

FINANCE COMMITTEE Monday, May 19, 2014 SC Works Clemson Conference Room 3:00 P.M.

AGENDA

■ Call to Order

Approval of March 26, 2014 Minutes*

V PY'13 Budget Overview

a. WorkLink Grants

i. WIA Grants Overview

b. Henkels & McCoy

i. Adult/DW Grant (Mod #3 Vote)*

ii. Youth Grant

■ PY'14 Budget Overview

a. WorkLink Grants

i. WIA Grants Overview*

b. Henkels & McCoy

i. Adult/DW Grant*

ii. Youth Grant*

V Other Business

Adjournment

* Requires Vote

Stephanie Collins, Finance Committee Chairperson Stephanie Collins

Brandi Runion

Brandi Runion

UPCOMING MEETINGS:

May 28, 2014 – Executive Committee Meeting – 2:00 pm – WorkLink June 11, 2014 – Board Meeting – 1:00 pm – Madren Center August 20, 2014 – Finance Committee Meeting – 3:00 pm - WorkLink



FINANCE COMMITTEE Meeting Minutes March 26, 2014 @ 3:00 pm Conference Room – Comprehensive Center – Clemson, SC

Members Present

Stephanie Collins, Chair David Collins Michael Keith

Mike Wallace

Members Absent:

Ronnie Booth Kristi King-Brock

Providers:

Karen Craven Matt Fields

Staff Present:

Brandi Runion Jennifer Kelly Patty Manley
Sharon Crite Ronnie Allen Renée Murdock

Welcome and Introductions

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

M Approval of Minutes

The minutes from the October 23, 2013 meeting were e-mailed with the meeting notice and included in the meeting packet. Chair S. Collins called for any corrections or amendments to the minutes.

ACTION TAKEN: David Collins made a motion to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous voice vote.

V PY'13 Budget Overview

Chair S. Collins stated no votes would be needed at the meeting because several email votes had taken place and stated Brandi Runion would be bringing the Committee up-to-date on the status of the budget.

a. WorkLink Grants

i. WIA Budget Overview

Ms. Runion began by reminding Committee members of the Executive Committee email vote on 1/23/14 to transfer 15% of the DW Program funds into Adult Program funds. Ms. Runion referred to page 4 which is the overall WorkLink Budget for PY'13 with spending at 69% through February 2014 and provided the following overview:

WorkLink has received payment in the amount of \$32,972 from DEW which is the 1st quarter invoice for the Facilities line item, and stated we are awaiting payment in the amount of \$25,160 for the 2nd quarter invoice which has been sent adding that the 3rd quarter invoice will not be sent until April.

Ms. Runion reported that WorkLink staff attended the annual SETA conference, March 9-12, 2014, and those expenses will hit in the March expenditures increasing the Travel line items. Ms. Runion also reported that Windy Graham will be attending training in Florida in May and Sharon Crite will be attending training in Atlanta in June stating both of these travel expenses will increase this line item as well.

The Training line item is at 17% spent. Ms. Runion reported that procurement has been made for some Career Development, Team Building, Customer Service, & Resume Writing Training for staff that includes Adult/DW & Youth Staff so the Training line item will increase soon. Ms. Runion also stated both the Travel and Training line items will increase in March due to above travel and training completed.

Ms. Runion reported following the Job Fair last week, she expects to begin receiving invoices soon so the Job Fair line item will increase. Also, invoices regarding outreach will also be coming in.

The R&M Gas-WIA Car line item is currently at 30% spent. Ms. Runion reported that Windy Graham will be taking the car to Florida in May for training which will increase that expenditure. Also, WorkLink staff decided to do a sealed bid sale on the smaller car, the Ford Focus, which was not being used. This car has been turned in to the ACOG to be auctioned.

Ms. Runion referred to page 5 which is the Indirect Rate Analysis stating this is how we track the indirect expense that is paid to the ACOG. Through February 2014, approximately \$105,147 has been paid out of a budget of \$146,000.

Ms. Runion referred to page 6 of the packet and provided a brief update on the 4 current RRIWT grants that we have with Palmetto Plating, Technology Solutions, Kroeger Marine, & Roylco, Inc. reminding Committee members that these are pass-through grants.

Ms. Runion provided an update on the Incentive Grant stating we did receive the Incentive Grant this week from the State in the amount of \$5,453, adding that the Workforce Skills & Education Committee will decide the form of outreach this grant will be used for.

Page 7 of the packet is our DWT NEG Grant which was received from the State in the amount of \$55,357 of which we sub-granted to Henkels & McCoy \$52,733. Of the \$26,050 allotted for training, H&M has obligated approximately \$16,910 at this time due to the identification of current participants that can go under this grant. Ms. Runion reported that we did begin charging time to this grant in March so that will show up soon.

Ms. Runion provided an update on page 8 of the Make It In America Grant received form DOL which has been sub granted to Tri County Technical College, Greenville Technical College and Northeastern Technical College. Page 8 is a summary of this grant and shows expenditures totaling \$41,670 from Tri-County and Greenville Technical Colleges. Ms. Runion added this is a 3 year grant so spending is just beginning.

b. Henkels & McCoy

Adult/DW Grant (Mod. #3 Draft)

Ms. Runion referred to page 9 which is a summary of the H&M Adult/DW expenditures through February 2014 stating expenditures are at 52.43% which puts them a little behind the 67% mark which would be the recommend expenditure rate at 8 months. Ms. Runion added that she, Ronnie Allen, & Jennifer Kelly met with Kal Kunkel of Henkels & McCoy last Friday, 3/21/14, to discuss and identified some items that are spending slow that need to be moved into training.

Ms. Runion referred to pages 11-18 which are draft of this modification request from Henkels & McCoy stating page 11 details the changes stating that a total of \$47,962 is being moved from various line items into the ITA College Tuition line item adding that basically this modification is a clean-up of line items not being spent. Ms. Runion informed Committee members that this item does not need a vote at this time stating it will go on to Workforce Skills & Education Committee for approval on Monday, 3/31/14 and then to the Board on 4/2/14. David Collins recommended an email vote to the Finance Committee following the WSEC meeting prior to being presented to the Board on 4/2/14. Chair S. Collins and committee members were in agreement, however, after some discussion it was decided for the Finance Committee to vote on this modification at this meeting.

ACTION TAKEN: David Collins made a motion pending the approval of the modification from the Workforce Skills & Education Committee; Finance Committee approves the modification of \$47,962 being moved from various line items to the ITA College Tuition line item, second by Mike Wallace. Motion passed.

ii. Youth Grant

Ms. Runion referred to page 19 shows an update for the Youth Expenditures through February 2014 at 55.70% out of the expected 67% stating Sharon Crite met with Henkels & McCoy and identified several line items that are accrued that they are waiting on the invoice for.

PY'14 Outlook

a. PY'14 Allocations Estimate

Brandi reported the only forecast we have been given by the State is a 7% cut across the board for PY'14 funding.

b. Henkels & McCoy Negotiations

Ms. Runion reported we will be working with that 7% cut when meeting with the Budget Negotiations Teams for PY'14 budgets.

Ms. Runion stated the Adult/DW Budget Negotiation Team received an estimated budget from Henkels & McCoy and will be meeting on Monday, 3/31/14 to review and discuss prior to the WSEC meeting and the Youth Budget Negotiation Team received an estimated budget from Henkels & McCoy and met 3/25/14 to review and discuss adding that some recommendations were submitted back to Henkels & McCoy for changes. We are awaiting a revised budget to move forward.

Ms. Runion informed Finance committee members that both of these budgets are working off of estimated grant amounts based off the information from the State of the 7% cut in PY'14, stating as soon a better estimate is received from the state of PY'14 allocations, an email vote will be sent to Finance Committee to approve the grant amounts for Henkels & McCoy for PY'14.

c. May 28 Finance Meeting

An executive committee meeting has been scheduled for 5/28/14 at 2pm to approve the PY'14 Henkels & McCoy Adult/DW and Youth budgets as well as the PY'14 WorkLink budget. Therefore, the 5/28/14 Finance Committee meeting has been rescheduled for 5/19/14 at 3pm. Ms. Runion noted that Finance Committee will vote on actual budgets in their entirety at that meeting.

Chair S. Collins raised the question of how do we proceed if the State does not confirm the allocation by the 5/19/14 meeting. Ronnie Allen responded that he had spoken with the State and received word that we will have confirmation of allocations in mid-April.

Other Business

Ms. Runion reported on Job Fair – over 450 people attended and 66 employers – another successful event. SC Works offered OJT Orientation and had over 40 people attend.

