

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

GRANT SIGNATURE SHEET

Funded under Title : 1

Type: WIOA -Youth

Grant #: 16Y603SUI-UWIB
Modification #: ORIGINAL

Administrative Entity:

Spartanburg County
366 North Church Street
PO Box 5666
Spartanburg, SC 29304

Grantee Name and Address:

Spartanburg School District 6
Success Unlimited
1390 Cavalier Way
Spartanburg, SC 29376

Telephone #: (864) 596-2028

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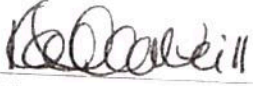
Spartanburg County, hereinafter called the Administrative Entity, having entered into an Agreement with the Upstate Workforce Investment Board to administer funds received pursuant to Title I of the Workforce Innovation and Opportunity Act; hereinafter referred to as WIOA or the Act, desires to engage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

- A. **Type of Grant -** Cost Reimbursement
B. **Grant Period -** 07/01/16 to 06/30/17
C. **Activity -** In and Out of School Youth Program
D. **Number of participants to be Served -** 50 (to include carryover from PY15)
E. **Effective Date-** July 1, 2016
F. **Grant Amount by Category -**

Youth Program Funds	\$ 453,958.73
TOTAL GRANT AMOUNT	\$ 453,958.73


Administrative Entity Approval:

Name: Katherine O'Neill
Title: County Administrator


Signature _____ Date 6/27/16

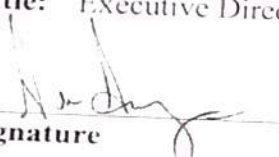
Grantee Approval:

Name: Dr. Darryl Owings
Title: Superintendent


Signature _____ Date 6/24/16

Executive Director Approval:

Name: Ann Angermeier
Title: Executive Director


Signature _____ Date 6/24/16

STATEMENT OF WORK

PY16
16Y603SU1
ORIGINAL

For the purpose of this Grant Agreement, entered into by the Spartanburg County, hereinafter referred to as the Administrative Entity, and Spartanburg School District 6, hereinafter referred to as the Grantee or Contractor, the following WIOA activities shall be conducted in the Upstate Workforce Area. Spartanburg School District 6 shall provide WIOA services as outlined in this grant pursuant to provisions and regulations of the Workforce Innovation and Opportunities Act (WIOA).

1.0 PROGRAM DESCRIPTION

The Grantee will operate a youth basic skills, pre-employment/work maturity skills, occupation skills and employment program designed to serve 50 WIOA eligible youth (in school age 14-21, out of school age 16-24) that are in need of obtaining a credential, gaining basic employment competencies, and finding and retaining employment and/or attending post-secondary educational institution. The program, which operates year round, will serve youth from Cherokee, Spartanburg and Union counties. The mission of the Grantee will be to provide, through the operation of The YouthStop™ Educational Services Center, academic, occupational and supportive services to disconnected youth who are at risk of not reaching their full potential in order to ensure that each will complete high school, transition successfully to postsecondary education and/or the workplace, and earn a recognized credential. The Grantee will partner with county adult education centers and local school districts to provide academic services and assessments. Local business partners will be developed to serve as guest speakers, mentors and work experience host sites.

Fourteen Required Youth Elements – The Grantee will make the following services available to their participants. Each activity/program must be recorded in the South Carolina Works Online Service (SCWOS) as they become applicable to each client;

- A. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential; an individual service strategy will be developed for each participant that will outline his/her specific academic needs and goals; where needed dual credit courses, virtual courses, credit recovery and new courses will be offered; Post-secondary training will be offered for eligible participants; services will be provided in partnership with county adult education center, local school districts and WIOA eligible providers;
- B. Alternative secondary school services, or dropout recovery services, as appropriate; services for dropout recovery and high school credential attainment are offered in partnership with county adult education centers and local school districts as specified in the individual service strategy;
- C. Paid and unpaid work experiences that have as a component academic and occupational education, which may include-

- i. Summer employment opportunities and other employment opportunities available throughout the school year;
 - ii. Pre-apprenticeship programs;
 - iii. Internships and job shadowing; and
 - iv. On-the-job training opportunities;

Work placement and shadowing opportunities will be offered to participants who have completed work readiness training and who have demonstrated good attendance and behavior
- D. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123; staff will collaborate with eligible providers to determine instructional opportunities leading to a recognized credential for the population served by the grant.
- E. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; where possible, participants will be grouped into cohorts depending on occupational interest for educational services related to workforce readiness and industry-specific training
- F. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate; services may include field trips, a guest speaker program, and a life/work skills training component, which will provide participants with the opportunity to complete a community service project; competencies and skills considered by employers, to be essential for leadership in the work environment will be addressed;
- G. Supportive services; services may include, but are not limited to, bus passes, gas cards, work/interview clothing and assistance with toiletries and household needs;
- H. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months; where possible, participants will be placed with mentors currently employed in or retired from an area of occupational interest;
- I. Follow-up services for not less than 12 months after the completion of participation, as appropriate; contact may be in-person, via phone, email or text and/or via social media; services may include, but are not limited to, assistance with financial aid forms, job search assistance, referrals for tutoring, training and other additional services outside of the scope of follow-up;
- J. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate; academic and career counseling services will be provided to all participants; mental health counseling will be offered to all participants and will be provided to interested participants at intervals deemed appropriate by the staff social worker; mental health referrals will be offered to participants needing assistance outside of the scope of WIOA services;
- K. Financial literacy education; workshops will be provided in partnership with local business and non-profit organizations to introduce participants to financial literacy and budget

management; topics may include developing and following a workable budget, establishing and monitoring credit, choosing a checking and savings account, planning for large expenditures and maintaining appropriate insurance; attention will be given to planning for cost associated with postsecondary education and training.

- L. Entrepreneurial skills training; workshops will be provided in partnership with local business and non-profit organizations and will focus on researching the market, creating a business plan, and securing and managing finances;
- M. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; the career development specialist will ensure that participants have access to the most up-to-date labor information pulled from the U.S. Department of Labor's Bureau of Labor Statistics (BLS)
- N. Activities that help youth prepare for and transition to postsecondary education and training; services are provided through a series of workshops and field trips designed to explore postsecondary options, arrange financing and create a plan to implement enrollment; additional services, especially those related to financial aid and scheduling may be provided through one-on-one case management

1.0 **ACTIVITY CODES**

(Activity code numbers and durations may change with the implementation of WIOA in SCWOS)

- 1.1 **Occupational Skills Training** - The Grantee will provide appropriate individuals with occupational, vocational, or entrepreneurial training that is relevant to local Labor Market Information (LMI). Occupational training provided under the Youth Program, to the extent feasible, will include opportunities to apply knowledge and skills relating the academic subject to the world of work. Youth ages eighteen (18) and older may be referred to the SC Works Center for co-enrollment as an adult to receive an ITA voucher for occupational skills training.

