

**Workforce Innovation and Opportunity Act
Local Plan
July 1, 2020 – June 30, 2023**

Local Area:

Midlands

Counties within the Local Area:

Fairfield, Lexington and Richland

Local Area Administrator and Contact Information:

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Attachment B: Local Plan Requirements

The local plan serves as a four-year action plan to develop, align, and integrate local area service delivery strategies with those that support the state's strategic and operational goals. In partnership with the chief elected officials, each local board must develop and submit a local plan to identify and describe the policies, procedures, and activities that are carried out in the local area, consistent with the strategic vision and goals outlined in the State Plan and the respective regional plan. The following guiding principles should be considered priorities and included in responses throughout the document:

- Partnership and collaboration
- Increased access to resources and services through the use of technology
- The impact of COVID-19 on the local area's workforce and strategies to facilitate rapid reemployment
- Innovation and cost efficiencies

The local plan must include:

Section I:	Workforce and Economic Analysis
Section II:	Strategic Vision and Goals
Section III:	Local Area Partnerships and Investment Strategies
Section IV:	Program Design and Evaluation
Section V:	Operations and Compliance

Section I: Workforce and Economic Analysis

An analysis of regional labor market data and economic conditions, to include existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and emerging in-demand industry sectors and occupations. The analysis shall include:

- The knowledge and skills necessary to meet the employment needs of the employers in the region, including those in in-demand industry sectors and occupations;
- An analysis of the current workforce in the region, including employment and unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment; and
- An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must indicate the strengths and weaknesses of workforce development activities necessary to address the education and skill needs of job seekers, including individuals with barriers to employment, and the employment needs of employers in the region.

Workforce data has driven the planning processes for the Midlands Area for many years - prior to both WIOA and WIA. The Midlands Area's five year priorities, goals and plans focus around an analysis of the current and emerging trends that will shape the needs of employers. For the purposes of updating our planning we have evaluated and considered refreshed data both as a Local Workforce Development Area and as a member of the Central Region. 2020 is both a challenging and opportunity-rich time for planning related to workforce development. We review the current data knowing that there is a lag in reporting processes; while the historic information is helpful in identifying trends, we also recognize the turmoil of the COVID-19 era. Depending upon the source, indicators point in multiple directions (conflicting), about the current and long term impacts of the virus as well as the response.

Of note is the fact that the COVID-19 situation is ongoing and the impacts continue to develop each day in the Midlands and in South Carolina. As a result, the weight, impacts and duration of this crisis has not been fully realized yet; therefore, our plans, analysis, and actions will reflect this.

Areas of data examination include existing and emerging in-demand industry sectors and occupations; employment needs (of employers); knowledge and skills necessary to meet employment needs; current workforce of the area and region; and the education and training providers/opportunities. The tables and analysis were created from data published or available in June and July 2020. Additionally, informal information sources that provide real-time intelligence are utilized when possible (Rapid Response Notifications, Economic Development Communications, local media, etc.) or relevant. Data sources include SCDEW Labor Market Information, JobsEQ (Chmura), Central SC Alliance.

- The knowledge and skills necessary to meet the employment needs of the employers in the region, including those in in-demand industry sectors and occupations;

The review and analysis for the knowledge and skills in the area as related to the employment needs of the region follows the same format and data use from prior plans; however in the current situation, we are looking for shifts and any indicators of change.

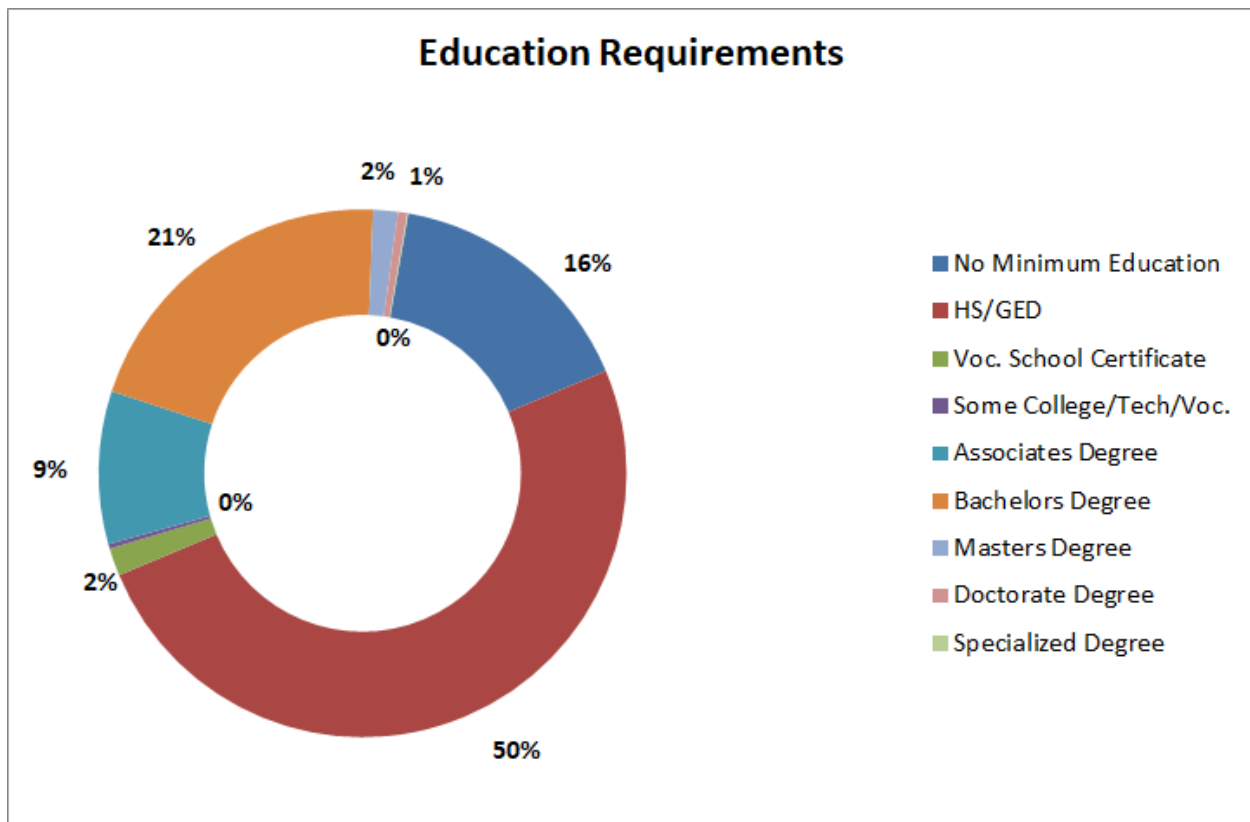
Data evaluation indicates that the Midlands trends have remained consistent over the last few years in terms of employment and in-demand occupations. The Area evaluates alignment to ensure that the WIOA program and resources are connected to proper priority sectors.

There are numerous educational institutions and training providers available in the Midlands Area. This includes the University of South Carolina's primary campus, a strong technical college system and private providers. The education and training availability in the Midlands is poised to continue meeting the area skill demands, as well as other areas around that

state. Increasing interest in training geared toward critical growth industries can still be a bit challenging as opposed to increasing training opportunities.

	Percent			Value		
	Columbia, SC MSA	South Carolina	USA	Columbia, SC MSA	South Carolina	USA
Educational Attainment, Age 25-64 (Source: JobsEQ; American Community Survey data for 2014-2018)						
No High School Diploma	9.3%	11.4%	11.2%	39,230	290,983	18,885,967
High School Graduate	26.1%	28.8%	25.8%	110,451	737,171	43,699,272
Some College, No Degree	22.1%	21.3%	21.0%	93,546	545,103	35,525,113
Associate's Degree	9.3%	10.4%	9.1%	39,499	264,807	15,389,737
Bachelor's Degree	20.8%	18.4%	20.8%	87,871	470,570	35,261,652
Postgraduate Degree	12.3%	9.7%	12.1%	51,964	247,285	20,445,749

Data from JobsEQ show the Midlands Area educational rate as a positive attribute. The Area meets or exceeds the national averages in all attainment rates evaluated. Additionally, commuting patterns reported for the Area show a Live in/Work in Rate of 83.8%, with In-commuters at 11.3%.



Source: SCWOS, Education Requirements on Advertised Jobs in South Carolina in July, 2020

The job opening data from July 2020 indicates that of the jobs currently available (in SC), a candidate with a high school diploma or GED would qualify for 66% of openings. An additional 9% require an Associate Degree, and 21% list a Bachelor's Degree. While this is only a snapshot in time, and SCWOS listings, the education levels in the Midlands are aligned with the realities of employment requirements.

Additionally, the response to COVID-19 has accelerated the use of technology as it relates to training and education in a short period of time. In our estimation, this quick adaptation will make distance education more prevalent and perhaps the new normal over in-person instruction. The benefits include connecting those in rural areas, reducing transportation costs, childcare needs, and increasing overall flexibility. The platforms and some aspects of the virtual delivery will need to be refined, however this appears to be an opportunity that increases the skill based and talent for in-demand careers.

- An analysis of the current workforce in the region, including employment and unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment; and

This 2020 analysis is based on data and information collected and compiled prior to the pandemic. This proviso is included as an acknowledgement that the Midlands and the State situation, workforce and economy may begin to take a different turn as skills and industries

adapt. As a result, the Midlands will continue to monitor situations through all available information sources.

The employment trend for Midlands prior to Q2 2020 had been one of workers needed. Consistently, the number of job openings outpaced the number of unemployed by several thousand. In an immediate reverse of this trend, Q3 began a period of unemployment that essentially tripled. However, the number of job openings dropped approximately 20-22%. This indicates that despite state and local emergency orders, industry shutdowns, and altered operations, the Midlands job outlook and economy are strong. Using historic trends, and current data related to industry demand, we note that the top ten for the Midlands is generally consistent, with a few shifts in ranking. Manufacturing is of specific interest, as it has risen consistently, as a sector, in demand over the last five years. We do note that while looking at individual occupational data, Production jobs individually do not necessarily show a rate of growth. However, the growth of the sector is linked to positions that may not be directly thought of as “manufacturing,” to include IT, maintenance, management and construction. As the industry and the processes evolve, so do the jobs and skills.

This trend supports the determination of the Region to focus on Manufacturing initially through Sector Strategy work. The general snapshot of occupations, with projected growth continues to support the Midlands focus on Business, Information Technology, Manufacturing, Healthcare, Distribution/Logistics and Construction.

SOC	Occupation	Current				3-Year History				5-Year Forecast			
		Empl	Avg Ann Wages ²	LQ	Unempl	Unempl Rate	Online Job Ads ³	Empl Change	Ann %	Total Demand	Transfers	Empl Growth	Ann % Growth
31-0000	Healthcare Support	16,730	\$27,700	0.94	392	2.40%	574	1,306	2.70%	13,045	5,900	1,854	2.10%
33-0000	Protective Service	13,741	\$39,000	1.56	246	1.90%	250	990	2.50%	7,519	4,357	183	0.30%
39-0000	Personal Care and Service	10,467	\$27,600	0.91	324	3.00%	318	709	2.40%	9,028	4,671	553	1.00%
15-0000	Computer and Mathematical	9,185	\$74,600	0.76	146	1.60%	1,134	471	1.80%	4,160	2,755	579	1.20%
35-0000	Food Preparation/Serving Related	36,485	\$22,200	1.05	1,533	4.20%	1,858	1,809	1.70%	35,538	19,716	2,370	1.30%
13-0000	Business and Financial Operations	18,960	\$64,500	0.85	326	1.60%	810	894	1.60%	10,064	6,552	795	0.80%
11-0000	Management	21,713	\$106,100	0.83	257	1.10%	999	953	1.50%	10,439	6,556	973	0.90%
19-0000	Life, Physical, and Social Science	2,907	\$61,600	0.83	43	1.40%	121	128	1.50%	1,419	1,027	90	0.60%
23-0000	Legal	4,487	\$88,900	1.31	38	0.90%	120	124	0.90%	1,728	990	149	0.70%
21-0000	Community and Social Service	9,275	\$44,000	1.34	126	1.30%	599	159	0.60%	5,723	3,447	518	1.10%
37-0000	Building and Grounds Cleaning and Maintenance	13,453	\$26,400	0.97	491	3.70%	619	256	0.60%	9,735	5,264	601	0.90%
29-0000	Healthcare Practitioners and Technical	27,124	\$73,300	1.17	278	1.00%	1,795	403	0.50%	9,704	4,337	1,599	1.20%
27-0000	Arts, Design, Entertainment, Sports, and Media	5,758	\$51,100	0.78	146	2.30%	177	79	0.50%	3,429	2,087	151	0.50%
49-0000	Installation, Maintenance, & Repair	17,106	\$46,700	1.1	290	1.80%	894	100	0.20%	9,110	5,804	556	0.60%
53-0000	Transportation & Material Moving	31,861	\$32,500	0.95	1,203	3.70%	1,594	56	0.10%	22,036	13,422	1,084	0.70%
41-0000	Sales and Related	41,591	\$38,800	1.05	1,299	3.00%	3,314	132	0.10%	30,021	17,777	583	0.30%
45-0000	Farming, Fishing, and Forestry	2,109	\$31,100	0.82	124	5.90%	33	1	0.00%	1,777	1,312	41	0.40%
43-0000	Office and Administrative Support	56,140	\$37,000	1.09	1,264	2.30%	1,492	-172	-0.10%	32,141	19,108	-350	-0.10%
25-0000	Educational Instruction and Library	22,272	\$50,400	0.97	438	2.00%	751	-215	-0.30%	10,903	5,536	705	0.60%
51-0000	Production	23,972	\$40,300	1	737	3.00%	556	-183	-0.30%	13,401	9,114	-285	-0.20%
47-0000	Construction and Extraction	15,854	\$43,000	0.84	571	3.60%	322	-187	-0.40%	10,233	6,575	985	1.20%
17-0000	Architecture and Engineering	6,218	\$75,600	0.9	88	1.30%	158	-155	-0.80%	2,618	1,727	144	0.50%
Total - All Occupations		407,407	\$46,100	1	10,360	2.50%	18,488	7,657	0.60%	253,937	148,031	14,044	0.70%

(Source: JobsEQ® Data as of 2020Q1 unless noted otherwise)

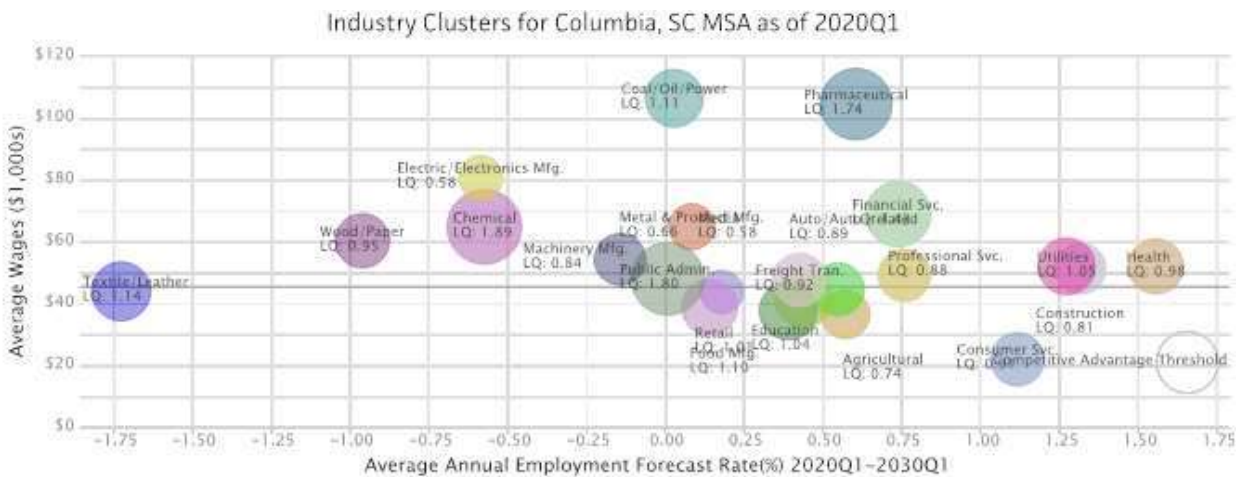
Note: Figures may not sum due to rounding.

1. Data based on a four-quarter moving average unless noted otherwise.

2. Wage data are as of 2019 and represent the average for all Covered Employment

3. Data represent found online ads active within the last thirty days in the selected region; data represents a sampling rather than the complete universe of postings. Ads lacking zip code information but designating a place (city, town, etc.) may be assigned to the zip code with greatest employment in that place for queries in this analytic. Due to alternative county-assignment algorithms, ad counts in this analytic may not match that shown in RTI (nor in the popup window ad list).

Occupation employment data are estimated via industry employment data and the estimated industry/occupation mix. Industry employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and currently updated through 2019Q3, imputed where necessary with preliminary estimates updated to 2020Q1. Wages by occupation are as of 2019 provided by the BLS and imputed where necessary. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.)

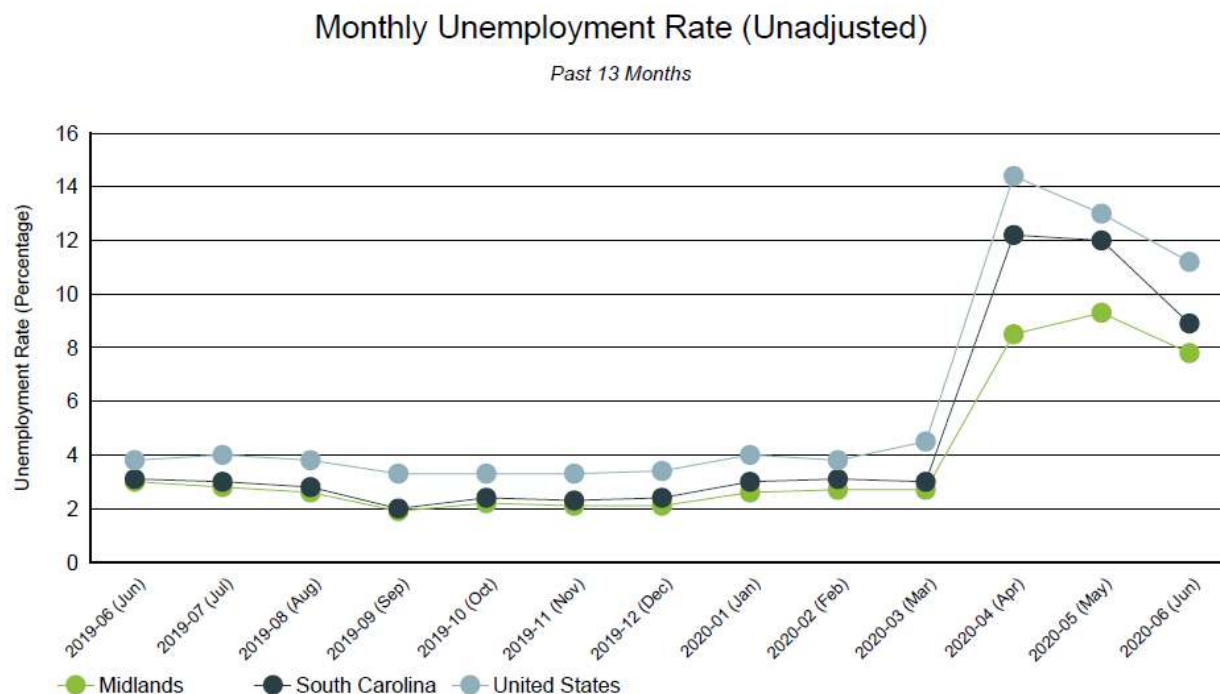


(Source: JobsEQ. Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics, imputed where necessary, and updated through 2019Q3 with preliminary estimates updated to 2020Q1. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.)

The alignment of industry sectors and occupations between the Midlands Area and Central Region is also beneficial for our planning. This close correlation has meant that our work (as a Workforce Area) toward a strategy for regional alignment has been in sync with local priorities. Employment needs and growth opportunities match, as do those industries which show a decline in worker needs. Overall, the Midlands Area represents the largest portion and percentage of the Central area which is to be expected given population and business size.

Prior to April 2020, the Midlands had experienced historic low unemployment rates, trending below the state and national averages. Since then, that trend has reversed to spike sharply in a record rise. Fortunately, as has historically been the Midlands trend, we average below state and US rates. We continue to track the weekly UI initial claims data as available: by county, industry, job attached status, etc. While noting that there are consistently high weekly initial claims, compared to the last five years, we believe this trend will be temporary, speaking to the strength of the Midland economy. Additionally, we are monitoring our center traffic in coordination with anticipated exhaustion dates for unemployment. Using these indicators allows us to plan for service demands as claimants seek WIOA and partners services to return to work. It is a fair presumption that this long-term unemployed segment of our customers will likely need training - either as a result of skill gaps or needing new

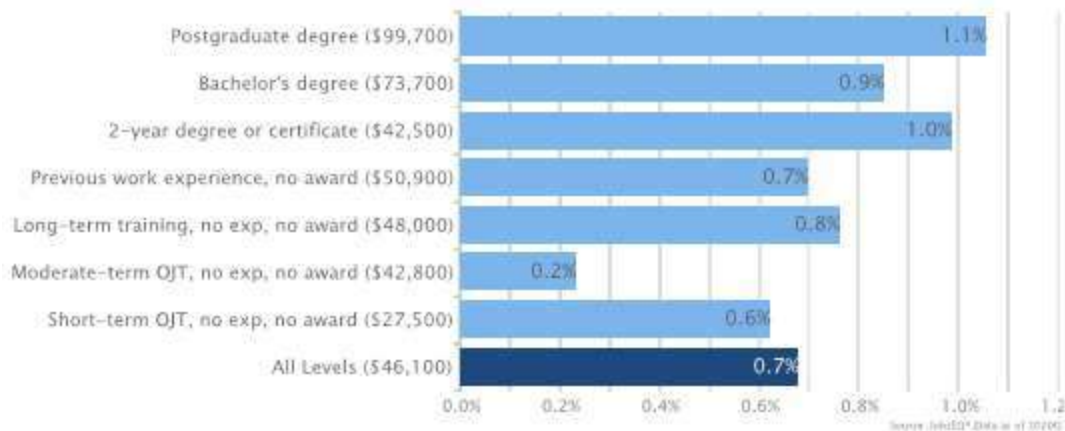
marketable skills to return to work.



Expanding upon the skills and talent levels referenced above (Educational Attainment, JobsEQ), overall, education in the Midlands Area is on the rise. According to Central SC Alliance, 31.7% of the 25+ year old population in the Columbia MSA hold a Bachelor's degree or higher. This is a bit lower than the national average (36%, 2019 according to the US Census bureau), however this makes the Midlands area a part of the highest educated MSAs in South Carolina. Data from JobsEQ projects that the 10-year employment growth average of all industries in the Midlands will be around .9%. Of this 10-year projection, occupations requiring a postgraduate degree are expected to grow 1.3% per year, those requiring a bachelor's degree are forecast to grow 1.0% per year, and occupations typically needing a 2-year degree or certificate are expected to grow 1.2% per year. The gro

To support the trend of increasing educational levels, there are numerous established educational institutions and career training providers in the Midlands Area. This includes the University of South Carolina's primary campus, a technical college system with robust curriculum and an abundance of private providers. Education and training availability in the Midlands is poised to continue meeting the area demands, as well as other areas around that state. Increasing interest in training geared toward critical growth industries is the primary challenge as opposed to increasing training opportunities. The increased use and necessity of distributed/distance/e-learning, etc. add much more potential for candidates and job seekers to remain competitive in the job market.

Annual Average Projected Job Growth by Training Required for Columbia, SC MSA



(Source: JobsEQ. Employment by occupation data are estimates as of 2020Q1. Education levels of occupations are based on BLS assignments. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.)

- An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must indicate the strengths and weaknesses of workforce development activities necessary to address the education and skill needs of job seekers, including individuals with barriers to employment, and the employment needs of employers in the region.

The region benefits greatly from Columbia being the hub of (state) government, and a multitude of businesses and sectors that support and thrive around this economy. Business, Technology, Healthcare and Distribution Logistics have gained even more significance as individual sectors, but also in an overlapping relationship resulting from the current health pandemic. Innovation and collaboration have kept business moving in the Midlands and provided additional opportunities. A few emerging and ongoing initiatives that show a great deal of promise include:

- **Building Occupational Opportunities in the Midlands (BOOM)** is a construction job-training program for high school students with disabilities. The program provides an innovative pathway for disabled students to learn skills while still in high school and find employment with local homebuilders.
- **Central SC Alliance** is a public/private alliance that focuses resources and energy on leveraging our people, resources, and assets to attract the businesses, entrepreneurs, and organizations that share a collective desire to cultivate and nurture the prosperity of the region.
- **Columbia Metro Region Economic Development Action Plan** is a developing a strategy to increase and then maintain higher levels of investment in knowledge-based

enterprise operations. Primary targeting is to increase the attraction of knowledge-based enterprise activities like IT, R&D, and specialized business processes in fields like FinTech, Cybersecurity, AI, Data Analytics, etc.

- **Create Opportunity** is a private/public partnership that seeks to develop software engineers from untapped markets and non-traditional locations. Using artificial intelligence as an aptitude and success predictor, the opportunity blends classroom training on the front end, with a Registered Apprenticeship.
- **I-77 Alliance** The South Carolina I-77 Alliance is a county-driven nonprofit economic development organization dedicated to positioning and marketing the five counties as a world-class business location to attract capital investment and high-quality jobs to the region.
- **I-77 International Mega Site** is a Fairfield County Economic Development initiative/partnership in conjunction with SC Department of Commerce.
- **Midlands Tech BOOST (Better Occupational Outcomes with Simulation Training)** grant created three short-term, stackable certificates in healthcare that take less than one year to complete utilizing high tech simulators, 3D/virtual reality technology and online course materials and demonstrations. MTC consulted directly with major healthcare employers, who expressed the need for significantly more entry-level workers.
- **Midlands Youth Apprenticeship Program** is a partnership between the Columbia Chamber, Midlands Technical College and participating school districts. MYA is a career-education pathway that helps build a viable, local workforce for high-demand, hard-to-fill positions. It provides high school juniors and seniors the opportunity to get paid to learn as youth apprentices. Youth apprentices receive paid on-the-job training along with job-related education at MTC. The MYA Program also provides businesses and organizations the unique chance to meet qualified high-school students from a variety of fields and backgrounds who are already achieving at a high-level.
- **Midlands Registered Apprenticeship** (Midlands Technical College/ Apprenticeship Carolina).
- **REEMERGE** is a 6-12 month reintegration program that uses employment, coaching, education and entrepreneurship. Program participants receive a curriculum of study in HVAC, industrial electrical, landscaping or carpentry, as well as real work experience, classroom study, and professional coaching. Participants will learn life-long skills that will provide them with new and

exciting opportunities allowing them to provide for their families and, equally important, keeping them from returning to prison.

- Richland County Economic Development Office is developing a team approach with a group of regional partners (Lexington County Economic Development, UofSC, Midlands Technical College, SC Research Authority and Central SC Alliance) to focus on building existing assets and capitalize on the growing base of research innovation.

Additionally, the WIOA program links customers/jobseekers to employment and training opportunities. The strengths of all of these and emerging programs relate to the focus on in-demand employers and industries. This concentration has contributed to the growth of the regional economy and job development. The initiatives represent more opportunities than ever for entry into in-demand careers. If there is a weakness to these - or any such programs - it is related to a lack of connectivity and data sharing. With many program weathers designed to assist job seekers or businesses, there are going to be requirements or eligibility elements that must be met. While there is often overlap between customers of these programs, there remains a difficulty of connecting them seamlessly. This can be directly related to individual program performance metrics or confidentiality requirements that do not allow for direct sharing. These competing interests can lead to a perceived silo or disconnect between organizations. Consistent funding for programs can also lead to an issue of continuity, and therefore services gaps.

A focus on priority populations, or those with barriers to employment, has gained notable traction within the Midlands Area, and many workforce programs carry a priority to serve these individuals. Examples above include linkages for individuals with disabilities through BOOM, and REEMERGE is specifically designed to serve returning citizens. The Midlands Area WIOA program continues to seek to serve those that have barriers as a prime customer, with an emphasis on partnerships to leverage the highest quality service to address or eliminate barriers.

Section II: Strategic Vision and Goals

A description of the local board's strategic vision to support regional economic growth and self-sufficiency, including:

The Midlands Workforce Development Board evaluates the strategic vision and goals with regularity to maintain relevance and serve the needs of the area. As necessary, changes are implemented; primarily with regard to customer engagement or through enhanced partner relationships. COVID-19 and the impacts of the area have been both a challenge, but an opportunity as well. As the changes to the economic and workforce landscape of the Midlands emerge, our vision is to use the crisis as a catalyst to modernize our system.

The MWDB has maintained the vision of a workforce system that provides employment opportunities, improves the quality of the workforce and facilitates economic development for all. The MWDB supports a workforce system in coordination with stakeholders that meets the needs of employers and job seekers by administering programs that promote economic growth and competitiveness in the Midlands. To achieve this end, the area objectives include building an integrated workforce development system that effectively pools the resources of diverse partner agencies and delivers optimal quality, customer-focused service for both customers (job seekers and employers). Dedication to the vision and these goals has been consistent and we will remain dedicated to these principles.

- **Goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment; and**

In the realm of economic growth, the MWDB views our role as one of talent development. By partnering with area and regional stakeholders, we equip job seekers with the skills (technical and soft) required to meet employer needs. The creation of the Central Region planning team is a critical component to this end. Regional planning will allow us to ensure that our resources are aligned to work with the flow of business and adapt as necessary. The goals that define our vision include:

- **Increases in high school diplomas/GED credential attainment, employment opportunities and**
 - **Reduction of the number of unfilled/vacant Jobs & unemployment/joblessness;**
 - **Registered Apprenticeship (RA) opportunities - sponsored Apprenticeships & hired apprentices;**
 - **A focus on the priority clusters for virtual classroom training combined with increased opportunities of RA and On-the-Job Training will help the area strengthen and build the Talent Pipeline. The variety of training options will allow the Midlands to make training accessible, available and attractive to the wide array of job seekers including youth and individuals with barriers to employment.**
- **A description of how the local board will work with core and required partners to align local resources to achieve the strategic vision and goals referenced above.**

The (MWDB) prioritizes partnerships with critical stakeholders and contributors - both within and outside of our local area. This strategy remains a core focus for our service delivery model and in aligning the available local resources.

This includes continuing to coordinate the activities of partners through monthly meetings of the Midlands Business Services Team, led by MWDB staff. The team consists of representatives from SCVR, SCDSS, SCDEW, Apprenticeship Carolina, WIOA

service providers and Community-based organizations. The cohesive team approach affords these partners the opportunity to share information regarding services planned or provided, thereby eliminating duplication and increasing participation. The MWDA also maintains relationships with all WIOA required partners as mandated by the Act. Due to statewide cutbacks, some agencies are unable to maintain the level of in-person services once possible in the SC Works Centers. This has resulted in modifications to delivery methods to include virtual referrals and affiliate offices to accommodate the needs of job seekers in the area. Fortunately, the Midlands has employed the technology that has made this nearly seamless. Additionally, training remains an important component of the Midlands strategy for the workforce. A focus on the priority clusters for classroom training combined with increased opportunities for Apprenticeships and On-the-Job Training will help the area strengthen and grow the Talent Pipeline. The variety of training options will allow the Midlands to make training accessible, available and attractive to the wide array of job seekers including youth and individuals with barriers to employment.

The MWDA will continue to pursue opportunities with new partners and other entities that match our vision, goals and that may allow us to leverage additional resources and funds.

Section III: Local Area Partnerships and Investment Strategies

1. A description of the planning process undertaken to produce the local plan. The description must include how the chief elected officials, local board, and core and required partners were involved in the development of the plan.

For 2020-2023 planning, the MWDB planning process followed our previously used methodology with which we have previously found success, a division of labor planning around staff areas of expertise. We view this as a Subject Matter Expert approach and find it continues to be the most effective way to manage a large scale project. The individual components of the planning and plan writing were evaluated by subject area and then assigned to the most appropriate staff or team of staff members. Each section and element of the plan template was analyzed to determine the need(s), then a determination of current status and areas in need of address or revision. Additionally, partners such as Economic Developers, were engaged for input and assistance in developing the elements of the plan. Engagement with local elected county officials for the planning phase was coordinated through the Clerk's Office of each county. By providing updates, the draft documents and materials, we were able to ensure LEOs were integral to the process. A peer review model was then implemented to ensure accuracy and that all relevant input was incorporated.

A final draft of the plan and framework was presented to the Midlands Workforce Development Board, county council members, local government members and chief local elected officials with requests for direct input, and the opportunity to provide guidance and updates prior to the draft release for public comment.

2. A description of the workforce development system in the local area, including:
 - Identification of the programs that are included in the system; and
 - How the Local Board will support strategies for service alignment among the entities carrying out workforce development program in the local area.

The workforce development system in the Midlands is built around relationships with the required WIOA partners in SC Vocational Rehabilitation, SC Commission for the Blind, the local Adult Education departments, SC Department of Social Services for TANF services and Job Corps. These partners deliver services part-time in the SC Works Centers (full-time for SC DSS & Job Corps) and full-time through referrals from the Center. Additionally, all Midlands WIOA Adult, Dislocated Worker, and Youth programs, as well as the various programs delivered by the SC Department of Employment and Workforce co-locate services full-time in the SC Works Centers. The Midlands will continue to work with the partners required and others to develop and innovate the strategic delivery of the menu of services required by WIOA to increase integration and avoid duplication of services. Additionally, all of the partners will continue collaboration as an integrated Business Services Team to provide employers with a cohesive and cooperative model for accessing the talent pipeline.

The Board commits to a continuously improving process to ensure that the menu of career services is relevant, high quality, efficient, and accessible. This will be especially critical as the Midlands moves to a post-pandemic economy. Incorporating technology and improved access to career services for job seekers who have barriers to employment will help the area and region continue to build the talent pipeline. Data sharing, especially business intelligence, with the partners and making group strategic decisions on addressing the skill gaps will continue to be an integral part of these efforts. The mechanisms to align resources and the strategies will work through the board standing committees, as well as the area operator and business services lead. By using the operator and business services lead as single points of contact, and through standing monthly meetings, we will ensure partnership and participation keep our services efficient and relevant. Lastly the Midlands Area looks forward to the rollout of updating State Workforce Development Board initiatives, innovations, and priorities.

3. A description of the strategies and services that will be used in the local are to:

- Expand access to employment, training, education, and supportive services for eligible individuals, including individuals with barriers to employment;

Within the local area and beyond, the Midlands Workforce Development Board (MWDB) has consistently prioritized establishing and growing partnerships with core programs and contributors. As the central focus in our service delivery model, this strategy is essential in expanding access to and aligning the available local resources within the community for the foreseeable future.

The demand for services by individuals seeking jobs, training, and employers seeking talent in an increasingly more competitive market has remained consistent during the last five years. Services range from staff assisted job search (job searches, resume preparation, labor market data and interviewing skills), training services (remedial education, short-term training, and career specific certifications), and On-the-Job Training placement opportunities. By aligning with similar organizations such as readySC, South Carolina Workready Communities (SCWRC) champions, Apprenticeship Carolina, SC DEW, DSS, and surrounding Adult Education partners, we are able to maximize the delivery of employment related services to both job seekers and business customers. Private business and community organizations regularly volunteer to lead workshops in all of the Centers. Job searching, interviewing, basic computer instruction, career exploration, and criminal record expungement workshops are all offered in the Centers at no cost to the job seekers or the Centers. The Midlands area will continue to seek partnerships with area partners to enhance the opportunities for training and education, associated supportive services, and to enter employment.

Training is at the heart of the services that the MWDB provides. The MWDB works closely with various Adult Education and English as a Second Language (ESL) programs in the local area as well as Midlands Technical College and other PATH eligible providers in an effort to assist adult learners with the attainment of certificates and critical basic skills needed for continued education in occupational specific postsecondary education. Utilizing various resources for training will expand the capacity to fully serve Midlands residents in receiving training services in high demand occupations, and by covering most if not all financial needs to complete the training. The Midlands is currently coordinating outreach and recruitment with Midlands Technical College's Continuing Education students with Better Occupational Outcomes with Simulation Training (BOOST) and QuickJobs, which covers 27 programs. Using these combined funding strategies will help leverage resources for training. The variety of training options will also allow the Midlands to make training accessible, available, and attractive to the wide array of job seekers including youth and individuals with barriers to employment.

Current and planned projects include collaborative partnerships with Transitions Homeless Center, MIRCI Youth Drop-in Center, Fast Forward CTC, DESA, Inc., and SC

Codes. Transitions Homeless Center operates emergency housing shelter, short-term housing, and a day center, all serving homeless individuals in the Midlands area. They are committed to moving the individuals to employment and self-sufficiency as a part of the stabilization plan. The Midlands area works closely with the Transitions to identify the customers in need of WIOA assistance to secure resources for further education and job placement. From the first year of the MIRCI's Youth drop-in Center, the Midlands WIOA program partnered with them to assist homeless youth. Similar to the collaboration with Transitions, WIOA staff works closely with the MIRCI staff to provide enhanced training and employment opportunities for customers whose housing was stabilized. Additionally, MIRCI's Youth Services Director is an integral member of the MWDB Youth Committee to ensure continued collaboration of services. Fast Forward CTC continues to work closely with the Midlands area in serving disabled and homeless veterans. Their collaboration with the SC Works Centers enhances the basic computer skills, IT certifications, and direct placement into a variety of occupations of their target customer population and moves homeless and disabled Veterans back into the workforce and on their way to self-sufficiency. The Midlands WIOA program works closely with DESA, Inc. in a project to assist Returning Citizens in their transition back into the workforce specifically in the heating and cooling industry. DESA was able to secure grant funds to cover the tuition costs for the participants and WIOA is able to assist in their training with supportive services to purchase the necessary tools and equipment to complete the training and secure On-the-Job Training to gain their first training-related employment. The Midlands collaboration with Create Opportunity is an emerging Information Technology project for non-traditional job seekers through Apprenticeship. The project uses artificial intelligence and web-based assessment to determine aptitude to create a more diverse gateway for priority population (rural residents, minorities, women, marginalized individuals, etc.) to move into the IT field. Midlands staff will continue to seek opportunities beyond these examples to connect job seekers to opportunities to advance their employability into high demand jobs.

- Improve access to activities leading to a recognized post-secondary credential, including an industry-recognized certificate or certification that is portable and stackable;

The diversity of educational options and credentials are a strength of our highly decentralized system, as it creates many opportunities and serves many purposes. However, it also presents major challenges for the students, employers, workers, and policymakers using it. Weak connections among parts of this multilayered credentialing system make it difficult for learners with different levels of abilities and need to understand career pathway options and the most direct routes to learning in order to meet their goals. In today's competitive workforce, labor markets value postsecondary credentials. Business leaders desire to see more acquisition of training credentials that are stackable and portable.

The MWDA continues working closely with the various Adult Education programs in the local area, as well as Midlands Technical College, to attain stackable certificates to aid adult learners in completion of secondary education, attainment of critical basic skills, and continuing education in occupational specific postsecondary education. Portability and stacking (progressive levels of attainment) are key components of industry recognized credentials and certifications. This can also indicate an individual's ability to participate in a comprehensive program of study and that they have a structured career pathway to gainful employment. Such programs are also beneficial for non-traditional students. These courses offer many benefits to WIOA participants in the Midlands Area. Many of these courses produce a certificate that is able to be obtained in a limited amount of time. This creates a pathway to advanced jobs, offers a higher wage, and entry into middle income opportunities.

- Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;

To ensure that employers are engaged in the Midlands Workforce system, we intend to continue a multi-pronged approach. To ensure business use, we will provide relevant services, products, and solutions. We will achieve this starting with the Midlands BST. The BST, with its partnership approach and integration of services to support a one-knock system, helps to ensure that duplication is eliminated – thus, employers can understand system services and are not interrupted through repetitive contacts. Formally scheduled meetings are now held monthly at a minimum, however improvised meetings and electronic communication mean intelligence is constantly flowing through the team.

Engaging employers in the Midlands does not follow one simple format. The BST members utilize a multifaceted approach that may include cold-calls, follow up from prior contacts, face-to-face through community-based events or social media. In essence, the type of approach to engagement is tailored to the industry or business.

- Support a local workforce development system that meets the needs of businesses in the local area;

The Midlands BST has incorporated the use of data to ensure that efforts and services remain demand-driven. The information they use comes from a variety of sources and covers many categories. The specific data from the SCDEW's Business Intelligence Division, Labor Market Information, Economic Development, etc. and the analysis of the information is an example. However, specific intelligence from the business community is also considered. Data guides the Midlands system as a way to ensure that customer service and training is focused on in demand occupations. Additionally, IWT provides a unique solution for businesses that help support the advancement of

skills for existing employees, not just focusing on new hires. By providing this support for business expansion and growth, the area is able to ensure that business is served in more than one (new hire) capacity.

- **Improve coordination between workforce development programs and economic development; and**

The MWDB connection to local Economic Development is an area we have focused on to continue growing in recent years. The MWDB values the partnerships with Economic Development as a primary connection to LEOs and the business community. The area has prioritized Economic Development from a local, regional, and where appropriate, state level. We have found success by providing quality services that benefit and bolster the efforts of Economic Development organizations. Additionally, we have increased our engagement by maintaining economic developer participation on our BST, area committees, and other ad hoc groups. Richland County Economic Development is also represented, and engaged with the board through a county appointment.

- **Strengthen linkages between the SC Works delivery system and unemployment insurance programs.**

The departure of in-office Unemployment Insurance services has proven to be a continued challenge; especially given the 2020 spike unemployment rate spike. While the online UI system and call center service model offers some upgrades, many of our customers are not computer literate or comfortable in self-directed use. While we do our best to offer computer classes to combat this, it is not a fast solution. To ensure a strong and customer focused linkage with the UI program within the SC Works System, we have considered our partnership with SCDEW to be critical. The Re-Employment Assistance (REA) UI staff in the centers provide us with the needed connection to the front line of unemployment services. Beyond the local level, the MWDB works closely with the SCDEW Area Director for our Region. This relationship allows a two-way flow of information. Our front-line staff has also become much more comfortable with guiding claimants through the web portal and phone system with the dramatic increase of UI claimant customer flow resulting from COVID-19.

4. **A description of how the strategies discussed in Question 3 above will be aligned with the priorities outlined in the State Plan; specifically:**
 - **Increasing participation in work-based (WBL) activities, including registered apprenticeship programs;**

The Midlands area has long recognized the importance of work-based learning activities of all types. The area has a long history of utilizing work experience in the youth program to allow youth participants to try out careers and expand their occupational knowledge. Recently in analyzing multiple occupational

skills training programs, staff made the observation that many lacked an internship component. As a result, it was often difficult for participants to translate their recently acquired classroom skills training into unsubsidized employment. The area committed to add WIOA sponsored internships to high demand occupations for participants completing related classroom training. Consultation with our core partner, Midlands Technical College, assisted staff in quickly designing internship program paperwork meeting WIOA needs, and mirroring formats familiar in our business community. For individuals enrolled in dental assisting and front-office dental practice, local dental practices were approached to serve as internship sites. Participants in those career paths have successfully transitioned from newly enrolled participants to fully employed trained and certified staff in less than one year. For participants enrolled in the Emergency Medical Technician (EMT) program, there is a gap between the end of the training period and the licensing process. Those participants were matched with internship opportunities to allow the students to continue to practice the skills needed for the clinical licensing test, shadow licensed EMTs, and build references and connections to employers while they waited. In PY 2019, the Midlands achieved a 100% job placement for participants who completed their internships by the time they were licensed EMTs. This specific project temporarily reduces the work stress on the front line by supplying para-professionals while the students are in the internship, and ultimately helps fill the pipeline of highly qualified professionals at its conclusion. Another internship project leveraged the resources of one of our community partners. The partner had funds to pay for the occupational skills training in the Heating and Cooling industry for a target job seeker group (Returning Citizens), but lacked resources to fund the peripheral expenses. The Midlands was able to partner with them to co-fund the education project with funds for the necessary tools, and most importantly, an On-the-Job Training opportunity to encourage employers to give an opportunity to this high-risk target group. The project is just completing its first year, but so far the results have been positive. The participants have completed training, transitioned to the OJT, and thus far been retained by their employer. This essential occupation was able to withstand the COVID-19 restrictions and was not interrupted in the spring of 2020, as almost every other WIOA aspect was delayed. The Midlands has also been able to utilize the Apprenticeship Programs at both Owen Steel and PatCon Industries to grow employment opportunities for our participants. The Midlands area maximized work-based learning opportunities by approving a locally funded IWT project to increase the maintenance technician pipeline. A few other local employers have met to explore ways to connect our job seekers to open positions they have with apprenticeships. Those conversations are in the infancy stage, but we look forward to enhancing job seeker opportunities with such excellent growth opportunities in work-based learning. Those projects will continue into PY 2020 as staff seeks additional opportunities to

leverage resources with partners to advance the careers of the job seekers.

- **Increasing the formal assessment and provision of soft-skills training;**

The Midlands area coordinates services with many of the partners identified in the State unified plan, specifically those indicated in the area of soft skills training. The area offers WIN assessments, including the soft skills assessments, in the SC Works Centers. As noted in the State plan, customers taking the WIN assessment have access to the WIN instruction models, including the SoftSkills courseware. In addition to the computer based WIN courseware, Midlands customers have access to our Center workshops. These workshops have been available to the public for over a decade, with the topics ever evolving. Topics vary month to month but include career exploration, basic computer skills, introductory job skills, communication, and conflict resolution. As the impacts of COVID-19 were felt in SC Works Centers, the Midlands Area transitioned all workshops to a virtual format. The array of workshop topics enhances the soft-skills trainings that are available to the public. Throughout the program year, WIOA participants have access to boot-camp soft skills training. For the Youth participants, this workshop series occurs prior to the start of a work experience placement. For the Adult & Dislocated Worker participants, the workshop series is organized by a career cluster that culminates in a job fair for the successful series completers.

- **Facilitating the development of career pathways and increasing co-enrollment across partner programs, as appropriate;**

As WIOA resources, along with our partners' resources continue to reduce, we find it more critical than ever to strategically invest in career pathways while leveraging resources and expertise from each other when possible. We have continued our focus on work-based learning activities, with a specific interest in internships to complement classroom training. A successful example of this was pairing an Internship with Fairfield County for WIOA participants who completed the EMT training with MTC. This Internship occurred in the time between the training completion and the licensing exam. It allows the students to continue practicing the skills, make career-related contacts, and ask exam questions from subject matter experts. Our cohort experienced a 100% pass and job placement rate at the conclusion. This model offers the ideal blueprint for the area to scale to other in-demand occupations. We have also been able to co-enroll participants with youth focused programs to include YouthBuild, Wil Lou Gray Opportunity School, and the Youth ChalleNGe Academy to expand work-based learning to complement classroom training programs. We have also experienced success with our continued partnership with Adult Education programs to continue career pathways begun with all students working on GED attainment.

We are continuing to develop our relationship with Transitions Homeless Shelter to co-enroll their residents with stable housing to continue training goals leading to self-sufficient employment. The collaborative Business Services Team meetings across all Midlands partner programs also aid in strengthening career pipelines across multiple workforce programs, reaching a diverse audience of job seekers.

- **Implement cross-program staff training to enhance service delivery to businesses and job seekers;**

Every month, all partner staff in the SC Works Midlands Centers are invited to participate in a Centerwide staff meeting. The meeting includes pertinent information for Center operations but also contains a training element ranging in topics, such as commonly asked questions in the Resource Room, disability inclusion and awareness, partner program services, and more. Additionally, the Business Services Team that includes the staff who serve local businesses meets monthly. In addition to the Center partner staff, the team also includes economic development representatives from the Department of Commerce. The meeting includes a cross-program staff training element as well as a discussion of recent employer needs. The opportunities these two monthly meetings provide serve as both cross-program training and collaboration. Without these coordinated opportunities, some members of these groups may not have access to each other.

In addition to the locally organized training, the area is in the midst of implementing the State developed cross-program training. A new group of partner staff has been enrolled in each cohort since the program launched.

- **Streamline intake and referral processes;**
The Midlands currently utilizes a dual system for streamlined partner referrals. The preferred method is utilizing the system within SCWOS for the action and tracking of referrals. Recognizing that not all of our partners utilize SCWOS, the alternate referral procedure uses the referral form that is attached to the partner MOU.

Further streamlining procedures, particularly around participant intake, is of great interest. The Midlands began this process with the introduction of the greeter kiosk in each of the SC Works Centers, as well as utilizing it as the check-in for all of our hosted career and job fairs. We have been pleased with the simplicity of the data collection and accuracy of reporting. We look forward to implementing the State's policy of a streamlined intake process when it is developed.

- Developing strategies that increase access to reliable transportation, affordable housing and access to identification and vital records;

The Midlands area stands ready to execute the State’s plan for increased capacity for increased access to reliable transportation. In the meantime, we work closely with community partners such as The COMET for bus tickets, and the Cooperative Ministries for access to affordable used cars. We also provide transportation reimbursement for WIOA participants in training activities and assist WIOA participants with driver training when needed to obtain an initial driver’s license to provide maximum flexibility to set the participants up for long-term independence. Additionally, we sponsor virtual workshops on a variety of topics accessible to the community that includes driver’s license restoration.

Affordable housing is a nationwide problem the Midlands area is not immune to. While WIOA resources are not dedicated to this issue, there are several local organizations that focus on finding solutions. We collaborate with community partners experienced with placing people into stable housing when the participants are in need. These partners include the Columbia Housing Authority, MIRCI, Transitions, Oliver Gospel Mission, Lexington’s Samaritan’s Well, Family Promise of the Midlands, Hannah’s House, and Christ Central Ministries.

- Supporting industry-led, sector partnerships; and

The Midlands area has always supported partnerships with local businesses to enhance the services to the job seeker. The most notable recent project has been the progress of the Central Region Sector Strategies under the NextGen model. The initial launch of the program was tailored to Manufacturing; however, the goal is to create a framework to be scaled to all priority sectors, while allowing a coordinated approach and improved service delivery. This is an on-going project in support of the State’s priority. In addition, the area recently began collaborating with local IT businesses on a project to introduce coding skills to non-traditional IT job seekers. The project was initiated by the businesses that sought our assistance in seeking potential talent to initiative the program. We are looking forward to working with them to meet their needs and underserved job seekers.

- Sharing best practices across partner programs in order to increase awareness of partner services, promote a workforce environment of growth and continuous improvement, and support a system viewpoint.

The Midlands area prioritizes communication among partners. We use that to increase awareness of partner programs to address services from a system

view. We try to share job seeker success stories at every meeting to highlight various projects or approaches that have worked well. We encourage our partners to do the same as they share program information. We engage partners through non-Board member representation on the Board's standing committees to encourage the collection of best practice ideas and encourage collaboration among partners. Membership includes: all Adult Education districts, Commission for the Blind, Vocational Rehabilitation, ABLE SC, Work in Progress, Midlands Technical College, University of South Carolina, County Economic Development offices, Job Corps, Lexington County Sheriff's Department, Columbia Housing Authority.

5. A description of how the local board will work with core, required, and other partners, including economic development, to implement the strategies and services discussed in Question 3.

Within the local area and beyond, the Midlands Workforce Development Board (MWDB) has consistently prioritized establishing, and growing partnerships with core programs and contributors. To achieve this and effectively implement the strategies and services, the MWDB sees its role as that of convener and advocate. As the central focus in our service delivery model, this strategy is essential in expanding access to and aligning the available local resources within the community for the foreseeable future.

The OneStop Operator is responsible for coordinating the core and required partners as it relates to the day-to-day operation of services provision. This includes ensuring training (area wide and SC Works 101), distribution of information, and coordinating activities within and between the SC Works Centers. The Operator is also tasked with implementing and enforcing the Midlands Area Operation Plan. Essentially, the OSO is the point of contact for service coordination, implementation, and customer facing activities of the Area. In a complementary role, the Midlands Business Services Lead ensures that core, required, and additional partners are able to collaborate in an efficient manner. Through monthly coordination and consistent communication, the service providing partners are able to connect with industry and economic developers from all three counties. By operating as a collective, the Midlands partners can leverage opportunities, resources, and create efficiency. Finally, the Board, through both appointed membership and non-appointed committee members, create a collective of subject matter experts. This allows the board to set priorities, guide the system from a high operating level.

The Midlands is also utilizing Sector Strategies, to bolster these efforts, in conjunction with the Central Workforce Region and core/required/additional partners. The Sector Strategy currently underway for the area, focuses on the in-demand industry of Manufacturing, with future planning for Healthcare and Distribution/Logistics. The NextGen model for our Sector Strategy places Business in the leadership role of the

group, and all of the service providing partners in a listening mode. This puts our partners in the room to hear directly from businesses regarding needs, challenges, and barriers. By hearing the same, uninterrupted message from Industry, we are able to focus our collaborative efforts.

Essentially, the implementation of the system for the Midlands system relies on partnership and communication to ensure an integrated workforce system that supports job seekers and employers, utilizing all of the employment and training tools available. As the implementation of the state strategies evolve and South Carolina navigates into a recovery model, the Midlands Board will continue to seek ways to innovate and further align our services and partnerships. Where possible, we cultivate new partnerships and relationships to enhance delivery.

6. A description of the Adult, DW, Youth assessment processes of soft-skills and subsequent provision of soft-skills training, including descriptions of formal tools or resources utilized.

The development of soft skills in job seekers has been a focus in South Carolina, and the Midlands for several years. The issue is complex for many reasons, including defining what soft skills, or essential skills, mean to employers. We traditionally think of abilities like time management, conflict resolution, good communication, and teamwork. As various groups surveyed the needs of employers, other less soft foundational skills emerged as equally critical. Skills like basic computer skills to include Microsoft environment basics, typing, a drivers license, etc. were added to the employers' essential needs list. A multitude of needed skills require a multi-prong approach to assessment and training.

The Midlands area supports State developed initiatives to address soft skill needs. S.C. Job Ready U. is a curriculum developed by Clemson University funded through the State Workforce Development Board. The curriculum is still available to partners to utilize the instructor-led training. Additionally, the State designated Worldwide Interactive Network (WIN) to deliver workready assessments for the population of SC. WIN offers a soft skills credential to complement the Ready to Work credential. The soft skills program is a proctored assessment that measures work habit skills such as cooperation with others, resolving conflict and negotiation, solving problems and making decisions, observing critically and taking responsibility for learning. The MWDB is a provider of the assessments and thus offers it in each of the SC Works Center. WIN has an emerging project to offer soft skills courseware to develop those skill sets. The Midlands will have that available upon request when launched.

The Midlands Area has additional resources to complement the State initiatives. Our WIOA provider offers the MY LEGACY program as a soft skills "bootcamp" workshop series to prepare WIOA Youth for work experience. As success was realized with this

project, a similar project was initiated for Adult/Dislocated Worker participants as they prepared themselves for job placement. In addition, select topics are presented as a part of the Center's on-going monthly workshop series, available to the public. As no job seeker has the exact same need, and needs change over time, the area stands ready to adapt and accommodate our customers' needs with relevant products and solutions.

7. A description of the strategies and services for employers that may include the implementation of initiatives such as Incumbent Worker Training (IWT) programs, On-the-Job Training (OJT) programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers and support the local board's strategic vision and goals.

The Midlands area business services strategies and services include several adjustments and additions. Beginning in PY17, the MWDB began utilizing the option of a locally funded Incumbent Worker Training (IWT) program to supplement the resources made available from state discretionary funds. As long as area funding permits, the MWDB will continue this strategy as a result of the success and return on investment in the form of skill upgrades, wage increases, and potential to create new work opportunities. OJT is another mainstay of the Midlands Area Business (and WIOA training) service toolkit. To support and ensure the success of OJT, Midlands WIOA service providers are budgeted funding and the performance of OJT is tracked to prioritize opportunities that average \$13 or more per hour.

COVID-19 and the long-term impacts will shape the future of many aspects of services to employers. We anticipate that Sector Strategies will play an important role for business; however the needs of our first launched group, Manufacturing, will likely emerge and reconvene with a new set of challenges and barriers. The NextGen model of an "employer-owned," or led process will continue, ideally with a blend of new and returning partners. As we progress into recovery from the pandemic, it is likely that the Central Region plan to scale the process to Healthcare and Distribution Logistics will accelerate - perhaps with natural overlap between the interconnected parts of Industry.

Finally, the Midlands Area Business Service Team continues to grow and increase impacts. The integrated team will continue to recruit partners and employers for membership, and continue to convene on a monthly basis. This consistent environment for partners to gather and conduct a roundtable helps to ensure effective service to employers.

8. A description of how the local board will coordinate local workforce investment activities with regional and economic development activities that are carried out in the local area, including how the local board will promote entrepreneurial skills training and

microenterprise services.

Collaborations and partnerships through regional and statewide groups will be the prime method of ensuring connection to regional economic development (ED) activities. The MWDB has longstanding, existing relationships with the area economic developers, and through our regional team intend to continue expanding our contacts. Existing Industry (ED) representatives from each of the three counties, as well as the SC Department of Commerce, are active with the Area Business Service Team. By working with economic development, the MWDB can link with new and expanding existing businesses; however, to promote entrepreneurship, skills, and connect with microenterprises, we are seeking to target additional organizations that move in these circles. To expand our services and business services approach to be more inclusive, our goals include greater connections to subject matter experts (SME) such as Midlands Tech Center for Entrepreneurial Success, SOCO, USC Technology Incubator, engenuitySC, readySC, Women's Entrepreneur Network, Columbia College Women's Business & Entrepreneurship Center, etc.

We will also seek to engage these partners as active members of our Business Services Team. This will ensure that our Team and its approach will be geared toward entrepreneurs and understand the challenges these businesses face as start-ups.

Section IV: Program Design and Evaluation

1. A description of the SC Works delivery system in the local area, including:
 - How the local board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers, and jobseekers;

The Midlands area will support continuous improvement through a thorough review of training provider applications submitted. Applications are considered for approval against the standards set by the Midlands Workforce Development Board to include attainment of a recognized credential, approval by the State body overseeing the specific training and inclusion within the locally prioritized industry clusters. As performance data becomes available with the implementation of PATH, performance data will become an additional and important criterion for continued approval on the Eligible Training Provider list.

- How the local board will target rural communities, including facilitating increased access to services provided through the SC Works delivery system through the use of technology and other means;

The Midlands continues to explore partnerships to develop regional access points to deliver virtual access to as many SC Works system services as reasonably possible. At a

minimum, our program design would involve providing equipment, training and other necessary materials/resources to a community-based partner. The partner, location, and other variables would determine the services and levels of service that may be available. Geography and population will be primary considerations in targeting our efforts to develop access point affiliate sites. Our target areas include opportunities in rural areas such as Fairfield County (beyond the town of Winnsboro), western Lexington County, eastern Richland County, well as additional downtown Columbia spots. In the meantime, multiple partners who serve on the Business Services Team have received training in job referrals, job search, and resume and cover letter creation to encourage use of the SC Works Online Services (SCWOS) as they work with their clients. Partners who have received the training include Job Corps, SC National Guard, Goodwill (Job Connection and SCSEP staffs), Lexington County DSS, and the various Adult Education partners. While these locations are not official access points, it does widen the access to the job referrals and thus bringing a better value to the businesses we serve.

For other services, the Midlands has sought to use technology when possible to streamline services. The impact of COVID-19 sped up the implementation of virtual workshops. All workshops have been available virtually since April 2020, and will continue. The area is adding new workshop topics each month, using social media to promote access, and is moving towards edited versions of the select workshops on the new YouTube Channel to increase capacity to services. TABE and WIN Assessments are available in web-based platforms, as well as the various career assessments (Talent, Fit, and My Next Move) being available online. As a part of WIOA, the Midlands area has increased customer access to Financial Literacy. Targeted and specific workshops are still held within the Centers with representatives from professional organizations at no cost to the job seeker. Additionally, the Midlands has made a host of financial literacy curriculums available to be taken online as reinforcement and deeper study of selected topics. These tools and training are available by virtue of the SC Works Midlands Centers serving annually as sites for the Cooperative Ministries' VITA free tax return preparation and filing by trained professionals, and by Wells Fargo. Additional basic skills and occupational skills training are made available to SC Works customers online through Allison and the South Carolina Library. The Midlands is continuing to seek additional online training opportunities for further integration of technology options for the variety of job seekers we serve.

- How entities within the SC Works delivery system, including center operators and partners, will comply with the nondiscrimination provisions of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities; and

All entities and partners that operate to provide services within the SC Works Midlands system must agree to and sign a Memorandum of Understanding that define the manner in which they will participate. Attachment B of the MOU provides the assurance that the partner will comply with nondiscrimination provisions of WIOA, Section 188. In addition to these assurances and certifications, the Midlands Area utilizes a designated EO Officer to ensure compliance and provide assistance as needed to ensure the services within the centers are met, to include accessibility as required by the Americans with Disabilities Act of 1990. This is achieved through monitoring, technical assistance and where appropriate, training. South Carolina Vocational Rehabilitation has conducted an assessment of the comprehensive center to recommend technology and other accommodations that may be needed to assist customers. The recommendations from the report have been assessed and the assistive technology provided to the centers to ensure centers and services are accessible.

To afford our customers the highest quality service, experience, and address on-going staff development, the Midlands Area is working with several partners through the MWDB Disabilities Advisory Committee to develop inclusion training. Areas of emphasis have begun around service to individuals with physical and cognitive disabilities, but the committee is targeting expansion into other identified areas of need.

- Identification of the roles and resource contributions of the SC Works partners.

Core partners WIOA Adult, Dislocated Worker and Youth services along with Wagner-Peyser, Veterans, and Trade Adjustment Assistance will continue to co-locate within the SC Works Centers. Additional partners (full-time, part-time, and electronically linked) will be added to the collection of on-site partners as appropriate. Resource Sharing among SC Works Center partners is outlined in the common costs and methodology for cost allocation in the Midlands Resource Sharing Agreement.

The provision of core services will be delivered through the various Center partners to include those listed above as well as Adult Education, Midlands Technical College, TANF Employment and Training programs, SC Commission for the Blind, and Vocational Rehabilitation. Those relationships are formalized by the Memorandum of Understanding.

Staff in the Centers aim to empower each of the job seekers through an integrated continuum of career services individualized to address the individual's unique set of

needs. The services begin with initial engagement and lead to retention in long-term employment to support the participant and their financial independence.

2. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.

The Midlands has developed the area WIOA programs to provide Adult and Dislocated Worker participants access to high quality career services, education and training and supportive services needed to obtain in-demand, quality jobs and retain employment.

Workforce center staff conducts a comprehensive objective assessment summary of each participant's needs, which are essential if sound decisions are to be made by the participants and staff regarding the services needed for the customer. Service providers may offer other comprehensive and specialized assessments of skill levels and service needs of Adults and Dislocated Workers, which may include: WIN Learning, WorkKeys, TABE, My Next Move, and other diagnostic testing and assessment tools. Such assessments are especially important for lower-skilled or less-experienced participants, and for those seeking to enter a new field due to layoff. A portion of the assessment process is to determine whether the participant needs training services. Service provider will ensure that all participants meet the following training requirements:

- **Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;**
- **Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and**
- **Have the skills and qualifications to successfully participate in the selected program of training services**

Once assessments are completed, the Service provider and participant work together to develop an individual employment plan (IEP), to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.

Under WIOA and through the workforce center system, employment and training activities will include:

- **The Workforce Center will provide labor exchange services, including job search and placement assistance, and labor market employment statistics information, including the provision of accurate information relating to local, regional,**

and national labor market areas, including job vacancy listings in labor market areas; information on job skills necessary to obtain the vacant jobs listed; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs. The South Carolina Online System (SCWOS) is the system used to provide job search and placement assistance, and labor market information to MWDA participants.

- Information on in-demand industry sectors and occupations.
- Information on nontraditional employment.
- Referrals to and coordination of activities with other programs and services
- Supportive services assistance may be available for Adult and Dislocated Worker participants, and appropriate referrals to other agencies that provide services and assistance, including: child care; child support; medical or child health assistance.
- Training services, when determined appropriate, will be provided through an Individual Training Account (ITA). Training services must be linked to in-demand employment opportunities in the local area and be in one of the training clusters that the Midlands Workforce Development Board (MWDB) has approved for the Midlands. The MWDB approved training clusters are currently:
 - Healthcare
 - Transportation & logistics
 - Manufacturing
 - Information Technology
 - Business Services
 - Construction

The selection of training services is conducted in a manner that maximizes customer choice and training providers are selected from the state's eligible training provider list. The MWDA plans to provide the following training opportunities:

- Occupational skills training;
- Internships and work experiences that are linked to careers;
- On-the-job training (OJT);
- Incumbent worker training (IWT);
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training;
- Adult education & literacy activities, including English language; and
- Customized training

3. A description of how the local board will coordinate workforce development activities carried out in the local area with statewide rapid response activities.

The coordination of rapid response activities in the Midlands have been enhanced by the standardized training and coordination provided by SC DEW. The area will continue to utilize designated ResCare staff within the local area to provide the needed assistance at in-person or virtual Group Orientations. Also, the organization services through the SC DEW Regional Business and Economic Development Coordinator has streamlined the process and response time.

The MWDB has always maintained a strong connection with the SCDEW Rapid Response team. We will continue to promote the Rapid Response services as an effective layoff aversion strategy as well as a first step towards engagement and re-employment for affected workers.

The MWDB prioritizes having a representative present at all on-site Rapid Response events during layoffs, closures, or force reductions at local employer facilities. At these meetings and events, WIOA staff provides information to impacted employees regarding career and training services available for eligible Dislocated Workers. The Midlands also conducts on-site certification and enrollment when the employer's desire and schedule facilities permit this model. Moving forward, we anticipate the need to provide more of these services in a virtual environment, and will explore the platforms that will help us facilitate this.

Additionally, the Midlands values the use of Rapid Response funded IWT as a layoff aversion tool and encourages local businesses to utilize the resources to improve their viability as a proactive step in competition. We have found both strategies to be very beneficial to both employers and the workforce. An added benefit is the relationship it fosters with SC Manufacturing Extension Partnership and training providers. The area intends to continue to support and promote these activities as long as funding is available.

4. A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.

The Midlands area Youth contractors have a proven track record for successful delivery of WIOA Youth services. Equus (ResCare) has several decades of proven success across the US, including more than five years in the Midlands area. Fairfield County has operated Youth workforce programs since JTPA, and has proven to be a successful model for workforce programs through JTPA, Welfare-to-Work, WIA and

WIOA. The two contractors work together to deliver workforce services in the Midlands area.

The MWDA Youth service providers will provide high-quality services for all youth and young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations. At this time, the Midlands Workforce Development Board has decided to prioritize all Midlands Youth program funding on the Out-of-School Youth population ages 16 to 24 who reside in Fairfield, Lexington, and Richland counties.

The MWDA is working towards making all fourteen (14) WIOA required program elements available to all eligible youth participants. Youth service providers will assist youth in gaining academic and employability skills needed to become successful as they transition into adulthood. MWDA will conduct training for youth service providers, regarding an understanding of the different types of disabilities, how to handle issues of disclosure and disability identification with sensitivity at program intake, and how to determine the most effective mix of services and referrals when a disability is identified.