Adjournment

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

Respectfully submitted by: Patty Manley, Office Manager

	Program	Admin	Program		Program	Admin				Actual %	Goal	Goal %	
	Adult	Adult	DW	Admin DW	Youth	Youth	Total	YTD- APR		Expended	Expended	Expended	Balance
PY'13 Allocations (NFA-13-01)	749,486	83,275	741,374	82,374	802,316	89,146	2,547,971						
Transfer of funds (35%)	259,480	-	(259,480)		-	-	<u> </u>						
Transfer of funds (15%)	111,206		(111,206)										
PY'12 Carryover	654,521	84,138	188,244	92,275	458,863	69,165	1,547,206						
	1,774,693	167,413	558,932	174,649	1,261,179	158,311	4,095,177						**************************************
Obligations			·										
Henkels & McCoy - Adult (Mod #4)	1,249,537	-	_	-	-	-	1,249,537	891,108		71%	1,041,281	83%	358,429
Henkels &McCoy - DW (Mod #4)	-	-	217,907	-	-	-	217,907	174,035		80%	181,589	83%	43,872
Henkels & McCoy - Youth	-	-	-	-	839,929	- 1	839,929	605,384		72%	699,941	83%	234,545
Undesignated Funds	251,145	39,396	244,801	57,075	312,140	30,746	935,303	-		0%	-	0%	935,303
Total Pass-Through Contracts	1,500,682	39,396	462,708	57,075	1,152,069	30,746	3,242,676	1,670,527		52%	1,922,811	59%	1,572,149
Total Revenue after Obligations	274,011	128,017	96,224	117,574	109,110	127,565	852,501						
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD- APR		Actual % Expended	Goal Expended	Goal %	Balance
Salaries	122,160	37,806	41,383	37,797	62,026	48,644	349,816	281,750		81%	291,513	83%	68,066
Fringe	37,201	11,954	12,650	11,951	19,396	15,480	108,632	86,624	-	80%	90,527	83%	22,008
SC Works Centers & Satellites Facility Costs		21,677	58,049	16,801	1,637	13,822	252,885	216,450		86%	210,738	83%	36,435
Payment from SCDEW for Facilities	(82,673)	-	(35,432)	ļ	-	-	(118,105)	(50,247)	(1)	43%	(58,132)	49%	(67,858)
Travel - Training/Conferences/Meetings	(02,075)	3,000	(55, 152)	2,500		3,000	8,500	4,360	(2)	51%	7,083	83%	4.140
Travel - Committee/Board		250		250		2,000	2,500	1,281	(-)	51%	2.083	83%	1.219
Supplies - Consummable		750		750		750	2,250	1,771		79%	1.875	83%	479
Supplies - Non-Consummable		335		335		330	1,000	974		97%	833	83%	26
EMSI Data Charges		1,125		1,125		1,125	3,375	2,813		83%	3,375	100%	562
Consulting		70		70		70	210	-		0%	175	83%	210
Outside Services (approved by EC)		133		133		133	399	399		100%	399	100%	-
Insurance - Tort		2,520		2,520		2,520	7,560	6,354		84%	6,300	83%	1,206
Insurance - Auto C&C		65		65		60	190	142		75%	158	83%	48
Insurance - Auto Liab		260		260		250	770	633		82%	642	83%	137
Postage		170		170		160	500	384		77%	417	83%	116
Printing		1,834		1,833		1,833	5,500	4,283		78%	4,583	83%	1,217
Telephone Voice		540		540		540	1,620	1,618		100%	1,618	100%	2
Telephone LD		156		156		156	468	468		100%	468	100%	-
Cellphone (Executive Director)		6		5		1	12	12		100%	12	100%	_
Web Site Hosting & Renewal Fees		2,360		2,360		2,360	7,080	4,390		62%	5,900	83%	2,690
Memberships, Dues, & Prof Fees		1,125	***	1,075		1,100	3,300	3,286		100%	2,750	83%	14
Training		8,500		5,000		6,500	20,000	3,925	(3)	20%	16,667	83%	16,075
Job Fair / Hiring Event Expenses		11,000	•	11,000		-	22,000	20,439	ļ	93%	18,333	83%	1,561
Rent - WorkLink Office		200		200		206	606	606		100%	606	100%	-
R&M & Gas - WIA Car		835		835		830	2,500	1,431	ļ	57%	2,083	83%	1,069
IT Maint/Support (WIB Only)	5,117	1,600	2,193	1,600		1,500	12,010	9,363		78%	10,008	83%	2,647
Outreach		3,000		1,500		500	5,000	4,966		99%	4,167	83%	34
COG Meeting Expense		867		868		3,265	5,000	3,937		79%	4,167	83%	1,063
Indirect Cost Pool (42%)	51,307	15,879	17,381	15,875	26,051	20,430	146,923	130,282		89%	122,436	83%	16,641
Total In-House	274,011	128,017	96,224	117,574	109,110	127,565	852,501	742,694		87%	751,784	88%	109,807

^{(1) - \$25,160 2}nd qtr Facility costs (payment was remitted on 5/1; however, they cut the check and mailed it to H&M. They are getting the check stopped and mailed to SCACOG); \$25,087 3rd qtr Facility costs billed to SCDEW (payment due by 5/31/14)

^{(2) -} Travel remaining for Windy to go to Geo Sol Conference in May in Clearwater, FL and Sharon to go to Youth Forum in Atlanta, GA in June
(3) - Training procured and contracted for the following: Customer Service \$2,000, Career Development Facilitator \$5,500, Teambuilding \$2,000, Resume Writing \$3,510 = \$13,010

WorkLink Program Year 2013 Financial Status

Indirect Rate Analysis

	T., dina .4	Colonica	0/ Data	
	Indirect	Salaries	% Rate	_
July	7,607.00	10,792.00	70.49%	
August	15,012.00	40,151.00	37.39%	3 pay periods
September	12,496.00	26,946.00	46.37%	
October	13,786.00	27,093.00	50.88%	
November	11,802.00	27,134.00	43.50%	
December	13,031.00	27,133.00	48.03%	
January	18,819.00	40,701.00	46.24%	3 pay periods
February	12,594.00	27,566.00	45.69%	
March	12,581.00	27,243.00	46.18%	
April	12,670.00	27,243.00	46.51%	
May			0.00%	
June			0.00%	
•	130,398.00	282,002.00	46.24%	-
Budget	146,923.00	349,816.00		
% Spent	88.75%	80.61%		

	WorkLink Progra		T	atus	· ·	I
	yy	5 - Rapid Resp	onse Grant			
	Program					
	Revenue					
	\$ 40,400					
	Program	Total	Total %	Actual	Actual %	
	Expenditures	Obligated		Expended	Expended	Balance
Palmetto Plating Company, Inc	\$ 40,400	40,400	100%	30,314	75.03%	\$ 10,086
Grant Period: 6/20/13-5/31/14	Extended to 5/31/	14		\$ 7,186	Outstandi	ng Accruals
	WorkLink Progra	m Year 2013	Financial St	atus		
	······································	5 - Rapid Resp	·		***************************************	
	Program					
	Revenue					
	\$ 40,068					
	Program	Total	Total %	Actual	Actual %	Balance
	Expenditures	Obligated		Expended	Expended	Unspent
Technology Solutions of SC, Inc	\$ 40,068	40,068	100%	11,978	29.89%	
Grant Period: 10/01/13-09/01/14						
Grant 1 6116d. 16/01/13 09/01/14						
	***	X7 2012	E: 10	4		
	WorkLink Progra		·	atus		T.
		3 - Rapid Resp	onse Grant			
	Program					
	Revenue					
	\$ 47,500					
	Program	Total	Total %	Actual	Actual %	Balance
	Expenditures	Obligated	Obligated	Expended	Expended	Unspent
Kroeger Marine Construction	\$ 47,500	47,500	100%	_	0.00%	\$ 47,500
Grant Period: 2/27/14-2/27/15						

	WorkLink Progra	m Year 2013	Financial St	atus		
		5 - Rapid Resp	·			
	Program	rapia Resp	onse orant			
	Revenue					
	\$ 56,275					
	Program	Total	Total %	Actual	Actual %	Balance
	Expenditures	Obligated	Obligated	Expended	Expended	Unspent
Roylco, Inc	\$ 56,275	56,275	100%	Expended -	0.00%	
Koyleo, IIIC	φ 30,213	30,273	100%	_	0.00%	ψ 30,273
G . D . 1 . 2/12/11/14/20/15						
Grant Period: 3/12/14-4/30/15						
	ii		<u> </u>		<u> </u>	

	Work	Link Prog	ran	1 Year 2013	Financial St	atus		
		13IN	C01	- Incentive	Grant			
	Pr	ogram						
	Re	evenue						
	\$	5,453						
	Pr	ogram		Total	Total %	Actual	Actual %	
	Expe	enditures		Obligated	Obligated	Expended	Expended	Balance
Outreach	\$	5,453		-	0%	_	0.00%	\$ 5,453
Grant Period: 3/17/14-6/30/15								
Grant Period: 3/1//14-0/30/13			ļ					

IA	WorkLink Pro	~~~~~		_		-		
JA	-24960-13-60-A-45) : M	ake It In Amer	ica Grant (N	IIIA Grant)		<u> </u>	
	Program Revenue							
	\$ 1,299,610							
	Program		Total	Total %	Actual	Actual %		ъ.
	Expenditures	 	Obligated	Obligated	Expended	Expended	_	Balance
Salaries, Fringe (WIB)	\$ 60,673	-	_	0%	-	0.00%	4	60,67
Indirect (WIB)	25,483	*	424 401	0%	20.561	0.00%		25,48
Tri-County Technical College	434,481	*	434,481	100%	20,561	4.73%	-	413,92
Greenville Technical College	434,481	*	434,481	100%	28,391	6.53%		406,09
Northeastern Technical College	344,492	<u> </u>	344,492	100%	- - - -	0.00%	ф	344,49
Total In-House	\$ 1,299,610		\$ 1,213,454	93%		3.77%	\$	1,250,658
Grant Period: 10/1/13-9/30/16		*Se	e budgets belo	w for yearly	breakdown			
	WorkLink Pro	grai	m Year 2013 I	inancial Sta	atus			
	13M295T1	- Tr	i-County Tech	nical College	2			
	Program		Total	Total %	Actual	Actual %		
	Expenditures		Obligated	Obligated	Expended	Expended		Balance
Marketing	\$ 5,000		990		990	19.80%		4,01
Recruitment & Assessment	5,000		373	<u> </u>	373	7.46%		4,62
Training	146,790		15,000		19,198	13.08%		127,592
Job Placement	35,000	1	-	0%	-	0.00%	\$	35,00
Total In-House	\$ 191,790	**	\$ 16,363	9%	\$ 20,561	10.72%	\$	171,229
Grant Period: 10/1/13-9/30/16			**Year 1 Bud	get				
	WorkLink Pro	gra	m Year 2013 I	inancial St	atus	3		
	13M295G1	- G	reenville Techi	nical College	<u> </u>		1	
	Program	-	Total	Total %	Actual	Actual %	_	
			1	1	i .	1		Dalamas
NA 1 di	Expenditures	-	Obligated	Obligated	Expended	Expended	_	Balance
Marketing	\$ 15,000	-	382	3%	639	4.26%		14,36
Recruitment & Assessment	15,000 126,790	-	25,680	20%	27.752	0.00% 21.89%		15,00
Training Job Placement		-	23,080	ļ	,	ļ		99,03
Job Placement	\$ 101.700	**	¢ 26,062	0%		0.00%	_	35,00
Total In-House	\$ 191,790	-	\$ 26,062	14%	\$ 28,391	14.80%	2	163,399
Grant Period: 10/1/13-9/30/16			**Year 1 Bud	get				
	WorkLink Pro	gra	m Year 2013 I	inancial St	atus			
		No	rtheastern Tech	nical Colleg	ge	, , , , , , , , , , , , , , , , , , , ,	-	
	13M295N1	- 110		Î				
	13M295N1 Program	- 110	Total	Total %	Actual	Actual %		***************************************
		- 140	Total		Actual Expended	Actual % Expended		Balance
Marketing	Program	- 100		Total % Obligated		Expended	_	Balance 5,00
Marketing Recruitment & Assessment	Program Expenditures \$ 5,000	- 110	Total	Obligated 0%		Expended 0.00%	\$	5,00
Recruitment & Assessment	Program Expenditures \$ 5,000 7,200	- 110	Total	Obligated 0% 0%	Expended -	Expended 0.00% 0.00%	\$ \$	5,00 7,20
Recruitment & Assessment Training	Program Expenditures \$ 5,000 7,200 75,200		Total	Obligated 0% 0% 0%	Expended -	Expended 0.00% 0.00% 0.00%	\$ \$ \$	5,00 7,20 75,20
Recruitment & Assessment	Program Expenditures \$ 5,000 7,200	**	Total	Obligated 0% 0%	Expended	Expended 0.00% 0.00%	\$ \$ \$	5,00 7,20