The Grantee will provide vocational training through courses they offer such as Advanced Computer Training or may be offered as a partnership with Spartanburg Community College and other training providers in the local area. Each participant will be given the opportunity to choose from several trade curriculums, the best course of study related to their area of interest. The Grantee will be responsible for the setup and implementation of this program component. Upon completion of the course, the participant will receive a certificate of completion from the training provider regardless of whether or not they receive GED or diploma. The certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills must be based on standards developed or endorsed by employers.

This activity must be recorded on the South Carolina Works Online Services Activity Record using Code 416. Actual start and end dates must be reflected on attendance records.

- 1.2 **Youth Paid and Unpaid Work Experiences, Including Internships** -Funds under this Contract may be used to pay wages and related benefits for work experiences in the public; private; for-profit; or non-profit sectors where the objective assessment and the individual service

strategy indicate that work experiences are appropriate. Work experiences are planned, structured learning experiences that take place in a workplace for a limited time. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not intended to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. The students may be paid for the training and work experience. Payment with stipends for work experiences and internships are allowable. Work Experiences may occur concurrently with the basic skills training or is recommended to take place while waiting on the GED scores in order to keep the youth active in the program. Work Experiences may include but are not limited to internships, job shadowing, supported work, work adjustment or transition activities and on-the-job-training (OJT). However, OJT is not an appropriate work experience activity for youth under age 18.

1.2.1 Work Experiences may include, but are not limited to:

- A. a short-term or part-time entry employment training assignment with a public or private non-profit organization for a participant who needs assistance in becoming accustomed to basic work requirements or in becoming gainfully employed. It is recommended for youth with no prior work history to acclimate the youth to the world of work; or
- B. a short-term internship or part-time training assignment with a private for-profit organization for a participant who needs assistance in becoming accustomed to basic work requirements or in becoming gainfully employed. It is recommended for youth with little or some prior work history to acclimate the youth to the world of work and successfully transition to unsubsidized employment;
- C. a short-term job shadowing or vocational exploration assignment for twenty (20) hours at a work site in the public, private non-profit, or private for-profit organization in which the youth participant is not actively engaged in productive work which benefits the organization. A participant may complete several paid or unpaid shadowing opportunities.

1.2.2 Participation in Work Experience will be for a reasonable length of time, based on the needs of the participant and as contained in the applicable O*NET. The duration will be in the participant's ISS, and shall not exceed four hundred eighty (480) hours. Work Experience will be accompanied either concurrently or sequentially with other activities or services designed to increase the basic education and/or occupation skills of the participant, as recorded in the ISS.

1.2.3 Work Experience, to the extent feasible, will include contextual learning opportunities that integrate the development of general competencies with the development of academic skills.

1.2.4 The Contractor shall pay participants' wages at the same rates as similarly situated employees or trainees, but in no event less than prevailing Federal minimum wage under the provisions of the Fair Labor Standards Act. A Check Verification Log must be completed each pay period.

1.2.5 The Contractor may deduct FICA from participant wages and provide Worker's Compensation for participants. All WIOA participants are covered under a blanket insurance policy and this policy includes work experience.

- 1.2.6 The Contractor shall be responsible for the completion and file maintenance of the Employment Eligibility Verification Form [Form I-9] for all participants in the Work Experience Activity.
- 1.2.7 The Contractor will develop a Work Site Agreement for all subsidized "Work Experiences" prior to placing participants at Work Sites. Work Site Agreements are required for unpaid work assignments also.
- 1.2.8 The Contractor shall monitor work sites and training sites to ensure compliance with Work Site Agreements and Training Site Agreements. The Contractor shall also maintain on-site documentation of all monitoring activities.
- 1.2.9 The contractor shall monitor work sites using the Contractor's Work Site Monitoring Instrument. On-site monitoring shall be accomplished at least twice during a participant's training period.
- 1.2.10 This activity must be recorded on the SCWOS Activity Record using Code 425 (Paid Work Experience) or 426 (Unpaid Work Experience). Actual start and end dates must be reflected on attendance records.
- 1.3 **Youth Leadership Development Services** – The contractor shall provide leadership development activities in the form of exposure to post-secondary educational opportunities; community and service learning projects; peer centered activities including tutoring; organizational and team work training; citizenship training; employability; positive social behaviors; and Pre-Employment/Work Maturity Skills Training. Students will research and visit post secondary schools in the area. Many training opportunities will be researched and tours of the colleges will be organized.

Pre-Employment/Work Maturity Skills training is designed to provide participants with skills and attitudes needed to succeed in the working world. The Contractor will provide Leadership Development activities to **all appropriate youth**. Leadership Development must include, but is not limited to, the following:

- A. A program of life skills, career, education, and personal development.
- B. Exposure to post-secondary educational opportunities
 - (1) Tour of the Community College which includes financial aid information and exploration of their resource center.
 - (2) Tour of local colleges and universities which include financial aid information and exploration of their resource center.
 - (3) Presentation of military service opportunities by recruiters representing branches.
- C. Community and service learning projects and Organizational and team work training
 - (1) Designing and implementing a community project that utilizes individual talents and also develops team building.

D. Peer centered activities including peer mentoring and tutoring.

- (1) Tutoring provided through peer groups, such as the National Honor Society of the participants' school.

E. Citizenship training

- (1) Attend a City or County Council meeting within the participant's home county.

F. Employability

- (1) At least one tour of the local SC Works Center and exploration of their resource center.
- (2) Complete a Pre-Employment/Job Readiness Training within one year of enrollment in the program or one year from beginning of course.
- (3) All participants will be provided two weeks of Pre-Employment/Work Maturity Skills Training prior to placement on a Work Experience Site. This training will consist of preparing resumes, filling out applications, and interviewing skills.

