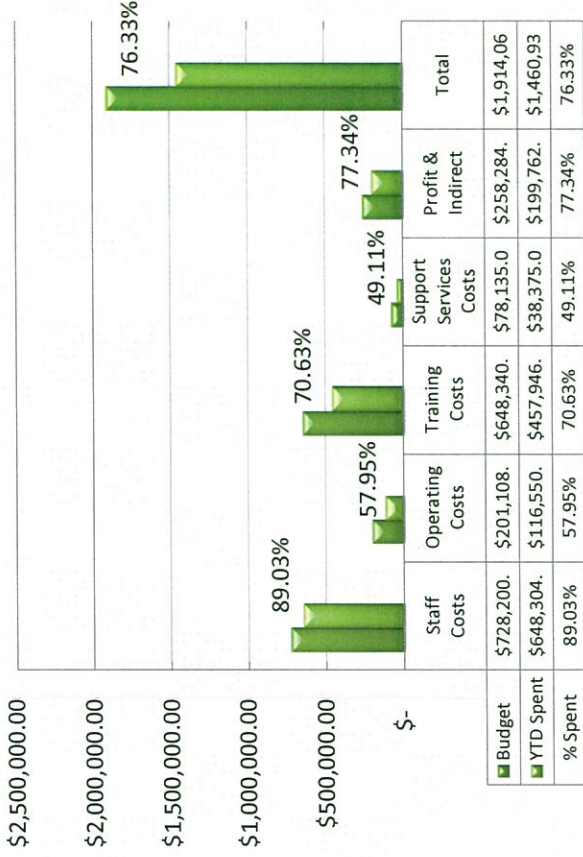
# SC WORKS OPERATOR BUDGET (Mod# 3) - 7/1/12 to 5/26/13

## SC Works Total Budget

- Staff Costs
- Operating Costs
- Training Costs
- Support Services Costs
- Profit & Indirect



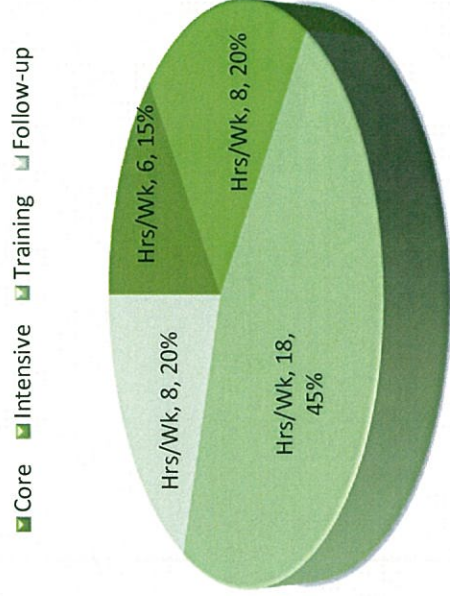
## SC Works Total Budget vs. Actual



## SC WORKS Staff Costs

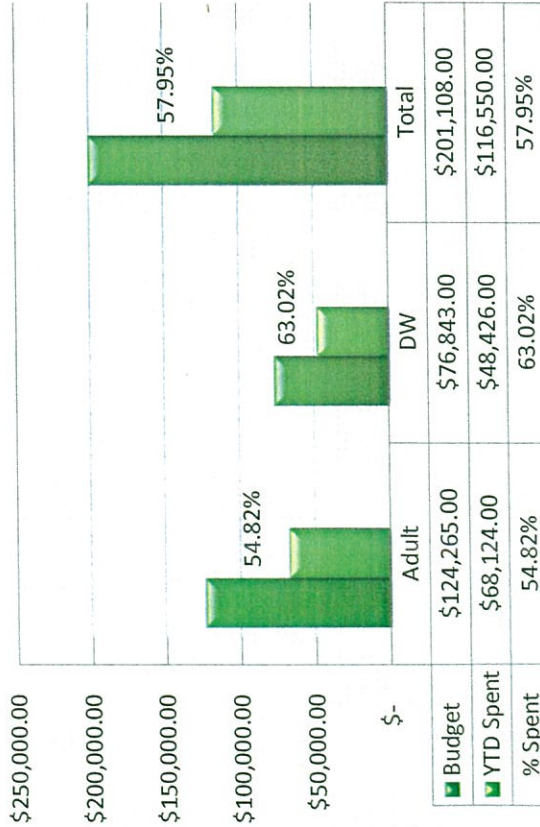


## Staff Time Split

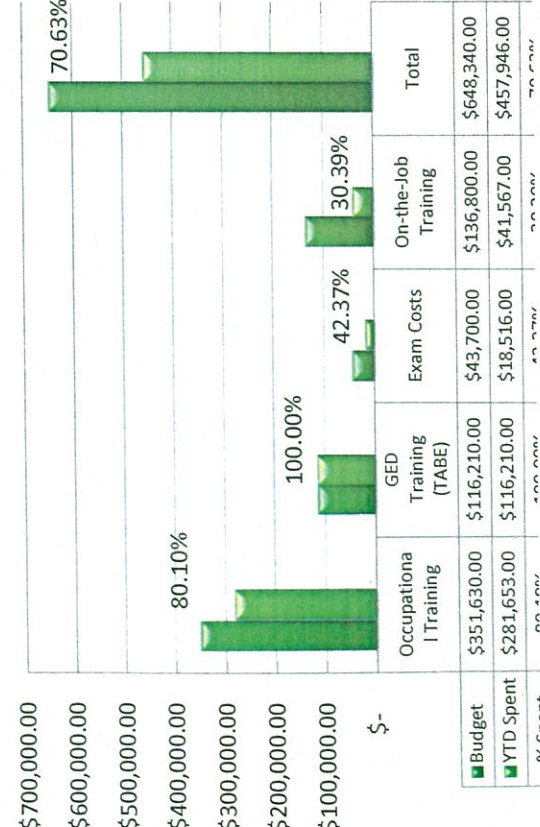


### SC Works Operating Costs

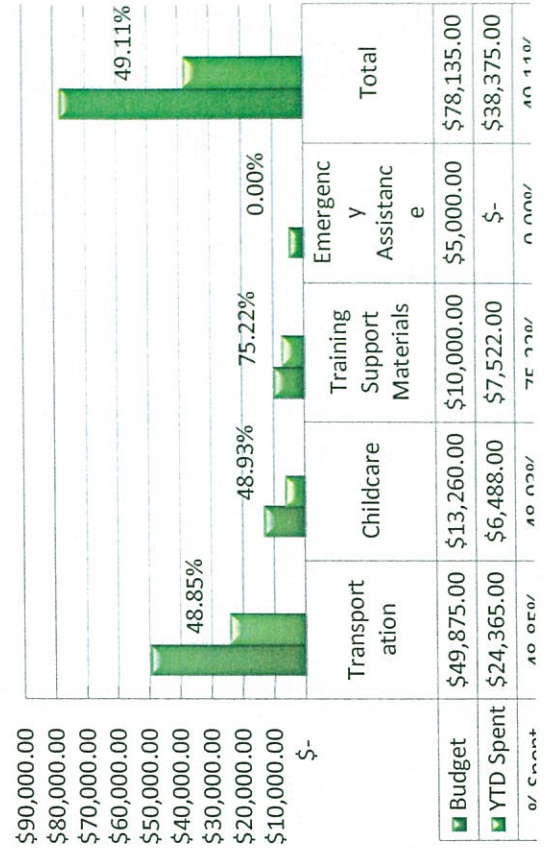
(Note: No Facility Costs have been spent YTD)