	WorkLink Program Year 2013 Financial Status										
13DWT01 - Di	slocate	ed Worker '	Trai	ning	g Nationa	l Emergency	y Grant (DW	T NEG)	·······		
	R	rogram evenue 55,357			Total	Total 9/	Antrol	Actual 9/			
		rogram enditures			1 otai oligated	Total % Obligated	Actual Expended	Actual % Expended	1	Balance	
Salaries, Fringe & Indirect (WIB)	\$	2,624		<u> </u>	465	18%	46:			2,159	
Henkels & McCoy		52,733			52,733	100%	8,902	2 16.88%		43,831	
Total In-House	\$	55,357		\$	53,198	96%	\$ 9,36	7 16.92%	\$	45,990	
Grant Period: 8/8/13-6/30/15											

WorkLink Program Year 2013 Financial Status
13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program	Total	Total %	Actual	Actual %	
	Expenditures	Obligated	Obligated	Expended	Expended	Balance
Indirect Cost	\$ 4,029	-	0%	684	16.98%	\$ 3,345
Audit Fee	351	-	0%	-	0.00%	\$ 351
Profit	2,303	-	0%	392	17.02%	\$ 1,911
Tuition	27,000	13,578	50%	5,755	21.31%	\$ 21,245
Books	1,500	-	0%	1,988	132.53%	\$ (488)
Supplies	750	-	0%	83	11.07%	\$ 667
OJT	16,800	-	0%	_	0.00%	\$ 16,800
Total In-House	\$ 52,733	\$ 13,578	26%	\$ 8,902	16.88%	\$ 43,831
Grant Period: 8/8/13-6/30/15						

		Worklink	(Workfo	rce Invest	tment Bo	ard Gran	nt #13A	995H	11&13D99	5H1								
		Budget vs. A	Actual Expen	ditures YTD														
				ADIII	_						DI V	.,				TOT		
HENVELE - MCCOV				ADUL	- 1						DLV	V				TOT	4L	
AENKEL5 € M°COY	codes	Updated to Mod #3	March	April	Total Expenses	Balance	% Spent		Updated to Mod #3	March	April	Total Expenses	Balance	% Spent	Total Budget	Total Expenses	Total Balance	Total % Spent
*After Mod #2		Budget	2/24-3/23	3/24-4/27					Budget	2/24-3/23	3/24-4/27							
Salary Total	0.0	363,241	29,510	36,223	310,788	52,453	85.56%		63,942	5,720	6,941	56,579	7,363	88.48%	427,183	367,367	59,816	86.00%
Fringe Benefit Total	0.1-0.5	178,951	11,632	14,414	120,602	58,349	67.39%		31,501	2,478	2,724	22,260	9,241	70.66%	210,452	142,862	67,590	67.88%
Subtotal		\$ 542,192	\$ 41,142	\$ 50,637	\$ 431,390	\$ 110,802	79.56%	87%	\$ 95,443	\$ 8,198	\$ 9,665	\$ 78,839	\$ 16,604	82.60%	\$ 637,635	\$ 510,229	\$ 127,406	80.02%
Operating Costs																		
Staff Consumable Supplies	1.2	7,653	207	1,110	2,998	4,655	39.17%	85%	1,347	37	196	543	804	40.31%	9,000	3,541	5,459	39.34%
Advertising	1.3	2,347	-	-	-	2,347	0.00%	85%	413	-	-	-	413	0.00%	2,760	-	2,760	0.00%
Printing/Copies	1.4	10,204	-	2,039	5,313	4,891	52.07%	85%	1,796	-	360	947	849	52.73%	12,000	6,260	5,740	52.17%
Communications	1.5	9,005	948	1,003	7,858	1,147	87.26%	86%	1,585	167	181	1,391	194	87.76%	10,590	9,249	1,341	87.34%
Staff Travel	1.6	27,120	2,251	6,245	20,453	6,667	75.42%	87%	4,774	415	1,158	3,734	1,040	78.22%	31,894	24,187	7,707	75.84%
Staff Training/Technical Services	1.7	4,082	-	(96)	1,974	2,108	48.36%	83%	718	-	(17)	276	442	38.44%	4,800	2,250	2,550	46.88%
Staff Computer Leases	1.8	10,001	2,157	-	8,160	1,841	81.59%	86%	1,760	381	-	1,452	308	82.50%	11,761	9,612	2,149	81.73%
Software License	2.11	5,357	-	-	5,355	2	99.96%	#####	943	-	-	945	(2)	100.21%	6,300	6,300	-	100.00%
Postage	1.9	4,362	90	256	1,406	2,956	32.23%	85%	768	16	45	250	518	32.55%	5,130	1,656	3,474	32.28%
Subtotal		\$ 80,131	\$ 5,653	\$ 10,557	\$ 53,517	\$ 26,614	66.79%	85%	\$ 14,104	\$ 1,016	\$ 1,923	\$ 9,538	\$ 4,566	67.63%	\$ 94,235	\$ 63,055	\$ 31,180	66.91%
Training cost																		
Participant Supplies	2.1	10,816	1,055	1,076	3,223	7,593	29.80%	121%	1,904	2,181	592	3,213	(1,309)	168.75%	12,720	6,436	6,284	50.60%
Instructional Supply Cost (part books)	2.2	24,234	4,738	1,103	15,347	8,887	63.33%	107%	4,266	(1,041)	560	4,835	(569)	113.34%	28,500	20,182	8,318	70.81%
Credential Exam Fees	2.3	18,282	1,500	85	6,827	11,455	37.34%	85%	3,218	-	38	1,260	1,958	39.15%	21,500	8,087	13,413	37.61%
Workkeys	2.12	3,512	-	35	750	2,762	21.36%	83%	618	12	-	67	551	10.84%	4,130	817	3,313	19.78%
Tuition(Adult Ed Skill Upgrade&GED)	2.5	87,890	-	14,527	87,858	32	99.96%	#####	15,472	-	2,563	15,504	(32)	100.21%	103,362	103,362	-	100.00%
Individualized Training	2.6																	
TCTC Pre Emp Workshops		29,761	-	7,438	19,688	10,073	66.15%	115%	5,239	-	1,313	6,563	(1,324)	125.27%	35,000	26,251	8,749	75.00%
Account/Voucher cost		235,186	31,381	11,780	116,979	118,207	49.74%	92%	37,591	1,857	7,674	27,117	10,474	72.14%	272,777	144,096	128,681	52.83%
On the Job Training	2.8	79,200	3,706	(599)	32,683	46,517	41.27%	80%	14,400	-	2,639	2,639	11,761	18.33%	93,600	35,322	58,278	37.74% (1)
Subtotal		\$ 488,881	\$ 42,380	\$ 35,445	\$ 283,355	\$ 205,526	57.96%	91%	\$ 82,708	\$ 3,009	\$ 15,379	\$ 61,198	\$ 21,510	73.99%	\$ 571,589	\$ 344,553	\$ 227,036	60.28%
Supportive Service Cost																		
Transportation	3.2	15,750	835	1,070	9,165	6,585	58.19%	87%	5,250	375	350	4,230	1,020	80.57%	21,000	13,395	7,605	63.79%
Childcare	3.3	3,900		120	120	3,780	3.08%	71%	1,560	-	-	-	1,560	0.00%	5,460	120	5,340	2.20%
Uniforms,Drug Screens etc	3.4	8,503	251	143	3,417	5,086	40.19%	101%	1,497	(352)	25	1,525	(28)	101.87%	10,000	4,942	5,058	49.42%
Emergency Assistance	3.5	2,126		-	-	2,126	0.00%	85%	374	-	-	-	374	0.00%	2,500	-	2,500	0.00%
Subtotal			\$ 1.086	\$ 1.333	\$ 12,702	· ·	41.95%	86%		\$ 23	\$ 375	\$ 5,755		66.29%		\$ 18,457	,	47.37%
Training/Professional Service Fee/Pofit		7 00,210	,,,,,,	,,,,,,	•,	• 11,011			, ,,,,,			7 0,100	,,,,,,			,,		
Training Fee (Profit)	4.1	57,074	4,433	4.940	39,978	17.096	70.05%	84%	10,047	601	1,341	6,801	3.246	67.69%	67,121	46,779	20,342	69.69%
Audit	4.2	8,690	-		-	8,690	0.00%	85%	1,530	-	-	-	1,530	0.00%	10,220	-	10,220	0.00%
Indirect	4.3	99,880	7,965	8,645	70,166	29,714	70.25%	84%	17,582	1,052	2,346	11,904	5,678	67.71%	117,462	82,070	35,392	69.87%
Subtotal			\$ 12,398	\$ 13,585	\$ 110,144		66.49%	84%		\$ 1,653	\$ 3,687			64.15%	\$ 194,803	\$ 128,849	-	66.14%
		A 4 00= 10=	A 465.55	A	A 00: :==	A 4/2-2/2	00.470			A 1		A 47:	A #0.000	75.040/	A 4 F2= 25	A4 00= · · ·	A 4	00.000/
TOTALS		\$ 1,307,127	\$ 102,659	\$ 111,557	\$ 891,108	\$ 416,019	68.17%		\$ 230,095	\$ 13,899	\$ 31,029	\$ 174,035	\$ 56,060	75.64%	\$ 1,537,222	\$1,065,143	\$ 472,079	69.29%
(1) Employer has choice of being paid mo	nthly,	quarterly, or a	at the end of t	he contract.				88%										



1400 – WorkLink (Adult-Dislocated Worker)

Contract Budget Modification #4

Contractor: Henkels & McCoy, Inc.
Contract #'s: 13A995H1 & 13D995H1

Program: SC Works Operator (Adult & Dislocated Worker Services)

Submission Date: 5/14/2014 Region Manager: Kal Kunkel

Program Manager (s): Karen Craven, Steve Riddle, & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY13 budget to deobligate \$69,775.64 as a result of lower Staff Health Insurance costs, lower Operating Costs, a decreased demand for Transportation (staff is maximizing community resources), no demand for Emergency Assistance (staff is maximizing community resources), and lower than planned On-the-Job Training (less demand in Anderson and Pickens Counties and our commitment to the county fair share). In our request we are also moving some tuition funds to participants books to cover an overage in that line item.