G. Positive social behaviors and Training in decision-making, including determining priorities.

- (1) Presentation of local Drug and Alcohol Abuse Programs
- (2) Presentation of Pregnancy Prevention/Safe Sex Programs
- (3) Motivational/Self-Esteem Programs
- (4) Career Development Programs
- (5) Teamwork Skill

All Leadership Development Opportunities should be developed in conjunction with each county's appropriate agencies through linkages, and should be designed to be fun, informative, and motivational, and meet pre-determined measurable outcome expectations.

Events should be recorded on the ISS and also on the South Carolina Works Online System Activity Record by using Code 410. Actual start and end dates must be reflected on attendance records.

1.4 **Youth Summer Employment** – The Contractor may provide summer employment opportunities through the use of the resources and tools available in the One Stop system or other resources available in the community. Contractor may secure summer employment for youth ages 16-24 **with unsubsidized job placement being the preferred method.**

During PY15, for younger youth, the Contractor should design a community project that develops teamwork, community service, participant's particular interest, and aptitudes. This project should be the culmination of the year-long learning process and should be an incentive for participants to remaining in the program year round.

Careful consideration should be given to the participant's ISS to ensure that the work done during the summer project best meets the participant's employment goals and will allow for acquisition of occupational skills that are applicable.

Participants themselves should be heavily involved in the planning of this project from the beginning of the annual program. Overseen by the staff, plans should include:

- A. Project ideas
- B. Cost Involved
- C. Material needed
- D. Outside expertise needed (job shadowing and internship tie-in, when possible)
- E. Application of individual strengths
- F. Use of a team to accomplish the task

This activity must be recorded on the South Carolina Works Online Services Activity Record using Code 400. Actual start and end dates must be reflected on attendance records.

- 1.5 Youth Adult Mentoring** – The Grantee shall provide adult mentoring through job shadowing or work site supervisors, tutors, program staff and community organizations for those individuals determined in need of adult guidance through initial assessment. The Contractor will be responsible for identifying and developing these relationships. Adult mentoring shall take place during the time services are being rendered and afterwards during the 12 month follow-up. Adult mentoring will be provided and monthly activities will be coordinated between the mentor and youth. Mentors will encourage the youth to get involved in community service projects. Mentors should meet with their mentees at least once per month to discuss academic progress, goal setting, and problem solving. Key to the success of any Youth Program or activity is an adult or adults within the community who are committed to serving as mentor(s) or role model(s) for all participating youth. Adult mentors should serve as role models and impart standards or expectations for these youths with respect to employment decisions, life skills, self-sufficiency, and/or educational achievement.

This activity must be recorded on the South Carolina Works Online System Activity Record using Code 411. Actual start and end dates must be reflected on attendance records.

- 1.6 Youth Comprehensive Guidance and Counseling** – The Contractor will provide comprehensive guidance counseling that will take place in the form of Case Manager follow-up calls, coordination of services, ISS updates, issuance of supportive services, mentor updates, etc.

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, must be provided to each youth participant in any youth activity. These guidance and counseling resources are to be provided under a comprehensive case management approach with each participant. Case Management is a client-centered approach in the development of services designed to assist youth in finding employment through the proactive provision of counseling, pre-employment, and work maturity skills, basic and remedial education, occupational training, work experience, etc.

Case management shall be provided by the Contractor. Case management strategies should include, but are not limited to:

- Regularly scheduled contact with the participants (Minimum of four times each month)
- Intensive and personal follow-up activities (Shall be documented in ISS)
- Use of the ISS benchmarks to measure progress.

The basic objective of case management is to monitor participant progress in fulfilling the ISS. In an effort to help guide the student's success, an academic plan will include the educational and employment goals and a personal statement from the youth on how he/she intends to reach that goal. Where progress is slow or in reverse, case managers must be proactive in identifying the problem and solving the problem before the participant quits without achieving a recorded positive outcome. All case management/counseling must be documented as part of the ISS.

Case Managers will know the name, face, family, and life situation of each participant. They must have detailed knowledge of other community services within the participant's resident county and cultivate a wide network of contacts. Special need resources may be found through the WB or SC Works Center.

1.6.1 The Contractor shall provide counseling services to participants on a monthly basis and shall begin at orientation. Additional counseling sessions may be scheduled on an "as needed" basis.

1.6.2 The Case Manager shall document all counseling sessions in the Case Notes Section of SCWOS.

1.7 Follow-Up – The Contractor will provide follow-up by phone and in person for each participant. Each participant will be provided follow-up services for at least 12 months after they exit the program. Staff will work with all participants to track progress of the individual and to provide any support, and counseling/referrals as may be necessary. Case Managers will arrange additional support services, when necessary, and use these check-up calls as a way to conduct follow-up. Mentors should also stay in contact with Case Managers to ensure clients are moving along with their ISS goals and such contact will be noted in the participants' files.

Program operators are responsible for considering the level of intensity of the services provided and the needs of the individual in determining the corresponding appropriate level of follow-up services. The level of follow-up services must be sufficient to accomplish the performance goals and objectives outlined in this contract. Generally, more frequent follow-up services with measures of progress are less likely to be challenged and will result in better participant performance. However, a minimum of one contact or service per month is required while a participant is receiving follow-up services.

This activity must be recorded on the South Carolina Works Online Services follow-up record and a copy of the follow-up documentation must be maintained in the client's file. A minimum of one monthly case note is also required during follow-up.

1.7.1 The Contractor shall update participant records at the conclusion of the program activities to show the current mailing, physical address, and telephone numbers of the participant (or telephone number for messages). The contract shall maintain documentation of participant follow-up every month following completion. The Contractor shall contact each participant to

provide, as necessary, counseling assistance and/or other follow-up to ensure the participant maintains employment.

- 1.8 **Supportive Services** – Grantee will provide participants with supportive services for transportation to and from the training site. Childcare payments to a care facility will also be provided should the participant require supportive services that are not provided by the contractor; referrals will be made to appropriate agencies that can provide those support services to participants. The internal Supportive Service Policy should be followed. All referrals must be documented in the participant's file. This activity must be recorded on the South Carolina Works Online Services Activity Record using Codes 480, 481, 482, 484, or 485, as applicable.

- 1.9 Innovative Programs and Services that are consistent with the requirements and expectation of WIOA Youth Activities may be provided and reflected in the participant's ISS.

2.0 **TRAINING LOCATION**

The Grantee will operate a training site at 360 East Main Street, Spartanburg, SC 29302.