### SC Works Direct Training Costs



### SC Works Support Service Costs





### Worklink Workforce Investment Board Grant #12A995H1&12D995H1

Budget vs. Actual Expenditures YTD

codes	ADULT										DLW					TOTAL										
	ADULT		1300-H1024		Total Expenses		Balance		% Spent		DLW		1300-H1025		Total Expenses		Balance		% Spent		Total Budget		ADULT&DLW		Total % Spent	
	Budget	4/29-5/26	4/29-5/26	4/29-5/26	Total Expenses	Balance	% Spent	DLW	Budget	4/29-5/26	Total Expenses	Balance	% Spent	Total Budget	ADULT&DLW	Total % Spent										
MOD#3 4/24/13																										
Salary Total	315,262	24,910	292,366	22,866	22,866	92.74%	194,952	13,923	13,923	206,114	(11,162)	105.73%	510,214	498,480	11,734	97.70%										
Fringe Benefit Total	134,694	10,741	87,937	46,757	87,937	65.29%	89,292	5,642	5,642	61,887	21,405	74.30%	217,986	149,824	68,162	68.73%										
Subtotal	\$449,956	\$35,651	\$380,303	\$69,653	\$380,303	84.52%	\$278,244	\$19,565	\$19,565	\$268,001	\$10,243	96.32%	\$728,200	\$648,304	\$79,896	89.03%										
<b>Operating Costs</b>																										
Facility T/C	39,766	1,423	19,875	19,891	19,891	49.98%	24,591	733	733	14,095	10,496	57.32%	64,357	33,970	30,387	52.78%										
Staff Consumable Sup	14,459	410	8,018	6,441	8,018	55.45%	8,941	267	267	5,757	3,184	64.39%	23,400	13,775	9,625	58.87%										
Advertising	13,792	15	3,444	10,348	10,348	24.97%	8,528	9	9	2,494	6,034	29.24%	22,320	5,938	16,382	26.60%										
Printing/Copies	7,415	710	3,490	3,925	3,490	47.07%	4,585	429	429	2,462	2,123	53.70%	12,000	5,952	6,048	49.60%										
Communications	12,385	596	7,908	4,477	7,908	63.85%	7,659	348	348	5,126	2,533	66.93%	20,044	13,034	7,010	65.03%										
Staff Travel	20,721	1,312	16,688	4,033	16,688	80.54%	12,813	755	755	12,049	764	94.04%	33,534	28,737	4,797	85.70%										
Staff Training/Technic	3,707	614	1,903	1,804	1,903	51.34%	2,283	455	455	1,388	905	60.53%	6,000	3,291	2,709	54.85%										
Staff Computer Lease	8,841		5,585	3,256	5,585	63.17%	5,467			4,161	1,306	76.11%	14,308	9,746	4,562	68.12%										
Software License	13,087		3,517	9,570	3,517	26.87%	8,093			2,590	5,503	32.00%	21,180	6,107	15,073	28.83%										
Postage	3,179	91	1,213	1,966	1,213	38.16%	1,966	74	74	894	1,072	45.47%	5,145	2,107	3,038	40.95%										
Subtotal	\$137,352	\$5,171	\$71,641	\$65,711	\$71,641	52.16%	\$84,936	\$3,070	\$3,070	\$51,016	\$33,920	60.06%	\$222,288	\$122,657	\$99,631	55.18%										
<b>Training cost</b>																										
Participant Supplies	12,358	157	3,019	9,339	3,019	24.43%	7,642	47	47	1,841	5,801	24.09%	20,000	4,860	15,140	24.30%										
Instructional Supply Cost	16,220	1,643	16,201	19	16,201	99.88%	10,030	1,600	1,600	10,514	(484)	104.83%	26,250	26,715	(465)	101.77%										
Credential Exam Fees	14,644	1,884	7,934	6,710	7,934	54.18%	9,056	112	112	3,290	5,766	36.33%	23,700	11,224	12,476	47.36%										
TABE Assessment	7,940	487	7,940	0	7,940	100.00%	4,910	(487)	(487)	4,910	0	100.00%	12,850	12,850	0	100.00%										
Workkeys	12,358	630	5,424	6,934	5,424	43.89%	7,642	175	175	1,868	5,774	24.44%	20,000	7,292	12,708	36.46%										
Tuition/Adult Ed Skill Upgr	63,866	3,918	63,866	0	63,866	100.00%	39,494	(3,918)	(3,918)	39,494	0	100.00%	103,360	103,360	0	100.00%										
Individualized Training																										
TOTC Pre Emp Workshops	30,895	1,895	30,895	0	30,895	100.00%	19,105	(1,895)	(1,895)	19,105	0	100.00%	50,000	50,000	0	100.00%										
Account/Voucher cost	165,500	13,698	142,738	22,762	142,738	86.25%	66,200	5,324	5,324	51,183	15,017	77.32%	231,700	193,921	37,779	83.69%										
On the Job Training	116,640	8,124	33,714	82,926	33,714	28.90%	20,160			7,853	12,307	38.95%	136,800	41,567	95,233	30.39%										
Awards / Events	1,545		0	1,545	0	0.00%	955			50	905	5.24%	2,500	50	2,450	2.00%										
Subtotal	\$441,966	\$32,436	\$311,731	\$130,235	\$311,731	70.53%	\$185,194	\$958	\$958	\$140,108	\$45,086	75.65%	\$627,160	\$451,839	\$135,462	72.05%										
<b>Supportive Service Cost</b>																										
Transportation	30,818	1,810	15,855	14,963	15,855	51.45%	19,057	535	535	8,510	10,547	44.66%	49,875	24,365	25,510	48.85%										
Childcare	8,193	740	6,488	1,705	6,488	79.19%	5,067			1,358	2,463	35.54%	10,000	6,488	3,512	35.12%										
Uniforms, Drug Screens etc	6,179	842	6,164	15	6,164	99.76%	3,821	92	92	0	1,910	0.00%	5,000	0	5,000	0.00%										
Emergency Assistance	3,090		0	3,090	0	0.00%	1,910			0	1,910	0.00%	5,000	0	5,000	0.00%										
Subtotal	\$48,280	\$3,392	\$28,507	\$19,773	\$28,507	59.05%	\$28,855	\$627	\$627	\$9,868	\$19,987	33.05%	\$78,135	\$38,375	\$39,760	49.11%										
<b>Training/Professional Service Fee/Poift</b>																										
Training Fee (Profit)	51,156	\$3,833	\$39,609	\$11,547	\$39,609	77.43%	31,634	\$1,211	\$1,211	\$23,450	\$8,184	74.13%	\$82,790	\$63,059	19,731	76.17%										
Audit	7,866		\$7,866	\$0	\$7,866	100.00%	4,864			\$4,864	\$0	100.00%	\$12,730	\$12,730	\$0	100.00%										
Indirect	100,572	\$7,535	\$77,871	\$22,701	\$77,871	77.43%	62,192	\$2,381	\$2,381	\$46,102	\$16,090	74.13%	\$162,764	\$123,973	38,791	76.17%										
Subtotal	\$159,594	\$11,368	\$113,346	\$34,248	\$113,346	76.54%	\$98,690	\$3,592	\$3,592	\$74,416	\$24,274	75.40%	\$258,284	\$199,762	\$58,522	77.34%										
TOTALS	\$1,237,148	\$88,018	\$917,528	\$319,620	\$917,528	74.16%	\$676,919	\$27,812	\$27,812	\$543,409	\$133,510	80.28%	\$1,460,937	\$1,460,937	\$413,271	76.33%										



