Upstate Youth Alliance Meeting

Date of Meeting: May 4, 2015
Time of Meeting: 8:30 a.m.
Place of Meeting: Daniel Morgan Technology Center

Members Present
Ms. Tammy Cooley
Ms. Johnnie-Lynn Crosby
Mr. Wayne Gregory
Ms. Carolyn Rutherford Harris
Mr. Christopher Hendrix
Ms. Pam Kennedy
Ms. Theresa Perry
Ms. Cherie Pressley
Ms. Ulrike Schmidt

Members Absent
Ms. Dana Becker
Mr. Doug Bryson
Ms. Ashley Campbell
Mr. Chuck Ewart
Ms. Kimberly Gist
Ms. Melissa Green
Ms. Patrena Mims
Ms. Susan Rogers
Ms. Mary Lou Stackhouse

Staff Present
Ms. Ann Angermeier
Ms. Shannon Wilkins
Ms. Dana Wood

Guests
Ms. Kathy Bell
Mr. Kenny Blackwood
Ms. Michelle Hawkins
Ms. Amanda Lucas
Ms. Helen Merriweather

Welcome:

The meeting was called to order at 8:35 a.m. by Ms. Theresa Perry. She introduced Mr. Kenny Blackwood, Director of Daniel Morgan Technology Center, who welcomed all in attendance.

Program Updates:

Ms. Shannon Wilkins distributed several handouts prior to the start of the meeting, which included the March dashboard and contractor report from each youth provider. Ms. Perry asked the Upstate Youth Alliance (UYA) to review each handout. Ms. Perry asked Ms. Helen Merriweather to give an update about the USC Upstate ACHIEVE (ACHIEVE) Program. During her update, Ms. Merriweather stated that the ACHIEVE program was meeting each performance measure, despite 68% of their students being basic skills deficient at the time of enrollment. Ms. Merriweather stated that multiple students have shown interest in Cellbotics training, which will resume in July. Although the instructor of the program will attempt to place these students in employment after completing the training, many students see it as an entrepreneurial opportunity. Ms. Merriweather revealed ACHIEVE's summer project, which is a video about ACHIEVE, being created in conjunction with the USC Upstate Media Department. Ms. Perry asked Ms. Kathy Bell to give an update about The YouthStop. Ms. Bell stated that The YouthStop had been busy preparing students for graduation, in addition to helping students prepare for college. Ms. Bell stated that The YouthStop is also focused on their summer work experience program, which is set to begin in mid May. Ms. Bell spoke to the importance of placing the students in work experiences, and said that The YouthStop tried to place students based on their interest. Lastly, Ms. Bell stated that

program staff has continued to accompany the students on multiple college tours, field trips and career exploration activities.

Youth Coordinator's Update:

Ms. Wilkins informed the UYA that the RFP committee was waiting on revised budgets from the top two bidders. Upon receiving those budgets, the RFP committee will vote and make a recommendation to the UYA, which will be presented as a poll vote at a later date. Ms. Wilkins congratulated Ms. Amanda Lucas, who was recently promoted to State Youth Coordinator. Ms. Wilkins stated that she has been sending out youth related information concerning WIOA, which has proved to be helpful. Lastly, Ms. Wilkins reminded the UYA that as of July 1, 2015, the UYA will become a subcommittee of the Workforce Investment Board, and would be known as the Youth Committee moving forward. Ms. Wilkins asked that anyone who is interested in remaining on the Youth Committee contact her and let her know that they would like to continue to serve.

Items for Vote:

Ms. Perry explained that ACHIEVE submitted a request for a budget modification, which was previously reviewed and approved by the Program and Planning Committee. The Program and Planning Committee recommended that the proposed budget modification to the USC Upstate ACHIEVE grant be approved with the following changes:

<u>Supportive Services</u>

Medical Assistance- Decrease $610 to reduce from $750 to $140;
Childcare- Decrease $3,000 to reduce to $0; and
FeildTrips/Workshops- Decrease $550 to reduce to $450.

Total to be moved : $4,160

Move to

<u>Instructional Training</u>
Supplies and Materials- Increase $4,160 to $14,100

Mr. Wayne Gregory made a motion to approve the budget modification request as written. The motion was seconded by Ms. Carolyn Harris. There were no abstentions and the motion carried.