3.0 **RECRUITMENT**

The YouthStop™ recruitment process for out-of-school youth is designed to reach potentially eligible 16-24 year old participants who have a demonstrated need for one or more of the 14 required youth services. Typically, participants are recruited from potential and current adult education students in Cherokee, Spartanburg and Union. This group is comprised of high school dropouts with an interest in attaining a recognized credential and improving employability. Since Adult Education is a core WIOA partner, the staff has a good general knowledge of WIOA eligibility and services and is able to provide additional information in the recruitment process.

Recruitment begins with an informational presentation to participants at regularly scheduled orientation sessions for Cherokee County Adult Education, Spartanburg County Adult Education, and Union County Adult Education. During this time, The YouthStop™ staff provides an overview of WIOA; specific program services; eligibility requirements; and the assessment, certification and intake processes. A program flyer, application, and list of required eligibility documentation are provided to each attendee. A question and answer session is provided. Following the return of applications, which provide a good overview of eligibility and interest, potential candidates are referred to Adult Education for TABE assessments. Document collection and certification follow. Potential candidates who do not meet eligibility are referred to other local agencies such as vocational rehabilitation, local community actions groups or SC Works for potential services.

- 3.1 The following steps shall occur from recruitment through selection. The process may terminate at any point.

- A. The Contractor will provide an introduction to WIOA, explain the full array of WIOA services, explain the applicant's responsibilities, and provide orientation to the intake process.

- B. The Grantee will provide the applicants with a list of required eligibility documentation.
- C. The Grantee will acquire and/or complete the appropriate intake forms: SCWOS Program Application, Pre-Screening Form, Receipt of Information, Release of Information, and Participant Rights Handout.
- D. The Grantee shall provide the applicant with a Basic Skills test (TABE) to determine if the individual is Basic Skills Deficient. The Grantee may use a recently administered test (within the past 6 months) should the test give a grade level equivalency. A copy of the test must be maintained in the participant file. This information must be recorded in the Assessment section of SCWOS.

4.0 CERTIFICATION OF ELIGIBILITY

- 4.1 WIOA defines eligibility criteria for out-of-school and in-school youth and expands the age of eligibility for OSY to 24. Eligibility requirements are defined below.

An **out-of-school youth** is an individual who is not younger than age 16 or older than 24 at the time of enrollment, is not attending any school, and is one or more of the following:

1. A school dropout.
2. A youth who is within the age of compulsory school attendance (defined as under the age of 17 in South Carolina), but has not attended school for at least the most recent complete school year calendar quarter (based on how a local school district defines its school year quarters);
3. A low-income individual who is a recipient of a secondary school diploma or its recognized equivalent, and is either basic skills deficient or an English language learner;
4. An individual who is subject to the juvenile or adult justice system;
5. A homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act, or an individual who is an out-of-home placement;
6. An individual who is pregnant or parenting;
7. An individual with a disability; or
8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An **in-school youth** is an individual who is not younger than age 14 or older than 21 at the time of enrollment, is attending school, is low-income, and is one or more of the following:

1. Basic skills deficient;
2. An English learner;
3. An offender;
4. A homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act, or an individual who is an out-of-home placement;
5. An individual who is pregnant or parenting;
6. An individual with a disability; or

7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

The term **school** refers to both secondary and post-secondary school. However, the US Department of Labor does not consider providers of Adult Education under title II of WIOA, YouthBuild programs or Job Corps programs to be schools. Therefore, youth attending these programs are considered to be out-of school for purposes of WIOA youth program eligibility.

The term **basic skills deficient** means the youth has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test.

See the local policy for established definitions and eligibility for using "**requires additional assistance**" criteria for OSY, as well as ISY.

An individual who meets any one of the following criteria satisfies the **low-income requirement** for the WIOA youth program:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance;
2. Receives an income, or is a member of a family that receives an income that, in relation to family size, is not in excess of the most recent Family Income guidelines issues via State Instruction;
3. Is a homeless individual as defined in the McKinney-Vento Homeless Assistance Act or the Violence Against Women Act of 1994;
4. Receives, or is eligible to receive, a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
5. Is a foster child on behalf of whom State or local government payments are made; or
6. Is an individual with a disability whose own income meets the income requirements above, but who is a member of a family whose income does not meet this requirement.

The eligibility of applicants will be determined by the Grantee in accordance with procedures and guidelines established by the administrative entity. **All applicants must be certified eligible prior to WIOA participation.** It will be the Grantee's responsibility to ensure that the applicant is aware and will produce the required documentation for certification. The Contractor is responsible to refer individuals that do not qualify for the WIOA program to a suitable program(s) as determined appropriate based on the individual's needs. The referral will be documented on the **Referral Log**.

WIOA Youth Eligibility Requirements for participants are as follows:

- a. To be eligible for WIOA Out-of School Youth services, a youth must meet the above definition of an out of school youth and/or be facing additional barriers to employment defined by the Upstate WB as being working less than forty hours a week and/or not having a driver's license.

- b. To be eligible for WIOA In-of School Youth services, a youth must meet the above definition of an in school youth and/or be facing additional barriers to employment defined by the Upstate WB as being working less than forty hours a week and/or not having a driver's license.
- c. Because WIOA is NOT an entitlement program, a youth may be eligible (having met the criteria stated above and found in section 129) but the services provided may not be appropriate or suitable for the youth based on the individual's goals and needs. Suitability is determined through the guidance of Instruction Letter 15-12. Youth who are determined eligible to participate but do not become participants in a WIOA program, MUST be referred to other appropriate programs within the community.
- d. Is a resident of the Upstate Workforce Board Area (Cherokee, Spartanburg, Union Counties).

4.2 5% CLIENTS – Up to five (5%) percent of youth participants may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:

- a) School Dropout,
- b) Deficient in basic literacy skills,
- c) Are one or more grade levels below the grade level appropriate to the individual's age,
- d) Pregnant or parenting,
- e) Possess one or more disabilities, including learning disabilities,
- f) Homeless or runaway,
- g) Offender, and/or
- h) Face serious barriers to employment defined as:
 - Youth who lacks work experience defined as not employed fulltime (40 hours per week) for three consecutive months with the same employer or lacks reliable transportation defined as not having a valid driver's license or automobile.