Staff Costs Narrative

Reduce the Health Insurance costs in the Staff Fringe rate by \$29,650.32. Our planned cost per man hour for Health Insurance this year was \$6.36 per man hour, but the actual cost has run at \$5.10 based on utilization of services and other discounts received by the company.

	PY13		Mod #3	PY13		Mod #4		ease or crease	or Decrease
Salary information re	moved								
Sub-Total of Staff Costs		\$	427,182.89		\$	427,182.89	\$	0	0.00
Sub-Total of Staff Costs Fringe Benefits	Rat		427,182.89		\$	427,182.89	\$	0	1
Fringe Benefits	Rat 35.03	•		28.09%		427,182.89 120,013.20	\$	(29,650)	0.00
Fringe Benefits Health Insurance	- Company	% S	149,663.52	28.09% 7.65%	\$				-19.81
Fringe Benefits Health Insurance FICA	35.03	% S	149,663.52 32,679.49		s s	120,013.20	\$	(29,650)	-19.81 0.00
Fringe Benefits Health Insurance FICA State UEC-SUI	35.03 7.68	% S % S % S	149,663.52 32,679.49 13,029.08	7.65%	\$ \$ \$	120,013.20 32,679.49	\$	(29,650)	-19.81' 0.00' 0.00'
Fringe Benefits Health Insurance FICA State UEC-SUI FUT SC WC	35.03 7.65 3.05 0.14 0.34	% S % S % S % S % S	149,663.52 32,679.49 13,029.08 598.06 1,452.42	7.65% 3.05% 0.14% 0.34%	\$ \$ \$ \$ \$	120,013.20 32,679.49 13,029.08 598.06 1,452.42	\$ \$ \$ \$ \$	(29,650) 0 (0) (0)	-19.81' 0.00' 0.00' 0.00'
Fringe Benefits Health Insurance FICA State UEC-SUI FUT SC WC Public-General Liability	35.03 7.65 3.05 0.14 0.34	% S % S % S % S % S	149,663.52 32,679.49 13,029.08 598.06 1,452.42 13,029.08	7.65% 3.05% 0.14% 0.34% 3.05%	\$ \$ \$ \$ \$	120,013.20 32,679.49 13,029.08 598.06	\$ \$ \$ \$ \$	(29,650) 0 (0)	0.00 -19.81 0.00 0.00 0.00 0.00 0.00
Fringe Benefits Health Insurance FICA State UEC-SUI FUT SC WC Public-General Liability Temporary Fees (UI Staff)	35.03 7.65 3.05 0.14 0.34 3.05 0.00	% S % S % S % S % S % S % S	149,663.52 32,679.49 13,029.08 598.06 1,452.42 13,029.08	7.65% 3.05% 0.14% 0.34%	\$ \$ \$ \$ \$ \$ \$	120,013.20 32,679.49 13,029.08 598.06 1,452.42 13,029.08	\$ \$ \$ \$ \$ \$	(29,650) 0 (0) (0) 0 (0)	0.00 -19.81 ⁴ 0.00 ⁴ 0.00 ⁴ 0.00 ⁴ 0.00 ⁴
	35.03 7.65 3.05 0.14 0.34 3.05 0.00	% S % S % S % S % S	149,663.52 32,679.49 13,029.08 598.06 1,452.42 13,029.08	7.65% 3.05% 0.14% 0.34% 3.05%	\$ \$ \$ \$ \$	120,013.20 32,679.49 13,029.08 598.06 1,452.42	\$ \$ \$ \$ \$	(29,650) 0 (0) (0) 0 (0)	0.00° -19.81° 0.00° 0.00° 0.00° 0.00° 100.00°

Operating Costs Narrative

Reduce Operating Costs by \$6,710.00 in the line items shown below.

Operating Costs				
1.1 Facility, Utilities, Maintennaœ	\$ -	\$ -	\$ -	0.00%
1.2 Staff Consummable Supplies	\$ 9,000.00	\$ 7,200.00	\$ (1,800)	-20.00%
1.3 Advertising, Outreach	\$ 2,760.00	\$ 2,400.00	\$ (360)	-13.04%
1.4 Copy, Print	\$ 12,000.00	\$ 9,600.00	\$ (2,400)	-20.00%
1.5 Communications	\$ 10,590.46	\$ 10,590.46	\$ 0	0.00%
1.6 Staff Travel	\$ 31,893.84	\$ 31,893.84	\$ 0	0.00%
1.7 Staff Conferences, Training	\$ 4,800.00	\$ 3,900.00	\$ (900)	-18.75%
1.8 Staff Computer Leases	\$ 18,060.95	\$ 18,060.95	\$ (0)	0.00%
1.9 Postage	\$ 5,130.00	\$ 3,880.00	\$ (1,250)	-24.37%
Sub-Total Operating	\$ 94,235.25	\$ 87,525.25	\$ (6,710)	-7.12%

Training Costs Narrative

Reduce On-the-Job Training by \$17,280 (Adult \$14,400 & DW \$2,880) and College Tuition by \$2,783 (Dislocated Worker only) and increase Participant Books by \$3,200 (Dislocated Worker only).

Training				
2.1 Participant Supplies	\$ 12,720.00	\$ 12,720.00	\$ 124	0.00%
2.2 Participant Books	\$ 28,500.00	\$ 31,700.00	\$ 3,200	11.23%
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)	\$ 21,500.00	\$ 21,500.00	\$ (0)	0.00%
2.4 TABE Testing Materials	\$ 18	\$ -	\$ 1 5	0.00%
2.5 Tuition (Adult Education)	\$ 103,362.00	\$ 103,362.00	\$ 12	0.00%
2.6 Tuition (College or Vocational)	\$ 307,776.98	\$ 305,033.86	\$ (2,743)	-0.89%
2.8 On-the-Job Training	\$ 93,600.00	\$ 76,320.00	\$ (17,280)	-18.46%
2.10 Awards / Events	\$ 1,4	\$ -	\$ 191	0.00%
2.12 WorkKeys	\$ 4,130.00	\$ 4,130.00	\$ 	0.00%
Sub-Total Training	\$ 571,588.98	\$ 554,765.86	\$ (16,823)	-2.94%

Supportive Services Narrative

Reduce Transportation by 5,250 (Adult 2,625 & DW 2,625) and Emergency Assistance by 2,500 (Adult 2,125.79 & 374.21).

Supportive Services						
3.2 Transportation	\$; ;	21,000.00	\$	15,750.00	\$ (5,250)	-25.00%
3.3 Childcare	\$ ò	5,460.00	\$	5,460.00	\$ -	0.00%
3.4 Training Support Materials	\$;	10,000.00	\$	10,000.00	\$	0.00%
3.5 Emergency Assistance	\$;	2,500.00	\$	(7.1	\$ (2,500)	-100.00%
Sub-Total of Supportive Services	\$;	38,960.00	\$	31,210.00	\$ (7,750)	-19.89%

CONTRACT BUDGET MODIFICATION

Training Fees (Profit), Indirect, & Audit Fees

Reduce the Training Fee (Profit) by \$3,047, Indirect Costs by \$5,332, and Audit Fee by \$464. These are proportional to percentage applied for the amounts being reduced.

Indirect Cost & Fees						
Training Fee (Profit)	5.00%	\$ 67,120.94	5.00%	\$ 64,074.27	\$ (3,047)	-4.54%
Indirect Cost	8.75%	\$ 117,461.64	8.75%	\$ 112,129.97	\$ (5,332)	-4.54%
Audit Fee	0.70%	\$ 10,219.16	0.70%	\$ 9,755.31	\$ (464)	-4.54%
Sub-Total of Indirect & Fees		\$ 194,801.74		\$ 185,959.54	\$ (8,842)	

APPROVAL(S)

Prepared By

Kalen J. Kunkel, Region Manager



Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expe	nses		1403-11009	Total Expenses	Balance	% Spent
	codes	Budget	3/24-4/27			
		Mod #1				
Salary Total	0.0	325,644	29,359	260,976	64,668	80.14%
Fringe Benefit Total	0.1-0.5	123,066	9,942	88,375	34,691	71.819
Subtotal		\$448,710	\$39,301	\$349,351	\$99,359	77.86%
Operating Costs						
Staff Consumable Supplies	1.2	6,000	59	559	5,441	9.32%
Advertising	1.3	9,000	669	5,446	3,554	60.519
Printing/Copies	1.4	4,800	578	2,133	2,667	44.449
Communications	1.5	10,746	1,015	9,101	1,645	84.69%
Staff Travel	1.6	26,590	2,165	14,121	12,469	53.11%
Staff Training/Conferences	1.7	6,000	(63)	1,249	4,751	20.82%
Computer Leases, Software	1.8	11,360		9,207	2,153	81.05%
Postage	1.9	3,585	342	2,168	1,417	60.47%
Subtotal		\$78,081	\$4,765	\$43,984	\$34,097	56.33%
Individualized Training Cost						
Participant Supplies	2.1	6,400	5465	5,683	717	88.80%
Participant Books	2.2	8,000	5957	7,011	989	87.64%
Assessment/Exam Fees(inc workke		8,650	777	6,391	2,259	73.88%
TABE Testing Materials	2.4	2,050	2050	2,050	0	100.00%
Tuition (Adult Education)	2.5	38,758	9689	38,756	2	99.99%
Tuition (College or Vocational)	2.6	24,990	485	9,622	15,368	38.50%
Work Experience	2.9	41,760	319	27,356	14,404	65.51%
Awards/Events	2.10	1,600	1,600	1,600	0	100.00%
Subtotal	2,10	\$132,208	\$26,342	\$98,469	\$33,739	74.48%
		ψ132,200	\$20,542	\$30,403	\$33,733	74.407
Customer Supportive Services Cost		40.404	2000	24 122	16.259	E0 600
Student Incentives (skills&inc comp		40,491	2000	24,133	16,358	59.60%
Transportation	3.2	22,500	1,770	13,460	9,040	59.82%
Childcare	3.3	4,800		570	4,230	11.88%
Training Support Materials	3.4	3,200	35	1,780	1,420	55.63%
Emergency Assistance	3.5	3,500		458	3,042	13.09%
Subtotal		\$74,491	\$3,805	\$40,401	\$34,090	54.249
Other						
Training Fee (Profit)	4.1	36,675	3,711	26,610	10,065	72.56%
Audit	4.2	5,584		0	5,584	0.00%
Subtotal		\$42,259	\$3,711	\$26,610	\$15,649	62.97%
Indirect		64,180	6,494	46,569	17,611	72.569
TOTALS		\$839,929				
Monthly Actual Expenses						
			\$84,418	\$605,384	\$234,545	72.08%

