

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

GRANT SIGNATURE SHEET

Funded Under Title: WIOA Grant#: 16M103Q1-UWIB
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 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, 2016 to June 30, 2017
- C. **Modification** ORIGINAL
- D. **Effective Date** July 1, 2016

Amount by Category –

FUNDING STREAM	ADMINISTRATION	PROGRAM	TOTALS
WIOA Dislocated Worker	\$80,696	\$123,999	\$204,695
WIOA Youth	\$96,812	\$71,431	\$168,243
WIOA Adult	\$93,277	\$132,485	\$225,762
WIOA TOTAL			\$598,700

Grant Review & Approval Recommended By:

Name: Sylvia 'Ann' Angermeier
Title: WB Director


Signature _____ Date 6/22/16

Grantee Approval:

Name: Katherine O'Neill
Title: County Administrator


Signature _____ Date 7/1/16

**PART 1
STATEMENT OF WORK
SPARTANBURG COUNTY
UPSTATE WORKFORCE AREA
PROGRAM YEAR 2016**

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 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 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 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 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 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 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 Area has funds available and it is determined by the Workforce Board to be in the best interest of the Workforce 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.