All participants certified under the 5% window must be approved in advance and in writing by the Upstate WB Executive Director prior to enrollment. Any youth certified under the 5% window that was not approved by the WB Director may be determined as ineligible and the costs incurred for that youth may be disallowed under WIOA. Any costs considered disallowed will be repaid by the contractor using non-WIOA funds.

Five Percent Low-Income Exception

Five percent of local area participants, who ordinarily would need to be low-income, do not need to meet the low-income provision. This includes all ISY and those OSY with a high school diploma or those OSY who require additional assistance. (See OSY #3 and #8 above).

For example, a local area served 200 youth and 100 of those youth were OSY who were not required to meet the low-income criteria, 50 were OSY who were required to meet the low-income criteria, and 50 were ISY. In this example the 50 OSY required to be low income and the 50 ISY are the only youth factored into the 5% low-income exception calculation. Therefore, 5 of the 100 youth who ordinarily would be required to be low-income do not have to meet the low-income criteria based on the low-income exception.

Five Percent In-School Youth Limitation

Not more than five percent of ISY may be individuals whose only barrier is "requires additional assistance to complete an educational program or to secure and hold employment". This limitation is applied to all ISY participants served in a program year.

4.3 All males age 18 and over, born after 1959, must have complied with Selective Service Draft Registration requirements. If a participant turns 18 while attending the program, it is the Grantee's responsibility to ensure that the participant registers with the Selective Service. Verification of compliance with the draft registration requirements may be provided at www.sss.gov and the verification of registration must be printed and maintained in the participant file.

4.4 **Orientation** – The Contractor will provide each participant an orientation concerning the Program's outline, attendance requirements, performance goals, entry and exit tests, contact names, etc. Orientation session(s) should also include an overview of the Workforce Innovation and Opportunities Act's purpose and goals as it relates to youth. Every effort should be made to include family members or caretakers of each youth in these sessions. **Also, the Receipt of Information, Release of Information, and Participant Rights Handout must be completed by the participant during orientation, and a signed copy kept on file by the Contractor.**

The Contractor shall make each applicant aware of the grievance procedures and shall have him/her sign and receive a copy of the WIOA Participant Rights Handout. The Contractor shall also maintain a signed copy of the Handout in each participant's file.

5.0 ENROLLMENT

The Grantee is authorized to enroll 50 participants in the program. The program is to serve in school youth from Cherokee, Spartanburg, and Union Counties. At a minimum the following enrollment levels must be met by 06/30/2017:

- Spartanburg- 35 participants
- Cherokee-10 participants
- Union- 5 participants

The Contractor shall enroll the applicant only after certification is completed and test scores are obtained. Eligibility verification will be reflected on the SCWOS.

5.1 At the time of participant's enrollment, the Contractor shall register the participant by entering the first funded activity (Objective Assessment) in the South Carolina Works Online Services. Once a participant is enrolled, the participant shall become part of the Contractor's performance and the Contractor shall be responsible for his/her positive performance outcomes.

5.2 All 50 slots are to be filled by the end of the program year, and enrollment progress will be monitored monthly to determine if enrollment and expenditure requirements will not be met. The Contractor may be asked de-obligate under expended funds within 90 days of the contract ending date to transfer funds to other areas of need.

6.0 **ASSESSMENT** - The Contractor will provide every eligible youth with an objective assessment of academic level, skills level, and service needs. The Contractor will document all results on the participant's ISS and the Contractor will review the ISS periodically and the Contractor will revise the ISS as needed. These assessments will include, as appropriate:

Review of basic skills: Basic skills training will be assessed by a pre-test and post-test in reading/writing and math. This assessment will show percentages gained in these skills during the program and provide verification of basic skills attainment. This should be done through the use of a current (administered within the past 6 months), standardized assessment instrument, or if a current test score is not available, the use of a TABE or Work Keys assessment is acceptable. Those determined basic skills deficient must be post-tested within one year of the youth participation date. Periodic assessments may be given to determine progress made throughout the year. Assessment scores must be entered into SCWOS.

Occupational skills: All past vocational or occupational skills training received by the participant will be gathered during enrollment and will be noted on the participant's ISS.

Employability: Strong linkages with the One Stop system should be formed to allow access to appropriate assessment tools. The Work Keys assessment has been determined by the Upstate Youth Alliance to be the best means to determine an individual's employability skill. All youth participants are to be assessed using Work Keys at some point during their participation. The Work Keys scores will be noted in the ISS.

Interest: All participants should conduct an interest survey and the results should be noted in the ISS. Strong linkages with the SC Works Center may be formed to allow access to appropriate assessment tools such as Career Navigator or Kuder.

Aptitude: Strong linkages with SC Works Center should be formed to allow access to appropriate assessment tools.

Supportive Service needs: This information will be gathered during enrollment and will be noted on the participant's ISS. Supportive Service needs will be re-addressed periodically by the Contractor and will be so documented.

Developmental needs: This information will be gathered during enrollment and will be noted by the Contractor on the participant's ISS. Developmental needs will be re-addressed periodically and will be so documented.

The Contractor will develop an individual plan in the SC Works Online Services System for each participant that will identify:

- an employment goal, including (if appropriate) non-traditional employment, that is supported by local labor market information;
- appropriate achievement objectives; and
- appropriate services for the participant taking into account the assessment(s) performed above.

This individual employment plan must be printed from SCWOS and signed/dated by staff and participant.

The Contractor will design an overall program that provides:

- Preparation for post-secondary educational opportunities, if appropriate;
- Strong linkages between academic and occupational learning;
- Preparation for unsubsidized employment opportunities, and
- Effective connections to intermediaries with strong links to job market and local/regional employers, specifically the local One Stop system.

7.0 MIS REPORTING All participant data must be entered in the SC Works Online Services at time of application and point of participation. Copies of all eligibility documentation will be maintained in the participant's file. Upon completion, the SCWOS Youth Application will be printed and signed by the participant, parent/guardian (if the applicant is below age 18) and the certifying WIOA staff.

7.1 PROGRAM ACTIVITY INITIATION/CONCLUSION

7.1.1 A participant is not a WIOA registered participant until an activity is entered into the system. The participant's educational and employment status must be confirmed at the time of registration. A participant may be initiated into more than one allowable training activity in accordance with the Individual Service Strategy (ISS). The Contractor shall initiate a participant into the appropriate training activity. At the time of participant initiation, the Contractor shall record the appropriate code on the South Carolina Works Online System Activity record. SCWOS will allow for projected and actual start dates along with the projected end date upon entering an activity no later than fifteen (15) days after the event occurs. Activities must be entered in real-time and reflected in attendance records and case notes.