The MWDA coordinates with other agencies that provide service in conjunction with the Midlands Area, and other services that cannot be provided under WIOA. Agencies the MWDB currently partners with, and agencies the board plans to collaborate with include:

- **Local Department of Juvenile Justice and Juvenile Probation and Parole;**
- **Columbia Housing Authority for public housing assistance;**
- **Adult Education and Continuing Education agencies both public and private;**
- **SC Department of Health and Human Services (SCDHHS) and SC Department of Social Services(SCDSS) for participant assistance and referrals;**
- **WIOA title II Adult Education providers;**
- **SC Department of Disabilities and Special Needs, SC Vocational Rehabilitation Department, and health and mental health providers;**
- **Project SEARCH business-led school-to-work transition for students with intellectual and developmental disabilities;**
- **Job Corps referrals;**
- **Other relevant youth initiatives - both public and private.**

After eligibility determination, youth service providers will conduct a comprehensive objective assessment summary to determine participant's needs, for sound decisions to be made by the participants and youth service providers regarding the services needed. Youth service providers may offer other comprehensive and specialized assessments of skill levels and service needs of youth participants, which may include WIN, TABE, and other diagnostic testing or assessment tools. Assessments are also helpful in identifying basic skills deficiency, soft skills levels, training needs, career interest and leadership skills (TABE, WIN, Skills Profiler, etc.).

Once assessments are completed, the service provider and participant will together develop a service strategy based on the needs of the youth, to identify appropriate goals and objectives, and any appropriate combination of services for the youth to achieve their education, training and employment goals.

The MWDA Youth service contractors provide or refer to partner agencies participants in need of the fourteen (14) WIOA required program elements available to eligible youth.

1. Tutoring, study skills training
 2. Alternative secondary school services
 3. Paid and unpaid work experiences
 4. Occupational skill training
 5. Education, workforce preparation activities/training for specific occupations/cluster
 6. Leadership development and community service
 7. Supportive services
 8. Adult mentoring
 9. Follow-up services
 10. Comprehensive guidance and counseling
 11. Financial literacy education
 12. Entrepreneurial skills training
 13. Labor market and employment information
 14. Preparation for and transition to postsecondary education and training
5. A description of how the fourteen youth program elements are integrated in program design, including a description of partnerships or formalized agreements in place for the provision of program elements not provided by the local program.

The WIOA youth program provides effective and comprehensive activities to out-of-school youth seeking assistance in achieving academic and employment success. The MWDA is working towards maximizing all fourteen (14) WIOA required program elements available either directly, or through partner referrals to all eligible youth once eligibility is determined, assessments (formal/informal) are given, and an Individual Service Strategy is developed with specific activities listed for a successful outcome. The fourteen required program elements and mechanisms are:

(1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a post-secondary school diploma or a recognized postsecondary credential – currently provided through Khan Academy academic support and connections to Adult Education for high school credit recovery;

(2) Alternative secondary school services, or dropout recovery services, when the board determines to provide in-school services – no current in-school services are planned, but for high school dropouts who desire to return to secondary school services connections are made to the local school district. Coordination with the eight Adult Education districts, Job Corps, Wil Lou Gray Opportunity School and Youth ChalleNGe Academy all provide opportunities for high school dropouts to re-engage in the education system and pursue his/her diploma or GED;

(3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences and are included in the service provider menu of available services. Internships following classroom training are available to WIOA participants if not a part of the training provider's curriculum. On-the-Job training opportunities are available to WIOA youth throughout program participation as a compliment to other program services. Youth apprenticeships are available through the Midlands area collaboration with Apprenticeship Carolina and Midlands Technical College. Some opportunities are in collaboration with the education entities, while others are direct placements with local employers including Owen Steel, Michelin and Walker White. With the 2020 award of USDOL grants to Apprenticeship Carolina for apprenticeship expansion, the area looks forward to increased opportunities. Paid work experience is available to WIOA participants both in summer and throughout the year.

(4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry or occupational clusters approved by the Midlands Workforce Development Board. Training is available to WIOA participants via ITA, federal financial aid and grant sources with individual training providers;

(5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Each of the Adult Education districts, as well as Job Corps offer GED and diploma education services in conjunction with a select number of high demand occupational training;

(6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors. Leadership development opportunities exist in the Midlands workforce system through the City of Columbia Youth Corps, City Year, Job Corps, and Communities in Schools to supplement the activities available through the WIOA program;

(7) Supportive services available through the service provider and referrals made to State, local and community service providers. A variety of supportive services including transportation assistance, child care assistance, and training associated costs

such as uniforms, tools, medical and background screens and licensing are available from a variety of sources depending on eligibility. DSS, WIOA, SC Vocational Rehabilitation, and Commission for the Blind are examples of some of those resources;

(8) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation. WIOA offers limited mentoring services, but are complimented by partnering organizations that include the Boys and Girls Club, City of Columbia Youth Corps, and the Celebrate Freedom Foundation;

(9) Follow-up services for not less than 12 months after the completion of participation. WIOA offers follow-up services for all Youth who complete WIOA program participation.

(10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. WIOA staff offers career guidance counseling and relies on community organizations to lend expertise for specialized counseling. Partner organizations include LRADAC, MIRCI, Transitions, and DSS;

(11) Financial literacy education will be provided through workforce center staff provided workshops available through SC Works Center workshops and Wells Fargo Hands on Banking curriculum;

(12) Entrepreneurial skills training is offered through the SC Works Center workshops for initial exploration. Youth participants interested in more information are linked to partner organizations including the Entrepreneur In Residence program through the Richland Library, SCORE, Columbia College's Entrepreneurship Center, USC Technology Incubator, Benedict College's Business Development Center, Midlands Technical College Enterprise Campus, SOCO, and 100 Million Cups, dependent on participant specific next steps and needs.

(13) 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. A variety of labor market information is available through the SC Works Center System, as well as online within SCWOS. Center staff is ready and able to assist in research. Additionally the library branches in all three service counties have dedicated space for employment searches, and branches have received staff training; and

(14) Activities that help youth prepare for and transition to postsecondary education and training. WIOA works closely with program participants to prepare for their advanced training plans. In addition to this and other Center partners who offer similar services, the Midlands is fortunate to have TRIO programs on the MTC and USC

campuses in the Midlands area. These programs have offered outreach services to the public as part of the program recruitment process that assist in preparing youth participants for a successful transition to post-secondary education.

6. If using the basic skills deficient definition contained in WIOA Section 3(5)(B), what is the LWDAs policy that further defines how to determine if a youth is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. If your area continues to use TABE for determining youth basic skills deficiency, a local policy is not required.

The Midlands Area Policy PY-03 (Workforce Innovation and Opportunity Act Youth Program Eligibility, Expenditures, and Service Requirements) defines the expanded use of BSD as the State policy noted in State Instruction 15-17, Change 2. In addition to using TABE assessments to determine basic skills deficiency, the Midlands area recognizes an individual who meets any one of the following indicators:

- **Lacks a high school diploma or equivalent;**
- **Scores less than 4 on any one or more of the following WIN Ready to Work assessments:**
 - **Applied Mathematics**
 - **Locating Information**
 - **Reading for Information**
- **Is enrolled in Title II Adult Education, including English as a Second Language (ESL); or**
- **When formal evaluation is not available or practical, case manager observations, customer acknowledgement and documented case notes are acceptable.**

In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. For purposes of basic skills assessment, local programs are not required to use a NRS-approved assessment, nor are they required to determine an individual's grade level equivalent or educational functioning level (EFL), although use of these tools is permitted. Rather, local programs may use other formalized testing instruments designed to measure skills-related gains.

In addition to being valid and reliable, any formalized testing used must be appropriate, fair, cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results. Alternatively, skills related gains may also be determined through less formal alternative assessment techniques

such as observation, folder reviews, or interviews. The latter may be particularly appropriate for youth with disabilities given accessibility issues related to formalized instruments. Grantees should notify the Administrative office if there are potential needs to assess basic skills deficiency with tools beyond the scope of expanded BSD definition above. Previous basic skills assessment results if such previous assessments have been conducted within the past six months.

NOTE: In contrast to the initial basic skills assessment described above, if measuring EFL gains after program enrollment under the measurable skills gain indicator, Grantees must use a NRS-approved assessment for both the EFL pre-test and post-test to determine an individual's EFL. Neither WIN Ready to Work, nor WorkKeys, are NRS-approved assessments.

7. A description of how the local board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.

The Midlands area has always prioritized maximizing and leveraging resources in support of innovative options to serve customers. The Board supports Business Services, Sector Partnerships, Career Pathways, Developing the Talent Pipeline, and Work-Based Learning by working with local employers to provide information to the Board, Midlands Youth Committee and education and training partners. The most notable project has been the progress of the Central Region Sector Strategies under the NextGen model. The initial launch of the program was tailored to Manufacturing; with a long range goal to create a framework to scale to all priority sectors, while allowing a coordinated approach with improved service delivery. The MWDB and Youth Committee are able to use this information to guide job seekers to in-demand occupations, growing industries, and opportunities for career identification, development and growth. The Board is committed to youth career development through strategies such as work-based learning, career exploration with short-term work experience, internships and On-the-Job Training. These work-based learning opportunities, in conjunction with soft skills training and basic skills and occupational training from our secondary and post-secondary partners are a part of our integrated learning services that are Youth specific. In service delivery, educational barriers to employment are always addressed as the WIOA Staff work with our participants. The staff coordinates communication between the education program and the workforce activities as an on-going action item, while breaking down other barriers. Identification of funding options for participants is critical to addressing education needs while maximizing the available resources. For post-secondary education, MWDA staff works with them to apply for Federal and other financial aid that may be available. When appropriate, staff will connect the job seeker to Educational Opportunity Center (EOC) partner services for more intense financial aid assistance. The Board has long-standing partnerships with several local post-secondary schools including Midlands Technical College, as well as the local school districts' CATE and

Adult Education programs. The Board staff regularly works with each of the groups through the Board Committees, Partner meetings, Business Service Team meetings, and advisory groups established by these education groups. These groups discuss ways to integrate our services, leverage resources, and avoid duplication of service. Additionally, in recent years, the board has made a concerted effort to facilitate regular meetings and contact between these two groups. Workforce activities and investments will be designed and created based on labor market and business demands. The Board will continue to utilize economic reports and feedback gathered by the Business Services Team from the local employers to inform the development of services and investments. As the secondary and post-secondary education providers are an integral part of the Board and Committee structure, the information gathered is shared on a regular basis.

8. A description of how the local board will coordinate the WIOA Title I workforce investment activities with the provision of transportation, child care, and other appropriate supportive services in the local area.

The Midlands Workforce Development Board has approved a collection of policies that address eliminating barriers through policies that include transportation, childcare and other supportive service policies for the Midlands WIOA program. The services described are designed to assist participants who are receiving WIOA services to secure and retain employment, as well as facilitate participation in employment and training activities. Throughout the program year, policies such as Supportive Services are evaluated for effectiveness and modified as needed. The most notable is an update to the Midlands Area Other Supportive Services policy that allows for assistance with legal aid.

MWDA Supportive Services may include, but are not limited to, the following:

- **Assistance with transportation;**
- **Assistance with childcare;**
- **Legal Aid assistance;**
- **Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;**
- **Assistance with educational testing, books, fees, school supplies and other necessary items for students enrolled in postsecondary education classes; and**
- **Payment of fees for employment and training related applications, tests, and certifications.**

Support services are provided on a case-by-case basis, as funding permits, when it is verified that the participant lacks the required means and no other agency is able to assist with services. These services are provided as part of the individual employment plan, and, as such, need to be considered each time an individual is enrolled in an employment and education program.

The Midlands intends for support services to be a short-term measure, and as such are limited in both duration and amount. Funding is limited and it is the responsibility of the Program Managers to ensure that each participant has a viable plan including provisions for meeting basic support needs and to assist the participant in identifying other sources of assistance to augment services.

Service providers ensure that an assessment to determine supportive service needs are completed and documented for all participants who are eligible for, and enrolled in WIOA programs. The MWDA policy addresses the coordination and referral of services to other entities in order to avoid duplication of resources and set limits on the funding and duration of such services.

9. A description of plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the SC Works delivery system.

The Midlands Area strategy for maximizing service coordination and delivery, while ensuring continuous improvement is a blend of utilizing a Center Operations Business Plan, Memorandums of Understanding, and a Partner Liaison in conjunction with the SC Works Standards. By clearly stating and assigning partner roles, responsibilities and expectations, we ensure services provided to customers are focused and not duplicative. The Midlands operational plan for in-center services provides a method of clearly defined service delivery means so that programs will operate in a complementary manner. The role of the Operator within the Midlands SC Works system is to provide the day-to-day linkage between partners, and oversee the mechanics of the plan execution. The methods and direction that the Operator uses to achieve the seamless effect of service delivery come in the form of guidance from the MWDB, as well as the SC Works Standards. In addition to as-needed meetings in the centers, formal monthly meetings are scheduled to ensure partners receive the most up-to-date information regarding services and center operations, and to deliver staff training. The operational plan is a constantly evolving document and currently under review as a part of the SC Works Center Certification. The addition of a new One Stop Operator, service partners, and technology drive this process. As the service delivery in the centers and system evolve, so do the roles. Through an active engagement process, coordination and communication ensure that there is no duplication effect of the Wagner-Peyser functions. Examples include daily stand-up meetings, real time communication and correspondence with staff, and monthly staff training sessions as a compliment to the informal day-to-day communication of center staff.

10. A description of how the local board will coordinate the WIOA Title I workforce investment activities with adult education and literacy activities under the WIOA Title II, including how the local board will carry out the review of local applications submitted

under Title II consistent with WIOA requirements.

The Midlands Workforce Development Board has a long history of collaboration with the Adult Education departments of each school district in the Area. We continue to explore opportunities for streamlining service delivery and strengthening the partnership for our shared customers. Promotion of all Adult Education services available through all eight Adult Education departments is a part of the communication both physically in the Center and through SC Works Midlands social media to bring the opportunities for skill enhancement as close to each customer's neighborhood as possible. The consortium of Adult Education Directors selects their representative on the Midlands Workforce Development Board. This Director serves as the liaison between the groups to share information and collaboration opportunities. Additionally, various Adult Education staff members serve on the Midlands Business Services Team and on each of the Board standing committees. This streamlines information to flow between the frontline staff of both the SC Works Centers and the various Adult Education departments. Combined with the Board member representative on the Midlands Youth Committee, the Board ensures Adult Education priorities and perspectives are understood by the Board and any actions are shared with the Directors. This Collaborative Model continues to serve the Midlands Area and the partnership quite well. By introducing new partners and service providers, the Area maintains the most effective mechanism for efficient coordination is through communication. With regard to the review of local applications submitted under Title II consistent with WIOA requirements, the Midlands Workforce Development Board uses a volunteer-member ad hoc review committee approach. That is, the MWDB Center Management/Planning Committee or Board Chair calls for a minimum of three volunteers from all members to create a committee when the Midlands Area must review such applications. The ad hoc committee is responsible for reviewing and evaluating the proposals according to the criteria provided. This process is consistent with the review mechanism of the MWDB staff with all competitive and application review processes.

11. A description of how the local board will coordinate with partner programs to conduct affirmative outreach to include members of groups protected by the Equal Opportunity provisions of WIOA § 188, including individuals of various religions, racial and ethnic backgrounds, individuals of limited English proficiency, individuals with disabilities, and individuals of different age groups and sexes.

The Midlands Area Equal Opportunity Coordinator oversees activities related to the provisions of WIOA § 188. This includes programmatic monitoring, data evaluation, staff training, and partnership development to ensure a robust and affirmative outreach process. These activities encompass system partners as well as the Midlands Area Business Service Team. The One-Stop Operator also plays a role in coordinating partner programs through the monthly system partners meetings. Through information distribution and Subject Matter Expert guest presenters, we ensure a

diverse approach, and staff maintains a relevant knowledge base that welcomes all customers into our system and services.

At the Board level, the Midlands engages non-appointed members to serve as advisors on the standing committees. While this is most evident with the Disabilities Committee, it is relevant to all committees and the full board. Additionally, the Midlands Area has policies and procedures in place to assist our providers and partners.

Section V: Operations and Compliance

1. Copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local SC Works system. This includes agreements between the local board or other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities, such as the cross-training of staff, technical assistance, the use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

The Midlands PY20 MOU and RSA are included as an attachment.

2. A description of the entity responsible for the disbursement of grant funds as determined by the chief elected official(s).

The consortium of Fairfield, Lexington & Richland Counties selected the Central Midlands Council of Governments as the fiscal agent for the Midlands area. Since 1969, the Central Midlands Council of Governments (CMCOG) has been assisting local governments develop local and regional plans within the four midlands counties (Fairfield, Lexington, Newberry, Richland) of South Carolina, as well as providing local governments with planning and technical support to improve the quality of life within the region. CMCOG currently consists of 15 member governments and serves in excess of 725,000 people by providing a regional forum, which allows local officials to seek out common goals and address regional concerns. Today, CMCOG offers a variety of local and regional planning services and technical assistance to local governments within the four-county region.

3. A description of the competitive process that will be used to award the sub grants and contracts for WIOA Title I activities.

The Midlands WDB successfully completed a competitive procurement for One-Stop Operator and WIOA Adult, Dislocated Worker and Youth programs in the spring of 2020. These services were procured through an RFP issued in March 2020. The

procurement process resulted in contracts with Equus (previously ResCare Workforce Solutions) and Fairfield County.

4. Agreed upon local performance goals after negotiations are finalized.

The Midlands Area is analyzing data and the Statistical Adjustment Model provided by SC DEW. Initial performance negotiations for PY20 will be submitted by September 10, 2020. Updates will be included when available.

5. A description of actions the local board will take toward becoming or remaining a high-performing workforce area, including:
 - The effectiveness and continuous improvement criteria the local board will implement to assess their one-stop centers;

The Midlands Area will continue the focus on and develop business-friendly services, and enhance the integration of partner services. Additionally, we will utilize the SC Works Center Standards for Job Seekers and Business Service to ensure consistency across Centers within the local area, region and state. The area initiated a feedback system for customer satisfaction in the Centers several years ago, and will continue this approach until a Statewide alternative is implemented. MWDB members are encouraged to (and do) utilize SC Works Midlands Center services. They provide feedback to the staff and each other on the effectiveness and satisfaction of those services. At times, members have led focus groups to highlight the available services to other local businesses to encourage greater participation.

- A description of fiscal and program performance goals beyond the federal measures and how progress will be tracked and made publically available;

In addition to the federal core performance measures, we are measured on fiscal and programmatic performance. Fiscally, we are required to obligate a minimum of 80% of available resources each year. In addition, we must also expend a minimum of 70% of our Youth funds on out-of-school youth and at least 20% of the Youth funds must be spent on work-based learning activities. We are also challenged to spend a minimum of 70% of all available program funds each year, with at least 30% of the expenditures on direct participant services. The MWDB has also prioritized the expansion of services to a larger audience, increased work-based learning opportunities for all participants and increased focus on technology-based service delivery.

With those requirements in mind, and an eye toward continuous improvement, the Midlands area has established goals to incrementally reach these, and measure our success. Our targeted 2020 goals are as follows:

- Enter a minimum of 47 On-the-Job Training placements, with at least 24 at a pay rate of \$13/hour or higher;
- Increase Community Engagement with the SC Works Center through at least 12 YouTube Channel videos, 36 virtual/web-based workshops, and 40 new content workshops;
- Hold a minimum of 1 large scale hiring event (minimum of 50 hiring employers) and a minimum of 4 employment or training events from the Midlands priority sectors (minimum of 4 employers or training providers);
- Promote workforce services in the area through social media (SC Works Midlands Facebook or Instagram) highlighting participant success stories, promotion of Center events, Employer engagement/satisfaction posts, and Midlands Area job posts. Each post is evaluated on a points system, with a minimum point score required each month.

The MWDB meetings are public meetings and our progress toward these goals both program and fiscal are reported as a part of each meeting.

- A description of the methodology used by the local board to allocate SC Works center infrastructure funds; and

The Midlands will utilize the Resource Sharing Agreement (RSA) framework issued at the State level. All partners share in the costs of Center-specific operations (rent, utilities, janitorial, phone/internet, shared paper/ink, etc.) in addition to access to optional added service costs for Center staff (staff internet and phone) and a center navigator/front-desk staff. Partner costs are calculated based on the staff hours spent in the Center, and partners are billed on a quarterly basis.

- A description of the roles and contributions of SC Works partners, including cost allocation.

The Center is managed by a WIOA-funded Operator who oversees the day-to-day functions of the Center, and coordinates partner activities and their needs. The partners bring their specific services to the SC Works Centers - either through in-person delivery, referral or using technology-based delivery. Services are agreed upon each year as part of the MOU process. Individual partners maintain supervision responsibilities of their program staff in the Centers. The partners also share in the costs of Center-specific operational costs. Cost shares are determined by FTE and outlined in the annual partner MOU. Line items include:

- Rent/Annual Depreciation;
- Building & Grounds Maintenance;
- Utilities;

- Center Security (optional);
- Front Desk Reception (optional);
- Staff internet & phone (optional);
- Internet & Maintenance for Resource Room computers; and
- Center commons supplies (Resource Room printers and ink).

Partner shared costs are billed on a quarterly basis.

6. A description of how adult and dislocated worker training services will be provided through the use of individual training accounts (ITAs), including:

- If contracts for training services will be used;

The Midlands Area service providers utilize voucher systems to issue vouchers for participant Individual Training Accounts. The area does not intend to issue contracts for full training classes at this time.

- How the use of training service contracts will be coordinated with the use of ITAs; and

The Midlands area utilizes Individual Training Accounts in conjunction with On-the-Job Training opportunities to deliver occupational skills training with WIOA funding.

- How the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

In the Midlands area, WIOA participants complete a customer selection form in conjunction with the WIOA Eligible Training Provider (ETP)/SCPATH System list as part of the training funding application process. The Midlands internal ETP list is currently arranged by cluster to assist the participants in identifying the individual training providers for a specific training. The arrangement of the list also assists management and the Business Services Team in identifying gaps that may exist in the training availability as employment requirements evolve. This will continue to be critical as the area transitions to a post-COVID-19 environment.

7. A description of the process used by the local board to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into development of the local plan, particularly for representatives of the businesses, labor organizations, and education.

A time-table and management plan has been established to ensure sufficient time for input and development of the Midlands Local (and Central Region) Plan as well as a

30-day public comment period. While the MWDB facilitated the development of the plan, we seek to create opportunities for community stakeholders and partners to shape the strategies described in the plan. We are seeking partner created solutions for an economic self-sufficient community.

To ensure a wide distribution of the plan and solicit input, the plan and associated documents are hosted on our website, and notice (with links) was provided through: social media outlets, SC Works Centers, and direct contact to county, city/town elected officials, economic developers, regional planners, and representatives of community groups and organizations. Additionally, the Midlands Area Business Services Team was tapped to assist us in reaching business leaders and labor representatives.

8. A description of how the local area SC Works centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by SC Works partners.

The COVID-19 crisis and the resulting response by the Midlands Area centered around a technology-enabled environment. It is likely that the immediate need to transition services to virtual platforms to comply with safety protocols accelerated the Area use of new hardware and software by several years in a matter of hours and days.

All SC Works staff has access to virtual connectivity tools - either through center smart board or issued laptops. This has allowed for all services to be made available in a virtual environment through the use of either Google-based Meet or Web-Ex. Both platforms offer our customers the ability to connect with staff, provide documents, and receive services such as orientation workshops. Customers are also positively being taught to use technology which will lead to increased instruction being offered virtually or employment opportunities when face-to-face interviews are not possible. WIOA staff assesses digital literacy through asking open ended questions about technology familiarity and use. They also complete short WebEx virtual meetings before the certification and enrollment appointment to ensure the technology is appropriate and that the user will be able to complete the appointment.

For the SC Works Center services, the area transitioned to 100% virtual services within a few days of closing the public access to the Center due to the COVID-19 crisis. Pre-COVID the area had begun testing the streaming of select workshops to increase access to the services. As such, we were able to transition all workshops to the on-line platform as quickly as we were able to ensure the volunteer speak of each workshop could make the adjustment. Workshops as well as employers accustomed to on-site hiring events were transitioned. The first employer to test the Facebook Live broadcast was IH Services, a sub-tier contractor for Amazon. Given the dramatic increase in shipping service through Amazon, the demand for staff was immediate. Community and business partners have been encouraged to promote the availability of the services and events as well as welcomed to assist in the expansion of offerings

for target services and populations. As we gradually expand the SC Works Center's face-to-face services again, virtual workshops will remain a critical element of our services.

The implementation of a virtual greeter kiosk system has also streamlined customer check in, as well as data management and analytics. Accurate reports are available on demand, in contrast to the prior system of paper sign-in sheets, and hand tabulated reports.

The Midlands Area is constantly searching for new technology to make our services more accessible and efficient. Other areas of interest include Virtual Job fair systems, and Artificial Intelligence based systems such as ERISS+SARA to work in conjunction with the SCWOS case management system. In general, the only limitation that the Midlands encounters related to technology implementation and innovation is funding.

9. A description of how the local board ensures compliance with the adult priority of service requirements under WIOA Title I.

Midlands policy and procedures have been established to give priority to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient and covered individuals in the provision of individualized career services and training services in the Adult program.

The Midlands Workforce Development Board issued MWDA Instruction Letter PY-15-02, Change 6 Midlands Adult Priority of Service Policy on 15 October 2018. Midlands area service providers received training to ensure that they fully understood how the priority of services would be provided in the Midlands. During certification of eligibility, applicants are identified as being covered individuals, low income, recipients of public assistance or basic skills deficient.

The Midlands Workforce Development Area will ensure compliance with the Adult Priority of Service Policy through constant program monitoring by board staff and required internal monitoring by service providers.

The list below describes the priority of service for individuals served in the WIOA Adult Program.

1st Priority – Eligible Veterans and spouses (Eligible covered persons) who are:

- low income [as defined by WIOA Sec. 3(36)], or
- recipients of public assistance, or
- who are basic skills deficient.

2nd Priority - Eligible individuals (non-covered persons) who are:

- low income [as defined by WIOA Sec. 3(36)], or

- recipients of public assistance, or who are basic skills deficient.

3rd Priority - Eligible veterans and eligible spouses who are:

- not low income, and
- not recipients of public assistance, and
- not basic skills deficient.

4th Priority - Eligible individuals (non-covered persons) who do not meet the above priorities may be enrolled on a case-by-case basis: Local policy limits the number of adults enrolled in WIOA who are not low income, public assistance recipients, or basic skills deficient to not more than 25% of all adults registered in the current program year.

The Midlands Workforce Development Board has adjusted priority of service levels to serve First through Fourth Priorities. Individuals within 4th Priority must be interested in occupational skills training and/or OJT within the approved Midlands Training Clusters.

The Midlands is consistently monitoring data to determine if adjustments are to service levels are needed.

10. A description of how the local board is serving priority populations, including those with barriers to employment, as required by WIOA.

The Midlands Workforce Development Board's goal is to develop strategies and provide intensive services targeted to individuals with significant barriers to employment. MWDB recognizes the need to implement intensive services to those with significant barriers to enter the labor force. Efforts related to this goal include the provision of more work-based learning opportunities, access to in-demand industry certifications, job readiness training, and relevant skill building efforts. Additionally the Board seeks to increase the program population of participants with employment barriers and tailor services to individuals with disabilities, veterans, out of school youth, young adults with limited work history, those facing language barriers, criminal justice involvement, or homelessness.

The changes to Midlands economy, as well as connectivity that emerges from the COVID-19 response will also continue to shape the Midlands approach to form new (and renewed) partnerships and engage with initiatives to leverage opportunity.

Individuals with barriers to employment include those individuals in one or more of the following:

Displaced homemakers – Services provided by the MWDA dislocated worker program; the area collaborates with area women and family shelters to provide virtual access to SC Works workshops, events and job listings. Staff periodically meets with residents as a part of the organizations' speaker bureaus and provides training to organizational staff to better facilitate virtual services and WIOA referrals when the residents' housing status is stabilized.

Low-income individuals – Services provided by the MWDA adult or youth program; Close collaboration with DSS staff, Midlands Fatherhood Coalition and local food pantries for participant referrals to the SC Works Center and the WIOA program as appropriate.

Individuals with disabilities – Services provided through partnership with SC Vocational Rehabilitation, SC Commission for the Blind, MIRCI, and Work in Progress;

Older individuals – Services provided by the MWDA and in conjunction with SCSEP Service Providers - Experience Works and Goodwill Industries of the Upstate/Midlands;

Ex-offenders – Services provided by the MWDA and in conjunction with SC Department of Corrections, Alston Wilkes, and ReEmerge;

Homeless individuals – Services provided by the MWDA and in conjunction with His House, Oliver Gospel Mission, MIRCI, SC DEW's Back to Work, Sistercare Inc., Fast Forward, Samaritan's Well and Transitions;

Youth in or aging out of the foster care services provided by the MWDA and in conjunction with Department of Social Services and Epworth Children's Home;

English language learners – Services provided by the MWDA and in conjunction with English Program for Internationals (EPI) and Agape English Language;

Within 2 years of exhausting TANF – Services provided by the MWDA and in conjunction with South Carolina Department of Social Services;

Pregnant/parenting – Services provided by the MWDA and in conjunction with Department of Social Services;

Long-term unemployed individuals – Services provided by the MWDA and in conjunction with Department of Employment and Workforce and Unemployment services and Wagner-Peyser employment services as well as other community and partner organizations that serve customers that may be considered as long-term unemployed.

11. A description of the local area's fiscal and programmatic monitoring process.

Fiscal monitoring is conducted annually by the Central Midlands Council of Governments finance staff. All sub-recipients are monitored for compliance with WIOA and grant terms and conditions. Generally, the process is a random selection of invoices/transactions, with a verification of backup documentation. Upon completion of financial monitoring, the contract signatory receives a comprehensive report outlining areas needing improvement. Contractors are given 30 days to respond with an action plan.

Programmatic monitoring is conducted twice a program year (fall and spring). Areas of review include Certification; Case Notes; WorkKeys/WIN; Career Assessments; Basic Skills Assessments; Objective Assessment; IEP; Resume; Training; MSG/Credential; Supportive Services; Work Based Learning; and hard copy file paperwork. Upon completion of monitoring, supervisors receive a comprehensive report outlining areas needing improvement. Contractors are given 30 days to respond with an action plan.

12. Copies of current local board policies and definitions, including:

- Supportive Services policy
- OJT reimbursement policy;
- IWT policy, when using local funds;
- Youth incentives policy;
- Local training cap policy;
- Youth BSD policy (if applicable);
- Local definition for youth who "require additional assistance"; and
- Adult and dislocated worker self-sufficiency definition(s) for training.

13. Copies of current local workforce area documents, including:

- Memorandum(s) of Understanding, including signature sheets;
- Resources Sharing Agreements, including signature sheets;
- All service provider grants, including statements of work and budgets;
- Statements of work for in-house operational staff (where applicable); **N/A**
- Current or most recent Grant Application Request(s)/Request(s) for Proposals;
- LWDB By-Laws
- LWDB and Committee meeting schedules;
- LWDB budgets; and
- Local monitoring schedules.

Local Plan Signatures

Local Workforce Development Board:

Midlands Workforce Development Board
Harry Plexico, Chair

Signature

Date

Local Grant Recipient Signatory Official:

Midlands Workforce Development Area
Benjamin Mauldin Executive Director
Name Title

Signature

Date

Attachments:

12. Copies of current local board policies and definitions, including:

- Supportive Services policy
- OJT reimbursement policy;
- IWT policy, when using local funds;
- Youth incentives policy;
- Local training cap policy;
- Youth BSD policy (if applicable);
- Local definition for youth who “require additional assistance”; and
- Adult and dislocated worker self-sufficiency definition(s) for training.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-06 (Change 2)

TO: Midlands WIOA Adult, Dislocated Worker and Youth Service Providers

FROM: Chris White, Director *CWhite/th*
Midlands Workforce Development Area

EFFECTIVE: December 1, 2017

SUBJECT: **Midlands Revised Other Supportive Service Policy**

PURPOSE: The purpose of this instruction is to revise the previously issued policy for allowable supportive services not covered in the Childcare or Transportation Supportive Services Policy.

ACTION: Service Providers shall become familiar with the attached policy and begin utilizing it by December 1, 2017. This policy rescinds MWIA Instruction Letter 16-06 Change 1 dated May 1, 2017.

Attachment

MIDLANDS WORKFORCE DEVELOPMENT AREA WIA POLICIES AND PROCEDURES

The following policy and procedures are issued by the Midlands Workforce Development Board for use by all Midlands WIOA service providers in providing assistance with Other Supportive Services needs for WIOA participants.

POLICY: The Midlands Workforce Development Board establishes the following policy and procedure for the payment of expenses relating to other allowable supportive services that are not covered in the Childcare or Transportation Supportive Services Policy for Workforce Innovations and Opportunity Act (WIOA) participants.

1. The services described in this policy are designed to assist WIOA participants who are receiving WIOA services to secure employment and/or ensure retention of employment or to facilitate participation in employment and training activities funded under WIOA.
2. Support services are not an entitlement but are instead provided on a case-by-case basis. They are provided as part of the individual employment plan, and, as such, need to be considered each time an individual is enrolled in an employment and/or education program.
3. Support services are meant to be a short-term measure and as such are limited in both duration and amount. The support services may be renewed to coincide with a continuation of the participant's enrollment in WIOA. Funding limitations preclude providing every participant with maximum services. However, it is the role and responsibility of the Program Managers to ensure that each participant has a viable plan including provisions for meeting basic support needs and to assist the participant in identifying other sources of assistance to augment services.
4. Just as it is not expected that support service payments will meet the long-term needs of the participant, it is not expected that the support services provided by WIOA will in all cases adequately meet the total needs of the participant during a period of enrollment in a training program or initial employment period.
5. The major element in this planning process is teaching participants how to manage these needs and secure the services for their long-term employment and career goals.
6. Supportive Services may be provided to approved participants as long as there are adequate program funds available.

PROCEDURE: All Midlands WIOA service providers will become familiar with this policy and take steps to implement.

1. **Training and Employment related Assistance:** Training and employment related expenses including but not limited to; books, test fees, license fees, background checks, training equipment, uniforms (work or training related), work supplies (tools, etc.) may be

provided if such expenses are in support of WIOA training activities and can not be included on an ITA.

2. **Job Readiness and Prevocational Training Services:** Training needed to satisfy prerequisites, knowledge or skill gaps prior to occupational specific training. This is limited to training not delivered in conjunction with occupational skill training. Types of job readiness and prevocational training include but are not limited to basic computer courses (Intro to Computers, Keyboarding, Word, Excel, etc.), first-aid/CPR (needed for future occupational training) and Driver training (Class D license), etc. Program Managers should assist staff to identify alternate ways to maximize resources. Examples include on-line free training (available through Allison, SC State Library, etc.), workshops (available through resources including SC Works Center, libraries and other community-based organizations), and online tutorials. When necessary, WIOA funds are allowable to be used to meet the needs of the individual job seekers.
3. **Legal Aid Services (Expungement Fees):** The MWDA may assist participants with legal aid services to expunge criminal records on a SLED CATCH background report. Legal aid services for expungement may only be paid **once** per participant, **not to exceed a total of \$900** regardless of re-offense. Requests for assistance with legal aid services must be submitted in writing by the participant, and will be approved on a case-by-case basis. Legal aid services must be in support of participants with the probability of obtaining employment once charges are expunged at the MWDA's expense. **Participants must meet the following criteria prior to consideration for legal aid (expungement) supportive service:**
 - a) WIOA Enrollment, prior criminal record identified as a barrier to employment/training interest through an assessment (OAS), completion of WorkKeys, SCWOS resume assistance and documented attendance of an Expungement Clinic Workshop.
 - b) Upon satisfying these criteria, the Workforce Consultant will request the SLED CATCH from their assigned SCWOS Coordinator. After receiving the SLED CATCH results, a copy will be provided to the WIOA participant along with the link to the expungement resource website, <http://scjustice.org/wp-content/uploads/2013/10/full-expungement-guide.pdf> to be used as a reference tool for the expungement process in SC. The site also provides a list of all 16 circuit solicitors' offices and contact information. Please note this guide was last modified in August 2013.
 - c) Participant will visit the appropriate solicitor or magistrate court office to have the SLED CATCH reviewed and have any non-conviction, dismissed, not prosecuted (not processed), or not guilty charges removed first (Verification of this step should be provided to the WFC). For any remaining charges, the participant will complete the application for expungement. Participant will submit a copy of the application to the WFC along with a quote from the solicitors' or magistrate office stating the total amount needed for the expungement of records. Additionally, the participant should provide a written personal statement explaining how the expungement of charges will aid them in successfully securing employment or training. These items will be forwarded to the Lead Workforce Consultant and/or WIOA Supervisor for review to determine the feasibility of the request. The Workforce Consultant will be notified of expungement approvals via supervisor in order to proceed with payment processing.

Addendum to Procedures for Exceptional Situations: In the event that service providers have circumstances arise that are not covered by these procedures and such circumstances create a barrier to a participant's ability to achieve their WIOA goals and/or participate in allowable program activities or services, the service provider may request approval from the MWIOA Administrator in writing to incur such costs on an exceptional basis.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WIOA INSTRUCTION NUMBER: PY 15-03

TO: Midlands SC Works Centers & WIOA Youth Grantees

FROM: Kevin Hill, Director 
Midlands Workforce Development Area(MWDA)

RE-ISSUE DATE: July 22, 2015

EFFECTIVE: July 22, 2015

SUBJECT: **Midlands Youth Childcare Supportive Service Policy for WIOA Youth Participants** (Re-issued to be in compliance with the Workforce Innovation and Opportunity Act (WIOA).

PURPOSE: The purpose of the instruction is to provide childcare supportive services to eligible WIOA Youth participants.

ACTION: Staff shall become familiar with the attached youth policy and its attachments (1-5) and begin utilizing the attached forms and guidelines immediately.

CONTACT: If there are any questions regarding this instruction, please call the Board Staff at (803)744-1670.

- Attachment 1: MWDA Childcare Vendor Agreement
- Attachment 2: MWDA Childcare Vendor Invoice
- Attachment 3: MWDA Childcare Participant Agreement
- Attachment 4: Verification of Receipt of DSS Services
- Attachment 5: Form W-9
- Attachment 6: Authorized Timeframe Exception Form

**Midlands Workforce Development Area
Workforce Innovation and Opportunity Act
Child Care Payment Policy**

In accordance with the WIOA federal regulations, each participant participating in an allowable WIOA activity may receive appropriate job retention and support services, if such services are not otherwise available. Short-term (no longer than 12 weeks) childcare supportive services assistance may be provided to participants that are in training or follow-up. **Note:** Supportive Services cannot be provided for costs incurred by the participant prior to their "registration date" into the program. To receive supportive services, participants must have active participation and attendance in a WIOA allowable activity or be working.

The Midlands Workforce Development Area (MWDA) is committed to providing quality childcare services for participants in unsubsidized employment, work experience (paid and unpaid), apprenticeships, OJT, or in education/training programs. Childcare services are not an entitlement and are based upon availability of funding; therefore discretion should be used when determining a priority of needs. The WIOA program may not expend funds on childcare services if childcare funds are available otherwise.

Childcare services can be provided on an as needed basis for:

1. WIOA program participants working full or part time in unsubsidized employment;
2. WIOA program participants working full or part time in subsidized employment;
3. WIOA program participants participating in WIOA allowable activities (to be defined as work experience, OJT, classroom training and successful exit).

WIOA staff must contact the appropriate DSS office to ensure that the requested childcare service cannot be paid by DSS. This must be documented in writing by DSS and maintained in the participant's case file in addition to the date of contact and reason services are denied. Payments may be made to child daycare centers or daycare homes that meet applicable regulatory requirements. Cash payments will not be made to providers. Childcare funds cannot be paid directly to the participant.

Prior to approving childcare supportive service payments to a WIOA participant, a Childcare Agreement form must be completed and signed by the vendor. The vendor must agree to the Childcare Invoice and submit it weekly. The invoice must also be signed by the participant. Prior to payment of childcare services, a Childcare Agreement must be completed and signed by the participant. Participant files must contain a copy of the check, copy of invoice and justification for paying the childcare payment.

Agreements for child care supportive service payments can only be made with licensed childcare providers in good standing. For the purpose of this policy, "good standing" is defined as maintaining a valid child care license and compliance with all DSS regulations and South Carolina state law. Payments cannot be made to a member of the immediate family (wife or husband, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, niece, nephew, step-parent, step-child and the corresponding in-laws to these family members) of the participant. Any childcare facility accepting a child(ren) of a participant shall allow a parent/guardian unrestricted access to the child while in care at the facility.

ABC Voucher System Eligible Providers

Although the ABC Voucher System is a Department of Social Services system, WIOA staff may utilize the providers on the system list. Payments must not exceed the Midlands area established maximum weekly rates of \$200/child. If a parent chooses a provider whose rates exceed the maximum allowable amount, the parent will be responsible for the excess amount. The parent is also responsible for other fees such as (but not limited to) educational, swimming, late pick-up fees, late payment fees and/or activity fees. A One-time registration fee is allowable if the provider charges a registration fee to their private paying clients.

Excessive Absences

The WIOA case manager must instruct the participant that the child(ren) must attend childcare regularly to avoid unnecessary absences. If excessive absences are a problem, WIOA staff must determine if the parent actually needs the care.

Monitoring and Follow-Up

If the participant is employed and receiving childcare, follow-up contacts must be made to verify employment, participation in employment and/or training programs, and attendance with the childcare provider. WIOA participants who are not employed or participating in WIOA allowable activities full-time will actively work with their WIOA case manager to obtain employment during non-working/non-training hours that child(ren) are in WIOA-paid childcare. The WIOA participant must understand that the childcare agreements, to include the vendor agreement, vendor invoices, and participant agreement are subject to monitoring and verification by federal, state and local government and MWDA officials.

Allowable Weekly Childcare Payment Rates

Age 0 through 2 Full Time		\$200
Age 0 through 2 Half Time		\$100
Age 3 through 5 Full Time		\$175
Age 3 through 5 Half Time		\$150
Age 6 through 12 Holidays/Summer		\$100
Age 6 through 12 Half Time		\$75

Exception to Policy: If a WIOA Youth Participant is in need of childcare supportive service assistance beyond the 12 week timeframe to successfully complete their activity, a request must be submitted in writing to the WIOA Program Director to justify this need. Childcare supportive services will be reviewed and approved by the WIOA Program Director on a case by case basis. This supportive service will not exceed an 18 week maximum (12 weeks of child care assistance with an additional 6 week extension upon approval), in total.

**MIDLANDS WORKFORCE DEVELOPMENT AREA
CHILD CARE VENDOR AGREEMENT**

Grantee:

Vendor:

FEIN #: _____

Begin Date: [Click here to enter a date.](#)

End Date: [Click here to enter a date.](#)

- I. The purpose of this form is to document an agreement between the Midlands Workforce Development Area (MWDA) and the Vendor named above to establish a direct billing for childcare provided to Workforce Innovation and Opportunity Act participants. Participants attending program activities may receive up to 100% reimbursement for a licensed daycare (including a One Time only enrollment or application fee). Any cost over the weekly limit amount is the responsibility of the participant. The period of this contract is dependent on the participant's activity length and fund availability not to exceed 12 weeks; unless an authorized exception has been made in writing by the Program Director for an additional 6 weeks. The vendor will be notified of the effective dates of this agreement and the maximum amount payable for each participant as they become eligible.
- II. Childcare costs must be charged at the vendor's existing rate and may not exceed the Midlands area cost limitations.
- III. The vendor understands that childcare payments are subject to federal and state income taxes and will receive a Form-1099 at the end of the tax year with a copy to the IRS. A signed form W-9 must also be submitted with this agreement. The vendor agrees to meet minimum safety requirements such as (but not limited to) smoke alarms or fire extinguishers.
- IV. The vendor assures that it will fully comply with the requirements of the WIOA Program and all applicable federal and state laws and requirements. There is no guarantee, actual or implied, of participant referrals to the vendor. Childcare payments will be made from federal funds. Any willful misstatement of facts on the part of the vendor may result in the matter being turned over the proper local, state or federal authorities for prosecution.

Childcare Vendor Representative

[Click here to enter a date.](#)
Date

MWDA Representative

[Click here to enter a date.](#)
Date

Regional Operations Manager

[Click here to enter a date.](#)
Date

**MIDLANDS WORKFORCE DEVELOPMENT AREA
CHILD CARE VENDOR INVOICE**

Invoice # _____

Please Bill:

Childcare Provider: _____

Address: _____

Vendor ID or Tax ID#: _____ Period of Childcare: _____

Name of Child: _____ Age: _____ Full time ☐

Name of Parent: _____ Weekly Rate: \$ _____ Part time ☐

Date	Hours Attended

Invoice Total: \$ _____

Monies for this program are provided by federal grant and are subject to monitoring and verification by Federal, State and Local government as well the Midlands Workforce Development Area officials. Any fraudulent acts may result in the discontinuance of the participant in the WIOA program, and/or the prosecution of all parties involved.

WIOA Participant Signature

[Click here to enter a date.](#)
Date

Childcare Provider Signature

[Click here to enter a date.](#)
Date

Regional Operations Manager Signature

[Click here to enter a date.](#)
Date

**MIDLANDS WORKFORCE DEVELOPMENT AREA
CHILD CARE PARTICIPANT AGREEMENT**

Date: [Click here to enter a date.](#)

Participant: _____

Address: _____

You are a participant in the WIOA program. This program is funded by Midlands Workforce Development Area (MWDA) and allows for funding for childcare services when funds are not otherwise available. This support service is not an entitlement and is based upon availability of funding. Childcare may be provided for the following period of time (Scheduled length of training):

From (month & year): _____ To (month & year): _____

Please note: Any change in the childcare provider or child(ren) receiving services requires you to inform your WIOA Case Manager and completion of a new agreement.

By signing this agreement, you are agreeing to accept full responsibility for choosing the childcare facility or provider, which will best suit your needs and for arranging the services. You are also confirming that you understand the MWDA is not responsible for any injury to your property or yourself or your child(ren) as a result of any accident or other cause, including negligence, which occurs at or on the way to or from childcare facility or provider which you have chosen.

The MWDA will reimburse 100% of the cost of licensed daycare provided childcare including a one-time ONLY enrollment or application charge not to exceed the area's policy of maximum payment rates for no longer than 12 weeks; unless an authorized exception has been made by the Program Director in writing for an additional 6 weeks. If you change childcare providers, you will be responsible for any enrollment or application charges incurred.

The MWDA will make all checks payable to the vendor. You must assume responsibility for any charges above the childcare policy amount. The invoice that will be used by the vendor has to be signed by you to ensure that your children were at the childcare provider for the listed times and dates.

If you are not employed or receiving training or education full-time, you will maintain monthly contact with the WIOA case manager. You understand that childcare agreements, including the vendor agreement, vendor invoices and this agreement, are subject to monitoring and verification by Federal, State and Local government as well as MWDA officials.

Name of Vendor: _____ Vendor ID or Tax ID#: _____

Address of Provider: _____

Phone: _____ Contact Person: _____

Child(ren) to Receive Services:

Name:

Date of birth:

I understand and agree to the above provisions.

Participant's Signature

WIOA Case Manager Signature

Regional Operations Manager Signature

**MIDLANDS WORKFORCE DEVELOPMENT AREA
VERIFICATION OF RECEIPT OF DSS SERVICES**

Participant's Name: _____

State ID: _____

The above individual is a participant in the Workforce Innovation and Opportunity (WIOA) Program sponsored by the Midlands Workforce Development Board. To avoid duplication of services, please indicate below whether this client is or is not receiving transportation and/or childcare services through your agency.

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The individual identified above is receiving transportation assistance through DSS. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The individual identified above is receiving childcare assistance through DSS. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Signature of DSS Representative

Date

Position/Title

Telephone

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	

Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

MIDLANDS WORKFORCE DEVELOPMENT AREA

AUTHORIZED TIMEFRAME EXCEPTION FORM

_____, a participant in the Workforce Innovation and Opportunity Act (WIOA) Program has been authorized to receive _____ additional weeks of childcare assistance from _____ to _____.

WIOA Program Director

Date

"An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711."

MIDLANDS WORKFORCE DEVELOPMENT AREA

AUTHORIZED TIMEFRAME EXCEPTION FORM

_____, a participant in the Workforce Innovation and Opportunity Act (WIOA) Program has been authorized to receive _____ additional weeks of childcare assistance from _____ to _____.

WIOA Program Director

Date

"An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711."



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-04 (Change 5)

TO: Midlands SC Works Centers and WIOA Grantees

FROM: Chris White, Director [CWhite](#)
Midlands Workforce Development Area

ISSUE DATE: **January 01, 2020**

EFFECTIVE: **January 01, 2020**

SUBJECT: **Midlands Revised Transportation Supportive Service Policy**

PURPOSE: The purpose of the instruction is to revise the previously issued policy for transportation supportive services to eligible WIOA participants.

ACTION: Grantees shall become familiar with the attached policy and begin utilizing effective January 01, 2020. This policy rescinds MWIA Instruction Letter 16-04 (Change 4) dated January 1, 2019.

Attachment: Training Attendance Form Attachment A



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE INVESTMENT AREA WIOA POLICIES AND PROCEDURES

The following policy and procedures are issued by the Midlands Workforce Development Board for use by all Midlands WIOA grantees in providing assistance with transportation for WIOA participants with WIOA funds.

POLICY: The Midlands Workforce Development Board establishes the following policy and procedure for the payment of expenses relating to transportation for WIOA participants.

1. The services described in this policy are designed to assist WIOA participants who are receiving WIOA services to facilitate participation in activities authorized under the act.
2. Limitations on Funds. Supportive services will be provided to WIOA participants in need as long as funds are available. Program grantees will be provided supportive services budgets annually.
3. Support services are not an entitlement but are instead provided on a case-by-case basis. They are provided as part of the individual employment plan and need to be considered each time an individual is enrolled in an appropriate program activity.
 - a. Training Attendance Form Attachment A.
4. Support services are intended to assist in the completion of the participants plan objective. An amended Individual Employment Plan will reflect any changes in plan objectives.
5. Satisfactory attendance (as determined by the provider) is required for transportation assistance as indicated on the Training Attendance Form for participants in training.
6. Transportation Assistance may be provided to WIOA participants for up to one year.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

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PROCEDURE: All Midlands WIOA grantees will become familiar with this policy and take steps to implement.

1. WIOA grantees will pay a rate of \$0.575 cents/mile per training day per participant. Distance between participant's residence and the training site location should be verified through a reliable source, i.e. Google Maps, MapQuest Directions, etc. In a circumstance the participant makes the grantee aware the training site location has changed resulting in increased miles traveled between their residence and training site, proof should be provided again, through a reliable source, before a reimbursement adjustment is made. Public transit passes, tickets, fare system, etc. may also be utilized as transportation assistance.
2. Transportation assistance may be provided to participants involved in WIOA authorized activities included in their IEP.
3. Transportation assistance will be issued to participants in an activity with an instructor or supervisor present to validate attendance on a daily basis.
4. In circumstances where an activity extends past one year and reimbursement assistance is still needed, participant must submit in writing a request to extend the assistance. The extension will be granted based on funding availability and at the grantee's discretion. If an extension is granted, the IEP should be updated to reflect the extended timeframe for both the activity goal and transportation assistance objective, signed by the participant and Case Manager and placed in file on top of the initial transportation assistance IEP.
5. Eligible participants must provide attendance records, signed by activity provider (Attachment A) each month to remain eligible for transportation assistance. Any time period attendance records are not provided deems participant ineligible for transportation assistance for the missing recorded time period. Participant will be deemed ineligible for not complying with consistent submission of documentation.
6. Verification documents for transportation assistance must be received within 10 business days subsequent to recorded attendance month. It will be at the grantee's discretion to distribute a submission deadline timetable to Case



MIDLANDS WORKFORCE DEVELOPMENT BOARD

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Managers/participants to ensure efficiency with attendance collection and payment processing of reimbursement checks.

7. Transportation assistance will be granted in the form of a reimbursement check to the participant in accordance to the guidelines listed above or in the form of access to public transportation.
8. For transportation assistance offered through public transportation access, the access will be granted in anticipation of the planned WIOA services in accordance with the public transit processes.
9. This policy will be in effect upon being issued.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-06 (Change 2)

TO: Midlands WIOA Adult, Dislocated Worker and Youth Service Providers

FROM: Chris White, Director *CWhite/th*
Midlands Workforce Development Area

EFFECTIVE: December 1, 2017

SUBJECT: **Midlands Revised Other Supportive Service Policy**

PURPOSE: The purpose of this instruction is to revise the previously issued policy for allowable supportive services not covered in the Childcare or Transportation Supportive Services Policy.

ACTION: Service Providers shall become familiar with the attached policy and begin utilizing it by December 1, 2017. This policy rescinds MWIA Instruction Letter 16-06 Change 1 dated May 1, 2017.

Attachment

MIDLANDS WORKFORCE DEVELOPMENT AREA WIA POLICIES AND PROCEDURES

The following policy and procedures are issued by the Midlands Workforce Development Board for use by all Midlands WIOA service providers in providing assistance with Other Supportive Services needs for WIOA participants.

POLICY: The Midlands Workforce Development Board establishes the following policy and procedure for the payment of expenses relating to other allowable supportive services that are not covered in the Childcare or Transportation Supportive Services Policy for Workforce Innovations and Opportunity Act (WIOA) participants.

1. The services described in this policy are designed to assist WIOA participants who are receiving WIOA services to secure employment and/or ensure retention of employment or to facilitate participation in employment and training activities funded under WIOA.
2. Support services are not an entitlement but are instead provided on a case-by-case basis. They are provided as part of the individual employment plan, and, as such, need to be considered each time an individual is enrolled in an employment and/or education program.
3. Support services are meant to be a short-term measure and as such are limited in both duration and amount. The support services may be renewed to coincide with a continuation of the participant's enrollment in WIOA. Funding limitations preclude providing every participant with maximum services. However, it is the role and responsibility of the Program Managers to ensure that each participant has a viable plan including provisions for meeting basic support needs and to assist the participant in identifying other sources of assistance to augment services.
4. Just as it is not expected that support service payments will meet the long-term needs of the participant, it is not expected that the support services provided by WIOA will in all cases adequately meet the total needs of the participant during a period of enrollment in a training program or initial employment period.
5. The major element in this planning process is teaching participants how to manage these needs and secure the services for their long-term employment and career goals.
6. Supportive Services may be provided to approved participants as long as there are adequate program funds available.

PROCEDURE: All Midlands WIOA service providers will become familiar with this policy and take steps to implement.

1. **Training and Employment related Assistance:** Training and employment related expenses including but not limited to; books, test fees, license fees, background checks, training equipment, uniforms (work or training related), work supplies (tools, etc.) may be

provided if such expenses are in support of WIOA training activities and can not be included on an ITA.

2. **Job Readiness and Prevocational Training Services:** Training needed to satisfy prerequisites, knowledge or skill gaps prior to occupational specific training. This is limited to training not delivered in conjunction with occupational skill training. Types of job readiness and prevocational training include but are not limited to basic computer courses (Intro to Computers, Keyboarding, Word, Excel, etc.), first-aid/CPR (needed for future occupational training) and Driver training (Class D license), etc. Program Managers should assist staff to identify alternate ways to maximize resources. Examples include on-line free training (available through Allison, SC State Library, etc.), workshops (available through resources including SC Works Center, libraries and other community-based organizations), and online tutorials. When necessary, WIOA funds are allowable to be used to meet the needs of the individual job seekers.
3. **Legal Aid Services (Expungement Fees):** The MWDA may assist participants with legal aid services to expunge criminal records on a SLED CATCH background report. Legal aid services for expungement may only be paid **once** per participant, **not to exceed a total of \$900** regardless of re-offense. Requests for assistance with legal aid services must be submitted in writing by the participant, and will be approved on a case-by-case basis. Legal aid services must be in support of participants with the probability of obtaining employment once charges are expunged at the MWDA's expense. **Participants must meet the following criteria prior to consideration for legal aid (expungement) supportive service:**
 - a) WIOA Enrollment, prior criminal record identified as a barrier to employment/training interest through an assessment (OAS), completion of WorkKeys, SCWOS resume assistance and documented attendance of an Expungement Clinic Workshop.
 - b) Upon satisfying these criteria, the Workforce Consultant will request the SLED CATCH from their assigned SCWOS Coordinator. After receiving the SLED CATCH results, a copy will be provided to the WIOA participant along with the link to the expungement resource website, <http://scjustice.org/wp-content/uploads/2013/10/full-expungement-guide.pdf> to be used as a reference tool for the expungement process in SC. The site also provides a list of all 16 circuit solicitors' offices and contact information. Please note this guide was last modified in August 2013.
 - c) Participant will visit the appropriate solicitor or magistrate court office to have the SLED CATCH reviewed and have any non-conviction, dismissed, not prosecuted (not processed), or not guilty charges removed first (Verification of this step should be provided to the WFC). For any remaining charges, the participant will complete the application for expungement. Participant will submit a copy of the application to the WFC along with a quote from the solicitors' or magistrate office stating the total amount needed for the expungement of records. Additionally, the participant should provide a written personal statement explaining how the expungement of charges will aid them in successfully securing employment or training. These items will be forwarded to the Lead Workforce Consultant and/or WIOA Supervisor for review to determine the feasibility of the request. The Workforce Consultant will be notified of expungement approvals via supervisor in order to proceed with payment processing.

Addendum to Procedures for Exceptional Situations: In the event that service providers have circumstances arise that are not covered by these procedures and such circumstances create a barrier to a participant's ability to achieve their WIOA goals and/or participate in allowable program activities or services, the service provider may request approval from the MWIOA Administrator in writing to incur such costs on an exceptional basis.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: PY 18-01

TO: Midlands SC Works Centers and WIOA Grantees

FROM: Chris White, Director *CW*
Midlands Workforce Development Area

ISSUE DATE: July 1, 2018

EFFECTIVE: Immediately

SUBJECT: **On-the-Job Training (OJT)**

PURPOSE: The purpose of the instruction is to provide guidance for providing On-the Job Training (OJT) to WIOA participants. This instruction rescinds MWIA Instruction Letter PY 15-08 issued August 31, 2015

ACTION: Staff shall become familiar with the attached policy and its attachments (1-5) and begin utilizing the attached forms and guidelines immediately.

CONTACT: If there are any questions regarding this instruction, please contact Chris White at (803) 744-1670.

Attachment 1: MWIA OJT Employer Pre-Award Checklist
Attachment 2: MWIA OJT Agreement
Attachment 3: MWIA OJT Training Plan
Attachment 4: MWIA Progress & Invoice form
Attachment 5: Form W-9

Midlands Workforce Development Area On-the-Job Training Policy

In accordance with the WIOA section 3 (44), the term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that -

- a) Provides knowledge or skills essential to the full and adequate performance of the job;
- b) Is made available through a program that provides reimbursement to the employer of up to 50 percent* (up to 75% if certain criteria is met) of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training and;
- c) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Eligibility

OJT services may be provided to Adults, Dislocated Workers and Youth in accordance with the WIOA regulations and the Midlands Workforce Development Area’s (MWDA) eligibility requirements.

OJT agreements may be written for eligible employed workers only when the employee is not earning a self-sufficient wage in accordance with the MWIA self-sufficiency policy and when the OJT relates to upgrading to a new job that require additional skills, or workplace literacy.

Agreements for OJT services will **not** be written if:

1. The employer has received payments under previous contracts and has exhibited a pattern of failing to provide participants with continued long-term employment as regular employees with wages and employment benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type work.
2. The employer has violated Federal laws; wages and labor standards; health and safety standards; nondiscrimination and equal opportunity standards.
3. The employer has displaced (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any current employed employee (as of the date of the participation) in a similar position.
4. The employer has relocated in the last 120 days displacing former employees.
5. The trainee is to be employed in the construction, operation or maintenance of any facility which is used for religious instruction or worship.
6. The trainee will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous or dangerous to the trainee’s health or safety.
7. The employer workforce consists of 25% (or more) OJT participants.

Agreements

OJT is to be provided under an agreement with an employer in the public, private, or private non-profit sector. The agreement must be completed and signed by all parties **prior** to the beginning of the OJT. Through the OJT agreement, occupational training is provided for the WIA participant in exchange for the reimbursement of a portion of the wage rate. OJT agreements may only be written for **full-time positions**, to be defined as a minimum of thirty (30) hours per week. A Training Plan will be drafted for each trainee stating the specified areas of training to be completed under the OJT agreement.

Note: Reimbursement under an OJT agreement will not include hours paid for: overtime (defined as more than 40 hours in a work week) holidays, sick days, vacations days, etc. These types of hours are considered to be fringe benefits and not training hours. Employer payments are considered to be compensation for the extraordinary costs associated with the lower productivity of participants while they are being trained.

OJT Duration

Under WIOA, the maximum time frame for an OJT training period is 6 months; however the duration of an OJT is a function of training needed, NOT the maximum allowed under this policy. Training period duration should be determined based up all available information. This includes participant work history, experience, education, skills, duration of unemployment, occupation, job description and the Occupational Information Network's (ONET) Specific Vocational Preparation Range (SVP).

Reimbursement

To qualify to receive OJT reimbursement, hourly wages paid to a trainee shall not be less than the HIGHEST of the following:

- a. The minimum wage;
- b. The wage rate required by an applicable collective bargaining agreement;
- c. The hourly wage specified in the Training Outline; or
- d. The wage rate consistent with the hiring practices of Employer.

Employers may be reimbursed up to 50 percent of the wage rate of an OJT participant, and up to 75 percent if the following criteria is met (20 CFR 680.730):

- Small employers (99 or fewer) utilizing OJT;
- Individuals in priority populations (individuals with a disability, ex-offenders and English Language Learners).

The reimbursement must comply with the USDOL ETA State Wage Cap (TEGL 13-15). The wage cap is an upper limit on the hourly wage rate that is eligible for reimbursement. Grantees may enter into contracts with employers who elect to pay participants more than the state average wage; however, the employer cannot receive a training reimbursement beyond the percentage (determined by the sliding scale) of the capped level. The current South Carolina wage cap is \$19.03.

No OJT positions may pay on a commission or piecemeal basis. Employer shall provide worker's compensation coverage for the trainee as required by all applicable laws, statutes, and regulations. Each trainee shall also be provided benefits and working conditions subject to standard employment practices of the employer.

Documentation

The employer may request reimbursement monthly for a trainee's wages under the MWDA OJT program. Examples of documentation required of the employer to receive reimbursement may include attendance sheets, timesheets, payroll records and/or pay stubs. Copies of documentation verifying the hours worked and wages paid to the trainee must be submitted with the request for reimbursement.

Regulatory Requirements

The following regulatory requirements must be adhered to by employers in the provision of OJT activities:

- a. Fair Wage and Labor Standards
- b. Health and Safety Standards

- c. Nondiscrimination
- d. Displacement

Nepotism

No individual will be placed in an OJT if a member of that person's immediate family is directly supervised by or directly supervises that individual. The term "member of the immediate family" includes wife or husband, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, niece, nephew, step-parent, step-child and the corresponding in-laws to these family members.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code	
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-01 (Change 2)

TO: WIOA Youth Grantees

FROM: Chris White, Director *C White/hb*
Midlands Workforce Development Area

EFFECTIVE: July 1, 2020

SUBJECT: **Midlands Incentive Payment Policy**

PURPOSE: The purpose of the instruction is to revise the previously issued policy for incentive payments to eligible WIOA Youth participants. This instruction rescinds Midlands Workforce Development Area (MWDA) Instruction Letter PY 16-01 (Change1), issued on December 1, 2017. This policy was revised to meet WIOA Final Regulations 681.640 and adjust incentive levels.

ACTION: All WIOA funded staff shall become familiar with the attached policy and begin utilizing effective July 1, 2020, for all participants who begin an applicable activity on or after July 1, 2020.

If you have any questions concerning this matter, please contact Board Staff at (803) 744-1670.

MIDLANDS WORKFORCE DEVELOPMENT AREA WIOA POLICIES AND PROCEDURES

The following policy and procedures are issued by the Midlands Workforce Development Board (MWDB) for use by all Midlands Workforce Development Area (MWDA) Youth sub-grantees in awarding incentives to youth participants.

POLICY: The Midlands Area allows the award of cash incentives to youth participants for recognition of achievement of milestones while enrolled in the WIOA program, and actively participating in activities tied to work experience or training, as described below:

1. A cash incentive of \$150 may be paid to a Youth participant in good standing who completes a Midlands WIOA sponsored training and attains a high school diploma or state approved equivalent, a postsecondary diploma/degree or a certificate from a training program that meets the WIOA definition of certificate.
2. A cash incentive of \$150 may be paid to a Youth participant in good standing who successfully completes an On-the-Job Training opportunity and maintains the employment for a minimum of 30 days.
3. A cash incentive of \$100 may be paid to a Youth participant in good standing who completes an MWDA sponsored internship.
4. A cash incentive of \$50 may be paid to a Youth participant in good standing who completes an MWDA sponsored Work Experience.

PROCEDURE:

All Midlands WIOA Youth sub-grantees will become familiar with and implement this policy.

1. Incentive Policy and Procedure for Attainment of a Degree, Diploma, Certificate:

- a. To qualify for this incentive, the participant must be enrolled in education at the date of participation or at any point in the program and attain a diploma, degree or certificate.
- b. Participant has a life time limit of one incentive payment for attainment of a diploma, degree or certificate.
- c. No incentive payment may be made without a photocopy of the diploma, degree or certificate. The training program issuing the diploma, degree or certificate must meet the WIOA definition of credential as defined by TEGL 10-16. (This is a one-time payment)
 - 1) Diploma – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS and Bachelor Degrees (BA and BS)
 - 2) Recognized Postsecondary credential – a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate

degree, as well as graduate degrees for the purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA.

2. Incentive Policy and Procedure for Successful completion of an On-the-Job Training and retention for a minimum of 30 days:

- a. To qualify for this incentive, the participant must have successfully completed an On-the-Job Training agreement and be retained in the same position or a position of higher responsibility or salary increase for a minimum of 30 days from the contract end date.
- b. No incentive payment may be made without a photocopy of the last OJT progress report showing very good to excellent progress.
- c. A business services staff must enter a detailed case note stating that contact was made with the employer and the participant was still employed 30 days after the contract end date. Participant has a life time limit of one incentive payment for On-the-Job Training.

3. Incentive Policy and Procedure for Internship:

- a. To qualify for this incentive, the participant must have successfully completed an internship activity with a minimum 90% attendance and favorable comments that denote positive completion of the activity including a, positive participant performance evaluation report. Participant has a life time limit of one incentive payment for Internship.

4. Incentive Policy and Procedure for Work Experience:

- a. To qualify for this incentive, the participant must have successfully completed a Work Experience activity. Successful completion must be verified by favorable comments on the midterm and the end of program reviews and the participant performance evaluation report completed by the employer. Participant has a life time limit of one incentive payment for Work Experience.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WIOA INSTRUCTION NUMBER: PY 17-09 (Change 3)

TO: Midlands SC Works Centers, WIOA Grantees

FROM: Chris White, Director
Midlands Workforce Development Area

DATE: July 1, 2020

SUBJECT: Training Services to Job Seeking Customers in the SC Works Midlands system

BACKGROUND: The Workforce Innovation and Opportunity Act legislation and Final Rules allows the Midlands Workforce Development Board to establish more restrictive policies in regards ITAs including limitations on the dollar amount and duration providing those exceptions do not conflict with state policy.

In accordance with the State of SC's Local Board Strategic Plan, the Midlands Workforce Development Board developed and approved a priority training list for individuals seeking WIOA-funded training. This training priority list was developed through an analysis of labor market information and published for community input as the Midlands Workforce Report, an update to the Midlands Strategic Plan.

PURPOSE: To transmit Midlands Area WIOA Policies and Procedures for providing training services in the Midlands SC Works Center System. The attached policies and procedures for Workforce Innovation and Opportunity Act (WIOA) implementation in the Midlands Workforce Development Area (MWDA) revise and amend guidance and direction to WIOA-funded staff engaged in delivering services to WIOA participants.