	Ad	lult				DW				Youth				Total		
	PY 13	PY 14	Difference		PY 13	PY 14	Difference		PY 13	PY 14	Difference		PY 13	PY 14	Difference	
Trident	1,294,772.00	1,239,653.00	(55,119.00)	-4.26%	1,440,251.00	1,368,838.00	(71,413.00)	-4.96%	1,390,952.00	1,348,871.00	(42,081.00)	-3.03%	4,125,975.00	3,957,362.00	(168,613.00)	-4.09%
Greenville	867,081.00	840,134.00	(26,947.00)	-3.11%	929,088.00	995,068.00	65,980.00	7.10%	883,928.00	861,848.00	(22,080.00)	-2.50%	2,680,097.00	2,697,050.00	16,953.00	0.63%
Upper Savannah	656,918.00	658,438.00	1,520.00	0.23%	815,334.00	832,070.00	16,736.00	2.05%	663,777.00	645,337.00	(18,440.00)	-2.78%	2,136,029.00	2,135,845.00	(184.00)	-0.01%
Upstate	953,189.00	945,905.00	(7,284.00)	-0.76%	937,534.00	932,213.00	(5,321.00)	-0.57%	976,959.00	978,891.00	1,932.00	0.20%	2,867,682.00	2,857,009.00	(10,673.00)	-0.37%
Midlands	1,349,425.00	1,335,489.00	(13,936.00)	-1.03%	1,945,538.00	1,505,849.00	(439,689.00)	-22.60%	1,473,962.00	1,472,087.00	(1,875.00)	-0.13%	4,768,925.00	4,313,425.00	(455,500.00)	-9.55%
WorkLink	832,761.00	814,228.00	(18,533.00)	-2.23%	823,748.00	722,796.00	(100,952.00)	-12.26%	891,462.00	877,553.00	(13,909.00)	-1.56%	2,547,971.00	2,414,577.00	(133,394.00)	-5.24%
Lower Savannah	938,680.00	978,594.00	39,914.00	4.25%	1,168,073.00	1,346,915.00	178,842.00	15.31%	907,896.00	956,665.00	48,769.00	5.37%	3,014,649.00	3,282,174.00	267,525.00	8.87%
Pee Dee	1,102,617.00	1,108,674.00	6,057.00	0.55%	1,100,676.00	1,219,675.00	118,999.00	10.81%	1,151,630.00	1,106,552.00	(45,078.00)	-3.91%	3,354,923.00	3,434,901.00	79,978.00	2.38%
Catawba	1,003,889.00	1,012,295.00	8,406.00	0.84%	785,068.00	792,882.00	7,814.00	1.00%	1,028,705.00	1,044,411.00	15,706.00	1.53%	2,817,662.00	2,849,588.00	31,926.00	1.13%
Santee Lynches	612,887.00	609,085.00	(3,802.00)	-0.62%	600,650.00	525,172.00	(75,478.00)	-12.57%	612,960.00	614,202.00	1,242.00	0.20%	1,826,497.00	1,748,459.00	(78,038.00)	-4.27%
Lowcountry	502,911.00	494,747.00	(8,164.00)	-1.62%	496,853.00	500,904.00	4,051.00	0.82%	544,676.00	546,214.00	1,538.00	0.28%	1,544,440.00	1,541,865.00	(2,575.00)	-0.17%
Waccamaw	1,044,278.00	1,035,394.00	(8,884.00)	-0.85%	1,319,684.00	1,111,748.00	(207,936.00)	-15.76%	1,017,456.00	1,021,477.00	4,021.00	0.40%	3,381,418.00	3,168,619.00	(212,799.00)	-6.29%
Local Area Totals	11,159,408.00	11,072,636.00	(86,772.00)	-0.78%	12,362,497.00	11,854,130.00	(508, 367.00)	-4.11%	11,544,363.00	11,474,108.00	(70,255.00)	-0.61%	35,066,268.00	34,400,874.00	(665,394.00)	-1.90%
Statewide Activities	587,337.00	455,040.00	(132,297.00)	-22.52%	772,656.00	582,990.00	(189,666.00)	-24.55%	607,598.00	471,539.00	(136,059.00)	-22.39%	1,967,591.00	1,509,569.00	(458,022.00)	-23.28%
State Administration	-	606,720.00	606,720.00	100.00%	-	777,320.00	777,320.00	100.00%	-	628,718.00	628,718.00	100.00%	-	2,012,758.00	2,012,758.00	100.00%
State Rapid Response	-	-	-	0.00%	2,317,968.00	2,331,960.00	13,992.00	0.60%	-	-	-	0.00%	2,317,968.00	2,331,960.00	13,992.00	0.60%
State Totals	587,337.00	1,061,760.00	474,423.00	77.48%	3,090,624.00	3,692,270.00	601,646.00	76.06%	607,598.00	1,100,257.00	492,659.00	77.61%	4,285,559.00	5,854,287.00	1,568,728.00	77.33%
Total Allotment	11,746,745.00	12,134,396.00			15,453,121.00	15,546,400.00			12,151,961.00	12,574,365.00			39,351,827.00	40,255,161.00		

WorkLink Program Year 2014 Financial Status - ORIGINAL

	Program	Admin	Program		Program	Admin				1
Funds not received from SCDEW yet	Adult	Adult*	DW*	Admin DW*	Youth	Youth	Total			·
PY'14 Allocations (NFA-14-01)	732,805	81,423	650,516	72,280	789,798	87,755	2,414,577			
Transfer of funds (50%)	325,258	-	(325,258)	-	-	-				
Possible H&M Carryover (95% spend after Mod #4)	62,477		10,895		41,996					
PY'13 Undesignated Carryover	251,145	39,396	244,801	57,075	312,140	30,746	935,303			
1 1 13 Chaesignated Carryover	1,371,685	120,819	580,954	129,355	1,143,934	118,501	3,465,248			
Obligations						220,002				
Henkels & McCoy - Adult	1,015,000						1,015,000	1,249,537	(234,537)	
Henkels & McCoy - Adult Henkels & McCoy - DW	1,013,000		435,000			_	435,000	217,907	217,093	
Henkels & McCoy - Youth	-	_	433,000		800,000	-	800,000	839,929	(39,929)	
Undesignated Funds	106,920	15,166	41,201	16,672	215,163	6,941	402,063	935,303	(533,240)	
Total Pass-Through Contracts	1,121,920	15,166	476,201	16,672	1,015,163	6,941	2,652,063	3,242,676	(590,613)	
Total Revenue after Obligations	249,765	105,653	104,753	112,683	128,771	111,560	813,185	3,242,070	(390,013)	
Total Revenue after Obligations	249,703	103,033	104,733	112,065	120,771	111,500	613,163			
	Program	Admin			Program	Admin		PY'13		
In-House Expenses	Adult	Adult	Program DW	Admin DW	Youth	Youth	Total	Budget	Net Change	İ
Salaries (Reduced by BR & JK to NEG & MiiA)	109,503	36,285	41,293	36,281	67,089	42,790	333,241	349,816	(16,575)	-4.74%
Fringe (Reduced by BR & JK to NEG & MiiA)	33,579	12,314	12,928	12,312	20,934	14,435	106,502	108,632	(2,130)	-1.96%
SC Works Centers & Satellites Facility Costs	117,394	17,360	49,985	12,212	2,573	12,212	211,736	252,885	(41,149)	-16.27%
Payment from SCDEW for Facilities	(74,206)	-	(31,803)	-	-	-	(106,009)	(118,105)	12,096	-10.24%
Travel - Training/Conferences/Meetings		2,000		2,000		2,000	6,000	8,500	(2,500)	-29.41%
Travel - Committee/Board		1,550		1,550		3,000	6,100	2,500	3,600	144.00%
AOP BIS Transportation (\$5k appr by YC)		_		-	5,000	-	5,000	-	5,000	100.00%
Supplies - Consummable		750		750	,	750	2,250	2,250	-	0.00%
Supplies - Non-Consummable		335		335		330	1,000	1,000	-	0.00%
EMSI Data Charges (Removed from PY)		-		-		-	-	3,375	(3,375)	-100.00%
Outside Services (Strategic Plan)	7,500	5,000	10,000	15,000	5,000	2,500	45,000	-	45,000	100.00%
Consulting		70		70		70	210	210	-	0.00%
Insurance - Tort (\$640/mo)		1,920		3,845		1,920	7,685	7,560	125	1.65%
Insurance - Bldg & PP (\$8/mo)		25		50		25	100	-	100	100.00%
Insurance - Auto C&C (\$15.50/mo)		50		95		50	195	190	5	2.63%
Insurance - Auto Liab (\$64/mo)		195		385		195	775	770	5	0.65%
Postage		170		170		160	500	500	-	0.00%
Printing		1,834		1,833		1,833	5,500	5,500	-	0.00%
Telephone Voice (Removed from PY)		-		-		-	-	1,620	(1,620)	-100.00%
Telephone LD (Removed from PY)		-		-		-	-	468	(468)	-100.00%
Cellphone (Removed from PY)		-		-		-	-	12	(12)	-100.00%
Web Site Hosting & Renewal Fees		2,360		2,360		2,360	7,080	7,080	-	0.00%
Memberships, Dues, & Prof Fees		1,250		1,250		950	3,450	3,300	150	4.55%
Training		3,500		3,500		2,500	9,500	20,000	(10,500)	-52.50%
Job Fair / Hiring Event Expenses		_		-			-	22,000	(22,000)	-100.00%
Rent - WorkLink Pendleton Office (Rem from PY)		-		-		-	-	606	(606)	-100.00%
R&M & Gas - WIA Car		835		835		830	2,500	2,500	-	0.00%
IT Maint/Support (WIB Only)		1,600		1,600		1,500	4,700	12,010	(7,310)	-60.87%
Outreach (SC Works Center's Only)	10,000	_	5,000	-		-	15,000	5,000	10,000	200.00%
Meeting Expense (Madren Center & Other)		1,000		1,000		3,175	5,175	5,000	175	3.50%
Indirect Cost Pool (42% of salaries)	45,995	15,250	17,350	15,250	28,175	17,975	139,995	146,923	(6,928)	-4.72%
Total In-House	249,765	105,653	104,753	112,683	128,771	111,560	813,185	852,102	(38,917)	-4.57%
Will add after true carryover amounts										
	<u> </u>								<u> </u>	

WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider	Henkels & McCoy, Inc.	Contract #	14A995H1 8	% 14D995H1
Project/Activity	SC Works Operator	Funding Source \	VIA Adult & DLW Formula Funds	Modification #

CATEGORIES		ADULT	DLW	Administration		Non-	Т	otal Budget
STAFF COSTS (Salaries & Fringe Benefits)	\$	481,000.78	\$ 206,143.19		\$	dministration 687,143.97	\$	Amount 687,143.97
	_	50.005.70	Φ 05 040 00		•	00.070.00		22.272.22
OPERATING COSTS	\$	58,365.76	\$ 25,013.90		\$	83,379.66	\$	83,379.66
TRAINING COSTS	\$	324,751.00	\$ 139,299.00		\$	464,050.00	\$	464,050.00
SUPPORTIVE SERVICE COSTS	\$	22,174.25	\$ 9,503.25		\$	31,677.50	\$	31,677.50
Training Fees/Professional Fees/ Profit	\$	51,066.33	\$ 21,885.57		\$	72,951.89	\$	72,951.89
Indirect Costs	\$	77,557.88	\$ 33,239.09		\$	110,796.97	\$	110,796.97
Total Budget Costs	\$1	,014,916.00	\$ 435,084.00	\$ -	\$	1,450,000.00	\$1	1,450,000.00
Percentage of Budget		70%	30%			100%		
Cost Limitations				2% Maximum	1	At least 98%		100%

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Service Provider	Henkels & McCoy, Inc.	Contract #	14A995H1 & 14D995H1	<u> </u>
Project/ Activity	SC Works Operator	Funding Source	WIA Adult & DLW Formula Funds	Mod #

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEF	ITS, & INDI	RECT (COST		A	DULT		DLW	ADMII	NISTRATION	ADMI	NON- NISTRATION
Staff Salaries:	Salary	No. of	% of	TOTAL								
Position Title	Per Month	Months	Time	AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount

Salary information removed

					_			_				
TOTAL SALARIES			\$ 485,888		\$	340,122		\$	145,766			\$ 485,888
FRINGE BENEFITS:												
Health Insurance	Х	27.29%	\$ 132,600	70.00%	\$	92,820	30.00%	\$	39,780		100%	\$ 132,600
FICA	Х	7.65%	\$ 37,170	70.00%	\$	26,019	30.00%	\$	11,151		100%	\$ 37,170
State UEC-SUI	Х	3.02%	\$ 14,674	70.00%	\$	10,272	30.00%	\$	4,402		100%	\$ 14,674
FUT	Х	0.12%	\$ 583	70.00%	\$	408	30.00%	\$	175		100%	\$ 583
SC WC	Х	0.32%	\$ 1,555	70.00%	\$	1,088	30.00%	\$	466		100%	\$ 1,555
Public-General Liability	Х	3.02%	\$ 14,674	70.00%	\$	10,272	30.00%	\$	4,402		100%	\$ 14,674
	Х	0.00%	\$ -	70.00%	\$	-	30.00%	\$	-		100%	\$ -
TOTAL FRINGE BENEFITS			\$ 201,256		\$	140,879		\$	60,377			\$ 201,256
INDIRECT COST: RATE	\$ 1,266,251.13 X	8.75%	\$ 110,797	70.00%	\$	77,558	30.00%	\$	33,239		100%	\$ 110,797
TOTAL COST			\$ 797,941	70.00%	\$	558,559	30.00%	\$	239,382		100%	\$ 797,941

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

WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider	Henkels & McCoy, Inc.	Contract #	14A995H1 & 14D995H1	Mod #
Project/Activity	SC Works Operator	Fund Source	WIA Adult & DLW Formula Funds	

1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	- \$ - \$ 165 \$	\$ 828 \$ 3,240 \$ 3,342 \$ 5,999 \$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ -	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	8,400 2,760 10,800 11,141 19,998 2,000 3,000 4,080 12,485 6,300 2,416 83,380
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	332 \$ \$ 560 \$ \$ 799 \$ \$ \$ 400 \$ \$ \$ 100 \$ \$ \$ 356 \$ \$ \$ \$ 666 \$ \$ \$ 665 \$ \$	\$ 828 \$ 3,240 \$ 3,342 \$ 5,999 \$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,760 10,800 11,141 19,998 2,000 3,000 4,080 12,485 6,300 2,416 83,380
1.4 Copy & Print Expenses \$ 10,800 \$ 7, 1.5 Communications (Phone, Fax, Internet, etc.) \$ 11,141 \$ 7, 1.6 Staff Travel Local Mileage cost \$ 19,998 \$ 13, Non-Local Mileage cost \$ 2,000 \$ 1, Non-Local Per Diem/Lodging Cost \$ 3,000 \$ 2, 1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) \$ 4,080 \$ 2, 1.8 Non-Expendable Equipment Purchases (Computers, software, et Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4, 1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1, TOTAL OPERATING COSTS 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, \$ 15,950 \$ 11, 2.4 Other: TABE Assessment Costs \$ - \$ 2.12 Other: WorkKeys Assessment Costs \$ - \$ WI Customer Individualized Training Costs \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	660 \$ 799 \$ 998 \$ 400 \$ 100 \$	\$ 3,240 \$ 3,342 \$ 5,999 \$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	10,800 11,141 19,998 2,000 3,000 4,080 12,485 6,300 2,416 83,380
1.5 Communications (Phone, Fax, Internet, etc.) \$ 11,141 \$ 7, 1.6 Staff Travel Local Mileage cost \$ 19,998 \$ 13, Non-Local Mileage cost \$ 2,000 \$ 1, Non-Local Per Diem/Lodging Cost \$ 3,000 \$ 2, 1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) \$ 4,080 \$ 2, 1.8 Non-Expendable Equipment Purchases (Computers, software, etc.) Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4, 1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1, TOTAL OPERATING COSTS \$ 83,380 \$ 58,3	799 \$ 998 \$ 400 \$ 100 \$ 356 \$ 739 \$ 4110 \$ 666 \$	\$ 3,342 \$ 5,999 \$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	11,141 19,998 2,000 3,000 4,080 12,485 6,300 2,416 83,380
1.6 Staff Travel Local Mileage cost Local Mileage cost Non-Local Per Diem/Lodging Cost Non-Expendable Equipment Purchases (Conf, Training, etc.) Non-Expendable Equipment Purchases (Computers, software, etc.) Non-Expendable Equipment Purchases (Computer Leases) Wide Area Network (WAN) Equipment and Computer Software Non-Expendable Equipment Purchases (Computer Software) Non-Expendable Equipment Purchases (Computer Leases) Wide Area Network (WAN) Equipment and Computer Software Solve	998 \$ 400 \$ 100 \$ 356 \$ 739 \$ 4110 \$ 591 \$ 566 \$ 165 \$	\$ 5,999 \$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	19,998 2,000 3,000 4,080 12,485 6,300 2,416 83,380
Local Mileage cost \$ 19,998 \$ 13, Non-Local Mileage cost \$ 2,000 \$ 1, Non-Local Per Diem/Lodging Cost \$ 3,000 \$ 2, 1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) \$ 4,080 \$ 2, 1.8 Non-Expendable Equipment Purchases (Computers, software, et Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4, 1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1, TOTAL OPERATING COSTS \$ 83,380 \$ 58,3 TRAINING COSTS 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, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	400 \$ 100 \$ 100 \$ 356 \$ 100 \$ 356 \$ 100 \$ 356 \$ 100 \$	\$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,000 3,000 4,080 12,485 6,300 2,416 83,380
Non-Local Mileage cost Non-Local Per Diem/Lodging Cost 1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) 1.8 Non-Expendable Equipment Purchases (Computers, software, etc.) Non-Expendable Equipment Purchases (Computer Leases) Non-Expendable Equipment Purchases (Computer Leases) Wide Area Network (WAN) Equipment and Computer Software 1.9 Postage (Stamps, FedEx, etc.) TRAINING COSTS 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, Section 15,950 Sectio	400 \$ 100 \$ 100 \$ 356 \$ 100 \$ 356 \$ 100 \$ 356 \$ 100 \$	\$ 600 \$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,000 3,000 4,080 12,485 6,300 2,416 83,380
Non-Local Per Diem/Lodging Cost 1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) \$ 3,000 \$ 2, 1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	100	\$ 900 \$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,000 4,080 12,485 6,300 2,416 83,380
1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.) \$ 4,080 \$ 2,18 Non-Expendable Equipment Purchases (Computers, software, etc.) Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4,19 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1, TOTAL OPERATING COSTS \$ 83,380 \$ 58,3 \$	739 \$ 110 \$ 666 \$ - \$ - \$ 165 \$	\$ 1,224 \$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$	4,080 12,485 6,300 2,416 83,380
1.8 Non-Expendable Equipment Purchases (Computers, software, et Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4,19 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,19 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,19 Postage (Stamps, FedEx, etc.) \$ 83,380 \$ 58,30 \$ 5	739 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 3,745 \$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	12,485 6,300 2,416 83,380
Non-Expendable Equipment Purchases (Computer Leases) \$ 12,485 \$ 8, Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4, 1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1, TOTAL OPERATING COSTS \$ 83,380 \$ 58,3 \$ 58,	\$110 \$ \$91 \$ 66 \$ - \$ - \$ 165 \$	\$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$	6,300 2,416 83,380
Wide Area Network (WAN) Equipment and Computer Software \$ 6,300 \$ 4,1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,1.5 Postage (Stamps, FedEx, etc.) \$ 83,380 \$ 58,3 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,1.5 Postage (Stamps, FedEx, etc.) \$ 83,380 \$ 58,3 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,1.5 Postage (Stamps, FedEx, etc.) \$ 2.1 WI Customer Supplies & Materials Costs \$ - \$ 2.2 WI Customer Book Costs \$ - \$ 2.2 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54,000 \$ 2.6 Other Individualized Training Cost (TCTC Pre-Employment Worl \$ - \$ 2.5 Postage (C.N.A., GED, TABE, WorkKeys, \$ 15,950 \$ 11,000 \$ 15,	\$110 \$ \$91 \$ 66 \$ - \$ - \$ 165 \$	\$ 1,890 \$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$	6,300 2,416 83,380
1.9 Postage (Stamps, FedEx, etc.) \$ 2,416 \$ 1,70 TOTAL OPERATING COSTS \$ 83,380 \$ 58,3 TRAINING COSTS 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, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54,0 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$ 5.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.4 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$ 5.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,0 3.5 Tuition Cost (Adult Education Skill Upg	691 \$ 66 \$ - \$ 165 \$	\$ 725 \$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$ \$	2,416 83,380 - -
TRAINING COSTS TRAINING COSTS 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, \$ 15,950 \$ 11, 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 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	66 \$ - \$ - \$ 165 \$	\$ 25,014 \$ - \$ - \$ 4,785	\$ \$ \$	83,380
TRAINING COSTS 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, \$ 15,950 \$ 11, 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 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	- \$ - \$ 165 \$	\$ - \$ - \$ 4,785	\$ \$	-
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, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Worl \$ - \$	- \$ 165 \$	\$ - \$ 4,785	\$ \$	-
2.2 WI Customer Book Costs \$ - \$ 2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	- \$ 165 \$	\$ - \$ 4,785	\$ \$	-
2.2 WI Customer Book Costs \$ - \$ 2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	- \$ 165 \$	\$ - \$ 4,785	\$ \$	- 15,950
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, \$ 15,950 \$ 11, 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) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$	165 \$	\$ 4,785	\$	15,950
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) \$ 77,280 \$ 54,4 2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$		· · · · · · · · · · · · · · · · · · ·		- /
WI Customer Individualized Training Costs 2.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54,4 2.6 Other Individualized Training Cost (TCTC Pre-Employment Worl \$ - \$	- \$	\$ -	\$	-
2.5 Tuition Cost (Adult Education Skill Upgrade & GED) \$ 77,280 \$ 54, 2.6 Other Individualized Training Cost (TCTC Pre-Employment Worl \$ - \$	- \$	\$ -	\$	-
2.6 Other Individualized Training Cost (TCTC Pre-Employment Work \$ - \$				
2.6 Other Individualized Training Cost (TCTC Pre-Employment Worl \$ - \$	96 \$	\$ 23,184	\$	77,280
	- \$	\$ -	\$	-
2.6 Individual Training Account/Voucher Cost \$ 308,900 \$ 216,	290 \$	\$ 92,610	\$	308,900
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages \$ 61,920 \$ 43,	200 \$		\$	61,920
TOTAL TRAINING COSTS \$ 464,050 \$ 324,7	51 \$	\$ 139,299	\$	464,050
SUPPORTIVE SERVICES COSTS				
3.1 WI Customer Incentives (Youth Only) \$ -			\$	-
3.2 WI Customer Transportation Costs \$ 17,938 \$ 12,	556 \$	\$ 5,381	\$	17,938
	368 \$	\$ 1,872	\$	6,240
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, et \$ 7,500 \$ 5,	250 \$	\$ 2,250	\$	7,500
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.) \$ - \$	- \$	\$ -	\$	
3.6 Laptop Incentive (Youth Only) \$ -			\$	-
TOTAL SUPPORTIVE SERVICES COSTS \$ 31,678 \$ 22,1	74 \$	\$ 9,503	\$	31,678
TRAINING/PROFESSIONAL FEES/PROFIT				
	319 \$	\$ 18,994	\$	63,313
	748 \$	·	\$	9,639
TOTAL FEES / PROFIT COSTS \$ 72,952 \$ 51,0		\$ 21,886	\$	72,952