Other Discussion:

After general announcements, the meeting was adjourned at 9:14 a.m.

start
8:35
Kenny Blackwood
Tour

Upstate Youth Alliance Meeting Agenda
Daniel Morgan Technology Center
201 Zion Hill Rd, Spartanburg, SC 29307
May 4, 2015 8:30am

8:30am	**Welcome and Introductions**	**Ms. Theresa Perry**
8:40am	**Youth Program Reports/Dashboards**	
	USC Upstate ACHIEVE Program	**Ms. Helen Merriweather**
	The YouthStop™	**Ms. Kathy Bell**
9:00am	**Youth Services Coordinator Update**	**Ms. Shannon Wilkins**
	Youth Leadership	
	WIOA	
9:10am	**Items for Vote**	**Ms. Theresa Perry**
	USC Upstate ACHIEVE Program	
	Budget Modification	
9:20am	**General Announcements**	**Youth Alliance Members**
	(Other Discussion)	
9:30am	**Adjourn**	

9:14

Upstate Youth Alliance Elevator Speech

My name is____ . I am a member of the Upstate Youth Alliance (UYA). The UYA is a committee of the Upstate Workforce Investment Board (UWIB) and a governing body designated to oversee that the needs of our youth are addressed.

68 % have Been BSD

USC Upstate ACHIEVE Program

Youth Contractor Report PY14
Youth Alliance Meeting—05/04/2015
July 1, 2014—April 30, 2015—Year-to-Date Report

Date: 04/30//2015

 # Enrolled/Goal: 53/70 enrolled to current date
76% (YTD) 20 exited

 # Received Credential: 10 GEDs, 19 Certificates (forklift, CERT, Phlebotomy, CNA, CellBotics)
100% (YTD) (based on number received / number exited w/ multiple credentials only
(goal 78%) counting once: 29/20)

 # Increased Lit/Num: **36/53** enrolled need L/N in at least one subject area.
83% (YTD) **30/36** that need L/N in at least one area have attained in at
(goal 84.6%) least one area.
(98% of goal) (based on number attained/number who have exited + number in program for more than one year)

 # Entered Employment/Secondary Education/Training:
83% (YTD) 24 eligible for follow-up placement
(goal 81%) 20/24 in placement (job/college/advanced skills training)

Field Trips/Visiting Speakers (March/April)

*Participants continue to deliver Mobile Meals; some that have community service with other agencies can also count this toward their hours needed (community service)
*Four participants completed and received certification for electronic repair through CellBotics. Next training is planned for July. (advanced training) job fair training provider
*Safe Homes completed a series of workshops (five sessions) educating participants on domestic violence issues and dating relationships. Participants were actively engaged. (decision-making)
*BirthMatters completed its *Be Proud! Be Responsible!* classes educating participants on pregnancy prevention/reproductive health issues. (decision-making)

Upcoming Projects/Field Trips/Speakers (May/June)

Credential trainings ~~to~~ b/c of ten GED

* GET Smart will present and talk to participants. (decision-making, life choices)
* Spartanburg County CERT will certify participants in emergency response. (volunteerism, health field)
*Participants will tour Cooper Standard (postponed in February due to weather). (career)
*Participants will work with a USC Upstate media assistant to design and complete a video of ACHIEVE's services.

orklift training? SCC possibility Greenville?

Business Partners

*Work Experiences/Job Shadowing which not only train in soft skills but result in a letter of recommendation if the participant performs the duties well:

-YMCA -Union County Arts Council -USC Upstate Police Department
-Business Technology Center (BTC) -SC Works Spartanburg

Job Preparation Activities

*College Preparation through PLATO: COMPASS Testing and SAT and ASVAB practice Counseling and FAFSA preparation

*WorkKeys and pre-employment training—remediate participants to score at least a Silver card

*Driver's Education class: 3 recently passed the road test to take to DMV to obtain their license.

*Youth Alliance Leadership: 4 participants completed the program

*Volunteers at ACHIEVE:

-Peer mentoring/tutoring through a USC Upstate students (4 currently)

-AARP volunteer works as program assistant and does TABE testing

-math/science tutor from Millikin

****

ACHIEVE is gearing up for next year and working on business partners and personnel agencies to help expedite the employability goals of WIOA.