**SC WORKS** | BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER  
**WORKLINK**  
ANDERSON•OCONEE•PICKENS

**Adult / DW - Total**

PY12 Budget	PY12 ITA Budgets	PY12 Deobligations	PY12 ITA Budget including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Disbursed that are Paid	PY12 Vouchers Disbursed that haven't cleared	PY12 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY13 Obligations
\$374,150.00	\$347,610.63	\$37,550.10	\$310,060.53	\$301,473.38	\$229,316.38	\$72,157.00	\$80,744.15	\$64,089.47	\$89,986.50

**Adult**

PY12 Budget	PY12 ITA Budgets	PY12 Deobligations	PY12 ITA Budget including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Disbursed that are Paid	PY12 Vouchers Disbursed that haven't cleared	PY12 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY13 Obligations
\$253,520.03	\$254,680.24	\$35,366.10	\$219,314.14	\$209,469.12	\$167,758.84	\$41,710.28	\$51,555.30	\$34,205.89	\$54,886.25

**DW**

PY12 Budget	PY12 ITA Budgets	PY12 Deobligations	PY12 ITA Budget including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Disbursed that are Paid	PY12 Vouchers Disbursed that haven't cleared	PY12 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY13 Obligations
\$120,629.97	\$87,619.39	\$2,184.00	\$85,435.39	\$92,004.26	\$61,557.54	\$30,446.72	\$23,877.85	\$35,194.58	\$33,259.25

**OJT - Total**

PY12 Budget	PY12 Contracts	PY12 Deobligations	PY12 Contracts including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Paid	PY12 Vouchers that have not cleared	PY12 Obligations (Budget minus all vouchers made)	Budget Remaining
\$136,800.00	\$84,946.84	\$12,259.84	\$72,687.00	\$46,478.37	\$40,415.95	\$6,062.42	\$38,468.47	\$64,113.00

**Adult**

PY12 Budget	PY12 Contracts	PY12 Deobligations	PY12 Contracts including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Paid	PY12 Vouchers that have not cleared	PY12 Obligations (Budget minus all vouchers made)	Budget Remaining
\$116,640.00	\$70,962.04	\$12,259.84	\$58,702.20	\$38,625.57	\$32,563.15	\$6,062.42	\$32,336.47	\$57,937.80

**DW**

PY12 Budget	PY12 Contracts	PY12 Deobligations	PY12 Contracts including Deobligations	PY12 Vouchers Disbursed	PY12 Vouchers Paid	PY12 Vouchers that have not cleared	PY12 Obligations (Budget minus all vouchers made)	Budget Remaining
\$20,160.00	\$13,984.80		\$13,984.80	\$7,852.80	\$7,852.80	\$0.00	\$6,132.00	\$6,175.20



