

Exhibit B.2

**County of Mendocino
North Bay Business Sector Alliance Project**

**PROJECT BUDGET SUMMARY
Phase I Funding**

COST CATEGORY	TOTAL PROGRAM COSTS	PROGRAM COSTS FUNDED BY WDB-SC	OTHER FUNDING SOURCE (MATCH)
Personnel Costs	\$113,967.	\$113,967.	N/A
Operating Costs	23,933.	23,933.	N/A
Program Materials/ Program Activities	1,500.	1,500.	N/A
Travel/Training	1,000.	1,000.	N/A
TOTALS	\$140,400	\$140,400	N/A

I. PAYMENT PROVISIONS:

1. Upon submission of an invoice by contractor, and upon review and approval by WDB-SC, WDB-SC shall, in accordance with the Contract Budget reflected above, pay contractor monthly in arrears for personnel and operating expenses actually incurred in the prior month. Monthly invoices for payment should be submitted to the WDB-SC by the 15th day of the subsequent month. Notwithstanding Section 1 in Exhibit C, Contractor is required to submit all monthly invoices for services provided through May 31st no later than June 15th.
2. All cash and accrued expenditures must be reported by the Contractor, monthly, by the line items listed on the "Expenditure Report/Cost Reimbursement Invoice.
3. Contractor shall provide such documentation as required by WIB-SC at any time in order to substantiate its claims for payment. WDB-SC may elect to withhold payment for failure by Contractor to provide such documentation required by WDB-SC.
4. The maximum payment under Phase II of this Contract shall under no circumstances exceed **\$140,400** for the related expenses associated with the remaining work activities as described in Section III.B. and C.
5. WDB-SC will provide Contractor with the Expenditure Report/Cost Reimbursement Invoice that must be completed and submitted by the 15th of the following month.

6. WDB-SC must grant approval, in writing, prior to any purchase of \$5,000.00 or more by the Contractor in order to have the purchase be eligible for reimbursement.

II. EXPENDITURE REPORTING / COST REIMBURSEMENT INVOICING INSTRUCTIONS

A. REPORTING

The WDB-SC requires Contractors to submit expenditure reports monthly to enable the WDB-SC to report total program expenditures to the grantor.

A monthly report, of all contract expenditures, cash and accrued, must be submitted to the WDB-SC by the 15th of the month following the end of the report month. The invoice may be used as the monthly report.

B. INVOICING

The WDB-SC requires Contractors to submit invoices once a month to receive reimbursement of costs that were incurred by the Contractor during the performance of the contract, and that are authorized in the contract. The form contains a claim for reimbursement of the cost incurred, and a summary of the cost by category. Contractor may not request reimbursement for estimated costs.

A final invoice, for all Contract costs, must be submitted to the WDB-SC no later than 30 days after the termination date of the contract. Any invoices submitted later, will be honored only to the extent; there is available grant funding.

Notwithstanding any other provision of this Agreement, completed report / invoice forms are sent to the WDB-SC, either electronically or via fax:

Workforce Development Board of Solano County

Attn: Kirsti Muskat

E-mail: kmuskat@solanowib.org

Fax #: (707) 864-3386

Contractors are required to maintain all the documents that support all claimed costs. These documents must be available for review by the WDB-SC upon request. The documents supporting all costs must be retained for three years after the termination date of the contract or the date of payment of the final invoice, or whenever any outstanding issues are settled, whichever is later.


The expenditure report / cost reimbursement invoice form is attached, along with the instructions for completing the form.

III. INSTRUCTIONS FOR COMPLETING "EXPENDITURE REPORT/COST REIMBURSEMENT INVOICE"

Please note that the Excel invoice is protected. Only cells that require updating are left unprotected and can accept data entry. There are eight (8) unprotected cells and they are hi-lighted I light gray. The can be selected by continually pressing "TAB" and scrolling through them, or by clicking a hi-lighted cell directly. Cells containing totals are automatically calculated using formulas, and no date entry is needed.

Here are instructions for data entry in the eight (8) unprotected cells of this invoice:

1. Invoice # - Enter sequential invoice number.
2. Invoice Period – Enter date(s) or reporting period.
3. Personnel Costs: Prior Invoiced Expenditures – Enter total contract expenditures invoiced prior to this invoice for Personnel Costs.
4. Personnel Costs: This Invoice Expenditures – Enter total contract expenditures for this invoice for Personnel Costs.
5. Non-Personnel Costs: Prior Invoiced Expenditures – Enter total contract expenditures invoiced prior to this invoice for Non-Personnel Costs.
6. Non-Personnel Costs: This Invoice Expenditures – Enter total contract expenditures for this invoice for Non-Personnel Costs.
7. Participant Costs: Prior Invoiced Expenditures – Enter total contract expenditures invoiced prior to this invoice for Participant Costs.
8. Participant Costs: This Invoice Expenditures o- Enter total contract expenditures for this invoice for Participant Costs.

 <p>WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY</p>		<p>Contract # PY- - Attachment B Project Budget Summary</p>			
EXPENDITURE REPORT / COST REIMBURSEMENT INVOICE					
Contractor:		Invoice #: PY			
Contract Number:		Invoice Amount:			
Contract Amount:		Invoice Period:			
Contract Terms:		June 1, 2016 - March 31, 2018			
Contract Expenditures	Budget Amount¹	Prior Invoiced Expenditures	This Invoice Expenditures	Total Expenditures Invoiced To-Date	Remaining Balance
1) Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
2) Operations Expense	\$ -	\$ -	\$ -	\$ -	\$ -
3) Program Materials and Activities	\$ -	\$ -	\$ -	\$ -	\$ -
4) Travel / Training	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ -	\$ -	<u>\$ -</u>	\$ -	\$ -
Invoice Prepared By		Date			
Contractor Authorized Approval		Date			
WDB Authorized Approval		Date			
WDB Fiscal Approval		Date			