ACTION: The Midlands Workforce Development Board has established a life time limit on Individual Training Accounts (ITA) as allowed by 20 CFR §680.310. As of this policy, that amount is \$8,500. This amount is unchanged from the policy established by instruction 12-05.

Due to limited funds, all individuals seeking training must apply for Financial Aid. *Note: All participants enrolled in training services are required to apply for Pell/financial aid services – www.fafsa.ed.gov. If they have not already done so, staff must ensure that participants do so immediately and document VOS as to the outcome of the FAFSA application. If the participant is not eligible for PELL/financial assistance, an explanation as to why they do not meet eligibility and support documentation of having applied must be maintained in the participant folder.*

In accordance to the State Workforce Board's Strategic Plan, the Midlands developed the targeted clusters to focus WIOA-funded training plans. The Board reevaluates the priority clusters each year as a part of the Strategic Plan update. The targeted clusters are as follows:



MIDLANDS WORKFORCE DEVELOPMENT BOARD

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- Healthcare
- Transportation, Distribution & Logistics
- Manufacturing
- Information Technology
- Business
- Construction

Due to the limited number of resources and the importance of preparing job seekers to quickly and successfully reenter the job market, the Midlands area will target WIOA resources within these stated priority clusters. If an individual is seeking training that is not part of one of the approved training clusters, the participant must request a waiver from the Workforce Development Director prior to any training approval. The waiver will be approved via signature on the coversheet of the training package.

Workforce Innovation & Opportunity Act section 134(c)(3),:

(3) Training Services.....

(B) Qualification –

- (i) REQUIREMENT.—Notwithstanding section 479B of the Higher Education Act of 1965 (20 U.S.C. 1087uu) and except as provided in clause (ii), provision of such training services shall be limited to individuals who—
 - (I) are unable to obtain other grant assistance for such services, including Federal Pell Grants established under subpart 1 of part A of title IV of the Higher Education Act of 1965 (20 U.S.C. 1070a et seq.); or
 - (II) require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.
- (ii) REIMBURSEMENTS.—Training services may be provided under this paragraph to an individual who otherwise meets the requirements of this paragraph while an application for a Federal Pell Grant is pending, except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made to the local area from such Federal Pell Grant.

Notify Claimants of Availability of Pell Grants

To ensure that WIOA participants are aware of their potential eligibility for Pell Grants/financial aid, states are asked to send each beneficiary a letter describing the Pell Grant program, directing them to information about Pell Grants, and explaining that UI beneficiaries can continue to receive their UI benefits while in training with the state's approval. The model letter provides information about Pell Grants/financial aid and advises individuals of a new web site, www.opportunity.gov, with Pell Grant and other information.



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Registered Apprenticeship

The Department of Labor Registered Apprenticeship system provides the opportunity for workers seeking high-skilled, high-paying jobs and for employers seeking to build a qualified workforce. In this regard, the Registered Apprenticeship system effectively meets the needs of both employers and workers.

The "Earn and Learn" training model of Registered Apprenticeship provides a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skillsets that meet the specific needs of employers.

Due to the limited number of resources and the importance of preparing job seekers to quickly and successfully reenter the job market, the Midlands area will target WIOA resources within the above stated priority clusters. If an individual is seeking assistance with a Registered Apprenticeship occupation that is not part of one of the approved training clusters, the MWDB will provide assistance through On-the-Job Training (OJT) funds.

This policy rescinds PY 17-09 (Change 2) dated 05/30/2019.



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MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 19-03

TO: Midlands WIOA Grantees

FROM: Chris White, Director *CW*
Midlands Workforce Development Area

ISSUANCE DATE: June 8, 2020

EFFECTIVE DATE: Immediately

SUBJECT: **Workforce Innovation and Opportunity Act Youth Program Eligibility, Expenditures, and Service Requirements**

REFERENCES:

- Workforce Innovation and Opportunity Act, Public Law 113-128 § 129
- 20 CFR Part 681
- Training and Employment Guidance Letter (TEGL) 23-14
- Training and Employment Guidance Letter (TEGL) 8-15
- Training and Employment Guidance Letter (TEGL) 21-16
- Training and Employment Notice (TEN) 22-19
- SC State Instruction 19-05
- SC State Instruction 15-17, Change 2
- Midlands Instruction 16-02

PURPOSE: To provide guidance on the Workforce Innovation and Opportunity Act Youth program eligibility, expenditures, and service requirements. **This guidance rescinds Midlands Instruction 19-01.**

BACKGROUND: Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and Local Workforce Development Areas (LWDAs) can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). To be eligible for the WIOA youth program, individuals must meet one or more of the eligibility barriers listed in WIOA § 129(a)(1)(B)(iii) for OSY and WIOA § 129(a)(1)(C)(iv) for ISY. The WIOA youth program includes requirements and exceptions for low-income status for ISY and OSY.

POLICY: Specific requirements regarding the WIOA youth program eligibility, expenditures, and service requirements are outlined below.



I. Eligibility

WIOA defines eligibility criteria for OSY and ISY and expands the age of eligibility for OSY to 24.

An OSY 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:

- School Dropout
- 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)
- 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
- Individual who is subject to the juvenile or adult justice system
- 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 the Social Security Act § 477, or an individual who is in an out-of-home placement
- Individual who is pregnant or parenting
- Individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An ISY 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:

- Basic skills deficient
- English language learner
- Offender
- 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 the Social Security Act § 477, or an individual who is in an out-of-home placement
- Individual who is pregnant or parenting
- Individual with a disability
- Individual who requires additional assistance to complete an educational program or to secure or hold employment.

School refers to both secondary and post-secondary school. However, the US Department of Labor (DOL) does not consider providers of Adult Education under Title II of WIOA, Youth Build programs, the Job Corps programs, high school equivalency programs, and dropout re-engagement programs to be schools for the

An Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with disabilities.



purposes of determining school status for eligibility. Youth attending these programs are considered to be OSY for WIOA youth program eligibility with one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs, funded by the K-12 school system that are classified by the school system as still enrolled in school are considered ISY.

The Midlands area has defined “requires additional assistance” criteria in Midlands Instruction 16-02 and is described below.

1. A youth that has received (or their family) long term public assistance. Long term being defined as one (1) or more years. Must be verified by public assistance print out or documented case note detailing name of source providing information.
2. A youth that is or has received drug or alcohol intervention or treatment, or if the youth lives in an environment where a parent(s) or guardian is abusing drugs or alcohol. Must be verified by treatment agency providing intervention or treatment, or documented case note detailing name and position of source providing information.
3. A youth whose parent(s) or guardian are migrant workers. Verified by self-attestation statement.
4. A youth whose parent(s) or guardian are incarcerated or have been incarcerated within the last two (2) years. Verified by document from corresponding corrections department or from SC Judicial Department case records online search.
5. A youth that has poor or no work history for the last eighteen (18) months, or lacks work readiness skills necessary to obtain or retain employment. Verified by self-attestation statement and demonstrated lack of work readiness skills documented in case notes.
6. A youth that resides in Fairfield County. This is due to the economic conditions in Fairfield County and the lack of entry level jobs and the unemployment level consistently being among the highest in South Carolina. Must be verified by obtaining a document showing their residential address.

Low-Income Requirements

The low-income requirements for the WIOA youth program are satisfied when an individual meets any one of the following criteria:

- 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;
- 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 issued via State Instruction;
- Is a homeless individual as defined in the McKinney-Vento Homeless Act or the Violence Against Women Act of 1994;
- Receives, or is eligible to receive, a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (based on an individual student’s eligibility as opposed to school-wide eligibility for free or reduced-price lunch);



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- Is a foster child on behalf of whom state or local government payments are made;
- Is an individual with a disability whose own income meets the income requirement; and/or
- Lives in a high poverty area.

High Poverty Area

A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high poverty area is a census tract that has a poverty rate of at least twenty-five percent as set every five years using the American Community Survey 5-Year data.

The attached instructions should be used to find high poverty census tracts by address. The step-by-step instructions utilize the *Poverty Equal To or Greater Than 25%* spreadsheet, located in the SCWOS at Staff Online Resources, and the American Fact Finder website of the US Census Bureau.

Five Percent Low-Income Exception

Five percent of LWDA 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 its recognized equivalent, who are either basic skills deficient or an English language learner, or those OSY who require additional assistance, as their only barriers. In each LWDA, the five percent is calculated based on the percent of **newly enrolled youth each program year** who would ordinarily be required to be the low-income criteria. Grantees must receive Administrative approval to enroll participants in the eligibility category.

For example, a LWDA 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 the ISY may be individuals whose only barrier is “requires additional assistance to complete an educational program or to secure and hold employment.” In each LWDA, this limitation is applied to all ISY **newly enrolled each program year**. Grantees must receive Administrative approval to enroll participants in the eligibility category.

Basic Skills Deficient

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. A youth who scored a Department of Education’s National Reporting System (NRS) level 4 or below on the TABE 11 & 12 is considered Basic Skills Deficient (BSD). A youth may also be BSD if the youth is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society. The Midlands area defines the expanded use of BSD as the State policy noted in State Instruction 15-17, Change 2. In addition to using TABE assessments to determine basic skills deficiency, the Midlands area recognizes an individual who meets any one

of the following indicators:

- Lacks a high school diploma or equivalent;
- Scores less than 4 on any one or more of the following WIN Ready to Work assessments:
 - Applied Mathematics
 - Reading for Information
 - Locating Information
- Is enrolled in Title II Adult Education, including English as a Second Language (ESL); or
- When formal evaluation is not available or practical, case manager observations, customer acknowledgement and documented case notes are acceptable.

In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. For purposes of basic skills assessment, local programs are not required to use a NRS-approved assessment, nor are they required to determine an individual's grade level equivalent or educational functioning level (EFL), although use of these tools is permitted. Rather, local programs may use other formalized testing instruments designed to measure skills-related gains.

In addition to being valid and reliable, any formalized testing used must be appropriate, fair, cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results. Alternatively, skills related gains may also be determined through less formal alternative assessment techniques such as observation, folder reviews, or interviews. The latter may be particularly appropriate for youth with disabilities given accessibility issues related to formalized instruments. Grantees should notify the Administrative office if there are potential needs to assess basic skills deficiency with tools beyond the scope of expanded BSD definition above. Previous basic skills assessment results if such previous assessments have been conducted within the past six months.

NOTE: In contrast to the initial basic skills assessment described above, if measuring EFL gains after program enrollment under the measurable skills gain indicator, Grantees must use a NRS-approved assessment for both the EFL pre-test and post-test to determine an individual's EFL. Neither WIN Ready to Work, nor WorkKeys, are NRS-approved assessments.

II. Expenditures

Expenditures on Out-of-School Youth

A minimum of 75% of WIOA youth funds is required to be spent on OSY. Administrative costs are not a part of the 75% OSY expenditure calculation. Further, the 75% expenditure rate is a minimum requirement. Therefore, LWDA's may spend up to 100% of their youth funds on OSY if they choose. The OSY expenditure rate is tracked for a specific program year allocation. While compliance with the requirement is evaluated upon full expenditure of allocated funds, the area must review expenditures on OSY at least quarterly to ensure the



requirement is met at the end of the grant period. As a result, Grantees must consult with Administrative staff before enrolling any ISY.

Work-Based Activities

Under WIOA, a minimum of 20% of LWDA youth funds must be spent on work-based activities. Administrative costs are not included in the 20% requirement. Additionally, the 20% expenditure requirement is not applied separately for ISY and OSY; it is applied to the youth program expenditures as a whole. The 20% minimum work-based activities expenditure requirement is tracked for a specific program year allocation. While compliance with the requirement is evaluated upon full expenditure of allocated funds, the area must review expenditures on work-based activities at least quarterly to ensure the requirement is met at the end of the grant period. As a result, grantee invoices reporting less than 20% of the total expenditures on work-based learning will be subject to Administrative requests for additional information. Priority is given to payments made directly to participants. Paid and unpaid work-based activities that have both academic and occupational education as a component may include the following four categories as discussed in 20 CFR § 682.600(c):

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

These four categories of work experience are not all inclusive of the types of activities that could count for a work experience. Under CFR § 681.600(a), an activity meets the definition of work experience if the activity is a planned, structured learning experience that takes place in a workplace for a limited period of time. For example, volunteer or community service work may be a type of work experience. While community service also falls under the program element of leadership development, if it meets the definition of work experience (i.e., a planned, structured learning experience that takes place in a workplace for a limited period of time), it could be considered a work experience activity and staff time spent on the participant activity count towards the work experience expenditure requirement.

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 the following:

- 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

- Orientations for employers

III. Service Requirements

Program Elements

WIOA requires that local WIOA youth programs make each of the 14 program elements available to youth participants. The following program elements can be made available through specific providers or partner programs as well as through leveraged resources:

- 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 post-secondary credential;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences listed above;
- Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with demand industry sectors or occupations in the LWDA involved, if the LWDB determines that the programs meet the quality criteria described in WIOA § 123;

Note: *ISY cannot use youth program-funded ITA's. However, ISY may co-enroll in the WIOA adult program, and may receive training services through an ITA funded by the adult program, if the young adult's individual needs, knowledge, skills, and interests align with the adult program.*

- Education offered concurrently with and, in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster;
- Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- Supportive services;
- Adult mentoring for a duration of at least twelve months that may occur both during and after program participation;
- Follow-up services for not less than 12 months after the completion of participation;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- Financial literacy education;
- Entrepreneurial skills training;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the LWDA, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for and transition to post-secondary education and training.



Action: Midlands Grantees shall become familiar with the policy and attached instruction and begin utilizing the guidelines immediately.

Inquiries: If there are any questions regarding this instruction, please contact Midlands Workforce Development Board staff at (803) 744-1670

Attachment 1: State Instruction 19-05

Attachment 2: Instructions for Finding High Poverty Census Tract by Address



MIDLANDS WORKFORCE DEVELOPMENT BOARD

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MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-02

TO: WIOA Youth Grantees

FROM: Kevin Hill, Director *KHill/jk*
Midlands Workforce Development Area

EFFECTIVE: August 1, 2016

SUBJECT: Midlands Definition of Youth Requires Additional Assistance

PURPOSE: The purpose of the instruction is to define the term "individual who requires additional assistance to enter or complete an educational program or to secure or hold employment" as required by WIOA section 129 (a)(1)(B)(VIII). .

ACTION: All WIOA funded staff shall become familiar with the attached policy and begin utilizing effective August 1, 2016.

If you have any questions concerning this matter, please Board Staff at (803) 744-1670.

Youth Requires Additional Assistance Definition

The below listed items are considered the acceptable criteria in the Midlands Workforce Development Area to meet the definition of “individual who requires additional assistance to enter or complete an educational program or to secure or hold employment”

1. A youth that has received (or their family) long term public assistance. Long term being defined as one (1) or more years. Must be verified by public assistance print out or documented case note detailing name of source providing information.
2. A youth that is or has received drug or alcohol intervention or treatment or if the youth lives in an environment where a parent(s) or guardian are abusing drugs or alcohol. Must be verified by treatment agency providing intervention or treatment or documented case note detailing name and position of source providing information.
3. A youth whose parent(s) or guardian are migrant workers. Verified by self-attestation statement.
4. A youth whose parent(s) or guardian are incarcerated or have been incarcerated within the last two (2) years. Verified by document from corresponding corrections department or from SC Judicial Department case records online search.
5. A youth that has poor or no work history for the last eighteen (18) months or lacks work readiness skills necessary to obtain or retain employment. Verified by self-attestation statement and demonstrated lack of work readiness skills documented in case notes.
6. A youth that resides in Fairfield County. This is due to the economic conditions in Fairfield County and the lack of entry level jobs and the unemployment level consistently being among the highest in South Carolina. Must be verified by obtaining a document showing their residential address.



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MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-03

TO: WIOA Adult and Dislocated Worker Grantees

FROM: Kevin Hill, Director *K.Hill/ck*
Midlands Workforce Development Area

EFFECTIVE: July 1, 2016

SUBJECT: **Midlands Workforce Development Board Definition of Self-Sufficiency for Receipt of Training**

PURPOSE: To update previous Midlands Area's self-sufficiency guideline for Adult and Dislocated Workers served under the Workforce Innovations and Opportunity Act (WIOA)

ACTION: All WIOA funded staff shall become familiar with the attached policy and begin utilizing effective July 1, 2016.

If you have any questions concerning this matter, please Board Staff at (803) 744-1670.

**MIDLANDS WORKFORCE DEVELOPMENT AREA (MWDA)
WIOA POLICIES AND PROCEDURES**

The following is the Midlands Workforce Development Board's Definition of Self-Sufficiency:

POLICY: "Employment that allows for self-sufficiency" for **adults** is defined by the Midlands Workforce Development Board as follows:

- (1) Employment in which individuals earn at least 225% of the *Lower Living Standard Income Level (LLSIL)* based on appropriate family size.

RICHLAND, LEXINGTON AND FAIRFIELD COUNTIES

# in Family	<i>Lower Living Standard Income Level (LLSIL)</i>	<i>225% LLSIL</i>	<i>Hourly Rate at 200% LLSIL</i>
1	\$12,815	\$28,833	\$13.86
2	\$20,993	\$47,234	\$22.71
3	\$28,813	\$64,829	\$31.17
4	\$35,568	\$80,028	\$38.48
5	\$41,974	\$94,441	\$45.40
6	\$49,087	\$110,445	\$53.10
7	\$56,200	\$126,450	\$60.79
8	\$63,313	\$142,454	\$68.49

For families larger than eight, add the following amounts for each additional person in the family:

\$16,004 to total LLSIL income

These guidelines incorporate the latest Lower Living Standard Income Levels (LLSIL) from the US Department of Labor and poverty levels from the U.S. Department of Health & Human Services. The LLSIL is updated annually.

POLICY: "Employment that allows for self-sufficiency" for **dislocated workers** is defined by the Midlands Workforce Development Board as 86% of the hourly dislocated wage.

Past issuances of these guidelines and the MWDA definitions of self-sufficiency should be maintained on file to review appropriate levels in effect at the time an individual originally applied for WIA services.

13. Copies of current local workforce area documents, including:
 - a. Memorandum(s) of Understanding, including signature sheets;
 - b. Resources Sharing Agreements, including signature sheets;

THE MIDLANDS WORKFORCE AREA SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The parties included in this MOU are the Midlands Workforce Development Board (LWDB), Chief Elected Officials (CEO), the Midlands SC Works Operator (OSO) and the required partners identified in the Act and other optional partners (hereinafter referred to as "Parties"). The partners' respective programs are identified on the signature pages of this agreement.

The CEO is responsible for appointing LWDB members, designating the local grant recipient and, in partnership with the LWDB, providing oversight of the local workforce delivery system.

The LWDB is responsible for developing this MOU with the SC Works partners; competitively procuring SC Works operators; strategic planning; and local policy development and oversight.

The OSO's function is to manage the SC Works system and coordinate the delivery of workforce services delivered through the system.

The SC Works system will bring together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs' services.

The Workforce Innovation and Opportunity Act (WIOA) identifies the following entities as required partners in the workforce system:

1. Adult, Dislocated Worker, and Youth Programs
2. Adult Education and Family Literacy Act Programs
3. Wagner-Peyser Employment Services Programs
4. Rehabilitation Programs for Individuals with Disabilities
5. Post-Secondary Education Programs (Perkins)
6. Community Services Block Grant Employment and Training Activities
7. Native American Programs
8. HUD Employment and Training Activities
9. Job Corps Programs
10. Veterans Employment and Training Programs
11. Migrant and Seasonal Farmworker Programs
12. Senior Community Service Employment Programs
13. Trade Adjustment Assistance Programs
14. Unemployment Compensation Programs
15. YouthBuild Programs
16. Temporary Assistance for Needy Families (TANF) Programs
17. Second Chance Programs

With approval of the Local Board and chief elected officials, WIOA also allows other partners to be a part of the workforce system, including local employers and community-based, faith-based, and/or non-profit organizations, as well as employment, education, and training programs provided by public libraries or in

the private sector. Optional partner outreach is strongly encouraged as these partnerships are necessary to provide job seekers with the high-quality career, education, and supportive services needed to place them with businesses seeking skilled workers. Optional partners must meet the same conditions as required Parties.

Each Partner agrees to:

- (a) Provide access to its programs or activities through the SC Works delivery system;
- (b) Use a portion of funds made available to the partner's program, to the extent consistent with the Federal law authorizing the partner's program and with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 and as supplemented by specific Federal agency Parts and CFRs, to:
 - (1) Provide applicable career services; and
 - (2) Work collaboratively with the State and Local Board to establish and maintain the SC Works delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions that are based upon:
 - (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner in proportion to use and relative benefits received; and
 - (ii) Federal cost principles;
- (c) Enter into an MOU with the Local Board relating to the operation of the SC Works system; and
- (d) Participate in the operation of the SC Works system consistent with the terms of the MOU, requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements.

The development and implementation of this System will require mutual trust and teamwork between the Parties all working together to accomplish shared goals and in keeping with the main purposes and priorities of WIOA.

Purposes:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment;
- Supporting the alignment of workforce, education, and economic development systems;
- Improving the quality and labor market relevance of a demand-driven workforce that meets the needs of businesses and job seekers;
- Promoting improvement in the structure and delivery of services; and
- Providing workforce development activities that increase opportunities of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation.

The Parties agree to:

- Actively participate in the strategic planning process for the local SC Works system;
- Serve on the Business Services team and participate in industry or sector partnerships, as applicable;
- Participate in SC Works Partner meetings, as appropriate;
- Coordinate and integrate activities so that individuals seeking assistance will have access to information and services that lead to positive employment outcomes; and
- At a minimum, provide electronic access to programs, activities and services:
 - Services provided through electronic means will supplement and not supplant those provided through the physical SC Works delivery system. The term "electronic" includes Web sites, social media, internet chat features, and telephone.

Services

SC Works centers provide services to customers based on individual needs, including the seamless delivery of multiple services to each customer. There is no required sequence of services. From the services listed in **Attachment A, WIOA Required Services**, an “X” indicates which services are directly provided by each partner program. **Attachment B, Midlands SC Works Partner List**, includes all local area Parties participating in the agreement and their service location(s) and program(s) they represent.

Career Services

Career services will be provided by all Parties in the SC Works Centers. Career Services include but are not limited to:

- **Initial Assessment:** Begins with intake and focuses on determining a customer’s job readiness level, including workforce skills and access to appropriate services.
- **Job Counseling:** Either individually or in group sessions that helps the jobseeker make the best use of the information and services available.
- **Job Referral:** Services that are tailored to the needs of specific employers and jobseekers. Both workers and employers may also choose to post job announcements and resumes on an electronic system that is open to all.
- **Employer Services:** Access to labor market information; recruitment, screening, and referral of qualified applicants; access to economic development information and resources; posting job vacancies; offering customized job training options; connecting firms to SC Works information; technical assistance on assessment, recruitment, and human resource strategies; advocating for targeted employers in key economic sectors; and assistance with major layoffs and plant closures.
- **Labor Market Information:** Current and projected occupational supply and demand information, current occupational wage information; occupational skill standards; nonproprietary information on employers; and information on education and training program outcomes, including completion rates, placement rates, and wage rates of graduates.
- **Information and Referral:** Access to information regarding services needed by jobseekers, such as income assistance, housing, food, or medical care. Referrals to off-site services within the system will be made electronically in accordance with this agreement.
- **Training Related Information:** Access to and information about vocational exploration, basic skills and literacy training, job search skills, self-employment/entrepreneurial training, training leading to the award of skills certificates, work-based learning, two-year or four-year degree programs and state-approved apprenticeship programs.
- **Unemployment Insurance Information:** Phone accessibility to file for unemployment insurance benefits. Internet Claims filing can be done via the internet. Partner staff will provide meaningful assistance to individuals filing an initial claim.
- **Eligibility Determination:** Access to information regarding employment and training services needed by job seekers and eligibility for federal and state funded programs.
- **Outreach/Orientation/Intake:** Promoting local workforce services and activities to provide individuals with the information necessary to register for programs.
- **Performance Information on Local SC Works Centers:** How the local area is performing on the local performance measures and any additional performance information with respect to the SC Works delivery system in the local area.
- **Follow-up Services:** Including retention services and counseling regarding the workplace.

Unemployment Insurance (UI) Services

WIOA requires that a collaborative process exist among workforce Parties and UI programs. DEW is a recipient of Reemployment Services and Eligibility Assessment (RESEA) grants that provide selected UI claimants reemployment services deemed necessary and beneficial in returning these individuals to gainful

employment as quickly as possible. Claimants selected to participate in the RESEA program can receive up to three one-on-one reemployment assessments during their benefit year to help them return to work faster. RESEA staff advises claimants on the wide variety of reemployment services available to them and refers claimants to the services appropriate for their individual needs, including other SC Works partner programs. DEW staff agrees to provide claimants of UI programs information and assistance with filing claims and connecting with reemployment services. UI will share in the cost of the workforce system through the presence of RESEA staff in all comprehensive SC Works centers. DEW will make available UI-related training resources to assist all frontline SC Works staff in providing meaningful assistance with filing UI claims and correctly answering common claimant questions with ease and consistency.

The Workforce Information Portal (WIP) provides a secure method for partner staff to obtain the necessary UI data that is used to determine an individual's potential eligibility for training and employment services programs under WIOA. The WIP also allows all staff to communicate potential UI fraud and availability issues to UI personnel in an efficient and streamlined manner. Sharing such information with UI staff helps to accelerate the claimants' return to suitable employment and ensure their continued eligibility to receive UI benefits. The Parties agree to communicate potential eligibility issues to UI staff through the WIP as appropriate.

Staff members who are authorized to use the WIP have limited access to confidential information in DEW's records that pertain to the administration of UI benefits, including wage reports and/or Personally Identifiable Information (PII). See 20 C.F.R. Part 603.2. These individuals maintain signed Confidentiality Agreements with DEW as required by federal and state law. The Parties agree to communicate changes in staff with access to the WIP and ensure that active users have a signed Confidentiality Agreement with DEW, **Attachment G** to this MOU.

Accessibility

The Parties agree SC Works centers must comply with applicable physical accessibility requirements, as set forth in 29 CFR part 38, and the Americans with Disabilities Act of 1990 (ADA), as amended, to provide services to meet the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities. Access to services includes: access to technology and materials that are available through the SC Works delivery system; providing reasonable accommodations for individuals with disabilities; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities; administering programs in the most integrated setting appropriate; communicating with persons with disabilities as effectively as with others; and the use of appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity. All SC Works centers must be physically and programmatically accessible to individuals with disabilities.

Certification

The Parties agree to cooperate and participate in the achievement of Certification of the local SC Works System. Local Boards will use the State issued certification standards to access and certify SC Works centers. The criteria will evaluate the SC Works centers and SC Works delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. Evaluations of effectiveness will include how well the SC Works center integrates available services for participants and businesses, meets the workforce development needs of participants and local employers, operates in a cost efficient manner, coordinates services among the SC Works partner programs, and provides maximum access to partner program services even outside regular business hours. These evaluations will include criteria evaluating how well the centers and delivery systems take actions to

comply with the disability-related regulations implementing WIOA. All Parties must work together to establish processes and services to achieve and maintain the required certification.

Center Management

The Center Manager is responsible for the day-to-day operation of the identified facilities. The Center Manager will coordinate with Parties to ensure staff is scheduled appropriately within the Center, respond to questions of an operational nature, manage the facilities, coordinate the Sharing of Resources, and will be the primary point of contact for SC Works Certification Standards and other related issues.

The Operator agrees that partner staff will have access to their assigned work areas during standard business hours during the work week and during extended work hours, including weekend hours if necessary, as special projects, information technology maintenance, extraordinary circumstances or workload may require.

Eligibility

Each Partner shall be independently responsible for determining eligibility for their respective programs.

Staff Management

- a. Each partner shall be responsible for providing the direct supervision and control of its staff in such matters as selection and hiring decisions, personnel planning and evaluation, salary and benefits and other matters directly pertaining to an employer-employee relationship. Each Partner will facilitate cross training opportunities and cooperative staffing arrangements within the Centers, as appropriate.
- b. Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not in accordance with ***Attachment D, SC Works Civility Policy***.

Dispute Resolution

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.
4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

Modification and Assignment

This MOU may be modified at any time by written mutual agreement of the parties involved. Oral modifications shall have no effect. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. If any provision of this agreement is found to be unenforceable for any reason, all remaining provisions shall remain in full force and effect.

Termination

Withdrawal from the agreement requires ninety (90) calendar days written notice to the local Board who is then responsible for notifying all other Parties in the agreement. In accordance with WIOA, required Parties are not permitted to withdraw from the agreement. Furthermore, upon the withdrawal of any non-required partner, the future costs associated with this agreement shall be reallocated among the remaining Parties, and this agreement shall be modified in writing, accordingly.

Oversight

The Midlands Workforce Development Board will set the vision and goals for the workforce system and will assist Parties in continuously improving the system. The Parties will be responsible for cooperating with the SC Works Operator in coordinating delivery of services in the SC Works system. Parties will share joint responsibility for providing leadership in the design and delivery of shared processes or services offered by the Parties. The Local Board and the State Administrative Entity will evaluate SC Works operations and system performance to recommend new policies and changes to current policy for the operation of the SC Works system.

SC Works Partner Meetings

The Parties will meet no less than once quarterly to develop, implement and refine processes and documentation to achieve and maintain SC Works certification; to discuss operational and customer service issues; to address other matters necessary for the success of the SC Works system. Standing and ad hoc committees may be formed to address on-going and special issues and to maximize the participation in the operation and certification of the SC Works centers.

System Integration and Referral

The Parties will promote system integration to the maximum extent feasible through the cross training of staff, use of common and/or linked information systems and participation in a continuous improvement process designed to improve processes and increase outcomes and customer satisfaction. A key responsibility of each partner is effective referral of customers to the appropriate partner for services. This shall be done in a manner that reduces duplication, promotes a "no wrong door" policy, and ensures tracking of referrals to build accountability. Please see **Attachment C** for referral process and forms.

Confidentiality

- a. All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records and unemployment insurance information, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR 361.38, as well as any State and local laws. Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable laws.
- b. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable laws, including ensuring that Confidentiality Agreements with DEW are executed and maintained by active system users. Each Party expressly agrees to take measures to provide that no PII or other personal or confidential information is accessible by unauthorized individuals.

- c. Customer information, on employers and job seekers, will be shared in accordance with separate partner confidentiality agreements. Parties agree that confidentiality of customer information will be maintained at all times. Parties agree to safeguard and protect confidential and personally identifying information pursuant to applicable Federal and State law, and 2 CFR 200.79. Parties with access to unemployment insurance information from the S.C. Department of Employment and Workforce must maintain these records pursuant to S.C. Code Ann. §§ 41-29-150 through 170, 20 CFR Part 603, and IRS Publication 1075, which require that certain S.C. Department of Employment and Workforce data be kept confidential. These requirements survive the duration of this agreement.
- d. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. 1232g and 34 CFR Part 99.
- e. With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

Grants Management

Each Partner will be responsible for managing funds and activities under their control. Grant administration, including grant management, fiscal activities, evaluation/reporting, and overall coordination activities will be the responsibility of individual Parties.

Compliance

Each Partner shall be responsible for ensuring that its activities are in compliance with their respective authorizing legislation and all regulations, policies and procedures set forth by the Federal or state government.

Liability Insurance

Each partner ensures that it will secure and maintain general tort liability insurance through an authorized carrier in at least the amount in South Carolina Code 15-78-120 of the South Carolina Tort Claims Act. Any liability of the Partner or any claims, damages, losses or cost arising out of or related acts performed by the Parties, or their agents, under this agreement shall be governed by the South Carolina Tort Claims Act 15-78-10, et seq. Each party hereto shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing herein shall impute or transfer liability to the LWDB or any other party.

Severability

If any provision of this document is held invalid, the remainder shall not be affected thereby and shall remain in force. Similarly, should any Party withdraw, modify, assign or terminate its participation in this MOU, it shall remain binding and in full force and effect with respect to other remaining parties.

Assurances and Certifications:

1. The Parties will ensure that no person shall be discriminated against in consideration for or receipt of employment and training services or staff position on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. Each participant shall have recourse through the appropriate complaint procedure.

2. The Parties will strictly adhere to all Federal, State, and Local laws that pertain to Employment and Training, including Minor Labor and Civil Rights Laws.
3. It is expressly understood and agreed by the Parties that employees performing work within the SC Works system remain at all times employees of their respective agencies.
4. No funds utilized in conducting activities under this agreement shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 18 U.S.C. 1913, or used for political activities in violation of 5 U.S.C. 1501 to 1508.
5. Each member of the Parties assures that it is an equal opportunity employer and is aware of and shall comply with Equal Opportunity (EO) provisions as mandated by state and Federal statutes and regulations.
6. The Parties will not expose employees or customers to surroundings or working conditions which are unsanitary, hazardous, or dangerous. SC Works centers will be operated in accordance with reasonable safety practices.
7. The Parties will each comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

INFRASTRUCTURE FUNDING AGREEMENT (IFA)

The Infrastructure Funding Agreement (IFA) and budget establishes a plan to fund the services and operating costs of the Midlands LWDA. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Midlands LWDA's high-standard SC Works network. Cost allocation among Parties shall meet WIOA regulations, Federal Uniform Guidance, including the partner program's authorizing law and implementing regulations, and state rules, policies and guidelines. The SC Works system is a work in progress and its costs and the Parties' resource contributions are based on projections only and may need to be adjusted from time to time to most accurately reflect actual costs and contributions. The IFA is a component of the MOU and will be negotiated and modified annually.

The Midlands LWDA has the following SC Works Centers that are designed to provide a full range of assistance to job seekers and businesses:

Midlands SC Works Center (Comprehensive)	
Amy Tate, Project Director	803-737-5627
700 Taylor Street Columbia SC 29201	Amy.tate@rescare.com
Mon-Thurs 8 am – 6:30 pm; Friday 8 am – 5 pm	www.SCWorksMidlands.org

Midlands SC Works Center (Satellite)	
Amy Tate, Project Director	803-359-6131
671 Main Street West Columbia SC 29170	Amy.tate@rescare.com
Monday-Friday 8:30 am – 5 pm	www.SCWorksMidlands.org

Midlands SC Works Center (Satellite)	
Amy Tate, Project Director	803-635-2812
96 Hwy 321 By-Pass South Winnsboro SC 29180	Amy.tate@rescare.com
Monday-Friday 9 am – 5 pm	www.SCWorksMidlands.org

Each partner agrees to provide the resources necessary to fund their proportionate share of the costs as contained in **Attachment E, Shared Operating Budget**. The IFA should include, but is not limited to the following infrastructure cost items:

- Lease/Rent
- Utilities
- Landscaping
- Janitorial and cleaning maintenance
- Building maintenance and repairs
- HVAC maintenance
- Equipment rental expenses
- Security System
- Pest Control
- Supplies (public access and common spaces only)

The Parties may also share other costs that support the operations of the centers, as well as the costs of shared services that are authorized for and may be commonly provided through the SC Works partner programs to any individual, such as initial intake, assessment of needs, identification of appropriate services to meet such needs, evaluation of basic skills, referrals to other partners, and business services. The Parties have agreed to cost share in the following additional shared services and estimated costs as listed below and in the attached Shared Operating Budget. Final costs for all agreed upon additional shared services will be presented and approved by the Parties prior to actual purchase or procurement of services. Failure to do so may result in disputed charges and a refusal to submit payment.

Agreed upon Additional Shared Services Est. Cost	Description
Internet & Phone usage, if needed by partner	Access to internet & phone for staff use in the Center
Printing & Copying usage, if needed by partner	Access to printing & copying for staff use in the Center

Infrastructure costs and agreed upon additional shared operating and/or services costs will be shared in accordance with this agreement, including the Parties identified in **Attachment E: Shared Operating Budget**. Changes to the list of financially contributing partners included in the budget will result in changes to the allocations for the remaining partners. Therefore, any changes to the partners included in the budget must be submitted to all Parties of this agreement in the form of a written addendum and revised budget to ensure fiduciary responsibility. Failure to adhere to this standard may result in disputed proportionate share amounts and failure to remit payment amounts above that which are included in the original agreement.

Prior to committing to a contractual and/or financial obligation of any kind that would involve payment from a financially contributing partner, the Parties must consult with and obtain approval from the contributing partner(s). Each entity has its own procurement process and is responsible for ensuring that quotes for services are solicited and evaluated according to the appropriate procurement process. Failure by any party to adhere to this standard may result in disputed charges and a refusal to remit payment. Additionally, the Midlands LWDB/fiscal agent may not enter into a lease agreement to move offices that include partner staff without consulting with the Parties contributing to infrastructure funding prior to the execution of a lease agreement. Once the Parties have agreed in writing to their estimated/projected portion of the facility costs and that the space will work for their program services, an addendum to this agreement reflecting the move and any related changes must be executed **prior to the move**. Routine costs incurred during the month of the relocation will be prorated by all Parties.

Facility Costs - Facility costs are defined as those actual costs related to the facility use, maintenance and operation of the SC Works centers. These costs include payment of utilities, lease/rent, and security. Facility costs shall be borne by those Parties who deliver services through the SC Works Centers in the Midlands region.

Maintenance Costs - Maintenance costs include the following unless otherwise noted: landscaping, janitorial/cleaning maintenance, routine building maintenance and repairs, including HVAC maintenance, and pest control.

- a. Contractors, particularly those involved in, but not limited to, building repairs or improvements, should be mutually agreed upon by all financially contributing Parties. Each entity has its own procurement process and is responsible for ensuring that quotes for service are solicited and evaluated according to the appropriate procurement process. Once a need has been determined, the Facility Host designee is responsible for advising the non-Host partner(s) of the need, securing contractor quotes and submitting this detail for review to pertinent parties. Contractor selection must be agreed upon by all parties prior to the execution of work.
- b. Facility hosts with capital improvement needs of any nature must address those needs independent of this agreement and budget. Such repairs could be unresolved ADA modifications, roof repairs, HVAC replacement, etc. Capital improvement shall be the sole financial responsibility of the facility host. However, maintenance and repairs occurring from daily operations will be shared proportionately utilizing the agreed upon cost sharing methodology.

Supplies - Supply costs are those related to individual staff in performing their respective job duties and those related to the supply of items needed for public access (i.e. resource room) and common/shared spaces (i.e. restrooms) in each Center. Parties will purchase all staff supplies needed, including business cards, for their staff through the appropriate partner manager. The only shared supply costs will be those specifically related to public access and common/shared spaces as purchased by the Operator. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

Equipment Costs - Equipment costs are those related to the use of rented equipment, such as Xerox machines, etc. (including paper and ink for the machine). Partner staff will be responsible for providing the necessary equipment for their staff and will share in the cost of public access equipment only, as provided by the LWDB and/or Operator, and used only by Center customers. These costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs located in the Center in accordance with this agreement.

Center/Location	Number and Type of Public Access Equipment (<i>not including PCs</i>)
SC Works Center (Columbia)	1 Resource Room printer (managed print) 1 Staff Use Copier/Printer (optional for shared cost among partners)
SC Works Center (Lexington)	1 Resource Room printer (managed print) 1 Staff Use Copier/Printer (optional for shared cost among partners)
SC Works Center (Fairfield)	1 Resource Room printer

Access to equipment - Partner staff shall be granted access to all partner equipment in all SC Works facilities, including network closets. The partners agree that all Parties will be granted access to any other properties to verify ownership through the state property system. If equipment is found on the state property inventory list, the Parties agree to return the equipment for off-boarding, transfer, and return to

ensure proper handling as required by IRS regulations property ownership and resolution of any depreciated value of the equipment.

Public Access Computers – The Parties agree to share in the cost of public access PCs (i.e. necessary and reasonable in-scope costs of resource rooms and shared computer labs). The public access IT costs should be reconciled and invoiced to Parties quarterly and will be shared proportionately across all programs in accordance with this agreement. As part of reconciling IT costs, the Parties will be provided a copy of all current IT service provider contracts and/or work orders and any forthcoming modifications.

<i>Midlands SC Works Center (Columbia)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	27	39	27	93
<i>Midlands SC Works Center (Lexington)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	21	19	3	43
<i>Midlands SC Works Center (Fairfield)</i>	Public Access PCs	Training Lab PCs	PCs used by Staff	*Total PCs
Number of PCs	10	0	4	14

Shared Network Access - In a facility where partner staff presence is minimal, the Parties may request the County/COG/Operator on behalf of the LWDB provide IT services for their staff or through a VPN tunnel. A VPN tunnel allows for a “shared” internet connection to be divided into separately managed connections. This method maintains administrative control of partner connections and equipment without interfering with the County/COG and/or the Operator’s own network management. Any requests for shared services or access of this type will be negotiated between the applicable entity’s IT service provider and the partner. Once agreement has been reached and/or a VPN connection is established and in use by partner staff, any changes in IT services affecting such connection are prohibited without prior notification to the affected partner.

Telephone – When partners provide and maintain telephones (either VoIP or analog) for their staff, phone costs are not shared. In offices where a partner’s presence is minimal, or where the County/COG and/or the Operator is providing phone service, the COG/County and/or the Operator may bill a partner for their proportionate share of monthly billing by the telephone service provider. In cases where a telephone cannot be provided or supported by either party, partners may choose to provide or request alternate communication methods as needed on a case by case basis.

Cost Allocation and Proportionate Share - WIOA and its related regulations and guidance establish, as a starting point, the expectation that Parties will share proportionately in the infrastructure and shared services cost of the SC Works system. Therefore, the Parties agree that costs will be shared based on the Full-time Equivalency (FTE) model. Shared costs will be allocated on the basis of a partner’s number of staff assigned to work in a facility (enjoying the benefits of being in the building) on a weekly basis and counted proportionately by day as defined below:

- **One Day** - .20 (20% of a work week);
- **Two Days** - .40 (40% of a work week);

- **Three Days - .60** (60% of a work week);
- **Four Days - .80** (80% of a work week); and
- **Five Days - 1** (100% of a work week).

Staff assigned to work only “half-days” in a facility on a weekly basis will be counted proportionately as defined below:

- **One Day - .10** (half of 20% of a work week);
- **Two Days - .20** (half of 40% of a work week);
- **Three Days - .30** (half of 60% of a work week);
- **Four Days - .40** (half of 80% of a work week); and
- **Five Days - .50** (half of 100% of a work week).

Affiliate locations where services are provided only on a monthly basis will not be included in the proportionate share.

- a. Staffing levels will determine the proportionate share percentage of infrastructure and additional shared services costs for which each Partner will be responsible for by location and program. Billing of each individual Center’s costs will be based on the staff count as indicated in the attached Staffing Addendum. The addendum must be completed and signed by all cost-sharing Parties with the execution of this MOU. Staff counts must be based on planned staffing levels for the duration of the PY at the time of signature. Permanent adjustments to staffing levels for the duration of the PY (outside those of routinely occurring vacancies) will require the addendum and effective date to be revised and signed by all Parties. Any Party may request a new staffing addendum be executed at any time based on permanent staffing changes. The staffing addendum will be submitted to the Parties with invoices and supporting documentation reflecting actual expenses for payment.
- b. Any deviations or adjustments made to the proportionate share formulas will be presented in writing and agreed to by all Parties in the form of an addendum to the original agreement.

Reconciliation of Shared Costs:

(For DEW-owned buildings) - SCDEW is responsible for reconciling and invoicing facility costs to the Midlands local area for the Columbia SC Works Center(s) within 20 days after the quarter ends. All invoices should then be submitted to the Partners by the (Insert Name) COG/County, with invoices and supporting documentation, reflecting the actual quarterly expenses paid during the quarter, within 45 days after the quarter ends. Special reporting requirements may be instituted for the 4th quarter for the period ending June 30th, to ensure payment occurs within the correct fiscal year. Partners should remit payments to the COG/County within 45 days following the date the invoice is emailed to the Partner. Any failure to submit payments by the deadlines set forth in this agreement will be subject to the dispute resolution process outlined above. If any partner disputes any costs, they have 30 days from the receipt of the reconciliation to submit a dispute.

(For buildings not owned by DEW) - The **Midlands Board staff**, is responsible for reconciling and invoicing facility costs to the Partners. All invoices should be submitted to the Partners, with invoices and supporting documentation, reflecting the actual quarterly expenses paid during the quarter, within 45 days after the quarter ends. Special reporting requirements may be instituted for the 4th quarter for

the period ending June 30th, to ensure payment occurs within the correct fiscal year. Partners should remit payments to the COG within 45 days following the date the invoice is emailed to the Partner. Any failure to submit payments by the deadlines set forth in this agreement will be subject to the dispute resolution process outlined above. If any partner disputes any costs, they have 30 days from the receipt of the reconciliation to submit a dispute.

All invoices presented hereunder will be supported by a standard Excel worksheet summarization of the charges detailing, for each invoice containing shared costs, the vendor name, the month of service covered, the total invoice amount, the shared cost portion of the invoice, and each Partner's allocated portion of those shared costs. The Partners will mutually agree on the worksheet to be used for this purpose, and the final agreed-upon worksheet will be provided to DEW and the COGs/Counties. The worksheets will be submitted to the Partners in Excel file format and will be accompanied by PDF copies of all vendor invoices or other documentation supporting charges listed in the worksheet. No cost-sharing invoices will be processed for payment unless they are supported by the agreed worksheet transmitted in Excel file format, and no charges will be paid unless supported by a PDF of a vendor invoice or other documentation deemed sufficient by the Partner invoiced.

Duration

This MOU, including the IFA, shall be reviewed and renewed annually to ensure transparency and continuous improvements to the delivery of services and to reflect any changes in the signatory official of the Board, SC Works Parties, and chief elected officials. The fiscal year shall be duly recognized as July 1 through June 30.

Loss of Funds

Infrastructure costs and any additional shared operating and/or services costs are contingent upon receipt of those funds by the partners. Any Parties may withdraw from this agreement in the event funding for the mandatory program is eliminated or the Parties are no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partners of the lack of funding.

Agreement Management

The Agreement Manager responsible for oversight and review of shared costs, as well as the monitoring of the allocation methodology and funding information for each partner is:

Midlands Workforce Development Area	SC Commission for the Blind	Midlands Technical College
Tammy Beagen, Assistant Director	Zunaira Wasif, Director	Debbie Walker, Vice President Business Affairs
100 Executive Center Drive Suite 218 Columbia, SC 29210	1430 Confederate Blvd Columbia, SC 29201	Post Office Box 2408 Columbia, SC 29202
(803) 744-1670 x103	(803) 748-4788	(803) 822-3236
tbeagen@midlandsworkforce.org	Zunaira.Wasif@sccb.sc.gov	WalkerD@midlandstech.edu
Goodwill Industries of the Upstate/Midlands SC	Adult Education	Job Corps
Mike Daniels, Mgr SCSEP Programs	Bobby Cunningham, Consortium Representative	Eric Jones, Center Director

2744 Decker Blvd Columbia, SC 29206 (803) 448-2581 mdaniels@goodwillsc.org	750 Clemson Road Columbia, SC 29229 (803) 736-8787 bcunningham@richland2.org	Post Office Box 967 Bamberg, SC 29003 (803) 245-6300 Jones.Eric@jobcorps.org
SC Dept of Employment & Workforce	SC Dept of Social Services	SC Vocational Rehabilitation
Abby Linden, WED Mngr Policies & Procedures Post Office Box 995 Columbia, SC 29202 (803) 737-3198 alinden@dew.sc.gov	Tammy James, Director Employment Services Post Office Box 1520 Columbia, SC 29202 (803) 898-1097 Tamara.James@dss.sc.gov	Jacob Chorey, Director Planning & Program Evaluation 1410 Boston Avenue West Columbia, SC 29170 (803) 896-7047 jchorey@scvrd.net
Benedict Allen CDC Venus Sabb, Program Director 2601 Read Street Columbia, SC 29204 (803) 705-4682 Venus.Sabb@benedict.edu		

Authority and Signatures

The individuals signing this agreement have the authority to commit their respective organizations to the terms of this MOU and do so by signature below. Electronic signatures are authorized and strongly encouraged to ensure timely execution of the MOU. The following individual signature pages reflect the entity who is the grant recipient, administrative entity, or organization responsible for administering the funds and carrying out the specified programs and activities in the local area.

Effective Date

Without regard to the date of signatures below, the Parties agree the effective date of this agreement is July 1, 2020.

Attachments

- A: WIOA Required Services by Partner*
- B: SC Works Partners and Corresponding Status*
- C: Referral Process*
- D: SC Works Civility Policy*
- E: Shared Operating Budget*
- F: Staffing Addendum*
- G: Confidentiality Agreement*

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

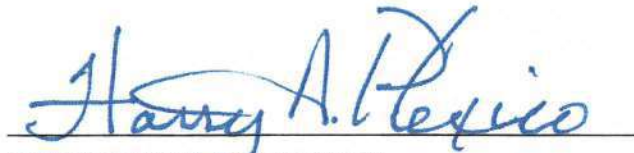
Chief Elected Official:

RICHLAND COUNTY COUNCIL
PAUL LIVINGSTON, CHAIR

 4/30/20
Signature Date

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Midlands Workforce Development Board is the designated entity responsible for oversight of the local SC Works delivery system including developing this MOU with the SC Works Parties, designating or certifying SC Works operators, strategic planning, and policy development.



HARRY PLEXICO, BOARD CHAIR

Date: 5/6/2020



MARK DOUGLASS, RESCARE WORKFORCE SERVICES, PRESIDENT

Date: 5/22/2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Central Midlands Council of Governments is the designated fiscal agent responsible for administering the following title I WIOA programs:

- Adults;
- Dislocated Workers; and
- Youth



BEN MAULDIN, EXECUTIVE DIRECTOR

Date: 5/4/2020

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Department of Employment and Workforce is the sole entity and designated State agency responsible for administering the funds of the following:

- Employment services authorized under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*);
- Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 *et seq.*);
- Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.;
- Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)
- Migrant and Seasonal Farmworkers (MSFW) programs

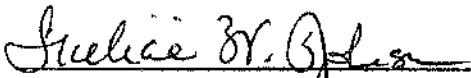


G. DANIEL ELLZEY, EXECUTIVE DIRECTOR

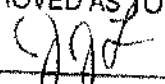
Date: 6/26/2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Vocational Rehabilitation Department is a designated agency specified under sec. 101(a) (2) of the Rehabilitation Act that is primarily concerned with vocational rehabilitation, or vocational and other rehabilitation, of individuals with disabilities in the State and is responsible for administering or supervising policy for the Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act, with the exception of Vocational Rehabilitation programs for individuals who are blind which are administered by the South Carolina Commission for the Blind.


FELICIA W. JOHNSON, COMMISSIONER

Date: 6/8/2020

"APPROVED AS TO FORM"

Jeane J. Lisowski
SCVRD Legal Counsel

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Commission for the Blind is a designated agency specified under the Rehabilitation Act of 1973 that is primarily concerned with providing quality individualized vocational rehabilitation services, independent living services and prevention-of-blindness services to blind and visually impaired consumers leading to competitive employment and social and economic independence.

Darline Graham
DARLINE GRAHAM, COMMISSIONER

Date: 05/20/2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The South Carolina Department of Social Services is the designated agency specified overseeing the offices of Fairfield, Lexington and Richland Counties for the following:

- Supplemental Nutrition Assistance program (SNAP) Employment and Training programs for individuals receiving food costs assistance; and
- Temporary Assistance for Needy Families (TANF) to provide temporary financial assistance to needy families with dependent children.

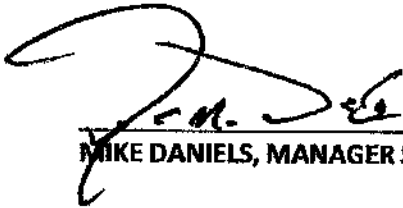
Don Grant
Digitally signed by Don Grant
Date: 2020.05.29 08:24:09 -04'00'

DON D. GRANT, III, CHIEF FINANCIAL OFFICER

Date: 5/29/20

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Goodwill Industries of the Upstate/Midlands SC is a designated agency specified under the Title V of the Older Americans Act of 1965 to carry-out part-time employment in community services activities for individuals 55 and older.



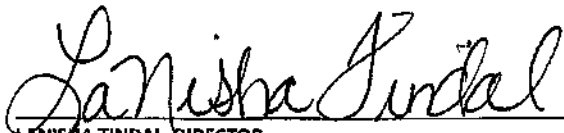
MIKE DANIELS, MANAGER SCSEP PROGRAMS

Date: _____

4/14/2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Fairfield County Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.


LANISHA TINDAL, DIRECTOR

Date: 5/14/2020

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING

PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

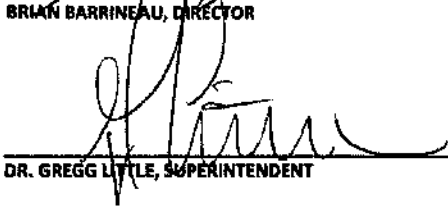
Lexington County School District One Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.



BRIAN BARRINEAU, DIRECTOR

Date:

6/5/20



DR. GREGG LITTLE, SUPERINTENDENT

Date:

6/5/20

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Lexington County School District Two/Four Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.


CHRISTY HENDERSON, DIRECTOR

Date: 4/15/2020


DR. BILL JAMES, SUPERINTENDENT

Date: 4/23/2020

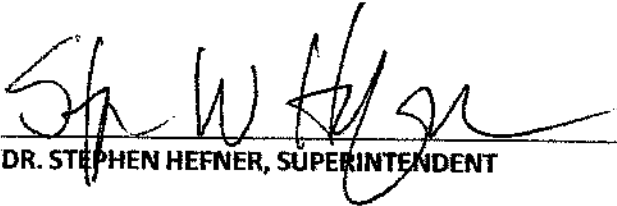
THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Lexington County School District Three Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.



RANDALL PRICE, DIRECTOR

Date: April 20, 2020



DR. STEPHEN HEFNER, SUPERINTENDENT

Date: 4/21/2020

THE MIDLANDS WORKFORCE AREA

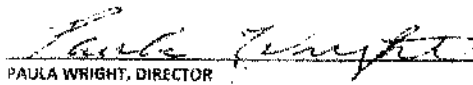
SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING

PURSUANT TO THE

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Lexington County School District Five Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.


PAULA WRIGHT, DIRECTOR

Date: 5/22/20


DR. CHRISTINA MELTON, SUPERINTENDENT

Date: 5/24/20

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Richland County School District One Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.

Marva Coates
MARVA COATES, COORDINATOR

Date: 04-21-2020

Craig Witherspoon
DR. CRAIG WITHERSPOON, SUPERINTENDENT

Date: 6/29/20




THE MIDLANDS WORKFORCE AREA


SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Richland County School District Two Adult Education is a designated agency specified under WIOA Title III for Adult Education and Literacy Activities.


BOBBY CUNNINGHAM, DIRECTOR

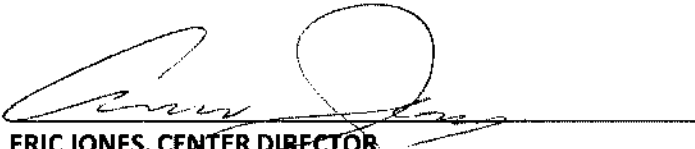
Date: 6/5/20


DR. BARON DAVIS, SUPERINTENDENT

Date: 06082020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Bamberg Job Corps Center is a designated agency specified under WIOA Title II-C to help young people ages 16-24 improve the quality of their lives through career technical and academic training.


ERIC JONES, CENTER DIRECTOR

Date: 6/5/20

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING

**PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

Midlands Technical College is a designated agency specified under the Carl D Perkins Career and Technical Education Act of 2006 (CFR 2301 et seq.) to provide an increased focus on the academic achievement of career and technical education students, strengthen the connections between secondary and postsecondary education and improve state and local accountability.

Debbie Walker ^{AA}
DEBBIE WALKER, VICE PRESIDENT FINANCE & ACCOUNTING

Date: 5-14-2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Wateree Community Action is a designated agency specified under the Community Services Block Grant Act (42 U.S.C. 9001 et seq.); H.R. 803-59 to carry out employment and training activities.


ANNETTE TUCKER, EXECUTIVE DIRECTOR

Date: 5/8/2020

THE MIDLANDS WORKFORCE AREA
SC WORKS SYSTEM
MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Aiken/Barnwell Counties Community Action Agency, Inc. is a designated agency specified under the Community Services Block Grant Act (42 U.S.C. 9001 et seq.); H.R. 803-59 to carry out employment and training activities.



SENIOR EXECUTIVE ADMINISTRATOR

Date: _____

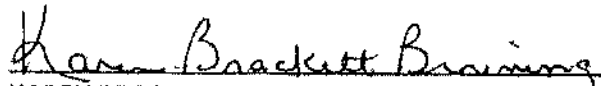
6/23/2020

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Carolina Community Action is a designated agency specified under the Community Services Block Grant Act (42 U.S.C. 9001 et seq.); H.R. 803-59 to carry out employment and training activities.


KAREN BRACKETT BROWNING, EXECUTIVE DIRECTOR

Date: 04/17/2020

THE MIDLANDS WORKFORCE AREA

SC WORKS SYSTEM

MEMORANDUM OF UNDERSTANDING

PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Benedict-Allen CDC is a designated agency specified by the US Department of Labor for the federal YouthBuild program reauthorized within the Workforce Innovation and Opportunity Act to provide job training and educational opportunities for at-risk youth ages 16-24.



VENUS SABB, PROGRAM DIRECTOR

Date: 6/11/2020

MOU Attachment A: WIOA REQUIRED SERVICES

REQUIRED PARTNERS	Eligibility Determiners	Outreach & Orientation	Skills Assess- ments	Labor Exchange	Partner Referrals	Provision of LMI	Provision of Performance Information	Supportive Services	UI Filing	Financial Aid Assistance	Individual Career Services	Access to Training Services	Business Services
Adult, DW, and Youth	X	X	X	X	X	X	X	X	NO	X	X	X	X
Adult Education/Family Literacy	NO	X	X	NO	X	NO	X	X	NO	X	X	X	NO
Wagner-Peyser	NO	X	X	X	X	X	NO	X	X	NO	X	NO	X
Rehab Programs for Indiv. w/Disabilities	NO	X	X	X	X	X	X	X	X	X	X	X	X
Post-Sec. Career & Tech. Ed. (Perkins)	NO	X	X	X	X	X	NO	NO	NO	X	X	X	X
CSBG Employment and Training													
Native American Programs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HUD Employment and Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Job Corps	X	X	X	NO	X	X	N/A	X	NO	NO	X	X	N/A
Veterans Employment and Training	NO	X	X	X	X	X	NO	X	NO	NO	X	X	X
Migrant and Seasonal Farmworker	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Senior Community Svc. Employment	N/A	X	N/A	N/A	X	N/A	NO	No	NO	NO	X	NO	X
Trade Adjustment Assistance	X	X	X	X	X	X	NO	X	X	X	X	X	X
Unemployment Compensation	NO	NO	NO	NO	NO	NO	NO	NO	X	NO	NO	NO	NO
YouthBuild													
TANF	NO	X	X	X	X	X	NO	X	NO	X	X	X	X
Second Chance Act	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Eligibility Determinations: Determination if an individual is eligible for WIOA Adult,

DW, or Youth programs.

Outreach & Orientation: Information on and access to services in the SC Works system.

Skills Assessments: Initial assessment of skill levels including literacy, numeracy, English language proficiency, and aptitudes and abilities (including skills gaps).

Labor Exchange: Job search and placement assistance, career counseling, and non-traditional employment information.

Partner Referrals: Referrals to and coordination with programs and services within the SC Works system and other workforce programs.

Provision of LMI: Local, regional, and national labor market statistics including job vacancy listings, skills needed to obtain those jobs, in-demand occupations and earnings, and advancement opportunities available.

Provision of Performance Information: Partner specific data on how local areas are performing on accountability measures relating to the area's overall SC Works system.

Supportive Services: Information relating to the availability of supportive services, such as child care and transportation, and referrals to supportive service programs, as needed.

Unemployment Insurance Filing: Information and assistance regarding filing claims for unemployment compensation.

Financial Aid Assistance: Assistance in establishing eligibility for financial aid programs not provided under WIOA.

Individualized Career Services: Individualized services provided to eligible customers, such as counseling and career planning, to help the customer obtain or retain employment.

Access to Training Services: Access to training services such as On-the-job training, entrepreneurial, adult education and literacy, and customized training.

Business Services: Employer services, such as job fairs, recruitment assistance, and incumbent worker training, are made available to local employers.

MOU Attachment B: MIDLANDS SC WORKS PARTNER LIST

SC Works Center Midlands		SC Works Center Lexington		SC Works Center Fairfield	
700 Taylor Street Cola		671 Main Street West Cola		96 Hwy 321 Bypass South Winnsboro	
SC Works Partner	Location	Required or Optional	Representing		
SC Dept of Employ & Workforce	Midlands, Lexington & Fairfield	Required	WP, UI, TAA, Vet		
SC DSS	Midlands	Required	TANF		
SC DSS	Midlands	Optional	SNAP		
SC Vocational Rehabilitation	Midlands & Lexington	Required	VR		
SC Commission for the Blind	Midlands, Lexington & Fairfield	Required	VR		
Richland 1, Richland 2, Lexington 1, Lexington 2/4, Lexington 3, Lexington/Richland 5, Fairfield County Adult Education	Midlands	Required	Adult Education		
ResCare Workforce Solutions	Midlands & Lexington	Required	WIOA		
Fairfield County	Fairfield	Required	WIOA		
Midlands Technical College	Midlands	Required	Carl Perkins		
Goodwill Industries of the Upstate/Midlands SC	Midlands	Required	SCSEP		
Bamberg Job Corps	Midlands	Required	Job Corps		

CROSS REFERRAL AGREEMENT

1. The parties agree that each partner shall receive referrals from and make referrals to the SC Works system in accordance with this Cross Referral Agreement.

- (a) Referral Definition

- A referral is defined as a good faith effort by each local SC Works Partner to direct customers to the right service at the right time.

Referrals are made in SC Works Online Services (SCWOS), or if the partner does not have a SCWOS staff account, the Partner Referral Form (Attachments C-1).

Referrals between Parties will be counted when a Referral Form is received by any one partner. It will be incumbent on each partner to follow-up with referrals received from other Parties, to facilitate each partner's individual intake process.

2. Each partner will use the attached referral form or SCWOS Referral in referring individuals for services they are not able to provide. This agreement will be updated to include any necessary performance standards, tracking requirements, etc. as WIOA implementation progresses.

3. The parties agree to make discussion of the referral process (for review and enhancement) a permanent agenda item at all regularly scheduled partner meetings, to include:

- ◇ Provide feedback on the success of cross-referral arrangements;
- ◇ Cross-train their respective staffs;
- ◇ Consider co-enrollment options and practices;
- ◇ Consider the effect of cross-referrals on mutual performance expectations; and
- ◇ Constantly improve the joint delivery of services to customers.

MOU ATTACHMENT C-1

Referral *

(Please fill out and send with customer upon referral OR EMAIL TO APPROPRIATE PARTNER)

Date Referred: _____ Last 4 Digits of SS#: _____ Phone # _____

Customer's Name:

Last	First	MI
------	-------	----

Email: _____ Alternate Contact Information: _____

REFERRED FROM:

AGENCY: _____

YOUR NAME & TITLE: _____

YOUR PHONE #: _____ YOUR EMAIL: _____

REFERRED TO:

AGENCY: _____ PROGRAM: _____

NAME & TITLE: _____

DESCRIPTION OF SERVICES YOUR CUSTOMER NEEDS:

If an Employment Assessment and/or Plan has been completed at your agency, please document and provide client with the Assessment and/or Plan to bring or take to his/her initial visit resulting from this referral. Please add any comments that will assist the "Referred To" agency in assisting this individual:

DESCRIPTION OF WHEN, HOW, OR IF YOU NEED FEEDBACK ON THIS REFERRAL:

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ INITIALS: _____

PLEASE RETAIN COPY FOR CLIENT'S CASE FILE (SCAN)

CASE NOTE REQUIRED FOR CONTACT ATTEMPTS, APPOINTMENTS, RESULTS, ETC.

*ALL PARTIES WITH SCWOS ACCOUNTS WILL UTILIZE THE REFERRAL SYSTEM IN SCWOS.

SC Works Civility Policy

Regardless of role or position, all staff within the SC Works system is expected to behave in a manner that maintains a civil workplace environment, free of harassment and intimidation. Management bears a responsibility to ensure that respectful behaviors are exhibited at all times and to address those which are not. Indeed, management should exemplify the behavior expected of all staff in maintaining a positive and productive work culture.

Respectful workplace behaviors are those that promote positivity and professionalism including, but not limited to:

- Using respectful and courteous language in all interactions;
- Questioning an individual's position on an issue politely and seeking to understand his/her position;
- Giving an individual direct, non-personal feedback and where appropriate, in a private setting;
- Not displaying a negative attitude and understanding how one's attitude can affect the work environment;
- Approaching conflict with maturity and a true desire for resolution rather than an opportunity to disagree;
- Respecting the chain of command and raising concerns to management at the appropriate time/place and with the appropriate tone; and
- Using discretion when communicating about issues that may be considered to be personal.

Inappropriate or unacceptable workplace behaviors are statements or acts that may negatively impact the work environment including, but not limited to:

- Using profane, abusive, vulgar, or harassing language;
- Berating or unnecessarily criticizing people in public;
- Gossiping;
- Deliberately embarrassing people;
- Using e-mail or text messages as a shield for rudeness or to further any other inappropriate or unacceptable workplace behaviors; and
- Addressing people in an unprofessional manner or tone.

All SC Works system staff and management have a responsibility to act in good faith towards maintaining a culture of inclusion, dignity, and understanding for all stakeholders in the workforce system. Disputes should be addressed using approaches that facilitate clear communication and respectful interactions that lead to mutually acceptable solutions. For disputes that cannot be resolved informally, the following mediation/resolution process shall be followed.

1. Should informal efforts fail, the authorized signatory official of the WIOA local grant recipient, or designee, and the executive director(s) of the partner(s), or designee(s), shall meet to mediate and resolve the situation.
2. Should these efforts fail, the situation shall be referred to the chair of the Local Workforce Development Board who shall designate an ad hoc committee to mediate with the parties involved to resolve the situation.
3. Should local efforts fail, and/or situations reoccur, either party may send a written request to the State Workforce Development Board (SWDB) regarding mediation.

4. The Chair will designate the Executive Committee or an ad hoc committee of at least five SWDB members to mediate with the parties involved and attempt to resolve the dispute.
5. The SWDB will hear the dispute and provide a recommendation within 60 days.
6. The parties will be notified in writing of the SWDB recommendation within 20 days.