## Worklink Workforce Investment Board Grant #12Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1303

Budgeted Expenses			1303-11010	Total Expenses	Balance	% Spent
codes	Budget	4/29-5/26				
mod #3 3/1/13						
Salary Total	0.0	332,164	21,723	289,843	42,321	87.26%
Fringe Benefit Total	0.1-0.5	112,257	7,824	102,350	9,907	91.17%
<b>Subtotal</b>		<b>\$444,421</b>	<b>\$29,547</b>	<b>\$392,193</b>	<b>\$52,228</b>	<b>88.25%</b>
Facility TCTC	1.1	12,000		12,000	0	100.00%
<b>Equipment Purchases</b>						
Staff Computer Leases	1.8	7,465		6,492	973	86.97%
Software License	2.11	3,600		3,706	(106)	102.94%
		<b>11,065</b>	<b>0</b>	<b>10,198</b>	<b>867</b>	<b>92.16%</b>
<b>Operating Costs</b>						
Staff Consumable Supplies	1.2	7,200	1,191	3,797	3,403	52.74%
Printing/Copies	1.4	4,800	1,395	3,646	1,154	75.96%
Communications	1.5	12,876	1,008	12,218	658	94.89%
Staff Travel	1.6	24,644	1,474	11,837	12,807	48.03%
Postage	1.9	3,835	296	2,431	1,404	63.39%
Participant Supplies	2.1	4,650	16	820	3,830	17.63%
<b>Subtotal</b>		<b>\$58,005</b>	<b>\$5,380</b>	<b>\$34,749</b>	<b>\$23,256</b>	<b>59.91%</b>
<b>Customer Wage and Fringe Benefits</b>						
Work Experience	2.9	37,120	1573	23,307	13,813	62.79%
<b>Individualized Training Cost</b>						
Participant Books	2.2	5,400	2855	3,925	1,475	72.69%
Assessment/Exam Fees(inc work	2.3	8,650	609	4,609	4,041	53.28%
TABE Testing Materials	2.4	2,050		2,050	0	100.00%
Tuition (Adult Education)	2.5	38,758		38,756	2	99.99%
Tuition ( College or Vocational)	2.6	34,650	6138	18,731	15,919	54.06%
<b>Subtotal</b>		<b>\$89,508</b>	<b>\$9,602</b>	<b>\$68,071</b>	<b>\$21,437</b>	<b>76.05%</b>
<b>Customer Supportive Services Cost</b>						
Transportation	3.2	22,500	1,760	16,020	6,480	71.20%
Childcare	3.3	4,800		1,165	3,635	24.27%
Training Support Materials	3.4	3,100	289	1,848	1,252	59.61%
<b>Subtotal</b>		<b>\$30,400</b>	<b>\$2,049</b>	<b>\$19,033</b>	<b>\$11,367</b>	<b>62.61%</b>
<b>Customer Needs Based Related Payment Cost</b>						
Student Incentives (skills&inc con	3.1	37,183	2400	27,665	9,518	74.40%
Emergency Assistance	3.5	3,500	250	500	3,000	14.29%
<b>Subtotal</b>		<b>\$40,683</b>	<b>\$2,650</b>	<b>\$28,165</b>	<b>\$12,518</b>	<b>69.23%</b>
<b>Staff Training/Tech Services</b>						
Staff Training/Conferences	1.7	4,500		1,697	2,803	37.71%
<b>Other</b>						
Advertising	1.3	6,000	2,157	2,377	3,623	39.62%
Audit		5,653		5,653	0	100.00%
Awards/Events	2.10	1,600		1,600	0	100.00%
<b>Subtotal</b>		<b>\$13,253</b>	<b>\$2,157</b>	<b>\$9,630</b>	<b>\$3,623</b>	<b>72.66%</b>
Training Fee (Profit)	4.1	36,765	✓ 2,468	29,491	7,274	80.21%
Indirect	1.11	72,280	5,206	58,330	13,950	80.70%
<b>TOTALS</b>						
		<b>\$850,000</b>				
<b>Monthly Actual Expenses</b>						
			<b>\$60,632</b>	<b>\$686,864</b>	<b>\$163,136</b>	<b>80.81%</b>

WorkLink Program Year 2012 Financial Status						
12RRIWT11 - Rapid Response Grant						
	<b>Program Revenue</b>					
	\$ 34,599					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Bowers EMS/Signature Services	\$ 34,599	34,599	100%	-	0.00%	\$ 34,599
Grant Period: 1/2/13-6/30/13*						
*Extended from 5/31/13 to 6/30/13						

WorkLink Program Year 2012 Financial Status						
12RRIWT18 - Rapid Response Grant						
	<b>Program Revenue</b>					
	\$ 24,100					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Pace Labels, Inc Grant	\$ 24,100	24,100	100%	2,581	10.71%	\$ 21,519
Grant Period: 2/25/13-10/31/13						

Horizon Machine & Man - sent to SCDEW  
 SCMEP - Tech Solotutions & Wilbert Plastics

## WorkLink Program Year 2012 Financial Status

11HPW01 - Incentive Grant

	<b>Program Revenue</b>			
	<b>\$ 25,000</b>			
	<b>Original Budget</b>	<b>Budget Request</b>	<b>Amended Budget</b>	
Staff & Board Travel & Training	\$ 6,500	\$ 2,674	\$ 9,174	
EMSI	3,375	-	3,375	
Youth WorkKeys	11,000	(2,674)	8,326	
Printing	4,125	-	4,125	
<b>Total In-House</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	
Grant Period: 7/16/12-6/30/13				

WorkLink Program Year 2012 Financial Status						
11INC01 - Incentive Grant						
	<b>Program Revenue</b>					
	\$ 57,999					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Supplies - Non-Consumable	\$ 900	900	100%	900	100.00%	\$ -
CDF Training - Adult/DW	3,846	3,846	100%	3,846	100.00%	-
WorkKeys Profiles - Employers	13,500	13,500	100%	3,000	22.22%	10,500
SC Works Orientation Video	1,100	1,100	100%	1,100	100.00%	-
ADA Computer Equipment	3,802	3,802	100%	3,802	100.00%	-
AOP Business Showcase	10,000	10,000	100%	10,000	100.00%	-
Training - WIA Staff	5,151	5,151	100%	5,151	100.00%	-
Building Renovations	19,700	11,498	58%	-	0.00%	19,700
Total In-House	\$ 57,999	\$ 49,797	86%	\$ 27,799	47.93%	\$ 30,200
Grant Period: 4/16/12-6/30/13						

WorkLink Program Year 2012 Financial Status						
11HPW01 - Incentive Grant						
	<b>Program Revenue</b>					
	\$ 25,000					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Staff Travel & Training	\$ 6,500	6,500	100%	6,169	94.90%	\$ 331
Printing	4,125	3,452	84%	3,452	83.70%	673
Youth WorkKeys	11,000	8,326	76%	8,326	75.69%	2,674
EMSI	3,375	3,375	100%	2,813	83.33%	563
Total In-House	\$ 25,000	\$ 21,653	87%	\$ 20,760	83.04%	\$ 4,240
Grant Period: 7/16/12-6/30/13						

WorkLink Program Year 2012 Financial Status						
12INC01 - Incentive Grant						
	<b>Program Revenue</b>					
	\$ 5,417					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
2013 AOP BIS Transportation	\$ 5,417	-	0%	-	0.00%	\$ 5,417
Grant Period: 4/1/13-6/30/14						