^{*} 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 # _	14A995H1 & 14D995H1
Project Activity	SC Works Operator	Fund Source	WIA Adult & DLW Formula Funds
		and ocares_	
Mod#			

	C	Clients Serve	d	Clients Exited			
Period	Carryover	New	Cumulative	Positive	Negative	Cumulative	Clients
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						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

Estimated PY13 Carryovers

WorkLink SC Works Operator (H&M) PY14 PROPOSED BUDGET (Option B)

	Staff Postions	Staff PY13		PY13 Budget Mod# 4	Staff PY14	PY14 Proposed Budget	Amt of Increase or Decrease
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Salary	y information re	emoved
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Sub-Total of Staff Costs		\$ 427,182.89		\$ 485,888.00	\$ 58,705.11
Fringe Benefits	Rate				
Health Insurance	28.09%	\$ 120,013.20	27.29%	\$ 132,600.00	\$ 12,586.80
FICA	7.65%	\$ 32,679.49	7.65%	\$ 37,170.43	\$ 4,490.94
State UEC-SUI	3.05%	\$ 13,029.08	3.02%	\$ 14,673.82	\$ 1,644.74
FUT	0.14%	\$ 598.06	0.12%	\$ 583.07	\$ (14.99)
SC WC	0.34%	\$ 1,452.42	0.32%	\$ 1,554.84	\$ 102.42
Public-General Liability	3.05%	\$ 13,029.08	3.02%	\$ 14,673.82	\$ 1,644.74
Temporary Fees (UI Staff)	0.00%	\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:	42.32%	\$ 180,801.33		\$ 201,255.97	\$ 20,454.64
TOTAL		\$ 607,984.22		\$ 687,143.97	\$ 79,159.75

47.39%

WorkLink SC Works Operator (H&M) PY13 vs PY14 Comparison (Option B)

	114 00.		Y13 Budget	Puon		<i>)</i> PY14		Amt of	
		ľ	Mod #4			Proposed	In	crease or	
						Budget		Decrease	
Operating Costs									
1.1 Facility, Utilities, Maintennace		\$	-		\$	-	\$	-	
1.2 Staff Consummable Supplies		\$	9,000.00		\$	8,400.00	\$	(600.00)	
1.3 Advertising, Outreach		\$	2,760.00		\$	2,760.00	\$	-	
1.4 Copy, Print		\$	12,000.00		\$	10,800.00	\$	(1,200.00)	
1.5 Communications		\$	10,590.46		\$	11,141.00	\$	550.54	
1.6 Staff Travel		\$	31,893.84		\$	24,997.77	\$	(6,896.07)	
1.7 Staff Conferences, Training		\$	4,800.00		\$	4,080.00	\$	(720.00)	
1.8 Staff Computer Leases		\$	18,060.95		\$	18,784.95	\$	724.00	
1.9 Postage		\$	5,130.00		\$	2,415.94	\$	(2,714.06)	
Sub-Total Operating		\$	94,235.25		\$	83,379.66	\$	(10,855.59)	5.75%
Training									
2.1 Participant Supplies		\$	12,720.00		\$	-	\$	(12,720.00)	
2.2 Participant Books		\$	28,500.00		\$	-	\$	(28,500.00)	
2.3 Credential Exams & Assessments	ı	\$	21,500.00		\$	15,950.00	\$	(5,550.00)	
2.4 TABE Testing Materials		\$	-		\$	-	\$	-	
2.5 Tuition (Adult Education)		\$	103,362.00		\$	77,280.00	\$	(26,082.00)	
2.6 Tuition (College or Vocational)		\$	307,776.98		\$	308,900.00	\$	1,123.02	
2.8 On-the-Job Training		\$	76,320.00		\$	61,920.00	\$	(14,400.00)	
2.10 Awards / Events		\$	-		\$	-	\$	-	
2.12 WorkKeys		\$	4,130.00		\$	-	\$	(4,130.00)	
Sub-Total Training		\$	554,308.98		\$	464,050.00	\$	(90,258.98)	32.00%
Supportive Services									
3.2 Transportation		\$	15,750.00		\$	17,937.50	\$	2,187.50	
3.3 Childcare		\$	5,460.00		\$	6,240.00	\$	780.00	
3.4 Training Support Materials		\$	10,000.00		\$	7,500.00	\$	(2,500.00)	
3.5 Emergency Assistance		\$	-		\$	-	\$	-	
Sub-Total of Supportive Services		\$	31,210.00		\$	31,677.50	\$	467.50	2.18%
Sub-Total of Contract Costs		•	4 207 720 45		*	4 OCC OE4 40	¢	(24 407 22)	
Sub-Total of Contract Costs		Þ	1,287,738.45		Þ	1,266,251.13	\$	(21,487.32)	
Indirect Cost & Fees									
Training Fee (Profit)	5.00%	\$	64,386.92	5.00%	\$	63,312.56	\$	(1,074.36)	
Indirect Cost	8.75%	\$	112,677.12	8.75%	\$	110,796.97	\$	(1,880.15)	
Audit Fee	0.70%	\$	9,802.91	0.70%	\$	9,639.34	\$	(163.57)	
Sub-Total of Indirect & Fees		\$	186,866.95		\$	183,748.87	\$	(3,118.08)	12.67%
		\$	1,474,605.40		\$	1,450,000.00	\$	(24,605.40)	100.00%

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc.	Contract #	14Y495H4		
Project/Activity Palmetto Youth Connections	Funding Source	WIA Youth	Modification #	

CATEGORIES	Administration		Non-		tal Budget
STAFF COSTS (Salaries & Fringe Benefits)		\$	ninistration 443,797	\$	Amount 443,797
		Φ.	50.400	•	F0.400
OPERATING COSTS		\$	52,433	\$	52,433
TRAINING COSTS		\$	138,426	\$	138,426
SUPPORTIVE SERVICE COSTS		\$	63,964	\$	63,964
Training Fees/Professional Fees/ Profit		\$	40,249	\$	40,249
Indirect Costs		\$	61,129	\$	61,129
Total Budget Costs	\$ -	\$	800,000	\$	800,000
Percentage of Budget			100.00%		
Cost Limitations	2% Maximum	At	least 98%		100%

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc.			-	Contract #	1	4Y495H4	ı	
Project/ Activity Palmetto Youth Connecti	ions		Func	ding Source	V	VIA Youth	Mod #	
S ⁻	TAFF & II	NDIRECT	T COST - E	BUDGET SUI	MMAR'	Y		
ALARIES, FRINGE BENEFITS, & IN	IDIRECT	COST			ADMI	NISTRATION		NON- NISTRATIVE
aff Salaries: sition Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount
alary information removed								
OTAL CALADIES			 	*		*		*
OTAL SALARIES PINGE RENEEITS:				\$323,335	├──	\$0		\$323,335

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

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FICA

Workers Comp.