Midland

Center Operating Budget for FY20

July 1, 2020 - June 30, 2021

FTE Cost Allocation Methodology

Number of FTE Employees 105.2 12.5 42 1 0 5.5 9 1 0.2 0.1 31.5 0.1 0.1 2 0.1 0.1

Infrastructure Costs	Total Location														Total
	WP	UI	TAA	MSFW	Net	TAMF	SNAP	VR	Adult Ed	WIOA	SCSEP	COB	Job Corps	Particular	YrlyBdld
Rent	\$ 97,423.00	\$ 6,498.48	-	-	\$ 6,498.48	-	-	1,729.70	-	78,236.34	-	-	-	-	-
Security System	\$ 13,200.00	\$ 1,534.38	139.53	-	697.67	1,255.81	139.53	13.95	13.95	3,209.30	13.95	13.95	279.07	13.95	13.95
Utilities	\$ 101,895.00	\$ 12,750.80	840.91	-	4,985.35	7,564.16	840.91	240.25	84.09	37,240.14	84.09	84.09	1,681.82	84.09	84.09
Janitorial/Maintenance	\$ 13,510.00	\$ 1,211.79	-	-	1,201.79	-	-	240.36	-	10,856.07	-	-	-	-	-
Landscaping	\$ 9,600.00	\$ 1,106.28	101.48	-	507.40	913.32	101.48	10.15	10.15	2,334.04	10.15	10.15	202.96	10.15	10.15
General Repair	\$ 480.00	\$ 55.81	5.07	-	25.27	45.67	5.07	0.51	0.51	116.70	0.51	0.51	10.15	0.51	0.51
Pest Control	\$ 970.00	\$ 143.77	6.34	-	31.71	57.08	6.34	0.63	0.63	441.88	0.63	0.63	12.68	0.63	0.63
Depreciation (if applicable)*	\$ 27,365.00	\$ 3,181.48	289.27	-	1,446.35	2,403.44	289.27	28.93	28.93	6,853.22	28.93	28.93	578.54	28.93	28.93
Telephone (if applicable)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Access PC/Cable	\$ 47,250.00	\$ 5,340.18	272.73	-	2,903.81	2,454.55	272.73	335.31	27.27	23,494.33	27.27	27.27	545.45	27.27	27.27
Equipment Maintenance/Repair	\$ 360.00	\$ 41.86	3.81	-	19.03	34.25	3.81	0.38	0.38	87.53	0.38	0.38	7.61	0.38	0.38
Common area supplies**	\$ 3,420.00	\$ 396.06	31.18	-	188.96	200.66	31.18	9.73	3.12	1,094.55	3.12	3.12	62.37	3.12	3.12
Other - please list	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other - please list	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Infrastructure Costs	\$ 315,473.00	\$ 34,511.89	\$ 70,993.76	\$ 1,690.33	\$ 20,705.92	\$ 15,212.45	\$ 1,690.33	\$ 2,619.89	\$ 169.03	\$ 163,822.11	\$ 169.03	\$ 169.03	\$ 3,388.66	\$ 169.03	\$ 169.03

Less Cash Contributions	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less In-kind Contributions	\$ 17,066.97	\$ 3,181.48	12,146.37	289.27	1,446.35	-	-	-	-	-	-	-	-	-	-
Balance	\$ 298,406.03	\$ 31,329.91	\$ 58,847.40	\$ 1,401.06	\$ 19,259.57	\$ 15,212.45	\$ 1,690.33	\$ 2,619.89	\$ 169.03	\$ 163,822.11	\$ 169.03	\$ 169.03	\$ 3,388.66	\$ 169.03	\$ 169.03

Number of FTEs contributing 0

Additional Shared Services Cu	Total Location														Total
	WP	UI	TAA	MSFW	Net	TAMF	SNAP	VR	Adult Ed	WIOA	SCSEP	COB	Job Corps	Particular	YrlyBdld
Shared Copier/Printer/Scanner/Staff	\$ 3,190.00	-	-	-	-	300.00	50.00	-	-	2,720.00	-	-	120.00	-	-
Phone/Internet/Access/Staff	\$ 12,264.00	-	-	-	-	3,455.00	334.00	-	-	7,656.00	-	-	765.00	-	-
Front Desk Reception Staff	\$ 40,000.00	\$ 6,423.63	1,751.90	-	2,919.83	5,255.70	583.97	58.40	-	13,431.22	-	-	-	58.40	-
Total Additional Costs	\$ 55,454.00	\$ 6,423.63	\$ 1,751.90	\$ 583.97	\$ 2,919.83	\$ 9,011.70	\$ 1,017.97	\$ 58.40	\$ -	\$ 23,807.22	\$ -	\$ -	\$ 888.00	\$ 58.40	\$ -

Less Cash Contributions	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less In-kind Contributions	\$ 55,454.00	\$ 6,423.63	\$ 1,751.90	\$ 583.97	\$ 2,919.83	\$ 9,011.70	\$ 1,017.97	\$ 58.40	\$ -	\$ 23,807.22	\$ -	\$ -	\$ 888.00	\$ 58.40	\$ -
Balance	\$ 55,454.00	\$ 6,423.63	\$ 1,751.90	\$ 583.97	\$ 2,919.83	\$ 9,011.70	\$ 1,017.97	\$ 58.40	\$ -	\$ 23,807.22	\$ -	\$ -	\$ 888.00	\$ 58.40	\$ -

Grand Total Budget \$ 378,927.00 \$ 40,935.52 \$ 72,745.66 \$ 2,274.29 \$ - \$ 23,625.76 \$ 24,224.64 \$ 2,788.29 \$ 2,678.29 \$ 169.03 \$ 187,629.33 \$ 169.03 \$ 169.03 \$ 4,268.66 \$ 227.43 \$ 169.03

*2020 share of depreciation cost for the building is considered an in-kind contribution and should not be included under the FTE program

**Only tell purchase their own supplies - only resources room and common area supplies are shared

**SC Works (Midlands)
PY 2018 STAFFING ADDENDUM SIGNATURE SHEET**

Date Prepared: 2/28/2020

Local Area: Midlands Workforce Development Area

Chris White
100 Executive Center Drive Suite 218
Columbia, SC 29201

Partner: ResCare Workforce Solutions

Amy Tate
700 Taylor Street
Columbia, SC 29201

Partner: Midlands Technical College

Debbie Walker
Post Office Box 2408
Columbia, SC 29202

Partner: SC Vocational Rehabilitation

Margaret Alewine
1410 Boston Avenue
West Columbia, SC 29170

Partner: SC Dept. of Social Services

Tammy James
Post Office Box 1520
Columbia, SC 29202-1520

Partner: SC Commission for the Blind

Karna Marshall
Post Office Box 2467
Columbia, SC 29202

Partner: SC Job Corps

Eric Jones
Post Office Box 967
Barnberg, SC 29003

Partner: Midlands Adult Education Consortium

Bobby Cunningham
750 Old Clemson Road
Columbia, SC 29229

Partner: Goodwill Industries

Mike Daniels
2744 Decker Blvd
Columbia, SC 29206

Partner: SC Dept. of Employment & Workforce

Mike ~~Wurst~~
Post Office Box 995
Columbia, SC 29202

Partner: Benedict-Allen CDC

Venus ~~Sabb~~
2601 Read Street
Columbia, SC 29204

This addendum has the following effect on SC Works partners' proportionate shares for the following locations/suites:

Comprehensive Center	SC Works (Lexington)	SC Works (Fairfield)
SC Works Columbia 700 Taylor Street Columbia, SC 29201	SC Works Lexington 671 Main Street West Columbia, SC 29170	SC Works Fairfield 96 Hwy 321 Bypass South Winnsboro, SC 29180

	WIOA & Other Partner Funded Staff	DSS Funded Staff	VR Funded Staff	DEW Funded Staff	Adult Ed Funded Staff	Total Center Staff	Proportionate Share %
SC Works (Columbia)	25.4	10	.1	59	.1	94.6	WIOA- 26.8%; DSS- 10.6%; VR- 0.1%; DEW- 62.4%; AE- 0.1 %
SC Works (Lexington)	4.5	0	.1	1	0	5.6	WIOA- 80.36%; VR- 1.78%; DEW- 17.86%
SC Works (Fairfield)	4	0	0	1	0	5	WIOA- 80 %; DEW- 20%

Reason for Addendum: Staffing levels will determine the proportionate share percentage of facility costs for which each partner will be responsible for by location. Staffing counts should be based on planned staffing levels for the duration of the FY. During the FY, should permanent staffing changes occur, a partner may submit a written request to execute a revised addendum. Any modification to the addendum must have an agreed upon effective date and be signed by all partners.

Staff Name (includes ALL Center staff)	Center and Program Assigned to Work	# of Days and/or Half-days Assigned to Work per Week (e.g.: 1 day = .20; half-day = .10)
Amey Tate	SC Works - Columbia (WIOA)	1
Terra Gregg	SC Works - Columbia (WIOA)	1
Tereasa Belcher	SC Works - Columbia (WIOA)	1
Teresa Franklin	SC Works - Columbia (WIOA)	1
Markel O'Quinn	SC Works - Columbia (WIOA)	1
Natascha Brooks	SC Works - Columbia (WIOA)	1
Agnes Brunson	SC Works - Columbia (WIOA)	1
Olivia Heath	SC Works - Columbia (WIOA)	1
Christine Turner	SC Works - Columbia (WIOA)	1
TerQueshia Pringle	SC Works - Columbia (WIOA)	1
Laynia Anderson	SC Works - Columbia (WIOA)	1
Brittany Boone	SC Works - Columbia (WIOA)	1
Nicole Smart	SC Works - Columbia (WIOA)	1
Tonia Rodriguez	SC Works - Columbia (WIOA)	1
Yogini Intwala	SC Works - Columbia (WIOA)	1
Vacant (Youth)	SC Works - Columbia (WIOA)	1
Patricia Geddis	SC Works - Columbia (WIOA)	1

Vacant (Work Based Learning)	SC Works - Columbia (WIOA)	1
Angela Jackson	SC Works - Columbia (WIOA)	1
Rebecca Carruthers	SC Works - Columbia (WIOA)	1
Talanda Humphries	SC Works - Columbia (WIOA)	1
Sharon Sutton	SC Works - Columbia (WIOA - Assessment)	1
Dwayne McLean	SC Works - Columbia (WIOA - Assessment)	1
Rotating	SC Works - Columbia (MTC)	.1
LaQuana Jackson	SC Works - Columbia (Job Corps)	1
Wilber McNeil	SC Works - Columbia (Job Corps)	1
Rotating	SC Works - Columbia (Goodwill Industries)	.1
Brandi Leonard	SC Works - Columbia (Commission for the Blind)	.1 (4 hrs./month)
Tiffany Hunter -Gary	SC Works - Columbia (Vocational Rehabilitation)	.1
Rotating	SC Works - Columbia (Adult Education)	.1
Rotating	SC Works - Columbia (YouthBuild)	.1
Valerie Middleton	SC Works - Columbia (DSS - SNAP)	1
Allison Ward	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Vacant	SC Works - Columbia (DSS - TANF)	1
Mike Wurst	SC Works - Columbia (DEW WP)	1
Tasha Crockett	SC Works - Columbia (DEW WP)	1
Latoya Fisher	SC Works - Columbia (DEW WP)	1
Egypt Bess	SC Works - Columbia (DEW VET)	1
Julie Myers	SC Works - Columbia (DEW TAA)	1
Richard Stobbe	SC Works - Columbia (DEW WP)	1
David Williams	SC Works - Columbia (DEW VET)	1
Lauren Halloran	SC Works - Columbia (DEW WP)	1
Ashley Sims	SC Works - Columbia (DEW WP)	1
Ramonn Lester	SC Works - Columbia (DEW VET)	1
Al Taylor	SC Works - Columbia (DEW VET/WP)	1
Mary Carr	SC Works - Columbia (DEW VET)	1

Victor Smalls	SC Works – Columbia (DEW WP/NET)	1
Mackenzie Manning	SC Works – Columbia (DEW WP)	1
Raven Freeman	SC Works – Columbia (DEW WP)	1
Kiley Nelson	SC Works – Columbia (DEW WP)	1
Loguano Trapp	SC Works – Columbia (DEW WP)	1
Bruce Mitchell	SC Works – Columbia (UI – Upstairs)	1
Darrell Drakeford	SC Works – Columbia (UI Field)	1
Joyce Driggers	SC Works – Columbia (UI Field)	1
Jerry Douglas	SC Works – Columbia (UI Field)	1
Jack Herron	SC Works – Columbia (UI Field)	1
Travis George	SC Works – Columbia (UI Field)	1
Tamiko Lewis	SC Works – Columbia (UI Field)	1
Kellie Pelham	SC Works – Columbia (UI Field)	1
Kevin Scharf	SC Works – Columbia (UI Field)	1
Evelyn Brown	SC Works – Columbia (Examiner)	1
Ronald Dickerson	SC Works – Columbia (Examiner)	1
Meronica Fulton	SC Works – Columbia (Examiner)	1
Kristi Johnson	SC Works – Columbia (Examiner)	1
Jocelyn Johnson	SC Works – Columbia (Examiner)	1
Renee Napper-Smith	SC Works – Columbia (Examiner)	1
Bridget Odum	SC Works – Columbia (Examiner)	1
Erika Rios	SC Works – Columbia (Examiner)	1
Thomas Shane	SC Works – Columbia (Examiner)	1
Romeo Jones	SC Works – Columbia (UI)	1
Savita Butler	SC Works – Columbia (UI)	1
Octavia Wilmore	SC Works – Columbia (UI)	1
Patty Banks	SC Works – Columbia (UI)	1
Anna Bowman	SC Works – Columbia (UI)	1
Sherri Bundrick	SC Works – Columbia (UI)	1
Jackie Campbell	SC Works – Columbia (UI)	1
Cecilia Guerrero	SC Works – Columbia (UI)	1
Taisha Hart	SC Works – Columbia (UI)	1

Demetrius Haynes	SC Works – Columbia (UI)	1
Tinisha Hooks	SC Works – Columbia (UI)	1
Charlinea Isaac	SC Works – Columbia (UI - Upstairs)	1
Serena Jackson	SC Works – Columbia (UI)	1
Ruby Jefferson	SC Works – Columbia (UI)	1
Lisandandra Mazzyck	SC Works – Columbia (UI)	1
Kevin Nichols	SC Works – Columbia (UI)	1
Latasha Pinkney	SC Works – Columbia (UI)	1
Lynette Spires	SC Works – Columbia (UI)	1
Stephanie Stevens	SC Works – Columbia (UI)	1
Yvette Ströbling	SC Works – Columbia (UI - Upstairs)	1
Millissa Thompson	SC Works – Columbia (UI)	1
LaTrisha Tucker	SC Works – Columbia (UI)	1
Lawanda Villard	SC Works – Columbia (UI)	1
Marie Whitlock	SC Works – Columbia (UI)	1
Mary Brown	SC Works – Lexington (WIOA)	1
TDS p/t (vacant)	SC Works – Lexington (WIOA)	.5
Angela Rhodes	SC Works – Lexington (WIOA)	1
Shaletha Burrus	SC Works – Lexington (WIOA)	1
Tyra Johnson	SC Works – Lexington (WIOA)	1
Fred Savage	SC Works – Lexington (W-P/DVOP)	1
Anthony Scott	SC Works – Lexington (Voc Rehab)	.1
Diana Robinson	SC Works – Fairfield (WIOA)	1
Joe Brown	SC Works – Fairfield (WIOA)	1
LePri Taylor	SC Works – Fairfield (WIOA)	1
Cala Young	SC Works – Fairfield (WIOA)	1
Rosie Jackson	SC Works – Fairfield (W-P)	1
Rotating	SC Works- Fairfield (CAA)	(once/month)

Agreement Period as of this Addendum

Beginning Date: July 1, 2020

Ending Date: June 30, 2021

Except as hereby amended, all terms and conditions of said agreement remain unchanged and in full force and effect.

Approved for Local Area: Midlands
Staff Name: Chris White
Title: Director


 5/26/2020
Signature Date

Approved for Operator: ResCare Workforce Services
Staff Name: Amy Tate
Title: Project Director

 5/26/2020
Signature Date

Approved for Partner: SC Vocational Rehabilitation
Staff Name: Felicia W. Johnson
Title: Commissioner

 6/8/2020
Signature Date

"APPROVED AS TO FORM"

Jeanne J. Lisowski
SCVRD Legal Counsel

Approved for Partner: SC Commission for the Blind
Staff Name: Darlene Graham
Title: Commissioner

 5/26/2020
Signature Date

Approved for Partner: SC Dept. of Social Services
Staff Name: Tammy Jones
Title: Director, Employment Services

 6/8/2020
Signature Date

Digitally signed by Tammy Jones
DN: cn=Tammy Jones, o=Department of
Social Services, ou=Employment
Services, email=tammy.jones@das.sc.gov, c=US
Date: 2020.05.29 13:14:54 -0400

Approved for Partner: SC Dept. of Employment & Workforce
Staff Name: Mike Valenz
Title: Midlands Regional Manager

 5.13.2020
Signature Date

Approved for Partner: SC Job Corps
Staff Name: Eric Jones
Title: Center Director

 6/8/2020
Signature Date

Approved for Partner: Adult Education
Staff Name: Bobby Cunningham
Title: Consortium Representative

 6/8/2020
Signature Date

Approved for Partner: Goodwill Industries

Staff Name: Mike Daniels

Title: Director, SCSEP

 4/14/2020
Signature Date

Approved for Partner: Benedict Allen CDC

Staff Name: Venus Sobib


Title: Program Director, YouthBuild

 6/11/2020
Signature Date

Approved for Partner: Midlands Technical College

Staff Name: Debbie Walker

Title: Vice-President, Finance & Accounting

 5-14-2020
Signature Date

CONFIDENTIALITY AGREEMENT

BETWEEN

THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

AND

MIDLANDS WORKFORCE DEVELOPMENT AREA

This Confidentiality Agreement is entered into as of July 1, 2019, by and between the South Carolina Department of Employment and Workforce (DEW) and Midlands Workforce Development Area ("LWDA").

PURPOSE: The purpose of this Agreement is to address the confidentiality requirements for LWDA's to use the DEW Workforce Information Portal in order to have limited access to unemployment insurance (UI) claimant data that will be used to determine an individual's potential eligibility for training and employment services programs under the Workforce Investment Act ("WIA") and the Workforce Innovation and Opportunity Act ("WIOA"), effective July 1, 2015, and for LWDA outreach for employment and training opportunities.

ARTICLE I

DURATION OF AGREEMENT

This Agreement shall take effect upon the signatures of both parties and shall terminate at the end of the third program year, June 30, 2018. This agreement may be renewed as permitted by federal and state law. The confidentiality requirements of this Agreement shall survive the term of this Agreement.

This Agreement may be amended in the event of changes in federal or state law, including but not limited to changes regarding the confidentiality of Unemployment Compensation (UC) information.

ARTICLE II

APPLICABLE CONFIDENTIALITY LAWS AND REGULATIONS

The parties agree to comply with all applicable federal and state laws, regulations, and guidance, including but not limited to:

1. The Privacy Act of 1974, 5 U.S.C. §552a;
2. The Family Privacy Protection Act, S.C. Code Ann. §§ 30-2-10, *et. seq.*;
3. The South Carolina Department of Employment and Workforce law, S.C. Code Ann. §41-27-10, *et seq.*, including §§ 41-29-150 through 170;
4. Federal-State Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC Information, 20 C.F.R. Part 603;

5. Tax Information Security Guidelines for Federal, State and Local Agencies, IRS Publication 1075;
6. Office of Management and Budget M-07-16; and
7. SC Department of Employment and Workforce Personal Identification Information (PII) Handling and Confidentiality Policy.

ARTICLE III

DEFINITIONS

1. CONFIDENTIAL INFORMATION

Confidential information includes information in DEW's records that pertain to the administration of UI benefits, including wage reports. See 20 C.F.R. Part 603.2. The types of data include, but are not limited to, an individual's and/or employing unit's:

1. Name, Address, Email, and Phone Number;
2. Last four digits of Social Security Number;
3. Whether an individual is receiving Unemployment Insurance;
4. Most recent employer;
5. Any identifying particulars that in combination with publicly accessible information would identify the individual or employing unit.

2. PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information (PII) is the information that can be used to uniquely identify, contact, or locate specific individuals. Examples of PII elements include: name, address, date of birth, race, gender, telephone number, official government issued identification numbers, Social Security benefit data, tax data, and financial, medical and employment information.

ARTICLE IV

INFORMATION DISCLOSED PURSUANT TO THIS AGREEMENT

This Agreement is limited to the disclosure of information that is received by LWDA for the purposes outlined in this Agreement only.

Information disclosed pursuant to this agreement includes information contained in the following data systems:

DEW Workforce Information Portal ("Portal").

ARTICLE V

PURPOSES FOR REQUESTING INFORMATION

Information that is requested or received by LWDA, pursuant to this Agreement, is limited to the information permitted by federal and state law and to the information needed by LWDA staff for determining an individual's potential eligibility in WIA or WIOA programs for training and employment services and for LWDA outreach for employment and applicable training opportunities.

ARTICLE VI

REQUIRED SAFEGUARDS

Both the recipient agency/entity and the individual recipient of confidential information and PII are subject to several required safeguards.

The individual recipient of any confidential information is required to:

1. Use the disclosed information only for purposes authorized by law and consistent with this Agreement;
2. Store the disclosed information in a place physically secure from access by unauthorized persons;
3. Undertake precautions to ensure that only authorized personnel have access to disclosed information in hardcopy form.
4. Store and process disclosed information maintained in electronic format in such a way that unauthorized persons cannot obtain the information by any means; and
5. Undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer systems.
 - a. Precautions include not saving UC information and PII exported from the Portal into spreadsheets or other documents in shared folders with unauthorized personnel.

The agency/entity recipient of any confidential information and PII is required to:

1. Instruct all personnel having access to the disclosed information about confidentiality requirements, the requirements of this Agreement, and the sanctions specified by South Carolina law for unauthorized disclosure of confidential information.
2. Sign an acknowledgement that all personnel, including contractors and service providers, having access to the disclosed information have been instructed in accordance with this Agreement and will adhere to DEW's confidentiality requirements and procedures. (See Attachment A).
 - a. It is the understanding pursuant to this Agreement that the LWDA will be working on this project exclusively. Prior to any additional personnel, contractors, or service providers of the LWDA joining this project, the LWDA will notify DEW so the acknowledgement can be

executed prior to any disclosure to the additional personnel.

3. Dispose of information disclosed or obtained, and any copies thereof made by the recipient agency, entity, or contractor, after the purpose for which the information is disclosed is served, except for disclosed information possessed by any court. Disposal means the return of the information to DEW or destruction of the information, as instructed and approved by DEW. If destruction of the information is requested by DEW, LWDA will destroy the information within an approved timeframe. LWDA will provide a certificate of destruction.
4. Maintain a system sufficient to allow an audit of compliance with the requirements of this Agreement.

ARTICLE VII

REDISCLASURE OF CONFIDENTIAL UC INFORMATION

LWDA is not authorized to redisclose any confidential information without prior authorization from DEW. Specifically, LWDA is not authorized to disclose the unemployment insurance status.

Should the situation arise where LWDA seeks authorization to redisclose confidential information from the Portal, there are limited exceptions that DEW authorizes redisclosure of confidential UC information. The only exceptions are as follows:

1. To the individual or employer who is the subject of the information;
2. To an attorney or other duly authorized agent representing the individual or employer;
3. In any civil or criminal proceedings for or on behalf of a recipient agency or entity;
4. In response to a subpoena as provided in 20 C.F.R. § 603.7;
5. To an agent or contractor of a public official only if the person redisclosing is a public official, if the redisclosure is authorized by the State law, and if the public official retains responsibility for the uses of the confidential UC information by the agent or contractor;
6. From one public official to another if the redisclosure is authorized by the State law;
7. When so authorized by Section 303(e)(5), SSA, (redisclosure of wage information by a State or local child support enforcement agency to an agent under contract with such agency for purposes of carrying out child support enforcement) and by State law; or
8. When specifically authorized by a written release that meets the requirements of 20 C.F.R. § 603.5(d) (to a third party with informed consent).

Information redisclosed under subsections (5) & (6) above are also subject to the safeguards outlined in Article V. Required Safeguards of this Agreement.

The requirements of this Article do not apply to disclosures of UC information to a Federal agency which DEW has determined, by notice published in the Federal Register, to have in place safeguards adequate to satisfy the confidentiality requirement of Section 303(a)(1), SSA.

ARTICLE VIII

METHODS AND TIMING OF REQUESTS FOR INFORMATION

This Agreement must include "the methods and timing of requests for information and responses to those requests, including the format to be used." (20 C.F.R. § 603.10(b)(1)(iii)). DEW will provide a user name and password to the authorized employees that will access the Portal.

LWDA agrees to safeguard this information as described in federal and state law, including but not limited 20 C.F.R. §603. LWDA will instruct the designated employees, designated contractors, and designated service providers that information is provided so that the disclosure of this information is limited to the purpose of this agreement and limited to only necessary employees, contractors, and service providers. LWDA will agree to limit the access of the data to designated employees, designated contractors, and designated service providers that will sign the Confidentiality Agreement (See Attachment A).

In the event the designated employee is discharged or leaves his or her position with LWDA, LWDA insures the former employee will not have access to the information contained therein, and **LWDA will notify DEW that the former employee's user name and password should be revoked.**

Access to confidential information will only be granted through the Portal Information used from the Portal in any document and for any purpose is considered confidential and the provisions of this Agreement extend to all electronic, oral, and/or printed information. **Individuals with access to the Portal are prohibited from transferring DEW data to removable media and are prohibited from accessing the portal from personal devices.**

The confidentiality requirements of this Agreement survive the duration of this Agreement.

ARTICLE IX

COSTS FOR FURNISHING INFORMATION

Pursuant to 20 C.F.R. § 603.5, LWDA will not pay for the costs to DEW for furnishing information as LWDA is performing services that are part of providing workforce services to the local area.

ARTICLE X

ON-SITE INSPECTIONS

DEW reserves the right to conduct on-site inspections to assure that the requirements of State law and this Agreement are being met.

ARTICLE XI

BREACH, ENFORCEMENT, TERMINATION AND MODIFICATION

Breach: If any employee or agent thereof, fails to comply with any provision of this Agreement, the Agreement must be suspended, access to the Portal denied, and further disclosure of information (including any disclosure being processed) prohibited, until DEW is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, the agreement must be canceled, LWDA's access to the Portal will be revoked, and LWDA must be required to surrender to DEW all confidential UC information or PII (and copies thereof) obtained under the Agreement which has not previously been returned to DEW, and any other information relevant to the Agreement, or provide a certificate of destruction at DEW's request.

Both parties agree that each party shall be liable for its own acts and omissions, and the acts and omissions of its employees, agents and officers, and nothing within this agreement shall impute or transfer liability to the other party. This provision shall survive the expiration or termination of this Agreement, regardless of the reason for termination.

Enforcement: Pursuant to federal and state law, DEW must hold confidential and must not publish information that reveals an individual's or employing unit's identity and/or any identifying particulars. In the event an employee or member of DEW violates a state provision, the person must be fined not less than \$20.00 or more than \$500.00 and/or imprisoned for not longer than 90 days. SC Code Ann. § 41-29-150. DEW is permitted to disclose information under limited circumstances, including an agency or entity to which disclosures are permitted by federal statute or regulation. SC Code Ann. § 41-29-170(B)(1)(c).

DEW is permitted to disclose this information with conditions as outlined by federal regulation to LWDA, as described in this agreement. The confidentiality requirements and penalties that apply to DEW staff extend to LWDA employees covered under this Agreement.

Termination and Modification: This Agreement may be terminated by either party upon written notice, or immediately due to a breach or change in federal or state law. Should either party terminate this Agreement, LWDA employees shall no longer have access to confidential information from the DEW Workforce Information Portal and will be required, at DEW's discretion, to return or destroy any printed information and/or electronic files to the Office of General Counsel for DEW or provide a certificate of destruction, at DEW's request.

In the event there is a change in federal and or state law that nullifies any portion of this Agreement, the Agreement is immediately terminated and a new Agreement under the current law may be executed.

In addition, this Agreement is immediately terminable by DEW if it determines that the safeguards in the agreement are not adhered to by LWDA.

DEW reserves the right to deny access to an area or to individual employees of an area in the event of an investigation of a potential breach of this Agreement.

No amendments, modifications, changes, additions or deletions of the Agreement shall be valid unless in writing, signed by both parties and attached to this Agreement.

SUCCESSORS AND ASSIGNS: DEW and LWDA each binds itself, its successors, executors, administrators, and assigns to the other party with respect to these requirements, and also agrees that no party shall

assign, sublet, or transfer its interest in the Agreement without the written consent of the other parties.


ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the parties. The contract is to be interpreted under the laws of the State of South Carolina.

The signatories hereunder warrant and declare that they are duly authorized to execute this Agreement by virtue of their position and title.

South Carolina Department of
Employment and Workforce

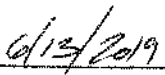
Midlands Workforce Development Area

Executive Director



Director

Date



Date

ATTACHMENT A – TO BE SIGNED BY AUTHORIZED EMPLOYEE(S)
CONFIDENTIALITY AGREEMENT

REGARDING

CONFIDENTIAL INFORMATION FROM DEW

ORGANIZATION NAME _____

EXECUTIVE SIGNATURE _____
(Signatory Official)

EMPLOYEE NAME _____

EMPLOYEE POSITION _____

DATE _____

I understand that LWDA ("LWDA") has received and will continue to receive confidential information from the South Carolina Department of Employment and Workforce ("DEW") pursuant to the attached Agreement between the LWDA and DEW that became effective upon signature of the Agreement.

I have reviewed the terms of the Agreement and agree to:

- use confidential information only as authorized by DEW;
- safeguard all confidential information in accordance with this agreement and DEW's confidentiality rules, including DEW's PII policy and applicable federal and state laws and regulations; and
- not disclose this information without prior written authorization of DEW.

I understand the confidentiality terms of the Agreement survive the duration of the Agreement.

I further understand that unauthorized disclosure of confidential information could subject me to the penalties provided under S.C. Code Ann. § 41-29-150, in addition to other penalties and/or fines under state and/or federal law and regulations.

By my signature below, I certify I have read this Confidentiality Agreement and the attached Agreement and will abide by their terms

User

Signature _____ Date _____

Program Year 2020 MOU/IFA Addendum

Front Desk Position Funding and Cost Allocation

The SC Works system brings together a series of partner programs and entities responsible for workforce development, education, and other human resources programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs' services. In an effort to streamline the intake process by providing consistent front desk coverage in Comprehensive SC Works Centers, the Parties indicated below agree to proportionately share the cost for funding a full-time front desk position, up to \$40,000 including salary, fringe and benefits, in all SC Works Comprehensive Centers for Program Year (PY) 2020. The primary responsibility of this position would include the provision of consistent guidance and assistance to individuals visiting the SC Works Center. The individual will greet and direct customers to the appropriate resources and will report to the SC Works Center Operator. *The Parties reserve the ability to be involved in the selection and training process for this position.* Below is a recommended list of essential duties and responsibilities:

- Greet customers and guests at the main entrance;
- Respond to customer questions and direct them to the appropriate staff, program, or agency;
- Provide customers with pertinent information related to employment services, WIOA services or other partner programs within the local SC Works system;
- Provide an overview of available resource center services, employment referral opportunities, and vocational guidance and labor market information to claimants, job seekers, partners and employers;
- Assist customers with utilizing the SC Works Greeter kiosk; and
- Perform other duties as assigned.

In accordance with State Instruction 16-19, Local MOU Guidelines, required partners must use a portion of their funds to pay for costs relating to the operation of the workforce system, including infrastructure costs and additional costs. Additional costs may include other costs that support the operations of the SC Works Center as a whole, such as staffing for the front desk, if agreed to by partners. Although the local operating budget contains both infrastructure and additional costs components, only failure to reach consensus among all required partners with respect to the infrastructure cost funding will trigger the implementation of the State Funding Mechanism, as outlined in the policy referenced above. Therefore, the Parties indicated below agree to proportionately share in the cost of funding a full-time front desk position in all Comprehensive Centers in addition to the infrastructure costs identified in Attachment E of the local PY 2020 MOU/IFA, Shared Operating Budget.

The local area, in coordination with the Operator, shall be responsible for reconciling and invoicing respective Parties to the addendum as it relates to the funding of the front desk position at the local area's Comprehensive Center(s). Charges should be included in the quarterly IFA invoice and

shared proportionately using the methodology agreed to and outlined in the local PY 2020 MOU/IFA.

This addendum is effective July 1, 2020 through June 30, 2021. Infrastructure costs and any additional shared operating and/or services costs are contingent upon receipt of those funds by the partners. Any Parties may withdraw from this addendum in the event funding for the mandatory program is eliminated or the Parties are no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partners of the lack of funding. Should any Party withdraw, modify, assign or terminate its participation in this addendum, it shall remain binding and in full force and effect with respect to other remaining Parties.

The individuals signing this addendum have the authority to commit their respective organizations to the terms of this addendum and do so by signature below.



6/26/2020

Signature

Date

Entity – SC Dept of Employment & Workforce

Don Grant

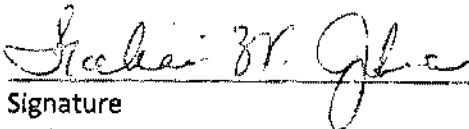
Digitally signed by Don Grant
Date: 2020.06.29
08:25:09 -04'00'

5/29/20

Signature

Date

Entity – SC Dept of Social Services



6/8/2020

Signature

Date

Entity – SC Vocational Rehabilitation




6/23/2020

Signature

Date

Entity – Rescare Workforce Services (WIOA Adult, DW and Youth programs)



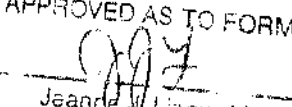
5-14-2020

Signature

Date

Entity – Midlands Technical College (Perkins)

"APPROVED AS TO FORM"


Jeanne W. L'Esowski
SCVRO Legal Counsel

13. Copies of current local workforce area documents, including:

- c. All service provider grants, including statements of work and budgets;

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Adult

Grant Number: 20A294F1

SIGNATORY AUTHORITY Central Midlands Council of Governments 236 Stoneridge Drive Columbia, SC 29210 Telephone #: (803) 376-5390	GRANTEE/RECIPIENT Fairfield County Post Office Drawer 60 Winnsboro, SC 29180 Telephone #: (803) 635-1415
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part 1-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

A. Type of Grant – Cost Reimbursement X Fixed Price _____

B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021

C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$223,735, from Federal Funds received.

D. Number of Participants to be Served (where applicable).

(1) Number of Carry-over Participants. 35

(2) Number of New Participants 50

(3) Total Number of Participants to be served. 85

E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$223,735	\$223,735	\$0

Approved for Administrative Entity:


Ben Mauldin, Executive Director
Central Midlands Council of Governments

6/26/2020
Date

Approved for Grantee:


Jason Taylor, Administrator
Fairfield County

6-24-2020
Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 20A294F1

Activity Designation: Career & Training Services Mod No: _____

	<u>WIOA</u>	<u>Match Funds</u>	<u>Total</u>
I. Administration:			
1. Salaries & Fringe Benefits	_____	_____	
2. Non-Instructional Equipment	_____	_____	
3. Operating Expenses	_____	_____	
4. Indirect Costs	_____	_____	
5. Sub-Total	0		0
II. Non-Administration:			
1. Salaries & Fringe Benefits	\$76,402	_____	
2. Indirect Costs	_____	_____	
3. Operating Expenses	\$2,334	\$0	
4. Work Experience	_____	_____	
5. OJT Payments	\$10,000	_____	
6. Instructional Training	\$110,000	_____	
7. Supportive Services	\$25,000	_____	
8. Assessment	\$0	_____	
9. Incentives	_____	_____	
10. Other	_____	_____	
11. Sub-Total	\$223,735	\$0	\$223,735
III. TOTAL GRANT COST (I+II)	\$223,735	\$0	\$223,735

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 20A294F1
Grantee: Fairfield County

Operating Expenses	Cost Per Month	# of Months	Total Amount	ADMINISTRATION		PROGRAM		MATCH	
				%	Amount	%	Amount	%	Amount
1. Supplies	\$6	12	\$72			100%	\$72		
2. Communications	\$117	12	\$1,400			100%	\$1,400		
3. Postage	\$6	12	\$72			100%	\$72		
4. Travel	\$45	12	\$540			100%	\$540		
5. Equipment Rent									
6. Equipment Expense	\$250	1	\$250			100%	\$250		
7. Premises Rent									
8. Premises Expense									
9. Miscellaneous (Staff Develop Trng)									
10. Capital									
TOTAL			\$2,334				\$2,334		\$0

**Midlands Workforce Development Area
Non-Adm Budget Summary**

Grant No: 20A294F1
Grantee: Fairfield County

	Total Cost	Program			Match	
		%	Amount	%	Amount	
I. Instructional Training						
TOTAL	\$110,000		\$110,000			
II. Assessment Materials						
III. Transitional Jobs/On-the-Job Training	\$10,000		\$10,000			
IV. Work Experience						
V. Supportive Services						
1. Transportation	\$12,500		\$12,500			
2. Childcare						
3. Other (uniforms, books, materials, licensing, etc.)	\$12,500		\$12,500			
TOTAL	\$25,000		\$25,000			
VI. Incentive Payments						
TOTAL	\$145,000		\$145,000			

WORK STATEMENT

WIOA ADULT AND DISLOCATED WORKER - CAREER /TRAINING SERVICE COORDINATION

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments, serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Fairfield County Administration (Fairfield), hereinafter referred to as the Grantee, the activities shall be conducted by the Grantee as outlined below.

1.0 Purpose

- 1.0.1 The purpose of this project is to assist WIOA-eligible Adult and Dislocated Worker customers gain employment or career advancement leading to economic self-sufficiency. Employment or advancement will be focused on two guiding principles. First, achievement of employment and advancement goals will focus on customer needs. Second, the needs of employers will be addressed by applying grant resources to conduct WIOA activities in collaboration with SC Works partners and other stakeholders to develop a local work force that can compete, globally. Fulfillment of both individual and employer customer needs will be driven by providing information and services that enable informed customer choice of service options available through the SC Works Midlands System.
- 1.0.1 In providing WIOA Career Services and in recommending customers for WIOA Training Services, the Grantee will use a "holistic" approach to provide a continuum of services to customers. These strategies will focus on assisting customers in becoming employed, maintaining employment, achieving earnings gains that lead to self-sufficiency and obtaining employment enhancing credentials as appropriate to the customers' wants and needs.

2.0 WIOA Eligibility Determination

- 2.0.1 Based on completing the initial information gathering and the orientation viewing, the Grantee will conduct WIOA eligibility determination/certification. The Grantee will make this process as timely, efficient and as "seamless" to the customer as possible.
- 2.0.2 After completion of eligibility determination, Grantee staff will make a decision about enrollment into WIOA.

3.0 Description of MWDA Career Services and Customer Flow

- 3.0.1 Customers of the SC Works Center or affiliate sites in Lexington and Winnsboro, who are interested in WIOA services, will register with and upload a resume to South Carolina Works Online Services (SCWOS), view the WIOA orientation on the SC Works Midlands website and complete an information questionnaire.
- 3.0.2 The Grantee will review questionnaire to determine whether a customer might benefit from career and training services offered by WIOA, or other non-WIOA funded partner services. In order to make a WIOA enrollment decision, the Grantee will coordinate with other partners that may have rendered their respective services to the customer.

4.0 Provision of Career Services

4.0.1 The Grantee will schedule and provide appropriate WIOA Career Services to WIOA-enrolled adult and/or dislocated worker customers. The Grantee will provide any combination of one or more of the following specific services:

- (1) *Comprehensive And Specialized Assessment* – extensive evaluations of skill level, aptitude and abilities. These evaluations will capture information case managers can use to help customers form an appropriate plan of action (viz., an Individual Employment Plan, or IEP) in achieving their individual goals;
- (2) *Diagnostic Testing* – testing to determine customers' skills, aptitudes, vocational interests, temperament, personality or other characteristics so they may develop an appropriate plan of action to achieve their employment and training and economic self-sufficiency goals; and
- (3) *In-depth Interviewing and Evaluation* – identification of barriers to obtaining and retaining employment or increasing earnings. May include but is not limited to identifying basic skill deficiencies; physical, mental or emotional disabilities; long-term dependency on public assistance; lack of work history; language barriers; age, home environment, etc.
- (4) *Development Of Individual Employment Plan (IEP)* – assistance in preparing a specific plan of services for each registered WIOA customer. In providing employment plan assistance to customers, the Grantee will use information about customers' employability characteristics: occupational interests, aptitudes and skills; communication skills; academic achievement level; job retention skills; life and family management circumstances (e.g., ability to schedule family commitments to fit with work and/or training schedules); basic life resources (e.g., child care and transportation needs); mental/emotional issues; physical health status and disabilities; substance abuse issues; and, legal issues. The information will be used to help customers identify their employment goals; set appropriate achievement benchmarks; and establish a plan for comprehensive services that will help customers achieve their employment objectives;
- (5) *Group Counseling* – provision of guidance in groups, as appropriate, to provide direct services and/or access to SCWOS resources that support the customers' ability to make informed choices about identifying and obtaining services (including training services) relevant to meeting their IEP goals;
- (6) *Individual Counseling And Career Planning* - one-on-one guidance to customers registered in WIOA to help them access available resources, seamlessly. Individual counseling and career planning will be designed to aid customers in making informed choices including career choices and training provider choices for those customers assessed as in need, able to benefit from and desirous of training.
- (7) *Case Management For Those Seeking Training Services* – intensive, long-term guidance and support to customers throughout the process of finding and using SCWOS services to achieve their individual economic self-sufficiency goals including the follow-up period of twelve (12) months after a customer enters unsubsidized employment. The Grantee will provide or coordinate the provision of case management services to all WIOA-registered adult and/or dislocated worker customers of the SCWOS System.
- (8) *Short-Term Prevocational Services* – limited duration prevocational services, as appropriate to the customers' individual needs for accomplishing IEP goals. Prevocational services may be provided through the Grantee's resources, by SCWOS Partners, through workshops conducted at the SCWOS centers or by referral to other service providers. Examples of prevocational skills to prepare customers for unsubsidized employment or training include, but are not limited to, development of learning skills, communication skills,

interviewing skills, job retention skills, life and family management skills, personal responsibility skills, professional conduct and punctuality.

- 4.0.2 All WIOA registered participants must be skills assessed within 30 days of enrollment and coordinated through the Assessment department. The Grantee will follow the Midlands assessment policy in coordinating any supportive or training services for a participant.

5.0 WIOA Training

- 5.0.1 The Grantee will be responsible for registering adult and/or dislocated worker customers into WIOA-funded training services including training through Individual Training Account (ITA) vouchers and WIOA-funded On-the Job Training (OJT) in accordance with the following:

Registering for Training: The Grantee will comply with the following requirements when registering customers for training;

- (1) After an interview, evaluation, or assessment and case management customers have been determined to be in need of training services and to have the skills and qualifications to successfully complete the selected training program from the WIOA Eligible Training Provider List;
 - (2) Customers select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
 - (3) Customers are unable to obtain grant assistance from other sources to pay costs of such training, including Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
 - (4) Customers are determined eligible in accordance with the Midlands priority system in effect for individuals whose services are provided through the adult funding stream.
- 5.0.2 The Grantee must maintain documentation in each WIOA participant's file to show that participants have applied for other grants such as Pell, Veterans Assistance, etc.

6.0 Individual Training Accounts Management

- 6.0.1 The Grantee will set up Individual Training Accounts and issue vouchers to pay for institutional training (including training for nontraditional employment) provided to customers. Classroom training will be limited to training programs on the Midlands approved eligible training providers list and focus on the Midlands priority training list.
- 6.0.2 The grantee must make funding arrangements for training with SC Works Center partners and other entities. The Grantee must ensure that training providers consider the availability of other sources of grants to pay for training costs such as State-funded training funds and Federal Pell Grants so that WIOA funds supplement other sources of training grants.
- 6.0.3 The Grantee will assess WIOA customers registered for classroom training to determine the likelihood that they will qualify for Federal Pell Grant funds. The Grantee will assist such customers in applying for these funds.

- 6.0.4 The Grantee will avoid duplicate payment of costs when a participant is eligible for both WIOA and funds provided under other Federal programs, including Pell Grants. The Grantee will coordinate with training providers through arrangements that consider all available sources of funds (excluding loans) to determine a customer's overall need for WIOA funds. The exact combination of funds should be based on funding availability for both training costs and supportive services costs that are necessary and reasonable for the customer to successfully complete training. The Grantee should make this determination based on the needs of the customer and must not simply reduce the amount of WIOA funds by the amount of Pell Grant funds.
- 6.0.6 The Grantee will follow the Midlands WIOA Policy and Procedures for implementation and operation of the Individual Training Voucher (ITV) process. The Grantee's adherence to this procedure ensures the customer receives the recommended and approved allowable occupational skills training.

7.0 On-the-Job Training

- 7.0.1 The Grantee will collaborate with customers and coordinate with the Business Services staff to refer customers to appropriate OJT opportunities based on the customers assessed needs and resulting IEP strategy for accomplishing the individual's WIOA goals. The Grantee will provide individualized case management services to customers throughout their participation in OJT.
- 7.0.2 OJT services will be conducted in accordance with the Midlands local area policy.

8.0 Customized and Other Training

- 8.0.1 The Grantee will collaborate with customers in identifying and referring them to customized training programs and employer based skill upgrading and retraining programs as appropriate to the individual customer's needs. The Grantee will assist customers in identifying training programs that combine workplace training with related instruction (which may include cooperative education). The Grantee will identify opportunities for entrepreneurial training; job readiness training; and, adult education, and literacy activities, as appropriate to the customers' needs and preferences.
- 8.0.2 In instances that the customer has significant barriers to employment including but not limited to criminal background and lack of work experience, the Grantee may develop a transitional job opportunity for the customer to aid in overcoming the barrier. The activity must be conducted in accordance with the Midlands area policy.

9.0 Skill Assessment

- 9.0.1 All WIOA registrants will be assessed by the State sponsored skills assessment in accordance with any directions issued from the State Workforce Board.
- 9.0.2 The Grantee must follow the assessment policy to include both assessment and follow-on training where necessary.
- 9.0.3 Grantee should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to allow proper time to make accommodations.

10.0 Program Exit and Follow-Up

10.0.1 Upon conclusion from career and/or training services, the Grantee will provide or arrange through SCWOS partners, job development and placement services for all customers who leave services whether through completion or withdrawal. The Grantee coordinates with the provider of Follow-up Services a smooth transition of the participant and participant's file.

11.0 Recruitment

11.0.1 The Grantee is responsible for recruitment of customers to come to the SC Works system for services in accordance with recruitment activities developed by the Grantee, the SC Works Center Operations Manager and the partners in the SC Works Center System.

12.0 Documentation Of Services

12.0.1 The Grantee will establish and maintain a Central File that will include individual customer files that contain, at a minimum, the items listed in this paragraph and the following sub-paragraphs pertaining to documentation. Entry requirements for Career and Training services funded under this agreement will be maintained in the Grantee's Central File. Copies of individual customer files must be maintained at the comprehensive SC Works Center or the affiliate site where the customer is being served.

12.0.2 *IEP Documentation:* All WIOA registered customers will be assessed prior to beginning career or training services. A detailed assessment will be documented by the Grantee on the Individual Employment Plan (IEP) for all adult and dislocated worker customers. The Grantee will give a copy of the IEP to the customer and maintain a copy in the customer's file. The Grantee will record in the customer's file, results of tests and other assessments, including self-assessments, any relevant back-up documentation and case notes. Participant IEPs will be maintained in accordance with State Instruction Letter 18-01.

12.0.3 The Grantee will include in the IEP Objective Assessment results, which will include an examination of the occupational interests, knowledge, skills, abilities, needs and vocational potential of the customer. The Grantee will record reading and math scores in the customer's file, where applicable. The information will be included in the customers' IEP.

12.0.4 The Grantee will include on-going assessment results in the IEP. On-going assessments will be used to continuously update the diagnostic evaluation of an applicant's progress in overcoming employment barriers. The on-going assessments will focus on changes in the customers skills, interests, aptitudes, family situation, work history, education, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive services needed, and personal employment information as it relates to the local labor market area and the customer's IEP goals.

12.0.5 Customers assessed as not suited for WIOA training will receive appropriate Career Services that meet IEP goals for placement or career advancement. The Grantee will collaborate with other SCWOS Partners to seamlessly provide their specific services, as appropriate. The Grantee will update the customer's IEP with assessment documentation and documentation of referral to other non-WIOA services.

12.0.6 The Grantee will document in each adult and/or dislocated worker customer's file, provision of the following information to the customer:

- The purpose of WIOA
- Training Objectives
- Length of Training and Schedules
- Attendance Policy
- Participant Responsibilities & Obligations to WIOA
- Supportive Services Payments, Allowance or Wage Procedures
- Availability of other Supportive Services, if any
- Job Placement Assistance
- Twelve Month WIOA Follow-up
- Need for updating change of address
- Need for Release of Information
- Training based on Funding Availability
- Grievance & Equal Opportunity Procedures

12.0.7 The Grantee will document the information given with customer sign off on a WIOA Receipt of Information form. A copy of the signed Receipt of Information will be given to the customer and the original maintained in the customer's file.

12.0.8 The Grantee will require customers to sign a form acknowledging their obligations and responsibilities under WIOA regarding the program and in particular the need to cooperate with follow-up services.

12.0.9 The Grantee will require that each customer sign a form that states, "federal funding under this activity is contingent upon the availability of federal funds". A copy will be maintained in each customer's file.

12.0.10 The MWDB WIOA Complaints/Grievance Procedures will be explained to each customer. The customer will be given a copy of the completed WIOA Complaints Procedures Form and the original will be retained in the customer's file.

13.0 Liability Insurance

13.0.1 All WIOA-eligible customers registered into Career and Training Services are adequately covered under an accident insurance policy and a general liability policy. A copy of the policy/policies must be maintained in the Grantee's Central File.

14.0 Customer Service

14.0.1 Recognizing that customer satisfaction is a critical measure of the success of WIOA services and that customer satisfaction drives continuous improvement of the Midlands WIOA system, the Grantee will take all reasonable actions to ensure that customers are treated in a courteous, friendly and professional manner.

14.0.2 Evaluation of customer service occurs at multiple points. The State WIOA Administrative Division has contracted with an outside evaluator to report customer satisfaction of customers using SCWOS services, WIOA participant services as well as Employer Services. The Grantee will fully participate in customer satisfaction surveys utilized by the WIOA system.

15.0 Counseling

- 15.0.1 The Grantee will provide counseling in a case management delivery system to customers receiving Career and Training Services. In implementing a "holistic" approach to providing career services case management, the Grantee will counsel customers on problems such as, but not limited to the following: attendance, accomplishment of training goals, transportation, child care and job goals (including setting goals and progress in reaching them). Documentation must be maintained in each participant's file.
- 15.0.2 Customers needing counseling in areas beyond the Grantee's scope of expertise, will be referred to the appropriate partner agency or another other agency that can provide effective counseling. Documentation of referral to counseling must be maintained in the customer's file.

16.0 Objective Assessment

- 16.0.1 Every customer will be assessed prior to the beginning of training services by the Grantee. Standardized tests will be used to measure reading and math level and interest inventories. The Objective Assessment will determine the customer's employability readiness, educational level, interests, career objectives, barriers to employment faced by the customer, and the need for supportive services. One of the purposes for objective assessment is to determine if the customer can benefit from WIOA training/services and if the classroom-training component is best suited for the customer or if other training and services are more appropriate. Objective Assessment is an on-going process and the IEP will be updated as appropriate.
- 16.0.2 *Use of Objective Assessment Results:* If Objective Assessment determines that the customer needs Training Services not available through the Grantee; the Grantee will refer the customer to a SCWOS partner or other agency/organization that can provide appropriate services to the customer. Customers who will not enter training under the WIOA Grant will be provided Career Services leading to placement and Follow-up Services to maximize positive WIOA outcomes. These actions will be documented in the customer's IEP.

17.0 Customer Tracking and Reporting

- 17.0.1 The Grantee shall enter all participant information into the SCWOS system and follow guidelines outlined in the SCWOS Procedures Manual including any updates that may be added through Instruction Letters.
- 17.0.2 The Grantee will assist customers in their efforts to obtain unsubsidized employment throughout their participation in WIOA consistent with their IEP goals. The Grantee will maintain documentation of contacts with customers reflecting assistance provided relative to additional training or obtaining unsubsidized employment. It is the Grantee's responsibility to insure positive program performance and find employment for all WIOA registered customers who receive Career and/or Training Services under this agreement.
- 17.0.3 *Customers Not Employed:* In general, customers will not exit until they are employed in an unsubsidized job. Customers who complete Career services (other than case management and follow-up) or who complete training must continue to receive Career Services case management until they are placed or obtain unsubsidized employment. The Grantee must continue to assist these individuals with obtaining employment throughout their participation in WIOA.

17.0.4 Customers Who Become Employed: The Grantee will initiate and document provision of follow-up services to customers for a minimum of 12 consecutive months following the customer's entry into unsubsidized employment. The Grantee will complete the appropriate customer tracking forms and submit them to MWIOA to report these results.

17.0.5 Documenting Entered Employment and Six Month Employment Retention: The Grantee will obtain Employment Verification to document employment entry and retention on all customers registered for WIOA Career Services and/or Training.

18.0 Grant Performance Standards

18.0.1 The Grantee is required to meet performance standards measured by outcomes for Adult, Dislocated Worker as described. The performance levels for PY 2020 have not yet been negotiated with the State. Administrative staff will share the negotiated goal with the grantee when this is complete.

Adult

Measure	PY 19 Goal
Entered Employment 2 nd Q after Exit	76.8%
Employment Rate 4 th Q after Exit	73%
Median Earnings 2 nd Q after Exit	\$5285
Credential Attainment within 4 quarters after exit	51.9%

Dislocated Worker

Measure	PY 19 Goal
Entered Employment 2 nd Q after Exit	80.1%
Employment Rate 4 th Q after Exit	76%
Median Earnings 2 nd Q after Exit	\$7082
Credential Attainment within 4 quarters after exit	48.6%

19.0 MWIOA Monitoring and Sanctions Policy

19.0.1 MWIOA will monitor Grantee performance on an on-going basis. Program administration will be monitored for compliance with the Act, Regulations, Grant Work Statement, Financial Reporting, customer tracking and reporting, and other administrative requirements. On-site programmatic and financial monitoring will be done at least once during the period of this agreement along with on-going desk-top monitoring. The Grantee should be prepared for a monitoring visit at any time, as monitoring may be done with no prior notification. If for any reason the Grantee's staff is not available for a monitoring visit, the Administrative Entity should be notified a week in advance.

19.0.2 If MWIOA determines through monitoring that the Grantee is not in compliance with any of the previously cited requirements, the MWDB will be so advised and may elect to begin sanction procedures. Sanctions (up to and including cancellation of the Grant) will be applied if the Grantee is found to violate provisions the Nondiscrimination and Equal Opportunity Requirements of the Workforce Innovation and Opportunity Act. The Grantee will keep a log of

all complaints received and the disposition of such complaints. The Grantee will advise the Administrative Entity immediately if a complaint is filed and will provide the Administrative Entity a copy of the complaints log twice yearly (end of December and end of June).

20.0 Participant Files

20.0.1 The following documents will be maintained in each participant's file:

- WIOA Complaints Procedure Form
- Receipt of Information
- Individual Employment Plan (IEP)
- Customer's Attendance Records (as appropriate)
- Case Management Documentation
- Copy of Credentials earned, if applicable
- Supportive Services Documentation
- Needs Based Payment, if applicable
- Objective Assessment Documentation
- Individual Training Voucher

21.0 Grantee Central Files

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

- Grant and Work Statement
- Copy of Act and Federal Regulations
- Staff Job Descriptions
- Staff Time and Attendance
- Financial Procedures Manual
- Procurement Procedures Manual
- MWDB Instruction Letters
- Financial Reports and Back-up Documentation
- Staff Travel and Travel Policies
- Accident Insurance
- Liability Insurance
- Staff Job Descriptions
- Monitoring Reports and Replies
- Log of Complaints

22.0 Staffing

22.0.1 The authorized permanent number of staff funded by this agreement is reflected in the attached, approved budget. Job descriptions will be maintained for each position and must adequately reflect job duties and percentage of time spent on actual duties.

22.0.2 The Grantee will request approval from MWIOA prior to expending any funds under this agreement to attend conferences or travel outside the Midlands Workforce Development Area.

22.0.3 The MWDB has stressed the importance of professional staff development and training and has provided the resources in this agreement for each staff person to obtain professional certification. MWDB recognizes the following professional certification training options: Florida Dynamic Works "Core Skills Professional Certification"; National Association of Workforce Development Professionals Certified Workforce Development Professional (CWDP) designation; Global Career Development Facilitator (GCDF). Due to limitations of funding, all certifications and renewals of certifications must be accomplished through on-line courses.

23.0 Financial Reporting

23.0.1 Financial reports will be prepared and submitted according to instructions in the Financial Handbook. Financial reports are due at the Administrative Entity by the 15th of the following month. The Grantee will mail the original of the financial report to the following address:

Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210
Attn: Mr. Chris White

- 23.0.2 Reimbursements should not exceed the Spending Plan, which is a part of this agreement. If funds in excess of the plan are requested, a detailed explanation must accompany the request.
- 23.0.3 Invoices for reimbursements or advances will not be processed if monthly financial reports are delinquent.
- 23.0.4 The Grantee may transfer funds within line items provided a request is provided in writing to the Administrative Entity and a written response is approved.

24.0 Procurement/Utilization of Property

- 24.0.1 The Grantee is held accountable for any WIOA property/equipment on the property inventory for its site(s). The Administrative Entity may move WIOA property/equipment no longer needed for the purposes of this agreement if it is needed in another area.
- 24.0.2 All purchases will be made in accordance with the Grantee's procedures, Federal requirements governing WIOA, and policies and procedures of the MWIOA.
- 24.0.3 The Grantee is responsible for monitoring property/equipment at least twice yearly. The property/equipment will be monitored at least once with The MWIOA. A copy of the property/equipment monitoring report will be forwarded to the MWIOA.

25.0 Grant Modification and Close-out

- 25.0.1 Any change in this Grant or documents a part hereof, can be changed only by means of an official modification of this Grant.
- 25.0.2 The amount of this Grant may be increased up to 50% with the approval of both parties, if the Midlands Workforce Investment Area has funds available, and it is determined by the Midlands Workforce Development Board to be in the best interest of the Midlands Workforce Investment Area to increase the amount of the Grant and the number of participants to be served.
- 25.0.3 *Option to Extend:* Based upon funding availability, the MWDB may extend the period of performance of this agreement if it appears to be in the best interest of the MWDB and is agreeable with the contractor. If performance is satisfactory and grant administration is found to be in compliance with all program regulations, the Grant may be extended on a year-by-year basis. Similarly, the slot levels and/or number of participants served and/or associated costs may be increased at any time during the period of the agreement, if agreeable with the Grantee and MWDB.
- 25.0.4 By signing this Grant, the Signatory Official agrees and understands that this Grant amount may be reduced contingent upon the availability of funds; best interest of the MWDB, and/or the Grantee's failure to perform.

- 25.0.5 This grant is based on expected carry-over funds and new year allocations. In the event carry-over funds are reduced and/or new allocations are reduced, this grant will be modified at a lower level.
- 25.0.6 Grants will be closed-out within 60 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.

26.0 Federal Compliance Requirements

- 26.0.1 As a condition to the award of financial assistance under WIOA from the US Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), and with all applicable requirements imposed by or pursuant to regulations implementing this law. The United States has the right to seek and impose judicial enforcement of this assurance.

27.0 Disallowed Cost

- 27.0.1 The Grantee is solely responsible for any disallowed cost associated with the operation of activities under this Grant. The Grantee is responsible for operating activities under this Grant in accordance with Federal Regulations, WIOA Act, OMB Circulars, State and Local Instructions, and any other correspondence promulgated under the Act.
- 27.0.2 The Grantee must pay any costs that are disallowed by the administrative entity, the SC Department of Employment and Workforce, WIOA Division, or by any authorized federal authority, out of funds other than WIOA Federal Funds. By signing this grant, the Signatory Authority for the Agency/Organization operating this Grant agrees that the Agency/Organization will be solely liable for any misuse of funds and/or disallowed costs associated in the operation of WIOA activities.

28.0 Effective Date of Grant

- 28.0.1 The effective date of this Grant is July 1, 2020 through June 30, 2021. Grants not executed by both signatories by July 1, 2020 will have a beginning date of the last signature.

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1 **Type:** Dislocated Worker **Grant Number:** 20D294F1

SIGNATORY AUTHORITY Central Midlands Council of Governments 236 Stoneridge Drive Columbia, SC 29210 Telephone #: (803) 376-5390	GRANTEE/RECIPIENT Fairfield County Post Office Drawer 60 Winnsboro, SC 29180 Telephone #: (803) 635-1415
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part 1-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.


- A. Type of Grant – Cost Reimbursement X Fixed Price
- B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021
- C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$132,953, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. 5
- (2) Number of New Participants 40
- (3) Total Number of Participants to be served. 45
- E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

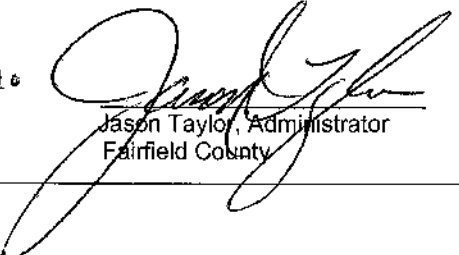
ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$132,953	\$132,953	\$0

Approved for Administrative Entity:

Approved for Grantee:


Ben Mauldin, Executive Director
Central Midlands Council of Governments

6-26-2020
Date


Jason Taylor, Administrator
Fairfield County

6-24-2020
Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 20D294F1

Activity Designation: Career & Training Services Mod No:

	<u>WIOA</u>	<u>Match Funds</u>	<u>Total</u>
I. Administration:			
1. Salaries & Fringe Benefits	<u> </u>	<u> </u>	
2. Non-Instructional Equipment	<u> </u>	<u> </u>	
3. Operating Expenses	<u> </u>	<u> </u>	
4. Indirect Costs	<u> </u>	<u> </u>	
5. Sub-Total	<u>0</u>	<u> </u>	<u>0</u>
II. Non-Administration:			
1. Salaries & Fringe Benefits	<u>\$30,823</u>	<u> </u>	
2. Indirect Costs	<u> </u>	<u> </u>	
3. Operating Expenses	<u>\$2,130</u>	<u>\$0</u>	
4. Work Experience	<u> </u>	<u> </u>	
5. OJT Payments	<u>\$10,000</u>	<u> </u>	
6. Instructional Training	<u>\$75,000</u>	<u> </u>	
7. Supportive Services	<u>\$15,000</u>	<u> </u>	
8. Assessment	<u>\$0</u>	<u> </u>	
9. Incentives	<u> </u>	<u> </u>	
10. Other	<u> </u>	<u> </u>	
11. Sub-Total	<u>\$132,953</u>	<u>\$0</u>	<u>\$132,953</u>
III. TOTAL GRANT COST (I+II)	<u>\$132,953</u>	<u>\$0</u>	<u>\$132,953</u>

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Grant #: 20D294F1
Grantee: Fairfield County
Period: July 1, 2020 - June 30, 2021

1. Staff Salaries:					ADMINISTRATION		PROGRAM		MATCH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount
Director/Case Manager	\$4,385	33%	6	\$8,682				\$8,682		
Case Manager	\$3,085	40%	6	\$7,404						
Case Manager	\$3,085	30%	12	\$11,106				\$11,106		
TOTAL SALARIES				\$27,192				\$19,788		
2. Fringe Benefits										
FICA	7.65%	x	\$27,192	\$2,080				\$2,080		
Workmens Comp	0.55%	x	\$27,192	\$150				\$150		
Health-Welf. Ins. Pos	7.62%	x	\$27,192	\$2,072				\$2,072		
Ret/Pension	15.56%	x	\$27,192	\$4,231				\$4,231		
Unemploy. Ins.	9.20%	x	\$27,192	\$2,502				\$2,502		
Other (Specify) SUTA		x								
TOTAL FRINGE BENEFITS:				\$11,035				\$11,035		
3. Indirect Cost:										
<div style="text-align: center;"> An indirect cost plan must be submitted and approved prior to reimbursement. <div style="text-align: right;">x</div> </div>										

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 20D294F1

Grantee: Fairfield County

Operating Expenses	Cost Per Month	# of Months	Total Amount	ADMINISTRATION		PROGRAM		MATCH	
				%	Amount	%	Amount	%	Amount
1. Supplies	\$10	12	\$116			100%	\$116		
2. Communications	\$97	12	\$1,164			100%	\$1,164		
3. Postage	\$10	12	\$120			100%	\$120		
4. Travel	\$40	12	\$480			100%	\$480		
5. Equipment Rent									
6. Equipment Expense	\$250	1	\$250			100%	\$250		
7. Premises Rent									
8. Premises Expense									
9. Miscellaneous (Staff Develop Trng)									
10. Capital									
TOTAL			\$2,130				\$2,130		\$0

**Midlands Workforce Development Area
Non-Adm Budget Summary**

Grant No: 20D294F1
Grantee: Fairfield County

	Total Cost	Program			Match	
		%	Amount	%	Amount	
I. Instructional Training						
TOTAL	\$75,000		\$75,000			
II. Assessment Materials						
III. Transitional Jobs/On-the-Job Training	\$10,000		\$10,000			
IV. Work Experience						
V. Supportive Services						
1. Transportation	\$7,500		\$7,500			
2. Childcare						
3. Other (uniforms, books, materials, licensing, etc.)	\$7,500		\$7,500			
TOTAL	\$15,000		\$15,000			
VI. Incentive Payments						
TOTAL	\$100,000		\$100,000			

WORK STATEMENT

WIOA ADULT AND DISLOCATED WORKER - CAREER /TRAINING SERVICE COORDINATION

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments, serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Fairfield County Administration (Fairfield), hereinafter referred to as the Grantee, the activities shall be conducted by the Grantee as outlined below.

1.0 Purpose

- 1.0.1 The purpose of this project is to assist WIOA-eligible Adult and Dislocated Worker customers gain employment or career advancement leading to economic self-sufficiency. Employment or advancement will be focused on two guiding principles. First, achievement of employment and advancement goals will focus on customer needs. Second, the needs of employers will be addressed by applying grant resources to conduct WIOA activities in collaboration with SC Works partners and other stakeholders to develop a local work force that can compete, globally. Fulfillment of both individual and employer customer needs will be driven by providing information and services that enable informed customer choice of service options available through the SC Works Midlands System.
- 1.0.1 In providing WIOA Career Services and in recommending customers for WIOA Training Services, the Grantee will use a "holistic" approach to provide a continuum of services to customers. These strategies will focus on assisting customers in becoming employed, maintaining employment, achieving earnings gains that lead to self-sufficiency and obtaining employment enhancing credentials as appropriate to the customers' wants and needs.

2.0 WIOA Eligibility Determination

- 2.0.1 Based on completing the initial information gathering and the orientation viewing, the Grantee will conduct WIOA eligibility determination/certification. The Grantee will make this process as timely, efficient and as "seamless" to the customer as possible.
- 2.0.2 After completion of eligibility determination, Grantee staff will make a decision about enrollment into WIOA.

3.0 Description of MWDA Career Services and Customer Flow

- 3.0.1 Customers of the SC Works Center or affiliate sites in Lexington and Winnsboro, who are interested in WIOA services, will register with and upload a resume to South Carolina Works Online Services (SCWOS), view the WIOA orientation on the SC Works Midlands website and complete an information questionnaire.
- 3.0.2 The Grantee will review questionnaire to determine whether a customer might benefit from career and training services offered by WIOA, or other non-WIOA funded partner services. In order to make a WIOA enrollment decision, the Grantee will coordinate with other partners that may have rendered their respective services to the customer.