	Program Adult		Admin Adult		Program DW		Admin DW		Program Youth		Admin Youth		Total	YTD May	Actual % Expended	Goal Expended	Goal % Expended	Balance
		\$		\$		\$		\$		\$		\$						
<b>PY'12 Allocations (NFA-12-01)</b>	\$ 763,248	\$ 84,805	\$ 850,452	\$ 94,495	\$ 851,486	\$ 94,610	\$ 2,739,096											
<b>Transfer of funds</b>	212,613	87,296	(212,613)		435,079	80,909	1,800,111											
Carryover from PY'11	\$ 1,879,851	\$ 172,101	\$ 828,453	\$ 196,718	\$ 1,286,565	\$ 175,519	\$ 4,539,207											
<b>Obligations</b>	\$ 1,237,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,237,148	\$ 917,528	\$ 1,134,052	\$ 74.16%	\$ 1,134,052	\$ 319,620						
Henkels & McCoy - Adult	-	-	676,919	-	-	-	676,919	543,409	620,509	80.28%	620,509	133,510						
Henkels & McCoy - DW	359,593	88,616	66,659	104,996	366,555	58,186	1,044,605	-	-	0.00%	-	1,044,605						
Undesignated Funds	-	-	-	-	850,000	-	850,000	686,864	779,167	80.81%	779,167	163,136						
Henkels & McCoy - Youth	\$ 1,596,741	\$ 88,616	\$ 743,578	\$ 104,996	\$ 1,216,555	\$ 58,186	\$ 3,808,672	\$ 2,147,801	\$ 2,533,728	56.39%	\$ 2,533,728	1,660,871						
Total Pass-Through Contracts	\$ 283,110	\$ 83,485	\$ 84,875	\$ 91,722	\$ 70,010	\$ 117,333	\$ 730,535											
<b>Total Revenue after Obligations</b>																		
<b>In-House Expenses</b>																		
Salaries	142,000	27,000	41,500	35,000	32,500	52,000	330,000	254,191	302,500	77.03%	302,500	75,809						
Fringe	45,000	8,775	13,250	11,175	10,300	16,500	105,000	79,786	96,250	75.99%	96,250	25,214						
Travel - Training/Conferences/Meetings	6,500	1,200	2,500	1,800	3,500	500	16,000	436	14,667	2.73%	14,667	15,564						
Travel - Committee/Board	1,980	-	660	-	3,360	-	6,000	1,308	5,500	21.80%	5,500	4,692						
Supplies - Consummable	-	800	-	900	-	800	2,500	1,781	2,292	71.24%	2,292	719						
Supplies - Non-Consummable	-	1,000	-	1,000	-	500	2,500	1,054	2,292	42.15%	2,292	1,446						
WorkKeys	190	-	35	-	-	-	225	224	225	99.33%	225	2						
Consulting	-	150	-	100	-	100	350	204	321	58.29%	321	146						
Insurance - Tort	-	2,500	-	2,500	-	2,000	7,000	6,434	6,417	91.91%	6,417	566						
Insurance - Auto C&C	-	75	-	75	-	75	225	168	206	74.85%	206	57						
Insurance - Auto Liab	-	350	-	250	-	200	800	697	733	87.08%	733	103						
Postage	-	850	-	800	-	850	2,500	1,189	2,292	47.56%	2,292	1,311						
Printing	-	1,400	-	1,300	-	1,300	4,000	3,680	3,667	92.01%	3,667	320						
Telephone Voice & LD & Cellphones	-	3,500	-	3,500	-	3,500	10,500	9,846	9,625	93.77%	9,625	654						
Web Site Hosting & Renewal Fees	-	5,040	-	2,520	-	2,520	10,080	5,997	9,240	59.49%	9,240	4,083						
Newspapers, Magazines, & Books	-	700	-	650	-	350	1,700	-	1,558	0.00%	1,558	1,700						
Memberships, Dues, & Prof Fees	-	2,000	-	1,300	-	1,000	4,300	2,867	3,942	66.67%	3,942	1,433						
Training	9,800	-	3,500	-	6,700	-	20,000	1,224	18,333	6.12%	18,333	18,776						
Conf & Mtg Fees	-	700	-	300	-	-	1,000	-	917	0.00%	917	1,000						
Job Fair Expenses	18,000	-	6,000	-	-	-	24,000	21,274	24,000	88.64%	24,000	2,726						
Rent - WorkLink Storage	-	480	-	380	-	340	1,200	890	1,100	74.17%	1,100	310						
Rent - WorkLink Office	-	7,000	-	6,000	-	6,000	19,000	17,362	17,417	91.38%	17,417	1,638						
R&M - Equipment	-	500	-	250	-	250	1,000	290	917	29.00%	917	710						
R&M & Gas - WIA Car	-	1,000	-	1,000	-	1,000	3,000	1,705	2,750	56.82%	2,750	1,295						
IT Maint/Support	-	1,500	-	1,500	-	1,000	4,000	3,282	3,667	82.04%	3,667	718						
Outreach	-	1,000	-	500	-	500	2,000	1,697	4,833	84.87%	4,833	303						
COG Meeting Expense	-	1,000	-	1,000	-	3,000	5,000	2,837	4,583	56.75%	4,583	2,163						
Equipment	-	3,625	-	3,222	-	1,208	8,055	8,055	8,055	100.00%	8,055	0						
Indirect Cost Pool	59,640	11,340	17,430	14,700	13,650	21,840	138,600	115,055	127,050	83.01%	127,050	23,545						
Total In-House	\$ 283,110	\$ 83,485	\$ 84,875	\$ 91,722	\$ 70,010	\$ 117,333	\$ 730,535	\$ 543,531	\$ 672,347	74.40%	\$ 672,347	187,004						

# WorkLink Program Year 2012 Financial Status

## Indirect Rate Analysis

	<u>Indirect</u>	<u>Salaries</u>	<u>% Rate</u>
July	7,041.90	10,604.26	66.41%
August	14,351.29	37,888.23	37.88% 3 Pay Periods
September	12,274.59	25,507.71	48.12%
October	13,771.72	26,656.41	51.66%
November	11,814.69	23,212.50	50.90%
December	7,939.32	23,371.28	33.97%
January	13,260.56	23,766.75	55.79%
February	8,433.31	18,582.17	45.38%
March	9,525.83	27,686.25	34.41% 3 Pay Periods
April	8,729.24	18,457.50	47.29%
May	7,912.32	18,457.50	42.87%
June			
	<u>115,054.77</u>	<u>254,190.56</u>	<u>45.26%</u>
Budget	138,600.00	330,000.00	
% Spent	83.01%	77.03%	



## WIA Program Allotments for Program Year 2013

Summary of the WIA Adult, Youth and Dislocated Worker Allocations by Local Area  
 May 9, 2013

PY 2013	Adult \$11,746,745 95% \$11,159,408	Youth \$12,151,961 95% \$11,544,363	Dislocated Worker \$15,453,121 80% \$12,362,497	Total \$39,351,827 Local Distribution \$35,066,268
Trident	\$1,294,772	\$1,390,952	\$1,440,251	\$4,125,975
Greenville	\$867,081	\$883,928	\$929,088	\$2,680,097
Upper Savannah	\$656,918	\$663,777	\$815,334	\$2,136,029
Upstate	\$953,189	\$976,959	\$937,534	\$2,867,682
Midlands	\$1,349,425	\$1,473,962	\$1,945,538	\$4,768,925
<b>Worklink</b>	<b>\$832,761</b>	<b>\$891,462</b>	<b>\$823,748</b>	<b>\$2,547,971</b>
Lower Savannah	\$938,680	\$907,896	\$1,168,073	\$3,014,649
Pee Dee	\$1,102,617	\$1,151,630	\$1,100,676	\$3,354,923
Catawba	\$1,003,889	\$1,028,705	\$785,068	\$2,817,662
Santee Lynchess	\$612,887	\$612,960	\$600,650	\$1,826,497
Lowcountry	\$502,911	\$544,678	\$496,853	\$1,544,440
Waccamaw	\$1,044,278	\$1,017,456	\$1,319,684	\$3,381,418
Local Area Totals	\$11,159,408	\$11,544,363	\$12,362,497	\$35,066,268
Statewide Reserve	\$587,337	\$607,598	\$772,656	\$1,967,591
State Rapid Response			\$2,317,968	\$2,317,968
State Totals	\$587,337	\$607,598	\$3,090,624	\$4,285,560
Total Allotment	\$11,746,745	\$12,151,961	\$15,453,121	\$39,351,827

