

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
(Authorized under Public Law 113-128)**

**GRANT SIGNATURE SHEET**

Funded Under Title: WIOA Grant#: 20M103Q1-UWB  
Modification #: Original

**WORKFORCE AREA**

Upstate Workforce Board

**GRANTEE NAME AND ADDRESS**

Spartanburg County  
P. O. Box 5666  
Spartanburg, SC 29304  
Tel #: (864) 596-2528

Spartanburg County, hereinafter called the Administrative Entity, having entered into an Agreement with the Upstate Workforce Investment Board in South Carolina to administer funds received pursuant to Title I of the Workforce Innovation and Opportunity Act, hereinafter referred to as WIOA or the Act, will implement this part of the program. The Grant consists of the Signature Sheet, Program Work Statement, Contract Budget and Terms and Conditions

- A. **Type of Grant** Cost Reimbursement,  
 B. **Grant Period** July 1, 2020 to June 30, 2021  
 C. **Modification** Original  
 D. **Effective Date** July 1, 2020  
 E. **Grant Amount by Category** – 100% of this grant is provided by Federal funding.

**Amount by Category –**

FUNDING STREAM	ADMINISTRATION	PROGRAM	TOTALS
WIOA Dislocated Worker	\$65,540.00	\$104,581.00	\$170,121.00
WIOA Youth	\$55,526.00	\$50,340.00	\$105,866.00
WIOA Adult	\$53,596.00	\$132,319.00	\$185,915.00
<b>WIOA TOTAL</b>			<b>\$461,902.00</b>

**Grant Review & Approval Recommended By:**

Name: Sylvia 'Ann' Angermeier  
Title: WB Director

  
Signature

7/9/20  
Date

**Grantee Approval:**

Name: B. Cole Alverson  
Title: County Administrator

  
Signature

7.9.20  
Date

**PART 1**  
**STATEMENT OF WORK**  
**SPARTANBURG COUNTY**  
**UPSTATE WORKFORCE INVESTMENT AREA**  
**PROGRAM YEAR 2020**

**1.0 Purpose**

- 1.0.1 The Upstate Workforce Board has entered into a WB/LEO Agreement for the purpose of designating an entity to administer funds received pursuant to the Workforce Innovation and Opportunity Act.
- 1.0.2 This agreement incorporated by reference, designates Spartanburg County as the Administrative Entity for the Upstate Workforce Investment Area beginning April 17, 2003.
- 1.0.3 The funds provided through this Grant Agreement will be utilized to provide Administrative staff and appropriate operational costs associated with the administration of the Upstate Workforce Investment Area, and staff and WB developmental training and travel.

**2.0 Functions**

- 2.0.1 Specific activities of the staff housed under the Administrative Entity will be as follows:
  - a. Provide information and training to the Workforce Board to assist the Board in their oversight of WIOA.
  - b. Prepare the Request for Proposals for review, approval and final issuance by the Workforce Board.
  - c. Execute grants approved by the Workforce Board in compliance with approved WB funding limitations and performance requirements.
  - d. Insure the technical quality and legality of all grant agreements entered into on behalf of the Workforce Board.
  - e. Manage all financial aspects of the WIOA grants including review and compilation of grantee monthly financial reports or fixed price invoices.
  - f. Distribute funds to approved grantees in compliance with all federal, state and local policies and regulations.
  - g. Manage and facilitate the data system for the Workforce Investment Area in coordination with the State Administrative Department.

- h. Monitor and evaluate all activities funded under the Upstate Workforce Board to insure compliance with the Act and the provisions of each individual grant.
- i. Provide technical assistance to Workforce Investment Area grantees that are experiencing difficulty in meeting grant goals or specifications.
- j. Provide technical information to the Workforce Board on a quarterly basis or as required by the WB.
- k. Procure necessary audits for grantees to insure that activities funded under the Act are audited a minimum of once every two years.
- l. Other duties as assigned by the Workforce Board.
- m. Arrange meetings, prepare and publicize agenda.
- n. Work with the various WIOA grantees to gather and provide performance information to the WB.
- o. Serve as a liaison between the WB and elected officials of the counties represented by the Workforce Investment Area.
- p. Work closely with other staff in coordinating matters relating to WB activities.
- q. Provide youth services through two WIOA youth funded programs.
- r. Perform other related work as directed by the needs of the WB.

2.0.2 Other planned activities of the WB under this agreement:

- a. Attendance of WB members at training and informational conferences;
- b. Administrative support for WB meetings and conferences;
- c. Advertising WB and WIOA activities within the Workforce Investment Area;
- d. Labor Market Research; and
- e. Other special projects as deemed appropriate by the WB.

3.0 **Monitoring**

- 3.0.1 All forms, documents and information pertinent to this grant or mentioned herein will be made available upon request and is subject to review at any time.

**4.0 Staffing/Job Descriptions**

4.0.1 Job descriptions for each position funded in whole or in part under this agreement. These job descriptions will be maintained on file with the Grantee in a central file.

**5.0 Grant Funding and Modification**

5.0.1 The Workforce Board will establish the amount of this Grant. Any change in this agreement, or documents, as a part thereof can be included as a part of this Grant only by means of official action by the Workforce Board and its Executive Director.

5.0.2 The amount of this Grant may increase with the approval of both parties. If the Workforce Investment Area has funds available and it is determined by the Workforce Board to be in the best interest of the Workforce Investment Area to increase the amount of the Grant.

5.0.3 Grants will be closed-out within 45 days from the end of the grant period. All invoices for payment of expenditures must be submitted prior to or enclosed with the closeout package. Invoices submitted after the grant closeout will not be paid.