4.0 Provision of Career Services

4.0.1 The Grantee will schedule and provide appropriate WIOA Career Services to WIOA-enrolled adult and/or dislocated worker customers. The Grantee will provide any combination of one or more of the following specific services:

- (1) *Comprehensive And Specialized Assessment* – extensive evaluations of skill level, aptitude and abilities. These evaluations will capture information case managers can use to help customers form an appropriate plan of action (viz., an Individual Employment Plan, or IEP) in achieving their individual goals;
- (2) *Diagnostic Testing* – testing to determine customers' skills, aptitudes, vocational interests, temperament, personality or other characteristics so they may develop an appropriate plan of action to achieve their employment and training and economic self-sufficiency goals; and
- (3) *In-depth Interviewing and Evaluation* – identification of barriers to obtaining and retaining employment or increasing earnings. May include but is not limited to identifying basic skill deficiencies; physical, mental or emotional disabilities; long-term dependency on public assistance; lack of work history; language barriers; age, home environment, etc.
- (4) *Development Of Individual Employment Plan (IEP)* – assistance in preparing a specific plan of services for each registered WIOA customer. In providing employment plan assistance to customers, the Grantee will use information about customers' employability characteristics: occupational interests, aptitudes and skills; communication skills; academic achievement level; job retention skills; life and family management circumstances (e.g., ability to schedule family commitments to fit with work and/or training schedules); basic life resources (e.g., child care and transportation needs); mental/emotional issues; physical health status and disabilities; substance abuse issues; and, legal issues. The information will be used to help customers identify their employment goals; set appropriate achievement benchmarks; and establish a plan for comprehensive services that will help customers achieve their employment objectives;
- (5) *Group Counseling* – provision of guidance in groups, as appropriate, to provide direct services and/or access to SCWOS resources that support the customers' ability to make informed choices about identifying and obtaining services (including training services) relevant to meeting their IEP goals;
- (6) *Individual Counseling And Career Planning* - one-on-one guidance to customers registered in WIOA to help them access available resources, seamlessly. Individual counseling and career planning will be designed to aid customers in making informed choices including career choices and training provider choices for those customers assessed as in need, able to benefit from and desirous of training.
- (7) *Case Management For Those Seeking Training Services* – intensive, long-term guidance and support to customers throughout the process of finding and using SCWOS services to achieve their individual economic self-sufficiency goals including the follow-up period of twelve (12) months after a customer enters unsubsidized employment. The Grantee will provide or coordinate the provision of case management services to all WIOA-registered adult and/or dislocated worker customers of the SCWOS System.
- (8) *Short-Term Prevocational Services* – limited duration prevocational services, as appropriate to the customers' individual needs for accomplishing IEP goals. Prevocational services may be provided through the Grantee's resources, by SCWOS Partners, through workshops conducted at the SCWOS centers or by referral to other service providers. Examples of prevocational skills to prepare customers for unsubsidized employment or training include, but are not limited to, development of learning skills, communication skills,

interviewing skills, job retention skills, life and family management skills, personal responsibility skills, professional conduct and punctuality.

- 4.0.2 All WIOA registered participants must be skills assessed within 30 days of enrollment and coordinated through the Assessment department. The Grantee will follow the Midlands assessment policy in coordinating any supportive or training services for a participant.

5.0 WIOA Training

- 5.0.1 The Grantee will be responsible for registering adult and/or dislocated worker customers into WIOA-funded training services including training through Individual Training Account (ITA) vouchers and WIOA-funded On-the Job Training (OJT) in accordance with the following:

Registering for Training: The Grantee will comply with the following requirements when registering customers for training;

- (1) After an interview, evaluation, or assessment and case management customers have been determined to be in need of training services and to have the skills and qualifications to successfully complete the selected training program from the WIOA Eligible Training Provider List;
- (2) Customers select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
- (3) Customers are unable to obtain grant assistance from other sources to pay costs of such training, including Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
- (4) Customers are determined eligible in accordance with the Midlands priority system in effect for individuals whose services are provided through the adult funding stream.

- 5.0.2 The Grantee must maintain documentation in each WIOA participant's file to show that participants have applied for other grants such as Pell, Veterans Assistance, etc.

6.0 Individual Training Accounts Management

- 6.0.1 The Grantee will set up Individual Training Accounts and issue vouchers to pay for institutional training (including training for nontraditional employment) provided to customers. Classroom training will be limited to training programs on the Midlands approved eligible training providers list and focus on the Midlands priority training list.

- 6.0.2 The grantee must make funding arrangements for training with SC Works Center partners and other entities. The Grantee must ensure that training providers consider the availability of other sources of grants to pay for training costs such as State-funded training funds and Federal Pell Grants so that WIOA funds supplement other sources of training grants.

- 6.0.3 The Grantee will assess WIOA customers registered for classroom training to determine the likelihood that they will qualify for Federal Pell Grant funds. The Grantee will assist such customers in applying for these funds.

- 6.0.4 The Grantee will avoid duplicate payment of costs when a participant is eligible for both WIOA and funds provided under other Federal programs, including Pell Grants. The Grantee will coordinate with training providers through arrangements that consider all available sources of funds (excluding loans) to determine a customer's overall need for WIOA funds. The exact combination of funds should be based on funding availability for both training costs and supportive services costs that are necessary and reasonable for the customer to successfully complete training. The Grantee should make this determination based on the needs of the customer and must not simply reduce the amount of WIOA funds by the amount of Pell Grant funds.
- 6.0.6 The Grantee will follow the Midlands WIOA Policy and Procedures for implementation and operation of the Individual Training Voucher (ITV) process. The Grantee's adherence to this procedure ensures the customer receives the recommended and approved allowable occupational skills training.

7.0 On-the-Job Training

- 7.0.1 The Grantee will collaborate with customers and coordinate with the Business Services staff to refer customers to appropriate OJT opportunities based on the customers assessed needs and resulting IEP strategy for accomplishing the individual's WIOA goals. The Grantee will provide individualized case management services to customers throughout their participation in OJT.
- 7.0.2 OJT services will be conducted in accordance with the Midlands local area policy.

8.0 Customized and Other Training

- 8.0.1 The Grantee will collaborate with customers in identifying and referring them to customized training programs and employer based skill upgrading and retraining programs as appropriate to the individual customer's needs. The Grantee will assist customers in identifying training programs that combine workplace training with related instruction (which may include cooperative education). The Grantee will identify opportunities for entrepreneurial training; job readiness training; and, adult education, and literacy activities, as appropriate to the customers' needs and preferences.
- 8.0.2 In instances that the customer has significant barriers to employment including but not limited to criminal background and lack of work experience, the Grantee may develop a transitional job opportunity for the customer to aid in overcoming the barrier. The activity must be conducted in accordance with the Midlands area policy.

9.0 Skill Assessment

- 9.0.1 All WIOA registrants will be assessed by the State sponsored skills assessment in accordance with any directions issued from the State Workforce Board.
- 9.0.2 The Grantee must follow the assessment policy to include both assessment and follow-on training where necessary.
- 9.0.3 Grantee should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to allow proper time to make accommodations.

10.0 Program Exit and Follow-Up

10.0.1 Upon conclusion from career and/or training services, the Grantee will provide or arrange through SCWOS partners, job development and placement services for all customers who leave services whether through completion or withdrawal. The Grantee coordinates with the provider of Follow-up Services a smooth transition of the participant and participant's file.

11.0 Recruitment

11.0.1 The Grantee is responsible for recruitment of customers to come to the SC Works system for services in accordance with recruitment activities developed by the Grantee, the SC Works Center Operations Manager and the partners in the SC Works Center System.

12.0 Documentation Of Services

12.0.1 The Grantee will establish and maintain a Central File that will include individual customer files that contain, at a minimum, the items listed in this paragraph and the following sub-paragraphs pertaining to documentation. Entry requirements for Career and Training services funded under this agreement will be maintained in the Grantee's Central File. Copies of individual customer files must be maintained at the comprehensive SC Works Center or the affiliate site where the customer is being served.

12.0.2 *IEP Documentation:* All WIOA registered customers will be assessed prior to beginning career or training services. A detailed assessment will be documented by the Grantee on the Individual Employment Plan (IEP) for all adult and dislocated worker customers. The Grantee will give a copy of the IEP to the customer and maintain a copy in the customer's file. The Grantee will record in the customer's file, results of tests and other assessments, including self-assessments, any relevant back-up documentation and case notes. Participant IEPs will be maintained in accordance with State Instruction Letter 18-01.

12.0.3 The Grantee will include in the IEP Objective Assessment results, which will include an examination of the occupational interests, knowledge, skills, abilities, needs and vocational potential of the customer. The Grantee will record reading and math scores in the customer's file, where applicable. The information will be included in the customers' IEP.

12.0.4 The Grantee will include on-going assessment results in the IEP. On-going assessments will be used to continuously update the diagnostic evaluation of an applicant's progress in overcoming employment barriers. The on-going assessments will focus on changes in the customers skills, interests, aptitudes, family situation, work history, education, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive services needed, and personal employment information as it relates to the local labor market area and the customer's IEP goals.

12.0.5 Customers assessed as not suited for WIOA training will receive appropriate Career Services that meet IEP goals for placement or career advancement. The Grantee will collaborate with other SCWOS Partners to seamlessly provide their specific services, as appropriate. The Grantee will update the customer's IEP with assessment documentation and documentation of referral to other non-WIOA services.

12.0.6 The Grantee will document in each adult and/or dislocated worker customer's file, provision of the following information to the customer:

- The purpose of WIOA
- Training Objectives
- Length of Training and Schedules
- Attendance Policy
- Participant Responsibilities & Obligations to WIOA
- Supportive Services Payments, Allowance or Wage Procedures
- Availability of other Supportive Services, if any
- Job Placement Assistance
- Twelve Month WIOA Follow-up
- Need for updating change of address
- Need for Release of Information
- Training based on Funding Availability
- Grievance & Equal Opportunity Procedures

12.0.7 The Grantee will document the information given with customer sign off on a WIOA Receipt of Information form. A copy of the signed Receipt of Information will be given to the customer and the original maintained in the customer's file.

12.0.8 The Grantee will require customers to sign a form acknowledging their obligations and responsibilities under WIOA regarding the program and in particular the need to cooperate with follow-up services.

12.0.9 The Grantee will require that each customer sign a form that states, "federal funding under this activity is contingent upon the availability of federal funds". A copy will be maintained in each customer's file.

12.0.10 The MWDB WIOA Complaints/Grievance Procedures will be explained to each customer. The customer will be given a copy of the completed WIOA Complaints Procedures Form and the original will be retained in the customer's file.

13.0 Liability Insurance

13.0.1 All WIOA-eligible customers registered into Career and Training Services are adequately covered under an accident insurance policy and a general liability policy. A copy of the policy/policies must be maintained in the Grantee's Central File.

14.0 Customer Service

14.0.1 Recognizing that customer satisfaction is a critical measure of the success of WIOA services and that customer satisfaction drives continuous improvement of the Midlands WIOA system, the Grantee will take all reasonable actions to ensure that customers are treated in a courteous, friendly and professional manner.

14.0.2 Evaluation of customer service occurs at multiple points. The State WIOA Administrative Division has contracted with an outside evaluator to report customer satisfaction of customers using SCWOS services, WIOA participant services as well as Employer Services. The Grantee will fully participate in customer satisfaction surveys utilized by the WIOA system.

15.0 Counseling

- 15.0.1 The Grantee will provide counseling in a case management delivery system to customers receiving Career and Training Services. In implementing a "holistic" approach to providing career services case management, the Grantee will counsel customers on problems such as, but not limited to the following: attendance, accomplishment of training goals, transportation, child care and job goals (including setting goals and progress in reaching them). Documentation must be maintained in each participant's file.
- 15.0.2 Customers needing counseling in areas beyond the Grantee's scope of expertise, will be referred to the appropriate partner agency or another other agency that can provide effective counseling. Documentation of referral to counseling must be maintained in the customer's file.

16.0 Objective Assessment

- 16.0.1 Every customer will be assessed prior to the beginning of training services by the Grantee. Standardized tests will be used to measure reading and math level and interest inventories. The Objective Assessment will determine the customer's employability readiness, educational level, interests, career objectives, barriers to employment faced by the customer, and the need for supportive services. One of the purposes for objective assessment is to determine if the customer can benefit from WIOA training/services and if the classroom-training component is best suited for the customer or if other training and services are more appropriate. Objective Assessment is an on-going process and the IEP will be updated as appropriate.
- 16.0.2 *Use of Objective Assessment Results:* If Objective Assessment determines that the customer needs Training Services not available through the Grantee; the Grantee will refer the customer to a SCWOS partner or other agency/organization that can provide appropriate services to the customer. Customers who will not enter training under the WIOA Grant will be provided Career Services leading to placement and Follow-up Services to maximize positive WIOA outcomes. These actions will be documented in the customer's IEP.

17.0 Customer Tracking and Reporting

- 17.0.1 The Grantee shall enter all participant information into the SCWOS system and follow guidelines outlined in the SCWOS Procedures Manual including any updates that may be added through Instruction Letters.
- 17.0.2 The Grantee will assist customers in their efforts to obtain unsubsidized employment throughout their participation in WIOA consistent with their IEP goals. The Grantee will maintain documentation of contacts with customers reflecting assistance provided relative to additional training or obtaining unsubsidized employment. It is the Grantee's responsibility to insure positive program performance and find employment for all WIOA registered customers who receive Career and/or Training Services under this agreement.
- 17.0.3 *Customers Not Employed:* In general, customers will not exit until they are employed in an unsubsidized job. Customers who complete Career services (other than case management and follow-up) or who complete training must continue to receive Career Services case management until they are placed or obtain unsubsidized employment. The Grantee must continue to assist these individuals with obtaining employment throughout their participation in WIOA.

17.0.4 Customers Who Become Employed: The Grantee will initiate and document provision of follow-up services to customers for a minimum of 12 consecutive months following the customer's entry into unsubsidized employment. The Grantee will complete the appropriate customer tracking forms and submit them to MWIOA to report these results.

17.0.5 Documenting Entered Employment and Six Month Employment Retention: The Grantee will obtain Employment Verification to document employment entry and retention on all customers registered for WIOA Career Services and/or Training.

18.0 Grant Performance Standards

18.0.1 The Grantee is required to meet performance standards measured by outcomes for Adult, Dislocated Worker as described. The performance levels for PY 2020 have not yet been negotiated with the State. Administrative staff will share the negotiated goal with the grantee when this is complete.

Adult

Measure	PY 19 Goal
Entered Employment 2 nd Q after Exit	76.8%
Employment Rate 4 th Q after Exit	73%
Median Earnings 2 nd Q after Exit	\$5285
Credential Attainment within 4 quarters after exit	51.9%

Dislocated Worker

Measure	PY 19 Goal
Entered Employment 2 nd Q after Exit	80.1%
Employment Rate 4 th Q after Exit	76%
Median Earnings 2 nd Q after Exit	\$7082
Credential Attainment within 4 quarters after exit	48.6%

19.0 MWIOA Monitoring and Sanctions Policy

19.0.1 MWIOA will monitor Grantee performance on an on-going basis. Program administration will be monitored for compliance with the Act, Regulations, Grant Work Statement, Financial Reporting, customer tracking and reporting, and other administrative requirements. On-site programmatic and financial monitoring will be done at least once during the period of this agreement along with on-going desk-top monitoring. The Grantee should be prepared for a monitoring visit at any time, as monitoring may be done with no prior notification. If for any reason the Grantee's staff is not available for a monitoring visit, the Administrative Entity should be notified a week in advance.

19.0.2 If MWIOA determines through monitoring that the Grantee is not in compliance with any of the previously cited requirements, the MWDB will be so advised and may elect to begin sanction procedures. Sanctions (up to and including cancellation of the Grant) will be applied if the Grantee is found to violate provisions the Nondiscrimination and Equal Opportunity Requirements of the Workforce Innovation and Opportunity Act. The Grantee will keep a log of

all complaints received and the disposition of such complaints. The Grantee will advise the Administrative Entity immediately if a complaint is filed and will provide the Administrative Entity a copy of the complaints log twice yearly (end of December and end of June).

20.0 Participant Files

20.0.1 The following documents will be maintained in each participant's file:

- WIOA Complaints Procedure Form
- Receipt of Information
- Individual Employment Plan (IEP)
- Customer's Attendance Records (as appropriate)
- Case Management Documentation
- Copy of Credentials earned, if applicable
- Supportive Services Documentation
- Needs Based Payment, if applicable
- Objective Assessment Documentation
- Individual Training Voucher

21.0 Grantee Central Files

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

- Grant and Work Statement
- Copy of Act and Federal Regulations
- Staff Job Descriptions
- Staff Time and Attendance
- Financial Procedures Manual
- Procurement Procedures Manual
- MWDB Instruction Letters
- Financial Reports and Back-up Documentation
- Staff Travel and Travel Policies
- Accident Insurance
- Liability Insurance
- Staff Job Descriptions
- Monitoring Reports and Replies
- Log of Complaints

22.0 Staffing

22.0.1 The authorized permanent number of staff funded by this agreement is reflected in the attached, approved budget. Job descriptions will be maintained for each position and must adequately reflect job duties and percentage of time spent on actual duties.

22.0.2 The Grantee will request approval from MWIOA prior to expending any funds under this agreement to attend conferences or travel outside the Midlands Workforce Development Area.

22.0.3 The MWDB has stressed the importance of professional staff development and training and has provided the resources in this agreement for each staff person to obtain professional certification. MWDB recognizes the following professional certification training options: Florida Dynamic Works "Core Skills Professional Certification"; National Association of Workforce Development Professionals Certified Workforce Development Professional (CWDP) designation; Global Career Development Facilitator (GCDF). Due to limitations of funding, all certifications and renewals of certifications must be accomplished through on-line courses.

23.0 Financial Reporting

23.0.1 Financial reports will be prepared and submitted according to instructions in the Financial Handbook. Financial reports are due at the Administrative Entity by the 15th of the following month. The Grantee will mail the original of the financial report to the following address:

Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210
Attn: Mr. Chris White

23.0.2 Reimbursements should not exceed the Spending Plan, which is a part of this agreement. If funds in excess of the plan are requested, a detailed explanation must accompany the request.

23.0.3 Invoices for reimbursements or advances will not be processed if monthly financial reports are delinquent.

23.0.4 The Grantee may transfer funds within line items provided a request is provided in writing to the Administrative Entity and a written response is approved.

24.0 Procurement/Utilization of Property

24.0.1 The Grantee is held accountable for any WIOA property/equipment on the property inventory for its site(s). The Administrative Entity may move WIOA property/equipment no longer needed for the purposes of this agreement if it is needed in another area.

24.0.2 All purchases will be made in accordance with the Grantee's procedures, Federal requirements governing WIOA, and policies and procedures of the MWIOA.

24.0.3 The Grantee is responsible for monitoring property/equipment at least twice yearly. The property/equipment will be monitored at least once with The MWIOA. A copy of the property/equipment monitoring report will be forwarded to the MWIOA.

25.0 Grant Modification and Close-out

25.0.1 Any change in this Grant or documents a part hereof, can be changed only by means of an official modification of this Grant.

25.0.2 The amount of this Grant may be increased up to 50% with the approval of both parties, if the Midlands Workforce Investment Area has funds available, and it is determined by the Midlands Workforce Development Board to be in the best interest of the Midlands Workforce Investment Area to increase the amount of the Grant and the number of participants to be served.

25.0.3 *Option to Extend:* Based upon funding availability, the MWDB may extend the period of performance of this agreement if it appears to be in the best interest of the MWDB and is agreeable with the contractor. If performance is satisfactory and grant administration is found to be in compliance with all program regulations, the Grant may be extended on a year-by-year basis. Similarly, the slot levels and/or number of participants served and/or associated costs may be increased at any time during the period of the agreement, if agreeable with the Grantee and MWDB.

25.0.4 By signing this Grant, the Signatory Official agrees and understands that this Grant amount may be reduced contingent upon the availability of funds; best interest of the MWDB, and/or the Grantee's failure to perform.

- 25.0.5 This grant is based on expected carry-over funds and new year allocations. In the event carry-over funds are reduced and/or new allocations are reduced, this grant will be modified at a lower level.
- 25.0.6 Grants will be closed-out within 60 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.

26.0 Federal Compliance Requirements

- 26.0.1 As a condition to the award of financial assistance under WIOA from the US Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), and with all applicable requirements imposed by or pursuant to regulations implementing this law. The United States has the right to seek and impose judicial enforcement of this assurance.

27.0 Disallowed Cost

- 27.0.1 The Grantee is solely responsible for any disallowed cost associated with the operation of activities under this Grant. The Grantee is responsible for operating activities under this Grant in accordance with Federal Regulations, WIOA Act, OMB Circulars, State and Local Instructions, and any other correspondence promulgated under the Act.
- 27.0.2 The Grantee must pay any costs that are disallowed by the administrative entity, the SC Department of Employment and Workforce, WIOA Division, or by any authorized federal authority, out of funds other than WIOA Federal Funds. By signing this grant, the Signatory Authority for the Agency/Organization operating this Grant agrees that the Agency/Organization will be solely liable for any misuse of funds and/or disallowed costs associated in the operation of WIOA activities.

28.0 Effective Date of Grant

- 28.0.1 The effective date of this Grant is July 1, 2020 through June 30, 2021. Grants not executed by both signatories by July 1, 2020 will have a beginning date of the last signature.

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1 Type: YOUTH

Grant Number: 20Y294F1

SIGNATORY AUTHORITY Central Midlands Council of Governments 236 Stoneridge Drive Columbia, SC 29210 Telephone #: (803) 376-5390	GRANTEE/RECIPIENT Fairfield County Post Office Drawer 60 Winnsboro, SC 29180 Telephone #: (803) 635-1415
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part 1-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

- A. Type of Grant – Cost Reimbursement X Fixed Price _____
- B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021
- C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$262,049, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. 40
- (2) Number of New Participants 45
- (3) Total Number of Participants to be served. 85
- E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

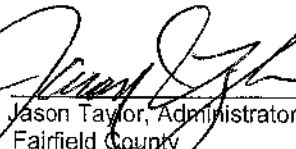
ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$262,049	\$262,049	\$0

Approved for Administrative Entity:

Approved for Grantee:


Ben Mauldin, Executive Director
Central Midlands Council of Governments

6-26-2020
Date


Jason Taylor, Administrator
Fairfield County

6-24-2020
Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 20Y294F1

Activity Designation: Career & Training Services Mod No: _____

I. Administration:

WIOA

Match Funds

Total

1. Salaries & Fringe Benefits
2. Non-Instructional Equipment
3. Operating Expenses
4. Indirect Costs
5. Sub-Total

0.00 0.05 0.10 0.15 0.20 0.25 0.30 0.35 0.40 0.45 0.50 0.55 0.60 0.65 0.70 0.75 0.80 0.85 0.90 0.95 1.00

Age Group	Percentage
18-24	10%
25-34	20%
35-44	25%
45-54	20%
55-64	15%
65-74	10%
75-84	5%
85+	5%

0

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0

II. Non-Administration:

1. Salaries & Fringe Benefits
2. Indirect Costs
3. Operating Expenses
4. Work Experience
5. OJT Payments
6. Instructional Training
7. Supportive Services
8. Assessment
9. Incentives
10. Other
11. Sub-Total

\$92,859

\$2,190

\$0

\$90,000

\$10,000

\$50,000

 \$12,000

\$0

\$5,000

1000

\$262,049

\$0

\$262,049

III. TOTAL GRANT COST (I+II)

\$262,049

\$262,049

\$0

\$0

\$262,049

1. *Journal of Management Studies*, 1997, 34, 1, 1-14.

Grant #:	20Y294F1
Grantee:	Fairfield County
Period:	July 1, 2020 - June

1. Staff Salaries:		ADMINISTRATION				PROGRAM		MATCH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Amount	%	Amount	
Director/Case Manager	\$4,385	20%	12	\$10,524		\$10,524			
Case Manager	\$3,085	100%	12	\$37,020		\$37,020			
Case Manager	\$3,085	50%	12	\$18,510		\$18,510			

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 20Y294F1

Grantee: Fairfield County

Operating Expenses	Cost Per Month	# of Months	Total Amount	ADMINISTRATION		PROGRAM		MATCH	
				%	Amount	%	Amount	%	Amount
1. Supplies	\$10	12	\$116			100%	\$116		
2. Communications	\$97	12	\$1,164			100%	\$1,164		
3. Postage	\$10	12	\$120			100%	\$120		
4. Travel	\$45	12	\$540			100%	\$540		
5. Equipment Rent									
6. Equipment Expense	\$250	1	\$250			100%	\$250		
7. Premises Rent									
8. Premises Expense									
9. Miscellaneous (Staff Develop Trng)									
10. Capital									
TOTAL			\$2,190				\$2,190		\$0

**Midlands Workforce Development Area
Non-Adm Budget Summary**

Grant No: 20Y294F1
 Grantee: Fairfield County

	Total Cost	Program		Match	
		%	Amount	%	Amount
I. Instructional Training					
TOTAL	\$50,000		\$50,000		
II. Assessment Materials					
III. Transitional Jobs/On-the-Job Training	\$10,000		\$10,000		
IV. Work Experience	\$90,000		\$90,000		
V. Supportive Services					
1. Transportation	\$6,000		\$6,000		
2. Childcare					
3. Other (uniforms, books, materials, licensing, etc.)	\$6,000		\$6,000		
TOTAL	\$12,000		\$12,000		
VI. Incentive Payments	\$5,000		\$5,000		
TOTAL	\$167,000		\$167,000		

WIOA YOUTH SERVICES – FAIRFIELD COUNTY WORK STATEMENT

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments, hereinafter referred to as the Fiscal Entity and Fairfield County, hereinafter referred to as the Grantee, the activities described herein shall be provided in the Midlands Workforce Development Area (MWDA). Services will be provided to eligible individuals who reside in the MWDA that includes Fairfield, Lexington and Richland Counties. The Grantee shall provide Workforce Innovation and Opportunity Act (WIOA) services as described in this Agreement.

1.0 PURPOSE

- 1.0.1 The purpose of services provided under this Agreement is to assist WIOA-eligible Youth who are 17 through 24 years old and are seeking assistance in achieving academic and employment success. The primary target population of this contract is to serve out-of-school youth.
- 1.0.2 Under this Agreement, the Grantee will implement a comprehensive year-round training program for eligible youth ages 17-24 that includes developmental studies for those needing academic upgrading and technical skills training via diploma, certificate and degree programs.
- 1.0.3 The Grantee will work with existing community services and programs to ensure the most comprehensive and effective services possible while also ensuring non-duplication of services. The Grantee's caseworkers will work one-on-one with all participants to meet their needs and coordinate available services with WIOA-funded services to ensure effective and efficient use of community resources and prevent program dropouts.

2.0 PROGRAM DESCRIPTION

- 2.0.1 Under this Agreement, the Grantee shall make the following elements available as described below: Under this Agreement, the Grantee shall make each of these elements available as described, in the following subparagraphs. The basic service elements to be provided by the Grantee under this Agreement are listed as follows:
 - Tutoring, study skills training and instruction leading to the completion of secondary school, including dropout prevention strategies;
 - Alternative secondary school services or dropout recovery services, as appropriate;
 - Paid and unpaid work experiences that have academic and occupational education components that may include: summer employment, year-round work experience, pre-apprenticeship programs, internships and job shadowing, and On-the-Job training opportunities.
 - Occupational skill training with priority consideration given to training within the Midlands identified clusters;
 - Education offered concurrently with workforce preparation combining workforce preparation, basic academic skills and occupational skills;
 - Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;
 - Supportive services;

- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for not less than 12 months after completion of participation, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral;
- Financial Literacy education;
- Entrepreneurial skills training;
- Services that provide labor market information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for and transition to postsecondary education and training.

2.0.2 In providing WIOA Services under this Agreement, the Grantee will employ a “hands-on” case management strategy. This case management strategy will focus on providing a continuum of services to help youth do the following:

- improve academic and occupational skills,
- complete secondary school,
- increase post-secondary enrollment and retention,
- obtain and retain employment as appropriate,
- connect to other services,
- meet established performance requirements, and
- achieve the goals and objectives of WIOA.

2.0.3 The Grantee will assist each participating youth in developing a specific plan of services to be called the plan. This Plan is located in the SCWOS system under the Plan tab. The Grantee will develop the plan upon enrolling the participant by setting up goal(s) and objective(s) needed to help the participant achieve their employment and training goals. The Plan will be written and maintained in accordance with State Instruction 18-01.

2.0.4 This program is designed to serve WIOA-eligible youth, 17-24 years of age, recruited from Fairfield County specifically, although the neighboring counties of Lexington and Richland county residents may be served as appropriate. The definition of out-of-school youth is found in the Act. This is primarily an out-of-school program. Consultation with the MWDA administrative staff is required to enroll in-school youth.

2.0.5 The Grantee will assist eligible youth with tutoring, study skills training based on the results of the participant’s assessment and described in their Plan. Dependent on the individual’s academic skill level, the Grantee will provide any one or combination of the following services:

- Objective Assessment – includes an examination of the participant’s interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills (all youth will receive objective assessment services);
- Personal Counseling – guidance/case management services on career-related, academic and non-academic Plans;
- Classroom Training – developmental and/or occupational skills training for which is appropriate to the youth’s needs as determined through objective assessment and incorporated in the Plan, through the regular curriculum or via non-credit, continuing education courses;

- Developmental Education – developmental courses determined appropriate by college placement test results for individuals for whom credit programs are appropriate.
- 2.0.6 The Grantee will facilitate alternative secondary school services or dropout recovery services for participants in need of such services. The services overlap but the grantee should provide or facilitate services with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.
- 2.0.7 The Grantee will facilitate paid work experiences and internships that have academic and occupational education components:
- Soft skills – includes learning about professional work culture, working in teams, interpersonal skills and communication;
 - Matched to individual interests and skills – content area of internship should be carefully matched to the individual to gain the practical application and ability to contribute to the team work products;
 - Linkage to classroom training – hands-on application of knowledge gained in classroom setting with supervision from instructors.
- 2.0.8 The Grantee will provide occupational skills training to eligible youth based on the results of the participant's assessment and described in their Plan. Dependent on the individual's skill level and area of interest, the Grantee will provide any one or combination of the following services:
- Objective Assessment – includes an examination of the participant's interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills;
 - Skill Assessment – an assessment of individual skills and job profiles of the high demand jobs for which the student is preparing. It also provides students with documented skills competencies to furnish employers.
 - Classroom Training – developmental and/or occupational skills training for which they are appropriate through the regular curriculum or via non-credit, continuing education courses.
 - Job Skills Training – occupation-specific, focusing on high demand/high skill/high wage areas. No participants will be enrolled in the Associate of Science/Arts transfer programs.
- 2.0.9 The Grantee will facilitate education offered concurrently with workforce preparation and training for a specific occupation. Where appropriate the grantee will facilitate a model of combining workforce preparation activities, basic academic skills and hands-on occupational skills training within the same time frame and connection to a specific occupation, occupational cluster or career pathway. These elements can all occur sequentially or concurrent, this element refers to delivery of the services concurrently to make up an integrated education and training model.
- 2.0.10 The Grantee will facilitate leadership development opportunities to teach participants positive social behavior and enhance their life skills. The Grantee will determine each participant's areas of interest during initial assessment and will match them with volunteer leadership opportunities in the community with one or any combination of the following services:
- Objective Assessment – includes an examination of the participant's interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills;
 - Leadership development/training opportunities – assigned group service projects will coincide with participant's career interests;

- Leadership skills instruction – instruction similar to LifeSkills training which will include decision-making, communication skills, conflict resolution, etc.;
- Leadership mentoring – regularly scheduled sessions with guest speakers discussing the role of leadership in their personal and professional accomplishments.

2.0.11 The Grantee will provide supportive services to eligible youth based on the participant's assessment and described in their Plan to enable them to participate in, and benefit from, educational and employment opportunities. In instances where barriers to education and employment exist, such as transportation, child care emergency assistance and ability to purchase work uniforms, the Grantee will provide one or any combination of the following services:

- Financial Assistance – limited financial assistance to program participants for childcare, transportation, purchases of employer required equipment, etc.
- Referrals to other community resources – referral of participants with medical, housing and other needs to the appropriate community resources
- Counseling and guidance services – coordination of various counseling services for participants with emotional, financial and other Plans

2.0.12 The Grantee will offer at least one year of adult mentoring for eligible youth to encourage and challenge youth to succeed in life. The project will be established through existing resources within the Center for Adult Learners Advisory Committee, Student Advisory Committee, and other professional staff who have indicated an interest in supporting youth pursuing academic and career goals. After assignments have been made staff will outline specific requirements of the mentoring relationship for the mentor. Volunteer mentors will provide:

- Academic and employment guidance and support for participants; and
- Assistance with the participant's Plan implementation in conjunction with the case manager and other service providers.

2.0.13 The Grantee will provide follow-up services for at least one year to all participants. Information on youth retention, earnings change, credential attainment, and diploma or equivalent attainment will also be recorded at the prescribed intervals through the 12-month period through phone or personal visits. At a minimum, follow-up services will consist of the following:

- Employability Skills Training – individual guidance and instruction on job search and workforce-related topics, as needed;
- Job Placement Services – Grantee staff shall: work with participants to ensure placement objectives are met; encourage participants to utilize Job Placement Offices to obtain job leads and increase knowledge of effective job search strategies. The Grantee will maintain a database to track obtained employment;
- Monthly meetings with youth exiters for the first 3 months after program completion. If progress continues successfully, quarterly after that.
- Provide assistance by recommending solutions to any remaining or ongoing problems or Plans;
- Provide assistance with academic/employment situations that arise;
- Maintain regular contact with participants' mentors, employers, and teachers, etc. to track progress and identify and address any problems.

2.0.14 The Grantee will provide continuous guidance and counseling throughout the program and through follow-up for all participants. Case Managers will provide the following services to all participants:

- Objective Assessment – includes an examination of the participant's interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills.
- Employability Skills Training – individual guidance and instruction on job search and workforce-related topics as needed.
- Job Placement Services – Grantee staff shall: work with participants to ensure placement objectives are met; encourage participants to utilize Job Placement Offices to obtain job leads and increase knowledge of effective job search strategies. The Grantee will maintain a database to track obtained employment. Personal Counseling – the Grantee will provide guidance/case management services on career-related, academic and non-academic Plans.
- Meet at least monthly to track and evaluate Plan progress and revise if necessary.
- Provide motivation and support for participant's continued commitment to the program and individual goals.

2.0.15 The Grantee will provide financial literacy education for the youth to gain the knowledge and skills they need to achieve long-term financial stability. The education may include information and activities on topics including:

- Creating budgets to include setting up checking and savings accounts and managing spending;
- Credit and debt – how to establish credit history, the value of credit and how to avoid debt pitfalls;
- Credit reports – how to understand the elements and factors of a credit report and credit score;
- Identify theft – how to avoid dangers, recognizing exposure, and how to remedy a breach.

2.0.16 The Grantee will facilitate opportunities for entrepreneurial skills training where appropriate. Approaches may include introductory training of skills needed, enterprise development with individualized attention and assistance with securing funding, or experiential programs to develop youth-run businesses or placements with adult entrepreneurs. Skills may include the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

2.0.17 The Grantee will deliver services that provide labor market information about in-demand industry sectors or occupations available through career awareness, career counseling and career exploration services.

2.0.18 The Grantee will provide activities that help youth prepare for and transition to postsecondary training and education. For those not entering the workforce following the Internship, they will be assisted in entering advanced training through activities as appropriate:

- Training provider research – connections to postsecondary education programs;
- Preparation for college admissions to include test preparation for placement exams, SAT and ACT;
- Assistance with college and/or training provider admissions applications;

- Financial Aid – includes FASFA completion, searching for and applying for scholarships and grants, connections to support programs to include TRiO;

3.0 PERFORMANCE STANDARDS

3.0.1 Negotiated performance measure goals for Program Year 2019 are as follows:

Youth

Measure	PY 19 Goal
Entered Employment 2 nd Q after Exit	76.6%
Employment Rate 4 th Q after Exit	69%
Credential Attainment within 4 quarters after exit	68.1%

4.0 RECRUITMENT

- 4.0.1 The Grantee is responsible for recruiting participants and providing Objective Assessment services prior to initiation into program activities funded under this Agreement.
- 4.0.2 The Grantee is scheduled to serve 85 participants during the grant period.

5.0 ELIGIBILITY CERTIFICATION

- 5.0.1 The Grantee staff, in accordance with procedures and guidelines established, will determine eligibility of applicants.
- 5.0.2 WIOA Youth Eligibility Requirements for participants are as follows:

OUT-OF-SCHOOL YOUTH

- Not attending any school (as defined by SC law)
- Applicant is age 16 through 24 (priority will be given in the Midlands to 17-24);
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- Resident of Fairfield, Lexington or Richland Counties
- Individual with one or more of the following barriers:
 - A school dropout;
 - Within the age of compulsory school attendance but has not attended school for at the least the most recent complete school year calendar quarter;
 - Recipient of a secondary school diploma who is low-income and is:
 - * basic skills deficient or
 - * An English language learner
 - Subject to the juvenile or adult justice system
 - Homeless, runaway, in foster care or has aged out of foster care, a child eligible for assistance under the Social Security Act or out-of-home placement
 - Pregnant or parenting
 - A disability

- Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment

IN-SCHOOL YOUTH

- (a) Attending any school (as defined by SC law)
- (b) An individual 14-21 years of age (priority will be given in the Midlands to 17-24);
- (c) A low-income individual
- (d) Authorized to work in the United States
- (e) Registered for selective service (applicable to males 18 and older)
- (f) Resident of Fairfield, Lexington or Richland Counties
- (g) An individual who has one or more of the following barriers:
 - Deficient in basic literacy skills
 - English language learner
 - Offender
 - Homeless, runaway, in foster care or has aged out of foster care, a child eligible for assistance under the Social Security Act or out-of-home placement
 - Pregnant or parenting
 - A disability
 - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment

5.0.3 The Grantee will obtain approval from the Administrative staff prior to re-enrolling participants who have prior WIOA participation.

6.0 PARTICIPATION IN WIOA SERVICES

6.0.1 Each participant will be advised of goals and objectives of the program using the **Receipt of Information checklist**. The 12-month follow-up requirement must be stressed to ensure cooperation from the participant. A copy of the checklist will be given to the participant and the original placed in the participant's file. The Grantee will explain the following to the participant:

- (a) The purpose of WIOA
- (b) Training objectives
- (c) Length of training and objectives
- (d) Attendance policy
- (e) Participant responsibilities and obligations
- (f) 12-Month Follow-up to be conducted on all participants

6.0.2 The Grantee will document the review of the information above on the Receipt of Information (RI-1) form. The Grantee will give a copy of the signed RI-1 to the participant and file the original in the participant's folder.

6.0.3 The Grantee will use the WIOA Complaints Procedure and explain these procedures to participants as a part of participation. The Grantee will give each participant a signed copy of the Complaints Procedure. The Grantee will place the signed, original of the Complaints Procedures in the participant's file. Should the WIOA Complaints Procedures Form be updated, the Grantee is responsible for getting the new, updated form signed & dated and placed in the participant file. The old copy will be retained in the file also

- 6.0.4 The Grantee will explain to the applicant and/or parent the Release of Information and obtain a release on each participant. The Grantee will maintain a signed copy of the Release of Information in each participant's file.

7.0 ASSESSMENT

- 7.0.1 The Grantee will assess every participant before they begin WIOA-funded training/services. Using the results of objective assessment, the Grantee will assist the participant in creating the plan. The Grantee will complete a Plan for all new participants. The Case Manager and participants will sign originals of their Plan and maintain in the participant's folder. The Plan will be updated as needed in SCWOS. Each time the Plan is significantly updated or changed, the Grantee will need to print the Plan and have it signed and dated by the Participant and the Grantee and place on top of the older version. All older versions of the Plan are maintained in the folder.
- 7.0.2 At a minimum, participants will be assessed for reading and math competency; occupational interests; aptitudes; examination of capabilities; needs and vocational potential; and, to determine training and services needed to reach employment goals. The assessment will be an on-going process throughout the duration of an individual's participation in WIOA.
- 7.0.3 The Grantee may conduct individual or group testing, as necessary, to assess participants' needs. The assessment process will include a diagnostic evaluation of the applicant's employment barriers, including: work history, education, occupational skills, interests, motivation, behavior patterns, financial resources and needs, supportive services needed, personal employment information as related to the local labor market and family circumstances.
- 7.0.4 The Grantee will record in the file any additional barriers determined during objective assessment and report these additional barriers to the WIOA Certification staff to make any necessary changes on the WIOA Application. Based on assessment results, the Grantee will prepare a Plan listing at a minimum: participants' employment and training goals; appropriate learning and employment preparation objectives for participants; and, the specific services and sequence of services to be provided to each participant.
- 7.0.5 The Grantee will maintain an attendance log in each participant file for those attending pre-employment/work maturity training; basic skills training, and occupational skills training. Time and attendance records will document hours of training and attendance. Participants and the appropriate instructors or case managers will sign time and attendance records when possible.
- 7.0.6 All WIOA registered participants must be skills assessed within 30 days of enrollment and coordinated through the Assessment department. The Grantee will follow the Midlands assessment policy in coordinating any supportive or training services for a participant.

8.0 COUNSELING

- 8.0.1 The Grantee will provide counseling to participants on an as-needed basis. Grantee counseling will address, at a minimum, any problems with attendance, accomplishment of training goals, transportation, and achieving job goals. Grantee staff will document counseling sessions. The Grantee will maintain the documentation of counseling in the participant's folder.

- 8.0.2 Should a participant need counseling which the Grantee is unable to provide, the Grantee will refer the participant to other agencies, which have the ability to provide the counseling. The Grantee must document any such referrals in the participant's folder. The Grantee will document changes to the Plan resulting from counseling.

9.0 WIOA ENROLLMENT

- 9.0.1 The Grantee will enroll the applicant by completing the WIOA Participation in the South Carolina Works Online Services (SCWOS).

10.0 PROGRAM EXIT

- 10.0.1 The Grantee should not exit participants who have a planned gap in service of greater than 90 days if the gap in service is due to a delay before the beginning of training or is due to a health/medical condition that prevents an individual from participating in services. The Grantee will document the reason for any gap in service.
- 10.0.2 If a participant exits WIOA and the Grantee provides additional WIOA services after exiting, the Grantee will treat that participant as a new participant for purposes of the performance measures. Such participants will be included in the appropriate measures for youth. The definition of exit applies to all of the performance measures except the employer customer satisfaction measures.

11.0 FOLLOW UP SERVICES

- 11.0.1 The Grantee will provide follow up services for a minimum duration of 12 months after program exit. The type of services provided must be WIOA allowable under this grant. Such services may include leadership development and supportive services activities listed, below:
- Exposure to additional educational opportunities;
 - Community and service learning projects;
 - Peer-centered activities, including peer mentoring and peer tutoring;
 - Organizational and team work training, including team leadership training;
 - Training in decision-making, including determining priorities;
 - Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
 - Employability; and,
 - Positive social behaviors (including positive attitudinal development, self-esteem building, cultural diversity training and work simulation activities).
- 11.0.2 The Grantee may provide additional follow up services to participants including the following:
- Linkages to community services;
 - Assistance with transportation costs, assistance with child care costs;
 - Assistance with housing costs;
 - Referrals to medical services; and
 - Assistance with uniforms or other appropriate work attire and work-related tool costs (including such items as eyeglasses and protective eye gear).

12.0 REFERRAL TO NON-WIOA SERVICES

12.0.1 If the training provided by the Grantee is not appropriate for the participant as determined by objective assessment and Plan development, the Grantee will refer the participant to another agency to provide the appropriate services. This will be documented in the participant's Plan.

13.0 STAFFING

13.0.1 The authorized permanent number of staff funded by this agreement is reflected in the attached, approved budget. Job descriptions will be maintained for each position and must adequately reflect job duties and percentage of time spent on actual duties.

13.0.2 The Grantee will request approval from MWIOA prior to expending any funds under this agreement to attend conferences or travel outside the Midlands Workforce Development Area.

13.0.3 The MWDB has stressed the importance of professional staff development and training and has provided the resources for each staff person to obtain professional certification. MWDB recognizes the following professional certification training options: Florida Dynamic Works "Core Skills Professional Certification"; National Association of Workforce Development Professionals Certified Workforce Development Professional (CWDP) designation; Global Career Development Facilitator (GCDF). Due to limitations of funding, all certifications and renewals of certifications must be accomplished through on-line courses.

14.0 PARTICIPANT FILES

14.0.1 The Grantee will maintain the following documents in each participant's file, as appropriate to track eligibility, services provided and progress in meeting program goals:

- WIOA Program Application
- WIOA Complaints Procedure Form
- Receipt of Information (RI-1)
- Individual Service Strategy Plan (Plan) –signed portion
- Participant Time and Attendance Forms, as appropriate
- Back-up Documentation for Supportive Services and/or Incentive Payments

14.0.2 All forms, documents and information maintained by the grantee pertaining to this Agreement, or mentioned herein, shall be made available to the Fiscal Entity upon request and will be subject to review at any time.

15.0 GRANTEE CENTRAL FILES

15.0.1 The Grantee will keep a log of all complaints received and their disposition. The Grantee will advise the Fiscal Entity immediately if a complaint is filed and will provide the Fiscal Entity with a copy of the Complaints Log twice yearly (end of December and end of June).

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

- Grant Agreement
- Copies of the Workforce Development Act and Applicable Federal Regulations
- Staff Job Descriptions
- Staff Time Records (include annual leave, sick leave and holiday hours)
- Entry Requirements for all approved training projects

- Training Curriculum and Objectives
- Financial Procedures Manual
- Property/Procurement Manual
- MWDB Instruction Letters and related correspondence
- Financial Reports and Back-up Documentation
- Terms and Conditions
- Staff Travel and Back-up Documentation
- Copy of approved travel requests
- Monitoring Reports and Replies
- Complaints Log

16.0 MIS REPORTING

- 16.0.1 The Contractor will use the SCWOS system to reflect initial assessment, registration and eligibility determination, participant activities and referral to comprehensive assessment, etc. This system is subject to modifications as WIOA progresses through reauthorization and directions from the State WIOA Division of the SC Department of Employment & Workforce are forwarded to the Midlands Area.
- 16.0.2 Participants' activities, assessment and case notes must be entered into the SCWOS system as they occur. The SCWOS system will not allow data entry of activities more than fifteen (15) days following the occurrence.

17.0 FINANCIAL REPORTING

- 17.0.1 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 Agreement. Expenditures under this Grant shall be in compliance with the attached budget. No adjustments shall be made without prior authorization by the Fiscal Entity.
- 17.0.2 Reimbursements should not exceed the Spending Plan that is part of the Agreement. If the grantee requests funds in excess of the plan, a detailed explanation must accompany the request.
- 17.0.3 The grantee must submit monthly financial records by the 15th of the month to insure prompt payment and MWDB administration of financial information. The grantee may be requested to meet with the MWDB if financial records are not submitted as required in this work statement. Sanctions could be imposed for non-compliance.
- 17.0.4 The grantee must insure that all expenditures are traced back to the book of accounts. The grantee is solely responsible for any misexpenditure and disallowed cost in the operation of this federally funded grant. 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.
- 17.0.5 Classification of Costs - Allowable costs for programs under Title I, Chapter 4, Youth Activities shall be charged to a particular cost objective/category to the extent that benefits are received by such cost objective/category. There are only two allowable cost categories: Administration and Non-administration as defined, below:

- Administration - The costs of administration are that portion of necessary and allowable costs associated with the overall management and administration of the WIOA program and which are not directly related to the provision of youth activities and services to participants or otherwise allocable to the other Non-Administration. In general, Administration costs are not incurred for contractors who provide one or more youth activities described in Section 129. Generally, the WIB staff in maintaining the Workforce Development Area system incurs administration costs. These administrative costs can be both personnel and non-personnel and both direct and indirect.
- Non-Administration (Employment, Training, Training-Related and Supportive Services) - In general, most costs for contractor's providing one or more activities under Section 129, Youth Activities, should be Non-Administration.

17.0.6 The Grantee is responsible for insuring that only staff assigned to this Grant are responsible for performing services under this Grant and are accountable for their time. Staff assigned to this grant may only work with the clients who are enrolled under this grant. Any exception to this would result in disallowed costs and/or termination of this Grant.

18.0 MONITORING

18.0.1 The Fiscal Entity and State Administrative Division will monitor eligibility and assessment to ensure participants are receiving adequate and relevant services at various times throughout the program.

18.0.2 The Grantee should be prepared for a monitoring visit by the Fiscal Entity, the Workforce Division of the SC Department of Employment and Workforce, the State Independent Audit Department, and/or representatives of the US Department of Labor at any time, as monitoring may be done with no prior notification. If for any reason the Grantee's staff is not available for a monitoring visit, the Fiscal Entity should be notified a week in advance.

19.0 GRANT MODIFICATION

19.0.1 Any change in this grant or documents a part hereof, shall be made only by means of an official modification of this grant.

19.0.2 By signing this Grant, the Signatory Official agrees and understands that this Grant amount may be reduced contingent upon the availability of funds; best interest of the MWDB, and/or the Grantee's failure to perform.

19.0.3 This grant is based on expected carry-over funds and new allocations. In the event carry-over funds are reduced and/or new allocations are reduced, this grant will be modified at a lower level.

19.0.4 The Signatory Official understands and agrees that the agency/organization operating this Grant is solely responsible for pay back of any disallowed costs associated with the operation of this Grant.

20.0 EFFECTIVE DATE OF GRANT

20.0.1 The effective date of this Grant is July 1, 2020 through June 30, 2021.

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Adult

Grant Number: 20A294R1

SIGNATORY AUTHORITY <u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u> Telephone #: <u>(803) 376-5390</u>	GRANTEE/RECIPIENT <u>Arbor E&T, LLC d/b/a ResCare Workforce Services</u> <u>9901 Linn Station Road</u> <u>Louisville, KY 40223</u> Telephone #: <u>(502) 2530</u>
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part 1-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

- A. Type of Grant – Cost Reimbursement ☒ Fixed Price _____
- B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021
- C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$ 1,093,474, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. 310
- (2) Number of New Participants 475
- (3) Total Number of Participants to be served. 785
- E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$1,093,474	\$1,093,474	\$0

Approved for Administrative Entity:

Approved for Grantee:

Ben Mauldin
Ben Mauldin, Executive Director
Central Midlands Council of Governments

7/27/2020
Date

Mark Douglass
Mark Douglass, President
Arbor E&T, LLC d/b/a ResCare Workforce Services

Date

Midlands Workforce Development Area Budget Summary

Contractor: ResCare Workforce Services Contract #: 20A294R1

Activity Designation: WIOA Adult Career Services Mod No: _____

	<u>WIOA</u>	<u>Match Funds</u>	<u>Total</u>
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1. Salaries & Fringe Benefits	<u>\$635,542</u>		
2. Indirect Costs	<u>\$69,264</u>		
3. Operating Expenses	<u>\$98,296</u>		
4. Transitional Jobs/OJT	<u>\$82,500</u>		
5. Work Experience/Internships	<u>\$0</u>		
6. Instructional Training	<u>\$190,208</u>		
7. Supportive Services	<u>\$17,664</u>		
8. Assessment	<u></u>		
9. Incentives	<u>\$0</u>		
10. Other	<u></u>		
11. Sub-Total	<u>\$1,093,474</u>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
		<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<u>\$1,093,474</u>

TOTAL GRANT COST	<u>\$1,093,474</u>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<u>\$1,093,474</u>
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**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: ResCare Workforce Services
Contract #: 20A294R1

July 1, 2020 - June 30, 2021

1. Staff Salaries:					PROGRAM		MATCH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Federal Amount	%	Amount
Project Director	\$6,037	50%	12	\$36,223		\$36,223		
Project Accountant	\$3,300	55%	12	\$21,780		\$21,780		
Accounting Assistant	\$1,525	55%	12	\$10,067		\$10,067		
Operations Manager	\$5,252	55%	12	\$34,663		\$34,663		
Operations Assistant	\$3,325	55%	12	\$21,942		\$21,942		
Business Services Lead	\$3,675	55%	12	\$24,253		\$24,253		
Business Services	\$3,413	55%	12	\$22,525		\$22,525		
Talent Engagement Specialist	\$3,293	55%	12	\$21,736		\$21,736		
TDS Supervisor	\$3,583	55%	12	\$23,649		\$23,649		
TDS Lead	\$3,380	55%	12	\$22,308		\$22,308		
Retention Specialist	\$3,151	55%	12	\$20,798		\$20,798		
Talent Development Specialist (9)	\$28,361	70%	12	\$238,231		\$238,231		
Front Desk Reception	\$2,337	55%	12	\$15,421		\$15,421		
TOTAL SALARIES				\$513,594		\$513,594		
2. Fringe Benefits								
FICA		x		\$0		\$0		
Workmens Comp		x		\$0		\$0		
Health-Welf. Ins. Pos		x		\$0		\$0		
Ret/Pension		x						
Unemploy. Ins.		x						
Other (Specify) SUTA & FUTA		x		\$0		\$0		
TOTAL FRINGE BENEFITS:	23.74%		\$513,594	\$121,948		\$121,948		
3. Indirect Cost:								
An indirect cost plan must be submitted and approved prior to reimbursement.	10.33%	x	\$670,510	\$69,264		\$69,264		
TOTAL COST				\$704,806		\$704,806		

**Midlands Workforce Development Area
Operating Expenses**

Contractor: ResCare Workforce Services

Contract #: 20A294R1

Operating Expenses	Monthly Cost	# of Months	Total Amount	PROGRAM		MATCH	
				%	Amount	%	Amount
1. Supplies	\$271	12	\$3,249	100%	\$3,249		
2. Communications	\$314	12	\$3,762	100%	\$3,762		
3. Postage & Courier	\$28	12	\$330	100%	\$330		
4. Travel	\$294	12	\$3,526	100%	\$3,526		
5. Equipment Rent							
6. Equipment Expense							
7. Premises Rent							
8. Premises Expense							
9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALKX, Employee Background Checks)	\$2,008	12	\$24,101	100%	\$24,101		
10. Management Fee	\$5,277	12	\$63,328	100%	\$63,328		
TOTAL			\$98,296		\$98,296		

Midlands Workforce Development Area

Participant Services

ResCare Workforce Services

20A294R1

Contractor:

Contract #:

	Cost per Participant	No. of Participant	Total Cost	Program		Match	
				%	Amount	%	Amount
I. Instructional Training	\$3,658	52	\$190,208	100%	\$190,208		
II. Assessment Materials							
III. Work Experience/Internships							
IV. Transitional Jobs/On-the-Job Training	\$2,946	28	\$82,500	100%	\$82,500		
V. Supportive Services							
1. Transportation	\$188	56	\$10,503	100%	\$10,503		
2. Childcare				100%	\$0		
3. Other	\$110	65	\$7,161	100%	\$7,161		
TOTAL			\$17,664		\$17,664		
VI. Incentive Payments			\$0	100%	\$0		
TOTAL			\$290,372		\$290,372		

WORK STATEMENT
WIOA ADULT AND DISLOCATED WORKER – CAREER/TRAINING SERVICE COORDINATION

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Arbor E&T, LLC d/b/a ResCare Workforce Services, hereinafter referred to as the Grantee, the activities shall be conducted as outlined below. The SC Works Midlands Comprehensive and Lexington satellite sites shall provide WIOA services as outlined in this grant pursuant to provisions and regulations of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). Additionally, this grant outlines the Business Solutions responsibilities for the three-county area.

PART I – GENERAL

1.0 HISTORY AND PREFACE

- 1.0.1** The Workforce Innovation and Opportunity Act (WIOA), is the official federal employment and training program and more specifically, the Midlands Workforce Development Area. It is the responsibility of the Midlands Workforce Development Area Grantee to become familiar with the requirements of the Act and Regulations for purposes of providing the activities and services described, in part, in this Grant.
- 1.0.2** WIOA offers a comprehensive mix of workforce development activities benefiting employers, incumbent workers, job seekers, laid-off workers, youth, emerging workforce entrants, veterans, and persons with disabilities. **WIOA's objective is to promote and improve participant employment, job retention, occupational skills, and earnings.**
- 1.0.3** WIOA has three funding streams serving the following three distinct participant populations: Adults, Dislocated Workers, and Youth.
- 1.0.4** While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three participant populations, which have different services and corresponding eligibility criteria.

2.0 OVERVIEW OF LOCAL WORKFORCE SYSTEM

- 2.0.1** WIOA programs will be a part of a comprehensive system to provide seamless workforce development services for employers and potential job seekers. The system is a collaborative network of many organizations. Workforce development services are provided at SC Works Centers.
- 2.0.2** The Midlands area has three (3) established SC Works Centers. Currently, the Midlands Workforce Development Area has one (1) full-service, comprehensive center located in Columbia (Richland county), and two (2) satellite sites, West Columbia (Lexington County) and Winnsboro (Fairfield County). The Grantee is responsible for coordinating One-Stop Operations and Business Services across all three Counties and day-to-day operations in Lexington and Richland Counties.

- 2.0.3** To be a part of the system, partner agencies are expected to share in the cost equal to the benefit they receive per the law and the Technical Assistance Guide (TAG) and outlined in the Resource Sharing Agreement (RSA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/RSA for the local area. The Project Director is responsible for building and maintaining relationships with partners and ensuring partners are actively participating in the Center(s) services.

3.0 GENERAL OPERATING RESPONSIBILITIES

- 3.0.1** It is the responsibility of each local Board to designate and certify one-stop operators in their local workforce area. Therefore, it is the responsibility of the MWDB to oversee and evaluate said operators.
- 3.0.2** As the One-Stop Operator, the Grantee will be functionally responsible for operating the Midlands workforce system in Fairfield, Lexington and Richland Counties. The Operator will convene partners and strategically align partners within the SC Works Centers for improved and enhanced customer service through service integration.

4.0 ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES

- 4.0.1** The parties to this agreement shall cooperate and adhere to all personnel administration and financial policies and procedures as issued by the MWDB, SC Department of Employment and Workforce, and the US Department of Labor.
- 4.0.2** Program Administration will be monitored by MWDB staff on an on-going basis for compliance with the Act, Regulations, Statement of Work, financial reporting, data system reporting and other administrative instructions.
- 4.0.3** If deviations in any area are deemed serious, the MWDB will be so advised and may elect to begin sanction procedures.
- 4.0.4** The Grantee will keep a log of all complaints received and the disposition of such complaints. The Grantee will advise the Midlands EO Officer immediately if a complaint is filed. Procedures covering these issues are provided by the MWDB in the Center Operations and Incident Management Manual.
- 4.0.5** The Grantee promises and attests that the Grantee and any members of its staff and governing body shall avoid any actual or potential conflicts of interest.
- 4.0.6** The Grantee agrees to comply and to require its officers, employees and agents to comply with all applicable MWDB, Department of Employment and Workforce- WIOA Division or United States DOL statutes or regulations regarding confidentiality in the operation of WIOA funded programs and One-Stop Operations.
- 4.0.7** The Grantee shall not enter into sub-grants for any work contemplated under this Grant and shall not assign this Grant or monies without the prior written consent of the MWDB Administrator or designee.
- 4.0.8 Data reporting for Participants/Registrants:** The South Carolina Works On-Line System (SCWOS) shall be used for WIOA reporting by the grantee.

4.0.9 Outreach/Community Awareness:

Outreach items are not allowed to be purchased. Any printed materials promoting SC Works Centers must be approved by the MWDB Director, or designee, prior to ordering or publication to ensure that the required documentation is present.

5.0 GRANTEE CENTRAL FILES

5.0.1 At a minimum, the following documents will be maintained in the Grantee's central files, some of which may be electronic (Items with an *** should be maintained at all SC Works Centers), and will be available for on-site monitoring purposes:

- Current Grant***;
- Copy of Act and Applicable Federal Regulations***;
- Copy of Staff Job Position Descriptions (those specific to a satellite site should also be maintained at that site); -
- Staff Time and Attendance to include annual leave hours, sick leave hours, and holiday hours;
- Financial Procedures;
- Property Procurement Procedures;
- Midlands Workforce Development Area Instruction Letters***;
- Financial Reports and Back-up Documentation;
- Copy of approved "out of area" travel requests;
- Monitoring Report and Replies; and
- Log of Complaints.

6.0 FINANCIAL REPORTING

6.0.1 Financial reports will be prepared and submitted according to instructions by the MWDB. Monthly financial billing documents, including all required back-up documentation, must be submitted to:

Mr. Chris White
Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210

Invoices are due on the 10th of the month. If the 10th day of the month falls on a weekend day, then the billing documents must be submitted no later than Noon on the following Monday.

Expenditures must not exceed the approved contract budget included in this agreement. Should funds in excess of the approved contract budget be requested, a detailed explanation must accompany the request.

The MWDB's fiscal agent will issue payment for payable invoices received from Arbor E&T, LLC d/b/a ResCare Workforce Services within 2 days of the receipt of funds from the State.

6.0.2 All Grantee staff must follow the Central Midlands Council of Governments' Purchasing Policy and Procedures, which will include requirements by Federal and State governments.

6.0.3 Disallowed Costs:

The Project Director shall secure non-WIOA funds to reimburse any and all costs determined to be disallowed through financial monitoring or any costs incurred due to imposed sanctions. It is imperative that staff understand the Act, Regulations, and Circulars to ensure compliance and to reduce the likelihood of disallowed costs.

6.0.4 Grant Closeout:

Grants will be closed-out within 60 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.

7.0 PROCUREMENT/UTILIZATION OF PROPERTY

7.0.1 Arbor E&T, LLC d/b/a ResCare Workforce Services is accountable for any WIOA property/equipment shown on the SC Works Midlands property inventory and must adhere to the policies set by Federal and State governments.

WIOA property/equipment no longer needed for the purposes of this agreement will be removed from the centers by Board Staff. Property/equipment must be inventoried by the grantee at least once per program year. A copy of the inventory report must be delivered to the MWDB Director no later than close of business on December 15th. If December 15th falls on a weekend day, the inventory results will be due by Noon on the following Monday. Board staff will monitor inventory for compliance during their annual monitoring reviews at each SC Works Center location.

8.0 MONITORING

8.0.1 On-site data validation, programmatic, and financial monitoring will be conducted by the MWDB staff at least once during the program year. Data validation and programmatic monitoring will be completed for each SC Works Center. Desktop or additional on-site monitoring may be conducted at any time, and at the discretion of the MWDB Director. If deviations in any area are deemed serious, the MWDB will be advised and may elect to begin sanction procedures.

The MWDB staff is available to the Grantee staff for technical assistance and training. These requests should be submitted, via email, to the MWDB Director. Assistance/training will be addressed and/or scheduled within ten (10) business days of the request.

9.0 PARTICIPANT FILES/FINANCIAL RECORD KEEPING REQUIREMENTS

All SC Works participant files and financial records must be maintained, per Section 185 of the Workforce Innovation and Opportunity Act; however, it is recommended by the MWDB staff that records be maintained for a period of five (5) years. Pick-up of participant files shall be coordinated by MWDB staff at least annually to be moved into archive storage.

10.0 TERMS AND CONDITIONS AND MODIFICATIONS

10.0.1 WIOA Terms and Conditions for this grant are attached. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") should be followed and replaces references to other OMB circulars. The grantee must adhere to all stipulations included in the Terms and Conditions.

10.0.2 Changes to this Grant, or any documents included in this Grant, must be requested in writing to the MWDB Director outlining the item(s) needed. The total Grant allocation may be increased in the event that funds are available, however; both parties must agree to the additional allocation of funds. The MWDB must deem the increase to be in best interest of the workforce area, and will have the final approval.

11.0 EFFECTIVE DATE OF GRANT

11.0.1 The effective dates of this Grant are July 1, 2020 through June 30, 2021.

11.0.2 Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the Contractor. Services must be procured every three (3) years at a minimum. The MWDB may procure prior to 3 years if the contractor is not meeting performance or contract expectations.

12.0 COMPLIANCE WITH SECTIONS 188 OF THE ACT AND 29 CFR PART 37

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

- a. Section 188 of the Workforce Innovation and Opportunity Act of 2014;
- b. Title VI of the Civil Rights Act of 1964, as amended;
- c. Section 504 of the Rehabilitation Act of 1973, as amended;
- d. The Age Discrimination Act of 1975, as amended;
- e. Title IX of the Education Amendments of 1972, as amended;
- f. 29 CFR Part 37 and all other regulations and instruction letters implementing the above.

12.0.2 This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288 and 20 CFR Part 1010 (Final Rule) which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the US Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements.

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

13.0 CONTRACT CLAUSES

13.0.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, between the parties hereto.

13.0.2 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

13.0.3 Force Majeure. The performance of this Agreement may be delayed and/or suspended by any act of God, war, civil disorder, terrorist acts, employment strike, hazardous or harmful condition, any alleged criminal or reckless acts, or other cause beyond the control of either party (Force Majeure Event). Neither Party shall be held liable for any default, damages and/or breach of agreement should the performance of this Agreement be delayed and/or suspended due to any Force Majeure Event. In the event performance of this Agreement is delayed and/or suspended due to a Force Majeure Event, performance may only resume upon the mutual assent of the parties that the Force Majeure Event has subsided and all parties are safe to resume performance of their respective duties under the Agreement. Should the performance of the Agreement be suspended or delayed as the result of a Force Majeure Event, the parties hereby agree that this Agreement shall be extended by the amount of time the performance is suspended or delayed.

13.0.4 Severability. All parties hereto agree that should any provision of this Agreement be determined to be invalid or unenforceable, under present or future laws effective during the term of this Lease, such determination shall not affect the legality, validity, and enforceability of the remaining terms and provisions of this Agreement which shall continue in full force and effect.

13.0.5 Notices. Any and all notices requested, required or permitted under this Agreement by either Party to the other shall be effected either by personal delivery in writing or by US Mail, postage prepaid, overnight delivery, or other reasonable means, and delivered to the address listed below:

To BOARD: Chris White
Midlands Workforce Development Board
100 Executive Center Dr Suite 218 Columbia, SC 29210

To ARBOR: Amy Tate
SC Works Midlands
Post Office Box 748 Columbia, SC 29202

With Notice Copy: Chief Legal Officer
9901 Linn Station Road Louisville, KY 40223

PART II – CAREER SERVICES/TRAINING SERVICES
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1.0 GENERAL

1.0.1 The mission of the SC Works Center system is to establish and continuously improve an accessible, seamless, and customer-focused OneStop delivery system in Fairfield, Lexington, and Richland Counties by assisting employers, job seekers, and those seeking other workforce or community related services.

- 1.0.2** SC Works Centers will help all area employers and job seekers. The SC Works Centers will use technology to provide information and basic job seeking/career planning assistance to the public in a cost-effective manner. Participants will be encouraged to help themselves, but staff will be available to answer questions. It is expected that all staff and volunteers be familiar with program and partner services to ensure customers/participants are provided quality service.
- 1.0.3** Based on completing the initial information gathering and the orientation viewing, the Grantee will conduct WIOA eligibility determination/certification. The Grantee will make this process as timely, efficient and as “seamless” to the customer as possible. After completion of eligibility determination, Grantee staff will make a decision about enrollment into WIOA.
- 1.0.4** Adults (those 18 and older) and Dislocated Workers who are unable to find a suitable job, paying sustainable wages, may be certified and determined eligible to receive WIOA services. If eligible and suitable, participants can receive group and one-on-one assistance to identify barriers which hinder their ability to find and retain self-sufficient employment. Every enrolled participant will undergo a comprehensive assessment, career planning and guidance, and develop an Individual Employment Plan (IEP) which may indicate the need for other career services, which may include but is not limited to: job readiness workshops, job clubs, short-term skills upgrading, work experience assignments, and ongoing coaching and case management.

The Grantee will be responsible for ensuring that an SC Works orientation/informational session is provided to interested job seekers. The SC Works Midlands orientation is available online at all times at www.scworksmidlands.org. Customers can view the orientation and the information on the website to learn what resources are available in the SC Works Centers.