Ret. / Pension

INDIRECT COST:

TOTAL COST

Health & Wealth (Pos. Level)

Unemployment Insurance (State & Federal)

TOTAL FRINGE BENEFITS

Other (Specity): General Liability Insurance

7.65%

0.33%

23.12%

0.00%

3.14%

3.02%

37.26%

8.75%

\$24,735

\$1,067

\$74,743

\$10,153

\$120,462

61,129.36

\$504,927

\$9,765

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$24,735

\$1,067

\$74,743

\$10,153

\$120,462

61,129.36

\$504,927

\$9,765

\$0

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Service Provider	Henkels & McCoy, Inc.	Contract #	14Y495H4	Mod #	
Project/Activity	Palmetto Youth Connections	Fund Source	WIA Youth		

Categories & Line Items	To	otal Cost	Administration	Adm	Non- inistration
OPERATING COSTS					
1.2 Staff Expendable Supplies & Materials	\$	2,100		\$	2,100
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$	2,400		\$	2,400
1.4 Copy & Print Expenses	\$	4,200		\$	4,200
1.5 Communications (Phone, Fax, Internet, etc.)	\$	10,581		\$	10,581
1.6 Staff Travel		,			,
Local Mileage cost	\$	15,016		\$	15,016
Non-Local Mileage cost	\$	1,600		\$	1,600
Non-Local Per Diem/Lodging Cost	\$	2,000		\$	2,000
1.7 Staff Taining / Technical Services Costs (Conf, Training, etc.)	\$	2,400		\$	2,400
1.8 Non-Expendable Equipment Purchases (Computers, software, et		,		-	,
Non-Expendable Equipment Purchases (Computer Leases)	\$	8,644		\$	8,644
1.9 Postage (Stamps, FedEx, etc.)	\$	3,493		\$	3,493
TOTAL OPERATING COSTS	\$	52,433	\$ -	\$	52,433
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$	3,700		\$	3,700
2.2 WI Customer Book Costs	\$	5,985		\$	5,985
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys,	\$	14,380		\$	14,380
2.4 Other: TABE Assessment Costs	\$	1,425		\$	1,425
2.12 Other: WorkKeys Assessment Costs	\$	1,500		\$	1,500
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	\$	28,958		\$	28,958
2.9 WI Customer Work Experience Costs		,			ŕ
Reimbursable Wages	\$	38,280		\$	38,280
2.10 WI Customer Awards & Recognition Costs	\$	1,600		\$	1,600
2.11 Software Licenses	\$	3,840		\$	3,840
TOTAL TRAINING COSTS	\$	138,426	\$ -	\$	138,426
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$	37,114		\$	37,114
3.2 WI Customer Transportation Costs	\$	19,500		\$	19,500
3.3 WI Customer Childcare Costs	\$	2,400		\$	2,400
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.)	\$	1,750		\$	1,750
TOTAL SUPPORTIVE SERVICES COSTS	\$	63,964	\$ -	\$	63,964
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$	34,931		\$	34,931
4.2 Audit Fee	\$	5,318		\$	5,318
TOTAL FEES / PROFIT COSTS	\$	40,249	\$ -	\$	40,249
* A Complete good and price analysis of Actual/Drainated cost must be	_		T		

^{*} 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 # _	14Y495H4
Project/Activity _	Palmetto Youth Connections	Fund Source	WIA
		Mod #	

		Clients Se	rved	Clients Exited	Active
Period	Carryover	New	Cumulative	Cumulative	Clients
July-14	55	5	60	10	50
August-14	50	15	65	10	55
September-14	55	15	70	20	50
October-14	50	10	60	10	50
November-14	50	5	55	10	45
December-14	45	5	50	10	40
January-15	40	10	50	10	40
February-15	40	15	55	10	45
March-15	45	15	60	10	50
April-15	50	15	65	5	60
May-15	60	15	75	10	65
June-15	65	5	70	10	60
Carryovers	55	130			
New Enrollments	130		•		
Follow-up Cases	70				
Total Served	255				
Planned Carryovers	60				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

WorkLink PYC Budget Comparison PY13 vs. PY14

	PY13 Budget	PY14 Budget Option A	Amt of Increase or Decrease
Slot Level			
	175	185	10
Staff Costs			

Salary information removed

Sub-Total of Staff Costs		\$ 325,643.76		\$ 323,334.96	\$ (2,308.80)
Fringe Benefits	Rate		Rate		
Health Insurance	23.56%	\$ 76,727.04	23.64%	\$ 74,742.72	\$ (1,984.32)
FICA	7.65%	\$ 24,911.75	7.65%	\$ 24,735.12	\$ (176.63)
State UEC-SUI	3.05%	\$ 9,932.13	3.05%	\$ 9,764.72	\$ (167.41)
FUT	0.14%	\$ 455.90	0.14%	\$ 388.00	\$ (67.90)
SC WC	0.34%	\$ 1,107.19	0.34%	\$ 1,067.01	\$ (40.18)
Public-General Liability	3.05%	\$ 9,932.13	3.05%	\$ 9,764.72	\$ (167.41)
Sub-Total Fringe:	37.79%	\$ 123,066.14	37.87%	\$ 120,462.28	\$ (2,603.86)
Operating Costs					
1.1 Facility, Utilities, Maintennace		\$ -		\$ -	\$ -
1.2 Staff Consummable Supplies		\$ 6,000.00		\$ 2,100.00	\$ (3,900.00)
1.3 Advertising, Outreach		\$ 9,000.00		\$ 2,400.00	\$ (6,600.00)
1.4 Copy, Print		\$ 4,800.00		\$ 4,200.00	\$ (600.00)
1.5 Communications		\$ 10,746.00		\$ 10,580.80	\$ (165.20)
1.6 Staff Travel		\$ 26,590.00		\$ 18,616.00	\$ (7,974.00)
1.7 Staff Conferences, Training		\$ 6,000.00		\$ 2,400.00	\$ (3,600.00)
1.8 Staff Computer Leases		\$ 7,519.50		\$ 8,644.13	\$ 1,124.63
1.9 Postage		\$ 3,585.00		\$ 3,492.50	\$ (92.50)
Sub-Total Operating		\$ 74,240.50		\$ 52,433.43	\$ (21,807.08)

WorkLink PYC Budget Comparison PY13 vs. PY14

			PY13			PY14		Amt of
			Budget			Budget	In	crease or
			Daaget			Option A		Decrease
Training								
2.1 Participant Supplies		\$	6,400.00		\$	3,700.00	\$	(2,700.00)
2.2 Participant Books		\$	8,000.00		\$	5,984.75	\$	(2,015.25)
Z.3 Credential Exam Fees (INKF,		Ψ	0,000.00		Ψ	0,001.70	۳	(2,010.20)
C.N.A., GED, etc.)		\$	8,650.00		\$	14,380.00	\$	5,730.00
2.4 TABE Testing Materials		\$	2,050.00		\$	1,425.00	\$	(625.00)
2.5 Tuition (Adult Education)		\$	38,758.40		\$	38,758.40	\$	-
Vocational)		\$	24,990.00		\$	28,958.35	\$	3,968.35
2.7 Dual Credit Diploma (GTC or						•		,
Other)		\$	-		\$	-	\$	-
2.8 On-the-Job Training		\$	-		\$	-	\$	-
2.9 Work Experience		\$	41,760.00		\$	38,280.00	\$	(3,480.00)
2.10 Awards / Events		\$	1,600.00		\$	1,600.00	\$	-
2.11 Software Licenses		\$	3,840.00		\$	3,840.00	\$	-
2.12 Work Keys		\$	-		\$	1,500.00	\$	1,500.00
Sub-Total Training		\$	136,048.40		\$	•	\$	2,378.10
						,		,
Supportive Services								
Supportive Services 3.1 Participant Incentives (Skill								
Invoices)		\$	40,491.35		\$	37,114.14	\$	(3,377.21)
3.2 Transportation		\$	22,500.00		\$	19,500.00	\$	(3,000.00)
3.3 Childcare		\$	4,800.00		\$	2,400.00	\$	(2,400.00)
3.4 Training Support Materials		\$	3,200.00		\$	3,200.00	\$	=
3.5 Emergency Assistance		\$	3,500.00		\$	1,750.00	\$	(1,750.00)
3.6 Laptop Incentive		\$	-		\$	-		
Sub-Total of Supportive		Ė						
Services		\$	74,491.35		\$	63,964.14	\$	(10,527.21)
Sub-Total of Contract								
Costs		\$	733,490.15		\$	698,621.31	\$	(34.868.84)
COSTS		Ψ	100,100110		Ψ	000,021101	*	(0-1,000.0-1)
Indirect Cost & Fees								
Training Fee (Profit)	5.00%	\$	36,674.51	5.00%	\$	34,931.07	\$	(1,743.44)
Indirect Cost	8.75%	\$	64,180.39	8.75%		61,129.36	\$	(3,051.03)
Audit Fee	0.70%	\$	5,583.69	0.70%	_	5,318.25	\$	(265.44)
Sub-Total of Indirect &	3.7070	Ť	5,555.55	3.7 3 70	Ť	5,510.20	Ť	(=00.14)
Fees		\$	106,438.59		\$	101,378.69	\$	(5,059.90)
		\$	839,928.74		\$	800,000.00	\$	(39,928.74)