

**WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE MEETING
AGENDA**

Tuesday, October 13 2020

“Zoom Meeting”

10:00 A.M. - 11:00 A. M.

Location: SC Works Center Clemson

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| I. Welcome | Allen Fain |
| II. Review of Minutes (08/04/2020)* | Allen Fain |
| III. Palmetto Youth Connections Report (08/01-09/01/2020) | Karen Craven |
| IV. <u>New Business:</u> | |
| Ratify PY 19 Anderson County Award Nomination* | Allen Fain |
| PY 19 - 4th Qtr. /Annual Youth Performance - Information | Sharon Crite |
| PY 20 PYC Grant Expenditures (09/2020) | Karen Craven |
| PY 20 Approved Youth Budget (Formula & Restoration Grants) | Trent Acker |
| PY 20 Non-WIOA Youth WEX Pilot Program | Trent Acker |
| V. <u>Other Business:</u> | Allen Fain |
| VI. <u>Adjourn</u> | Allen Fain |

*Vote Needed

Next Youth Committee Meeting, January ? 2021 - 10:00am - 11:00am
Location: SC Works Center Clemson

WORKFORCE DEVELOPMENT BOARD
Youth Committee Meeting Summary
August 4, 2020 @ 10:00am
Webinar/Conference Call

Members Present

Jeremy Arnett	Allen Fain	Kristi King-Brock
Robert Halfacre	Berdina Hill	Rick Murphy
Crystal Noble		

Members Absent:

Amy Bradshaw	Sheila Ford	Jennifer Lannom
Tim Mays	Melanie McLane	Melissa Rosier

Staff Present:

Trent Acker	Sharon Crite	Meredith Durham
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Guests Present:

Karen Craven	Renee Alexander
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I. Welcome and Introductions

Ms. Kristi King-Brock called the meeting to order at 10:07 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes.

II. Approval of 03-03-2020 Meeting Minutes

The minutes from the 03/03/20 meeting were emailed with the meeting notice and included in the meeting packet. Ms. King-Brock called for corrections/amendments to the minutes.

ACTION TAKEN: Kristi King-Brock made a motion to approve the 03/03/20 meeting minutes as presented, seconded by Jeremy Arnett. The motion carried unanimously.

III. Palmetto Youth Connections Report

Ms. Karen Craven reviewed the Palmetto Youth Connections PY19 Monthly Update Report. This report reflects July 1, 2019 to June 30, 2020.

- PYC currently has 27 carryover participants, 125 new enrollments with a total of 152 active enrollments.
- There were 23 students in Work Experience in PY19. Ten students were participating in March 2020, when sites closed to all but 1 participant until June 2020. There are 5 students actively participating at the end of PY19.
- There are 101 participants in follow-up at the end of PY19.
- Anderson was serving 103 participants, Oconee was serving 57 participants, and Pickens was serving 49 participants at the end of PY19.

Ms. Craven reviewed the PY19 dashboard. Ms. Craven referred the committee to the caseload breakdown. Ms. Craven stated that there were a total of 103 measurable skills gains and 57 WIN credentials that have been earned after enrollment in PY'19. There were 381 positive placements in PY19. Ann Marie Baker has taught 264 Career Smart classes in PY19, of which there were 44 resumes created.

Ms. Craven also reviewed the PY20 Palmetto Youth Connections Report, which reflects July 2020.

- PYC currently has projected 48 carryover participants, 8 new enrollments with a total of 56 active enrollments.
- There are 5 students in Work Experience in PY20.
- There are 78 participants in follow-up.
- Anderson is serving 73 participants, Oconee is serving 43 participants, and Pickens is serving 44 participants thus far in PY20.

Ms. Craven reviewed the PY20 dashboard and noted the demographics at registration. Ms. Craven stated that there were a total of 2 measurable skills gains and 1 WIN credential that have been earned after enrollment in PY20. Ann Marie Baker has taught 6 Career Smart classes in PY20, of which there was 1 resume created.

IV. New Business:

a. 2020 AOP BIS Showcase Funds

Mr. Trent Acker stated that the AOP Showcase Board made the decision to not hold the AOP Showcase in person for 2020, which means there is no longer a need for the \$2,500 transportation funds that were allocated for the Showcase.

ACTION TAKEN: Berdina Hill made a motion to de-obligate \$2,500 that was allocated for transportation funds for the 2020 AOP Showcase event, seconded by Crystal Noble. The motion carried unanimously.

b. PY'19 Grant Expenditures (06/2020)

Ms. Craven reviewed the expenditure budget report for PY'19, stating that as of the end of June, the budget was 88.4% expended. COVID-19 did impact expenditures slightly in PY'19. Ms. Craven reviewed a few budget overages, which can be seen on page 8 of the packet. Ms. Craven pointed to line item 6507 (Work Experience), stating that 74.6% of this line item was expended. The credential exam fees line item was slightly over expended due to an obligation for PYC to pay for the GED exam test. Ms. Craven also reviewed line item 6530 (Individual Training Accounts). There were a total of 16 enter occupational skills training in PY'19.

c. PY19 3rd Quarter Youth Performance

Ms. Sharon Crite referred committee members to performance data listed in the packet on page 9, and stated that PYC is exceeding all performance measures. Ms. Crite complimented PYC on the transition to remote services in response to the pandemic.

d. PYC Enrollment Update

Ms. Crite referred to page 10 and stated that 152 individuals were enrolled in PY19.

e. PY20 Youth Allocation/Letter of Intent/Youth Budget

Mr. Acker stated that year-over-year from PY19 to PY20, WorkLink saw a significant reduction in the amount of funds available to the Youth program. Because WorkLink was aware there might be an opportunity for some of that funding to be restored or to see other funding become available, WorkLink elected to execute a letter of intent to Eckerd. WorkLink was able to prevail upon the State Workforce Development Board committee to restore the program portion of the losses for each local area. WorkLink's Youth program was cut almost \$140,000 year-over-year. Mr. Acker stated the funding restrictions and timing are not known at this time. These funds do not have to be requested back in the proportion that was lost from each program. Mr. Acker stated that the budget modification will be forthcoming.

Ms. Renee Alexander stated that Eckerd revised the budget to \$525,000 from the initial amount of \$600,000 for the first quarter of PY20. The full budget is listed on pages 11-17 in the packet. Ms. Alexander pointed to the budget comparison page and stated staff costs and staff fringe remain the same. Operations costs including facility costs, equipment, postage, mileage, consumable supplies, registration costs, and outreach were reduced by a total of \$14,231.42. Participant training costs including WEX stipends, tuition for adult education, and individual training accounts, were decreased from \$83,000 to \$39,453. Supportive services participant costs were reduced by \$14,219. All budget decreases total \$75,000, which brings the total revised budget to \$525,000.

V. Other Business


The next Youth Committee meeting is scheduled for Tuesday, October 13 at 10 a.m. at the Clemson SC Works Center.

VI. Adjourn

Mr. Robert Halfacre thanked everyone for attending and adjourned the meeting at 10:51 a.m.

Respectfully submitted by: Meredith Durham

PY'20 UPDATE REPORT

Service Provider Information			
Date:		10-13-20	
Service Provider:		 Palmetto Youth Connections	
Prepared By:		Karen Craven	
Program Description:		Out of School Youth (17-24)	
Number of Participants to be Served:		156 (Active)	
PY'20 Performance			
Carryover: (Example: 94)		55	
New Enrollments:		July 2020: 8 August 2020: 14 September 2020: 18 Total: 40	
Dates Covered for New Enrollments:		July 1, 2020– September 30, 2020	
Total Active Enrollment:		95	
Total in WEX PY 20:		6	
Total in Follow up:		87	
Total Entered Employment/Education/Military (Goal Q2: 76.6%; Goal Q4: 69%)		4th Q: Q2: 86.9% Q4: 85%	
Credential Rate Goal 68.1%		4th Q: 78.3%	
In Program Measureable Skills Gain Goal: NA		Baseline Data (4thQ): 62.10%	
Total number enrolled per county (active and follow-up)	ANDERSON 79	OCONEE 50	PICKENS 52

Data Through:
9/30/2020

Palmetto Youth Connections - WorkLink - PY19

July 1, 2020 - June 30, 2021

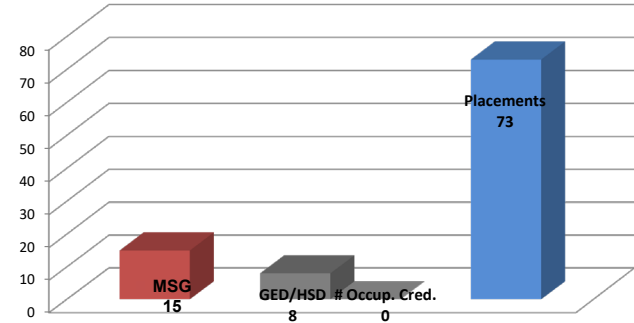
Demographics at Registration

	Anderson	Oconee	Pickens	Total	
Male	6	4	7	17	43%
Female	6	8	9	23	57%
	12	12	16	40	
Younger Youth (18 & Under)	6	6	9	21	53%
Older Youth (Over 18)	6	6	7	19	47%
	12	12	16	40	
High School Drop Out	12	12	16	40	All
Basic Skills Deficient	12	11	16	39	98%
Unemployed	7	10	12	29	73%

Caseload Breakdown

	Anderson	Oconee	Pickens	Total
Baker	0	50	0	50
Active	0	26	0	26
Follow-Up	0	24	0	24
Cobb	0	0	52	52
Active	0	0	28	28
Follow-Up	0	0	24	24
Smith	36	0	0	36
Active	15	0	0	15
Follow-Up	21	0	0	21
Wengard	43	0	0	43
Active	25	0	0	25
Follow-Up	18	0	0	18
Active	40	26	28	94
Follow-Up	39	24	24	87
Total	79	50	52	181

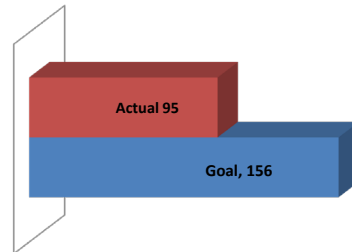
YTD Outcomes



8 GED/TEFL Gains | 8 GED/HSD | 0 | 66 Employment/7 Post Secondary

PY20 Enrollments

	Goal	Actual
Carryover	48	55
1st Quarter (Jul-Aug-Sep)	21	40
2nd Quarter (Oct-Nov-Dec)	33	
3rd Quarter (Jan-Feb-Mar)	34	
4th Quarter (Apr-May-Jun)	20	
Total	156	95



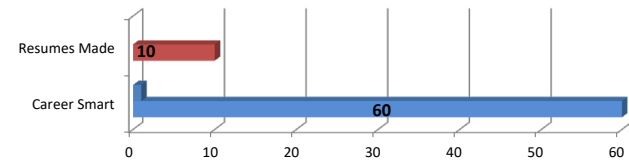
WIOA Reported WorkLink Youth Performance

WIOA PY 19 4th Q Performance	Baseline	
	Pass	
	< 90%	
	Fail	
Overall Program Score	117.20%	
	Goal	% of Goal
EMP/EDU/TRAINING Q2:	76.60%	113.40%
EMP/EDU/Training Q4:	69.00%	123.20%
Credential Rate:	68.10%	115.00%
Med Earning	NA	NA
MSG	NA	62.10%

WIN Information PY 20

Platinum	0
Gold	2
Silver	9
Bronze	4
Total	15

WorkReady Services



Nominating Entity Information

Name of Career Coach: Rhonda Wengerd

Nominee Information

Name of Nominee: Marqee Hartley

SCWOS State ID: _____

Nominee County of Residence: Anderson

Youth, Adult Participant or Dislocated Worker: Youth Participant

A. Dates of WIOA Participation

1. Registration/Enrollment Date: 8/16/2019
2. Exit Date: 3/02/2020
3. Latest Follow-up Date: 6/17/2020

B. Background

1. Check which characteristics applied to the nominee prior to or at his/her entry into WIOA.

Deficient in Basic Skills:	<u>X</u>	Homeless, Runaway, Foster-Child:	_____
High School Dropout:	<u>X</u>	SNAP/Low Income:	_____
Person with Disability:	_____	Offender:	_____
Pregnant or Parenting:	_____		

2. Briefly describe additional characteristic/factor not listed that may have posed a barrier for the nominee.

Youth has the responsibility of assisting financially for the family. At one time, he had to overcome health challenges that allowed him to pursue both employment and education.

C. Training

1. Name of Training Program and Training Provider:
GED, Anderson Adult Education Center
2. Degree/Credential Earned: GED

C. Employment

1. Date Employed: Currently has two jobs/employers as follows:
April 2013(McDonald's) July 2020 (LOWE'S)

2. Name and Address of Employer: (currently has two jobs)
- McDonalds
4542 Hwy 81 North
Anderson, SC 29621 Full time 40 hours per week _____
- Lowes Home Improvement
408 SC Bypass 28 Part time 20 hours per week _____
Anderson, SC 29626
- Present Employer, if different from above: Currently holds two jobs
3. Placement Wage: \$10.00 (McDonalds) Current Wage: \$13.50 (McDonalds)
\$12.00 (Lowes) \$12.00 (Lowes)

Award Rating Criteria

In no more than two, double-spaced pages (12 size font), provide a brief narrative of the nominee's success story. Be as specific as possible and state examples where appropriate. **All criteria listed below must be addressed in order for the nominee to be considered.** Address and demonstrate the following criteria:

- Barriers the participant overcame and how he/she worked to overcome them.
- Training the participant received with notable successes (e.g., GPA, honors, awards, etc.)
- Benefits experienced from participating in WIOA to include short and long term impact on the participant, his/her family, and community.

NOTE: If the nominee is selected to receive an award, you will be asked to provide a hardcopy or electronic photograph of the awardee and a signed Photo/Story Release Form.

*** Please see success story beginning on page 3***

Marqee Hartley was enrolled into Palmetto Youth Connections in August 2019.

Marqee dropped out of high school when he was in the 11th grade due to health and financial concerns. After four years and once he was able to overcome some of his medical and financial obstacles, he registered and began GED classes at the Anderson Adult Education Center. He was not only a high school drop-out, but was also basic skills deficient in math. He made his GED a priority, stating that he planned to finish by the end of 2019, and was able to complete his high school credential on December 17th, 2019. Marqee never gave up on pursuing his education, he just had to accomplish goals in a different order than a traditional setting. After completing his GED, he continued working at McDonald's and became a full time employee with a raise from \$10 per hour to 13.50 per hour. After accomplishing his GED, he began pursuing a way to go to college. Right now, he is both working at McDonald's full time and now Lowe's Home Improvement part time preparing financially for school and to buy a vehicle and eventually a home. He plans to start Tri-County Technical College in the spring of 2021 and major in Industrial Maintenance. He is in the process of all the enrollment steps to enter college in the spring along with the financial aid. Marqee is a very determined individual in setting and reaching his goals. Palmetto Youth Connections looks forward to all of the great things he will accomplish in the future.

Program year 2019 - Annual Performance Summary (Quick Reference)

WorkLink					Pee Dee				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	106.3%	109.2%	113.4%	109.6%	Employment Rate Q2	105.9%	111.2%	94.3%	103.8%
Employment Rate Q4	111.4%	109.6%	123.2%	114.7%	Employment Rate Q4	112.7%	109.3%	106.8%	109.6%
Median Earnings	118.2%	127.3%	N/A	122.8%	Median Earnings	104.9%	113.7%	N/A	109.3%
Credential Rate	162.4%	137.2%	115.0%	138.2%	Credential Rate	132.0%	167.3%	95.4%	131.6%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	124.6%	120.9%	117.2%		Overall Program Score	113.9%	125.4%	98.8%	
Upper Savannah					Lower Savannah				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	99.7%	86.6%	96.1%	94.2%	Employment Rate Q2	109.9%	102.4%	116.6%	109.6%
Employment Rate Q4	111.8%	103.4%	117.8%	111.0%	Employment Rate Q4	114.4%	110.7%	110.3%	111.8%
Median Earnings	117.4%	115.2%	N/A	116.3%	Median Earnings	159.5%	73.9%	N/A	116.7%
Credential Rate	119.8%	111.5%	135.5%	122.3%	Credential Rate	127.4%	112.1%	106.9%	115.5%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	112.2%	104.2%	116.5%		Overall Program Score	127.8%	99.8%	111.3%	
Upstate					Catawba				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	101.8%	101.1%	108.0%	103.6%	Employment Rate Q2	106.0%	102.1%	100.1%	102.7%
Employment Rate Q4	104.5%	114.1%	126.1%	114.9%	Employment Rate Q4	114.8%	114.6%	119.4%	116.3%
Median Earnings	131.5%	119.1%	N/A	125.3%	Median Earnings	138.0%	116.1%	N/A	127.1%
Credential Rate	143.2%	130.0%	122.3%	131.8%	Credential Rate	116.2%	134.8%	76.7%	109.2%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	120.2%	116.1%	118.8%		Overall Program Score	118.7%	116.9%	98.7%	
Greenville					Santee-Lynches				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	106.4%	97.8%	102.1%	102.1%	Employment Rate Q2	101.0%	105.1%	102.1%	102.7%
Employment Rate Q4	104.7%	106.4%	109.3%	106.8%	Employment Rate Q4	111.9%	91.6%	110.9%	104.8%
Median Earnings	117.9%	146.4%	N/A	132.1%	Median Earnings	115.4%	155.5%	N/A	135.5%
Credential Rate	132.4%	140.7%	98.8%	124.0%	Credential Rate	147.0%	176.3%	106.5%	143.3%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	115.3%	122.8%	103.4%		Overall Program Score	118.8%	132.1%	106.5%	
Midlands					Waccamaw				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	96.7%	105.2%	95.7%	99.2%	Employment Rate Q2	111.7%	109.2%	105.1%	108.7%
Employment Rate Q4	97.5%	108.8%	112.6%	106.3%	Employment Rate Q4	110.7%	118.8%	107.8%	112.4%
Median Earnings	113.3%	117.2%	N/A	115.2%	Median Earnings	121.3%	113.8%	N/A	117.6%
Credential Rate	92.1%	134.8%	89.0%	105.3%	Credential Rate	115.0%	123.5%	90.9%	109.8%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	99.9%	116.5%	99.1%		Overall Program Score	114.7%	116.3%	101.3%	
Trident					Lowcountry				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	104.0%	90.5%	107.2%	100.6%	Employment Rate Q2	95.7%	95.1%	109.7%	100.2%
Employment Rate Q4	104.5%	103.6%	116.8%	108.3%	Employment Rate Q4	102.2%	74.7%	112.0%	96.3%
Median Earnings	106.9%	94.4%	N/A	100.6%	Median Earnings	128.5%	124.0%	N/A	126.3%
Credential Rate	138.0%	134.2%	98.5%	123.5%	Credential Rate	157.2%	176.3%	93.1%	142.2%
Measurable Skill Gains	N/A	N/A	N/A	N/A	Measurable Skill Gains	N/A	N/A	N/A	N/A
Overall Program Score	113.4%	105.6%	107.5%		Overall Program Score	120.9%	117.6%	104.9%	

The assessment reflects performance across programs and negotiated indicators. To pass performance a Local Workforce Development Area (LWDA) must:

- Have an Overall Program Score (across all indicators) of at least 90%
- Have an Overall Indicator Score (across Adult, Dislocated Worker and Youth programs) of at least 90%
- Have an individual indicator percentage of at least 50%

Color Coding

Pass
Fail



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Development Board	Contract Number:	20Y495E3				
1376 Tiger Blvd.	Invoice Number:	1058-03				
Clemson, SC 29631	Invoice Month:	September 2020				
Attn: Jennifer Kelly	Period Covered:	July 1, 2020 - June 30, 2021				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 42,343				
Eckerd Goal:			SEPTEMBER			100.0%
			25.0%			

Line Item	Budget	1058-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$ 290,635	24,256.78	\$ 73,028.00	\$ 217,607.29	25.1%	
Fringe Benefit Total	\$ 51xx 75,966	\$ 6,254	\$ 18,923.83	\$ 57,041.71	24.9%	
TOTAL STAFF COSTS	\$ 366,601	30,510.80	\$ 91,951.83	\$ 274,649.00	25.1%	
Operating Costs:						
Facilities	6185 \$ 4,800	-	\$ -	\$ 4,800.00	0.0%	
Communications (Phone, Fax, Internet, etc)	6270 \$ 4,464	313.43	\$ 1,108.90	\$ 3,355.10	24.8%	
Network (internet)	6265 \$ 480	25.61	\$ 76.41	\$ 403.59	15.9%	
Postage	6005 \$ 1,300	55.92	\$ 125.82	\$ 1,174.18	9.7%	
Staff Travel	6105 \$ 5,410	282.95	\$ 714.99	\$ 4,695.19	13.2%	
Other Travel	6115/6120 \$ -	-	\$ -	\$ -	0.0%	
Staff Background Checks	5100 \$ 200	-	\$ -	\$ 200.00	0.0%	
Staff Training	5110 \$ -	-	\$ -	\$ -	0.0%	
Office/Desktop Supplies and Materials	6000 \$ 1,200	92.53	\$ 941.95	\$ 258.05	78.5%	
Copying	6730 \$ 1,200	78.52	\$ 295.28	\$ 904.72	24.6%	
Software Licenses	6095 \$ 1,798	-	\$ -	\$ 1,798.00	0.0%	
Participant Verifications	6516 \$ 1,500	-	\$ -	\$ 1,500.00	0.0%	
Participant Outreach	6735 \$ -	-	\$ -	\$ -	0.0%	
TOTAL OPERATING COSTS	\$ 22,352	848.96	\$ 3,263.35	\$ 19,088.83	14.6%	
Training Costs:						
Work Experience Stipends	6507 \$ 10,659	2,200.93	\$ 5,546.79	\$ 5,112.21	52.0%	
Tuition Cost (Adult Education)	6520 \$ 10,000	-	\$ -	\$ 10,000.00	0.0%	
Participant Graduation Fees	6595 \$ 1,750	-	\$ -	\$ 1,750.00	0.0%	
Credential Exam Fees	6525 \$ 13,000	-	\$ -	\$ 13,000.00	0.0%	
Instructional Supplies (Books)	6546 \$ 2,000	-	\$ -	\$ 2,000.00	0.0%	
Individual Training Accounts	6530 \$ 2,544	-	\$ -	\$ 2,544.00	0.0%	
TOTAL TRAINING COSTS	\$ 39,953	2,200.93	\$ 5,546.79	\$ 34,406.21	13.9%	
Supportive Services Costs :						
Child Care	6660 \$ -	-	\$ -	\$ -	0.0%	
Transportation	6485 \$ 12,396	1,240.00	\$ 1,240.00	\$ 11,156.29	10.0%	
Client Incentives	6585 \$ 23,085	2,350.00	\$ 3,600.00	\$ 19,484.57	15.6%	
Client Training Support Materials	6545 \$ -	-	\$ -	\$ -	0.0%	
Client Emergency Assistance & Expungen	6596 \$ -	-	\$ -	\$ -	0.0%	
TOTAL SUPPORTIVE SERVICES COSTS	\$ 35,481	3,590.00	\$ 4,840.00	\$ 30,640.86	13.6%	
Training/Professional Fees/Profit:						
General Liability Insurance	6305 \$ 3,150	240.34	\$ 759.93	\$ 2,390.07	24.1%	
TOTAL FEES / PROFIT COSTS	\$ 3,150	240.34	\$ 759.93	\$ 2,390.07	24.1%	
4.1 INDIRECT COST:	14.65%	\$ 57,463	4,951.85	\$ 14,872.96	\$ 42,590.17	25.9%
Contract Total	\$ 525,000	\$ 42,343	\$ 121,234.86	\$ 403,765.14	23.1%	

WorkLink Youth Budget Comparison

		PY20 Budget Revision 1	Change		PY20 Budget Revision 2	State Grant Funding	Total PY 2020	NOTES
Slot Level								
		136	20		156			
Staff Costs								
VP of Operations		\$ 2,093.23	\$ (1,506.21)		\$ 587.02	\$ 1,570.67	\$ 2,157.69	
Operations Director		\$ 8,558.76	\$ (6,419.07)		\$ 2,139.69	\$ 6,419.07	\$ 8,558.76	
Billing Analyst		\$ 3,083.40	\$ (2,318.40)		\$ 765.00	\$ 2,318.40	\$ 3,083.40	
Data Integrity Specialist		\$ 7,667.14	\$ (5,728.32)		\$ 1,938.82	\$ 5,728.32	\$ 7,667.14	
Senior Program Manager		\$ 58,406.40	\$ -		\$ 58,406.40	\$ -	\$ 58,406.40	
Lead Career Coach		\$ 48,295.44	\$ -		\$ 48,295.44	\$ -	\$ 48,295.44	
Career Coach 1		\$ 43,284.24	\$ -		\$ 43,284.24	\$ -	\$ 43,284.24	
Career Coach 2		\$ 41,342.40	\$ -		\$ 41,342.40	\$ -	\$ 41,342.40	
Career Coach 3		\$ 38,628.00	\$ -		\$ 38,628.00	\$ -	\$ 38,628.00	
Workforce Specialist 1		\$ 39,275.28	\$ -		\$ 39,275.28	\$ -	\$ 39,275.28	
Finance Director		\$ -	\$ -		\$ -	\$ -	\$ -	
Billing Supervisor		\$ -	\$ -		\$ -	\$ -	\$ -	
Sub-Total of Staff Costs		\$ 290,634.29	\$ (15,972.00)		\$ 274,662.28	\$ 16,036.46	\$ 290,698.75	
Fringe Benefits	Rate							
FICA	7.65%	\$ 22,233.52	\$ (1,221.86)	7.65%	\$ 21,011.66	\$ 1,226.79	\$ 22,238.45	
Workers Comp.	0.75%	\$ 2,179.76	\$ (119.79)	0.75%	\$ 2,059.97	\$ 120.27	\$ 2,180.24	
Health Insurance	16.86%	\$ 43,414.47	\$ (2,792.65)	14.79%	\$ 40,621.83	\$ 2,797.28	\$ 43,419.10	
Retirement	2.00%	\$ 6,393.95	\$ (351.38)	2.20%	\$ 6,042.57	\$ 352.80	\$ 6,395.37	
Unemployment Insurance	0.60%	\$ 1,743.81	\$ (95.83)	0.60%	\$ 1,647.97	\$ 96.22	\$ 1,744.19	
Other (Specify)								
Sub-Total Fringe:	27.86%	\$ 75,965.51	\$ (4,581.51)		\$ 71,384.00	\$ 4,593.36	\$ 75,977.36	
Operating Costs								
Facility Costs	6185	\$ 4,800.00	\$ (4,800.00)		\$ -	\$ 9,600.00	\$ 9,600.00	\$1200 annually paid at \$300 per quarter

Non-Expendable Equipment	6080	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	
Wide Area Network Costs	6265	\$ 480.00	\$ (360.00)	\$ 120.00	\$ 360.00	\$ 480.00	\$40 Mo X 12 Mo for Internet at Anderson Adult Ed
Postage	6005	\$ 1,300.00	\$ (975.00)	\$ 325.00	\$ 1,289.50	\$ 1,614.50	\$108.33 Mo X 12 Mo for Postage and FedEx of Participant Stipends for WEX
Staff Cell Phones	6270	\$ 4,464.00	\$ (3,348.00)	\$ 1,116.00	\$ 3,348.00	\$ 4,464.00	\$372 Mo X 12 Mo (Cell phones at \$62 Per Mo X 6 Staff)
Local Mileage	6105	\$ 5,410.18	\$ (3,941.79)	\$ 1,468.39	\$ 4,058.04	\$ 5,526.43	9,409 Miles X \$0.575 per mile (Avg of 1,568 miles per staff annually)
Non-Local Mileage/Travel		\$ -	\$ -	\$ -	\$ -	\$ -	No staff out of town travel during PY 20
Consummable Supplies	6000	\$ 1,200.00	\$ (600.00)	\$ 600.00	\$ 2,579.40	\$ 3,179.40	\$100 Mo X 12 Mo (Based on last 2 years average)
Copy/Print	6730	\$ 1,200.00	\$ (900.00)	\$ 300.00	\$ 900.00	\$ 1,200.00	\$100 Mo X 12 Mo (Based on last 2 years average)
Software Licenses	6095	\$ 1,798.00	\$ (1,798.00)	\$ -	\$ 1,798.00	\$ 1,798.00	\$299.66 X 6 Staff (Annual license fee for Empyra)
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	\$ -	\$ -	No staff training during PY 20-multiple free conferences are being offered by various agencies
Participant Outreach	6735	\$ -	\$ -	\$ -	\$ -	\$ -	No participant outreach items will be purchased in PY 20
Staff Background Checks	5100	\$ 200.00	\$ (200.00)	\$ -	\$ 200.00		\$50 Ea. X 4 Staff (Based on schedule for new Background Check updates)
Sub-Total Operating		\$ 20,852.18	\$ (16,922.79)	\$ 3,929.39	\$ 30,132.94	\$ 34,062.33	
Training							
Work Experience Stipends	6507	\$ 10,659.00	\$ (2,659.00)	\$ 8,000.00	\$ 32,000.00	\$ 40,000.00	This plan is to serve 6 students in work experience with average total payment of \$1776.50 per student working 215 hours. Work experience max is 256 hours at \$8.25 per hour. Students rarely work the max
Tuition Cost (Adult Education)	6520	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 7,500.00	\$ 17,500.00	Serving 108 students at an average of \$92.50 per student.
Instructional Support Materials	6545	\$ -	\$ -	\$ -	\$ -	\$ -	Moved to 6546
Credential Exam Fees	6525	\$ 13,000.00	\$ (4,500.00)	\$ 8,500.00	\$ 6,500.00	\$ 15,000.00	87 students to take GED full battery tests at \$149.42
Individual Training Accounts	6530	\$ 2,544.00	\$ (1,344.00)	\$ 1,200.00	\$ 8,133.00	\$ 9,333.00	2 students can receive occupational training at \$1122 each.
Participant Verification	6516	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 500.00	\$ 2,000.00	125 employment verifications for follow up at \$12 each.
Participant Graduation Fees	6595	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ 1,750.00	39 low income students at \$44.87 each for graduation fees.
Sub-Total Training		\$ 39,453.00	\$ (8,503.00)	\$ 30,950.00	\$ 54,633.00	\$ 85,583.00	

Supportive Services								
Childcare	6660	\$ -	\$ -		\$ -	\$ -	No child care in PY 20. Child care is not a typical request from an youth participant	
Transportation	6485	\$ 12,396.29	\$ (9,796.29)		\$ 2,600.00	\$ 12,400.00	\$ 15,000.00	\$252.98 for 49 low income individuals during PY 20
Client Incentives	6585	\$ 23,084.57	\$ (21,884.57)		\$ 1,200.00	\$ 30,000.00	\$ 31,200.00	136 students earning at least one incentive of \$169.73
Client Training Support Materials (Supplies & Books)	6546	\$2,000.00	\$ (2,000.00)		\$ -	\$ 5,000.00	\$ 5,000.00	62 students receiving training supplies at an average of \$32.25.
Client Emergency Asst. & Expungements	6596	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	No emergency assistance or expungements will be provided in PY 20
Sub-Total of Supportive Services		\$ 37,480.86	\$ (33,180.86)		\$ 4,300.00	\$ 47,400.00	\$ 51,700.00	
Sub-Total of Contract Costs		\$ 464,385.84	\$ (79,160.17)		\$ 385,225.68	\$ 152,795.76	\$ 538,021.44	
Indirect Cost & Fees								
Indirect Cost (MTDC)	14.77%	\$ 57,464.16	\$ (5,329.84)	14.65%	\$ 52,134.32	\$ 6,244.24		Eckerd has a Federally approved indirect rate from Health & Human Services of 14.65% on a modified direct cost basis (MTDC). .
General Liability (Eckerd)	0.06%	\$ 3,150.00	\$ (510.00)	0.06%	\$ 2,640.00	\$ 960.00		
Sub-Total of Indirect & Fees		\$ 60,614.16	\$ (5,839.84)		\$ 54,774.32	\$ 7,204.24	\$ 61,978.56	
		\$ 525,000.00	\$ (85,000.00)		\$ 440,000.00	\$ 160,000.00	\$ 600,000.00	

Youth Work Experience Pilot Grant

Statement of Work

GRANT NUMBER: 20YWEPXX

1.0 Purpose

- 1.1 The 2020 high school graduates have entered into a job-market amidst an economic recession. The pilot program will provide young adults with critical work experience in a landscape where high school graduates post-secondary plans may be delayed or altered due to the current pandemic and offer youth up to 240 hours of experience at a work-site, earning wages and learning critical job readiness skills to build their resume with real-world experience.
- 1.2 The INSERT LWDA is selected to administer the 6-month pilot program, serving 25 youth.
- 1.3 A grant for \$INSERT is awarded to INSERT, as the Signatory or Fiscal Entity for the INSERT (hereinafter referred to as "Grantee"). The Grant Agreement consists of the Grant Award Signature Sheet, Statement of Work and Grant Budget.

2.0 Terms of Agreement

- 2.1 Grant funds will be used in compliance with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), and any additional Federal and state laws, policies, and procedures as applicable to the Grant Agreement.

3.0 Period of Performance

- 3.1 The grant award is for six (6) months, from November 1, 2020 through April 30, 2021. Any sub-awards or sub-contracts written under this grant must also end by April 30, 2021. Any exceptions must receive prior approval from DEW.

4.0 Use of Funds

- 4.1 The following cost limitations apply to the use of funding:
 - 4.1.1 A minimum of 25 youth will receive soft skill training prior to placement on a worksite, a wage averaging \$10 per hour for up to 240 hours of worksite experience.
 - 4.1.2 Supportive services in the form of transportation payments will be available for each week of the 6-8 week work experience, for a maximum of \$400 per youth. Programs are allowed the flexibility to provide additional supportive services (beyond transportation payments) that are necessary for a youth to participate in work experience opportunities (e.g., boots or uniforms).
 - 4.1.3 Youth must receive wages to allow for Workers' Compensation.

- 4.1.4 Funds may be utilized to support staff directly implementing the program, including but not limited to, the provision of soft-skill training workshops, business identification and contracting, participant progress monitoring and troubleshooting, and data submission.
- 4.1.5 Funds may be used to cover operational costs necessary to operate the program.
- 4.1.6 Administration costs cannot exceed 5% of the total program costs to contract and oversee the service provider and program and ensure monthly performance reporting.
- 4.1.7 The total maximum budget cannot exceed \$156,188.

5.0 Reporting

- 5.1 The Grantee will submit the Participant Tracking Spreadsheet (reference 6.4) to DEW monthly, no later than the 5th of each month. The Participant Tracking Spreadsheet must reflect cumulative participant data.
- 5.2 A Three Month Progress Report, covering the period ending January 31, 2021, must be submitted to the programmatic contact no later than February 28, 2021. A template for reporting will be provided by DEW.
- 5.3 The Grantee will provide a final programmatic report to DEW. The final report is due no more than 30 days from the end of the grant. DEW will supply the final programmatic report template prior to grant expiration.
- 5.4 The Grantee will provide reports to the State Workforce Development Board, its committees, and other stakeholders upon request. DEW staff may additionally require the Grantee to attend periodic meetings and roundtables with other grantees to discuss the progress of the grant program, share best practices, and work through common issues.
- 5.5 Financial Status Reports (FSRs), inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Expenditures are cumulative and must be reported on an accrual basis.
- 5.6 A Request for Payment (RFP) must be submitted each time the Grantee wishes to draw down funds, along with proper supporting documentation. A detailed general ledger must be submitted with each RFP. The Grantee may request funds in advance to cover upcoming cash expenditures and accruals to be paid within a short period of receipt of funds (usually within three (3) business days). The Grantee's cash needs must be projected to ensure that funds are received as close as possible to the time of actual disbursement. Cash on hand should be limited to the amount needed for immediate disbursement.

5.7 The Grantee will submit a complete Grant Closeout Report to DEW no later than sixty (60) calendar days after the grant end date. DEW will supply the closeout forms and instructions prior to grant expiration. All funds not expended by the end of the grant will be de-obligated and returned to the South Carolina Department of Employment and Workforce.

6.0 Participant Tracking and Data Entry

6.1 Eligible youth are 2020 high school graduates who lack or have limited prior work experience, who are not employed or attending school, and are not eligible for services under WIOA. Youth must be authorized to work in the U.S. and if male, registered with Selective Service, if applicable.

6.2 Prospective participants must complete a locally developed application which may include their basic information, interests, future plans and a short essay explaining why they are interested and what they hope to accomplish while participating in the youth work experience program.

6.3 Youth must be registered in SCWOS (for resume entry and wage tracking purposes).

6.4 A Participant Tracking Template must be used to track individual eligibility, participant activity, and performance data. A template for participant tracking will be provided by DEW.

6.5 A file must be maintained (uploaded into SCWOS or a hard file) to include, at a minimum, the program application, work experience contract, hard-copy resume and program verification documentation. PII cannot be stored within SCWOS and must be maintained in a separate locked file to ensure confidentiality of records.

6.6 Youth who have barriers that would better suit them for the Workforce Innovation Opportunity Act (WIOA) Title I Adult, Dislocated Worker or Youth programs should not be enrolled in this pilot program, but receive referrals to programs that would better meet their individual needs.

7.0 Performance Measures

7.1 Youth program participants will be tracked throughout the grant on the following:

7.1.1 100% Resume entry into SCWOS

7.1.2 100% Soft-skill workshop completion

7.1.3 92% Attended four weeks of work experience

7.1.4 92% Referred to education/apprenticeship/military/employment

7.1.5 60% Entered education/apprenticeship/military/employment

8.0 Monitoring and Oversight

- 8.1 Funding is subject programmatic and financial compliance monitoring.
- 8.2 The Grantee must provide proper oversight and monitoring of all sub-recipients, including sub-grantees and sub-contractors.

9.0 Grant Modifications

- 9.1 Any alterations to the budget categories in excess of 10 percent, must have prior approval from DEW and will require a modification to the grant. Budget categories are those listed on the Budget Summary.

10.0 Failure to Timely Comply With Requirements

- 10.1 Failure to comply with grant terms and conditions outlined in this Statement of Work may result in sanctions including but not limited to delay or denial of Requests for Payment.

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