7.1.2 The Contractor shall conclude participants from an activity by completing the actual end date on the SCWOS Activity Record.

7.1.3 The conclusion date shall be the last day a participant works and receives compensation, or the last day of class attendance. The SCWOS Activity Record should be completed immediately upon completion of a training activity or at the time a participant withdraws or drops out of a training activity and no later than fifteen (15) days after the event occurs.

7.2 PROGRAM EXIT - Clients will exit the program when they are no longer receiving any WIOA-funded or WIOA-partnered services.

EXIT DEFINITION: A client is considered to have exited the program when the following occurs:

- A. Hard Exit:** A client who has a date of case closure, completion, or known exit from WIOA-funded or non-WIOA-funded partner services within the quarter due to being institutionalized, health/medical or family care, deceased, reserve forces called to duty, or relocated to a mandated program;
- B. Soft Exit:** A client who does not receive any WIOA-funded or non WIOA-funded partner service for ninety (90) days and is not scheduled for future services except follow-up services.

Clients who have a planned gap in service of greater than ninety (90) days should NOT be considered as exited if the gap in the services is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs with a reason for such a gap and enter into SCWOS the activity code 001 Hold Code. Participants who exit from services because they are incarcerated, deceased, have a health/medical condition, reserve forces called to duty, or relocated to a mandated program that prevents the individual from participating in services should be excluded from the measures. Also if the contractor is provided an invalid social security number by the youth, they would be excluded from the performance measures. These incidents must be clearly documented in a case note explaining the circumstances and that the incident exceeds 90 days for the exclusion to be considered.

The exit date is the last date of WIOA-funded or partner service received (except follow-up services). For Soft Exits, the exit date cannot be determined until ninety (90) days have elapsed from the last day of service. At that point, the last date recorded is the last date of service. The quarter in which the last date of service takes place is the quarter that is counted in the performance measures.

8.0 PARTICIPANT TIME AND ATTENDANCE - Time and attendance are to be documented reflecting actual hours of attendance in all WIOA activities on the Participant Time Record. Time sheets will not be pre-signed or completed in advance. The timesheets must be completed in ink and whiteout should not be used for corrections. Individual attendance sheets must be kept in each participant file. All corrections should be clearly marked and initialed. Contractors should monitor attendance regularly and address any attendance problems with the youth.

9.0 PARTICIPANT FILES - The following documents will be maintained in the participant's file:

- SCWOS Youth Application
- Individual Service Strategy (ISS)
- SCWOS Individual Employment Plan (IEP)
- First Activity Record/Participation Record signed by Staff and Participant
- Receipt of Information
- SC Rights Handout
- Participant Time and Attendance
- Pre-test and Post-test Information for Basic Skills, Work Experience Skills and Occupational Skills Attainment
- Employment Verification Form (If Applicable)
- Work Experience Contract (If Applicable)

10.2 All forms, documents and information maintained by the Contractor pertaining to this Contract, or mentioned herein, shall be made available to the Administrative Entity upon request and is subject to review at any time. It will be the responsibility of the Grantee to maintain these files until the end of the program year following the anniversary of the participant's exit date. These files will be stored for an additional 5 years and 45 days.

11.0 GRANTEE CENTRAL FILES

At a minimum the following documents will be maintained in the Grantee's Central Files and will be available for on-site monitoring purposes:

- Copy of the current Grant and any modifications
- Copy of Act and Applicable Federal Regulations
- SCWOS Manual and SCWOS/SCWOS Instruction Letters
- Staff Job Descriptions
- Staff Time and Attendance to include annual leave hours, sick leave hours, and holiday hours
- Financial Procedures Manual
- Current Property list
- Workforce Area Instruction Letters (filed per Instruction Letter Number WIA 99-02) and Related Correspondence
- Financial Reports and Back-up Documentation
- Copy of approved travel requests per Instruction letter WIA 99-04
- Monitoring Reports and Replies
- Log of Complaints
- Referral Log

12.0 COMPLAINT LOG

The Grantee will keep a log of complaints received and the disposition of such complaints. The Grantee will advise the WB Staff immediately if a complaint is filed.

13.0 STAFFING

13.1 For purposes of this grant, the authorized permanent personnel funded by this agreement are reflected in the budget. Job descriptions will be maintained for each position. Only staff listed in the budget may be paid utilizing funds from this agreement.

13.2 All teachers/instructors employed for this program will have a current teaching Certificate.

13.3 The Contractor shall ensure that all staff involved with this Agreement receive a copy of this Contract and receive a briefing on their responsibilities as they relate to the Contract. **This briefing shall be documented.** Staff included in support of this contract shall have a designated point of contact to address any questions or concerns pertaining to this contract in order to avoid delays in service. Staff shall immediately notify their supervisor of any contractual problems.

13.4 The Upstate WB has a policy that all WIOA staff must have a series of background checks conducted when hired to work with a WIOA program. The background checks consist of a drug/alcohol screen, a SLED check, a thorough background screening of former employers and references, and a credit check, should the duties include the handling of funds. All contractors must refer to WIA Instruction Letter Number 05-03 for the full policy and any required forms pertaining to the policy.

14.0 PERFORMANCE STANDARDS

The Upstate WB is awaiting information on performance measure for PY16. Below is basic information on WIOA Youth Measures. Once goals are set, a modification will be completed to provide specific goals and expectations.

WIA Common Measures		WIOA Measures	What is Different?	Comments & Questions
YOUTH				
Placement in Emp/Ed/Train	REVISED	Placement in Emp/Train/Ed (Q2 post-exit)	Now Q-2 after exit	Adds additional qtr lag in reporting
Literacy & Numeracy Gains	DELETED	Eliminated		
	NEW	Placement in Emp/Train/Ed (Q4 post-exit)	New Q-4 after exit	Eliminates most complex Common Measure Will require follow up for 1 yr after Exit
	NEW	Median Earnings	New Median earnings Q-2 after exit only	New for Youth. Will it include In-School Youth?
Attain Degree/Certificate	REVISED	Credential Rate	Similar Measure	Applies to all Youth not just in Ed/Training?
	NEW	Measurable Skills Gain	New Measure	Real Time, not exit based

Enrollment Goal:

- 50 WIOA Eligible youth will be registered in the Spartanburg School District 6, YouthStop program.