ACHIEVE graduation will be held in conjunction with Urban League Senior Signing Day and Butterfly Foundation graduation at 5:30pm on May 7, 2015, at Macedonia Baptist Church.

****

HIGHLIGHTED STUDENT

Cecily "Paige" Edwards is a Union County resident referred by UCHS. Upon entrance to ACHIEVE, Paige completed all education and employability goals in a timely manner, scoring a Silver on the WorkKeys assessment and scored the math portion of the GED with honors. Paige performed a work experience at the Union County Arts Council. She has aspirations to become an art instructor, and this will give her a view into this field.

If anyone has any questions/comments, please feel free to contact ACHIEVE at 764-1977 or at hmerriweather@uscupstate.edu. Feel free to drop by and visit at any time.

Thank you for your support and for making it possible to reach out to those who are hardest-to-serve and need a second chance.

Upstate WIB WORKFORCE INVESTMENT BOARD

"Advancing the Future of Business and Community"

An Equal Opportunity Employer/Program.
Auxiliary aids and services available upon request to individuals with disabilities.

ACHIEVE
A Program of the Upstate Youth Alliance

UPSTATE

USC Upstate ACHIEVE Program

Progress Report PY14

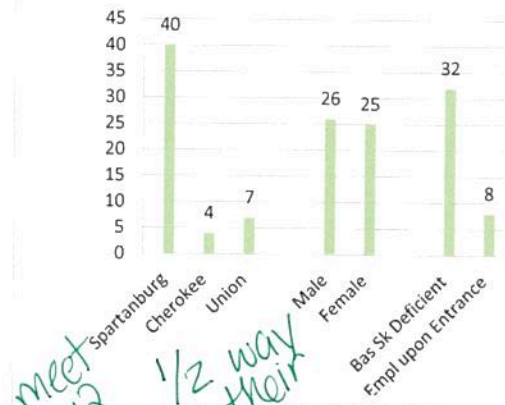
July 1, 2014--June 30, 2015

3/31/2015

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
# Attended Orientation (POC)	8	38	20	15	12	13	14	11	14				145
# Pending Applications	4	26	16	16	19	8	8	7	9				113
# of Eligible WIA Applicants	2	2	3	5	4	1	1	0	3				21
# of Referrals to other agencies	5	9	10	2	6	6	5	5	2				50
Carryover (Prev. Yr)	23			31			34						
New Enrollments	0	3	5	0	0	6	4	5	1				24
# New enrollments BSD	0	0	2	0	0	5	2	3	1				13
# Exiters Entering Follow-up	3	5	0	0	5	5	0	0	7				25
Total Active End of Quarter	0	0	32	28	26	31	34		30				
Total Served (New, CO)	23	27	31	31	25	37	41	46	48				
Of those exiting the # Employed or in Advanced Training at Enrollment	0	0	0	0	2	2	0	1	0				5
# Placed in Empl/College/Adv Trng	1	5	0	0	3	1	0	1	6				17
# of GED's Earned	2	1	1	1	0	2	2	0	1				10
# Occupational Credentials Earned	14	0	6	0	1	0	0	4	0				25
# Entering needing L/N in at least 1 sul	19	0	2	0	0	5	2	3	1				32
# Attaining L/N in at least 1 subj	15	3	1	2	0	1	3	0	5				30
WorkKeys Earned (Silver or above)	2	4	0	1	3	1	0	2	5				18
# of Resumes Completed (32 hrs	4	2	2	4	2	4	3	3	4				28
# Work Experiences Completed	0	1	1	0	2	1	0	0	0				5
# Driver's Ed	0	2	0	0	4	2	0	0	2				10

19 of the 23 carried over need L/N. 15/19 carried over as attaining L/N or achieved it in July 2014.

Demographics of Total Served--51
PY14
7/1/14--04/03/2015



meet 12 1/2 way their

PY14 (7/1/14--4/3/15) **YTD**

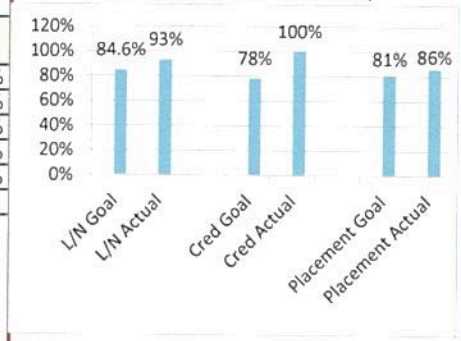
This includes students that cannot be counted in carryover but still being served.