	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total
<b>PY'13 Allocations (NFA-13-01)</b>	<b>749,485.00</b>	<b>83,276.00</b>	<b>741,373.00</b>	<b>82,375.00</b>	<b>802,316.00</b>	<b>89,146.00</b>	<b>2,547,971.00</b>
Transfer of funds (35%)	259,480.00		(259,480.00)				-
<b>PY'12 Henkels &amp; McCoy Carryover</b>	<b>465,000.00</b>	<b>84,000.00</b>	<b>93,000.00</b>	<b>94,000.00</b>	<b>380,000.00</b>	<b>68,000.00</b>	<b>1,184,000.00</b>
PY'12 Undesignated Funds Carryover	<b>1,473,965.00</b>	<b>167,276.00</b>	<b>574,893.00</b>	<b>176,375.00</b>	<b>1,182,316.00</b>	<b>157,146.00</b>	<b>3,731,971.00</b>
<b>Obligations</b>							
Henkels & McCoy - Adult	1,060,778.00	-	-	-	-	-	1,060,778.00
Henkels & McCoy - DW	-	-	469,223.00	-	-	-	469,223.00
Henkels & McCoy - Youth	-	-	-	-	839,929.00	-	839,929.00
Undesignated Funds	164,134.00	59,986.00	18,025.00	79,310.00	232,061.00	33,315.00	586,831.00
Total Pass-Through Contracts	1,224,912.00	59,986.00	487,248.00	79,310.00	1,071,990.00	33,315.00	2,956,761.00
<b>Total Revenue after Obligations</b>	<b>249,053.00</b>	<b>107,290.00</b>	<b>87,645.00</b>	<b>97,065.00</b>	<b>110,326.00</b>	<b>123,831.00</b>	<b>775,210.00</b>
<b>In-House Expenses</b>							
Salaries	122,160.00	37,806.00	41,383.00	37,797.00	62,026.00	48,644.00	349,816.00
Fringe	37,201.00	11,954.00	12,650.00	11,951.00	19,396.00	15,480.00	108,632.00
SC Works Centers & Satellites Facility Costs	92,582.00	15,960.00	39,316.00	10,251.00	2,853.00	10,251.00	171,213.00
Payment from SCDEW for Facilities	(56,197.00)	(1,320.00)	(24,085.00)	(1,320.00)	-	(1,320.00)	(84,242.00)
Travel - Training/Conferences/Meetings	3,000.00	3,000.00		2,500.00		3,000.00	8,500.00
Travel - Committee/Board	250.00	250.00		250.00		2,000.00	2,500.00
Supplies - Consumable	750.00	750.00		750.00		750.00	2,250.00
Supplies - Non-Consumable	335.00	335.00		335.00		330.00	1,000.00
EMSI Data Charges	1,125.00	1,125.00		1,125.00		1,125.00	3,375.00
Consulting	70.00	70.00		70.00		70.00	210.00
Insurance - Tort	2,520.00	2,520.00		2,520.00		2,520.00	7,560.00
Insurance - Auto C&C	65.00	65.00		65.00		60.00	190.00
Insurance - Auto Liab	260.00	260.00		260.00		250.00	770.00
Postage	170.00	170.00		170.00		160.00	500.00
Printing	1,334.00	1,334.00		1,334.00		1,332.00	4,000.00
Telephone Voice	358.00	358.00		358.00		358.00	1,074.00
Telephone LD	108.00	108.00		108.00		108.00	324.00
Cellphone (Executive Director)	484.00	484.00		483.00		483.00	1,450.00
Web Site Hosting & Renewal Fees	2,360.00	2,360.00		2,360.00		2,360.00	7,080.00
Newspapers, Magazines, & Books	55.00	55.00		55.00		55.00	165.00
Memberships, Dues, & Prof Fees	935.00	935.00		935.00		930.00	2,800.00
Training	7,000.00	7,000.00		3,000.00		6,250.00	16,250.00
Job Fair Expenses							-
Rent - WorkLink Storage	55.00	55.00		55.00		55.00	165.00
Rent - WorkLink Office (\$1635/mo)	1,635.00	1,635.00		1,635.00		1,635.00	4,905.00
R&M & Gas - WIA Car	835.00	835.00		835.00		830.00	2,500.00



## Grant Opportunities

1. **Dislocated Worker National Emergency Grant with SCDEW - (DW-NEG)**
  - Total grant applied for of \$55,357.
  - Of the total amount, \$2,624 will stay in-house with WorkLink to offset the Finance Director's time spent on this grant.
  - The remaining \$52,733 will flow through to Henkels & McCoy to serve 15 participants for Instructional Training by partnering with Tri-County Technical College to provide MSSC Certified Production Technician (CPT) certifications.
  - This also allows 10 of the 15 participants to be enrolled in On-the-Job Training.
  
2. **Trade Adjustment Assistance Community College and Career Training Grant with Tri-County Technical College – (TAACCCT)**
  - Will reimburse us up to 5% of a career coach for co-enrolling TAACCCT eligible participants in WIA, and providing job placement assistance and follow-up services ~ \$2,656 to supplement Henkels & McCoy PY'13 Grant
  
3. **Make it in America Grant**
  - SCACOG/WorkLink will be the direct recipient of the funds (\$1,299,610) of which \$1,213,454 will flow through to 3 technical colleges.
  - WorkLink will receive ~ \$86,156 of the grant to pay for a portion of staff time dedicated to the grant for monitoring, reporting, and invoices.