15.0 FINANCIAL REPORTING

- 15.1 The Grantee shall establish and maintain a financial management system that provides accurate, current and complete disclosure of the financial transactions of this Grant. This system shall be in compliance with standards and procedures established in the Terms and Conditions of this Contract. Expenditures under this Grant shall be in compliance with the

attached budget. NO ADJUSTMENTS SHALL BE MADE WITHOUT PRIOR AUTHORIZATION BY THE ADMINISTRATIVE ENTITY.

- 15.2 Financial reports will be prepared and submitted according to instructions in the Financial Handbook. Original financial reports are due to the WB Office by the fifth (5th) working day of the following month.

The original financial report will be mailed to the following address:

Mr. Brent Bishop, CFO
Upstate Workforce Board
P. O. Box 5666
Spartanburg, SC 29304

Copies may be emailed to bishop@upstaterworkforceboard.org

- 15.3 Reimbursements should not exceed the Spending Plan that is part of this Agreement. If funds in excess of the plan are requested, a detailed explanation must accompany the request.
- 15.4 Invoices for reimbursement or advances will not be processed if monthly financial reports are delinquent.
- 15.5 The grantee shall reimburse any and all costs determined to be disallowed costs in connection with the activities in this grant from non-WIOA fund sources.
- 15.6 The Upstate WB expects a minimum of 75% expenditure rate of funds associated with this grant.
- 15.7 A minimum of 10% of funds in this grant must be spent on Work Based Learning related activities. This percentage may be adjusted during the program year to ensure that the local area meets the overall 20% expenditure rate requirement of the law. Staff are REQUIRED to keep detailed records to justify staff cost associated with Work Based Learning.
- 16.0 **GRANT MODIFICATION**

Any change in this Grant or documents a part hereof, can be changed only by means of an official modification of this Grant. Please refer to the Grant Modification Procedures in Instruction Letter Number WIA 12-08.

The amount of this grant may be increased or decreased with the approval of both parties, if the Workforce Area has funds available, and it is determined by the Workforce Board to be in the best interest of the Workforce Area to increase or decrease the amount of the Grant.

17.0 **GRANT CLOSEOUT**

Grants will be closed-out within 30 days from the end of the grant period. This deadline supersedes the deadline as stated in the Terms and Conditions. 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.

18.0 PROCUREMENT/UTILIZATION OF PROPERTY

- 18.1** Spartanburg School District 6 is held accountable for any WIOA property/equipment shown on the property inventory for the program and will adhere to the Property Procurement rules as established by the Upstate Workforce Board and Spartanburg County, per Instruction Letter 13-13 Amendment #1.
- 18.2** WIOA property/equipment no longer needed for the purpose of this agreement will be returned to the Upstate Workforce Board office.
- 18.3** Items may be moved to another contractor. The move must be approved by the WB office.
- 18.4** Property/equipment will be inventoried at least annually. WB staff will include inventory monitoring on their monitoring visits at least annually.

19.0 MONITORING EXPECTATIONS

- 19.1** Program administration will be monitored by WB Staff on an on-going basis for compliance with the Act, Regulations, Grant Work Statement, financial reporting, Data System reporting and other administrative instructions.
- 19.2** If deviations in any area are deemed serious, the WB will be advised and may elect to begin sanction procedures.
- 19.3** The Monitor will conduct one on-site review throughout the life of this grant. Contractor personnel shall be cooperative in assisting the monitor. The US Department of Labor, the Office of the Inspector General, the Comptroller General of the United States; or any of their authorized representatives have the right to timely and reasonable access to all Contractor records as they pertain to this Contract. All forms, documents, and WIOA inventory maintained by the Contractor pertaining to this Agreement shall be made available to the Administrative Entity upon request and is subject to review at any time.

20.0 COMPLIANCE WITH SECTIONS 188 OF THE ACT AND 29 CFR PART 38

As a condition to this award of financial assistance with the Department of Labor under Title I of WIOA, The Grantee assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunities Act (WIOA);
- Title VI of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- 29 CFR Part 37 and all other regulations and instruction letters implementing the above.

The grant recipient understands that the United States has the right to seek judicial enforcement of this assurance.

21.0 GENERAL PROHIBITIONS

21.1 Non-Duplication: No funds under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 nor to carry out, through funds under this act, activities funded under the S-T-W Act unless the programs funded under this Act only serve those participants eligible to participate in the program under this Act.

21.2 Against Federal Control of Education: No provision of this Act empowers and/or otherwise authorizes any department, agency, officer or employee employed under this Act to exercise any direction, supervision, or control over the curriculum, program of instruction, administration, or personnel of any educational institution, school, school system, or selection of library resources, textbooks, etc.

21.3 Non-Interference and Non-Replacement of Regular Academic Requirements: No funds under this Act shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

22.0 OPTION TO EXTEND

Based upon funding availability, the Administrative Entity may extend a contract period of performance, if it appears to be in the best interest of the Administrative Entity and is agreeable with the Contractor. Similarly, the slot levels and or number of participants served and or associated costs may be increased at any time during the Contract period, if agreeable with the Contractor.

23.0 TERMINATION

The performance of work under this Contract may be terminated by the Administrative Entity, in whole or in part, for either of the following circumstances: Termination for Convenience or Termination for Cause, as defined in the Terms and Conditions attached hereto and incorporated herein.

24.0 SANCTIONS

24.1 If deviations in any area violate the Local/State Sanctions Policy, as outlined in Local Instruction Letter 13-17, sanctions will be initiated.

24.2 Sanctions may be imposed if there is a reoccurrence of customer complaints, for this is considered failure to meet customer satisfaction levels.

25.0 BENCHMARKS

25.1 Tours should focus on the following industries when possible:

- Advance Manufacturing
- Trades

25.2 PY16 Enrollment Goals:

- The Upstate WB expects Spartanburg School District 6 YouthStop to serve a minimum of 50 students in PY16.

25.3 Community Activities:

- Provide a minimum of seven (7) leadership development activities to participants that include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

26.0 EFFECTIVE DATE OF GRANT

The effective dates of this grant are July 1, 2016 through June 30, 2017.