YTD Budget

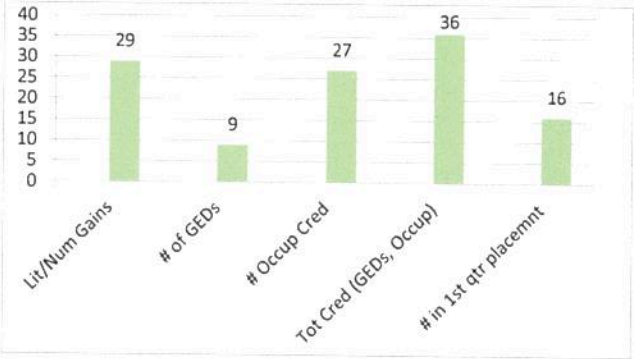
Cost Category	Budget	YTD Expense		YTD
Staff	$ 270,385.16	$ 196,643.65		73.0%
* Operating	$ 34,315.11	$ 11,061.52		32.0%
Training	$ 28,953.58	$ 15,349.68		53.0%
Support Services	$ 33,934.30	$ 14,021.50		41.0%
Indirect	$ 22,474.78	$ 16,950.00		75.0%
Total	**$ 390,062.93**	**$ 254,026.35**		

3/31/2015

PY14 3rd Quarter (Jan-Feb)



WIA Common Measures



YTD (7/1/14--4/3/15)

Participants may have more than one credential, but only one is counted per participant in outcome, as reflected in Tot Cred.

Funded by the Upstate Workforce Investment Board--Administered by USC Upstate

The YouthStop™

"Where Academic Preparation and Career Readiness Meet"

Youth Contractor Report - April 2015

Date: May 1, 2015
 # Enrolled/Goal: 61/70 (87%)

95% graduation rate

***4th quarter of PY 14 Projections (April 1, 2015 - June 30, 2015)**
Received Credential: No exiters
Increased Literacy/Numeracy: Not applicable for in-school youth
Entered Employment/Secondary Education: No exiters

Updates

In partnership with SAFE Homes Rape Crisis Coalition, we have completed two of the four sessions in our Healthy Relationship Workshop series. The last two sessions will be on May 7th and May 14th at the YouthStop™.

Our final two-week work readiness session will begin on Monday, May 4, 2015. Each participant is required to complete work readiness training and WorkKeys assessments prior to beginning paid work experience, which will take place in May and June. Placements will include nursing, clerical, wildlife rehabilitation, parks and recreation, automotive, and manufacturing.

Approximately 42 YouthStop™ participants are expected to participate in May commencement exercises throughout Spartanburg County, which is an estimated 95% graduation rate. Students will graduate from Broome, Byrnes, Dorman, Spartanburg and Woodruff High Schools.

Spartanburg High is the first of our participating schools to hold senior recognition. Seven YouthStop™ students were recognized. Participation in Palmetto Girl's State, college scholarships and departmental honors were among the awards received.

We are working diligently to help students prepare to enroll in college. Five have participated in our one-on-one financial aid sessions this month and completed the Free Application for Federal Student Aid (FAFSA).

Two YouthStop™ participants will be recognized at the WIA Youth Leadership program graduation on May 18, 2015.

Field Trips/Events for April-May

Eleven students toured Spartanburg Community College and Spartanburg Methodist College on May 1, 2015.

As part of our community service focus, The YouthStop™ is participating in the Pinwheel Project with the Spartanburg Partners for Prevention.

