

MEMO

To: Kate McSweeney
Bryan M. Clark

From: Melinda Carter, EBOCO
Executive Director

Date: April 12, 2013

Subject: Request for Funds

I am requesting \$50,000 from the Jobs Growth fund to develop and implement initiatives to assist small business owners.

The funds will be used as followed:

Staffing (480)*:	Part Time Wages	1112	480	\$14,699
	PT Pension Pick-Up	1120	14%	\$ 2,016
	City Share Medicare	1171	1.45%	\$ 209
	Workers Comp	1173	4%	\$ 576
	Total			\$17,500

*Part-time staff will provide basic information to small, minority, female and veteran owned business owners regarding access to health insurance, retirement plans employee training, licensing, and bonding as well as coordinate the following.

In house training (staff)	3331	\$ 7,500
Small Business Conference M/F/VBE Track	3336	\$ 5,000
Consultants to conduct training regarding Access to Health Insurance retirement plans, licensing and bonding	3336	\$20,000