- 1.0.5** Those participants who are unable to obtain or retain sustainable employment through career services alone may be considered for possible training services. The MWDB has defined self-sufficiency and set priorities for training funds. Self-sufficiency has been defined as: Adults – 225% of the LLSIL, and Dislocated Workers - employment at 86% of pre-layoff wages. The Grantee will follow Midlands area Instruction Letters to determine Priority of Service levels, training caps and suitability for training services. **SC Local areas are required to serve a minimum of 70% low income or basic skills deficient Adults.**
- 1.0.6** The focal point of Career Services will be the Richland county SC Works Comprehensive Center and access point locations in Fairfield and satellite office in Lexington counties. The Workforce System, defined as a network of mandatory and optional partners, programs, centers, and service providers that collectively address the community’s workforce development needs, will have a presence in each county through SC Works centers. The MWDB has appointed Arbor E&T, LLC d.b.a. ResCare Workforce Services as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.7** The Talent Development Specialist must maintain contact with participants on a regular basis to aid in the preparation for the workplace.
- 1.0.8** Customer Satisfaction Surveys should be collected on a consistent basis and reviewed at least quarterly. Board staff may survey customers as needed *without* notification to the Project

Director. Recurrence of the same customer service complaints will result in initiation of sanctions. A system may be developed by ResCare in cooperation with Board Staff.

2.0 ASSESSMENTS

- 2.0.1** Assessment is driven by an in-depth interview between the applicant and the Talent Development Specialist. The in-depth interview allows the applicant and the career consultant to discuss the applicant's past work history and education, present needs/desires, and future unsubsidized employment goals. The interview should address the applicant's interests, aptitudes and barriers to employment. The Talent Development Specialist should assist the applicant with career exploration and job market analysis. The Grantee should utilize the variety of career exploration tools available to suit the needs of job seeker.
- 2.0.2** WIN assessments are available to the Grantee as a part of the assessment process. Assessments are available at the SC Works Center to aid in expedient service delivery. Ready to Work courseware is an on-line tool with user account information also easily accessible in the SC Works Center. Any proprietary no additional cost assessment tools used by ResCare that serve the same purpose will also be acceptable.
- 2.0.3** WIN was identified by the State WIOA Board as the assessment program for WIOA programs in South Carolina. As such all WIOA registrants will be assessed in Reading for Information, Applied Mathematics, and Locating Information.
- 2.0.4** Staff should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to provide WIN assessment to WIOA participants to allow proper time to make accommodations.

3.0 CAREER SERVICES

- 3.0.1** The Grantee will schedule and provide appropriate WIOA Career Services to WIOA-enrolled adult and/or dislocated worker customers. The Grantee will provide any combination of one or more of the following specific services:
 - (1) *Comprehensive And Specialized Assessment* – extensive evaluations of skill level, aptitude and abilities. These evaluations will capture information case managers can use to help customers form an appropriate plan of action (viz., an Individual Employment Plan, or IEP) in achieving their individual goals;
 - (2) *Diagnostic Testing* – testing to determine customers' skills, aptitudes, vocational interests, temperament, personality or other characteristics so they may develop an appropriate plan of action to achieve their employment and training and economic self-sufficiency goals; and
 - (3) *In-depth Interviewing and Evaluation* – identification of barriers to obtaining and retaining employment or increasing earnings. May include but is not limited to identifying basic skill deficiencies; physical, mental or emotional disabilities; long-term dependency on public assistance; lack of work history; language barriers; age, home environment, etc.
 - (4) *Development Of Individual Employment Plan (IEP)* – assistance in preparing a specific plan of services for each registered WIOA customer. In providing employment plan assistance to customers, the Grantee will use information about customers' employability characteristics:

occupational interests, aptitudes and skills; communication skills; academic achievement level; job retention skills; life and family management circumstances (e.g., ability to schedule family commitments to fit with work and/or training schedules); basic life resources (e.g., child care and transportation needs); mental/emotional issues; physical health status and disabilities; substance abuse issues; and, legal issues. The information will be used to help customers identify their employment goals; set appropriate achievement benchmarks; and establish a plan for comprehensive services that will help customers achieve their employment objectives;

- (5) *Group Counseling* – provision of guidance in groups, as appropriate, to provide direct services and/or access to SCWOS resources that support the customers’ ability to make informed choices about identifying and obtaining services (including training services) relevant to meeting their IEP goals;
- (6) *Individual Counseling And Career Planning* - one-on-one guidance to customers registered in WIOA to help them access available resources, seamlessly. Individual counseling and career planning will be designed to aid customers in making informed choices including career choices and training provider choices for those customers assessed as in need, able to benefit from and desirous of training.
- (7) *Case Management For Those Seeking Training Services* – intensive, long-term guidance and support to customers throughout the process of finding and using SCWOS services to achieve their individual economic self-sufficiency goals including the follow-up period of twelve (12) months after a customer enters unsubsidized employment. The Grantee will provide or coordinate the provision of case management services to all WIOA-registered adult and/or dislocated worker customers of the SCWOS System.
- (8) *Short-Term Prevocational Services* – limited duration prevocational services, as appropriate to the customers’ individual needs for accomplishing IEP goals. Prevocational services may be provided through the Grantee’s resources, by SCWOS Partners, through workshops conducted at the SCWOS centers or by referral to other service providers. Examples of prevocational skills to prepare customers for unsubsidized employment or training include, but are not limited to, development of learning skills, communication skills, interviewing skills, job retention skills, life and family management skills, personal responsibility skills, professional conduct and punctuality.

3.0.2 The Grantee will follow the Midlands assessment policy in coordinating any supportive or training services for a participant.

4.0 WIOA TRAINING & ITA MANAGEMENT

4.0.1 The Grantee will be responsible for registering adult and/or dislocated worker customers into WIOA-funded training services including training through Individual Training Account (ITA) vouchers and WIOA-funded On-the Job Training (OJT) in accordance with the following:

Registering for Training: The Grantee will comply with the following requirements when registering customers for training;

- (1) After an interview, evaluation, or assessment and case management customers have been determined to be in need of training services and to have the skills and qualifications to successfully complete the selected training program from the WIOA Eligible Training Provider List;

- (2) Customers select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
- (3) Customers are unable to obtain grant assistance from other sources to pay costs of such training, including Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
- (4) Customers are determined eligible in accordance with the Midlands priority system in effect for individuals whose services are provided through the adult funding stream.

- 4.0.2** The Grantee must maintain documentation in each WIOA participant's file to show that participants have applied for other grants such as Pell, Veterans Assistance, etc.
- 4.0.3** The Grantee will set up Individual Training Accounts and issue vouchers to pay for institutional training (including training for nontraditional employment) provided to customers. Classroom training will be limited to training programs on the Midlands approved eligible training providers list and focus on the Midlands priority training list.
- 4.0.4** The grantee must make funding arrangements for training with SC Works Center partners and other entities. The Grantee must ensure that training providers consider the availability of other sources of grants to pay for training costs such as State-funded training funds and Federal Pell Grants so that WIOA funds supplement other sources of training grants.
- 4.0.5** The Grantee will assess WIOA customers registered for classroom training to determine the likelihood that they will qualify for Federal Pell Grant funds. The Grantee will assist such customers in applying for these funds.
- 4.0.6** The Grantee will avoid duplicate payment of costs when a participant is eligible for both WIOA and funds provided under other Federal programs, including Pell Grants. The Grantee will coordinate with training providers through arrangements that consider all available sources of funds (excluding loans) to determine a customer's overall need for WIOA funds. The exact combination of funds should be based on funding availability for both training costs and supportive services costs that are necessary and reasonable for the customer to successfully complete training. The Grantee should make the determination based on the needs of the customer and not simply reduce the amount of WIOA funds by the amount of Pell Grant funds.
- 4.0.7** The Grantee will follow the Midlands WIOA Policy and Procedures for implementation and operation of the Individual Training Voucher (ITV) process. The Grantee's adherence to this procedure ensures the customer receives the recommended and approved allowable occupational skills training.
- 4.0.8** The Grantee will collaborate with customers and coordinate with the Business Services staff to refer customers to appropriate OJT opportunities based on the customers assessed needs and resulting IEP strategy for accomplishing the individual's WIOA goals. The Grantee will provide individualized case management services to customers throughout their participation in OJT. OJT services will be conducted in accordance with the Midlands local area policy.

- 4.0.9** The Grantee will collaborate with customers in identifying and referring them to customized training programs and employer based skill upgrading and retraining programs as appropriate to the individual customer's needs. The Grantee will assist customers in identifying training programs that combine workplace training with related instruction (which may include cooperative education). The Grantee will identify opportunities for entrepreneurial training; job readiness training; and, adult education, and literacy activities, as appropriate to the customers' needs and preferences.
- 4.0.10** In instances that the customer has significant barriers to employment including but not limited to criminal background and lack of work experience, the Grantee may develop a transitional job opportunity for the customer to aid in overcoming the barrier. The activity must be conducted in accordance with the Midlands area policy.

5.0 DOCUMENTATION OF SERVICES

- 5.0.1** The Grantee will establish and maintain a Central File that will include individual customer files that contain, at a minimum, the items listed in this paragraph and the following sub-paragraphs pertaining to documentation. Entry requirements for Career and Training services funded under this agreement will be maintained in the Grantee's Central File. Copies of individual customer files must be maintained at the comprehensive SC Works Center or the affiliate site where the customer is being served.
- 5.0.2** *IEP Documentation:* All WIOA registered customers will be assessed prior to beginning intensive or training services. A detailed assessment will be documented by the Grantee on the Individual Employment Plan (IEP) for all adult and dislocated worker customers. The Grantee will give a copy of the IEP to the customer and maintain a copy in the customer's file. The Grantee will record in the customer's file, results of tests and other assessments, including self-assessments, any relevant back-up documentation and case notes.
- 5.0.3** The Grantee will include in the IEP Objective Assessment results, which will include an examination of the occupational interests, knowledge, skills, abilities, needs and vocational potential of the customer. The Grantee will record reading and math scores in the customer's file, where applicable. The information will be included in the customers' IEP.
- 5.0.4** The Grantee will include on-going assessment results in the IEP. On-going assessments will be used to continuously update the diagnostic evaluation of an applicant's progress in overcoming employment barriers. The on-going assessments will focus on changes in the customers skills, interests, aptitudes, family situation, work history, education, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive services needed, and personal employment information as it relates to the local labor market area and the customer's IEP goals.
- 5.0.5** Customers assessed as not suited for WIOA training will receive appropriate Career Services that meet IEP goals for placement or career advancement. The Grantee will collaborate with other SCWOS Partners to seamlessly provide their specific services, as appropriate. The Grantee will

update the customer's IEP with assessment documentation and documentation of referral to other non-WIOA services.

5.0.6 The Grantee will document in each adult and/or dislocated worker customer's file, provision of the following information to the customer:

- The purpose of WIOA
- Training Objectives
- Length of Training and Schedules
- Attendance Policy
- Participant Responsibilities & Obligations to WIOA
- Supportive Services Payments, Allowance or Wage Procedures
- Availability of other Supportive Services, if any
- Job Placement Assistance
- Twelve Month WIOA Follow-up
- Need for updating change of address
- Need for Release of Information
- Training based on Funding Availability
- Grievance & Equal Opportunity Procedures

5.0.7 The Grantee will document the information given with customer sign off on a WIOA Receipt of Information form. A copy of the signed Receipt of Information will be given to the customer and the original maintained in the customer's file.

5.0.8 The Grantee will require customers to sign a form acknowledging their obligations and responsibilities under WIOA regarding the program and in particular the need to cooperate with follow-up services.

5.0.9 The Grantee will require that each customer sign a form that states, "federal funding under this activity is contingent upon the availability of federal funds". A copy will be maintained in each customer's file.

5.0.10 The MWDB WIOA Complaints/Grievance Procedures will be explained to each customer. The customer will be given a copy of the completed WIOA Complaints Procedures Form and the original will be retained in the customer's file.

PART III – BUSINESS SERVICES

Another key element of the Midlands Workforce Development Area's operational plan is a strategy for serving employers. WIOA and Wagner-Peyser staff share an integrated job matching system known as SCWOS. One-Stop partners will utilize job listings and will encourage their customers to register for work in SCWOS. Efforts to contact and market workforce development programs to employers will be the primary responsibility of ResCare to include coordination with the MWDB Business Services Lead.

1.0 GENERAL

1.0.1 Business Service Team (BST) members will operate under the direction of the Project Director.

1.0.2 Businesses are the top priority for the Midlands workforce development area. Services to Business should remain a focus for the SC Works Centers system.

- 1.0.3 The BST will promote workforce services to the business community, to include public speaking events. Partner business services should be included in outreach and informational materials.
- 1.0.4 ResCare will be responsible for recruiting businesses to conduct workshops within the SC Works Centers, as well as recruiting businesses to conduct hiring events within the Centers.
- 1.0.5 Business services strategies will be continuously updated and improved. A list of available business services should be readily available in all SC Works centers and taken when attending public speaking events.
- 1.0.6 Recruitment and pre-screening for employers is a primary business service of the SC Works system. The BST is responsible for fully and accurately informing all SC Works management and staff of job requirements for all job openings to ensure only quality referrals are delivered. The BST is required to develop recruitment and pre-screening strategies for large recruitment events and coordinate such activities with the rest of the SC Works staff to ensure employers receive quality referrals in a timely manner.

2.0 WORK BASED LEARNING AND ON-THE-JOB TRAINING (OJT)

Instruction Letters issued by the MWDB will be used to guide the policies and operation of WIOA On-the-Job Training (and other Work-based Learning) services.

- 2.0.1 Work Based Learning is a term in WIOA that centers around skills training at a worksite meant to enhance the job seekers readiness and understanding of employer needs and enhance technical skill application. There are several models that can be used dependent on the skills and needs of the job seeker. For the purpose of this contract, the work based learning models include: work experience, transitional jobs, registered apprenticeship, internships, and On-the-Job Training (OJT).
- 2.0.2 On-the-Job Training (OJT) is an Employment and Training opportunity for participants who are hired by an employer in the public or private sector and is engaged in productive work, to provide the knowledge and skills essential to the full and adequate performance of the job. OJT is a training option to be conducted in the highest skilled occupation appropriate for the eligible participant. It is not intended as subsidized employment for low skilled occupations which require very little training time. Care should be taken to ensure that the training results in the acquisition of transferable skills in the event that the participant later separates employment with an employer for any reason. Payments to employers are deemed to be in compensation for the costs associated with the lower productivity of such participants.
- 2.0.3 Delegated BST staff will serve as the WIOA OJT contract writers. All OJT activities will be coordinated by the BST with direction from the MWDB Business Services Coordinator.

PART IV – REQUIREMENTS

Enrollment Goals:

New enrollments the program are a priority area. The minimum expected new enrollments for the grant period outlined on the cover page of the grant agreement. The Board staff will monitor enrollments monthly along with the Project Director.

Social Media:

The Grantee is expected to use social media to connect with the community. It is a free resource to outreach and promote services. The Grantee should use social media to promote Center activities, hiring events, Job Fairs, etc. as appropriate to promote the Center services and assist job seekers transition into the workforce.

Performance Measures:

WIOA shares performance measures with other programs making it critical to coordinate services. In addition to Adult, Dislocated Worker and Youth WIOA programs, these WIOA measures apply to:

- Adult Ed & Literacy under Title II
- Wagner-Peyser (Adult Measures Only and New Employer Measure)
- Selected programs under Title I of Rehabilitation Act of 1973
- Job Corps – (Youth Measures and possibly New Employer Measure)

The PY 2020 goals for the Midlands area have not yet been negotiated with the State. The PY 2020 State negotiated goals are given in this contract as guidance . The Grantee is expected to meet the area goals as negotiated. The Midlands PY 2020 goals will be shared as soon as they are available.

Measure	Goal
Adult Employment Rate 2 nd Q after exit	77.3%
Adult Employment Rate 4 th Q after exit	73.5%
Adult Median Earnings 2 nd Q after exit	\$5300
Adult Credential Attainment within 4 Qs after exiting	60.0%
Adult Measurable Skills Gain	49.5%
DW Employment Rate 2 nd Q after exit	80.6%
DW Employment Rate 4 th Q after exit	76.5%
DW Median Earnings 2 nd Q after exit	\$7300
DW Credential Attainment within 4 Qs after exiting	60.0%
DW Measurable Skills Gain	48.0%

PART V – PROFIT BENCHMARKS

Total Management Fee \$122,324

1. OJT average wage and placement – 30% of Total Fee- Monthly Targeted Billing

Equus Workforce Solutions will enter into at least 47 On-the-Job Training agreements with local employers to train customers for in-demand jobs over the course of the program year. The chart below provides a cumulative timeline of the requirements of meeting this expectation.

The total annual fee for this measure is \$36,697.20 payable in monthly installments of \$3058.10.

The total annual fee for this measure is \$39,187.50 payable in monthly installments of \$3,265.62.

Time Period	\$13.00 an hour or higher (29) The number below represents the cumulative minimum requirement for month end.	Other OJTs (19 total) The number below represents the cumulative minimum requirement for month end.	Total
7/20	2	1	3
8/20	4	2	6
9/20	6	4	10
10/20	8	6	14
11/20	10	7	17
12/20	12	9	21
1/21	14	11	25
2/21	16	13	29
3/21	18	15	33
4/21	20	17	37
5/21	22	19	41
6/21	24	21	45
Annual	24	21	45

Performance will only be billed if both cumulative monthly requirements are met.

During the program year, if the project does not execute at the monthly total required, performance can be achieved during following months to claim profit.

2. Community Engagement – 30% of Total Fee- Billing as outlined below

EWS will engage the community through creation and posting YouTube videos meeting the quarterly requirement of three videos per quarter. Also, virtual workshops, informational sessions and new workshop content will be provided monthly to engage the community on services of the SC Works Centers.

The total annual fee for this measure is \$36,697.20 payable as outlined below.

Enrollment Expectation by Quarter	New A/DW enrollments in the quarter Cumulative total (67% of fee)	New Y enrollments in the quarter (33% of fee)
40% \$14,378.88	3 YouTube Channel (SC Works Midlands) videos each quarter	\$3669.72/quarter
30% \$11,009.16	2 virtual/web-based workshops/month and 3 Virtual Information sessions/month	\$917.43/month
30% \$11,009.16	10 new/original content workshops/quarter	\$2752.29/quarter

During the program year, if the project does not execute at the total required, performance can be achieved during following months to claim profit.

3. Job and Training Fair events – 30% of Total Fee- Targeted billing for Job and Training Fairs will be “as held”

The total available for this measure is \$36,697.20 payable as performance is achieved.

Percentage of total fee	Event Criteria
40% \$14,678.88	1 Large scale area event (50 hiring employers)
60% (10% per event) \$22,018.32 \$5504.58/event	4 Employment or Training events (from the 5 priority sectors, minimum 4 business representatives/minimum of 4 training providers)

Due to COVID-19, if the job fair and training events are not possible due to size of crowds or being able to maintain social distancing, the MWDB will provide alternative measures.

Sectors approved by the MWDB are Healthcare, Government/Business, Manufacturing, Construction, Information Technology, and Transportation/Logistics.

4. Social Media contact – 10% of Total Fee

In order to promote workforce services in the Midlands Region, EWS is committed to the use of social media as a means to communicate with the community and potential employers and customers.

The total available for this measure is \$12,232.40 and the measure is payable in 12 equal monthly installments of \$1019.36.

EWS must earn 300 points each month related to use of social media as follows (any combination of posts equaling 300 points, may be a combination of Facebook and Instagram; however, duplicate posts do not count in the total):

- Participant Success Stories – 20 Points each (with picture) | 15 Points each (w/o picture)
- Center Events (training fairs, hiring events, career fairs, workshops, etc. with a picture of flyer) – 20 Points each
- Employer engagement/satisfaction post (with services provided by the center) – 15 Points each
- Job openings within the Midlands area – 10 Points each

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Dislocated Worker

Grant Number: 20D294R1

SIGNATORY AUTHORITY <u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u> Telephone #: <u>(803) 376-5390</u>	GRANTEE/RECIPIENT <u>Arbor E&T, LLC d/b/a ResCare Workforce Services</u> <u>9901 Linn Station Road</u> <u>Louisville, KY 40223</u> Telephone #: <u>(502) 2530</u>
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part 1-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

A. Type of Grant – Cost Reimbursement X Fixed Price _____

B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021

C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$363,643, from Federal Funds received.

D. Number of Participants to be Served (where applicable).

(1) Number of Carry-over Participants. 75

(2) Number of New Participants 70

(3) Total Number of Participants to be served. 145

E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$363,643	\$363,643	\$0

Approved for Administrative Entity:

Approved for Grantee:



Ben Mauldin, Executive Director
Central Midlands Council of Governments

7/27/20

Date

Mark Douglass, President
Arbor E&T, LLC d/b/a ResCare Workforce Services

Date

Midlands Workforce Development Area Budget Summary

Contractor: ResCare Workforce Services Contract #: 20D294R1

Activity Designation: WIOA Dislocated Worker Caree Mod No:

	<u>WIOA</u>	<u>Match Funds</u>	<u>Total</u>
1. Salaries & Fringe Benefits	<u>\$203,218</u>	<u> </u>	
2. Indirect Costs	<u>\$22,851</u>	<u> </u>	
3. Operating Expenses	<u>\$42,543</u>	<u> </u>	
4. Transitional Jobs/OJT	<u>\$27,000</u>	<u> </u>	
5. Work Experience/Internships	<u>\$0</u>	<u> </u>	
6. Instructional Training	<u>\$62,250</u>	<u> </u>	
7. Supportive Services	<u>\$5,781</u>	<u> </u>	
8. Assessment	<u> </u>	<u> </u>	
9. Incentives	<u>\$0</u>	<u> </u>	
10. Other	<u> </u>	<u> </u>	
11. Sub-Total	<u>\$363,643</u>	<u> </u>	<u>\$363,643</u>
 TOTAL GRANT COST	 <u>\$363,643</u>	 <u> </u>	 <u>\$363,643</u>

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor:

ResCare Workforce Services

Contract #:

20D294R1

July 1, 2020 - June 30, 2021

1. Staff Salaries:					PROGRAM		MATCH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Federal Amount	%	Amount
Project Director	\$6,037	20%	12	\$14,489		\$14,489		
Project Accountant	\$3,300	25%	12	\$9,900		\$9,900		
Accounting Assistant	\$1,525	25%	12	\$4,576		\$4,576		
Operations Manager	\$5,252	25%	12	\$15,756		\$15,756		
Operations Assistant	\$3,325	25%	12	\$9,974		\$9,974		
Business Services Lead	\$3,675	25%	12	\$11,024		\$11,024		
Business Services	\$3,413	25%	12	\$10,239		\$10,239		
Talent Engagement Specialist	\$3,293	25%	6	\$4,940		\$4,940		
TDS Supervisor	\$3,583	25%	12	\$10,750		\$10,750		
TDS Lead	\$3,380	25%	6	\$5,070		\$5,070		
Retention Specialist	\$3,151	25%	12	\$9,453		\$9,453		
Talent Development Specialist (9)	\$28,361	30%	6	\$51,050		\$51,050		
Front Desk Reception	\$2,337	25%	12	\$7,010		\$7,010		
TOTAL SALARIES				\$164,230		\$164,230		
2. Fringe Benefits								
FICA		x		\$0		\$0		
Workmens Comp		x		\$0		\$0		
Health-Welf. Ins. Pos		x		\$0		\$0		
Ret/Pension		x						
Unemploy. Ins.		x						
Other (Specify) SUTA & FUTA		x		\$0		\$0		
TOTAL FRINGE BENEFITS:	23.74%		\$164,230	\$38,988		\$38,988		
3. Indirect Cost:								
An indirect cost plan must be submitted and approved prior to reimbursement.	10.33%	x	\$221,213	\$22,851		\$22,851		
TOTAL COST				\$226,069		\$226,069		

**Midlands Workforce Development Area
Operating Expenses**

Contractor: ResCare Workforce Services
Contract #: 20D294R1

Operating Expenses	Monthly Cost	# of Months	Total Amount	PROGRAM		MATCH	
				%	Amount	%	Amount
1. Supplies	\$89	12	\$1,063	100%	\$1,063		
2. Communications	\$103	12	\$1,231	100%	\$1,231		
3. Postage & Courier	\$9	12	\$108	100%	\$108		
4. Travel	\$96	12	\$1,154	100%	\$1,154		
5. Equipment Rent							
6. Equipment Expense							
7. Premises Rent							
8. Premises Expense							
9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALKX, Employee Background Checks)	\$1,203	12	\$14,439	100%	\$14,439		
10. Management Fee (*RR/RR-COVID Grant \$177,287)	\$2,046	12	\$24,547	100%	\$24,547		
TOTAL			\$42,543		\$42,543		

Midlands Workforce Development Area

Participant Services

ResCare Workforce Services

20D294R1

Contractor:

Contract #:

	Cost per Participant	No. of Participant	Total Cost	Program			Match	
				%	Amount	%	Amount	
I. Instructional Training	\$4,150	15	\$62,250	100%	\$62,250			
II. Assessment Materials								
III. Work Experience/Internships				100%	\$0			
IV. Transitional Jobs/On-the-Job Training	\$2,700	10	\$27,000	100%	\$27,000			
V. Supportive Services								
1. Transportation	\$344	10	\$3,437	100%	\$3,437			
2. Childcare				100%	\$0			
3. Other	\$293	8	\$2,344	100%	\$2,344			
TOTAL			\$5,781		\$5,781			
VI. Incentive Payments			\$0	100%	\$0			
TOTAL			\$32,781		\$95,031			

WORK STATEMENT
WIOA ADULT AND DISLOCATED WORKER – CAREER/TRAINING SERVICE COORDINATION

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Arbor E&T, LLC d/b/a ResCare Workforce Services, hereinafter referred to as the Grantee, the activities shall be conducted as outlined below. The SC Works Midlands Comprehensive and Lexington satellite sites shall provide WIOA services as outlined in this grant pursuant to provisions and regulations of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). Additionally, this grant outlines the Business Solutions responsibilities for the three-county area.

PART I – GENERAL

1.0 HISTORY AND PREFACE

- 1.0.1** The Workforce Innovation and Opportunity Act (WIOA), is the official federal employment and training program and more specifically, the Midlands Workforce Development Area. It is the responsibility of the Midlands Workforce Development Area Grantee to become familiar with the requirements of the Act and Regulations for purposes of providing the activities and services described, in part, in this Grant.
- 1.0.2** WIOA offers a comprehensive mix of workforce development activities benefiting employers, incumbent workers, job seekers, laid-off workers, youth, emerging workforce entrants, veterans, and persons with disabilities. **WIOA's objective is to promote and improve participant employment, job retention, occupational skills, and earnings.**
- 1.0.3** WIOA has three funding streams serving the following three distinct participant populations: Adults, Dislocated Workers, and Youth.
- 1.0.4** While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three participant populations, which have different services and corresponding eligibility criteria.

2.0 OVERVIEW OF LOCAL WORKFORCE SYSTEM

- 2.0.1** WIOA programs will be a part of a comprehensive system to provide seamless workforce development services for employers and potential job seekers. The system is a collaborative network of many organizations. Workforce development services are provided at SC Works Centers.
- 2.0.2** The Midlands area has three (3) established SC Works Centers. Currently, the Midlands Workforce Development Area has one (1) full-service, comprehensive center located in Columbia (Richland county), and two (2) satellite sites, West Columbia (Lexington County) and Winnsboro (Fairfield County). The Grantee is responsible for coordinating One-Stop Operations and Business Services across all three Counties and day-to-day operations in Lexington and Richland Counties.

- 2.0.3** To be a part of the system, partner agencies are expected to share in the cost equal to the benefit they receive per the law and the Technical Assistance Guide (TAG) and outlined in the Resource Sharing Agreement (RSA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/RSA for the local area. The Project Director is responsible for building and maintaining relationships with partners and ensuring partners are actively participating in the Center(s) services.

3.0 GENERAL OPERATING RESPONSIBILITIES

- 3.0.1** It is the responsibility of each local Board to designate and certify one-stop operators in their local workforce area. Therefore, it is the responsibility of the MWDB to oversee and evaluate said operators.
- 3.0.2** As the One-Stop Operator, the Grantee will be functionally responsible for operating the Midlands workforce system in Fairfield, Lexington and Richland Counties. The Operator will convene partners and strategically align partners within the SC Works Centers for improved and enhanced customer service through service integration.

4.0 ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES

- 4.0.1** The parties to this agreement shall cooperate and adhere to all personnel administration and financial policies and procedures as issued by the MWDB, SC Department of Employment and Workforce, and the US Department of Labor.
- 4.0.2** Program Administration will be monitored by MWDB staff on an on-going basis for compliance with the Act, Regulations, Statement of Work, financial reporting, data system reporting and other administrative instructions.
- 4.0.3** If deviations in any area are deemed serious, the MWDB will be so advised and may elect to begin sanction procedures.
- 4.0.4** The Grantee will keep a log of all complaints received and the disposition of such complaints. The Grantee will advise the Midlands EO Officer immediately if a complaint is filed. Procedures covering these issues are provided by the MWDB in the Center Operations and Incident Management Manual.
- 4.0.5** The Grantee promises and attests that the Grantee and any members of its staff and governing body shall avoid any actual or potential conflicts of interest.
- 4.0.6** The Grantee agrees to comply and to require its officers, employees and agents to comply with all applicable MWDB, Department of Employment and Workforce- WIOA Division or United States DOL statutes or regulations regarding confidentiality in the operation of WIOA funded programs and One-Stop Operations.
- 4.0.7** The Grantee shall not enter into sub-grants for any work contemplated under this Grant and shall not assign this Grant or monies without the prior written consent of the MWDB Administrator or designee.
- 4.0.8** **Data reporting for Participants/Registrants:** The South Carolina Works On-Line System (SCWOS) shall be used for WIOA reporting by the grantee.

4.0.9 Outreach/Community Awareness:

Outreach items are not allowed to be purchased. Any printed materials promoting SC Works Centers must be approved by the MWDB Director, or designee, prior to ordering or publication to ensure that the required documentation is present.

5.0 GRANTEE CENTRAL FILES

5.0.1 At a minimum, the following documents will be maintained in the Grantee's central files, some of which may be electronic (Items with an *** should be maintained at all SC Works Centers), and will be available for on-site monitoring purposes:

- Current Grant***;
- Copy of Act and Applicable Federal Regulations***;
- Copy of Staff Job Position Descriptions (those specific to a satellite site should also be maintained at that site); -
- Staff Time and Attendance to include annual leave hours, sick leave hours, and holiday hours;
- Financial Procedures;
- Property Procurement Procedures;
- Midlands Workforce Development Area Instruction Letters***;
- Financial Reports and Back-up Documentation;
- Copy of approved "out of area" travel requests;
- Monitoring Report and Replies; and
- Log of Complaints.

6.0 FINANCIAL REPORTING

6.0.1 Financial reports will be prepared and submitted according to instructions by the MWDB. Monthly financial billing documents, including all required back-up documentation, must be submitted to:

Mr. Chris White
Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210

Invoices are due on the 10th of the month. If the 10th day of the month falls on a weekend day, then the billing documents must be submitted no later than Noon on the following Monday.

Expenditures must not exceed the approved contract budget included in this agreement. Should funds in excess of the approved contract budget be requested, a detailed explanation must accompany the request.

The MWDB's fiscal agent will issue payment for payable invoices received from Arbor E&T, LLC d/b/a ResCare Workforce Services within 2 days of the receipt of funds from the State.

6.0.2 All Grantee staff must follow the Central Midlands Council of Governments' Purchasing Policy and Procedures, which will include requirements by Federal and State governments.

6.0.3 Disallowed Costs:

The Project Director shall secure non-WIOA funds to reimburse any and all costs determined to be disallowed through financial monitoring or any costs incurred due to imposed sanctions. It is imperative that staff understand the Act, Regulations, and Circulars to ensure compliance and to reduce the likelihood of disallowed costs.

6.0.4 Grant Closeout:

Grants will be closed-out within 60 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.

7.0 PROCUREMENT/UTILIZATION OF PROPERTY

7.0.1 Arbor E&T, LLC d/b/a ResCare Workforce Services is accountable for any WIOA property/equipment shown on the SC Works Midlands property inventory and must adhere to the policies set by Federal and State governments.

WIOA property/equipment no longer needed for the purposes of this agreement will be removed from the centers by Board Staff. Property/equipment must be inventoried by the grantee at least once per program year. A copy of the inventory report must be delivered to the MWDB Director no later than close of business on December 15th. If December 15th falls on a weekend day, the inventory results will be due by Noon on the following Monday. Board staff will monitor inventory for compliance during their annual monitoring reviews at each SC Works Center location.

8.0 MONITORING

8.0.1 On-site data validation, programmatic, and financial monitoring will be conducted by the MWDB staff at least once during the program year. Data validation and programmatic monitoring will be completed for each SC Works Center. Desktop or additional on-site monitoring may be conducted at any time, and at the discretion of the MWDB Director. If deviations in any area are deemed serious, the MWDB will be advised and may elect to begin sanction procedures.

The MWDB staff is available to the Grantee staff for technical assistance and training. These requests should be submitted, via email, to the MWDB Director. Assistance/training will be addressed and/or scheduled within ten (10) business days of the request.

9.0 PARTICIPANT FILES/FINANCIAL RECORD KEEPING REQUIREMENTS

All SC Works participant files and financial records must be maintained, per Section 185 of the Workforce Innovation and Opportunity Act; however, it is recommended by the MWDB staff that records be maintained for a period of five (5) years. Pick-up of participant files shall be coordinated by MWDB staff at least annually to be moved into archive storage.

10.0 TERMS AND CONDITIONS AND MODIFICATIONS

10.0.1 WIOA Terms and Conditions for this grant are attached. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") should be followed and replaces references to other OMB circulars. The grantee must adhere to all stipulations included in the Terms and Conditions.

10.0.2 Changes to this Grant, or any documents included in this Grant, must be requested in writing to the MWDB Director outlining the item(s) needed. The total Grant allocation may be increased in the event that funds are available, however; both parties must agree to the additional allocation of funds. The MWDB must deem the increase to be in best interest of the workforce area, and will have the final approval.

11.0 EFFECTIVE DATE OF GRANT

11.0.1 The effective dates of this Grant are July 1, 2020 through June 30, 2021.

11.0.2 Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the Contractor. Services must be procured every three (3) years at a minimum. The MWDB may procure prior to 3 years if the contractor is not meeting performance or contract expectations.

12.0 COMPLIANCE WITH SECTIONS 188 OF THE ACT AND 29 CFR PART 37

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

- a. Section 188 of the Workforce Innovation and Opportunity Act of 2014;
- b. Title VI of the Civil Rights Act of 1964, as amended;
- c. Section 504 of the Rehabilitation Act of 1973, as amended;
- d. The Age Discrimination Act of 1975, as amended;
- e. Title IX of the Education Amendments of 1972, as amended;
- f. 29 CFR Part 37 and all other regulations and instruction letters implementing the above.

12.0.2 This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288 and 20 CFR Part 1010 (Final Rule) which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the US Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements.

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

13.0 CONTRACT CLAUSES

13.0.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, between the parties hereto.

13.0.2 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

13.0.3 Force Majeure. The performance of this Agreement may be delayed and/or suspended by any act of God, war, civil disorder, terrorist acts, employment strike, hazardous or harmful condition, any alleged criminal or reckless acts, or other cause beyond the control of either party (Force Majeure Event). Neither Party shall be held liable for any default, damages and/or breach of agreement should the performance of this Agreement be delayed and/or suspended due to any Force Majeure Event. In the event performance of this Agreement is delayed and/or suspended due to a Force Majeure Event, performance may only resume upon the mutual assent of the parties that the Force Majeure Event has subsided and all parties are safe to resume performance of their respective duties under the Agreement. Should the performance of the Agreement be suspended or delayed as the result of a Force Majeure Event, the parties hereby agree that this Agreement shall be extended by the amount of time the performance is suspended or delayed.

13.0.4 Severability. All parties hereto agree that should any provision of this Agreement be determined to be invalid or unenforceable, under present or future laws effective during the term of this Lease, such determination shall not affect the legality, validity, and enforceability of the remaining terms and provisions of this Agreement which shall continue in full force and effect.

13.0.5 Notices. Any and all notices requested, required or permitted under this Agreement by either Party to the other shall be effected either by personal delivery in writing or by US Mail, postage prepaid, overnight delivery, or other reasonable means, and delivered to the address listed below:

**To BOARD: Chris White
Midlands Workforce Development Board
100 Executive Center Dr Suite 218 Columbia, SC 29210**

**To ARBOR: Amy Tate
SC Works Midlands
Post Office Box 748 Columbia, SC 29202**

**With Notice Copy: Chief Legal Officer
9901 Linn Station Road Louisville, KY 40223**

PART II – CAREER SERVICES/TRAINING SERVICES
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1.0 GENERAL

1.0.1 The mission of the SC Works Center system is to establish and continuously improve an accessible, seamless, and customer-focused OneStop delivery system in Fairfield, Lexington, and Richland Counties by assisting employers, job seekers, and those seeking other workforce or community related services.

- 1.0.2** SC Works Centers will help all area employers and job seekers. The SC Works Centers will use technology to provide information and basic job seeking/career planning assistance to the public in a cost-effective manner. Participants will be encouraged to help themselves, but staff will be available to answer questions. It is expected that all staff and volunteers be familiar with program and partner services to ensure customers/participants are provided quality service.
- 1.0.3** Based on completing the initial information gathering and the orientation viewing, the Grantee will conduct WIOA eligibility determination/certification. The Grantee will make this process as timely, efficient and as "seamless" to the customer as possible. After completion of eligibility determination, Grantee staff will make a decision about enrollment into WIOA.
- 1.0.4** Adults (those 18 and older) and Dislocated Workers who are unable to find a suitable job, paying sustainable wages, may be certified and determined eligible to receive WIOA services. If eligible and suitable, participants can receive group and one-on-one assistance to identify barriers which hinder their ability to find and retain self-sufficient employment. Every enrolled participant will undergo a comprehensive assessment, career planning and guidance, and develop an Individual Employment Plan (IEP) which may indicate the need for other career services, which may include but is not limited to: job readiness workshops, job clubs, short-term skills upgrading, work experience assignments, and ongoing coaching and case management.

The Grantee will be responsible for ensuring that an SC Works orientation/informational session is provided to interested job seekers. The SC Works Midlands orientation is available online at all times at www.scworksmidlands.org. Customers can view the orientation and the information on the website to learn what resources are available in the SC Works Centers.

- 1.0.5** Those participants who are unable to obtain or retain sustainable employment through career services alone may be considered for possible training services. The MWDB has defined self-sufficiency and set priorities for training funds. Self-sufficiency has been defined as: Adults – 225% of the LLSIL, and Dislocated Workers - employment at 86% of pre-layoff wages. The Grantee will follow Midlands area Instruction Letters to determine Priority of Service levels, training caps and suitability for training services. **SC Local areas are required to serve a minimum of 70% low income or basic skills deficient Adults.**
- 1.0.6** The focal point of Career Services will be the Richland county SC Works Comprehensive Center and access point locations in Fairfield and satellite office in Lexington counties. The Workforce System, defined as a network of mandatory and optional partners, programs, centers, and service providers that collectively address the community's workforce development needs, will have a presence in each county through SC Works centers. The MWDB has appointed Arbor E&T, LLC d.b.a. ResCare Workforce Services as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.7** The Talent Development Specialist must maintain contact with participants on a regular basis to aid in the preparation for the workplace.
- 1.0.8** Customer Satisfaction Surveys should be collected on a consistent basis and reviewed at least quarterly. Board staff may survey customers as needed *without* notification to the Project

Director. Recurrence of the same customer service complaints will result in initiation of sanctions. A system may be developed by ResCare in cooperation with Board Staff.

2.0 ASSESSMENTS

- 2.0.1** Assessment is driven by an in-depth interview between the applicant and the Talent Development Specialist. The in-depth interview allows the applicant and the career consultant to discuss the applicant's past work history and education, present needs/desires, and future unsubsidized employment goals. The interview should address the applicant's interests, aptitudes and barriers to employment. The Talent Development Specialist should assist the applicant with career exploration and job market analysis. The Grantee should utilize the variety of career exploration tools available to suit the needs of job seeker.
- 2.0.2** WIN assessments are available to the Grantee as a part of the assessment process. Assessments are available at the SC Works Center to aid in expedient service delivery. Ready to Work courseware is an on-line tool with user account information also easily accessible in the SC Works Center. Any proprietary no additional cost assessment tools used by ResCare that serve the same purpose will also be acceptable.
- 2.0.3** WIN was identified by the State WIOA Board as the assessment program for WIOA programs in South Carolina. As such all WIOA registrants will be assessed in Reading for Information, Applied Mathematics, and Locating Information.
- 2.0.4** Staff should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to provide WIN assessment to WIOA participants to allow proper time to make accommodations.

3.0 CAREER SERVICES

- 3.0.1** The Grantee will schedule and provide appropriate WIOA Career Services to WIOA-enrolled adult and/or dislocated worker customers. The Grantee will provide any combination of one or more of the following specific services:
 - (1) *Comprehensive And Specialized Assessment* – extensive evaluations of skill level, aptitude and abilities. These evaluations will capture information case managers can use to help customers form an appropriate plan of action (viz., an Individual Employment Plan, or IEP) in achieving their individual goals;
 - (2) *Diagnostic Testing* – testing to determine customers' skills, aptitudes, vocational interests, temperament, personality or other characteristics so they may develop an appropriate plan of action to achieve their employment and training and economic self-sufficiency goals; and
 - (3) *In-depth Interviewing and Evaluation* – identification of barriers to obtaining and retaining employment or increasing earnings. May include but is not limited to identifying basic skill deficiencies; physical, mental or emotional disabilities; long-term dependency on public assistance; lack of work history; language barriers; age, home environment, etc.
 - (4) *Development Of Individual Employment Plan (IEP)* – assistance in preparing a specific plan of services for each registered WIOA customer. In providing employment plan assistance to customers, the Grantee will use information about customers' employability characteristics:

occupational interests, aptitudes and skills; communication skills; academic achievement level; job retention skills; life and family management circumstances (e.g., ability to schedule family commitments to fit with work and/or training schedules); basic life resources (e.g., child care and transportation needs); mental/emotional issues; physical health status and disabilities; substance abuse issues; and, legal issues. The information will be used to help customers identify their employment goals; set appropriate achievement benchmarks; and establish a plan for comprehensive services that will help customers achieve their employment objectives;

- (5) *Group Counseling* – provision of guidance in groups, as appropriate, to provide direct services and/or access to SCWOS resources that support the customers' ability to make informed choices about identifying and obtaining services (including training services) relevant to meeting their IEP goals:
- (6) *Individual Counseling And Career Planning* - one-on-one guidance to customers registered in WIOA to help them access available resources, seamlessly. Individual counseling and career planning will be designed to aid customers in making informed choices including career choices and training provider choices for those customers assessed as in need, able to benefit from and desirous of training.
- (7) *Case Management For Those Seeking Training Services* – intensive, long-term guidance and support to customers throughout the process of finding and using SCWOS services to achieve their individual economic self-sufficiency goals including the follow-up period of twelve (12) months after a customer enters unsubsidized employment. The Grantee will provide or coordinate the provision of case management services to all WIOA-registered adult and/or dislocated worker customers of the SCWOS System.
- (8) *Short-Term Prevocational Services* – limited duration prevocational services, as appropriate to the customers' individual needs for accomplishing IEP goals. Prevocational services may be provided through the Grantee's resources, by SCWOS Partners, through workshops conducted at the SCWOS centers or by referral to other service providers. Examples of prevocational skills to prepare customers for unsubsidized employment or training include, but are not limited to, development of learning skills, communication skills, interviewing skills, job retention skills, life and family management skills, personal responsibility skills, professional conduct and punctuality.

3.0.2 The Grantee will follow the Midlands assessment policy in coordinating any supportive or training services for a participant.

4.0 WIOA TRAINING & ITA MANAGEMENT

4.0.1 The Grantee will be responsible for registering adult and/or dislocated worker customers into WIOA-funded training services including training through Individual Training Account (ITA) vouchers and WIOA-funded On-the Job Training (OJT) in accordance with the following:

Registering for Training: The Grantee will comply with the following requirements when registering customers for training;

- (1) After an interview, evaluation, or assessment and case management customers have been determined to be in need of training services and to have the skills and qualifications to successfully complete the selected training program from the WIOA Eligible Training Provider List;

- (2) Customers select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
- (3) Customers are unable to obtain grant assistance from other sources to pay costs of such training, including Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
- (4) Customers are determined eligible in accordance with the Midlands priority system in effect for individuals whose services are provided through the adult funding stream.

4.0.2 The Grantee must maintain documentation in each WIOA participant's file to show that participants have applied for other grants such as Pell, Veterans Assistance, etc.

4.0.3 The Grantee will set up Individual Training Accounts and issue vouchers to pay for institutional training (including training for nontraditional employment) provided to customers. Classroom training will be limited to training programs on the Midlands approved eligible training providers list and focus on the Midlands priority training list.

4.0.4 The grantee must make funding arrangements for training with SC Works Center partners and other entities. The Grantee must ensure that training providers consider the availability of other sources of grants to pay for training costs such as State-funded training funds and Federal Pell Grants so that WIOA funds supplement other sources of training grants.

4.0.5 The Grantee will assess WIOA customers registered for classroom training to determine the likelihood that they will qualify for Federal Pell Grant funds. The Grantee will assist such customers in applying for these funds.

4.0.6 The Grantee will avoid duplicate payment of costs when a participant is eligible for both WIOA and funds provided under other Federal programs, including Pell Grants. The Grantee will coordinate with training providers through arrangements that consider all available sources of funds (excluding loans) to determine a customer's overall need for WIOA funds. The exact combination of funds should be based on funding availability for both training costs and supportive services costs that are necessary and reasonable for the customer to successfully complete training. The Grantee should make the determination based on the needs of the customer and not simply reduce the amount of WIOA funds by the amount of Pell Grant funds.

4.0.7 The Grantee will follow the Midlands WIOA Policy and Procedures for implementation and operation of the Individual Training Voucher (ITV) process. The Grantee's adherence to this procedure ensures the customer receives the recommended and approved allowable occupational skills training.

4.0.8 The Grantee will collaborate with customers and coordinate with the Business Services staff to refer customers to appropriate OJT opportunities based on the customers assessed needs and resulting IEP strategy for accomplishing the individual's WIOA goals. The Grantee will provide individualized case management services to customers throughout their participation in OJT. OJT services will be conducted in accordance with the Midlands local area policy.

- 4.0.9** The Grantee will collaborate with customers in identifying and referring them to customized training programs and employer based skill upgrading and retraining programs as appropriate to the individual customer's needs. The Grantee will assist customers in identifying training programs that combine workplace training with related instruction (which may include cooperative education). The Grantee will identify opportunities for entrepreneurial training; job readiness training; and, adult education, and literacy activities, as appropriate to the customers' needs and preferences.
- 4.0.10** In instances that the customer has significant barriers to employment including but not limited to criminal background and lack of work experience, the Grantee may develop a transitional job opportunity for the customer to aid in overcoming the barrier. The activity must be conducted in accordance with the Midlands area policy.

5.0 DOCUMENTATION OF SERVICES

- 5.0.1** The Grantee will establish and maintain a Central File that will include individual customer files that contain, at a minimum, the items listed in this paragraph and the following sub-paragraphs pertaining to documentation. Entry requirements for Career and Training services funded under this agreement will be maintained in the Grantee's Central File. Copies of individual customer files must be maintained at the comprehensive SC Works Center or the affiliate site where the customer is being served.
- 5.0.2** *IEP Documentation:* All WIOA registered customers will be assessed prior to beginning intensive or training services. A detailed assessment will be documented by the Grantee on the Individual Employment Plan (IEP) for all adult and dislocated worker customers. The Grantee will give a copy of the IEP to the customer and maintain a copy in the customer's file. The Grantee will record in the customer's file, results of tests and other assessments, including self-assessments, any relevant back-up documentation and case notes.
- 5.0.3** The Grantee will include in the IEP Objective Assessment results, which will include an examination of the occupational interests, knowledge, skills, abilities, needs and vocational potential of the customer. The Grantee will record reading and math scores in the customer's file, where applicable. The information will be included in the customers' IEP.
- 5.0.4** The Grantee will include on-going assessment results in the IEP. On-going assessments will be used to continuously update the diagnostic evaluation of an applicant's progress in overcoming employment barriers. The on-going assessments will focus on changes in the customers skills, interests, aptitudes, family situation, work history, education, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive services needed, and personal employment information as it relates to the local labor market area and the customer's IEP goals.
- 5.0.5** Customers assessed as not suited for WIOA training will receive appropriate Career Services that meet IEP goals for placement or career advancement. The Grantee will collaborate with other SCWOS Partners to seamlessly provide their specific services, as appropriate. The Grantee will

update the customer's IEP with assessment documentation and documentation of referral to other non-WIOA services.

5.0.6 The Grantee will document in each adult and/or dislocated worker customer's file, provision of the following information to the customer:

- The purpose of WIOA
- Training Objectives
- Length of Training and Schedules
- Attendance Policy
- Participant Responsibilities & Obligations to WIOA
- Supportive Services Payments, Allowance or Wage Procedures
- Availability of other Supportive Services, if any
- Job Placement Assistance
- Twelve Month WIOA Follow-up
- Need for updating change of address
- Need for Release of Information
- Training based on Funding Availability
- Grievance & Equal Opportunity Procedures

5.0.7 The Grantee will document the information given with customer sign off on a WIOA Receipt of Information form. A copy of the signed Receipt of Information will be given to the customer and the original maintained in the customer's file.

5.0.8 The Grantee will require customers to sign a form acknowledging their obligations and responsibilities under WIOA regarding the program and in particular the need to cooperate with follow-up services.

5.0.9 The Grantee will require that each customer sign a form that states, "federal funding under this activity is contingent upon the availability of federal funds". A copy will be maintained in each customer's file.

5.0.10 The MWDB WIOA Complaints/Grievance Procedures will be explained to each customer. The customer will be given a copy of the completed WIOA Complaints Procedures Form and the original will be retained in the customer's file.

PART III – BUSINESS SERVICES

Another key element of the Midlands Workforce Development Area's operational plan is a strategy for serving employers. WIOA and Wagner-Peyser staff share an integrated job matching system known as SCWOS. One-Stop partners will utilize job listings and will encourage their customers to register for work in SCWOS. Efforts to contact and market workforce development programs to employers will be the primary responsibility of ResCare to include coordination with the MWDB Business Services Lead.

1.0 GENERAL

1.0.1 Business Service Team (BST) members will operate under the direction of the Project Director.

1.0.2 Businesses are the top priority for the Midlands workforce development area. Services to Business should remain a focus for the SC Works Centers system.

- 1.0.3 The BST will promote workforce services to the business community, to include public speaking events. Partner business services should be included in outreach and informational materials.
- 1.0.4 ResCare will be responsible for recruiting businesses to conduct workshops within the SC Works Centers, as well as recruiting businesses to conduct hiring events within the Centers.
- 1.0.5 Business services strategies will be continuously updated and improved. A list of available business services should be readily available in all SC Works centers and taken when attending public speaking events.
- 1.0.6 Recruitment and pre-screening for employers is a primary business service of the SC Works system. The BST is responsible for fully and accurately informing all SC Works management and staff of job requirements for all job openings to ensure only quality referrals are delivered. The BST is required to develop recruitment and pre-screening strategies for large recruitment events and coordinate such activities with the rest of the SC Works staff to ensure employers receive quality referrals in a timely manner.

2.0 WORK BASED LEARNING AND ON-THE-JOB TRAINING (OJT)

Instruction Letters issued by the MWDB will be used to guide the policies and operation of WIOA On-the-Job Training (and other Work-based Learning) services.

- 2.0.1 Work Based Learning is a term in WIOA that centers around skills training at a worksite meant to enhance the job seekers readiness and understanding of employer needs and enhance technical skill application. There are several models that can be used dependent on the skills and needs of the job seeker. For the purpose of this contract, the work based learning models include: work experience, transitional jobs, registered apprenticeship, internships, and On-the-Job Training (OJT).
- 2.0.2 On-the-Job Training (OJT) is an Employment and Training opportunity for participants who are hired by an employer in the public or private sector and is engaged in productive work, to provide the knowledge and skills essential to the full and adequate performance of the job. OJT is a training option to be conducted in the highest skilled occupation appropriate for the eligible participant. It is not intended as subsidized employment for low skilled occupations which require very little training time. Care should be taken to ensure that the training results in the acquisition of transferable skills in the event that the participant later separates employment with an employer for any reason. Payments to employers are deemed to be in compensation for the costs associated with the lower productivity of such participants.
- 2.0.3 Delegated BST staff will serve as the WIOA OJT contract writers. All OJT activities will be coordinated by the BST with direction from the MWDB Business Services Coordinator.

PART IV – REQUIREMENTS

Enrollment Goals:

New enrollments the program are a priority area. The minimum expected new enrollments for the grant period outlined on the cover page of the grant agreement. The Board staff will monitor enrollments monthly along with the Project Director.

Social Media:

The Grantee is expected to use social media to connect with the community. It is a free resource to outreach and promote services. The Grantee should use social media to promote Center activities, hiring events, Job Fairs, etc. as appropriate to promote the Center services and assist job seekers transition into the workforce.

Performance Measures:

WIOA shares performance measures with other programs making it critical to coordinate services. In addition to Adult, Dislocated Worker and Youth WIOA programs, these WIOA measures apply to:

- Adult Ed & Literacy under Title II
- Wagner-Peyser (Adult Measures Only and New Employer Measure)
- Selected programs under Title I of Rehabilitation Act of 1973
- Job Corps – (Youth Measures and possibly New Employer Measure)

The PY 2020 goals for the Midlands area have not yet been negotiated with the State. The PY 2020 State negotiated goals are given in this contract as guidance. The Grantee is expected to meet the area goals as negotiated. The Midlands PY 2020 goals will be shared as soon as they are available.

Measure	Goal
Adult Employment Rate 2 nd Q after exit	77.3%
Adult Employment Rate 4 th Q after exit	73.5%
Adult Median Earnings 2 nd Q after exit	\$5300
Adult Credential Attainment within 4 Qs after exiting	60.0%
Adult Measurable Skills Gain	49.5%
DW Employment Rate 2 nd Q after exit	80.6%
DW Employment Rate 4 th Q after exit	76.5%
DW Median Earnings 2 nd Q after exit	\$7300
DW Credential Attainment within 4 Qs after exiting	60.0%
DW Measurable Skills Gain	48.0%

PART V – PROFIT BENCHMARKS

Total Management Fee \$122,324

1. OJT average wage and placement – 30% of Total Fee- Monthly Targeted Billing

Equus Workforce Solutions will enter into at least 47 On-the-Job Training agreements with local employers to train customers for in-demand jobs over the course of the program year. The chart below provides a cumulative timeline of the requirements of meeting this expectation.

The total annual fee for this measure is \$36,697.20 payable in monthly installments of \$3058.10.

The total annual fee for this measure is \$39,187.50 payable in monthly installments of \$3,265.62.

Time Period	\$13.00 an hour or higher (29) The number below represents the cumulative minimum requirement for month end.	Other OJTs (19 total) The number below represents the cumulative minimum requirement for month end.	Total
7/20	2	1	3
8/20	4	2	6
9/20	6	4	10
10/20	8	6	14
11/20	10	7	17
12/20	12	9	21
1/21	14	11	25
2/21	16	13	29
3/21	18	15	33
4/21	20	17	37
5/21	22	19	41
6/21	24	21	45
Annual	24	21	45

Performance will only be billed if both cumulative monthly requirements are met.

During the program year, if the project does not execute at the monthly total required, performance can be achieved during following months to claim profit.

2. Community Engagement – 30% of Total Fee- Billing as outlined below

EWS will engage the community through creation and posting YouTube videos meeting the quarterly requirement of three videos per quarter. Also, virtual workshops, informational sessions and new workshop content will be provided monthly to engage the community on services of the SC Works Centers.

The total annual fee for this measure is \$36,697.20 payable as outlined below.

Enrollment Expectation by Quarter	New A/DW enrollments in the quarter Cumulative total (67% of fee)	New Y enrollments in the quarter (33% of fee)
40% \$14,378.88	3 YouTube Channel (SC Works Midlands) videos each quarter	\$3669.72/quarter
30% \$11,009.16	2 virtual/web-based workshops/month and 3 Virtual Information sessions/month	\$917.43/month
30% \$11,009.16	10 new/original content workshops/quarter	\$2752.29/quarter

During the program year, if the project does not execute at the total required, performance can be achieved during following months to claim profit.

3. Job and Training Fair events – 30% of Total Fee- Targeted billing for Job and Training Fairs will be “as held”

The total available for this measure is \$36,697.20 payable as performance is achieved.

Percentage of total fee	Event Criteria
40% \$14,678.88	1 Large scale area event (50 hiring employers)
60% (10% per event) \$22,018.32 \$5504.58/event	4 Employment or Training events (from the 5 priority sectors, minimum 4 business representatives/minimum of 4 training providers)

Due to COVID-19, if the job fair and training events are not possible due to size of crowds or being able to maintain social distancing, the MWDB will provide alternative measures.

Sectors approved by the MWDB are Healthcare, Government/Business, Manufacturing, Construction, Information Technology, and Transportation/Logistics.

4. Social Media contact – 10% of Total Fee

In order to promote workforce services in the Midlands Region, EWS is committed to the use of social media as a means to communicate with the community and potential employers and customers.

The total available for this measure is \$12,232.40 and the measure is payable in 12 equal monthly installments of \$1019.36.

EWS must earn 300 points each month related to use of social media as follows (any combination of posts equaling 300 points, may be a combination of Facebook and Instagram; however, duplicate posts do not count in the total):

- Participant Success Stories – 20 Points each (with picture) | 15 Points each (w/o picture)
- Center Events (training fairs, hiring events, career fairs, workshops, etc. with a picture of flyer) – 20 Points each
- Employer engagement/satisfaction post (with services provided by the center) – 15 Points each
- Job openings within the Midlands area – 10 Points each

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Youth

Grant Number: 20Y294R1

SIGNATORY AUTHORITY <u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u> Telephone #: <u>(803) 376-5390</u>	GRANTEE/RECIPIENT <u>Arbor E&T, LLC d/b/a ResCare Workforce Services</u> <u>9901 Linn Station Road</u> <u>Louisville, KY 40223</u> Telephone #: <u>(502) 2530</u>
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part I-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

A. Type of Grant – Cost Reimbursement ☒ Fixed Price _____

B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021

C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$709,677, from Federal Funds received.

D. Number of Participants to be Served (where applicable).

(1) Number of Carry-over Participants. 165

(2) Number of New Participants 155

(3) Total Number of Participants to be served. 320

E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY


ADMINISTRATION	NON-ADMINISTRATION	TOTAL	MATCH
	\$709,677	\$709,677	\$0

Approved for Administrative Entity:

Approved for Grantee:


Ben Mauldin, Executive Director
Central Midlands Council of Governments

7/27/2020
Date


Mark Douglass, President
Arbor E&T, LLC d/b/a ResCare Workforce Services

Date

Midlands Workforce Development Area Budget Summary

Contractor: ResCare Workforce Services Contract #: 20Y294R1

Activity Designation: WIOA Youth Career Services Mod No: _____

	<u>WIOA</u>	<u>Match Funds</u>	<u>Total</u>
1. Salaries & Fringe Benefits	<u>\$315,129</u>	<u> </u>	
2. Indirect Costs	<u>\$34,101</u>	<u> </u>	
3. Operating Expenses	<u>\$46,400</u>	<u> </u>	
4. Transitional Jobs/OJT	<u>\$40,500</u>	<u> </u>	
5. Work Experience/Internships	<u>\$165,000</u>	<u> </u>	
6. Instructional Training	<u>\$93,375</u>	<u> </u>	
7. Supportive Services	<u>\$8,671</u>	<u> </u>	
8. Assessment	<u> </u>	<u> </u>	
9. Incentives	<u>\$6,500</u>	<u> </u>	
10. Other	<u> </u>	<u> </u>	
11. Sub-Total	<u>\$709,677</u>	<u> </u>	<u>\$709,677</u>
TOTAL GRANT COST	<u>\$709,677</u>	<u> </u>	<u>\$709,677</u>

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: ResCare Workforce Services
Contract #: 20Y294R1
 July 1, 2020 - June 30, 2021

1. Staff Salaries:				PROGRAM		MATCH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Federal Amount	% Amount
Project Director	\$6,037	20%	12	\$14,489		\$14,489	
Project Accountant	\$3,300	20%	12	\$7,920		\$7,920	
Accounting Assistant	\$1,525	20%	12	\$3,660		\$3,660	
Operations Manager	\$5,252	20%	12	\$12,605		\$12,605	
Operations Assistant	\$3,325	20%	12	\$7,979		\$7,979	
Business Services Lead	\$3,675	20%	12	\$8,819		\$8,819	
Business Services	\$3,413	20%	12	\$8,191		\$8,191	
Talent Engagement Specialist	\$3,293	20%	12	\$7,904		\$7,904	
TDS Supervisor	\$3,583	20%	12	\$8,600		\$8,600	
TDS Lead	\$3,380	20%	12	\$8,112		\$8,112	
Retention Specialist	\$3,151	20%	12	\$7,562		\$7,562	
Talent Development Specialist (4)	\$12,605	100%	12	\$151,260		\$151,260	
Front Desk Reception	\$3,154	20%	12	\$7,570		\$7,570	
TOTAL SALARIES				\$254,670		\$254,670	
2. Fringe Benefits							
FICA		x		\$0		\$0	
Workmens Comp		x		\$0		\$0	
Health-Welf. Ins. Pos		x		\$0		\$0	
Ret/Pension		x					
Unemploy. Ins.		x					
Other (Specify) SUTA & FUTA		x		\$0		\$0	
TOTAL FRINGE BENEFITS:	23.74%		\$254,670	\$60,459		\$60,459	
3. Indirect Cost:							
An indirect cost plan must be submitted and approved prior to reimbursement.	10.33%	x	\$330,117	\$34,101		\$34,101	
TOTAL COST				\$349,230		\$349,230	

**Midlands Workforce Development Area
Operating Expenses**

Contractor: ResCare Workforce Services
Contract #: 20Y294R1

Operating Expenses	Monthly Cost	# of Months	Total Amount	PROGRAM		MATCH	
				%	Amount	%	Amount
1. Supplies	\$133	12	\$1,594	100%	\$1,594		
2. Communications	\$154	12	\$1,847	100%	\$1,847		
3. Postage & Courier	\$14	12	\$162	100%	\$162		
4. Travel	\$144	12	\$1,731	100%	\$1,731		
5. Equipment Rent							
6. Equipment Expense							
7. Premises Rent							
8. Premises Expense							
9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALXX, Employee Background Checks)	\$804	12	\$9,654	100%	\$9,654		
10. Management Fee	\$2,618	12	\$31,412	100%	\$31,412		
TOTAL			\$46,400		\$46,400		

Midlands Workforce Development Area

Participant Services

ResCare Workforce Services

20Y294R1

Contractor:

Contract #:

	Cost per Participant	No. of Participant	Total Cost	Program			Match	
				%	Amount	%	Amount	
I. Instructional Training	\$3,113	30	\$93,375	100%	\$93,375			
II. Assessment Materials								
III. Work Experience/Internships	\$2,063	80	\$165,000	100%	\$165,000			
IV. Transitional Jobs/On-the-Job Training	\$2,531	16	\$40,500	100%	\$40,500			
V. Supportive Services								
1. Transportation	\$430	12	\$5,156	100%	\$5,156			
2. Childcare				100%	\$0			
3. Other	\$126	28	\$3,515	100%	\$3,515			
TOTAL			\$8,671		\$8,671			
VI. Incentive Payments	\$100	65	\$6,500	100%	\$6,500			
TOTAL			\$314,046		\$314,046			

WORK STATEMENT
WIOA YOUTH – CAREER/TRAINING SERVICE COORDINATION

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Arbor E&T, LLC d/b/a ResCare Workforce Services, hereinafter referred to as the Grantee, the activities shall be conducted as outlined below. The SC Works Midlands Comprehensive and Lexington satellite sites shall provide WIOA Youth services as outlined in this grant pursuant to provisions and regulations of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). Additionally, this grant outlines the Business Solutions responsibilities for the three-county area.

PART I – GENERAL

1.0 HISTORY AND PREFACE

- 1.0.1** The Workforce Innovation and Opportunity Act (WIOA), is the official federal employment and training program and more specifically, the Midlands Workforce Development Area. It is the responsibility of the Midlands Workforce Development Area Grantee to become familiar with the requirements of the Act and Regulations for purposes of providing the activities and services described, in part, in this Grant.
- 1.0.2** WIOA offers a comprehensive mix of workforce development activities benefiting employers, incumbent workers, job seekers, laid-off workers, youth, emerging workforce entrants, veterans, and persons with disabilities. **WIOA's objective is to promote and improve participant employment, job retention, occupational skills, and earnings.**
- 1.0.3** WIOA has three funding streams serving the following three distinct participant populations: Adults, Dislocated Workers, and Youth.
- 1.0.4** While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three participant populations, which have different services and corresponding eligibility criteria.

2.0 OVERVIEW OF LOCAL WORKFORCE SYSTEM

- 2.0.1** WIOA programs will be a part of a comprehensive system to provide seamless workforce development services for employers and potential job seekers. The system is a collaborative network of many organizations. Workforce development services are provided at SC Works Centers.
- 2.0.2** The Midlands area has three (3) established SC Works Centers. Currently, the Midlands Workforce Development Area has one (1) full-service, comprehensive center located in Columbia (Richland county), and two (2) satellite sites, West Columbia (Lexington County) and Winnsboro (Fairfield County). The Grantee is responsible for coordinating One-Stop Operations and Business Services across all three Counties and day-to-day operations in Lexington and Richland Counties.

- 2.0.3** To be a part of the system, partner agencies are expected to share in the cost equal to the benefit they receive per the law and the Technical Assistance Guide (TAG) and outlined in the Resource Sharing Agreement (RSA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/RSA for the local area. The Project Director is responsible for building and maintaining relationships with partners and ensuring partners are actively participating in the Center(s) services.

3.0 GENERAL OPERATING RESPONSIBILITIES

- 3.0.1** It is the responsibility of each local Board to designate and certify one-stop operators in their local workforce area. Therefore, it is the responsibility of the MWDB to oversee and evaluate said operators.
- 3.0.2** As the One-Stop Operator, the Grantee will be functionally responsible for operating the Midlands workforce system in Fairfield, Lexington and Richland Counties. The Operator will convene partners and strategically align partners within the SC Works Centers for improved and enhanced customer service through service integration.

4.0 ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES

- 4.0.1** The parties to this agreement shall cooperate and adhere to all personnel administration and financial policies and procedures as issued by the MWDB, SC Department of Employment and Workforce, and the US Department of Labor.
- 4.0.2** Program Administration will be monitored by MWDB staff on an on-going basis for compliance with the Act, Regulations, Statement of Work, financial reporting, data system reporting and other administrative instructions.
- 4.0.3** If deviations in any area are deemed serious, the MWDB will be so advised and may elect to begin sanction procedures.
- 4.0.4** The Grantee will keep a log of all complaints received and the disposition of such complaints. The Grantee will advise the Midlands EO Officer immediately if a complaint is filed. Procedures covering these issues are provided by the MWDB in the Center Operations and Incident Management Manual.
- 4.0.5** The Grantee promises and attests that the Grantee and any members of its staff and governing body shall avoid any actual or potential conflicts of interest.
- 4.0.6** The Grantee agrees to comply and to require its officers, employees and agents to comply with all applicable MWDB, Department of Employment and Workforce- WIOA Division or United States DOL statutes or regulations regarding confidentiality in the operation of WIOA funded programs and One-Stop Operations.
- 4.0.7** The Grantee shall not enter into sub-grants for any work contemplated under this Grant and shall not assign this Grant or monies without the prior written consent of the MWDB Administrator or designee.
- 4.0.8** **Data reporting for Participants/Registrants:**

The South Carolina Works On-Line System (SCWOS) shall be used for WIOA reporting by the grantee.