YOUTH STOP

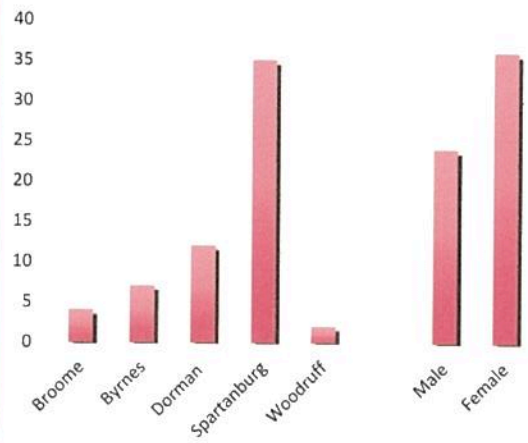
Progress Report PY14

July 1, 2014 - June 30, 2015

DASHBOARD (Rolling Progress)

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
# Of informational contacts	30	35	27	45	25	12	30	18	25				247
# Of applications received	7	5	2	5	15	0	4	5	5				48
# Of academically eligible	7	2	2	3	15	0	4	5	5				43
# Of eligible WIA applicants	5	0	2	3	15	0	2	5	5				37
# Of referrals to other agencies	3	2	2	2	3	2	2	1	0				17
# Of carryovers (Prev. Yr or Mo)	25	25	27	31	32	36	36	51	55				55
# Of new enrollments	0	2	4	1	4	0	15	4	5				35
% Of Enrollment Benchmark	34%	37%	44%	45%	51%	51%	72%	78%	86%				86%
Total active end of month	25	27	31	32	36	36	51	55	60				60
# Of exiters entering follow-up	0	0	42	2	0	0	1	0	0				45
# Placed in empl/college/adv trng	0	0	34	2	0	0	1	0	0				37
# Of diploma's earned	0	0	40	2	0	1	0	0	0				43
# Credentials and dual credit hours earned	0	0	40	2	0	1	0	0	0				43
# WorkKeys platinum earned	0	0	0	0	0	0	0	0	0				0
# WorkKeys gold earned	0	0	0	0	0	0	0	0	1				1
# WorkKeys silver earned	0	1	0	1	0	0	0	5	3				10
# WorkKeys bronze earned	0	1	0	0	0	1	0	5	2				9

YouthStop™ Demographics



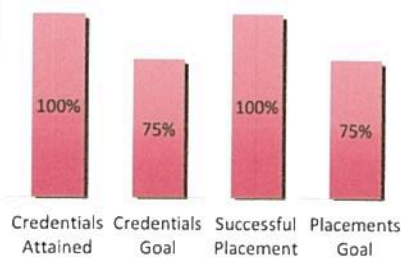
Total Served YTD **60** Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	$ 300,589	$ 214,728	75%	71%
Operating	$ 83,174	$ 61,537	75%	74%
Instructional Training	$ 30,403	$ 12,262	75%	4%
Work Placement & Recovery	$ 20,000	$ 247	75%	0%
Supportive Service/Incentives	$ 46,700	$ 6,531	75%	14%
Total	**$ 480,866**	**$ 295,305**	**75%**	**62%**

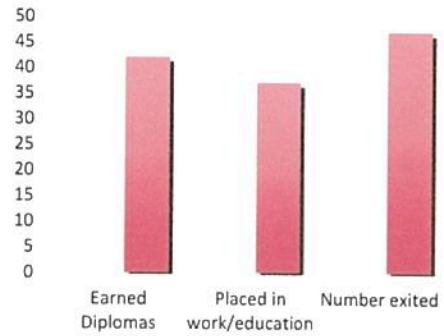
Invoices through: 3/31/2015

Please note: District No. 6 does not charge for indirect costs.
Current financials are not yet available.

PY14 3rd Quarter Performance



YTD Outcomes for PY14



Funded by the Upstate Workforce Investment Board--Administered by Spartanburg County School District No. 6

April 16, 2015

Upstate Workforce Investment Board
PO Box 5666
Spartanburg, South Carolina 29304

Dear Ms. Angermeier, Youth Alliance Members and Workforce Investment Board Members:

ACHIEVE sincerely appreciates the funds for the 2014-2015 Program Year that you approved to allow the staff to serve out-of-school, at-risk youth in Cherokee, Spartanburg and Union Counties. We work to do our best to meet the needs of these youth to provide education and employability training as well as leadership and life skills.

ACHIEVE is requesting $4, 160 from Supportive Services (Medical Assistance, Childcare and Field Trips) to be reallocated to Instructional Education Supplies/Materials for the purpose of purchasing classroom furniture and educational supplies.