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

Service Provider Henkels & McCoy, Inc. Contract # 13A995H1 & 13D995H1

Project/Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Modification #

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 449,736.80	\$ 192,744.34		\$ 642,481.14	\$ 642,481.14
OPERATING COSTS	\$ 68,183.59	\$ 29,221.54		\$ 97,405.12	\$ 97,405.12
TRAINING COSTS	\$ 366,943.40	\$ 168,333.60		\$ 535,277.00	\$ 535,277.00
SUPPORTIVE SERVICE COSTS	\$ 42,665.00	\$ 18,285.00		\$ 60,950.00	\$ 60,950.00
Training Fees/Professional Fees/ Profit	\$ 53,883.78	\$ 23,093.05		\$ 76,976.83	\$ 76,976.83
Indirect Costs	\$ 81,836.94	\$ 35,072.97		\$ 116,909.91	\$ 116,909.91
<b>Total Budget Costs</b>	<b>\$ 1,063,249.50</b>	<b>\$ 466,750.50</b>	<b>\$ -</b>	<b>\$ 1,530,000.00</b>	<b>\$ 1,530,000.00</b>
Percentage of Budget	69.49%	30.51%		100.00%	
Cost Limitations			2% Maximum	At least 98%	100%

*\*Approved by Executive  
 Committee 6/17/13  
 via Email Vote*

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

Service Provider Henkels & McCoy, Inc.

Contract # 13A995H1 & 13D995H1

Project/ Activity SC Works Operator

Funding Source WIA Adult & DLW Formula Funds

Mod # \_\_\_\_\_

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION			
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount	
<b>TOTAL SALARIES</b>				<b>\$ 430,557</b>		<b>\$ 301,390</b>		<b>\$ 129,167</b>				<b>\$ 430,557</b>	
<b>FRINGE BENEFITS:</b>													
Health Insurance		X	34.99%	\$ 150,656	70.00%	\$ 105,459	30.00%	\$ 45,197				100%	\$ 150,656
FICA		X	7.65%	\$ 32,938	70.00%	\$ 23,056	30.00%	\$ 9,881				100%	\$ 32,938
State UEC-SUI		X	3.05%	\$ 13,132	70.00%	\$ 9,192	30.00%	\$ 3,940				100%	\$ 13,132
FUT		X	0.14%	\$ 603	70.00%	\$ 422	30.00%	\$ 181				100%	\$ 603
SC WC		X	0.34%	\$ 1,464	70.00%	\$ 1,025	30.00%	\$ 439				100%	\$ 1,464
Public-General Liability		X	3.05%	\$ 13,132	70.00%	\$ 9,192	30.00%	\$ 3,940				100%	\$ 13,132
		X	0.00%	\$ -	70.00%	\$ -	30.00%	\$ -				100%	\$ -
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 211,924</b>		<b>\$ 148,347</b>		<b>\$ 63,577</b>				<b>\$ 211,924</b>	
INDIRECT COST: RATE	\$ 1,336,113.26	X	8.75%	\$ 116,910	70.00%	\$ 81,837	30.00%	\$ 35,073				100%	\$ 116,910
<b>TOTAL COST</b>				<b>\$ 759,391</b>	70.00%	<b>\$ 531,574</b>	30.00%	<b>\$ 227,817</b>				100%	<b>\$ 759,391</b>

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

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

Service Provider Henkels & McCoy, Inc. Contract # 13A995H1 & 13D995H1 Mod # \_\_\_\_\_  
Project/Activity SC Works Operator Fund Source WIA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.2 Staff Expendable Supplies & Materials	\$ 12,000	\$ 8,400	\$ 3,600	\$ 12,000
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 2,760	\$ 1,932	\$ 828	\$ 2,760
1.4 Copy & Print Expenses	\$ 12,000	\$ 8,400	\$ 3,600	\$ 12,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 10,685	\$ 7,479	\$ 3,205	\$ 10,685
1.6 Staff Travel				
Local Mileage cost	\$ 17,494	\$ 12,246	\$ 5,248	\$ 17,494
Non-Local Mileage cost	\$ 4,800	\$ 3,360	\$ 1,440	\$ 4,800
Non-Local Per Diem/Lodging Cost	\$ 9,600	\$ 6,720	\$ 2,880	\$ 9,600
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 4,800	\$ 3,360	\$ 1,440	\$ 4,800
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ 11,836	\$ 8,285	\$ 3,551	\$ 11,836
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 6,300	\$ 4,410	\$ 1,890	\$ 6,300
1.9 Postage (Stamps, FedEx, etc.)	\$ 5,130	\$ 3,591	\$ 1,539	\$ 5,130
<b>TOTAL OPERATING COSTS</b>	<b>\$ 97,405</b>	<b>\$ 68,184</b>	<b>\$ 29,222</b>	<b>\$ 97,405</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ 18,000	\$ 12,600	\$ 5,400	\$ 18,000
2.2 WI Customer Book Costs	\$ 28,500	\$ 19,950	\$ 8,550	\$ 28,500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 21,500	\$ 15,050	\$ 6,450	\$ 21,500
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -	\$ -
2.12 Other: WorkKeys Assessment Costs	\$ 10,500	\$ 7,350	\$ 3,150	\$ 10,500
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 103,362	\$ 72,353	\$ 31,009	\$ 103,362
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workbooks)	\$ 35,000	\$ 24,500	\$ 10,500	\$ 35,000
2.6 Individual Training Account/Voucher Cost	\$ 217,615	\$ 143,140	\$ 74,475	\$ 217,615
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ 100,800	\$ 72,000	\$ 28,800	\$ 100,800
<b>TOTAL TRAINING COSTS</b>	<b>\$ 535,277</b>	<b>\$ 366,943</b>	<b>\$ 168,334</b>	<b>\$ 535,277</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.1 WI Customer Incentives (Youth Only)	\$ -			\$ -
3.2 WI Customer Transportation Costs	\$ 36,750	\$ 25,725	\$ 11,025	\$ 36,750
3.3 WI Customer Childcare Costs	\$ 11,700	\$ 8,190	\$ 3,510	\$ 11,700
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 10,000	\$ 7,000	\$ 3,000	\$ 10,000
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 2,500	\$ 1,750	\$ 750	\$ 2,500
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 60,950</b>	<b>\$ 42,665</b>	<b>\$ 18,285</b>	<b>\$ 60,950</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 66,806	\$ 46,764	\$ 20,042	\$ 66,806
4.2 Audit Fee	\$ 10,171	\$ 7,120	\$ 3,051	\$ 10,171
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 76,977</b>	<b>\$ 53,884</b>	<b>\$ 23,093</b>	<b>\$ 76,977</b>

\* 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  
 CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 13A995H1 & 13D995H1  
 Project Activity SC Works Operator Fund Source WIA Adult & DLW Formula Funds  
 Mod# \_\_\_\_\_