4.0.9 Outreach/Community Awareness:

Outreach items are not allowed to be purchased. Any printed materials promoting SC Works Centers must be approved by the MWDB Director, or designee, prior to ordering or publication to ensure that the required documentation is present.

5.0 GRANTEE CENTRAL FILES

5.0.1 At a minimum, the following documents will be maintained in the Grantee's central files, some of which may be electronic (Items with an *** should be maintained at all SC Works Centers), and will be available for on-site monitoring purposes:

- Current Grant***;
- Copy of Act and Applicable Federal Regulations***;
- Copy of Staff Job Position Descriptions (those specific to a satellite site should also be maintained at that site); -
- Staff Time and Attendance to include annual leave hours, sick leave hours, and holiday hours;
- Financial Procedures;
- Property Procurement Procedures;
- Midlands Workforce Development Area Instruction Letters***;
- Financial Reports and Back-up Documentation;
- Copy of approved "out of area" travel requests;
- Monitoring Report and Replies; and
- Log of Complaints.

6.0 FINANCIAL REPORTING

6.0.1 Financial reports will be prepared and submitted according to instructions by the MWDB. Monthly financial billing documents, including all required back-up documentation, must be submitted to:

Mr. Chris White
Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210

Invoices are due on the 10th of the month. If the 10th day of the month falls on a weekend day, then the billing documents must be submitted no later than Noon on the following Monday.

Expenditures must not exceed the approved contract budget included in this agreement. Should funds in excess of the approved contract budget be requested, a detailed explanation must accompany the request.

The MWDB's fiscal agent will issue payment for payable invoices received from Arbor E&T, LLC d/b/a ResCare Workforce Services within 2 days of the receipt of funds from the State.

6.0.2 All Grantee staff must follow the Central Midlands Council of Governments' Purchasing Policy and Procedures, which will include requirements by Federal and State governments.

6.0.3 Disallowed Costs:

The Project Director shall secure non-WIOA funds to reimburse any and all costs determined to be disallowed through financial monitoring or any costs incurred due to imposed sanctions. It is imperative that staff understand the Act, Regulations, and Circulars to ensure compliance and to reduce the likelihood of disallowed costs.

6.0.4 Grant Closeout:

Grants will be closed-out within 60 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.

7.0 **PROCUREMENT/UTILIZATION OF PROPERTY**

7.0.1 Arbor E&T, LLC d/b/a ResCare Workforce Services is accountable for any WIOA property/equipment shown on the SC Works Midlands property inventory and must adhere to the policies set by Federal and State governments.

WIOA property/equipment no longer needed for the purposes of this agreement will be removed from the centers by Board Staff. Property/equipment must be inventoried by the grantee at least once per program year. A copy of the inventory report must be delivered to the MWDB Director no later than close of business on December 15th. If December 15th falls on a weekend day, the inventory results will be due by Noon on the following Monday. Board staff will monitor inventory for compliance during their annual monitoring reviews at each SC Works Center location.

8.0 **MONITORING**

8.0.1 On-site data validation, programmatic, and financial monitoring will be conducted by the MWDB staff at least once during the program year. Data validation and programmatic monitoring will be completed for each SC Works Center. Desktop or additional on-site monitoring may be conducted at any time, and at the discretion of the MWDB Director. If deviations in any area are deemed serious, the MWDB will be advised and may elect to begin sanction procedures.

The MWDB staff is available to the Grantee staff for technical assistance and training. These requests should be submitted, via email, to the MWDB Director. Assistance/training will be addressed and/or scheduled within ten (10) business days of the request.

9.0 **PARTICIPANT FILES/FINANCIAL RECORD KEEPING REQUIREMENTS**

All SC Works participant files and financial records must be maintained, per Section 185 of the Workforce Innovation and Opportunity Act; however, it is recommended by the MWDB staff that

records be maintained for a period of five (5) years. Pick-up of participant files shall be coordinated by MWDB staff at least annually to be moved into archive storage.

10.0 TERMS AND CONDITIONS

10.0.1 WIOA Terms and Conditions for this grant are attached. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") should be followed and replaces references to other OMB circulars. The grantee must adhere to all stipulations included in the Terms and Conditions.

10.0.2 GRANT MODIFICATION: Changes to this Grant, or any documents included in this Grant, must be requested in writing to the MWDB Director outlining the item(s) needed.

The total Grant allocation may be increased in the event that funds are available, however; both parties must agree to the additional allocation of funds. The MWDB must deem the increase to be in best interest of the workforce area, and will have the final approval.

11.0 EFFECTIVE DATE OF GRANT

11.0.1 The effective dates of this Grant are July 1, 2020 through June 30, 2021.

11.0.2 Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the Contractor. Services must be procured every three (3) years at a minimum. The MWDB may procure prior to 3 years if the contractor is not meeting performance or contract expectations.

11.0.3 The Grantee is also responsible for the WIOA program performance in Lexington and Richland Counties.

12.0 COMPLIANCE WITH SECTIONS 188 OF THE ACT AND 29 CFR PART 37

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

- a. Section 188 of the Workforce Innovation and Opportunity Act of 2014;
- b. Title VI of the Civil Rights Act of 1964, as amended;
- c. Section 504 of the Rehabilitation Act of 1973, as amended;
- d. The Age Discrimination Act of 1975, as amended;
- e. Title IX of the Education Amendments of 1972, as amended;
- f. 29 CFR Part 37 and all other regulations and instruction letters implementing the above.

12.0.2 This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288 and 20 CFR Part 1010 (Final Rule) which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the US Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements.

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

13.0 CONTRACT CLAUSES

13.0.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, between the parties hereto.

13.0.2 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

13.0.3 Force Majeure. The performance of this Agreement may be delayed and/or suspended by any act of God, war, civil disorder, terrorist acts, employment strike, hazardous or harmful condition, any alleged criminal or reckless acts, or other cause beyond the control of either party (Force Majeure Event). Neither Party shall be held liable for any default, damages and/or breach of agreement should the performance of this Agreement be delayed and/or suspended due to any Force Majeure Event. In the event performance of this Agreement is delayed and/or suspended due to a Force Majeure Event, performance may only resume upon the mutual assent of the parties that the Force Majeure Event has subsided and all parties are safe to resume performance of their respective duties under the Agreement. Should the performance of the Agreement be suspended or delayed as the result of a Force Majeure Event, the parties hereby agree that this Agreement shall be extended by the amount of time the performance is suspended or delayed.

13.0.4 Severability. All parties hereto agree that should any provision of this Agreement be determined to be invalid or unenforceable, under present or future laws effective during the term of this Lease, such determination shall not affect the legality, validity, and enforceability of the remaining terms and provisions of this Agreement which shall continue in full force and effect.

13.0.5 Notices. Any and all notices requested, required or permitted under this Agreement by either Party to the other shall be effected either by personal delivery in writing or by US Mail, postage prepaid, overnight delivery, or other reasonable means, and delivered to the address listed below:

**To BOARD: Chris White
 Midlands Workforce Development Board
 100 Executive Center Dr Suite 218 Columbia, SC 29210**

**To ARBOR: Amy Tate
 SC Works Midlands
 Post Office Box 748 Columbia, SC 29202**

**With Notice Copy: Chief Legal Officer
 9901 Linn Station Road Louisville, KY 40223**

1.0 GENERAL

- 1.0.1 The mission of the SC Works Center system is to establish and continuously improve an accessible, seamless, and customer-focused One Stop delivery system in Fairfield, Lexington, and Richland Counties by assisting employers, job seekers, and those seeking other workforce or community related services.
- 1.0.2 SC Works Centers will help all area employers and job seekers. The SC Works Centers will use technology to provide information and basic job seeking/career planning assistance to the public in a cost-effective manner. Participants will be encouraged to help themselves, but staff will be available to answer questions. It is expected that all staff and volunteers be familiar with program and partner services to ensure customers/participants are provided quality service.
- 1.0.3 Based on completing the initial information gathering and the orientation viewing, the Grantee will conduct WIOA eligibility determination/certification. The Grantee will make this process as timely, efficient and as “seamless” to the customer as possible. After completion of eligibility determination, Grantee staff will make a decision about enrollment into WIOA.
- 1.0.4 If eligible and suitable, participants can receive group and one-on-one assistance to identify barriers which hinder their ability to find and retain self-sufficient employment. Every enrolled participant will undergo a comprehensive assessment, career planning and guidance, and develop an Individual Employment Plan (IEP) which may indicate the need for other career services, which may include but is not limited to: job readiness workshops, job clubs, short-term skills upgrading, work experience assignments, and ongoing coaching and case management.

The Grantee will be responsible for ensuring that an SC Works orientation/informational session is provided to interested job seekers. The SC Works Midlands orientation is available online at all times at www.scworksmidlands.org. Customers can view the orientation and the information on the website to learn what resources are available in the SC Works Centers.

- 1.0.5 Those participants who are unable to obtain or retain sustainable employment through career services alone may be considered for possible training services. The MWDB has defined self-sufficiency and set priorities for training funds. Self-sufficiency has been defined as: Adults – 225% of the LLSIL, and Dislocated Workers - employment at 86% of pre-layoff wages. The Grantee will follow Midlands area Instruction Letters to determine Priority of Service levels, training caps and suitability for training services. **SC Local areas are required to serve a minimum of 70% low income or basic skills deficient Adults.**
- 1.0.6 The focal point of Career Services will be the Richland county SC Works Comprehensive Center and access point locations in Fairfield and satellite office in Lexington counties. The Workforce System, defined as a network of mandatory and optional partners, programs, centers, and service providers that collectively address the community’s workforce development needs, will have a presence in each county through SC Works centers. The MWDB has appointed Arbor E&T,

LLC d.b.a. ResCare Workforce Services as the One-Stop System Operator for the Midlands Workforce Development Area.

1.0.7 The Talent Development Specialist must maintain contact with participants on a regular basis to aid in the preparation for the workplace.

1.0.8 Customer Satisfaction Surveys should be collected on a consistent basis and reviewed at least quarterly. Board staff may survey customers as needed *without* notification to the Project Director. Recurrence of the same customer service complaints will result in initiation of sanctions. A system may be developed by ResCare in cooperation with Board Staff.

2.0 PURPOSE

2.0.1 The purpose of services provided under this Agreement is to assist WIOA-eligible Youth who are 17 through 24 years old and are seeking assistance in achieving academic and employment success. The primary target population of this contract is to serve out-of-school youth.

2.0.2 Under this Agreement, the Grantee will implement a comprehensive year-round training program for eligible youth ages 17-24 that includes developmental studies for those needing academic upgrading and technical skills training via diploma, certificate and degree programs and entry into the workforce.

2.0.3 The Grantee will work with existing community services and programs to ensure the most comprehensive and effective services possible while also ensuring non-duplication of services. The Talent Development Specialist will work one-on-one with all participants to meet their needs and coordinate available services with WIOA-funded services to ensure effective and efficient use of community resources and prevent program dropouts.

3.0 PROGRAM DESCRIPTION

3.0.1 Under this Agreement, the Grantee shall make the following elements available as described below: in the following subparagraphs. The basic service elements to be provided by the Grantee are listed as follows:

- Tutoring, study skills training and instruction leading to the completion of secondary school, including dropout prevention strategies;
- Alternative secondary school services or dropout recovery services, as appropriate;
- Education Concurrent with Workforce Preparation;
- Paid and unpaid work experiences that have academic and occupational education components that may include: summer employment, year-round work experience, pre-apprenticeship programs, internships and job shadowing, and On-the-Job training opportunities.
- Occupational skill training with priority consideration given to training within the Midlands identified clusters;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;

- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for not less than 12 months after completion of participation, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral;
- Financial Literacy education;
- Entrepreneurial skills training;
- Services that provide labor market information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for and transition to postsecondary education and training.

3.0.2 In providing WIOA Services under this Agreement, the Grantee will employ a “hands-on” case management strategy. This case management strategy will focus on providing a continuum of services to help youth do the following:

- improve academic and occupational skills,
- complete secondary school,
- increase post-secondary enrollment and retention,
- obtain and retain employment as appropriate,
- connect to other services,
- meet established performance requirements, and
- achieve the goals and objectives of WIOA.

3.0.3 The Grantee will assist each participating youth in developing a specific plan of services to be called the plan. This Plan is located in the SCWOS system under the Plan tab. The Grantee will develop the plan upon enrolling the participant by setting up goal(s) and objective(s) needed to help the participant achieve their employment and training goals.

3.0.4 This program is designed to serve WIOA-eligible youth, 17-24 years of age. The definition of out-of-school youth is found in the Act. This is primarily an out-of-school program. Consultation with the MWDB staff is required to enroll in-school youth.

3.0.5 The Grantee will assist eligible youth with tutoring, study skills training based on the results of the participant’s assessment and described in their Plan. Dependent on the individual’s academic skill level, the Grantee will provide any one or combination of the following services:

- Objective Assessment – includes an examination of the participant’s interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills (all youth will receive objective assessment services);
- Personal Counseling – guidance/case management services on career-related, academic and non-academic Plans;
- Classroom Training – developmental and/or occupational skills training for which is appropriate to the youth’s needs as determined through objective assessment and

incorporated in the Plan, through the regular curriculum or via non-credit, continuing education courses;

- Developmental Education – developmental courses determined appropriate by college placement test results for individuals for whom credit programs are appropriate.

3.0.6 The Grantee will facilitate alternative secondary school services or dropout recovery services for participants in need of such services. The services overlap but the grantee should provide or facilitate services with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.

3.0.7 The Grantee will facilitate paid work experiences and internships that have academic and occupational education components:

- Soft skills – includes learning about professional work culture, working in teams, interpersonal skills and communication;
- Matched to individual interests and skills – content area of internship should be carefully matched to the individual to gain the practical application and ability to contribute to the team work products;
- Linkage to classroom training – hands-on application of knowledge gained in classroom setting with supervision from instructors.

3.0.8 The Grantee will provide occupational skills training to eligible youth based on the results of the participant's assessment and described in their Plan. Dependent on the individual's skill level and area of interest, the Grantee will provide any one or combination of the following services:

- Objective Assessment – includes an examination of the participant's interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills;
- Skill Assessment – an assessment of individual skills and job profiles of the high demand jobs for which the student is preparing. It also provides students with documented skills competencies to furnish employers.
- Classroom Training – developmental and/or occupational skills training for which they are appropriate through the regular curriculum or via non-credit, continuing education courses.
- Job Skills Training – occupation-specific, focusing on high demand/high skill/high wage areas. No participants will be enrolled in the Associate of Science/Arts transfer programs.

3.0.9 The Grantee will facilitate education offered concurrently with workforce preparation and training for a specific occupation. Where appropriate the grantee will facilitate a model of combining workforce preparation activities, basic academic skills and hands-on occupational skills training within the same time frame and connection to a specific occupation, occupational cluster or career pathway. These elements can all occur sequentially or concurrent, this element refers to delivery of the services concurrently to make up an integrated education and training model.

3.0.10 The Grantee will facilitate leadership development opportunities to teach participants positive social behavior and enhance their life skills. The Grantee will determine each participant's areas of interest during initial assessment and will match them with volunteer leadership opportunities in the community with one or any combination of the following services:

- Objective Assessment – includes an examination of the participant’s interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills;
- Leadership development/training opportunities – assigned group service projects will coincide with participant’s career interests;
- Leadership skills instruction – instruction similar to LifeSkills training which will include decision-making, communication skills, conflict resolution, etc.;
- Leadership mentoring – regularly scheduled sessions with guest speakers discussing the role of leadership in their personal and professional accomplishments.

3.0.11 The Grantee will provide supportive services to eligible youth based on the participant’s assessment and described in their Plan to enable them to participate in, and benefit from, educational and employment opportunities. In instances where barriers to education and employment exist, such as transportation, child care emergency assistance and ability to purchase work uniforms, the Grantee will provide one or any combination of the following services:

- Financial Assistance – limited financial assistance to program participants for childcare, transportation, purchases of employer required equipment, etc.
- Referrals to other community resources – referral of participants with medical, housing and other needs to the appropriate community resources
- Counseling and guidance services – coordination of various counseling services for participants with emotional, financial and other Plans

3.0.12 The Grantee will offer at least one year of adult mentoring for eligible youth to encourage and challenge youth to succeed in life. The project will be established through existing resources within the Center for Adult Learners Advisory Committee, Student Advisory Committee, and other professional staff who have indicated an interest in supporting youth pursuing academic and career goals. After assignments have been made staff will outline specific requirements of the mentoring relationship for the mentor. Volunteer mentors will provide:

- Academic and employment guidance and support for participants; and
- Assistance with the participant’s Plan implementation in conjunction with the case manager and other service providers.

3.0.13 The Grantee will provide follow-up services for at least one year to all participants. Information on youth retention, earnings change, credential attainment, and diploma or equivalent attainment will also be recorded at the prescribed intervals through the 12-month period through phone or personal visits. At a minimum, follow-up services will consist of the following:

- Employability Skills Training – individual guidance and instruction on job search and workforce-related topics, as needed;
- Job Placement Services – Grantee staff shall: work with participants to ensure placement objectives are met; encourage participants to utilize Job Placement Offices to obtain job leads and increase knowledge of effective job search strategies. The Grantee will maintain a database to track obtained employment;
- Monthly meetings with youth exiters for the first 3 months after program completion. If progress continues successfully, quarterly after that.

- Provide assistance by recommending solutions to any remaining or ongoing problems or Plans;
- Provide assistance with academic/employment situations that arise;
- Maintain regular contact with participants' mentors, employers, and teachers, etc. to track progress and identify and address any problems.

3.0.14 The Grantee will provide continuous guidance and counseling throughout the program and through follow-up for all participants. Case Managers will provide the following services to all participants:

- Objective Assessment – includes an examination of the participant's interests, aptitudes, work-related values, academic skill levels and employability/work maturity skills.
- Employability Skills Training – individual guidance and instruction on job search and workforce-related topics as needed.
- Job Placement Services – Grantee staff shall: work with participants to ensure placement objectives are met; encourage participants to utilize Job Placement Offices to obtain job leads and increase knowledge of effective job search strategies. The Grantee will maintain a database to track obtained employment. Personal Counseling – the Grantee will provide guidance/case management services on career-related, academic and non-academic Plans.
- Meet at least monthly to track and evaluate Plan progress and revise if necessary.
- Provide motivation and support for participant's continued commitment to the program and individual goals.

3.0.15 The Grantee will provide financial literacy education for the youth to gain the knowledge and skills they need to achieve long-term financial stability. The education may include information and activities on topics including:

- Creating budgets to include setting up checking and savings accounts and managing spending;
- Credit and debt – how to establish credit history, the value of credit and how to avoid debt pitfalls;
- Credit reports – how to understand the elements and factors of a credit report and credit score;
- Identify theft – how to avoid dangers, recognizing exposure, and how to remedy a breach.

3.0.16 The Grantee will facilitate opportunities for entrepreneurial skills training where appropriate. Approaches may include introductory training of skills needed, enterprise development with individualized attention and assistance with securing funding, or experiential programs to develop youth-run businesses or placements with adult entrepreneurs. Skills may include the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

3.0.17 The Grantee will deliver services that provide labor market information about in-demand industry sectors or occupations available through career awareness, career counseling and career exploration services.

3.0.18 The Grantee will provide activities that help youth prepare for and transition to postsecondary training and education. For those not entering the workforce following the Internship, they will be assisted in entering advanced training through activities as appropriate:

- Training provider research – connections to postsecondary education programs;
- Preparation for college admissions to include test preparation for placement exams, SAT and ACT;
- Assistance with college and/or training provider admissions applications;

3.0.19 Financial Aid – includes FASFA completion, searching for and applying for scholarships and grants, connections to support programs to include TRiO.

4.0 ASSESSMENTS

4.0.1 Assessment is driven by an in-depth interview between the applicant and the Talent Development Specialist. The in-depth interview allows the applicant and the career consultant to discuss the applicant's past work history and education, present needs/desires, and future unsubsidized employment goals. The interview should address the applicant's interests, aptitudes and barriers to employment. The Talent Development Specialist should assist the applicant with career exploration and job market analysis. The Grantee should utilize the variety of career exploration tools available to suit the needs of job seeker.

4.0.2 WIN assessments are available to the Grantee as a part of the assessment process. Assessments are available at the SC Works Center to aid in expedient service delivery. Ready to Work courseware is an on-line tool with user account information also easily accessible in the SC Works Center. Any proprietary no additional cost assessment tools used by ResCare that serve the same purpose will also be acceptable.

4.0.3 WIN was identified by the State WIOA Board as the assessment program for WIOA programs in South Carolina. As such all WIOA registrants will be assessed in Reading for Information, Applied Mathematics, and Locating Information.

4.0.4 Staff should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to provide WIN assessment to WIOA participants to allow proper time to make accommodations.

5.0 DOCUMENTATION OF SERVICES

5.0.1 The Grantee will establish and maintain a Central File that will include individual customer files that contain, at a minimum, the items listed in this paragraph and the following sub-paragraphs pertaining to documentation. Entry requirements for Career and Training services funded under this agreement will be maintained in the Grantee's Central File. Copies of individual customer files must be maintained at the comprehensive SC Works Center or the affiliate site where the

customer is being served.

- 5.0.2** *IEP Documentation:* All WIOA registered customers will be assessed prior to beginning intensive or training services. A detailed assessment will be documented by the Grantee on the Individual Employment Plan (IEP) for all adult and dislocated worker customers. The Grantee will give a copy of the IEP to the customer and maintain a copy in the customer's file. The Grantee will record in the customer's file, results of tests and other assessments, including self-assessments, any relevant back-up documentation and case notes.
- 5.0.3** The Grantee will include in the IEP Objective Assessment results, which will include an examination of the occupational interests, knowledge, skills, abilities, needs and vocational potential of the customer. The Grantee will record reading and math scores in the customer's file, where applicable. The information will be included in the customers' IEP.
- 5.0.4** The Grantee will include on-going assessment results in the IEP. On-going assessments will be used to continuously update the diagnostic evaluation of an applicant's progress in overcoming employment barriers. The on-going assessments will focus on changes in the customers skills, interests, aptitudes, family situation, work history, education, attitudes towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive services needed, and personal employment information as it relates to the local labor market area and the customer's IEP goals.
- 5.0.5** Customers assessed as not suited for WIOA training will receive appropriate Career Services that meet IEP goals for placement or career advancement. The Grantee will collaborate with other SCWOS Partners to seamlessly provide their specific services, as appropriate. The Grantee will update the customer's IEP with assessment documentation and documentation of referral to other non-WIOA services.
- 5.0.6** The Grantee will document in each adult and/or dislocated worker customer's file, provision of the following information to the customer:
- The purpose of WIOA
 - Training Objectives
 - Length of Training and Schedules
 - Attendance Policy
 - Participant Responsibilities & Obligations to WIOA
 - Supportive Services Payments, Allowance or Wage Procedures
 - Availability of other Supportive Services, if any
 - Job Placement Assistance
 - Twelve Month WIOA Follow-up
 - Need for updating change of address
 - Need for Release of Information
 - Training based on Funding Availability
 - Grievance & Equal Opportunity Procedures
- 5.0.7** The Grantee will document the information given with customer sign off on a WIOA Receipt of Information form. A copy of the signed Receipt of Information will be given to the customer and the original maintained in the customer's file.

- 5.0.8** The Grantee will require customers to sign a form acknowledging their obligations and responsibilities under WIOA regarding the program and in particular the need to cooperate with follow-up services.
- 5.0.9** The Grantee will require that each customer sign a form that states, "federal funding under this activity is contingent upon the availability of federal funds". A copy will be maintained in each customer's file.
- 5.0.10** The MWDB WIOA Complaints/Grievance Procedures will be explained to each customer. The customer will be given a copy of the completed WIOA Complaints Procedures Form and the original will be retained in the customer's file.

6.0 ELIGIBILITY CERTIFICATION

- 6.0.1** The Grantee staff, in accordance with procedures and guidelines established, will determine eligibility of applicants.

- 6.0.2** WIOA Youth Eligibility Requirements for participants are as follows:

OUT-OF-SCHOOL YOUTH

- (a) Not attending any school (as defined by SC law)
- (b) Applicant is age 16 through 24 (priority will be given in the Midlands to 17-24);
- (c) Authorized to work in the United States
- (d) Registered for selective service (applicable to males 18 and older)
- (e) Resident of Fairfield, Lexington or Richland Counties
- (f) Individual with one or more of the following barriers:
 - A school dropout;
 - Within the age of compulsory school attendance but has not attended school for at the least the most recent complete school year calendar quarter;
 - Recipient of a secondary school diploma who is low-income and is:
 - * basic skills deficient or
 - * An English language learner
 - Subject to the juvenile or adult justice system
 - Homeless, runaway, in foster care or has aged out of foster care, a child eligible for assistance under the Social Security Act or out-of-home placement
 - Pregnant or parenting
 - A disability
 - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment

IN-SCHOOL YOUTH

- (a) Attending any school (as defined by SC law)
- (b) An individual 14-21 years of age (priority will be given in the Midlands to 17-24);
- (c) A low-income individual
- (d) Authorized to work in the United States
- (e) Registered for selective service (applicable to males 18 and older)

- (f) Resident of Fairfield, Lexington or Richland Counties
- (g) An individual who has one or more of the following barriers:

- Deficient in basic literacy skills
- English language learner
- Offender
- Homeless, runaway, in foster care or has aged out of foster care, a child eligible for assistance under the Social Security Act or out-of-home placement
- Pregnant or parenting
- A disability
- Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment

6.0.3 The Grantee will obtain approval from the Board staff prior to enrolling in-school youth participants.

7.0 FOLLOW-UP SERVICES

7.0.1 The Grantee will provide follow up services for a minimum duration of 12 months after program exit. The type of services provided must be WIOA allowable under this grant. Such services may include leadership development and supportive services activities listed, below:

- Exposure to additional educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and peer tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Employability; and,
- Positive social behaviors (including positive attitudinal development, self-esteem building, cultural diversity training and work simulation activities).

7.0.2 The Grantee may provide additional follow up services to participants including the following:

- Linkages to community services;
- Assistance with transportation costs, assistance with child care costs;
- Assistance with housing costs;
- Referrals to medical services; and
- Assistance with uniforms or other appropriate work attire and work-related tool costs (including such items as eyeglasses and protective eye gear).

PART III – BUSINESS SERVICES

Another key element of the Midlands Workforce Development Area's operational plan is a strategy for serving employers. WIOA and Wagner-Peyser staff share an integrated job matching system known as SCWOS. One-Stop partners will utilize job listings and will encourage their customers to register for

work in SCWOS. Efforts to contact and market workforce development programs to employers will be the primary responsibility of ResCare to include coordination with the MWDB Business Services Lead.

1.0 GENERAL

- 1.0.1** Business Service Team (BST) members will operate under the direction of the Project Director.
- 1.0.2** Businesses are the top priority for the Midlands workforce development area. Services to Business should remain a focus for the SC Works Centers system.
- 1.0.3** The BST will promote workforce services to the business community, to include public speaking events. Partner business services should be included in outreach and informational materials.
- 1.0.4** ResCare will be responsible for recruiting businesses to conduct workshops within the One Stop Centers, as well as recruiting businesses to conduct hiring events within the Centers.
- 1.0.5** Business services strategies will be continuously updated and improved. A list of available business services should be readily available in all SC Works centers and taken when attending public speaking events.
- 1.0.6** Recruitment and pre-screening for employers is a primary business service of the SC Works system. The BST is responsible for fully and accurately informing all SC Works management and staff of job requirements for all job openings to ensure only quality referrals are delivered. The BST is required to develop recruitment and pre-screening strategies for large recruitment events and coordinate such activities with the rest of the SC Works staff to ensure employers receive quality referrals in a timely manner.

2.0 WORK BASED LEARNING AND ON-THE-JOB TRAINING (OJT)

Instruction Letters issued by the MWDB will be used to guide the policies and operation of WIOA On-the-Job Training (and other Work-based Learning) services.

- 2.0.1** Work Based Learning is a term in WIOA that centers around skills training at a worksite meant to enhance the job seekers readiness and understanding of employer needs and enhance technical skill application. There are several models that can be used dependent on the skills and needs of the job seeker. For the purpose of this contract, the work based learning models include: work experience, transitional jobs, registered apprenticeship, internships, and On-the-Job Training (OJT).
- 2.0.2** On-the-Job Training (OJT) is an Employment and Training opportunity for participants who are hired by an employer in the public or private sector and is engaged in productive work, to provide the knowledge and skills essential to the full and adequate performance of the job. OJT is a training option to be conducted in the highest skilled occupation appropriate for the eligible participant. It is not intended as subsidized employment for low skilled occupations which require very little training time. Care should be taken to ensure that the training results in the acquisition of transferable skills in the event that the participant later separates employment

with an employer for any reason. Payments to employers are deemed to be in compensation for the costs associated with the lower productivity of such participants.

- 2.0.3** Delegated BST staff will serve as the WIOA OJT contract writers. All OJT activities will be coordinated by the BST with direction from the MWDB Business Services Coordinator.

PART IV – REQUIREMENTS

Enrollment Goals:

New enrollments the program are a priority area. The minimum expected new enrollments for the grant period outlined on the cover page of the grant agreement. The Board staff will monitor enrollments monthly along with the Project Director.

Social Media:

The Grantee is expected to use social media to connect with the community. It is a free resource to outreach and promote services. The Grantee should use social media to promote Center activities, hiring events, Job Fairs, etc. as appropriate to promote the Center services and assist job seekers transition into the workforce.

Performance Measures:

WIOA shares performance measures with other programs making it critical to coordinate services. In addition to Adult, Dislocated Worker and Youth WIOA programs, these WIOA measures apply to:

- Adult Ed & Literacy under Title II
- Wagner-Peyser (Adult Measures Only and New Employer Measure)
- Selected programs under Title I of Rehabilitation Act of 1973
- Job Corps – (Youth Measures and possibly New Employer Measure)

The PY 2020 goals for the Midlands area have not yet been negotiated with the State. The PY 2020 State negotiated goals are given in this contract as guidance. The Grantee is expected to meet the area goals as negotiated. The Midlands PY 2020 goals will be shared as soon as they are available.

Measure	Goal
Youth Employment Rate 2 nd Q after exit	77.1%
Youth Employment Rate 4 th Q after exit	69.5%
Youth Median Earnings	\$3250
Youth Credential Attainment within 4 Qs after exiting	68.6%
Youth Measurable Skills Gain	48.0%

PART V – PROFIT BENCHMARKS

Total Management Fee \$122,324

1. OJT average wage and placement – 30% of Total Fee- Monthly Targeted Billing

Equus Workforce Solutions will enter into at least 47 On-the-Job Training agreements with local employers to train customers for in-demand jobs over the course of the program year. The chart below provides a cumulative timeline of the requirements of meeting this expectation.

The total annual fee for this measure is \$36,697.20 payable in monthly installments of \$3058.10.

The total annual fee for this measure is \$39,187.50 payable in monthly installments of \$3,265.62.

Time Period	\$13.00 an hour or higher (29) The number below represents the cumulative minimum requirement for month end.	Other OJTs (19 total) The number below represents the cumulative minimum requirement for month end.	Total
7/20	2	1	3
8/20	4	2	6
9/20	6	4	10
10/20	8	6	14
11/20	10	7	17
12/20	12	9	21
1/21	14	11	25
2/21	16	13	29
3/21	18	15	33
4/21	20	17	37
5/21	22	19	41
6/21	24	21	45
Annual	24	21	45

Performance will only be billed if both cumulative monthly requirements are met.

During the program year, if the project does not execute at the monthly total required, performance can be achieved during following months to claim profit.

2. Community Engagement – 30% of Total Fee- Billing as outlined below

EWS will engage the community through creation and posting YouTube videos meeting the quarterly requirement of three videos per quarter. Also, virtual workshops, informational sessions and new workshop content will be provided monthly to engage the community on services of the SC Works Centers.

The total annual fee for this measure is \$36,697.20 payable as outlined below.

Enrollment Expectation by Quarter	New A/DW enrollments in the quarter Cumulative total (67% of fee)	New Y enrollments in the quarter (33% of fee)
40% \$14,378.88	3 YouTube Channel (SC Works Midlands) videos each quarter	\$3669.72/quarter
30% \$11,009.16	2 virtual/web-based workshops/month and 3 Virtual Information sessions/month	\$917.43/month
30% \$11,009.16	10 new/original content workshops/quarter	\$2752.29/quarter

During the program year, if the project does not execute at the total required, performance can be achieved during following months to claim profit.

3. Job and Training Fair events – 30% of Total Fee- Targeted billing for Job and Training Fairs will be “as held”

The total available for this measure is \$36,697.20 payable as performance is achieved.

Percentage of total fee	Event Criteria
40% \$14,678.88	1 Large scale area event (50 hiring employers)
60% (10% per event) \$22,018.32 \$5504.58/event	4 Employment or Training events (from the 5 priority sectors, minimum 4 business representatives/minimum of 4 training providers)

Due to COVID-19, if the job fair and training events are not possible due to size of crowds or being able to maintain social distancing, the MWDB will provide alternative measures.

Sectors approved by the MWDB are Healthcare, Government/Business, Manufacturing, Construction, Information Technology, and Transportation/Logistics.

4. Social Media contact – 10% of Total Fee

In order to promote workforce services in the Midlands Region, EWS is committed to the use of social media as a means to communicate with the community and potential employers and customers.

The total available for this measure is \$12,232.40 and the measure is payable in 12 equal monthly installments of \$1019.36.

EWS must earn 300 points each month related to use of social media as follows (any combination of posts equaling 300 points, may be a combination of Facebook and Instagram; however, duplicate posts do not count in the total):

- Participant Success Stories – 20 Points each (with picture) | 15 Points each (w/o picture)
- Center Events (training fairs, hiring events, career fairs, workshops, etc. with a picture of flyer) – 20 Points each
- Employer engagement/satisfaction post (with services provided by the center) – 15 Points each
- Job openings within the Midlands area – 10 Points each

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM
(Authorized Under P.L. 113-128)

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Operator

Grant Number: 20OPER

SIGNATORY AUTHORITY <u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u> Telephone #: <u>(803) 376-5390</u>	GRANTEE/RECIPIENT <u>Arbor E&T, LLC d/b/a ResCare Workforce Services</u> <u>9901 Linn Station Road</u> <u>Louisville, KY 40223</u> Telephone #: <u>(502) 2530</u>
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The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage the Grantee, identified above, to implement part of this program. The Grant consist of this Signature Sheet, Part I-Program Work Statement, Part II – Grant Budget, Part III – Terms and Conditions.

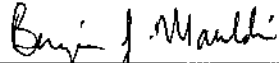
- A. Type of Grant – Cost Reimbursement ☒ Fixed Price _____
- B. Grant Period – This Agreement covers the period from July 1, 2020 to June 30, 2021
- C. Obligations – In consideration of the foregoing, the Awarding Agency agrees to pay the Grantee allowable costs incurred in the performance of the functions herein outlined, in an amount up to but not to exceed \$ 9890, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. n/a
- (2) Number of New Participants n/a
- (3) Total Number of Participants to be served. n/a
- E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

ADULT	DISLOCATED WORKER	YOUTH	TOTAL
\$4945	\$2967	\$1978	\$9890

Approved for Administrative Entity:

Approved for Grantee:



Ben Mauldin, Executive Director
Central Midlands Council of Governments

7/27/2020

Date

Mark Douglass, President
Arbor E&T, LLC d/b/a ResCare Workforce Services

Date

Midlands Workforce Development Area Budget Summary

Contractor: ResCare Workforce Services Contract #: 200PER

Activity Designation: SC Works Operator Mod No:

	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
1. Salaries & Fringe Benefits	\$4,482	\$2,689	\$1,793	
2. Indirect Costs	\$463	\$278	\$185	
3. Operating Expenses	\$0	\$0	\$0	
4. OJT Payments				
5. Work Experience/Internships				
6. Instructional Training				
7. Supportive Services				
8. Assessment				
9. Incentives				
10. Other				
11. Sub-Total	\$4,945	\$2,967	\$1,978	

TOTAL GRANT COST (I+II) \$4,945 \$2,967 \$1,978 \$9,890

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: ResCare Workforce Services
Contract #: 200PER

1. Staff Salaries:					ADULT		DISLOCATED WORKER		YOUTH	
Position Title	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount
Project Director	\$6,037	10%	12	\$7,244	50%	\$3,622	30%	\$2,173	20%	\$1,449

WORK STATEMENT

SC WORKS CENTERS – OPERATOR SERVICES

For the purpose of this Grant Agreement, entered into by the Central Midlands Council of Governments serving as the fiscal entity for the Midlands Workforce Development Board (MWDB) covering the Midlands Workforce Development Area which includes Fairfield, Lexington and Richland Counties and Arbor E&T, LLC d/b/a ResCare Workforce Services, hereinafter referred to as the Grantee, the activities shall be conducted as outlined below. This grant outlines the One-Stop Operator responsibilities for the three-county area.

PART I – GENERAL

1.0 HISTORY AND PREFACE

- 1.0.1** The Workforce Innovation and Opportunity Act (WIOA), is the official federal employment and training program and more specifically, the Midlands Workforce Development Area. It is the responsibility of the Midlands Workforce Development Area Grantee to become familiar with the requirements of the Act and Regulations for purposes of providing the activities and services described, in part, in this Grant.
- 1.0.2** WIOA offers a comprehensive mix of workforce development activities benefiting employers, incumbent workers, job seekers, laid-off workers, youth, emerging workforce entrants, veterans, and persons with disabilities. **WIOA's objective is to promote and improve participant employment, job retention, occupational skills, and earnings.**
- 1.0.3** WIOA has three funding streams serving the following three distinct participant populations: Adults, Dislocated Workers, and Youth.
- 1.0.4** While there are some similarities among funding streams, it is important to understand the differences. The WIOA law and regulations clearly define and set specific parameters for the three participant populations, which have different services and corresponding eligibility criteria.

2.0 OVERVIEW OF LOCAL WORKFORCE SYSTEM

- 2.0.1** WIOA programs will be a part of a comprehensive system to provide seamless workforce development services for employers and potential job seekers. The system is a collaborative network of many organizations. Workforce development services are provided at SC Works Centers.
- 2.0.2** The Midlands area has three (3) established SC Works Centers. Currently, the Midlands Workforce Development Area has one (1) full-service, comprehensive center located in Columbia (Richland county), and two (2) satellite sites, West Columbia (Lexington County) and Winnsboro (Fairfield County). The Grantee is responsible for coordinating One-Stop Operations and Business Services across all three Counties and day-to-day operations in Lexington and Richland Counties.
- 2.0.3** To be a part of the system, partner agencies are expected to share in the cost equal to the benefit they receive per the law and the Technical Assistance Guide (TAG) and outlined in the

Resource Sharing Agreement (RSA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/RSA for the local area. The Project Director is responsible for building and maintaining relationships with partners and ensuring partners are actively participating in the Center(s) services.

3.0 ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES

- 3.0.1** The parties to this agreement shall cooperate and adhere to all personnel administration and financial policies and procedures as issued by the MWDB, SC Department of Employment and Workforce, and the US Department of Labor.
- 3.0.2** Program Administration will be monitored by MWDB staff on an on-going basis for compliance with the Act, Regulations, Statement of Work, financial reporting, data system reporting and other administrative instructions.
- 3.0.3** If deviations in any area are deemed serious, the MWDB will be so advised and may elect to begin sanction procedures.
- 3.0.4** The Grantee will keep a log of all complaints received and the disposition of such complaints. The Grantee will advise the Midlands EO Officer immediately if a complaint is filed. Procedures covering these issues are provided by the MWDB in the Center Operations and Incident Management Manual.
- 3.0.5** The Grantee promises and attests that the Grantee and any members of its staff and governing body shall avoid any actual or potential conflicts of interest.
- 3.0.6** The Grantee agrees to comply and to require its officers, employees and agents to comply with all applicable MWDB, Department of Employment and Workforce- WIOA Division or United States DOL statutes or regulations regarding confidentiality in the operation of WIOA funded programs and One-Stop Operations.
- 3.0.7** The Grantee shall not enter into sub-grants for any work contemplated under this Grant and shall not assign this Grant or monies without the prior written consent of the MWDB Administrator or designee.
- 3.0.8 Data reporting for Participants/Registrants:**
The South Carolina Works On-Line System (SCWOS) shall be used for WIOA reporting by the grantee.
- 3.0.9 Outreach/Community Awareness:**
Outreach items are not allowed to be purchased. Any printed materials promoting SC Works Centers must be approved by the MWDB Director, or designee, prior to ordering or publication to ensure that the required documentation is present.

4.0 GRANTEE CENTRAL FILES

4.0.1 At a minimum, the following documents will be maintained in the Grantee's central files, some of which may be electronic (Items with an *** should be maintained at all SC Works Centers), and will be available for on-site monitoring purposes:

- Current Grant***;
- Copy of Act and Applicable Federal Regulations***;
- Copy of Staff Job Position Descriptions (those specific to a satellite site should also be maintained at that site); -
- Staff Time and Attendance to include annual leave hours, sick leave hours, and holiday hours;
- Financial Procedures;
- Property Procurement Procedures;
- Midlands Workforce Development Area Instruction Letters***;
- Financial Reports and Back-up Documentation;
- Copy of approved "out of area" travel requests;
- Monitoring Report and Replies; and
- Log of Complaints.

5.0 FINANCIAL REPORTING

5.0.1 Financial reports will be prepared and submitted according to instructions by the MWDB. Monthly financial billing documents, including all required back-up documentation, must be submitted to:

Mr. Chris White
Midlands Workforce Development Board
100 Executive Center Drive Suite 218
Columbia, SC 29210

Invoices are due on the 10th of the month. If the 10th day of the month falls on a weekend day, then the billing documents must be submitted no later than Noon on the following Monday.

Expenditures must not exceed the approved contract budget included in this agreement. Should funds in excess of the approved contract budget be requested, a detailed explanation must accompany the request.

The MWDB's fiscal agent will issue payment for payable invoices received from Arbor E&T, LLC d/b/a ResCare Workforce Services within 2 days of the receipt of funds from the State.

5.0.2 All Grantee staff must follow the Central Midlands Council of Governments' Purchasing Policy and Procedures, which will include requirements by Federal and State governments.

5.0.3 Disallowed Costs:

The Project Director shall secure non-WIOA funds to reimburse any and all costs determined to be disallowed through financial monitoring or any costs incurred due to imposed sanctions. It is

imperative that staff understand the Act, Regulations, and Circulars to ensure compliance and to reduce the likelihood of disallowed costs.

5.0.4 Grant Closeout:

Grants will be closed-out within 60 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.

6.0 PROCUREMENT/UTILIZATION OF PROPERTY

6.0.1 Arbor E&T, LLC d/b/a ResCare Workforce Services is accountable for any WIOA property/equipment shown on the SC Works Midlands property inventory and must adhere to the policies set by Federal and State governments.

WIOA property/equipment no longer needed for the purposes of this agreement will be removed from the centers by Board Staff. Property/equipment must be inventoried by the grantee at least once per program year. A copy of the inventory report must be delivered to the MWDB Director no later than close of business on December 15th. If December 15th falls on a weekend day, the inventory results will be due by Noon on the following Monday. Board staff will monitor inventory for compliance during their annual monitoring reviews at each SC Works Center location.

7.0 MONITORING

7.0.1 On-site data validation, programmatic, and financial monitoring will be conducted by the MWDB staff at least once during the program year. Data validation and programmatic monitoring will be completed for each SC Works Center. Desktop or additional on-site monitoring may be conducted at any time, and at the discretion of the MWDB Director. If deviations in any area are deemed serious, the MWDB will be advised and may elect to begin sanction procedures.

7.0.2 The MWDB staff is available to the Grantee staff for technical assistance and training. These requests should be submitted, via email, to the MWDB Director. Assistance/training will be addressed and/or scheduled within ten (10) business days of the request.

8.0 PARTICIPANT FILES/FINANCIAL RECORD KEEPING REQUIREMENTS

All SC Works participant files and financial records must be maintained, per Section 185 of the Workforce Innovation and Opportunity Act; however, it is recommended by the MWDB staff that records be maintained for a period of five (5) years. Pick-up of participant files shall be coordinated by MWDB staff at least annually to be moved into archive storage.

9.0 TERMS AND CONDITIONS AND MODIFICATIONS

9.0.1 WIOA Terms and Conditions for this grant are attached. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") should be followed and replaces references to

other OMB circulars. The grantee must adhere to all stipulations included in the Terms and Conditions.

- 9.0.2 GRANT MODIFICATION:** Changes to this Grant, or any documents included in this Grant, must be requested in writing to the MWDB Director outlining the item(s) needed. The total Grant allocation may be increased in the event that funds are available, however; both parties must agree to the additional allocation of funds. The MWDB must deem the increase to be in best interest of the workforce area, and will have the final approval.

10.0 EFFECTIVE DATE OF GRANT

10.0.1 The effective dates of this Grant are July 1, 2020 through June 30, 2021.

10.0.2 Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the Contractor. Services must be procured every three (3) years at a minimum. The MWDB may procure prior to 3 years if the contractor is not meeting performance or contract expectations.

10.0.3 The Grantee is responsible for the performance of the One Stop System Operations in the Midlands Area. The Grantee is also responsible for the WIOA program performance in Lexington and Richland Counties.

11.0 COMPLIANCE WITH SECTIONS 188 OF THE ACT AND 29 CFR PART 37

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

- a. Section 188 of the Workforce Innovation and Opportunity Act of 2014;
- b. Title VI of the Civil Rights Act of 1964, as amended;
- c. Section 504 of the Rehabilitation Act of 1973, as amended;
- d. The Age Discrimination Act of 1975, as amended;
- e. Title IX of the Education Amendments of 1972, as amended;
- f. 29 CFR Part 37 and all other regulations and instruction letters implementing the above.

11.0.2 This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288 and 20 CFR Part 1010 (Final Rule) which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the US Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements.

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

12.0 CONTRACT CLAUSES

12.0.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, between the parties hereto.

12.0.2 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

12.0.3 Force Majeure. The performance of this Agreement may be delayed and/or suspended by any act of God, war, civil disorder, terrorist acts, employment strike, hazardous or harmful condition, any alleged criminal or reckless acts, or other cause beyond the control of either party (Force Majeure Event). Neither Party shall be held liable for any default, damages and/or breach of agreement should the performance of this Agreement be delayed and/or suspended due to any Force Majeure Event. In the event performance of this Agreement is delayed and/or suspended due to a Force Majeure Event, performance may only resume upon the mutual assent of the parties that the Force Majeure Event has subsided and all parties are safe to resume performance of their respective duties under the Agreement. Should the performance of the Agreement be suspended or delayed as the result of a Force Majeure Event, the parties hereby agree that this Agreement shall be extended by the amount of time the performance is suspended or delayed.

12.0.4 Severability. All parties hereto agree that should any provision of this Agreement be determined to be invalid or unenforceable, under present or future laws effective during the term of this Lease, such determination shall not affect the legality, validity, and enforceability of the remaining terms and provisions of this Agreement which shall continue in full force and effect.

12.0.5 Notices. Any and all notices requested, required or permitted under this Agreement by either Party to the other shall be effected either by personal delivery in writing or by US Mail, postage prepaid, overnight delivery, or other reasonable means, and delivered to the address listed below:

**To BOARD: Chris White
Midlands Workforce Development Board
100 Executive Center Dr Suite 218 Columbia, SC 29210**

**To ARBOR: Amy Tate
SC Works Midlands
Post Office Box 748 Columbia, SC 29202**

**With Notice Copy: Chief Legal Officer
9901 Linn Station Road Louisville, KY 40223**

PART II – ONE STOP OPERATOR

1.0 GENERAL

- 1.0.1** The mission of the SC Works Center system is to establish and continuously improve an accessible, seamless, and customer-focused One Stop delivery system in Fairfield, Lexington, and Richland Counties by assisting employers, job seekers, and those seeking other workforce or community related services.
- 1.0.2** SC Works Centers will help all area employers and job seekers. The SC Works Centers will use technology to provide information and basic job seeking/career planning assistance to the public in a cost-effective manner. Participants will be encouraged to help themselves, but staff will be available to answer questions. It is expected that all staff and volunteers be familiar with program and partner services to ensure customers/participants are provided quality service.
- 1.0.3** Adults (those 18 and older) and Dislocated Workers who are unable to find a suitable job, paying sustainable wages, may be certified and determined eligible to receive WIOA services. If eligible and suitable, participants can receive group and one-on-one assistance to identify barriers which hinder their ability to find and retain self-sufficient employment. Every enrolled participant will undergo a comprehensive assessment, career planning and guidance, and develop an Individual Employment Plan (IEP) which may indicate the need for other career services, which may include but is not limited to: job readiness workshops, job clubs, short-term skills upgrading, work experience assignments, and ongoing coaching and case management.

The Grantee will be responsible for ensuring that an SC Works orientation/informational session is provided to interested job seekers. The SC Works Midlands orientation is available online at all times at scworksmidlands.org. Customers can view the orientation and the information on the website to learn what resources are available in the SC Works Centers.

- 1.0.4** The focal point of Career Services will be the Richland county SC Works Comprehensive Center and access point locations in Fairfield and satellite office in Lexington counties. The Workforce System, defined as a network of mandatory and optional partners, programs, centers, and service providers that collectively address the community's workforce development needs, will have a presence in each county through SC Works centers. The MWDB has appointed Arbor E&T, LLC d.b.a. ResCare Workforce Services as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.5** Customer Satisfaction Surveys should be collected on a consistent basis and reviewed at least quarterly. Board staff may survey customers as needed *without* notification to the Project Director. Recurrence of the same customer service complaints will result in initiation of sanctions. A system may be developed by ResCare in cooperation with Board Staff.

2.0 GENERAL OPERATING RESPONSIBILITIES

- 2.0.1** It is the responsibility of each local Board to designate and certify one-stop operators in their local workforce area. Therefore, it is the responsibility of the MWDB to oversee and evaluate said operators.

2.0.2 As the One-Stop Operator, the Grantee will be functionally responsible for operating the Midlands workforce system in Fairfield, Lexington and Richland Counties. The Operator will convene partners and strategically align partners within the SC Works Centers for improved and enhanced customer service through service integration.

2.0.3 The Project Director (PD) shall have overall oversight responsibility of the SC Works Centers as follows:

- 1. Follow established policies and issued instructions:** Ensure that federal, state, and local policies and service priorities are disseminated, followed, and achieved. The PD is responsible for maintaining an SC Works Centers Operations/Procedures Manual. This manual may be electronic, and should be current and available for staff and partner use.
 - The Grantee shall disseminate all Instruction Letters and provide guidance to Grantee staff and partner staff as appropriate on implementation.
- 2. Align all SC Works Center activities with the MWDB's Mission, Vision, and goals.**
- 3. Establish Operating Hours:** Establishing and posting operating hours that adequately meet customer needs based on observed patterns and/or customer requests. Suggested hours of operation for the comprehensive center are: Monday through Thursday, 8:00 a.m. to 6:30 p.m. and Friday 8:00 a.m. to 5:00 p.m. and traditional business hours for the affiliate Centers but are subject to change based on customer needs. If a need arises to close any SC Works center during established business hours the PD must notify the MWDB Director in writing (electronic notification is acceptable) at least one week prior to the closing date, unless the closing is due to an emergency. Signage indicating the center closure must be posted at least one week prior to the closing date, and posting date must be included on the signage, unless the closing is due to an emergency.
- 4. Adequate staffing:** The Project Director is responsible for scheduling staff (WIOA, partner and volunteers) to cover critical areas of customer service. The Project Director should work in conjunction with partner staff supervisors to coordinate schedules within staff availability.
- 5. Partner Staff:** Ensure that all One Stop partner staff has adequate space, office equipment, materials, etc., and are:
 - cross-trained and developed into a cohesive and highly efficient team;
 - adequately scheduled during operating hours; and
 - motivated to deliver exemplary workforce development assistance to employers, job seekers, and those seeking other services in a seamless, customer-focused environment.
- 6. Staff Training:** As part of new staff orientation, they will be introduced to the Board staff. Ideally, the training will take place within the first two weeks of higher date, extraordinary circumstances excluded. ResCare will be responsible for coordinating and

providing training to staff. The MWDB staff reserves the right of conducting additional training as necessary.

- Technical Assistance is available throughout the year. The Grantee shall request Technical Assistance as needed through the Board staff. The Board staff reserves the right to schedule training with Grantee staff as deemed necessary. All training provided by the MWDB staff will be coordinated through ResCare Management Staff.
- The MWDB expects ResCare management to provide staff training on WIOA. The Board staff will share relevant information with ResCare management on WIOA, but it is the responsibility of ResCare management to take the lead in learning and implementing the new law and regulations.
- ResCare shall provide ongoing training to WIOA funded staff, partner staff, and volunteers on aspects of the Americans with Disabilities Act (ADA) and training on meeting their accommodation needs and effectively communicating with individuals with disabilities. Additional guidance and assistance may also be provided through the MWDB Disability Committee.

7. **Staff Changes:** The Board Director should be notified immediately of any staff resignations or terminations (to include partner staff) to ensure the timely deactivation of departing staff SCWOS accounts. The MWDB staff may conduct exit interviews with departing staff.
8. **SC Works Standards:** The Grantee will be responsible for achieving One Stop Certification in the three designated areas: Employer Services, Job Seeker Services and Management Standards as it relates to State Instruction Letter 16-09 or any new guidance issued.
9. **Performance Achievement:** Ensure that the WIOA program (Lexington and Richland) meets performance measures established by the USDOL, the state administrative unit, as well as the MWDB for WIOA program.
 - Ensure that the Midlands SC Works System (Fairfield, Lexington and Richland) meets performance standards and measures established by the USDOL, the state administrative unit, as well as the MWDB. SC Works performance will be evaluated by the PD and MWDB staff at the end of each quarter.
10. **Center Reporting:** Coordinate information collection in preparation for reports to the Midlands Workforce Board and associated Committees. The reports will follow an established format for the group(s) for presentation at meetings and provided in hard-copy form to the Board's Administrative staff.
11. **Alternate Contact:** In the absence of the Project Director, a designated individual must be chosen to oversee the project. The PD should never vacate the premises during operating hours without designating someone to be in charge of the project in their absence. The Board Director should be notified when the PD is out of the office for one (1) full day or more as well as who is chosen as the designated contact.
12. **Functional Supervision:** The Grantee is responsible for the functional supervision of on-site partners located within each center.

13. Copies of current local workforce area documents, including:

d. Current or most recent Grant Application Request(s)/Request(s) for Proposals;

MIDLANDS WORKFORCE DEVELOPMENT BOARD
Workforce Innovation and Opportunity Act – Adult, Dislocated Worker, Youth Programs and One-Stop
Operator Request for Proposals

ISSUANCE DATE: March 6, 2020

REQUEST FOR PROPOSAL #: MWDB 19-01

PROGRAM TO BE PROPOSED: ADULT, DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING
ACTIVITIES AND ONE-STOP OPERATOR

SUBMITTAL DEADLINE: WEDNESDAY, April 15, 2020 at 12:00 Noon

REQUEST: TO PROVIDE ADULT, DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING
ACTIVITIES, ONE-STOP OPERATOR AND RELATED SERVICES AUTHORIZED UNDER TITLE I OF THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014, PUBLIC LAW 113-128.
SPECIFICALLY, THE ADULT DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING
AND ONE-STOP OPERATOR.

The Midlands Workforce Development Board (MWDB) invites you to submit a proposal(s) in accordance with the requirements of this solicitation. The contracts that may result from this solicitation are federally funded; thus, some uncertainty exists with respect to the level of funds that may be made available by the federal government.

An official who is authorized to bind the Bidder must sign the proposal(s). The signature page must contain a statement that the offer is firm for at least 90 calendar days from the date of submission.

This solicitation does not commit the MWDB to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to procure or contract for the articles of goods or services. The MWDB reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP); to negotiate with all qualified Bidders, or to cancel in part or in whole this request if it is in the best interest of the Workforce Innovation and Opportunity Act to do so.

REQUEST FOR PROPOSALS

For Provision of

**ADULT, DISLOCATED WORKER & YOUTH EMPLOYMENT & TRAINING ACTIVITIES
AND ONE-STOP OPERATOR**

Pursuant to the Requirements of the

WORKFORCE INNOVATION AND OPPORTUNITY ACT

PUBLIC LAW 113-128, TITLE I

for

MIDLANDS WORKFORCE DEVELOPMENT AREA

FAIRFIELD, LEXINGTON AND RICHLAND COUNTIES

STATE OF SOUTH CAROLINA

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PART I: GENERAL INFORMATION

A. DISCLAIMER

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and implemented on July 1, 2015. The US Department of Labor released the Final Regulations on June 30, 2016, which were published in the Federal Register on August 19, 2016. This request for proposals, any bids submitted by proposers to this request, and any final contracts negotiated with the successful Bidder(s) as a result of this proposal is subject to final laws and regulations and may be changed at any time to be in compliance with those laws and regulations. Bidders are strongly encouraged to follow the Department of Labor's WIOA resource page for the latest updates: www.doleta.gov/wioa.

As the Midlands Workforce Development Board continues to develop and refine its systems, policies, procedures and regulations, changes may occur. Bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or service occur, Administrative staff will assist bidding organizations or service providers in the redesign to ensure consistency with Board policy and regulatory requirements.

The Midlands Workforce Development Board reserves the right to cancel or modify this request for proposal or the scope of funding of an approved WIOA program to any extent necessary to ensure compliance with state and/or federal guidelines. This may occur at any time prior to or during implementation of the WIOA programs for PY 2020 or any applicable extensions. Therefore, all successful proposers must demonstrate the capability and agree, in advance, to modify their program design to comply with the new regulations and/or changes to available funds.

B. INTRODUCTION/PURPOSE:

The purpose of this Request for Proposals (RFP) is to solicit competitive applications for the operation of programs to serve Workforce Innovation and Opportunity Act (WIOA) – eligible, Adults, Dislocated Workers and Youth as well as a One-Stop Operator. The MWDB is seeking proposals to provide workforce development activities and services to eligible job seekers residing in Fairfield, Lexington and Richland Counties, South Carolina.

WIOA was signed into law on July 22, 2014 and designed to help job seekers access employment, education, training and support services to succeed in the labor market and matched to employers with the skilled workers they need. This is the first legislative reform in fifteen years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973. Updates from the US Department of Labor will be issued over time. The website for the latest on WIOA regulations is www.doleta.gov/wioa.

Workforce development oriented organizations, with or without previous experience as a contractor with the Midlands area, are encouraged to submit proposals. Only proposals from organizations that can demonstrate that they have the ability to provide workforce development services within the region and scope set forth by the MWDB will be considered for funding.

C. FUNDING AVAILABILITY

The planning estimate for the purpose of this RFP is a total of \$2,800,000 for services to WIOA Adults, Dislocated Workers and Youth. Employment and training activities for adults and dislocated workers are similar but each has their own funding stream and eligibility requirements. IMPORTANT NOTICE - Funding levels identified in this RFP are preliminary estimates and are used for planning purposes only. Total final contract amounts are subject to funding levels for PY20.

One-Stop Operator Services - \$10,000
Adult WIOA Services – \$1,200,000
Dislocated Worker Service – \$650,000
Youth Services - \$1,000,000

MWDB awards contracts based on allocations approved by the State at the beginning of each program year.

The South Carolina State Workforce Development Board has set the expectation that the local areas will reach a minimum of 70% expenditures of the total available funds each program year for each funding stream. Therefore, it is expected that the contractor will expend not less than 75% of their total budget each program year with the understanding that the 100% expenditure of the grant is the goal within two (2) years.

Bidders should propose comprehensive WIOA services to be provided to Adult, Dislocated Worker and Youth customers, but must delineate separate costs of those services for each of the customer groups as well as a separate budget for One-Stop Operator. Anticipated participant levels to transfer from PY 2019 to the successful bidder(s) for the local area are approximately: 450 Adults, 85 Dislocated Workers and 275 Youth. At a minimum, the Midlands area will enroll and serve approximately an additional 220 Adults, 15 Dislocated Worker and 75 Youth participants through PY 2020. Bidders should be aware of a group of the transitioning participants who do not speak English as their first language. The costs for One-Stop Operations are included in the Adult, Dislocated Worker and Youth allocations.

D. APPLICABLE ACT AND REGULATIONS

This RFP and programs funded as a result of it are governed by Public Law 113-128 signed into law on July 22, 2014, entitled the "Workforce Innovation and Opportunity Act of 2014," (WIOA). Contractors shall comply with the WIOA, the Regulations, State and Midlands Local Area Instructions, agency policies as well as other federal, state and local laws and regulations.

E. ELIGIBLE PROPOSERS

Any governmental, non-profit or private for profit organization may apply for an award in response to this RFP. Nothing herein is intended to, nor should it be construed to, limit competition. Instead, this RFP is for the purpose of meeting the full needs of the Midlands Workforce Development Area using a system of fair, impartial and free competition among all Bidders. It is the intent and purpose of the MWDB that this RFP permit competition. To be eligible to receive funds made available to operate the One-Stop Center, a proposer must meet the following:

1. Be a public, private or not for profit entity that has successfully provided workforce services for the last two (2) years. ("Successfully is defined as being able to demonstrate that the entity has been able to maintain fiscal integrity and has operated a One-Stop System/Center for more than two (2) years."); or
2. Be a consortium of entities which includes, at a minimum, three (3) or more of the One-Stop Partners of demonstrated effectiveness, located in the local area. Acceptable partners may include – an institution of higher education; an employment services state agency established under the Wagner-Peyser Act; a community-based organization, non-profit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include the local chamber of commerce, or other business organization, or labor organization. Traditional elementary or secondary schools are NOT eligible partners.

F. SERVICE AREA

This RFP is soliciting bids for WIOA Adult, Dislocated Worker & Youth services; Business Services and One-Stop Operator functions in Fairfield, Lexington and Richland counties.

G. QUESTIONS/ADDITIONAL INFORMATION

All questions and/or requests for additional information shall be submitted in writing prior to 12:00 Noon, March 27, 2020 to the MWDB at the following address or email address:

Midlands Workforce Development Board
c/o RFP
100 Executive Center Drive Suite 218
Columbia, SC 29210

E-mail: mwdb@midlandsworkforce.org

No questions or requests for additional information will be accepted after the deadline. Only written questions submitted by the deadline will be answered and posted. No questions can be answered by telephone at any time during the response period. All inquiries submitted in writing prior to the deadline for which answers change the scope of this RFP will be replied to in writing and distributed to all potential Bidders.

Answers to all questions will posted no later than Wednesday, April 1, 2020 at www.midlandsworkforce.org/rfp

H. DELIVERY OF PROPOSALS

Proposals in response to this RFP, **MWDB – 19-01**, will be received by the MWDB **until 12 NOON (EST) April 15, 2020**. Any proposals received after the scheduled date and time will be immediately disqualified in accordance with the S.C. Consolidated Procurement Code and Regulations. Bidders are urged not to wait until the deadline to submit grant proposals. Grant proposals will be accepted at any time after RFP is issued. If the grant proposal is to be hand delivered prior to the deadline, make an appointment with the MWDB staff at (803) 744-1670 extension 306 for the application to be received. Should any errors relative to the grant application due date appear in the Grant Application Request Package, the official due date is **April 15, 2020 at 12:00 Noon EST**. Applications may be hand delivered or mailed to: (See Address in (G) above).

I. KEY EVENTS AND DATES

- | | |
|--|---|
| 1. Request for Proposals Issued | Friday March 6, 2020 |
| 2. Question submission deadline | Friday March 27, 2020 |
| 3. Answers to Questions posted | Wednesday April 1, 2020 |
| 4. Deadline for Receipt of Formal Proposals | Wednesday April 15, 2020 Noon, EST |
| 5. Begin formal Review Process of Proposals | Week of April 15th, 2020 |
| 6. Written Notification of Intent to Award | Week of May 11, 2020 |
| 7. Final Contract Negotiations with Bidders | May 26, 2020 |
| 8. Each Grant formalized and signed by | June 30, 2020 |

J. PRESENTATIONS

Any Bidder may be requested to make an oral presentation of their proposal to the MWDB (or their authorized representatives) after the proposal opening. Such presentations provide an opportunity for the Bidder to clarify their proposal and to ensure mutual understanding. Oral presentations, if needed, are by request of the MWDB only.

K. POLICY OF COMPETITION

The MWDB staff conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical evaluations will be made of all proposals received. Awards will be made to the responsible Bidders and firms whose proposals are most advantageous to the program.

It shall be the Bidder's responsibility to advise Mr. Ben Mauldin, Central Midlands Council of Governments, 236 Stoneridge Drive, Columbia, SC 29210, if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing, and must be received by Mr. Mauldin no later than fifteen (15) days prior to the Grant Application opening date. A review of such notifications will be made.

L. PROPRIETARY/CONFIDENTIAL INFORMATION

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding awards. Commercial or financial information obtained in response to this RFP that is privileged and confidential and is clearly worded as such will not be disclosed at any time so long as all requirements of the South Carolina Freedom of Information Act (South Carolina Code of Laws – Title 30, Chapter 4) have been met. Materials submitted as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. Respondents must visibly mark as "Confidential" each part of their funding application that is considered proprietary information. The MWDB is not responsible for the return of any part of a submission, including creative examples of work.

M. RESPONSIVENESS OF PROPOSAL

1. Proposals will be reviewed solely on the material they contain. No modifications, alterations, additions or substitutions to any proposals will be accepted from applicants after submission.
2. Any proposal that is not in typed form will be automatically considered nonresponsive and issued a score of zero by the review committee.
3. Any proposal that is not submitted with an original signature and ten (10) copies will be automatically considered nonresponsive and issued a score of zero by the review committee.
4. Any proposal that is considered non-responsive will be issued a score of zero by the review committee. A responsive proposal must include all required forms and a complete Proposal Response Package.

N. CONTRACT ADMINISTRATION AND NEGOTIATION

Contracts shall be awarded to responsive Bidder(s) whose proposals are determined to be most advantageous, taking into consideration the evaluation factors containing in this RFP. The MWDB, reserves the right to reject any and all proposals received. In all cases the MWDB will be the sole judge as to whether a Bidder's proposal has satisfactorily met the requirements of this RFP. The MWDB may require Bidder selected by the Board to participate in cost negotiations, technical revisions or other revisions to their proposals to finalize the award. MWDB may make a preliminary selection for Best and Final Bidder.

Terms and Conditions will be a part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) MWDB policy or (3) administrative procedure. Successful applicants must be able to obtain and submit, prior to finalizing the contract, insurance coverage, including liability insurance and bonding.

O. CONTRACT DURATION

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker and Youth Activities and One-Stop Operator functions incurred between July 1, 2020 – June 30, 2021. Proposed activities will be limited to those described in Title I. No guarantee for availability of these funds is made at this time.

It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22, and PY 23 will be contingent upon variables to include but not limited to: need, available funding, contract compliance, and performance.

P. NO REQUEST FOR PROPOSAL REPLY

Anyone electing not to submit a RFP may do so by sending a letter of "no reply" to the MWDB (See Address in (G) above). Entities not replying in any way must reapply in writing to be placed on the Bidder's list again.

PART II: SCOPE OF WORK

A. OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) developed from Vice-President Biden's job-driven training report. The report identified seven elements of the best practices to be integrated into the service strategies for employment and training programs. The "Job-Driven Checklist" is as follows:

- **Business Outreach/Employer Engagement** – Work up-front with employers to determine local or regional hiring needs and design training programs that are responsive to those needs.
- **Earn and Learn** - Offer work-based learning opportunities with employers – including on-the-job training, internships, and pre-apprenticeships and Registered Apprenticeships as training paths to employment.
- **Smart Choices** – Make better use of data to drive accountability, inform what programs are offered and what is taught, and offer user-friendly information for job seekers to choose what programs and pathways work for them and are likely to result in jobs.
- **Measurement Matters** – Measure and evaluate employment and earnings outcomes.
- **Stepping Stones** – Promote a seamless progression from one educational stepping stone to another, and across work-based training and education, so individuals' efforts result in progress.
- **Opening Doors** – Break down barriers to accessing job-driven training and hiring for any American who is willing to work, including access to supportive services and relevant guidance.
- **Regional Partnerships** – Create regional collaborations among American Job Centers, education institutions, labor and non-profits.

While the above outlines the core principles of the legislation, it is included in the RFP for understanding of those guiding principles and should not be interpreted that the Bidder would be expected to propose all of the tasks listed.

B. DESCRIPTION OF SERVICES

Adult and Dislocated Worker

Under WIOA, Adult and Dislocated Worker core and intensive services are collapsed into "career services" and there is no required sequence of services, enabling job seekers to access training immediately. Some of these services will be provided by partner organizations and programs currently in the SC Works (One-Stop) Center and others will be provided by the grant awarded from this solicitation. It is imperative that the successful Bidder excel in collaboration of resources to ensure the full array of services is available while having no duplication of services. Career services to be offered include:

- Eligibility Determination for funding and services
- Outreach, intake and orientation to the information and other services available through the One-Stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities (including skills gaps) and supportive service needs
- Job search and placement assistance and, in appropriate cases, career counseling, including –
 - Information on in-demand industry sectors and occupations, and nontraditional employment;
 - Appropriate recruitment and other business services on behalf of employers
- Referrals to and coordination of activities with partner programs and services
- Workforce and labor market employment statistics information, which includes job vacancy listings, job skills necessary for job openings; and information on local occupations in demand and the earnings, skill requirements, and opportunities for advancement within those career pathways
- Performance information and program cost information on eligible providers
- Information for the Center customers regarding the local performance accountability measures
- Information for the Center customers relating to the availability of supportive services or assistance provided by partners
- Referrals to supportive services or other needed assistance
- Information and assistance regarding filing claims for unemployment compensation

- Information and assistance regarding establishing eligibility for financial aid assistance for training and education programs
- Other services needed for individuals to obtain or retain employment that consists of
 - Comprehensive and specialized assessments of the skill levels and service needs of adult and dislocated workers which may include but not limited to – diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers; appropriate employment goals
 - Development of an individual employment plan, to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
 - Group counseling;
 - Career planning;
 - Short-term prevocational services, including development of learning skills, how to job search, connecting to community resources;
 - Soft skills training: communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
 - Internships and work experiences that are linked to careers;
 - Workforce preparation activities;
 - Financial literacy services;
 - Out-of-area job search assistance and relocation assistance; or
 - English language acquisition and integrated education and training programs, and
 - Follow-up services including counseling regarding the workplace, for participants in WIOA authorized activities who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate.

Training Services are described as:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job training;
- Incumbent worker training (as authorized by the SWIB and local Board)
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs;
- Job readiness training provided in combination with occupational skills training;
- Adult education and literacy including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with occupational training;
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

Youth

WIOA Youth Services should provide a comprehensive mix of program elements, services and activities that address participants' employment, training and supportive services needs. A "hands-on" case management model that uses a holistic approach to help youth is desirable. This request is seeking proposals to provide eligibility determination, initial assessment, plan development, provision of program elements and follow-up services. The goals of the program include skills gains within the program, placement and retention in employment, education and/or training, credential rate, and median earnings.

Funds allocated to a local area for eligible youth shall be used to carry out programs that provide the functions described below. All of the functions listed will need to be provided with the funds included in this solicitation.

- **Participant Recruitment and Screening** - Contractors are responsible for recruitment and screening applicants for eligibility and suitability to participate in the WIOA youth program. The proposer must develop/outline a detailed recruitment plan including outreach activities to recruit eligible youth in accordance with the youth eligibility requirements.
- **Eligibility**- Under WIOA all youth participants must meet eligibility criteria. The youth participant must be certified and determined eligible for any WIOA funded program elements. Certification must be completed prior to enrollment and any WIOA services provided.
- **Orientation** - The Bidder must provide orientation to all participants prior to placing them in a training activity or worksite assignment. Orientation is to be completed in accordance with the Midlands Workforce Development Board's procedure and includes program objectives and expectations and work standards. For participants who will be entering the labor market upon completion of the program, the Bidder must describe how this will be accomplished.
- **Objective Assessment** – Each participant shall be provided with an objective assessment of his/her academic levels, skill levels, employment skills, prior work experience, employability, and service needs at the time of enrollment into WIOA activities. Standardized assessment tests will be used for assessment of basic skills, career interests, and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs. Reasonable accommodations for individuals must be provided. Assessment is a continuous process through program participation.
- **Individual Service Strategy (ISS)** – Develop an Individualized Service Strategy plan (ISS) with each participant that will reflect and utilize the information obtained from the objective assessment, individual interviews, and other sources of information and that are directly linked to one (1) or more of the WIOA performance outcomes. The ISS must be developed with the participant and kept up to date. The ISS shall identify career pathways that include the participant's educational and employment goals. It is a plan that should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur.
- **Data entry** – Data entry into any State and Local tracking databases to accurately account for services provided and expenses incurred. This includes participant data, performance achievement and financials.
- **Applicants Not Meeting Enrollment Requirements/Referral** – Any provider of a WIOA program shall ensure that an applicant who does not meet the enrollment requirements of the program or who cannot be served shall be referred for further assessment, as necessary. A referral must be made to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis to meet the basic skills and training needs of the applicant. The referral(s) must be noted on the participant's file and followed up on. This will require collaboration with the Adult/Dislocated Worker provider(s) and other community agencies as applicable.
- **Case Management Services** – Comprehensive case management to work closely with participants to provide support and guidance, address needs and barriers, coordinate services, and assist in attainment of goals and objectives. Regular personal contact with participants is essential to the success of the youth. Depending on the activities the youth is engaged in, the frequency will vary for the individual but the case management aspect is the support system for the education and employment activities. Documentation of service delivery must be completed in a timely manner and include all pertinent details and maintain client confidentiality of all information. The case management services will also include linkages and coordination to other programs and services available to support the individual's ISS as well as the coordination of non-WIOA funds to prevent duplication of services and maximize the services delivered.
- **Work-based Learning tied to Career Pathways** – Work-based learning (a combination of work experience and

job shadowing, internships, On-the-Job Training and Apprenticeships) is a critical element of focus in WIOA. At least 30% of the full budget must be spent on these activities. It is critical the proposal demonstrate an understanding of career pathways and developing customized, individual work-based learning opportunities for Midlands WIOA Youth that lead to self-sufficient employment.

- **Additional Program Elements** - In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the youth program shall provide the following elements:
 - ✓ Tutoring, study skill 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 or for a recognized postsecondary credential
 - ✓ Alternative secondary school services or dropout recovery services, as appropriate
 - ✓ Paid and unpaid work experiences that have academic and occupational education components that may include:
 - Summer employment opportunities and other opportunities throughout the year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
 - ✓ Occupational skill training, which shall include priority consideration for training programs that lead to a recognized postsecondary credential aligned with the in-demand industry sectors or occupations for the Midlands area and identified in the workforce report. The programs must meet the quality criteria described in section 123 and be included on the SC eligible training provider list.
 - ✓ Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
 - ✓ Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
 - ✓ Supportive services
 - ✓ Adult mentoring during participation and subsequent to participation for at least 12 months
 - ✓ Follow-up services for not less than 12 months after completion of participation, as appropriate
 - ✓ Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
 - ✓ Financial literacy education
 - ✓ Entrepreneurial skills training
 - ✓ 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
 - ✓ Activities that help youth prepare for and transition to postsecondary education and training

Business Services

Though Business Services is an integral part of the Adult, Dislocated Worker and Youth service delivery, it is expected that the proposal will address how the Bidder intends to execute the Business Service aspect of the One-Stop (SC Works) system.

SC Works Centers shall offer a broad range of integrated services that are provided at no cost to eligible employers to support economic and workforce development efforts. The Business Services Team will be responsible for coordinating the following employer services with all necessary SC Works Partners:

- Coordinate delivery of services to employers among partners in the One-Stop System, Centers, and affiliate sites, WIOA Core partners (Adult, Dislocated Workers, Youth, Adult Education and Literacy, Wagner-Peyser, and Vocational Rehabilitation), and other One-Stop partners to achieve WIOA Business Services outcomes.

- Connect employers to the One-Stop system, gather business intelligence and assist in Regional Workforce partnership by developing relationships with local and regional businesses and other business focused organizations.
- Provide Strategic Industry Sector Services to the sectors identified by the MWDB and Central Workforce Region.
- Provide services to the businesses in Midlands Workforce Development Area (Fairfield, Lexington and Richland Counties).
- Develop an understanding of the needs and challenges of businesses in the Midlands Area, and align resources to provide critical solutions in the local and regional economy.
- Promote career pathways communicating the benefits to employers of creating a talent pipeline through work-based learning opportunities.
- Deliver presentations to business and trade organizations regarding workforce related topics and services.
- Evaluate the workforce development, hiring, recruitment and retention needs of businesses, and develop solutions based strategies to meet those needs, including hiring events, career fairs and targeted position placements.
- Participate in layoff aversion activities in conjunction with SC Works partners to convene and provide Rapid Response Services to employees of businesses issuing WARN notices, including work to match employers that might be hiring with those employees who will be laid off.
- Assist employers in utilizing the SCWOS system to effectively recruit and select employees.
- Participate in community outreach events, job fairs, career fairs, and other opportunities for both employers and applicants to promote the SC Works system.
- Work with SC Works system partners to design and align high quality service delivery to both the business and job seeker customer.
- Provide reports of Business Service activities, deliverable and milestones to the MWDB staff as requested.
- Conduct outreach and collaboration that will result in successful work based learning opportunities for WIOA participants.
- Provide access to labor market data, demographic updates and job trends plus related information.
- Provide other information to employers such as: state and federal tax credits, Federal bonding, business start-up, retention and expansion services, etc.
- Other services as appropriate.

Under this RFP, the Contractor will be responsible for carrying out all Work Based Learning (WBL) requirements for Adult, Dislocated Worker and Youth Services in the Midlands Area. This includes but is not limited to; OJT, Transitional Jobs, Summer Youth Program, Work Experience, Internships, and Apprenticeships.

One-Stop Operator

The role of the One-Stop Operator is equivalent to that of a managing partner. In the role, the Operator identifies issues that need to be addressed that have to do with service delivery. The Operator works with co-located partners to form a solution. Certain workforce services are integrated into the framework of the One-Stop service delivery system and are provided through partner agencies under other funding sources. The Operator will be responsible for ensuring a seamless delivery of services from all partners in Fairfield (affiliate center), Lexington and Richland Counties.

1. Day to Day Operations

The Operator coordinates, facilitates, promotes, designs and expedites services for the SC Works Midlands system. Operations include the delivery of the full array of WIOA services to include required and non-mandated partners to all interested job seekers and employers in Centers across the three County area. The Operator will work with the Midlands Partner Liaison to deliver a seamless system of partner services in the region. Activities will include:

- Enforce Midlands Area operational policies including hours of operations, data confidentiality, use of Personal

- Identity Information, proper equipment use, health and safety, emergencies, and service delivery.
- Coordinate with partners to ensure all common areas in the Center are staffed properly.
- Ensure all Centers and services are ADA and EO compliant.
- Coordinate the use of shared equipment (copiers, printers, necessary maintenance, etc.) and supplies (ink and toner) in the Center.
- Maintain updates to the Operations Manual for each Center and coordinate training as needed.
- Implement Centers' staff development plan that includes technical training for use of SCWOS, information sharing, and team building.
- Establish, disseminate and enforce Center policies and procedures.
- Evaluate Center activities for customer satisfaction, continuous improvement and measurement achievement.
- Ensure Partner delivery and effectiveness of services.
- Develop and implement new hire orientation to acclimate new partner employees to site procedures and policies.
- Address customer complaints in a timely and efficient manner.
- Possess a thorough knowledge of building lease terms to ensure compliance and act as a liaison to the landlord.
- Convene regular meetings of the One-Stop Partners (at least quarterly).
- Provide reports of Center activities, deliverable and milestones to the MWDB staff as requested.
- Manage other day-to-day business and facility functions of the designated One-Stop Centers.
- Ensure quality service delivery to all customers.

In the event a bidder is selected as the provider of One-Stop Operator Services and WIOA services, the bidder must demonstrate that appropriate firewalls are in place to avoid conflicts of interest, or the appearance of a conflict of interest. Examples of firewalls may include, but are not limited to: organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

2. One-Stop Certification

The One-Stop Operator must achieve the major work components and standards necessary to acquire and maintain One-Stop Certification Standards (Management, Job Seeker and Employer Services). The Operator is responsible for coordinating with the MWDB to ensure the system-wide standards are achieved and utilize continuous quality improvement assessment tools to document success. Development of additional tools may be necessary to achieve and document measurements within the Certification Standards.

3. Outreach and Business Services Integration

The MWDB has established: (1) Partner Collaboration support; and (2) an Area Business Services Lead. The Operator will work within the Area to achieve maximum results in a seamless delivery system. The Area Business Services Lead coordinates the various business services available through the Center partners through outreach to area professional organizations (Chambers, trade organizations, state level partners, etc.).

The Operator will provide support to these divisions as needed and monitor the services delivered and shared across partners and seek process improvements. In addition, the Operator will be responsible to ensure these services are ADA and EO compliant. The Operator will maintain the Midlands Limited English Proficiency (LEP) Plan and ADA compliant equipment. The Operator will ensure staff understands and implements the LEP plan and uses the ADA equipment as needed.

C. PERFORMANCE STANDARDS

The Bidder shall include performance outcomes that will be achieved consistent with federal performance standards and the performance expectations of the MWDB. The board expects the successful Bidder will propose performance outcomes, but more importantly, the response to this RFP must indicate how the combination of services proposed will

achieve performance standards. The State has not negotiated Program Year 2020 performance measures with local areas at the issuance of the RFP. Therefore, Bidders should plan to build programs and strategies to achieve the best possible WIOA performance Program Year 2020. The performance measures negotiated for South Carolina with US Department of Labor for Program Year 2018-2019 are as follows:

Adults

- Employment Rate 2nd Q after exit – 76.8%
- Employment Rate 4th Q after exit – 73.0%
- Median Earnings 2nd Q after exit - \$5285
- Credential Attainment within 4 Quarters after exit – 51.9%

Dislocated Workers

- Employment Rate 2nd Q after exit – 80.1%
- Employment Rate 4th Q after exit – 76.0%
- Median Earnings 2nd Q after exit - \$7082
- Credential Attainment within 4 Quarters after exit – 48.6%

Youth

- Employment Rate 2nd Q after exit – 76.6%
- Employment Rate 4th Q after exit – 69.0%
- Credential Attainment within 4 Quarters after exit – 68.1%

D. ELIGIBILITY

There may be additional guidance issued in regards to participant eligibility for WIOA Adult and Dislocated Worker services. There are basic eligibility criteria for both participant groups:

1. 18 years of age or older
2. US citizen or eligible non-citizen
3. In compliance with Selective Service registration requirements (for male applicants)

Beyond these criteria, each program has separate eligibility requirements. For Adults, priority of service is given to Veterans in accordance with State and Federal definitions and requirements. Beyond Veteran priority, Adult program priority will be given for:

- Recipients of public assistance and other low-income individuals; and
- Individuals who are basic skills deficient.

For Dislocated Workers, Veterans are also given priority. Additionally, the Dislocated Worker program must meet one of the following:

1. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and is eligible for, or has exhausted unemployment compensation, and is unlikely to return to previous occupation.
2. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings.
3. An individual who has been terminated from employment as a result of permanent closure of a plant or facility.
4. An individual who is employed at a facility that has made a general announcement that the facility will close within 180 days.
5. An individual who is self-employed, but is unemployed as a result of general economic conditions or a natural disaster.
6. An individual who qualifies as a displaced homemaker.

Out of School Youth:

- Not attending any school (as defined by State law)
- An individual 16-24 years of age (priority will be given in the Midlands to 17-24)
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- An individual who has one or more of the following barriers:
 - A school dropout
 - Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
 - A recipient of a secondary school diploma who is a low-income individual and is:
 - Basic skills deficient; or
 - An English language learner
 - Subject to the juvenile or adult justice system
 - Homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
 - Pregnant or parenting
 - A disability
 - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment
 - Requires additional assistance to complete education as defined by the Midlands area.

In-School Youth:

- Attending any school (as defined by State law)
- An individual 14-21 years of age (priority will be given in the Midlands to 17-21)
- A Low income individual
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- An individual who has one or more of the following barriers:
 - Basic skills deficient
 - An English language learner
 - An offender
 - A homeless individual, a homeless child or youth, runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement
 - Pregnant or parenting
 - A disability
 - Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment
 - Requires additional assistance to complete education as defined by the Midlands area.

E. PARTICIPANT TIME AND ATTENDANCE

Successful Bidders will be required to document a participant's time and attendance throughout the period the participant is receiving training services. Participants abide by the attendance policy of the training provider. Time sheets must be signed by the participant and verified by the case management through the training provider and maintained in the participant file.

F. PAYMENTS MADE ON BEHALF OF PARTICIPANTS

Participants may be eligible to receive supportive service payments and/or needs-based payments. Successful Bidders will be required to ensure that there are checks and balances between the maintenance of timesheets and other source documents. Failure to fully document the basis for issuing any of the payments may result in disallowed costs.

G. INSURANCE FOR PARTICIPANTS

The South Carolina Department of Employment and Workforce (SCDEW) will provide accident insurance coverage for WIOA participants participating in program activities including classroom training, work experience and limited internships. The successful Bidder will be required to provide general liability insurance certificate coverage and provide verification annually as part of the compliance documents.

PART III: COST CATEGORIES & RELATED SERVICES

A. Cost Allocation Plans

Cost allocation plans that reflect the allocation of costs to the Adult, Dislocated Worker and Youth cost pools are required of all Bidders. A cost allocation plan is a methodology for identifying and distributing any joint costs related to a program, as well as any costs to be allocated under plans of other organizational units which are to be included in the costs of federally-sponsored programs.

B. Sustainability

The MWDB is particularly interested in innovative approaches that show collaboration in addressing the holistic needs of the participants to be served. Special emphasis should be given to how the private sector will play a role in this initiative. The Bidder's connections to local employers and specific plans for addressing employers' needs and eliciting their investment in the system should be provided in the application. Bidders may choose to include a summary table of new initiatives that will be started with award of this grant to include projections of numbers of adults and dislocated workers that will be served each year and annual funding levels anticipated.

C. Reporting

The successful Bidder will be required to submit monthly payment invoice by the 10th calendar day of each month. Appropriate supporting backup documentation for the payment must be attached to each submitted invoice. In addition the Annual financial closeout report will be due to the MWDB Administrative office no later than August 15. Direct services to participants (training vouchers, supportive services, etc.) from other providers will be entered into a Voucher system to track obligations and expenditures on a real-time basis. There is a Midlands Area voucher system available to the successful Bidder upon request.

In addition, the successful Bidder will abide by all data entry requirements of the South Carolina Works Online Services (SCWOS) Users Guide. The MWDB staff will provide training to the successful Bidder on the operation of this system in regards to eligibility determination, reporting requirements, SCWOS forms, intensive services, case notes, performance, follow-up, etc. Successful Bidders are expected to comply with all Federal, State and Local instructions and guidance.

The successful Bidder must be familiar with the new OMB Circular 2 CFR 200 and be prepared to comply with the OMB Circular revisions contained within.

D. Monitoring and Evaluation

Successful Bidders will be required to develop internal monitoring procedures to ensure program operations are conducted in compliance with the WIOA and its Final Rules and Regulations.

PART IV: SPECIAL INSTRUCTIONS AND CONDITIONS

A. AMENDMENTS

If it becomes necessary to revise any part of the RFP(s), all amendments will be provided in writing to all Bidders. **Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision. Any alteration must be in the form of a written amendment to all Bidders.**

B. CONTRACT TYPE

The MWDB will consider two types of contracts either Cost Reimbursement or Fixed Price/Performance Based, as described below:

1. Cost Reimbursement. A contract or grant with a line item budget based on all authorized and legitimate costs to be incurred by the contractor in carrying out the approved training activity. The contractor is reimbursed for actual expenses according to the approved line item budget.
2. Fixed Price/Performance Based. A fixed price contract is an agreement in which full or partial payment held until performance of clear outcomes occurs such as job placement and/or the attainment of six (6) month employment retention. Such a contract is negotiated based on submission of a line-item budget and definite benchmark payments in response to this RFP. Bidders submitting fixed price/performance based proposals must complete a line item budget and a proposed payment schedule or risk being declared non-responsive. The line item budget must show actual cost and must include profit when applicable. Profit is to be separately identified and shown in a designated line item as appropriate. All fixed price/performance based contracts will be negotiated based on the Bidder's proposed performance levels. Therefore, the Contractor will earn the full-negotiated fixed price only upon achievement of these levels.

Criteria for profit must be verified and validated by MWDB staff. Criteria for profit may be used to evaluate the Bidder request for payment of profit. Payment of profit to the Bidder may be payable on a monthly, quarterly, mid-year or end of the year (close-out) basis. Criteria for profit may be negotiated with the selected Bidder.

C. MULTIPLE PROPOSALS

Proposals may be submitted to provide services/activities in one or multiple counties. However, if proposed activities are substantially and materially different in terms of effort, cost, or otherwise, a separate response package may be in your best interest. A separate response is not required for a comprehensive proposal; however, each response package submitted will be evaluated on its own merit.

D. COPIES TO BE SUBMITTED UNDER SEAL AND AUTHORIZED SIGNATURES.

Each Bidder is to submit an original and ten (10) total copies of their proposal. One with original signatures that is clearly stamped or marked with the word "ORIGINAL". Each copy of the proposal and all supporting documents should be bound or stapled in a single volume. The name of the Bidders organization, name of person submitting the proposal, type of proposal submitted, "Request for Proposal MWDB 19-01" and the RFP date must be typed or written on the envelope or wrapping containing the proposal. The pages of the proposal must be numbered and the font should be at least an 11 point size.

E. REQUIRED SIGNATURE

Each grant application must be signed by an official authorized to contractually bind the Bidder and commit to the provisions of the proposal. Unsigned proposals will be rejected. The proposal shall include a statement to the effect that the request is firm for a period of at least 90 days from the closing date for submission.

F. ADMINISTRATIVE FISCAL CAPABILITIES

The Bidders administrative fiscal capabilities will be assessed by a review of the completion of the Bidders Response Package. Before contracts are finalized, MWDB representative(s) will complete a Pre-Award survey and may visit the offering entity to affirm certain items. Any discrepancies found will be brought to the attention of the MWDB prior to contract finalization and may affect award of a contract.

In general, Bidders who are awarded a contract will be required to maintain records for a time period sufficient to cover federal administrative timelines. Typically, the MWDB Administrative staff will collect participant files to be maintained for auditing while financial record maintenance remains with the contractor.

G. DOCUMENTS REQUIRED OF SELECTED BIDDERS

Before contracts are finalized, selected applicants shall provide additional compliance information to the MWDB including: federal ID number; list of Board members, charter and bylaws; certification of signatory authority; banking arrangements; current fiscal statement and most recent audit; bonding agreement; indirect cost plan (if applicable); suspension and debarment certification; certification of a drug free work place; grievance procedures; and, staff, personnel and travel policies.

H. TIME FRAME

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker & Youth and One-Stop Operator Activities incurred between July 1, 2020 – June 30, 2021. It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22 and PY 23 will be contingent upon variable to include but not limited to: need, available funding, contract compliance, and performance.

No guarantee for availability of these funds is made at this time. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation within the awarding agency's total jurisdiction. The awarding agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.

I. INDIRECT COSTS

All Bidders who include indirect costs in their application budget must have an indirect cost plan approved by their cognizant agency. However, this may be negotiated in the awarded budget based on final WIOA allocations for Program Year 2020.

J. DISCUSSION/NEGOTIATION

By submission of a proposal, Bidders agree that during the period following issuance of a proposal and prior to final award of contract(s), the Bidder shall not discuss this proposal request with any party except the local WIOA Administrator. In accordance with Section 11-35-1530(6) of the S.C. Consolidated Procurement Code, the Administrator and designated staff reserve the right to conduct discussions with Bidders who submit proposals, which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this RFP. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of their proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Bidders.

K. PROHIBITION OF GRATUITIES

Bidders and their representatives as well as officials who review and make judgments on any award made as a result of this RFP are prohibited by South Carolina law as amended at Section 8-13-420 from making or accepting any compensation or promise of future employment to influence any action, vote, opinion, or judgment.

L. APPEAL/PROTEST POLICY

1. Bidders dissatisfied with decisions regarding contract award or aspects of this procurement process can appeal to the MWDB Executive Committee in the manner stated in subparagraph 2, below. The rights and remedies granted to a disappointed Bidder are to the exclusion of all other rights and remedies of such disappointed Bidder against the MWDB, the State of South Carolina at common law or otherwise for the loss or potential loss of award of a contract under this solicitation.
2. The complaint must be submitted in writing to the Chairperson of the MWDB and must specifically state the decision, the basis for the complaint, and the remedy sought by the complainant. The appeal must be made within fifteen (15) days of the issuance of the RFP; any amendment to the RFP; the intended award pursuant to the RFP; or, the award of the contract.

NOTE: The appeal process is established to provide recourse for Bidders who think that their proposal did not receive proper consideration. Bidders entering an appeal should be prepared to document specific facts that put the aggrieved Bidder at a competitive disadvantage and document violation of specific sections(s) of the Act or Regulations. Bidders cannot appeal simply because they believe their program to be superior to any selected. The MWDB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

M. BIDDER'S RESPONSIBILITY

All Bidders are responsible for understanding conditions relating to the scope and restrictions of work to be done as a result of this request. The failure of Bidders to acquaint themselves with instructions, conditions, and information relative to the RFP and its scope of work does not relieve them of any obligation with respect to this request or to the contract.

N. AFFIRMATIVE ACTION

Bidders who are awarded contracts will comply with all Federal and State requirements concerning fair employment. As a condition to the award of financial assistance under WIOA, the grant applicant assures that it will comply with nondiscrimination and equal employment opportunity provisions of WIOA with respect to the operation of WIOA programs or activities.

O. OPTIONS TO EXTEND

It is the intention of the Midlands Workforce Development Board to select a provider for a four (4) year period – initial contract period, and three subsequent years. Contracts and budgets for PY21, PY22 and PY 23 will be contingent upon variable to include but not limited to: need, available funding, contract compliance, and performance. Based upon funding availability, the MWDB may extend a contract period of performance if it appears to be in the best interest of the MWDB and is agreeable with the contractor. If performance is satisfactory and grant administration is found to be in compliance with all program regulations, the Grant may be extended on a year-by-year basis for up to three additional years. MWDB may adjust slot levels; number of participants served; and/or associated costs at any time during the contract period.

P. STAFF QUALIFICATIONS

For each proposed staff position, the Bidder must provide education and experience requirements and performance standards that staff will be expected to meet. Bidders should address special computer and technological skills of staff

persons that will be essential to efficient use and maintenance of the WIOA customer tracking system. The Bidder should provide information on WIOA-relevant workshops, conferences, seminars, professional organizations and/or other activities key staff members have participated in over the past two years to stay abreast of current and best practices in the employment and training field. For vacant staff positions, Bidders should attach a statement of their commitment to hire qualified staff and to ensure that staff will stay current and knowledgeable in all areas associated with their job responsibilities. If the staff person is known, a resume for that individual should be attached to the job description(s). There are a significant number of non-native English speakers in the pool of participants transitioning from the existing program. The successful Bidder should be prepared to staff accordingly.

The Midlands area is committed to continuous improvement and as such encourages staff development and training opportunities for professional staff. In addition to attendance at State and Regional conferences, the Midlands area seeks to fill staff positions with highly qualified and certified individuals. Appropriate workforce professional certifications are available at a number of vendors. By the third quarter of program operation, a minimum of 50% of the total staff should be certified as Career Development Facilitators (CDF) or Certified Workforce Development Professionals (CWDP).

Q. AUDIT/MONITORING EXCEPTIONS

No contracts will be finalized with approved Bidders who have outstanding audit resolutions and/or monitoring exceptions unless negotiations have been initiated and the MWDB staff determines that a resolution is forthcoming. Funding under this RFP may be decreased by an amount equal to costs disallowed as a result of any prior financial and compliance audit, monitoring, or otherwise.

R. FORMAT FOR PROPOSAL

Proposals are to be designed to provide the MWDB with a straightforward presentation of the Bidder's ability to satisfy the requirements of this RFP. Bidders must address the technical and cost factors associated with the proposal. The proposal must, therefore, be prepared in accordance with the format outlined in the Evaluation Criteria, Technical Response Package and Budget Response Package. Elaborate brochures and other promotional materials are not desired.

S. ERRONEOUS PROPOSAL

Correction or withdrawal by the Bidder of an inadvertently erroneous proposal, before proposal opening or withdrawal by the Bidder of an inadvertently erroneous proposal afterwards based on such mistakes, may be permitted. Each written request to correct or withdraw a Grant application must document the fact that the Bidder's error would cause him substantial loss.

T. PROPOSAL AND PRESENTATION COSTS

The Bidder will bear all costs associated with the preparation and any oral presentation of the proposal. The MWDB will pay on behalf of its own employees and agents the cost of all reasonable travel and living expenses associated with evaluation visits to a Bidder's location.

U. PROPOSAL CONSTITUTES OFFER

By submitting a proposal, the Bidder agrees to be governed by the terms and conditions as set forth in this document, in the Workforce Innovation and Opportunity Act and any changes in the WIOA Federal Regulations. Any proposal containing variations from the terms and conditions of this RFP, at the sole discretion of the MWDB, may be determined unresponsive. Any inconsistencies between the RFP and other contractual instruments shall be governed by the terms and conditions of the RFP, except where subsequent amendments to any award resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provisions of this RFP.

V. MWDB RIGHTS AND OBLIGATIONS

The MWDB reserves the right to select such Bidders which it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals if it is deemed to be in the best interest of the Midlands Workforce Development Area. The MWDB, Central Midlands Council of Governments (CMCOG), nor any agent thereof, on behalf of the MWDB or the CMCOG, will be obligated in any way, by any Bidder's response, to this RFP.

W. SPECIFICATIONS MANDATORY

In order to have an acceptable proposal, the Bidder shall meet all of the specification requirements set forth in Parts I-VI and the Budget Sheets of this RFP. By incorporating these specifications into the proposal the Bidder is agreeing to comply with them, subject to acceptance by the MWDB of any amendments submitted by the Bidder.

X. SUBCONTRACTS/SUBTIER AGREEMENTS

If the Bidder plans to subcontract any activities or funds pursuant to an award, a copy of the proposed subcontract agreement must be attached as a part of the proposal. No part of a proposal (or subsequent contract) may be subcontracted without prior written approval by the MWDB. The Bidder in subcontracting of any of the services and/or activities hereunder expressly understands that in entering such subcontracts, the MWDB is in no way liable to the subcontractor.

Y. CONTRACT AWARD

Contracts shall be awarded to responsive Bidder(s) whose proposal are determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any and all proposals received, and in all cases the MWDB will be the sole judge as to whether a Bidder's proposal has or has not satisfactorily met the requirements of this RFP, as governed by the SC Consolidated Procurement Code and Regulations. Terms and conditions that are included in this RFP will be part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) MWDB policy or (3) administrative procedure. Notice will be mailed to Bidders, informing them of the success or lack thereof, of their proposal to receive an award.

Z. ADDITIONAL INFORMATION

The following items do not need to be considered when making a proposal. These items have been purchased previously and will be available once the contract is awarded.

- Participant Assessments - TABE, WIN, WorkKeys
- SC Works facility costs (rent, utilities, janitorial, etc.)
- Equipment/Furniture in SC Works Centers – desks, chairs, computers for staff, phone system and copier, meeting space/classroom furniture (conference tables, chairs, computer labs)

ATTACHMENTS

BIDDER'S RESPONSE PACKAGE

SECTION 1	Title Page
SECTION 2	Technical Response Section
SECTION 3	Evaluation Criteria
SECTION 4	Organization Experience and Financial Information
SECTION 5	Budget Response Package

Title Page
Midlands Workforce Development Board
Bidders Response Package - Adult Dislocated Worker & Youth Activities and One-Stop Operator
MWDB 19-01

Name of Bidder: _____

Activity Proposed: _____

Name of Signatory Official: _____

Name of Contact Person: _____

Official Mailing Address: _____

Phone Number of Contact Person: _____

Email Address of Contact Person: _____

PLEASE NUMBER ALL PAGES OF RESPONSE PACKAGE.

SECTION 2: TECHNICAL RESPONSE PACKAGE

NAME OF BIDDER ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE: _____

TYPE OF AGENCY: ☐ GOVERNMENT ☐ PRIVATE NON-PROFIT ☐ PUBLIC NON-PROFIT
☐ SCHOOL DISTRICT ☐ PRIVATE FOR -PROFIT

PROPOSED SERVICE AREA: ☐ FAIRFIELD ☐ LEXINGTON ☐ RICHLAND

PROPOSED TARGET GROUP: ☐ ADULT ☐ DISLOCATED WORKER ☐ YOUTH

ACTIVITY PROPOSED:

☐ CAREER SERVICES (A/DW)

- ☐ ELIGIBILITY DETERMINATION
- ☐ OUTREACH, INTAKE, ORIENTATION
- ☐ INITIAL ASSESSMENT
- ☐ LABOR EXCHANGE SERVICES
- ☐ REFERRALS TO PROGRAMS
- ☐ LABOR MARKET INFORMATION
- ☐ PERFORMANCE, COST INFO
- ☐ SUPPORTIVE SERVICES INFO
- ☐ UI INFORMATION AND ASSISTANCE
- ☐ FINANCIAL AID INFORMATION
- ☐ BUSINESS SERVICES

- ☐ FOLLOW-UP SERVICES (12-MONTHS)
- ☐ COMPREHENSIVE ASSESSMENT
- ☐ INDIVIDUAL EMPLOYMENT PLAN
- ☐ CAREER PLANNING, COUNSELING
- ☐ SHORT-TERM PRE-VOC. SKILLS TRNG
- ☐ WORK EXPERIENCE OR INTERNSHIPS
- ☐ OUT OF AREA JOB SEARCH
- ☐ FINANCIAL LITERACY SERVICES
- ☐ ENGLISH LANGUAGE ACQUISITION
- ☐ WORKFORCE PREPARATION

☐ TRAINING SERVICES (A/DW)

- ☐ OCCUPATIONAL SKILLS TRAINING
- ☐ ON-THE-JOB TRAINING (OJT)
- ☐ WORKPLACE TRAINING W/INSTRUCT.
- ☐ SKILL UPGRADING AND RETRAINING
- ☐ ENTREPRENEURIAL TRAINING

- ☐ CUSTOMIZED TRAINING
- ☐ JOB READINESS TRNG COMBO
- ☐ ADULT ED. & OCCUPATIONAL TRNG
- ☐ INCUMBENT WORKER TRNG
- ☐ TRANSITIONAL JOBS

☐ YOUTH SERVICES

- ☐ ELIGIBILITY DETERMINATION
- ☐ OBJECTIVE ASSESSMENT
- ☐ SERVICE STRATEGY DEV.
- ☐ TUTORING, STUDY SKILLS TRNG
- ☐ ALT.SECONDARY SCHOOL
- ☐ SUMMER EMPLOYMENT
- ☐ WORK EXPERIENCE
- ☐ OCCUPATIONAL SKILL TRAINING
- ☐ LEADERSHIP DEVELOPMENT
- ☐ BUSINESS SERVICES

- ☐ SUPPORTIVE SERVICES
- ☐ ADULT MENTORING
- ☐ FOLLOW-UP SERVICES
- ☐ FINANCIAL LITERACY
- ☐ CASE MANAGEMENT
- ☐ POST-SECONDARY ED. PREP
- ☐ ENTREPRENEURIAL SKILLS TRNG
- ☐ BASIC & REMEDIAL ED.
- ☐ OTHER INNOVATIVE ACT

☐ ONE-STOP OPERATOR

TYPE OF PROPOSAL: ☐ COST REIMBURSEMENT ☐ FIXED PRICE - PERFORMANCE BASED

PROPOSED SERVICE LEVEL: ☐ 1-300 ☐ 301-600 ☐ 601-900 ☐ 901-1200
☐ 1201 – 1500 ☐ 1501-1800 ☐ 1801 – 2100 ☐ 2101+

PROPOSED COST FOR ALL ACTIVITIES: \$_____

CERTIFICATION:

The information contained in this proposal fairly represents the Agency/ Organization/Business and its proposed operating plan and budget for the specified WIOA project. I acknowledge that I have read and understand the requirements of the Request for Proposal and that the Agency/Organization/Business is prepared to implement the project as specified in this proposal. I certify that I am authorized to sign this application on behalf of the Agency/Organization/Business submitting this application. This request is firm for a period of at least 90 days from the closing date for submission.

Signatory Official and Title

Date

Narrative Instructions

In order to provide a clear vision of the program design and planned outcomes, please address all of the following in order:

- **Executive Summary** – a brief summary highlighting details
- **Main Purpose** – a mission statement or statement of intention
- **Goals/Objectives/Performance Outcomes** – Describe the recruitment process and plan to recruit while completing the service plan for WIOA participants. This should include the number of participants to be served and projected performance levels of performance.
- **Target Group(s)** – Identify any target groups and the number of each to be served.
- **Staffing Plan** – describe the range of activities to be performed by the staff. Include a job title and job description for each WIOA funded position proposed along with any minimum qualifications. If the identity of the staff member is known, please include his/her resume. If the position has no staff member identified, please note. It is imperative that the successful Bidder employ professional staff that is committed to staying current in all areas associated with his/her job responsibilities. Right of First Refusal of case management and eligibility staff will be required for any Bidder during the contract negotiations.
- **Facilities** – It is expected that the program(s) operate within the SC Works Centers in the Midlands area. At this time there are three - one located in each of the service counties. Describe what activities will be provided in the Center(s) and if satellite sites will be necessary.
- **Partnerships** – Describe any partnerships that will be used in the project. Who is involved? What are the roles and responsibilities of each partner? Include letters of support from the partners and any MOAs already in place. Describe how you will coordinate services and collaborate with the WIOA required partners and other added partners as appropriate.
- **Description of the Bidder** – What is the legal name of the organization, the legal status, and main purpose? How is the organization funded? Include an organizational chart showing lines of authority.
- **Experience** – Outline specific programs the organization has operated funding during the last three years that demonstrates experience in operating similar projects. Give program descriptions, funding sources, performance information and references. If the relevant experience has not occurred in the last three years, include the following:
 - number of years for each population
 - coordinated activities with schools, faith-based and/or community organizations, and business/employers operating those programs and your role with those partnerships
 - Data demonstrating past experience and performance for each population in the proposal
 - Reporting documents used in past experiences
 - Success indicators for previous experience
 - Location where the service was provided. Describe the accessibility, security, program requirements.
- **Administrative Capacity**- Describe the process the organization uses to capture and report information on program participants. What monitoring and evaluation of program operations and staff are routinely carried out?
- **Fiscal Capacity** – Describe the process used to capture and report fiscal information. What systems are in place to ensure fiscal accountability and appropriate expenditure of funds?
- **Subcontracts** – Are there plans to subcontract for services and activities within the proposal? If so, describe the nature of the subcontracts, the subcontractor, the services to be provided by subcontractor and the planned cost.
- **Program Description** – Describe the overall plan of service for any activity proposed. How will you recruit? What will be the customer flow? Which services will you coordinate with partner resources and which will you provide directly? Describe how the activities will be provided. How will you address

Career Pathways and focus on the priority clusters? How will you increase the number of industry recognized credentials within the clusters of training? How will you blend skills training with work-based learning? How will you address the focus on financial literacy services? Are you prepared to work with English language learners? How are you planning to provide One-Stop Operator Services?

Budget Instructions

The Budget Summary is a summary of allowable cost objectives by line item. Each of the following worksheets is summarized on this worksheet to establish a project total.

The Staff Salaries, Fringe Benefit and Indirect Cost Worksheet present a detailed cost of individual allowable costs by line item. This sheet details the number of staff positions by job title or staff member, associated fringe benefits and indirect cost/administrative fee for the project.

The Operating Costs worksheet details by line item any overhead and/or materials costs to run the day-to-day operations of the project.

The Participant Services worksheet details by line item the costs by activity of services provided directly to the participant.

SECTION 3: EVALUATION CRITERIA

The MWDB may identify eligible providers of Adult, Dislocated Worker & Youth activities and One-Stop Operator in the local area by awarding grants or contracts on a competitive basis and in consideration of recommendations of the review committee.

The proposal review committee will evaluate the project proposals received based on the evaluation criteria included in this solicitation. Proposals receiving the minimum score to be considered (70) will be discussed by the review committee to determine best fit for the area's need in regard to service area, program elements to be provided and budgetary concerns. The committee will make a recommendation of funding to the Midlands Workforce Development Board. The Board will take action on the Committee's recommendation. It is at the sole discretion of the Midlands Workforce Development Board which proposal(s), if any, may be selected.

The criteria that will be used to evaluate proposals are below with respective point values. An application must achieve an aggregate score of 70 to be considered for funding.

A. Program Effectiveness	Weight 30
<ol style="list-style-type: none"> 1. Are the target groups clearly identified? Does the Bidder identify recruitment strategies? 2. Is there a clear description of the scope of the program? 3. Does the Bidder intend to operate within the SC Works Centers? Are satellite locations necessary? 4. Does the proposal describe partners that will be used? Are the roles clearly defined? Are there letters of support included? 5. If the proposal includes subcontracts, are the agreements fully described? 6. Does the organization have the ability to provide or arrange appropriate supportive services or financial assistance in accordance with the service strategy? 7. How does the Bidder plan to provide services? Does the Bidder have a plan for monitoring project success? Participant/Center success? 8. Does the proposal show effective strategies for providing participants a sustainable career and not remedial unsustainable jobs? 9. Does the proposal include utilization of labor market information and career pathway information to drive training priorities? Does the proposal address sector strategies? 10. Does the proposal include a strong follow-up component to ensure success for participants after exit? 	
B. Performance (Demonstrated/Projected)	Weight 20
<ol style="list-style-type: none"> 1. Has the Bidder clearly outlined the goals and objectives of the program? Are the outcomes acceptable? 2. Did the Bidder demonstrate understanding of benchmark goals as indicators of the program objectives? Did the Bidder include goals to monitor the success of the project? 3. Does the Bidder have successful experience in serving the eligible population with services related to education and employment goals? 4. If the Bidder is a current provider, is the current grant successful in terms of performance outcomes and/or monitoring visits? 	
C. Bidder's Qualifications	Weight 20
<ol style="list-style-type: none"> 1. Does the Bidder have the organizational structure to administer the proposed project? 2. Does the Bidder meet the WIOA requirements to bid on the proposed project? 3. Does the Bidder have the background and experience in providing training services of a local community? 4. Does the proposal include an organizational chart and job descriptions for all budgeted staff? 5. Does the proposed staff have appropriate experience to provide the services of the project? If positions are vacant, does the proposal demonstrate an ability to recruit professional staff to operate the project on the proposed timeline? 	
D. Fiscal Responsibility	Weight 20
<ol style="list-style-type: none"> 1. Has the Bidder demonstrated ability to safeguard federal funds? Could the Bidder repay disallowed costs if disallowances are made during the monitoring of the grant? 2. Does the Bidder have a history not characterized by fraud and/or criminal activity of a significant nature? Has the Bidder not had a history of failure to comply with audit, monitoring, or reporting requirements? 3. For Fixed Price – Performance Based proposals, does the proposed payment schedule reflect payment based on achievement of recognized performance goals that are documented? 4. Are the costs reasonable for the activities to be provided and performance outcomes to be achieved? 5. Is the budget detailed and accompanied by a budget narrative? 	
E. General Responsiveness	Weight 10
<ol style="list-style-type: none"> 1. Does the application demonstrate an understanding of information requested and conform to the requirements of the RFP? 2. Does the proposal demonstrate an understanding of the guiding principles of WIOA? 3. Is the response complete with the items requested? 4. Is there internal consistency of data presented? 5. Is the Executive Summary clear and concise? 	

SECTION FOUR: APPLICANT'S ORGANIZATION, EXPERIENCE AND FINANCIAL INFORMATION

Information regarding the following items shall be furnished in sufficient detail to allow a full and complete business evaluation. If a question is not applicable or the answer is none, it should be annotated as such.

- A. Name of Agency** or organization, contact email address, and website. If a non-governmental agency, provide the name under which you are incorporated.

Name

email

website

- B. Description of Method and System of Accumulating Costs** under Government Contract subject to Audit.

1. **Has your Accounting System been approved by any Government Agency?**

Yes ☐ No ☐

If yes, name and location of Government Agency: _____

2. **Cost Accounting System** (General Description):

3. What was your overhead rate for your last completed fiscal year? _____

4. Has your indirect cost rate(s) been evaluated and accepted as current bidding rates by any Government Agency?

Yes ☐ No ☐

5. Provide a general description of purchasing procedures used, including comments on selection of sources, treatment of purchase discounts, and make or buy policy should be provided.

- C.** Does your company have all the necessary personnel, experience, and equipment to perform the work required or the resources to obtain such work and is your agency prepared to perform and complete the contract within the prescribed time frame?

Make a definite statement: _____

D. Organization's Structure and Experience

1. **Organizational Chart.** Attach a current organizational chart that outlines administration of proposed project. Include lines of authority and supervision for program operation.

- a. After the award of a contract, all suitable employment openings must be listed with the local office of the S.C. Department of Employment and Workforce.
- b. Changes in the approved listing of key staff represent a contract modification and should not be made without prior notification to the Midlands Administrative staff. Notification must be submitted in writing to Midlands Administrative staff prior to any staffing changes.

SECTION 5

BUDGET RESPONSE PACKAGE

(Available as separate Excel file)

Midlands Workforce Development Area Budget Summary

Bidder: _____ Solicitation #: _____

Activity Designation: _____

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
I. Administration:			
1. Salaries & Fringe Benefits	_____	_____	_____
2. Non-Instructional Equipment	_____	_____	_____
3. Operating Expenses	_____	_____	_____
4. Indirect Costs	_____	_____	_____
5. Sub-Total	_____	_____	_____
II. Non-Administration:			
1. Salaries & Fringe Benefits	0	0	0
2. Indirect Costs	0	0	0
3. Operating Expenses	\$0	\$0	\$0
4. Work-Based Learning Activities	\$0	\$0	\$0
5. Instructional Training	\$0	\$0	\$0
6. Supportive Services	\$0	\$0	\$0
7. Assessment	\$0	\$0	\$0
8. Incentives	_____	_____	\$0
9. Other	_____	_____	_____
10. Sub-Total	_____	_____	_____
 III. TOTAL GRANT COST (I+II)	_____	_____	_____

Bidder: _____
Solicitation #: _____

12

**Midlands Workforce Development Area
Operating Expenses**

Bidder: _____
Solicitation #: _____

Operating Expenses	Cost Per Month	# of Months	Total Amount	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
1. Supplies			\$0		\$0		\$0		\$0
2. Communications			\$0		\$0		\$0		\$0
3. Postage			\$0		\$0		\$0		\$0
4. Travel			\$0		\$0		\$0		\$0
5. Equipment Rent			\$0		\$0		\$0		\$0
6. Equipment Expense			\$0		\$0		\$0		\$0
7. Premises Rent			\$0		\$0		\$0		\$0
8. Premises Expense			\$0		\$0		\$0		\$0
9. Miscellaneous			\$0		\$0		\$0		\$0
10. Capital			\$0		\$0		\$0		\$0
TOTAL			\$0		\$0		\$0		\$0

**Midlands Workforce Development Area
Participant Services**

Bidder:
Solicitation #:

	Cost per Participant	No. of Participant	Total Cost	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
I. Instructional Training									
1. Basic Skills/Diploma/GED			\$0		\$0		\$0		\$0
2. Occupational Classroom Training/ITA			\$0		\$0		\$0		\$0
TOTAL			\$0		\$0		\$0		\$0
II. Assessment Materials									
III. Work-based Learning Activities									
1. Work-Experience									
2. Transitional Jobs									
3. Internships/Apprenticeship									
4. On-the-Job Training									
5. Other									
TOTAL					\$0		0		0
IV. Supportive Services									
1. Transportation									
2. Childcare									
3. Books, Supplies, Uniforms, Tools, Fees									
4. Other									
TOTAL					\$0		\$0		\$0
V. Incentive Payments									
TOTAL									

13. Copies of current local workforce area documents, including:

- e. LWDB By-Laws
- f. LWDB and Committee meeting schedules;
- g. LWDB budgets; and
- h. Local monitoring schedules.

BY-LAWS
MIDLANDS WORKFORCE DEVELOPMENT BOARD

ARTICLE I – RECITALS AND NAME

1. RECITALS

- A. The State of South Carolina, pursuant to the Workforce Innovation and Opportunity Act of 2014, hereinafter called the Act, has designated Fairfield, Lexington, and Richland Counties as a Workforce Development Area for the operation of employment and training programs at the local level, and provides funding thereto.
- B. The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require Fairfield, Lexington and Richland Counties to establish a Workforce Development Board, herein called the Midlands Workforce Development Board, to be as follows:

2. NAME

- A. The name of this body shall be the Midlands Workforce Development Board, hereinafter referred to as MWDB or the Board.

ARTICLE II – PURPOSE AND FUNCTION

1. PURPOSE

- A. To carry out the intent and purposes of Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA).
- B. To set policy for the portion of the statewide workforce development system within the local area (referred to in the title as a “local workforce development system”).
- C. To involve the business community in employment and training activities under the Workforce Innovation and Opportunity Act. To increase employment opportunities for Fairfield, Lexington and Richland County residents. To maintain a partnership between business and government that will effectively address the labor needs of business and industry to upgrade the overall skill level of the area’s workforce and contribute to the economic well-being of the Midlands’ community.
- D. To provide guidance and leadership from business and industry to the local workforce system. To present the views of the private sector, organized labor, public assistance agencies, community based organizations, educational agencies, including public education, rehabilitation agencies, and economic development agencies in

the design and implementation of programs that address local labor market and economic development needs.

- E. To provide direction on ways to increase workforce opportunities for persons through Workforce Innovation and Opportunity Act resources.

2. FUNCTION

- A. To identify skill gaps and other employment related needs of local employers and formulate and execute programs to address those needs.
- B. To facilitate job placement for those involved with these programs.
- C. To insure that a system exists for developing, negotiating and implementing the Memorandum of Understanding with all SC Works Center delivery system partners and for the award and monitoring of contracts with standards for determining accountability for partners and contractors which contain clear, unambiguous goals and obligations for contractors.
- D. To insure that prompt and appropriate corrective action is taken to assure the success of the program.
- E. To solicit additional, outside resources to support the services offered to employers and individuals in the local workforce and to build the capacity of the SC Works system to achieve workforce development goals.

ARTICLE III – MIDLANDS WORKFORCE DEVELOPMENT BOARD

1. MEMBERSHIP

- A. Appointment – Pursuant to provisions authorized by the Act, Fairfield, Lexington and Richland Counties have established the membership and structure of the MWDB. At the adoption of these By Laws, the MWDB shall consist of members with appointments from Fairfield County Council, Lexington County Council, and Richland County Council in accordance with the categories and procedures outlined in Section 107 of the Workforce Innovation and Opportunity Act of 2014. The total number of members may change as dictated by State or Federal requirements.
- B. Categories of Membership – Members shall be classified as “Private Sector” or “General Sector”.
 - 1.) “Private Sector” members shall be private for profit owners of businesses, chief executives, chief operating officers or other business executives or employers

with optimum policymaking or hiring authority. "Private Sector" members will have the majority of representation on the MWDB.

- 2.) "General Sector" members shall be representatives of: educational agencies, organized labor, community-based organizations, economic development entities, Apprenticeship, Title III Wagner-Peyser programs and Title IV Vocational Rehabilitation.
- C. Dual Representation – In order to have proper and identifiable representation, a MWDB member shall represent only one such category of membership.
 - D. Terms of Office – Appointments are at the pleasure of the county council that appoints the member or until a successor shall have been duly appointed except in the case of resignation or removal. In this case, the Chairs of Fairfield, Lexington and Richland county councils shall appoint replacements to fill any vacancy that shall occur until the next opportunity for the full council to take the matter up in regular or special session.
 - E. Removal/Resignation from MWDB – MWDB members may resign upon written notice. Any member may be removed before the end of their term for any conduct considered inappropriate. Such conduct should be reported to the Board Chair, upon completion of an investigation the Board Chair will report the allegations and findings to the Executive Committee. The Executive Committee will vote to determine the appropriate course of action up to and including, removal from the Board. The Executive Committee will then recommend action to the full Board. Upon majority vote of the full Board, the action will be effective immediately.

2. MEETINGS AND ATTENDANCE

- A. Meetings – The MWDB shall meet in full board session a minimum of three (3) times per year. Year shall be defined as the Workforce Innovation and Opportunity Act fiscal year (i.e., beginning July 1 through the following June 30).
- B. Special Meetings – The MWDB Chair may call special meetings of the MWDB.
- C. Committee Meetings – Committees as described in 6.C., below, will meet as necessary to conduct business of the committee. Attendance at committee meetings will be included in attendance requirements, as described in 2. E...
- D. Quorum and Voting – The number of members present and in good standing representing at least fifty-one percent (51%) of total members shall constitute a quorum for the purpose of transacting business in full board and committee meetings. To pass motions before the full board or committees, a two-thirds vote of

members constituting a quorum is required. Special quorum requirements for committees are described in the section on committees at 6.C.

- 1.) When a quorum is not present at meeting, the vote will be taken from member present. Members not present will be sent a post-meeting communication to record his/her vote within three business days of the meeting. The votes will be combined to take action on the voting item.
 - E. Attendance Requirements – Members are expected to attend all meetings of the full Board and committees on which they serve. Members will notify the staff if circumstances prevent their attendance at any meeting of the full MWDB or its committees. Any Member absent from twenty five per cent (25%) or more of board and committee meetings (cumulative) in a one calendar year period will be considered to have created a vacancy on the board which may be filled in the manner established by these by-laws. However, a member's absence from full board or committee meetings may be excused at the discretion of the Chair. Excused absences will not count against the 25% limitation. Virtual meeting participation (video conferencing, call-in, telephonic, etc.) and voting will be considered attendance of board meetings.
 - F. Notification of Meetings – All members will be notified in writing one week in advance of any Board or committee meeting, either regular or special. Emergency board or committee meetings may be scheduled on short notice by calling the respective members. The MWDB will conduct business in an open forum in accordance with the requirements of Section 101 (g)) of the Workforce Innovation and Opportunity Act.
 - G. Order of Meeting – Meetings of the full board will be conducted according to the prepared agenda. No action can be taken by the Board on items not included on the agenda unless approved by a majority of the members present and voting.
 - H. Proxy Voting – Votes by proxy shall be permitted.
 - I. Robert's Rules of Order shall apply in all procedural circumstances not covered in these by-laws.
3. TRAINING AND PROFESSIONAL DEVELOPMENT ATTENDANCE
- A. Participation in training and development opportunities (to include meetings, conferences, symposiums, etc.) will be considered if the Board member is in good standing according to the Board attendance policy.
 - B. Participation will be limited to budgetary constraints and members may be eligible to attend up to one event per program year.

4. OFFICERS

- A. Officers for the Midlands Workforce Development Board will consist of a Board Chair, a Board Vice-Chair and three Committee Chairs. The Vice-Chair is to be appointed by the Board Chair.
- B. The MWDB will elect a Board Chair and Committee Chairs no later than May on a two year cycle, beginning July 2015. The Board Chair must be a business representative as required by the Act (Sec. 107 (b) (3)). Any member of the board, in good standing, may serve in any other official capacity.
- C. Terms: Officer Elections will be held every two years. Officers shall serve no more than two consecutive terms. After serving for two terms, (four years) the Board member will not be eligible to serve as Board Chair or Committee Chair for one term (two years). The Board member would then be eligible for reelection. The Board Chair may be elected to serve as a Committee Chair at the conclusion of a second term as Board Chair.
- D. The Nominating Committee shall present a slate of nominees for Board Chair and the three Committee Chairs. Nominations may also be accepted from the floor on the date of the election. .
- E. Officer Elections shall be by secret ballot, each member present being allowed to cast one vote. If no member receives a majority of the votes being cast on the first ballot, then the member, receiving the least number of votes shall be removed from the ballot and then a second vote shall be conducted. Additional voting, if necessary, shall be conducted following the same procedure until one member receives a majority of votes being cast.
- F. In the event a Committee Chair vacates the office prior to expiration of the term, the Board Chair may appoint an Interim Committee Chair from the eligible members until such time as the Nominating Committee shall be convened and the office filled as in the procedure described in 4E.
- G. The Chair will appoint a Vice-Chair prior to July 1 of each election.

5. DUTIES OF OFFICERS

- A. Chair – The Chair of the Board shall preside over any regularly scheduled or special meeting and perform other duties that ordinarily pertain to this office. The Chair of the MWDB votes in Board meetings only in case of a tie. The Chair of the MWDB is an ex-officio member of all committees and may vote on committee matters only in case of a tie.

- B. Vice-Chair – The Vice-Chair shall preside in the absence of the Chair over regularly scheduled or special meetings and perform other duties as ordinarily pertain to this office.
- C. In the absence of both the Chair and Vice-Chair, the MWDB shall, at the beginning of its meeting, designate by majority vote, a Chair pro tem to serve as presiding officer of that meeting. To serve as Chair Pro Tem, the member must be a private sector representative.

6. COMMITTEES

- A. Appointment of Committees – The MWDB Chair may create additional committees of the Board, to include advisory committees, ad-hoc committees, technical workgroups, and/or business or community advisory groups. Committees may be supplemented by non-voting, ex-officio, non-Board members, as deemed appropriate by the MWDB Chair for each committee. The Committee Chairs may appoint a Vice-Chair for their respective committees.
- B. Authority of Committees – Standing Committees of the Board (as specified by WIOA Section 107(b) (4) (A), will review policy and procedures within their scope of responsibilities and make recommendations for action. MWDB Committees empowered to act on behalf of the full Board shall have a quorum requirement of the authorized committee members considered to be those in attendance. MWDB Committees whose functions are to recommend an action or whose roles are advisory in nature, requiring confirmation by the Board, shall have no quorum requirement.
 - 1.) In the normal course of Board business, the Center Operations & Planning Committee, Disabilities Committee, and Youth Committee will make recommendations for policy changes and instructions for issuance to program staff which will be forwarded to the full board for approval. In instances where action is required on an item before the next regular scheduled meeting of the Board, the Executive Committee shall have the power to act on behalf of the Board.
 - 2.) In addition, the MWDB may empower a committee to take action on behalf of the full Board for specified purpose(s). The power of any such committee to act on behalf of the full MWDB requires a two-thirds (2/3)-majority vote of a MWDB quorum. Notification of such a committee meeting shall be sent to all MWDB members, who may attend and vote (absences of board members who are not members of such committees will not count against the attendance requirement).

- C. Standing Committees – Standing committees shall have responsibility and conduct specific tasks assigned to the committee. The standing committees are Executive Committee, Center Operations & Planning Committee, Disabilities Committee, and Youth Committee. Each of the Standing Committees shall consist of a combination of Board members and non-Board members sharing interest and expertise in the mission of the Committee.
- 1.) Executive Committee – The Executive Committee shall consist of five Board members. The Board Chair, Vice-Chair, and Chair of each standing committee. In the event the Vice Chair also serves as Chair of a Committee, a fifth Executive Committee member will be selected from Board membership at-large. The member will be nominated by the Board Chair and voted upon by Executive Committee membership (excluding the Chair). . The Board Chair shall serve as Chair of the Executive Committee. The Executive Committee, during intervals between the meetings of the Board, shall have and exercise all powers, privileges and prerogatives of the Board except those expressly reserved herein to be executed by the Board in regular or special meetings. All actions of the Executive Committee made in accordance with these by-laws shall be reported to the Board at its next scheduled meeting.
 - 2.) Center Operations & Planning Committee – The Center Operations & Planning Committee will be responsible for oversight of the SC Works Center System. This responsibility includes approval of chartering criteria for designation as a SC Works Center; approval of Memoranda of Understanding with SC Works Center partners; negotiation and approval of the agreement for services to be provided by the SC Works Center; selection and approval of all SC Works Center comprehensive and alternate sites; oversight responsibility of the SC Works Center System and all other matters pertaining to the efficient and effective provision of comprehensive services in the SC Works Center System. The Committee shall also have the responsibility for follow-up on contracts regarding conformance to the intent of the contract and progress toward the stated goals of each program. Methods of performance review may consist of staff reports, direct visits to contractors by board members and by such other means as the committee may deem necessary. The findings of this committee will be used for correction of deficiencies, program modifications, input to the MWDB full Board and other Committees, and recommendations for special recognition.
 - 3.) Youth Committee – The Youth Committee shall provide information and assist with planning, operational, and other issues relating to the provision of services to youth. This may include community-based organizations with demonstrated record of success in serving WIOA eligible youth.
 - 4.) Disabilities Committee – The Committee shall provide information and to assist with operational and other issues relating to the provision of services to

individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq) regarding providing programmatic and physical access to the services, programs, and activities of the SC Works system, as well as appropriate training for staff on providing support for or accommodations to, and finding employment opportunities for, individuals with disabilities.

D. Special Committees - These committees meet only for the special purpose designated by the Board and members are selected from the members of the Board by the Executive Committee and their terms shall expire upon completion of their purpose.

1.) Nominating Committee – The Nominating Committee will screen board members to determine their eligibility for and interest in serving as Chair of the Board and Committees. Those members determined to be eligible and interested in serving as Chair will be offered in nomination at the election meeting by the Nominating Committee in accordance with Section 4 B. of these by laws.

ARTICLE IV – OPERATIONAL RESPONSIBILITY

1. STAFF

A. The Board shall select and hire the Director to serve the MWDB as allowed within the means of the Local Area budget. The Executive Committee will provide oversight in assisting the selected Director in the hiring of staff to serve under the supervision of the MWDB. All decisions related to hiring, termination, and assignment of staff as allowed within the means of the Local Area budget, will be made by the Director with oversight from the Executive Committee.

B. In compliance with Section 107 of the Workforce Innovation and Opportunities Act, the Board shall perform the functions and responsibilities as outlined in the Act and shall carry out the responsibilities outlined and agreed to in the Interlocal Area Agreement.

ARTICLE V – ACTIVITIES

1. ACTIVITIES OF THE MWDB

A. The activities of the MWDB shall be determined by the Board consistent with Federal Regulations and the purpose and intent of the Act. The activities of the Midlands Workforce Development Board will be coordinated with Fairfield, Lexington and Richland County Councils.

ARTICLE VI – CONFLICT OF INTEREST

1. VOTING

- A. No member of the Board in exercising any responsibility in reviewing or approving undertakings that carry out their board duties can participate in any decision which affects their personal financial interest or the personal financial interest of any of their employees or immediate family members. Board members may not vote on any of the following issues (and their abstention shall be reflected in the minutes):
 - 1.) Those which have a bearing on services to be provided by that member or any immediate family member of that member;
 - 2.) Those which have a bearing on services to be provided by any organization which that member directly represents; or
 - 3.) Those which financially benefit the member or the organization which the member represents.

2. REVIEW AND RECOMMENDATIONS

- A. A potential conflict of interest would arise when the board member, members of the board member's immediate family, the board member's partner or an organization which employs, or is about to employ, any of the above, has a financial or other interest in any matter dependent upon the board member's review or approval of any deliberations before the board member.
- B. Each such matter of potential conflict of interest shall be declared by the member prior to any discussion and shall be so recorded in the official minutes.
- C. All Board members shall execute their signature agreeing to abide by the Conflict of Interest statement adopted by the MWDB.

ARTICLE VII – AMENDMENTS

- 1. These by-laws may be amended by the full Midlands Workforce Development Board. A majority vote of Board members constituting a quorum is required for approval of an amendment to these By Laws.

ARTICLE VIII – EFFECT

- 1. With adoption by a majority vote of the MWDB, all other Articles, Sections, Paragraphs and Subparagraphs of these by-laws shall become effective on July 1, 2015 and shall remain in effect, unless amended as outlined in Article VII, or until dissolution of the MWDB.

2. In any conflict arising between the provisions of the Act, applicable State law or other implementing regulations, the legal provisions of law and regulation shall prevail, except as the by-laws represent allowable discretion of the MWDB in interpretation and implementation of law and regulation.



Midlands Workforce
DEVELOPMENT BOARD
Working Together for Tomorrow's Workforce
www.midlandsworkforce.org

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Midlands Workforce Development Board Meeting Schedule

PY19 Q1	September 24, 2020, 10:30 am
PY19 Q2	TBD
PY19 Q3	TBD
PY19 Q4	TBD

MWDB Center Management & Planning Committee Meeting Schedule

PY19 Q1	September 17, 2020, 10 am
PY19 Q2	TBD
PY19 Q3	TBD
PY19 Q4	TBD

MWDB Disabilities Committee Meeting Schedule

PY19 Q1	September 10, 2020, 11:15 am
PY19 Q2	TBD
PY19 Q3	TBD
PY19 Q4	TBD

MWDB Disabilities Committee Meeting Schedule

PY19 Q1	September 10, 2020, 10 am
PY19 Q2	TBD
PY19 Q3	TBD
PY19 Q4	TBD

MWDB PY 20 Budget

	Adult	DW	Youth	TOTAL
MWIA Operations				
Personnel	\$247,908	\$247,908	\$247,908	\$743,725
Indirect	\$29,333	\$29,333	\$29,333	\$88,000
Operations	\$45,689	\$45,689	\$45,663	\$137,041
Board Initiatives				
Locally funded IWT		\$25,000		\$25,000
Work-based Learning Pilot			\$0	\$0
SC Works Center Operations				
Assessments	\$1,000	\$1,000	\$1,000	\$3,000
Operations	\$103,832	\$103,825	\$103,826	\$311,483
OneStop Operator	\$3,344	\$3,344	\$3,344	\$10,032
Contract Services				
<i>Fairfield County</i>				
Personnel	\$72,376	\$32,773	\$94,865	\$200,014
Operations	\$2,334	\$2,130	\$2,190	\$6,654
Assessments	\$0	\$0	\$0	\$0
Instructional Training	\$100,000	\$70,000	\$50,000	\$220,000
On-the-Job Training	\$25,000	\$20,000	\$15,000	\$60,000
Work Experience/Internships			\$85,000	\$85,000
Supportive Services	\$20,000	\$10,000	\$12,000	\$42,000
Incentives			\$5,000	\$5,000
Total	\$219,710	\$134,903	\$264,055	\$618,668
<i>ResCare Workforce Solutions</i>				
Personnel	\$708,711	\$253,252	\$341,047	\$1,303,010
Operations	\$88,405	\$38,089	\$49,778	\$176,272
Assessments				\$0
Instructional Training	\$175,000	\$100,000	\$90,000	\$365,000
On-the-Job Training	\$85,000	\$50,000	\$50,000	\$185,000
Work Experience/Internships			\$165,000	\$165,000
Supportive Services	\$35,000	\$15,000	\$15,000	\$65,000
Incentives			\$7,500	\$7,500
Total	\$1,092,116	\$456,341	\$718,325	\$2,266,782
TOTAL	\$1,742,933	\$1,047,344	\$1,413,455	\$4,203,731

Midlands Monitoring

- Programmatic monitoring is continuous/ongoing throughout the program year.
- Financial Monitoring for Fairfield County is targeted to be scheduled in August-September 2020
- Financial Monitoring for Equus Works (ResCare) is targeted to be scheduled in August-September 2020