**PLEASE MAKE A COPY OF THIS DOCUMENT BEFORE COMPLETING**

Appendix C: Learn & Earn 2023 Budget

**Proposed Budget:**

|  | **Allegheny County** | **City of Pittsburgh** | **Total** |
| --- | --- | --- | --- |
| **Proposed Number of Participants:** |  |  |  |
| **Proposed Budget\*:** |  |  |  |

\*Your proposed budget is calculated by multiplying the per person costs listed for general Learn and Earn participants or corporate interns by the number of young people you propose to serve. If awarded a contract, the total amount of funds available for reimbursement will be based on the actual number of participants placed at your organization who work at least 1 hour.

**Program Budget:**

It is possible that the funds available through a potential contract for Learn and Earn may not cover the entire cost of the program. Please fill in the chart below to compare the total costs of administering the program to how much would be covered by the funds available from Partner4Work. For the sake of this exercise, assume that you receive all of the youth you proposed to be placed with your organization.

| **Learn & Earn Budget Line Items** | **Total Anticipated Cost of Program** | **Proposed Budget via Partner4Work**  | **Costs to be Paid for by Other Means****(Anticipated-Proposed)** |
| --- | --- | --- | --- |
| Participant Wages (pre-tax)  |  |  |  |
| FICA/Taxes |  |  |  |
| Program and Admin Costs  |  |  |  |
| Participant Transportation  |  |  |  |
| **TOTAL** |  |  |  |

Please mark each and initial at the bottom:

☐Our organization understands that this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

☐Our organization understands that the total amount of funds available for reimbursement will be based on the actual number of participants placed at our organization who work at least 1 hour.

☐Our organization agrees to Use Partner4Work’s Contract Management Software, Parley Pro, for Contract Negotiation

Initial: \_\_\_\_\_