**UPSTATE WORKFORCE AREA  
GRANT BUDGET SUMMARY**

<b>Service Provider</b>	<u>Upstate WB</u>	<b>Contract #:</b>	<u>20M103Q1-UWB</u>
		<b>Modification #:</b>	<u>Original</u>
<b>Project/Activity</b>	<u>WB Office</u>	<b>Funding Source:</b>	<u>WIOA</u>

	PY19 BUDGET	PY20 BUDGET	% Change
Staff Salaries & Fringe Cushion	\$254,848.00	\$252,471.00	-0.93%
FICA	\$19,496.00	\$19,314.00	-0.93%
Workers Compensation	\$737.00	\$640.00	-13.16%
Insurance	\$30,441.00	\$30,441.00	0.00%
State Retirement	\$37,106.00	\$41,810.00	12.68%
Indirect Cost	\$34,263.00	\$34,468.00	0.60%
Dues-Professional	\$5,000.00	\$4,500.00	-10.00%
Mileage	\$3,489.00	\$2,500.00	-28.35%
Professional Development	\$11,000.00	\$9,900.00	-10.00%
Office Supplies & Expense	\$7,580.00	\$4,548.00	-40.00%
Conier Expense each	\$120.00	\$120.00	0.00%
Printing	\$6,000.00	\$5,400.00	-10.00%
Postage	\$1,773.00	\$1,600.00	-9.76%
Rent - Spartanburg (WIB)	\$100.00	\$100.00	0.00%
Consulting Services	\$42,044.00	\$18,084.00	-56.99%
Vehicle Leases	\$20,137.00	\$22,489.00	11.68%
Vehicle Manpower/Overhead	\$616.00	\$0.00	-100.00%
Vehicle Parts	\$350.00	\$315.00	-10.00%
Vehicle - Fuel, Oil, Lub	\$500.00	\$450.00	-10.00%
Telephone/Fax	\$500.00	\$450.00	-10.00%
Miscellaneous Expense	\$4,380.00	\$4,702.00	7.35%
Special Projects	\$1,500.00	\$1,500.00	0.00%
Computers/Software	\$4,237.00	\$3,100.00	-26.84%
Miscellaneous Equipment	\$0.00	\$3,000.00	3000.00%
	\$0.00	\$0.00	0.00%
<b>TOTAL GRANT COST</b>	<b>\$486,217.00</b>	<b>\$461,902.00</b>	<b>-5.00%</b>

Pledge of PY20 funding from Greenville County Workforce Development	\$49,500.00
Net budget with offset	\$412,402.00

**BUDGET WB OFFICE**  
**20M103Q1-UWB Original**

ACCOUNT	ACCOUNT #	Charge to Adult Admin	Charge to Adult Program	Charge to Dislocated Worker Admin	Charge to Dislocated Worker Program	Charge to Youth Admin	Charge to Youth Program
Salaries/Fringe Cushion	\$ 252,471	\$30,550	\$70,447	\$37,358	\$55,676	\$31,650	\$26,790
FICA	\$ 19,314	\$2,337	\$5,389	\$2,857	\$4,260	\$2,421	\$2,050
Workers Compensation	\$ 640	\$77	\$179	\$94	\$142	\$80	\$68
Insurance	\$ 30,441	\$3,683	\$8,494	\$4,504	\$6,713	\$3,816	\$3,231
State Retirement	\$ 41,810	\$5,059	\$11,667	\$6,186	\$9,220	\$5,241	\$4,437
Indirect Cost	\$ 34,468	\$4,171	\$9,617	\$5,100	\$7,602	\$4,322	\$3,656
Dues-Professional	\$ 4,500	\$300	\$1,633	\$300	\$1,336	\$300	\$631
Mileage	\$ 2,500	\$219	\$836	\$219	\$684	\$219	\$323
Professional Development	\$ 9,900	\$300	\$5,083	\$300	\$2,340	\$300	\$1,577
Office Supplies & Expense	\$ 4,548	\$758	\$1,032	\$758	\$844	\$758	\$398
Copier Expense	\$ 120	\$20	\$20	\$20	\$20	\$20	\$20
Outreach	\$ 5,400	\$0	\$2,700	\$0	\$2,700	\$0	\$0
Printing	\$ 1,600	\$267	\$363	\$267	\$296	\$267	\$140
Postage	\$ 100	\$34	\$0	\$33	\$0	\$33	\$0
Rent - Spartanburg (WIB)	\$ 18,084	\$3,276	\$1,231	\$3,426	\$4,056	\$2,593	\$3,502
Consulting Services	\$ 2,489	\$300	\$10,551	\$1,873	\$6,175	\$1,261	\$2,329
Vehicle Leases	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Manpower/Overhead	\$ 315	\$51	\$74	\$51	\$60	\$51	\$28
Vehicle Parts	\$ 450	\$72	\$106	\$72	\$87	\$72	\$41
Vehicle - Fuel, Oil, Lub	\$ 450	\$71	\$108	\$71	\$88	\$71	\$41
Telephone/Fax	\$ 4,702	\$784	\$1,066	\$784	\$872	\$784	\$412
Miscellaneous Expense	\$ 1,500	\$250	\$340	\$250	\$278	\$250	\$132
Special Projects	\$ 3,100	\$517	\$703	\$517	\$575	\$517	\$271
Computers/Software	\$ 3,000	\$500	\$680	\$500	\$557	\$500	\$263
Miscellaneous Equipment	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals WB Office</b>	<b>\$ 461,902</b>	<b>\$53,596</b>	<b>\$132,319</b>	<b>\$65,540</b>	<b>\$104,581</b>	<b>\$55,526</b>	<b>\$50,340</b>