UPSTATE WORKFORCE BOARD
YOUTH BUDGET SUMMARY

Project Name Spartanburg County School District Six - The YouthStop™
Grant #: 16Y603SU1-UWB

TOTAL BUDGET

Staff Salaries & Fringe Benefits (including staff for WB
Operating Expenses
Instructional Training and Supportive Services
Work Based Learning (excluding staff cost)

\$	324,381.00
\$	76,307.23
\$	38,270.50
\$	15,000.00

TOTAL GRANT COST

\$	453,958.73
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All budgets are considered OUT OF SCHOOL unless otherwise indicated.

YOUTH STAFF & INDIRECT COST - BUDGET SUMMARY

PROJECT Name Spartanburg County School District Six - The YouthStop™

Grant #: 16Y603SU1-UWB

WIOA STAFF SALARIES AND FRINGE BENEFITS				
STAFF SALARIES				
Position Title	Salary Per Month	% of Time	No. of Months	TOTAL AMOUNT
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$4,803.87	80%	12	\$ 57,646.44
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$4,388.67	100%	12	\$ 52,664.04
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$1,625.00	100%	12	\$ 19,500.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$3,041.67	100%	12	\$ 36,500.04
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$3,283.42	100%	12	\$ 39,401.04
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$2,660.85	100%	12	\$ 31,930.20
				\$ -
				\$ -
TOTAL WIOA SALARIES				\$ 237,641.76
FRINGE BENEFITS:				
FICA	\$ 237,641.76	X	7.65%	\$ 18,179.59
Workmens Comp.	\$ 237,641.76	X	0.46%	\$ 1,093.15
Health	\$ 237,641.76	X	12.49%	\$ 29,681.46
Ret/Pension	\$ 237,641.76	X	15.90%	\$ 37,785.04
TOTAL FRINGE BENEFITS				\$ 86,739.24
TOTAL SALARIES AND FRINGE BENEFITS				\$ 324,381.00

NO INDIRECT COST ASSOCIATED WITH THIS GRANT

See Work Based Learning (WBL) Budget Sheet for specifics on WBL breakout

YOUTH OPERATING EXPENSES

PROJECT Name:

Spartanburg County School District Six - The YouthStop™
16Y603SU1-UWB

Grant #:

OPERATING EXPENSES OBJECT NAME:	COST PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT
1 Consumable Supplies	\$ 100.00	12	\$ 1,200.00
2. Communications	\$ 500.00	12	\$ 6,000.00
3. Postage	\$ 17.00	12	\$ 204.00
4. Staff Travel (mileage)	\$ 100.00	12	\$ 1,200.00
5. Premises Rent	\$ 3,900.00	12	\$ 46,800.00
6. Fire and Security	\$ 160.00	12	\$ 1,920.00
7. Utilities	\$ 925.00	12	\$ 11,100.00
8. Expendable Equipment	\$ 9.00	12	\$ 108.00
9. Contracted Staff	\$ -	12	\$ -
10. Advertising/Printing	\$ 150.00	12	\$ 1,800.00
11. Janitorial	\$ 481.27	12	\$ 5,775.24
12. Insurance/Service Agreement	\$ -	12	\$ -
13. Professional Development	\$ 8.33	12	\$ 100.00
14. Drug Test	\$ -	12	\$ -
15. Building Maintenance	\$ 8.33	12	\$ 100.00
16. Non- Expendable Equipment	\$ -	12	\$ -
17. Other (Please specify)			\$ -
TOTAL OPERATING EXPENSES			\$ 76,307.23

YOUTH DIRECT TRAINING SERVICES AND SUPPORTIVE SERVICES

Project name: Spartanburg County School District Six - The YouthStop™
 Grant #: 16Y603SU1-UWB

INSTRUCTIONAL TRAINING	
1 Tuition and Academic Fees to include but not limited to the following Advanced Skills Training GED Fees/ Adult Ed Fees Driver's Education	\$ 25,000.00
2 Books	\$ 750.00
3 Supplies and Materials	\$ 1,420.00
4 Expendable Tools/Equipment	\$ 160.00
TOTAL INSTRUCTIONAL TRAINING	\$ 27,350.00
SUPPORTIVE SERVICES	
A. Transportation (Specify by Line Item)	
1 Fuel	\$ 3,452.00
2 Transportation Allowance	\$ 2,000.00
B. Child Care	\$ 1,452.00
C. Other Training Activities (Specify by Line Item)	
1 Field Trips/L&L/Workshops/Food	\$ 7,468.50
2 Graduation Costs (graduation supplies, etc.)	\$ 1,788.75
3 Incentives--Gift Cards, Laptops/other	\$ 1,500.00
4 Youth Leadership and Mentoring	\$ 3,179.75
5 Work Clothing	\$ 1,000.00
TOTAL SUPPORTIVE SERVICES	\$ 10,920.50
Total Supportive Services and Instructional Training	\$ 38,270.50

YOUTH WORK BASED LEARNING

Project name: Spartanburg County School District Six - The YouthStop™
Grant #: 16Y603SU1-UWB

Participant Wages/Stipends		Total
		\$ 15,000.00
		Total \$ 15,000.00
STAFF COST FOR WORK BASED LEARNING		
<p>Program expenditures on work based activities include wages as well as staffing costs for the development and management of work based learning opportunities. Allowable expenditures beyond wages can include staff time spent identifying potential work based opportunities, staff time working with employers to develop the work based learning activity, staff time spent working with employers to ensure a successful work based learning experience, staff time spent evaluating the work based activity, participant work based activity orientation sessions, classroom training or the required academic education component directly related to the work based activity, and orientations for employers.</p>	Position	Salary Amt
	Director	\$ 5,764.64
	Program Coordinator	\$ 10,532.81
	Social Worker	\$ 5,850.00
	Academic and Career Placement	\$ 14,600.02
	Career Development Specialist	\$ 27,580.73
	Certification Specialist	\$ 3,193.02
	10%	\$ 3,193.02
	TOTALS	\$ 67,521.21
		\$ 24,645.24
COST		
<p>PERCENTAGE OF WORK BASED LEARNING BASED OFF TOTAL PROGRAM ALLOTMENT (not grant amount) Goal is 10% or above</p>		\$ 107,166.45
<p>SALARY COSTS LISTED ABOVE ARE INCLUDED IN STAFF BUDGET FORM</p>		\$ 107,166.45
<p>12%</p>		\$ 12,859.97
<p>TOTAL (%)</p>		\$ 120,026.42