ACHIEVE kindly requests an approval of this modification. The Total Grant Cost remains the same. Please feel free to contact me with questions. Thank you again for your support.

Sincerely,

Helen Merriweather

Helen Merriweather
ACHIEVE Program Director

Enclosed: Budget Modification Request Form
Modified Budget

YOUTH PROGRAM
GRANT MODIFICATION REQUEST FORM

Date: 4/16/2015 (Modification #3)
Grant number: 14Y603C4-UWIB

Change(s) requested (note which section(s) of the grant are to be changed, then state the new wording to reflect those changes):

Move from…
V. Supportive Services

- **B. Medical Assistance**—decrease $610 to reduce from $750 to $140; and
- **C. Childcare**—decrease $3,000 to reduce to $0; and
- **D1. Field Trips/Workshops**—decrease $550 to reduce to $450.

Total to be moved: $4, 160

Move to…
I. Instructional Training

- **3. Supplies/Materials**—increase **$4, 160** to have $14,100.

Reason for modification:
Need to purchase classroom chairs and supplies, including preparation software

wayne gregory
carolyn Harris

For questions regarding this modification request, please contact:

NAME: Helen Merriweather
TITLE: Director
EMAIL: hmerriweather@uscupstate.edu
PHONE: 864-764-1971

UPSTATE WORKFORCE INVESTMENT AREA

Grant Number: 14Y603C4-UWIB

Project Name **USC Upstate ACHIEVE Program** **Modification #3 4/16/2015**

Budget Summary PY14

July 1, 2014--June 30, 2015

	TOTAL BUDGET
Staff Salaries & Fringe Benefits	$ 270,385.16
Indirect Costs	$ 22,474.78
Operating Expenses	$ 34,315.11
Instructional Training	$ 24,126.95
Vocational Exploration (Work Experience, etc)	$ 8,986.63
Participant Wages & Fringes	
Supportive Services	$ 29,774.30
TOTAL GRANT COST	**$ 390,062.93**

STAFF & INDIRECT COST - BUDGET SUMMARY

Grant Number: I4Y603C4-UWIB **Modification #3** **4/16/2015**

Project Name **USC Upstate ACHIEVE Program** July 1, 2014-June 30, 2015 PY14

WIA STAFF SALARIES AND FRINGE BENEFITS				
STAFF SALARIES Position Title	Salary Per Month	% of Time	No. of Months	**TOTAL AMOUNT**
Director	$4,377.84	100%	12	$ 52,534.08
Job Coordinator	$3,026.78	100%	12	$ 36,321.34
Business Mgr/Certification Specialist	$2,702.15	100%	12	$ 32,425.84
GED Instructor (part-time w/ benefits)	$2,541.50	100%	12	$ 30,498.00
GED Instructor (part-time)	$1,769.42	100%	12	$ 21,233.04
Van Driver (Cherokee) (part-time)	$920.42	100%	12	$ 11,045.04
Van Driver (Spartanburg)(part-time)	$869.50	100%	12	$ 10,434.00
Van Driver (Union)(part-time)	$869.50	100%	12	$ 10,434.00
TOTAL WIA SALARIES				$ 204,925.34
FRINGE BENEFITS:				
FICA	$204,925.34	X	7.65%	$ 15,676.79
Workmens Comp.	$204,925.34	X	0.55%	$ 1,127.09
Health & Wealth	$	X		$ 21,620.00
Ret/Pension	$173,012.30	X	15.52%	$ 26,851.51
Unemployment Insurance (Federal)	$204,925.34	X	0.09%	$ 184.43
General Liability	$	X	%	$ -
TOTAL FRINGE BENEFITS			23.81%	$ 65,459.82
TOTAL SALARIES AND FRINGE BENEFITS				$ 270,385.16
INDIRECT COST:				
RATE 8.00%	X	$280,934.75	=	$ 22,474.78
Indirect cost must be based on a rate approved by an appropriate federal agency. A copy of the approved indirect rate must be submitted to the Upstate WIB office prior to reimbursement.				
TOTAL SALARIES, FRINGES, AND INDIRECT COST				$ 292,859.94

OPERATING EXPENSES

Grant Number: 14Y603C4-UWIB **Modification #3** **4/16/2015**

PROJECT Name: **USC Upstate ACHIEVE Program** July 1, 2014-June 30, 2015

OPERATING EXPENSES OBJECT NAME:	COST PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT
1. Consumable Supplies	$293.75	12	$3,525.00
2. Communications	$162.57	12	$1,950.88
3. Postage	$8.33	12	$99.96
4. Staff Travel/Professional Development	$218.83	12	$2,626.00
5. Premises Rent	$1,980.46	12	$23,765.52
6. Advertising/Printing	$170.65	12	$2,047.75
7. Service Agreement	$25.00	12	$300.00
TOTAL OPERATING EXPENSES	$ 2,859.59		$34,315.11

DIRECT TRAINING SERVICES AND SUPPORTIVE SERVICES
Budget Summary PY14
July 1, 2014-June 30, 2015

Grant Number: 14Y603C4-UWIB **Modification #3** **4/16/2015**
Project Name: USC Upstate ACHIEVE Program

			PARTICIPANTS			TRAINING COST
I. INSTRUCTIONAL TRAINING						
1. Tuition		X			$	-
2. Books		X			$	-
3. Supplies/Materials	$ 201.43	X	70		$	14,100.00
4. Other Training Expenses (please specify)		X			$	-
Advanced Skills Trng--Forklift, CNA	$ 355.13		15		$	5,326.95
Driver's Education	$ 235.00		20		$	4,700.00
TOTAL INSTRUCTIONAL TRAINING =					**$**	**24,126.95**
II. Work Readiness/Work Experience Stipends						
_____ _____	$ 599.98	X	12	=	$	7,199.76
Summer Work Experience Stipends	$ 599.98	X	2		$	1,199.96
	$ 586.91	X	1			586.91
	Cost Per Participant		# of Participants			
TOTAL WORK EXPERIENCE STIPENDS					**$**	**8,986.63**
III. PARTICIPANT WORK WAGES AND FRINGE BENEFITS						
A. WORK EXPERIENCE WAGES						
B. FRINGE BENEFITS						
1. FICA: PARTICIPANT WAGES	_____	X	_____	=		
2. WORK COMP: PART. WAGES	_____	X	_____	=		
TOTAL FRINGE BENEFITS				=		
C. TOTAL WORK EXPERIENCE WAGES AND FRINGE BENEFITS				=		
IV. TOTAL TRAINING COST (I + II + III)					**$**	**33,113.58**

V. SUPPORTIVE SERVICES								
A. Transportation	1. Fuel						$	11,001.30
	2. Maintenance						$	3,110.00
	3. Transportation Allowance							
	4. Other (Insurance on Vans)						$	3,000.00
B. Medical Asst	1	X	$140.00	X			$	140.00
C. Child Care	2	X	$125.00	X	12	=		
	# of Slots		Cost per Wk		of Wks			
D. Other Training Activities (Specify by Line Item)								
1. Field Trips/Lunch&Learn Workshops/Ropes Course						=	$	450.00
2. GED Fees (GED fees for 92 tests.)						=	$	6,223.00
3. Graduation Costs						=	$	1,150.00
4 Incentives--Gift Cards/Work Experience Attire/Laptops							$	2,700.00
5 Youth Leadership and Mentoring						=	$	2,000.00
TOTAL SUPPORTIVE SERVICES							**$**	**29,774.30**

SUBMIT COMPLETED FORM TO:
UPSTATE WIB YOUTH SERVICES COORDINATOR

******DO NOT WRITE BELOW THIS SECTION******

WIB Director: _____
Signature Date

☐ Approved to begin modification process
☐ Disapproved

Requires Approval/Disapproval by WIB Board: (to be determined by Upstate WIB Executive Director)

☐ YES
☐ NO

Program and Planning Committee: _____
Meeting Date or Poll Date

☐ Approved
☐ Not Approved
☐ N/A

Upstate Youth Alliance: _____
Meeting Date or Poll Date

☐ Approved
☐ Not Approved
☐ N/A

Upstate WIB Board: _____
Board Meeting Date or Poll Date

☐ Approved
☐ Not Approved
☐ N/A

WIB Director: _____
Signature Date

☐ Grant modification(s) may begin immediately
☐ Executed Modification needed to proceed with requested grant modification