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-13	400	20	420	15	10	25	395
August-13	395	30	425	30	10	40	385
September-13	385	30	415	30	10	40	375
October-13	375	20	395	15	5	20	375
November-13	375	20	395	15	5	20	375
December-13	375	10	385	20	5	25	360
January-14	360	30	390	20	5	25	365
February-14	365	30	395	20	5	25	370
March-14	370	30	400	30	10	40	360
April-14	360	30	390	20	5	25	365
May-14	365	30	395	30	10	40	355
June-14	355	30	385	30	10	40	345
PY12 Carryovers	400	310					
New PY13 WIA Enrollments	310						
Active Follow-up	359						
Total Served	1069						
Estimated PY13 Carryovers	345						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited



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

Service Provider Henkels & McCoy, Inc. Contract # 13Y495H5

Project/Activity Palmetto Youth Connections Funding Source WIA Youth Modification # \_\_\_\_\_

CATEGORIES	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)		\$ 448,710	\$ 448,710
OPERATING COSTS		\$ 78,081	\$ 78,081
TRAINING COSTS		\$ 132,208	\$ 132,208
SUPPORTIVE SERVICE COSTS		\$ 74,491	\$ 74,491
Training Fees/Professional Fees/ Profit		\$ 42,258	\$ 42,258
Indirect Costs		\$ 64,180	\$ 64,180
<b>Total Budget Costs</b>	\$ -	\$ 839,929	\$ 839,929
<b>Percentage of Budget</b>		100.00%	
Cost Limitations	2% Maximum	At least 98%	100%

*\* Sent to Executive Committee for vote 6/24 meeting scheduled*

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

Service Provider Henkels & McCoy, Inc.

Contract # 13Y495H5

Project/ Activity Palmetto Youth Connections

Funding Source WIA Youth

Mod # \_\_\_\_\_

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADMINISTRATION		NON-ADMINISTRATIVE	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount
<b>TOTAL SALARIES</b>				<b>\$325,644</b>		<b>\$0</b>		<b>\$325,644</b>
FRINGE BENEFITS:								
FICA		X	7.65%	\$24,912		\$0		\$24,912
Workers Comp.		X	0.34%	\$1,107		\$0		\$1,107
Health & Wealth (Pos. Level)		X	23.56%	\$76,727		\$0		\$76,727
Ret. / Pension		X	0.00%	\$0		\$0		\$0
Unemployment Insurance (State & Federal)		X	3.19%	\$10,388		\$0		\$10,388
Other (Specity): <b>General Liability Insurance</b>		X	3.05%	\$9,932		\$0		\$9,932
<b>TOTAL FRINGE BENEFITS</b>				<b>\$123,066</b>		<b>\$0</b>		<b>\$123,066</b>
INDIRECT COST: RATE				<b>8.75%</b>				
				<b>\$ 64,180.39</b>		<b>\$0</b>		<b>\$ 64,180.39</b>
<b>TOTAL COST</b>				<b>\$512,890</b>		<b>\$0</b>		<b>\$512,890</b>

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

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

Service Provider Henkels & McCoy, Inc. Contract # 13Y495H5 Mod # \_\_\_\_\_  
 Project/Activity Palmetto Youth Connections Fund Source WIA Youth

Categories & Line Items	Total Cost	Administration	Non-Administration
<b>OPERATING COSTS</b>			
1.2 Staff Expendable Supplies & Materials	\$ 6,000		\$ 6,000
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 9,000		\$ 9,000
1.4 Copy & Print Expenses	\$ 4,800		\$ 4,800
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 10,746		\$ 10,746
1.6 Staff Travel			
Local Mileage cost	\$ 20,840		\$ 20,840
Non-Local Mileage cost	\$ 2,000		\$ 2,000
Non-Local Per Diem/Lodging Cost	\$ 3,750		\$ 3,750
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 6,000		\$ 6,000
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)			
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ 7,520		\$ 7,520
Wide Area Network (WAN) Equipment and <b>Computer Software</b>	\$ 3,840		\$ 3,840
1.9 Postage (Stamps, FedEx, etc.)	\$ 3,585		\$ 3,585
<b>TOTAL OPERATING COSTS</b>	<b>\$ 78,081</b>	<b>\$ -</b>	<b>\$ 78,081</b>
<b>TRAINING COSTS</b>			
2.1 WI Customer Supplies & Materials Costs	\$ 6,400		\$ 6,400
2.2 WI Customer Book Costs	\$ 8,000		\$ 8,000
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 8,650		\$ 8,650
2.4 Other: TABE Assessment Costs	\$ 2,050		\$ 2,050
WI Customer Individualized Training Costs			
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 38,758		\$ 38,758
2.6 Individual Training Account/Voucher Cost	\$ 24,990		\$ 24,990
2.9 WI Customer Work Experience Costs			
Reimbursable Wages	\$ 41,760		\$ 41,760
2.10 WI Customer Awards & Recognition Costs	\$ 1,600		\$ 1,600
<b>TOTAL TRAINING COSTS</b>	<b>\$ 132,208</b>	<b>\$ -</b>	<b>\$ 132,208</b>
<b>SUPPORTIVE SERVICES COSTS</b>			
3.1 WI Customer Incentives (Youth Only)	\$ 40,491		\$ 40,491
3.2 WI Customer Transportation Costs	\$ 22,500		\$ 22,500
3.3 WI Customer Childcare Costs	\$ 4,800		\$ 4,800
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 3,200		\$ 3,200
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 3,500		\$ 3,500
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 74,491</b>	<b>\$ -</b>	<b>\$ 74,491</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>			
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 36,675		\$ 36,675
4.2 Audit Fee	\$ 5,584		\$ 5,584
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 42,258</b>	<b>\$ -</b>	<b>\$ 42,258</b>

\* 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  
**CLIENT FLOW PROJECTIONS**

Service Provider Henkels & McCoy, Inc.

Contract # 13Y495H5

Project/Activity Palmetto Youth Connections

Fund Source WIA

Mod #                     

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-13	70	5	75	8	2	10	65
August-13	65	5	70	7	3	10	60
September-13	60	15	75	15	5	20	55
October-13	55	5	60	8	2	10	50
November-13	50	5	55	6	4	10	45
December-13	45	5	50	8	2	10	40
January-14	40	10	50	5	5	10	40
February-14	40	10	50	6	4	10	40
March-14	40	10	50	6	4	10	40
April-14	40	10	50	3	2	5	45
May-14	45	10	55	7	3	10	45
June-14	45	0	45	5	5	10	35
Carryovers	70	<b>90</b>					
New Enrollments		90					
Total Served		160					
Planned Carryovers		35					

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited