

RICHLAND COUNTY
SPECIAL CALLED MEETING

AMENDED
AGENDA



TUESDAY, DECEMBER 10, 2024

6:00 PM

COUNCIL CHAMBERS

Richland County Council 2024



Derrek Pugh
District 2
Vice Chair



Jason Branham
District 1



Jessica Mackey
District 9
Chair



Overture E. Walker
District 8



Gretchen D. Barron
District 7



Yvonne McBride
District 3



Chakisse Newton
District 11



Paul Livingston
District 4



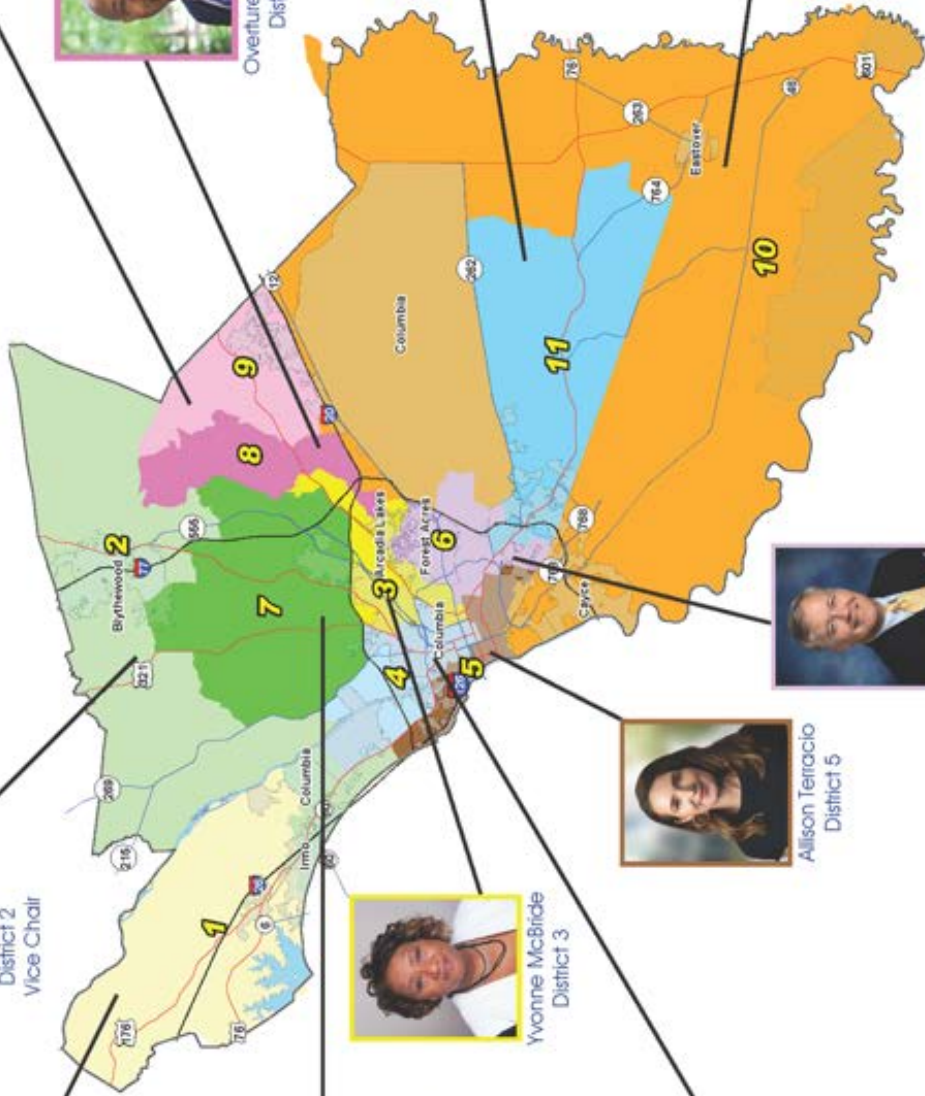
Allison Terracio
District 5



Don Weaver
District 6



Cheryl D. English
District 10





**Richland County
Special Called Meeting**

**AMENDED
AGENDA**

December 10, 2024 - 6:00 PM
2020 Hampton Street, Columbia, SC 29204

1. **CALL TO ORDER**

The Honorable Jesica Mackey, Chair
RRichland County Council

 - a. ROLL CALL
2. **INVOCATION**

The Honorable Chakisse Newton
3. **PLEDGE OF ALLEGIANCE**

The Honorable Chakisse Newton
4. **APPROVAL OF MINUTES**

The Honorable Jesica Mackey

 - a. Regular Session: December 3, 2024 [\[PAGES 7-15\]](#)
5. **ADOPTION OF AGENDA**

The Honorable Jesica Mackey
6. **PRESENTATION OF RESOLUTION**
 - a. Resolution Honoring Jayme Hill

The Honorable Cheryl English
The Honorable Jason Branham
The Honorable Derrek Pugh
The Honorable Yvonne McBride
The Honorable Paul Livingston
The Honorable Allison Terracio
The Honorable Don Weaver
The Honorable Gretchen Barron
The Honorable Jesica Mackey
The Honorable Chakisse Newton
7. **REPORT OF ATTORNEY FOR EXECUTIVE SESSION ITEMS**

Patrick Wright
County Attorney

After Council returns to open session, council may take action on any item, including any subsection of any section, listed on an executive session agenda or discussed in an executive session during a properly noticed meeting.

 - a. Project Connect Property Update [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]

- b. Property Inquiry - 120 Clemson Road, Columbia, SC 29229, TMS #R25608-01-38 [Pursuant to S.C. Code of Laws, Sec. 30-4-70(a)(2) and 30-4-70(a)(5)]
- c. Condemnation of TMS: R37100-01-19 [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]
- d. Condemnation of TMS: R34500-02-03 [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]

8. CITIZEN'S INPUT

The Honorable Jesica Mackey

- a. For Items on the Agenda Not Requiring a Public Hearing

9. CITIZEN'S INPUT

The Honorable Jesica Mackey

- a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at this time.)

10. REPORT OF THE COUNTY ADMINISTRATOR

Leonardo Brown
County Administrator

- a. Updates for Consideration
 - 1. Comprehensive Plan Update [\[PAGE 17\]](#)
 - 2. Midlands Workforce Development -Workforce Innovation and Opportunity Act Regional Plan [\[PAGES 18-473\]](#)
- b. ADMINISTRATOR'S NOMINATION: (Items in this section require action that may prejudice the County's interest in a discernable way (i.e. time-sensitive, exigent, or of immediate importance)
 - 1. Utilities - Elevated Water Tank [\[PAGES 474-476\]](#)
 - 2. Economic Development - Website and Brand Refresh [\[PAGES 477-485\]](#)
 - 3. Community Planning & Development -Conservation Division - City of Cayce Mitigation Credit Sales [\[PAGES 486-498\]](#)
 - 4. Community Planning & Development -Conservation Division - Blythewood Industrial Park Mitigation Credit Sales [\[PAGES 499-511\]](#)

11. REPORT OF THE CLERK OF COUNCIL

Anette Kirylo
Clerk to Council

12. REPORT OF THE CHAIR

The Honorable Jesica Mackey

13. OPEN / CLOSE PUBLIC HEARINGS

The Honorable Jesica Mackey

- a. An Ordinance authorizing the execution and delivery of an amendment to the infrastructure credit agreement by and between Richland County, South Carolina, and Gable Oaks Housing Associates LP; and other related matters

14. THIRD READING ITEMS

The Honorable Jesica Mackey

- a. An Ordinance authorizing the execution and delivery of an amendment to the infrastructure credit agreement by and between Richland County, South Carolina, and Gable Oaks Housing Associates LP; and other related matters [\[PAGES 512-520\]](#)

15. REPORT OF THE ECONOMIC DEVELOPMENT COMMITTEE

The Honorable Paul Livingston

- a. An Ordinance approving the sale of certain property located on Farrow Road; and other matters related thereto [BY TITLE ONLY]

16. OTHER ITEMS

The Honorable Jesica Mackey

- a. FY25 - District 5 Hospitality Tax Allocations [\[PAGES 521-522\]](#)
 - 1. Congaree Vista Guild - \$5,000
- b. FY25 - District 3 Hospitality Tax Allocations [\[PAGES 523-524\]](#)
 - 1. CA Johnson - \$24,000

17. EXECUTIVE SESSION

Patrick Wright
County Attorney

After Council returns to open session, council may take action on any item, including any subsection of any section, listed on an executive session agenda or discussed in an executive session during a properly noticed meeting.

18. MOTION PERIOD

19. ADJOURNMENT

The Honorable Jesica Mackey



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council
Regular Session
MINUTES
December 3, 2024 – 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Jesica Mackey, Chair; Derrek Pugh, Vice-Chair; Jason Branham, Derrek Pugh, Yvonne McBride, Paul Livingston, Don Weaver, Gretchen Barron, Cheryl English, and Chakisse Newton

NOT PRESENT: Allison Terracio

OTHERS PRESENT: Leonardo Brown, Anette Kirylo, Susan O’Cain, Patrick Wright, Jackie Hancock, Ashiya Myers, Aric Jensen, Kyle Holsclaw, Sandra Haynes, Ashley Fullerton, Michelle Onley, Angela Weathersby, Kenny Bowen, Bill Davis, Lori Thomas, Synithia Williams, Jennifer Wladischkin, Tamar Black, Sarah Harris, Geo Price, Judy Carter, Michael Maloney, Michael Byrd, Stacey Hamm, and Jeff Ruble

1. **CALL TO ORDER** – Chairwoman Jesica Mackey called the meeting to order at approximately 6:00 PM.
2. **INVOCATION** – The Invocation was led by the Honorable Chakisse Newton.
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by the Honorable Chakisse Newton.
4. **APPROVAL OF MINUTES**
 - a. Regular Session: November 19, 2024
 - b. Zoning Public Hearing: November 21, 2024

Ms. Newton moved to approve the Regular Session and Zoning Public Hearing minutes as distributed, seconded by Ms. Barron.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.
5. **ADOPTION OF AGENDA** – The County Attorney Patrick Wright requested to add “Project Connect Property Update [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]” under the Report of the Attorney for Executive Session.

Ms. McBride moved to adopt the agenda as amended, seconded by Ms. Newton.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

6. **REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION (Pursuant to SC Code 30-4-70)** – County Attorney Patrick Wright noted the following item was eligible for Executive Session:
 - a. 2024-2025 Employee Performance Evaluation [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(1)]
 - b. Fire Services Agreement between the City of Columbia and Richland County [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]

c. Property Inquiry – 120 Clemson Road, Columbia, SC 29229, TMS #R25608-01-38 [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2) and 30-4-70(a)(5)]

d. Project Connect Property Update [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)]

Ms. Barron moved to go into Executive Session, seconded by Mr. Pugh.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

***Council went into Executive Session at approximately 6:06 PM
and came out at approximately 6:24 PM***

Mr. Pugh moved to come out of Executive Session, seconded by Ms. English.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Mackey indicated Council entered into Executive Session to receive legal advice. No action was taken in Executive Session.

Project Connect Property Update [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)] – No action was taken.

7. **CITIZENS' INPUT**

a. For Items on the Agenda Not Requiring a Public Hearing

1. Anna Herron, 21 Oak Lake Court, Blythewood, SC 29016 – Spoke in opposition to Item 13(a).

8. **CITIZENS' INPUT**

a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at this time) – No one signed up to speak.

POINT OF PERSONAL PRIVILEGE – Ms. Newton acknowledged several students were in the audience.

9. **REPORT OF THE COUNTY ADMINISTRATOR**

a. Updates for Consideration

1. *Comprehensive Plan Update* – Ms. Synithia Williams, Community Planning & Development Director, noted the Comprehensive Plan website is now live. The link is www.richlandonline.com/reimaginerichland or www.richlandcountysc.gov/reimaginerichland. Citizens can complete a survey and give feedback on growth, development, and conservation. There is an idea board where they can also provide feedback. The first public forum is scheduled for Monday, December 16, 5:00-7:00 PM, at the Richland Library Main Branch on Assembly Street. The event will be a drop-in event with information stations set up.

Ms. Barron inquired if the December 16th public forum is the only session planned or if there will be additional forums throughout the county. In addition, she asked if the survey on the website was the same survey that would be provided at the public forum(s).

Ms. Williams responded that other forums would be held. The December 16th public forum is to gather baseline data. She noted that if Councilmembers have any planned community meetings or town halls scheduled, CP&D staff would be glad to provide information regarding the Comprehensive Plan at those meetings. Additionally, Neighborhood Improvement personnel will provide information on the Comprehensive Plan when they attend neighborhood meetings. The same survey will be available online as the one provided at the public forum and will be open for several weeks.

2. *Department of Animal Care – Vector Control – Mosquito Control Award* – Mr. Leonardo Brown, County Administrator, stated, “South Carolina received funding to support storm-affected jurisdictions in which significant rainfall could cause a greater risk of mosquito and vector proliferation and subsequent vector-borne diseases. As a pass-through agency, the South Carolina Department of Public Health (SCHPH) will assist local municipalities with funding to obtain mosquito control equipment, insecticides, vehicles/trailers/ATVs/drones for mounting adultciding and larviciding equipment... **We ask that [the] jurisdiction not use these funds to replace the normal budget that your mosquito control program receives, but instead use the funds to help strengthen the capacity and capability of your mosquito program.**” The amount of \$24,664.73 has been allocated. Vector Control’s request is to authorize the County Administrator to execute the grant so the department can receive the funds to better support and strengthen the capabilities of the mosquito program.

Mr. Livingston moved to authorize the County Administrator to execute the grant, seconded by Ms. Newton.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Mackey

Not Present: Terracio

The vote in favor was unanimous.

Ms. Newton moved to reconsider this item, seconded by Ms. Barron.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

3. *GFOA Distinguished Budget Presentation Award* – Mr. Brown publicly acknowledged that Richland County received the Government Finance Office Association’s Distinguished Budget Presentation Award. He recognized Ms. Maddison Wilkerson, the Budget Director, and the Budget Team for their continued work in elevating the County’s goal of fiscal responsibility.
- b. Administrator’s Nomination (Items in this section require action that may prejudice the County’s interest in a discernible way [i.e., time-sensitive, exigent, or of immediate importance])
 1. *Community Planning & Development – Conservation Division – City of Cayce Mitigation Credit Sales*
 2. *Community Planning & Development – Conservation Division – Blythewood Industrial Park Mitigation Credit Sales*

Mr. Brown noted Items 9(b)(1) and (b)(2) will be taken up at the December 10th Council meeting and encourage Councilmembers to submit any questions they might have in advance.

3. *Lexington/Richland Alcohol and Drug Abuse Council (LRADAC) Request to Apply for South Carolina Opioid Recovery Fund (SCORF) funding* – Mr. Browns stated the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC) is requesting to apply for SC Opioids Recovery Fund (SCORF) funds. SCORF’s website indicates that one area of usage is for the expansion of “Warm Handoff Programs and Recovery Services.” He noted part of the process is to submit a technical proposal to the funding agency. The proposal has to identify the area under which it falls, what the program’s results will be, and how it will impact the community of individuals you are supporting. The request is for three (3) recovery support specialists’ salaries and benefits of \$180,000. He is asking Council to approve the County’s executing an application to submit the program to the SC Opioid Recovery Fund committee for review.

Ms. Mackey moved to approve LRADAC’s request to apply for SC Opioid Recovery Fund funding, seconded by Ms. Barron.

Mr. Livingston inquired if the \$180,000 is the total amount dedicated to Richland County.

Mr. Brown replied each county is apportioned a percentage of the fund, but the \$180,000 is not the total amount allocated to the County. If the County does not utilize the funding, it goes back into the discretionary account, and any county can apply for it.

Mr. Branham stated the total charged to the award is \$180,000, and the total personnel and program cost is \$244,950. He inquired if the additional funding would come from LRADAC’s budget.

Mr. Brown stated the funding amount LRADAC is requesting is for the personnel portion.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Barron moved to reconsider this item, seconded by Ms. English.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

10. **REPORT OF THE CLERK OF COUNCIL**

- a. *Richland County Neighborhood Council – Holiday Drop-in, December 17th, 4:00-6:00 PM, 2020 Hampton Street, 3rd Floor Atrium* – Ms. Anette Kirylo, Clerk to Council, announced the Richland County Neighborhood Council’s Holiday Drop-In.

11. **REPORT OF THE CHAIR**

- a. *Alpine Road Sidewalk Resurfacing Ribbon Cutting Ceremony: December 18, 2024, at 10:30 AM* – Ms. Mackey reminded Council of the upcoming ribbon cutting ceremony for Alpine Road Sidewalk/Resurfacing.
- b. *Atlas Road Groundbreaking Ceremony: December 19, 2024, at 10:30 AM* – Ms. Mackey reminded the Council of the upcoming groundbreaking ceremony for the Atlas Road.
- c. *Grant Application Cycle for Fiscal Year 2026*
 - 1. Community Impact Grants, Accommodations Tax Grants, and Hospitality Tax Grants – The grant application period will close on February 2, 2025, at 11:59 PM – Ms. Mackey noted the grant application cycle is currently open. The application period will close on February 2, 2025, at 11:59 PM. County staff is available to answer any questions.

12. **APPROVAL OF CONSENT ITEMS**

- a. Utilities – Cedar Cove and Stoney Point Phase 1 Tank Cleaning Project
- b. Utilities – Jetter Truck Purchase
- c. Department of Public Works – Solid Waste – Residential Roll Carts
- d. Department of Public Works – Engineering – Award of Construction – Fashion/Forum/St. Andrews Road Rehabilitation
- e. Treasurer’s Office – Forestry Funds Disbursement

Ms. Newton moved to approve Items 12(a) – (e), seconded by Ms. Barron.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Newton moved to reconsider Items 12(a) – (e), seconded by Ms. Barron.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

13. **ADMINISTRATION AND FINANCE COMMITTEE**

- a. I move that 15% of each prior year’s collections of accommodations tax be allocated for affordable housing in alignment with Sect. 6-1-530(7) of the SC Code of Laws, workforce housing and homeownership promotion requirement, and Act 57 of 2023’s “mortgage assistance” requirement. This allocation is to directly focus on down payment assistance for homeownership for Richland County employees, public safety, EMS, and Richland One and Two teachers [MACKEY, BARRON, and TERRACIO – September 10, 2024] – This item was taken up in Executive Session.

Mr. Livingston stated the committee recommended using 15% of each prior year’s accommodations tax collections for down payment assistance for homeownership for Richland County employees, public safety, EMS, and Richland One and Two teachers. He noted it was mentioned to include Lexington/Richland Five teachers but was not included in the motion.

Mr. Branham requested to amend the motion as follows: “I move that 15% of last year’s collections of accommodations tax be allocated for affordable housing in alignment with Sec. 6-1-530(7) of the SC Code of Laws, workforce housing and homeownership promotion requirement, and Act 57 of 2023’s “mortgage assistance” requirement. This allocation is to directly focus on down payment for homeownership for Richland County employees, public safety, EMS, Richland One and Two teachers, and teachers employed at Lexington/Richland District Five schools located in Richland County. The housing must be located in Richland County.” Ms. Barron seconded the motion.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

14. **REPORT OF THE RULES & APPOINTMENTS COMMITTEE**

a. NOTIFICATION OF APPOINTMENTS

1. Lexington Richland Alcohol and Drug Abuse Council (LRADAC) – One (1) Vacancy
2. Richland Memorial Hospital Board – Three (3) Vacancies

Ms. Barron stated the committee recommended re-appointing Ms. Maryann Wright to the Lexington Richland Alcohol and Drug Abuse Council (LRADAC) and appointing Mr. Carlton Boyd, Mr. Richard Kennedy, III, and Ms. Brittany Singleton to the Richland Memorial Hospital Board.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

b. NOTIFICATION OF VACANCIES

1. Accommodations Tax Committee – Four (4) Vacancies (TWO applicants must have a background in the lodging industry, ONE applicant must have a background in the hospitality industry, and ONE applicant must have a cultural background)
2. Airport Commission – One (1) Vacancy (The applicant must reside in the Rosewood, Shandon, or Hollywood-Rose Wale neighborhoods)
3. Board of Assessment Appeals Board – Two (2) Vacancies
4. Building Codes Board of Appeals – Seven (7) Vacancies (ONE applicant must be from the Architecture Industry, ONE applicant must be from the Gas Industry, ONE applicant must be from the Contracting Industry, ONE applicant must be from the Plumbing Industry, ONE applicant must be from the Electrical Industry, and TWO applicants must be from the Fire Industry as alternates)
5. Employee Grievance Committee – Two (2) Vacancies (Applicants must be Richland County Government employees; applicants will serve as alternates)
6. Hospitality Tax Committee – Five (5) Vacancies (TWO applicants must be from the Restaurant Industry)
7. Midlands Regional Convention Center Authority – Two (2) Vacancies
8. Procurement Review Panel – Five (5) Vacancies (ONE applicant must represent the Construction Industry, ONE applicant must represent the Professional Services Industry, ONE applicant must represent the Service Industry, ONE applicant must represent the Public Procurement Industry, and ONE applicant must represent the Consumer Industry)
9. River Alliance – One (1) Vacancy

Ms. Barron stated the committee recommended advertising for the above-referenced board, commission, and committee recommendations.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

15. **REPORT OF THE DETENTION CENTER AD HOC COMMITTEE**

- a. Alvin S. Glenn Detention Center Update – Mr. Brown stated at the ad hoc committee meeting, representatives from the Solicitor’s Office, Richland County Criminal Justice Coordinating Council, and South Carolina Association County made presentations regarding their role in the criminal justice process, how they make decisions, and their perspective on why individuals are in the Detention Center for extended periods.

1. *General Overview*
2. *Roles of the Solicitor’s Office in the Criminal Justice Process*
3. *Memorandum of Understanding between Richland County and Richland County Criminal Justice Coordinating Council* – Mr. Brown noted Richland County Council does not oversee the Richland County Criminal Justice Coordinating Council. It is an entity designed to determine how to improve the

interactions between the criminal justice system and detainees. The Memorandum of Understanding is a request for Richland County to enter into an agreement with the Richland County Criminal Justice Coordinating Council to use research and analysis to help provide evidence-based data that may help understand why individuals with behavioral health issues end up in the Detention Center, why they are there, what factors mitigate their ability to leave, etc. The request is to authorize the Administrator to execute the MOU between the County and the Criminal Justice Coordinating Council so we can begin to gather the data to assist Council with making policy decisions regarding the Detention Center and the components that impact the Detention Center.

Mr. Weaver inquired as to who is on the Criminal Justice Coordinating Council.

Mr. Brown indicated those serving on the Criminal Justice Coordinating Council are entities impacted by or impact the judicial process (e.g., mental health, law enforcement, treatment centers, etc.)

Mr. Weaver asked if the Coordinating Council would be reporting back to Council.

Mr. Brown indicated that the Criminal Justice Coordinating Council holds regular meetings, which Council can attend. They would gather data over a period of time and compile a confidential report. Many of the detainees providing information have not been convicted; therefore, their personal information would be protected and not accessible to the general public.

Ms. Mackey moved to enter into a Memorandum of Understanding between Richland County and Richland County Criminal Justice Coordinating Council, seconded by Mr. Weaver.

Mr. Branham inquired if the request for the MOU related to the detainee's private information we do not want to be disclosed.

Mr. Brown indicated the MOU is to obtain information that would help the County make policy decisions that we do not have the ability to do internally.

Mr. Branham asked if there would be a cost to the County.

Mr. Brown replied there would be an indirect cost for manpower, but there is no financial layout related to this request.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

4. *SCAC Proposed Policy Positions* – Mr. Brown pointed out there are different avenues that affect what happens in and at Alvin S. Glenn Detention Center that are not in the hands of Richland County or its employees. One of the matters discussed was contraband cell phones. At the Federal and State levels, they can “jam” cell phone usage. The State did not provide that opportunity to the counties. SCAC is requesting that counties have the same access.

Ms. Mackey moved to accept the South Carolina Association of County's Proposed Policy Positions as they relate to detention centers, seconded by Mr. Pugh.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

16. **REPORT OF THE TRANSPORTATION AD HOC COMMITTEE**

- a. Shop Rd Extension Phase 2 Service Order Approval – Mr. Livingston stated the committee recommended approving the Service Order for Phase 2 of Shop Road Extension with CECS, Inc. in the amount of \$2,576,543.03.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Mackey moved to reconsider this item, seconded by Ms. Newton.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

17. **OTHER ITEMS**

- a. FY25 District 2 Hospitality Tax Allocations (Junior League of Columbia - \$5,000)
- b. FY25 District 4 Hospitality Tax Allocations (SC Gospel Quartet Awards - \$3,000)
- c. FY25 District 8 Hospitality Tax Allocations (Junior League of Columbia - \$5,000; Black Pages International - \$3,000)
- d. FY25 District 9 Hospitality Tax Allocations (Pink & Green Community Service Foundation - \$6,000)

Ms. Newton moved to approve Items 17(a) – (d), seconded by Ms. Barron.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Newton moved to reconsider Items 17 (a) – (d), seconded by Ms. Barron.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

18. **EXECUTIVE SESSION** – Ms. Newton moved to go into Executive Session, seconded by Mr. Branham.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

***Council went into Executive Session at approximately 7:10 PM
and came out at approximately 7:45 PM***

Mr. Pugh moved to come out of Executive Session, seconded by Mr. Weaver.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Mackey indicated Council entered into Executive Session to receive legal advice. No action was taken in Executive Session.

- a. 2024-2025 Employee Performance Evaluation [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(1)]
- b. Fire Services Agreement between the City of Columbia and Richland County [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2)] – Ms. Newton moved to authorize the Administrator to negotiate and execute the Fire Services Agreement, seconded by Ms. Barron.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Newton moved to reconsider this item, seconded by Ms. Barron.

Opposed: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The motion for reconsideration failed.

- c. Property Inquiry – 120 Clemson Road, Columbia, SC 29229, TMS #R25608-01-38 [Pursuant to SC Code of Laws, Sec. 30-4-70(a)(2) and 30-4-70(a)(5)] – Ms. Mackey moved to authorize the Administrator to negotiate the sale of property at 120 Clemson Road, seconded by Ms. Newton.

In Favor: Branham, Pugh, McBride, Livingston, Barron, Mackey, English, and Newton

Recuse: Weaver (due to owning adjacent property)

Not Present: Terracio

The vote in favor was unanimous.

19. **MOTION PERIOD**

- a. Resolution Honoring the Life of Mr. James Solomon, Jr. – Mr. Pugh moved to unanimously adopt a resolution honoring the life of Mr. James Solomon, Jr., seconded by Ms. Newton.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

Ms. Susan O’Cain, Communications/Public Information Director, read the resolution into the record.

20. **ADJOURNMENT** – Mr. Livingston moved to adjourn the meeting, seconded by Ms. Newton.

In Favor: Branham, Pugh, McBride, Livingston, Weaver, Barron, Mackey, English, and Newton

Not Present: Terracio

The vote in favor was unanimous.

The meeting adjourned at approximately 7:56 PM.



Richland County Council

STATEMENT OF RECUSAL

In accordance with Section 8-13-700(B) [provides in part that no public official, public member or public employee may make, participate in making, or in any way attempt to use their official office, membership or employment to influence a governmental decision in which they, a member of their immediate family, an individual with whom they are associated, or a business with which they are associated has an economic interest.], I hereby recuse myself from all votes, deliberations and other action on the following matter(s):

(Please add agenda item number and description):

Regular Council 12.3.24 Item: 6 a Property Inquiry -120 Clemson Rd.
6-C

REASONS FOR DISQUALIFICATION:

own property matter

Don Weaver 12/2/24
Print and sign your name Date

Off Anette A. Kinylo 12/3/24
Print and sign your name Date received by Clerk Dept.



Report of the County Administrator

SPECIAL CALLED Tuesday, December 10, 2024

UPDATES FOR CONSIDERATION:

COMPREHENSIVE PLAN UPDATE

MIDLANDS WORKFORCE DEVELOPMENT -WORKFORCE INNOVATION AND OPPORTUNITY ACT REGIONAL PLAN

ADMINISTRATOR'S NOMINATION:

Items in this section require action that may prejudice the County's interest in a discernable way (i.e. time sensitive, exigent, or of immediate importance)

UTILITIES - ELEVATED WATER TANK: Richland County Utilities (RCU) requests approval to award a contract to lowest responsible bidder for construction of a new 300,000-gallon elevated tank for the Hopkins Water System.

ECONOMIC DEVELOPMENT - WEBSITE AND BRAND REFRESH: Staff requests approval to select a website and branding firm to create a new standalone website and provide a brand refresh for the Economic Development department.

Staff also requests Council to authorize the County Administrator to execute contracts related to the website and brand refresh.

COMMUNITY PLANNING & DEVELOPMENT - CONSERVATION DIVISION - CITY OF CAYCE MITIGATION CREDIT SALES: Staff recommends approval of a request from the City of Cayce requests the purchase of 2.1 wetland credits for the construction of the Karlaney Outfall Project at a rate of \$20,000.00 per credit.

COMMUNITY PLANNING & DEVELOPMENT - CONSERVATION DIVISION - BLYTHEWOOD INDUSTRIAL PARK MITIGATION CREDIT SALES: Staff recommends approval of a request from BCP Blythewood, LLC to purchase 5.243 wetland credits for the construction of the Blythewood Industrial Park Site at a rate of \$20,000.00 per credit.

ATTACHMENTS:

1. Project Status Update: Comprehensive Plan Update
2. Midlands Workforce Development -Workforce Innovation and Opportunity Act Regional Plan
3. Agenda Briefing: Utilities – Elevated Water Tank
4. Agenda Briefing: Economic Development - Website and Brand Refresh
5. Agenda Briefing: Community Planning & Development - Conservation Division - City of Cayce Mitigation Credit Sales
6. Agenda Briefing: Community Planning & Development - Conservation Division - Blythewood Industrial Park Mitigation Credit Sales



Project Update

| | | | |
|------------------------------------|----------------------------------|----------------------|-------------------|
| Prepared by: | Synithia Williams | Title: | Director |
| Department: | Community Planning & Development | Division: | |
| Date Prepared: | December 2, 2024 | Meeting Date: | December 10, 2024 |
| Approved for Consideration: | Assistant County Administrator | Aric A Jensen, AICP | |
| Committee/Meeting: | Regular Session | | |
| Council Initiative/Project: | Comprehensive Plan Update | | |

EXECUTIVE SUMMARY (NARRATIVE STATUS):

The first public forum will be Monday, December 16, 2024 at the Richland County Library’s Main Branch. Citizens are invited to drop in between 5:00 p.m. and 7:00 p.m. to learn more about the Comprehensive Planning process and provide their thoughts on growth and development in Richland County.

Residents who cannot attend the public forum are invited to complete the survey and provide input on the Idea Board on the at the Comprehensive Planning website: www.Richlandonline.com/ReimagineRichland. The survey will remain open throughout the rest of the year.

KEY ACCOMPLISHMENTS/MILESTONES:

- First Public Forum on December 16, 2024.

PENDING ACTIONS/DELIVERABLES AND ANTICIPATED COMPLETION DATES:

- Hold the first Public Forum on December 16, 2024.

**Workforce Innovation and Opportunity Act
Regional Plan
July 1, 2024 – June 30, 2028**

Planning Region Name:

Central Region

Local Workforce Development Areas within the Planning Region:

Catawba, Lower Savannah, and Midlands

Local Workforce Development Area Administrators and Contact Information:

Catawba Workforce Development Area:
Amanda Baker, Administrator
abaker@catawbacog.org

Lower Savannah Workforce Development Area:
André Anderson, Administrator
abanderson@lscog.org

Midlands Workforce Development Area:
Tammy Beagen, Administrator
tbeagen@midlandsworkforce.org

Central WIOA Regional Map



Attachment A: Regional Plan Requirements

The regional plan serves as an action plan to develop, align, and integrate service delivery strategies and resources among multiple local workforce development areas (LWDAs) within a region. Local Workforce Development Boards (LWDBs) and chief elected officials (CEOs) in each planning region are required to engage in a regional planning process that results in the preparation and submission of a single regional plan. Regional plans must incorporate the local plans for each LWDA within the planning region. The following guiding principles must be considered priorities and included in responses throughout the document:

- Partnership and collaboration,
- Increased access to resources and services through the use of technology, and
- Innovation and cost efficiencies.

The regional plan must include the following:

1. A description of how each LWDA within the region was afforded the opportunity to participate in the regional planning process, along with a description of the planning process undertaken to produce the regional plan. The description must include how the CEOs and LWDBs were involved in the development of the plan.

Engagement of LWDAs in the Planning Process

The Central Workforce Region of South Carolina, encompassing Catawba, Lower Savannah, and Midlands Local Workforce Development Areas (LWDAs), implemented a structured and inclusive approach to ensure all LWDAs participated in the regional planning process:

- **Preliminary Outreach:** Each LWDA was invited to engage through an initial orientation session, where the purpose and scope of the regional planning process were explained.
- **Regular Meetings:** Bi-monthly planning meetings allowed LWDA directors and key staff to share insights, challenges, and priorities for their respective areas.
- **Stakeholder Surveys and Feedback Sessions:** Surveys were distributed to LWDA teams, partners, and service providers to capture diverse viewpoints on regional workforce needs and opportunities.

Regional Planning Process Overview

The planning process for the Central Workforce Region was comprehensive and collaborative:

- **Data Collection and Analysis:** The region conducted labor market analyses to identify trends in employment, industries, and workforce demographics. The data was shared with LWDAs to ensure informed contributions.
- **Joint Strategy Sessions:** Representatives from all LWDAs participated in facilitated sessions to discuss regional challenges, such as workforce shortages and industry demands, and identify shared strategies. The Regional Sector Partnership provided additional insight from key manufacturing employers and service provide

stakeholders.

- **Drafting and Iteration:** A draft regional plan was developed and circulated among all participating LWDA's for review and input. Feedback was incorporated to address local nuances while maintaining regional cohesion.
- **Public Comment Period:** After internal reviews, the draft plan was shared publicly for broader stakeholder input, ensuring transparency and inclusivity.

Involvement of CEOs and LWDBs

Chief Elected Officials (CEOs):

- CEOs were actively involved throughout the process to align workforce development goals with broader economic development strategies.
- Regular briefings and consultations ensured their input shaped key priorities and strategies in the regional plan. Coordination with each of the local area Council of Government's Comprehensive Economic Development Strategy (CEDS) plans provided additional feedback from the local elected officials.
- CEOs were provided final copies of the plan, ensuring the plan addressed both local and regional needs.

Local Workforce Development Boards (LWDBs):

- LWDBs played a critical role by participating in strategy workshops and regional planning meetings.
- Board members contributed insights on sector-specific workforce needs, partnerships, and innovative solutions.
- LWDBs reviewed the draft plan during regular Board and Committee meetings, offering feedback and ensuring alignment with local workforce plans.

Outcomes of the Planning Process

The regional planning process successfully:

- **Fostered collaboration among LWDA's, promoting shared goals and resource alignment.**
- **Engaged CEOs and LWDBs in shaping a comprehensive, data-driven regional workforce strategy.**
- **Resulted in a cohesive regional plan that supports workforce development priorities across the Central Workforce Region while addressing local challenges and opportunities.**

2. 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 must include the following:
 - 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.

In-Demand Industry Sectors and Occupations

Industry Snapshot

The largest sector in the Central WIOA is Health Care and Social Assistance, employing 88,096 workers. The next-largest sectors in the region are Retail Trade (73,017 workers) and Manufacturing (61,064). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Utilities (LQ = 1.57), Public Administration (1.45), and Finance and Insurance (1.21).

Total Workers for Central WIOA by Industry



Source: Jett208
 Date as of 2024Q1
 Note: Figures may not sum due to rounding.

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q4 with preliminary estimates updated to 2024Q1.

Sectors in the Central WIOA with the highest average wages per worker are Management of Companies and Enterprises (\$105,173), Utilities (\$103,693), and Professional, Scientific, and Technical Services (\$88,454). Regional sectors with the best job growth (or most moderate job losses) over the last 5 years are Health Care and Social Assistance (+7,570 jobs), Transportation and Warehousing (+5,074), and Professional, Scientific, and Technical Services (+3,738).

Over the next 5 years, employment in the Central WIOA is projected to expand by 29,231 jobs. The fastest growing sector in the region is expected to be Management of Companies and Enterprises with a +2.1% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+6,258 jobs), Professional, Scientific, and Technical Services (+2,495), and Accommodation and Food Services (+2,477).

Occupation Snapshot

The largest major occupation group in the Central WIOA is Office and Administrative Support Occupations, employing 87,561 workers. The next-largest occupation groups in the region are Sales and Related Occupations (62,433 workers) and Transportation and Material Moving Occupations (61,088). High location quotients (LQs) indicate occupation groups in which a region has high concentrations of employment compared to the national average. The major groups with the largest LQs in the region are Production Occupations (LQ = 1.18), Protective Service Occupations (1.18), and Office and Administrative Support Occupations (1.10).

Occupation groups in the Central WIOA with the highest average wages per worker are Management Occupations (\$117,100), Legal Occupations (\$100,900), and Healthcare Practitioners and Technical Occupations (\$98,600). The unemployment rate in the region varied among the

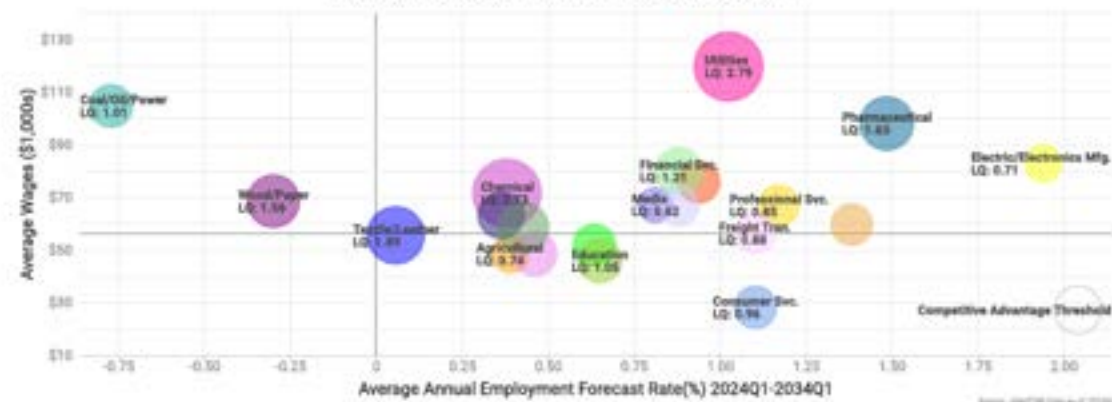
major groups from 0.8% among Legal Occupations to 5.0% among Transportation and Material Moving Occupations.

Over the next 5 years, the fastest growing occupation group in the Central WIOA is expected to be Healthcare Support Occupations with a +1.8% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Transportation and Material Moving Occupations (+3,855 jobs) and Management Occupations (+2,640). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (55,923 jobs) and Office and Administrative Support Occupations (49,737).

Industry Clusters

A cluster is a geographic concentration of interrelated industries or occupations. The industry cluster in the Central WIOA with the highest relative concentration is Utilities with a location quotient of 2.79. This cluster employs 8,466 workers in the region with an average wage of \$119,777. Employment in the Utilities cluster is projected to expand in the region about 1.0% per year over the next ten years.

Industry Clusters for Central WIOA as of 2024Q1

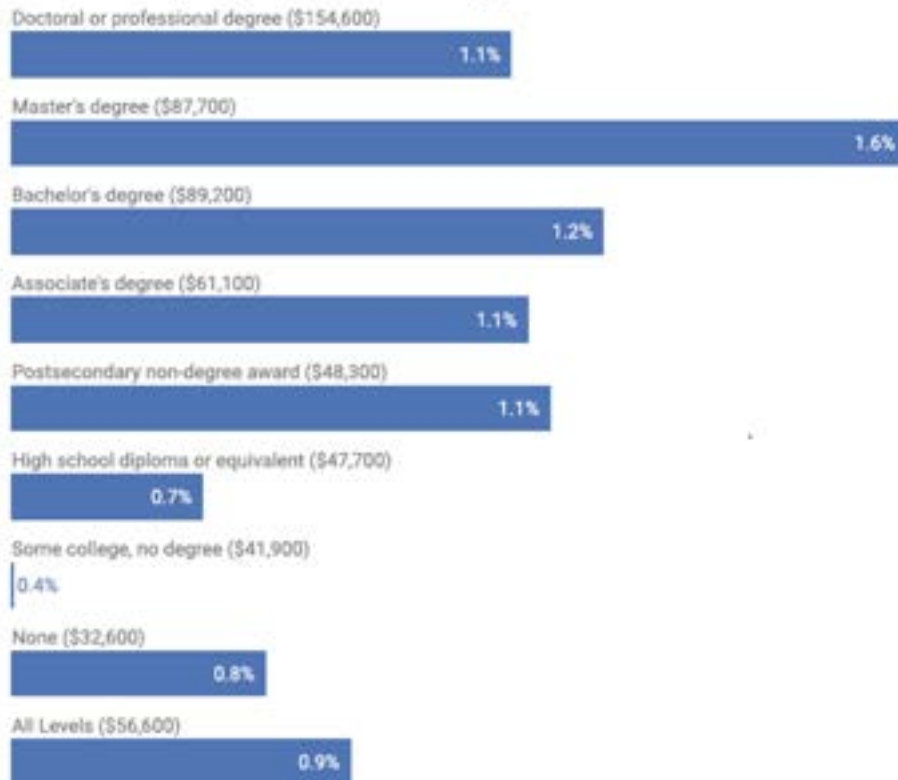


Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics, imputed where necessary, and updated through 2023Q4 with preliminary estimates updated to 2024Q1. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

Education Levels

Expected growth rates for occupations vary by the education and training required. While all employment in the Central WIOA is projected to grow 0.9% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 1.1% per year, those requiring a bachelor's degree are forecast to grow 1.2% per year, and occupations typically needing a 2-year degree or certificate are expected to grow 1.1% per year.

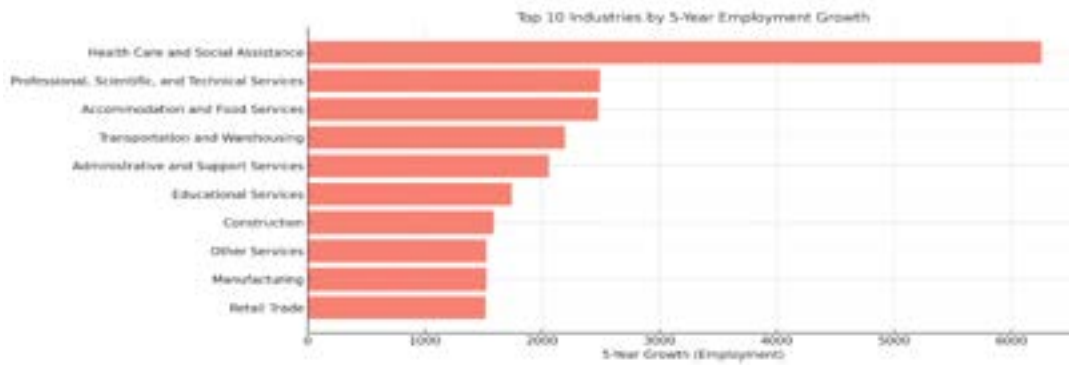
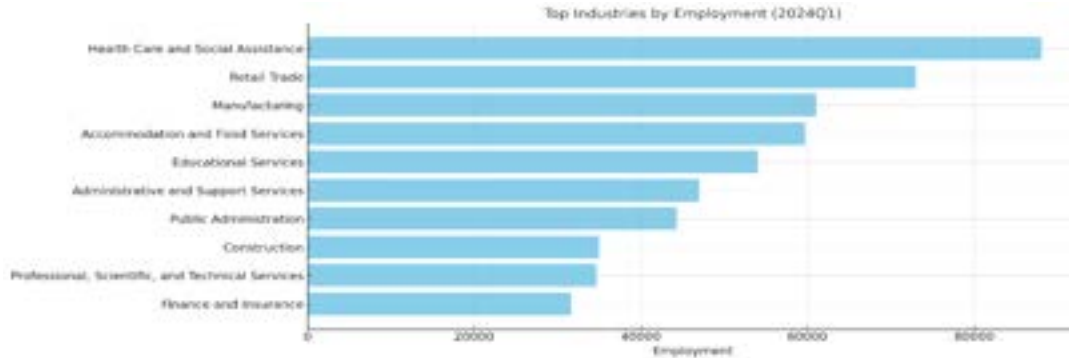
Annual Average Projected Job Growth by Education Levels



Source: JobsEQ®
Data as of 2024Q1

Employment by occupation data are estimates as of 2024Q1. 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.

Top Industries by Employment
 Industries ranked by current employment size.
 Wage Distribution
 Average annual wages per industry.
 5-Year Forecast Growth
 Industries with the highest employment growth projection.



Top Industries by Employment:

- Highlights industries like Health Care and Social Assistance and Retail Trade as the largest employers.

Average Annual Wages by Industry:

- Shows wage disparities across industries, with Management of Companies and Utilities offering the highest wages.

Top 10 Industries by 5-Year Employment Growth:

- Projects Health Care and Social Assistance as a leading growth sector, followed by Professional, Scientific, and Technical Services.

[Source: JobsEQ®](#)

Data as of 2024Q1

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

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Knowledge and Skills Needed to Meet Employer Needs

Hard Skills:

Technical proficiencies such as certifications, software, or equipment skills.

Soft Skills:

Communication, problem-solving, leadership, etc.

Credentials:

Degrees, certifications, or credentials employers prioritize.

Gap Analysis:

Compare current workforce skills against employer needs to highlight skill gaps.

The chart below tracks the unemployment rate in the Central WIOA region compared to South Carolina and the United States, with key observations as of September 2024:

1. Current Unemployment Rate:

- The Central WIOA region's unemployment rate was **4.6%**, higher than the national rate of **3.9%** and slightly above South Carolina's rate of **4.5%**.

2. Year-Over-Year Increase:

- A significant increase occurred over the past year, with the Central WIOA region's unemployment rate rising from **2.8% in September 2023** to the current **4.6%**.

3. Historical Trends:

- The chart shows a decline in unemployment rates from 2015 until the peak during the pandemic (2020).
- After the spike in unemployment during COVID-19, rates trended downward but recently experienced a slight rise in 2024.

4. Comparison to State and National Rates:

- While the Central WIOA region generally tracked closely with South Carolina and the U.S., it now shows a slight divergence, with unemployment higher than both.

The chart below highlights percentage-based data such as population demographics, economic metrics, educational attainment, and housing and social factors.

Demographics:

- Gender distribution is fairly balanced between males and females.
- Age distribution shows significant representation in the working-age groups, particularly ages 25-44.
- Race and ethnicity data highlight diversity, with the majority being White, followed by Black or African American and Hispanic or Latino populations.

Labor Force Metrics:

- Strong labor force participation rate, particularly in the prime working age (25-54 years).
- Veterans' labor force participation and representation are notable.
- Mean commute time is highlighted, with a small percentage commuting via public transportation.

Education Levels:

- Most residents have a high school diploma or some college education.
- A smaller percentage hold associate's, bachelor's, or postgraduate degrees.

Housing and Economic Indicators:

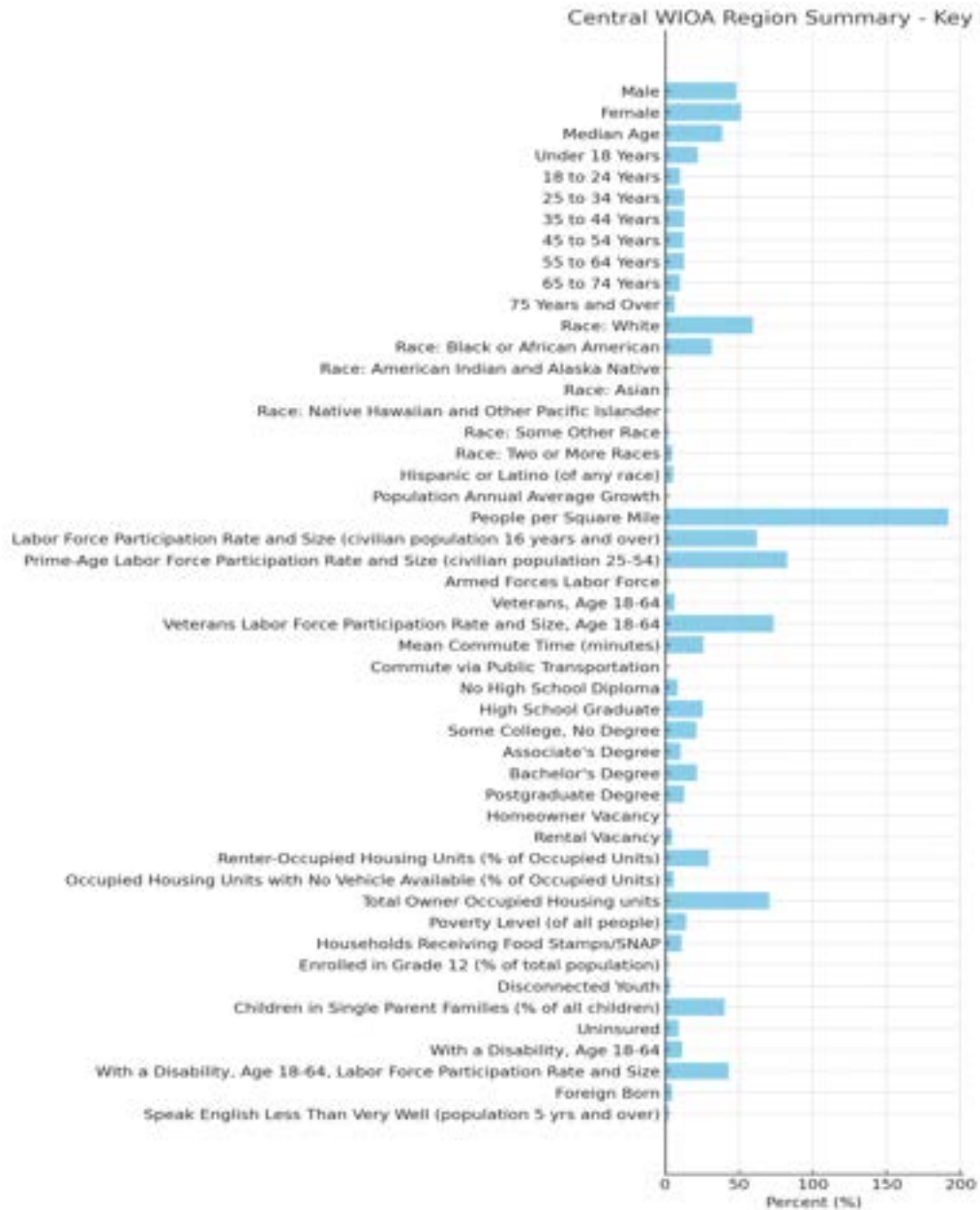
- Rental and homeowner vacancy rates are reported.
- A portion of households lacks vehicles, and poverty levels are noted.

Vulnerable Populations:

- Indicators for children in single-parent families, uninsured populations, and those receiving food stamps/SNAP are provided.
- Data on people with disabilities, disconnected youth, and foreign-born residents are included.

Language and Accessibility:

- A small percentage of the population speaks English less than very well.



Source: JobsEQ®

1. American Community Survey 2018-2022, unless noted otherwise
2. Median values for certain aggregate regions (such as MSAs) may be estimated as the weighted averages of the median values from the composing counties.
3. Disconnected Youth are 16-19-year old's who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force.
4. Census Population Estimate for 2023, annual average growth rate since 2013. Post-2019 data for Connecticut counties are imputed by Chmura.
5. The Census's method for calculating median house values changed with the 2022 data set, so pre-2022 values are not directly comparable with later data.

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The chart below illustrates wage trends in the Central WIOA region compared to South Carolina and the United States, with data as of 2024 Q1:

1. **Current Average Wages:**
 - The average annual wage in the Central WIOA region was **\$56,451**, lower than the national average of **\$70,857**.
2. **Wage Growth:**
 - Wages in the region grew by **2.7%** over the past year, slightly below South Carolina’s growth rate of **3.0%** but higher than the national rate of **2.3%**.
3. **Historical Trends:**
 - The chart shows fluctuations in wage growth over time, with periods of higher growth peaking around 2021, followed by a general decline in growth rates leading into 2024.
4. **Regional Comparison:**
 - While the Central WIOA region closely tracks South Carolina in terms of growth trends, it consistently remains below the national average in terms of wage levels.

Wage Trends

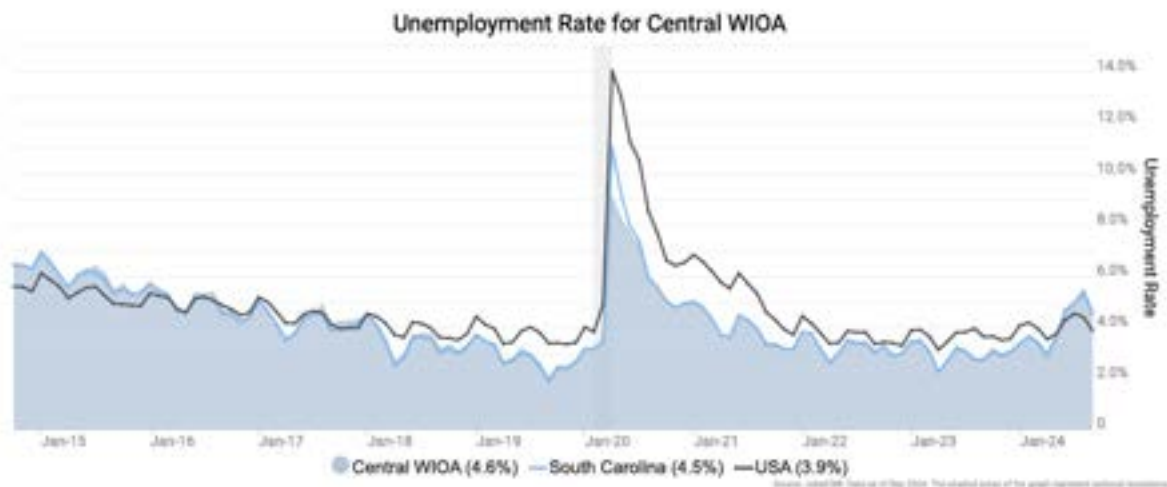
The average worker in the Central WIOA earned annual wages of \$56,451 as of 2024Q1. Average annual wages per worker increased 2.7% in the region over the preceding four quarters. For comparison purposes, annual average wages were \$70,857 in the nation as of 2024Q1.



Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q4 with preliminary estimates updated to 2024Q1.

Unemployment Rate

The unemployment rate for the Central WIOA was 4.6% as of September 2024. The regional unemployment rate was higher than the national rate of 3.9%. One year earlier, in September 2023, the unemployment rate in the Central WIOA was 2.8%.



Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through September 2024.

3. A description of plans for the development and implementation or expansion of sector initiatives for in-demand industry sectors or occupations for the region. Regions should consider the following:
 - Current in-demand industry sectors and occupations within the region;
 - The status of regional collaboration in support of the sector initiatives;
 - Current sector-based partnerships within the region;
 - Data-driven sector priorities within the region;
 - The extent of business involvement in current initiatives; and
 - Potential public-private partnerships in the region to support sector strategies.

Total - All Industries
Central WIOA – 2024Q1

EMPLOYMENT



660,439

Regional employment / 164,954,062 in the nation

WAGES

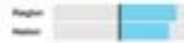


\$56,451

Avg Wages per Worker / \$70,857 in the nation

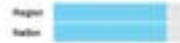
1.4% ↑

Avg Ann % Change Last 10 Years / +1.3% in the U.S.



100.0%

% of Total Employment / 100.0% in the U.S.



3.6% ↑

Avg Ann % Change Last 10 Years / +3.3% in the U.S.



TOP OCCUPATION GROUPS



TOP INDUSTRIES

Avg Ann % Change in Employment, Last 10 Years

1.9% ↑



Health Care and Social Assistance

0.9% ↑



Retail Trade

0.9% ↑



Manufacturing

Industry Snapshot

EMPLOYMENT



WAGES



| 2-Digit Industry | Empl | Avg Ann Wages | IQ | 5yr History | Annual Demand | Forecast Ann Growth |
|--|----------------|-----------------|-------------|-------------|---------------|---------------------|
| Health Care and Social Assistance | 88,096 | \$40,532 | 0.90 | | 9,868 | 1.4% |
| Retail Trade | 73,017 | \$35,228 | 1.12 | | 10,344 | 0.4% |
| Manufacturing | 61,064 | \$70,980 | 1.16 | | 6,467 | 0.5% |
| Accommodation and Food Services | 59,728 | \$21,538 | 1.04 | | 11,062 | 0.8% |
| Educational Services | 54,013 | \$50,842 | 1.02 | | 5,436 | 0.6% |
| Administrative and Support and Waste Management and Remediation Services | 46,982 | \$50,571 | 1.15 | | 5,808 | 0.9% |
| Public Administration | 44,275 | \$58,515 | 1.45 | | 4,268 | 0.4% |
| Construction | 34,953 | \$66,299 | 0.88 | | 3,341 | 0.9% |
| Professional, Scientific, and Technical Services | 34,699 | \$88,454 | 0.72 | | 3,325 | 1.4% |
| Finance and Insurance | 31,626 | \$83,780 | 1.21 | | 2,957 | 0.9% |
| Remaining Component Industries | 131,964 | \$68,401 | 0.87 | | 15,686 | 1.0% |
| Total - All Industries | 668,439 | \$56,451 | 1.00 | | 77,995 | 0.9% |

Employment is one of the broadest and most timely measures of a region's economy. Fluctuations in the number of jobs shed light on the health of an industry. A growing employment base creates more opportunities for regional residents and helps a region grow its population.

Since wages and salaries generally compose the majority of a household's income, the annual average wages of a region affect its average household income, housing market, quality of life, and other socioeconomic indicators.

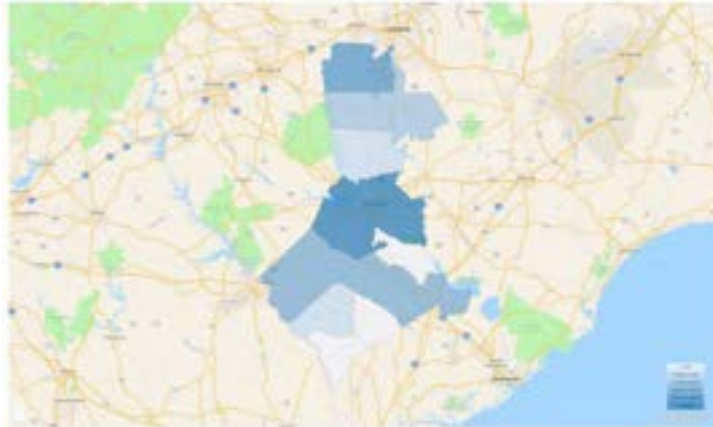
Staffing Pattern



| 6-digit Occupation | Empl | Avg Ann Wages | Annual Demand |
|---|----------------|---------------|---------------|
| Retail Salespersons | 17,094 | \$32,800 | 2,638 |
| Fast Food and Counter Workers | 16,983 | \$26,500 | 3,988 |
| Customer Service Representatives | 16,210 | \$39,100 | 2,192 |
| Laborers and Freight, Stock, and Material Movers, Hand | 16,070 | \$37,900 | 2,378 |
| Cashiers | 15,575 | \$26,700 | 2,939 |
| General and Operations Managers | 13,591 | \$114,700 | 1,267 |
| Registered Nurses | 13,419 | \$85,100 | 880 |
| Office Clerks, General | 11,745 | \$38,300 | 1,393 |
| Stockers and Order Fillers | 11,372 | \$35,300 | 2,083 |
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive | 10,786 | \$41,900 | 1,105 |
| Remaining Component Occupations | 518,275 | \$68,100 | 59,959 |
| Total | 668,441 | | |

The mix of occupations points to the ability of a region to support an industry and its flexibility to adapt to future demand. Industry wages are a component of the cost of labor for regional employers.

Geographic Distribution



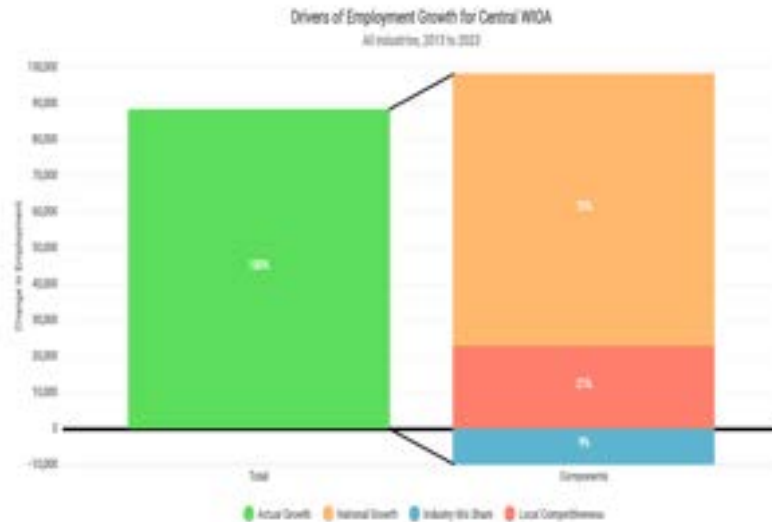
| Region | Empl | Region | Empl |
|-----------------------------------|---------|----------------------------------|--------|
| Richland County, South Carolina | 258,278 | Lancaster County, South Carolina | 30,582 |
| Lexington County, South Carolina | 340,980 | Chester County, South Carolina | 11,100 |
| Fork County, South Carolina | 113,717 | Fairfield County, South Carolina | 6,589 |
| Allen County, South Carolina | 70,402 | Barnwell County, South Carolina | 5,720 |
| Orangeburg County, South Carolina | 11,156 | Calhoun County, South Carolina | 5,171 |
| | | All Others | 6,728 |

From AARP

The geographic distribution of industry employment by piece of work illustrates the impact on labor force demand and commuting patterns.

Drivers of Employment Growth

Over the ten years ending 2023, employment in Total - All Industries for the Central WIOA added 88,259 jobs. After adjusting for national growth during this period and industry mix share, the part of this employment change due to local competitiveness was a gain of 22,566 jobs—meaning this industry was more competitive than its national counterpart during this period.



From AARP
2024/1/2024

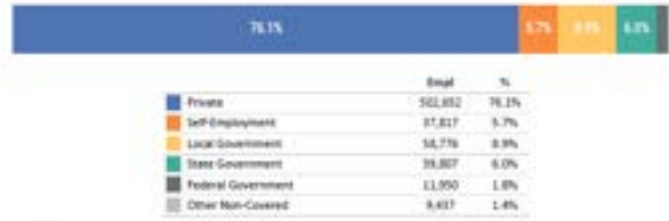
Shift-share analysis sheds light on the factors that drive regional employment growth in an industry. A positive change in local competitiveness indicates advantages that may be due to factors such as superior technology, management, and labor pool, etc.

National growth is due to the overall growth or contraction in the national economy. Industry mix share is the growth attributable to the specific industries examined (based on national industry growth patterns and the industry mix of the region).

Employment Distribution by Type

The table below shows the employment mix by ownership type for Total - All Industries for the Central WCA. Four of these ownership types — federal, state, and local government and the private sector — together constitute "Covered Employment" (employment covered by the Unemployment Insurance programs of the United States and reported via the Quarterly Census of Employment and Wages).

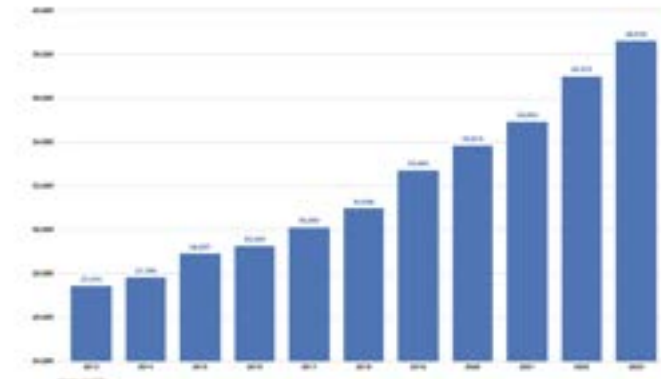
"Self-Employment" refers to unincorporated self-employment and represents workers whose primary job is self-employment (that is, these data do not include workers whose primary job is a wage-and-salary position that is supplemented with self-employment).



Strong entrepreneurial activity is indicative of growing industries. Using self-employment as a proxy for entrepreneurs, a higher share of self-employed individuals within a regional industry points to future growth.

Establishments

In 2023, there were 38,578 Total - All Industries establishments in the Central WCA (per covered employment establishment counts), an increase from 27,379 establishments ten years earlier in 2013.

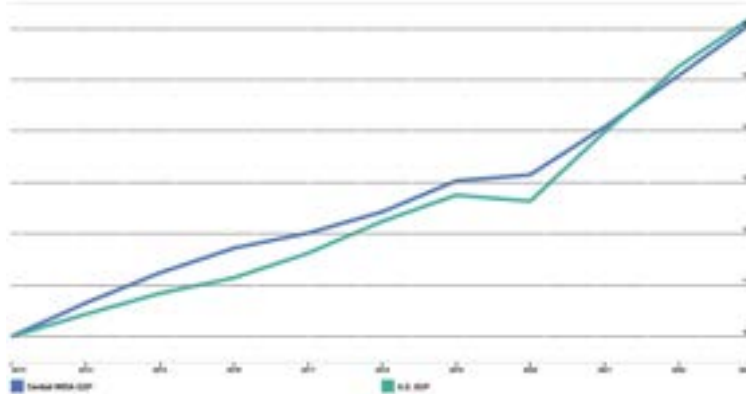


New business formations are an important source of job creation in a regional economy, spurring innovation and competition, and driving productivity growth. Establishment data can provide an indicator of growth in businesses by counting each single location (such as a factory or a store) where business activity takes place, and with at least one employee.

GDP & Productivity

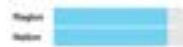
In 2023, Total - All Industries produced \$65 billion in GDP for the Central WIDA.

GDP Indexed 2013 = 100



100.0 %

Industry Share of Total GDP / 100.0 % in the nation



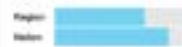
4.9 % ↑

Avg Ann % Change Last 10 Yrs / 4.9 % in the nation



\$234k

Output per Worker / \$296k in the nation



💡 Gross domestic product (GDP) is the most comprehensive measure of regional economic activity, and an industry's contribution to GDP is an important indicator of regional industry strength. It is a measure of total value-added to a regional economy in the form of labor income, proprietor's income, and business profits, among others. GDP values shown on this page are nominal GDP data.

💡 Growth in productivity (output per worker) leads to increases in wealth and higher average standards of living in a region.

Postsecondary Programs Linked to Total - All Industries

| Program | Awards |
|--|--------|
| Ferris College-Columbia | |
| Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician | 40 |
| Kenneth Stuber School of Cosmetology-Columbia | |
| Aesthetics/Esthetician and Skin Care Specialist | 81 |
| Kenneth Stuber School of Cosmetology-Rock Hill | |
| Aesthetics/Esthetician and Skin Care Specialist | 307 |
| Middle Tennessee Technical College | |
| Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician | 55 |
| Nursing Assistant/Aide and Patient Care Assistant/Aide | 37 |
| Registered Nursing/Registered Nurse | 87 |
| Orangeburg Calhoun Technical College | |
| Nursing Assistant/Aide and Patient Care Assistant/Aide | 75 |
| Southeastern Esthetics Institute | |
| Aesthetics/Esthetician and Skin Care Specialist | 435 |
| York Technical College | |
| Data Processing and Data Processing Technology/Technician | 47 |
| Nursing Assistant/Aide and Patient Care Assistant/Aide | 62 |

WIDA

💡 The number of graduates from postsecondary programs in the region identifies the pipeline of future workers as well as the training capacity to support industry demand.

💡 Among postsecondary programs at schools located in the Central WIDA, the sampling above identifies those most linked to occupations relevant to Total - All Industries. For a complete list see <https://www.wida.net/2023/03/01/030123>.

4. A description of regional service strategies that may be established as a result of the regionally coordinated delivery of services, including the use of cooperative service delivery agreements, when appropriate. Regions should address the following:

- Existing service delivery strategies that will be expanded, streamlined, or eliminated;
- New service strategies necessary to address regional education and training needs;
- Strategies to address geographic advantages;
- Approaches to improve services to individuals with disabilities, veterans, youth in or aged out of the foster care system, offenders, or other hard-to-serve populations;
- Strategies to connect the unemployed with work-based learning opportunities; and
- Strategies to integrate existing regional planning efforts among core partners.

Existing Service Delivery Strategies

- **Strengthen collaboration with industries like Healthcare, Retail Trade, and Manufacturing to expand apprenticeship and on-the-job training opportunities.**
- **Enhance virtual service delivery platforms to improve access to career counseling, training, and job placement services.**
- **Streamline:**
 - **Consolidate overlapping programs across partners to simplify access and reduce administrative barriers.**
 - **Use a centralized data-sharing system to improve case management among core partners.**
- **Eliminate:**
 - **Discontinue underperforming programs or those with low enrollment and reallocate resources to high-demand industries like Professional Services or Construction.**

New Service Strategies

- **Develop training aligned with emerging skills in sectors like Transportation and Warehousing and Technology (e.g., logistics and IT certifications).**
- **Partner with local educational institutions to create micro-credential programs for in-demand technical skills.**
- **Address soft skills gaps by incorporating employability workshops into job-readiness programs.**

Strategies to Address Geographic Advantages

- **Leverage the region's proximity to major transportation hubs to promote careers in Transportation, Warehousing, and Distribution.**
- **Partner with regional economic development councils to attract businesses to underserved areas, creating localized training pipelines.**
- **Expand broadband access to rural areas to support remote work opportunities and online training.**

Approaches to Improve Services for Hard-to-Serve Populations

- **Individuals with Disabilities:**

- Expand partnerships with vocational rehabilitation services to create more inclusive training and job placement programs.
- Veterans: Increase veteran-specific hiring fairs and partnerships with employers offering veteran preferences.
- Foster Youth: Offer mentorship programs and financial incentives for employers hiring youth aged out of the foster care system.
- Offenders: Implement re-entry programs focused on certifications in trades such as construction and manufacturing.
- General Hard-to-Serve Populations: Increase outreach through community organizations to connect individuals with wraparound services like housing, transportation, and childcare.

Strategies to Connect the Unemployed with Work-Based Learning Opportunities

- Expand subsidized internships, apprenticeships, and transitional job programs, particularly in growth sectors such as Healthcare, Construction, and Transportation.
- Incentivize employers to offer work-based learning by providing tax credits or wage reimbursement.
- Integrate career coaching with work-based learning placements to improve retention and skill development.

Strategies to Integrate Existing Regional Planning Efforts

- Align workforce development goals with regional economic development plans to ensure coordinated efforts among business, education, and government partners.
- Develop a shared vision and performance metrics among core partners to track progress and align resource allocation.
- Hold regular cross-agency planning sessions to avoid duplication of efforts and identify shared priorities.

5. A description of any administrative cost arrangements that currently exist or that will be established within the region, including the pooling of funds for administrative costs, as appropriate. Regions should address the following:

- Current or proposed resource leveraging agreements and

Current or Proposed Resource Leveraging Agreements

Existing Agreements:

- **Workforce Innovation and Opportunity Act (WIOA) Core Partners:**
 - Leverage funding and resources from Title I (Adult, Dislocated Worker, and Youth Programs), Title II (Adult Education), Title III (Wagner-Peyser Employment Services), and Title IV (Vocational Rehabilitation Services).
 - Utilize shared funding for job fairs, recruitment events, and workforce training initiatives.
- **Industry-Specific Partnerships:**
 - Collaborate with healthcare systems and manufacturing companies to co-fund apprenticeship programs and skills training.

- Partnerships with transportation and logistics companies to create subsidized certifications in trucking, logistics, and supply chain management.

Proposed Resource Leveraging Agreements:

- **Education-Workforce Collaboration:**
 - Partner with technical colleges and universities to pool resources for creating career-specific credentialing programs tailored to local industry needs.
 - **Public-Private Partnerships:**
 - Engage regional employers to co-invest in work-based learning programs, such as internships and on-the-job training.
 - Utilize grants and matching funds from organizations like the South Carolina Department of Commerce and private foundations.
 - **Shared Facilities and Technology:**
 - Co-locate career center offices with partner agencies to reduce overhead costs and improve accessibility.
 - Develop shared digital platforms for virtual job coaching, training, and application systems to minimize duplication of effort.
- The establishment of a process to evaluate cost sharing arrangements.

Establishment of a Process to Evaluate Cost-Sharing Arrangements

1. Define Shared Costs

- Identify cost categories eligible for sharing (e.g., staffing, facilities, technology, training resources).
- Separate direct costs (e.g., program-specific) from infrastructure costs (e.g., administrative overhead).

2. Create a Cost Allocation Framework

- Use a proportional allocation model based on service usage, staffing levels, or enrollment data to determine partner contributions.
- Establish a written agreement specifying the methodology, partner roles, and timelines.

3. Implement Transparent Reporting

- Develop a quarterly reporting system to track partner contributions, expenses, and resource utilization.
- Use shared dashboards for real-time monitoring and data-driven adjustments.

4. Regular Evaluation Process

- Schedule annual reviews of cost-sharing arrangements to assess:
 - Alignment with workforce priorities.
 - Effectiveness of funding utilization.
 - Equity among partners based on services rendered and outcomes achieved.
- Make recommendations for adjustments or renegotiations based on performance data and feedback from partners.

5. Continuous Improvement

- Engage an external auditor or mediator periodically to ensure transparency and compliance with federal/state funding guidelines.
- Facilitate biannual meetings among core partners to discuss cost-sharing challenges, opportunities, and process improvements.

This systematic approach ensures that resource leveraging is optimized, cost-sharing is equitable, and all partners are held accountable to their commitments.

6. A description of how transportation, access to childcare, or other supportive services are coordinated within the region, as appropriate. Regions should address the following:
 - How the provision of transportation or other supportive services could be enhanced regionally;
 - What organizations currently provide or could provide supportive services; and
 - Establishing a process to promote coordination of the delivery of supportive services.

To address the coordination of transportation, childcare, and other supportive services within the region, it is essential to focus on the current landscape and opportunities for improvement. Below is an outline that can help address the key aspects:

Supportive Services Coordination in the Region

Current Landscape

Transportation, access to childcare, and other supportive services are critical in addressing barriers to workforce participation. In the region, these services are provided by a combination of local transit authorities, community-based organizations, and nonprofit agencies. However, gaps in accessibility, funding, and coordination between service providers remain a challenge.

Enhancement of Supportive Services Regionally

- **Integrated Planning:** Develop regional partnerships between transportation authorities, childcare providers, and workforce development agencies to align services with workforce demands.
- **Resource Mapping:** Create a comprehensive inventory of existing supportive services and identify areas with insufficient coverage or underutilized resources.
- **Innovative Solutions:** Explore creative solutions, such as:
 - Employer-sponsored transportation programs.
 - Micro-transit or ride-sharing partnerships to address last-mile challenges.
 - Flexible childcare arrangements, such as on-demand or evening care, to support non-traditional work hours.

Current Providers

- **Transportation:** Public transit systems, rideshare companies, and regional transportation authorities.
- **Childcare:** Licensed childcare centers, family childcare providers, and Early Head Start/Head Start programs.
- **Other Supportive Services:** Nonprofits and community action agencies offering housing assistance, mental health services, and financial support.

Potential collaborators:

- Employers willing to subsidize or co-fund supportive services.
- Regional planning councils to integrate supportive services into development plans.
- Educational institutions providing wraparound services for families of students.

Promoting Coordination of Supportive Services

To enhance coordination and efficiency:

- **Establish a Regional Advisory Group:** Convene stakeholders, including workforce boards, transportation agencies, childcare providers, and community organizations, to guide decision-making and share best practices.
- **Develop a Referral System:** Create a centralized referral and case management system to connect individuals to supportive services quickly and effectively.
- **Shared Funding Models:** Explore joint funding opportunities, such as federal grants, to pool resources for region-wide initiatives.
- **Monitor and Evaluate:** Implement performance metrics to track usage, identify gaps, and assess the impact of coordinated services on workforce outcomes.

By fostering collaboration among stakeholders and leveraging innovative approaches, the region can reduce workforce participation barriers and promote economic mobility.

7. A description of how workforce development services are coordinated with economic development services and providers within the region. Regions should address the following:
 - Current economic development organizations engaged in regional planning and
 - Education and training providers involved with economic development.

Coordination of Workforce Development and Economic Development Services

Current Economic Development Organizations Engaged in Regional Planning

The region benefits from the active participation of several economic development organizations that play a critical role in shaping regional planning initiatives. These organizations typically include:

- **Regional Economic Development Agencies:** Focused on business recruitment, retention, and expansion to drive economic growth.
- **Chambers of Commerce:** Advocating for local businesses and workforce needs while promoting economic policies that support growth.
- **Regional Councils of Governments (COGs):** Offering planning and grant administration services for economic and community development projects.
- **State Economic Development Departments:** Providing resources, incentives, and strategic initiatives to attract new industries to the region.

These organizations collaborate on strategic initiatives such as business park development, industry cluster analysis, and infrastructure projects, which inform workforce priorities.

Education and Training Providers Involved with Economic Development

Education and training providers play a pivotal role in aligning workforce capabilities with the needs of local industries. Key contributors include:

1. **Community Colleges:** Delivering customized training programs for high-demand industries, often in partnership with employers and economic developers.

2. **Technical Colleges:** Offering skills-based certifications in areas like advanced manufacturing, IT, healthcare, and skilled trades.
3. **Universities:** Supporting economic development through research partnerships, innovation hubs, and talent pipelines for high-skill industries.
4. **K-12 School Systems:** Implementing career and technical education (CTE) programs to prepare students for future workforce demands.
5. **Workforce Training Providers:** Operating in coordination with workforce boards to offer sector-specific upskilling and reskilling programs.

Coordination Strategies

To achieve seamless integration between workforce and economic development services:

Joint Planning:

- Conduct regional labor market analyses to align workforce training with the industries targeted by economic development efforts.
- Develop a shared strategic vision that includes both workforce and economic development priorities.

Employer Engagement:

- Leverage industry partnerships to gather real-time feedback on skills gaps, emerging job trends, and workforce needs.
- Co-develop apprenticeships and on-the-job training programs tailored to high-growth sectors.

Collaborative Programs:

- Initiate sector-specific training aligned with targeted industries, such as advanced manufacturing, logistics, healthcare, or clean energy.
- Create career pathways through stackable credentials that match local economic development priorities.

Cross-Sector Partnerships:

- Establish regional Workforce and Economic Development Councils to oversee collaboration and streamline efforts.
- Use shared funding streams, such as federal grants (e.g., WIOA or EDA programs), to support joint initiatives.

Information Sharing:

- Develop a centralized database or platform to share labor market data, business intelligence, and workforce trends among stakeholders.
- Host annual summits or quarterly meetings for workforce boards, economic development agencies, and education providers to review progress and adjust strategies.

Performance Metrics:

- Evaluate outcomes based on job placement rates, business retention and expansion, and the growth of regional target industries.

Examples of Collaborative Initiatives

- **Workforce/Economic Development Grants:** Regional applications for state or federal funds to expand infrastructure, training, and employment opportunities.
- **Employer-Led Training Programs:** Partnerships between businesses and training providers to deliver tailored skill-building opportunities.
- **Workforce Hubs:** Physical or virtual centers where businesses, jobseekers, and training providers connect to drive local economic growth.

By fostering robust coordination between workforce development services and economic development efforts, the region can ensure a workforce pipeline that meets the demands of both current and emerging industries.

8. A description of the region's plan regarding coordination of local performance negotiations. Each LWDA will continue to negotiate performance goals with the state and will remain ultimately responsible for ensuring performance meets or exceeds the agreed upon goals.

Plan for Coordination of Local Performance Negotiations in the Central Workforce Region

To ensure that the Central Workforce Region meets or exceeds performance goals, the region will implement a coordinated approach involving collaboration among Local Workforce Development Areas (LWDAs), the regional workforce board, and the state. The strategy will emphasize alignment, accountability, and continuous improvement.

Regional Coordination Plan

1. **Establish a Regional Coordination Framework:**
 - **Performance Alignment:** Convene representatives from all LWDAs within the region to review state and federal performance expectations under WIOA. Align these expectations with regional economic and workforce priorities.
 - **Data Sharing:** Utilize a shared regional data platform to analyze historical performance, labor market trends, and demographic factors influencing goal achievement.
2. **Collaborative Goal-Setting Process:**
 - **Pre-Negotiation Meetings:** Conduct preparatory meetings within the region to unify strategies before state negotiations. These meetings will focus on:
 - Identifying realistic yet ambitious performance targets.
 - Addressing anticipated challenges (e.g., shifts in the labor market or economic disruptions).
 - Establishing a unified voice for regional priorities.
 - **Feedback Mechanisms:** Incorporate feedback from workforce stakeholders, including training providers, employers, and community organizations, to ensure negotiated goals are both achievable and impactful.
3. **Support and Capacity-Building:**
 - **Technical Assistance:** Provide training for LWDA staff on negotiation strategies, performance metrics, and the factors influencing performance outcomes.

- **Resource Sharing:** Develop toolkits or templates for LWDAs to use during negotiations, ensuring consistency and leveraging best practices across the region.
- 4. Monitoring and Accountability:**
 - **Regular Check-Ins:** Implement quarterly regional performance review meetings where LWDAs report progress, share successes, and discuss areas needing improvement.
 - **Real-Time Adjustments:** Use data-driven insights to adjust strategies mid-cycle to address underperformance in specific metrics.
 - **Regional Peer Support:** Establish a mentorship program where high-performing LWDAs support those facing challenges in specific areas.
- 5. Continuous Improvement:**
 - **Performance Analysis:** Conduct an annual review of regional performance outcomes to identify trends, successes, and lessons learned.
 - **Innovation Sharing:** Promote innovative practices from LWDAs that achieve or exceed performance goals to encourage adoption region-wide.

Roles and Responsibilities

- **Local Workforce Development Areas (LWDAs):**
 - Maintain autonomy in negotiating specific performance goals with the state.
 - Share progress and challenges with the regional board to foster transparency and collaboration.
- **Regional Workforce Board:**
 - Facilitate coordination among LWDAs.
 - Act as a liaison between LWDAs and the state for regional performance issues.
 - Offer guidance and support to ensure alignment with regional workforce strategies.
- **State Workforce Agency:**
 - Provide data, benchmarks, and guidance to inform local negotiations.
 - Offer technical assistance and feedback during and after the negotiation process.

Outcomes

This coordinated approach will:

- Ensure all LWDAs have the tools and resources needed to meet or exceed performance goals.
- Strengthen regional alignment with state and federal workforce objectives.
- Enhance the efficiency and effectiveness of workforce programs, driving better outcomes for job seekers and employers.

Local Workforce Development Boards:

Catawba Workforce Development Board
_____, Chair

Signature Date

Midlands Workforce Development Board
Reginald Murphy, Chair

Signature Date

Lower Savannah Workforce Develop. Board
_____, Chair

Signature Date

Local Grant Recipient Signatory Officials:

Catawba Workforce Development Area
_____, _____
Name Title

Signature Date

Midlands Workforce Development Area
D. Britt Poole, Executive Director
_____, _____
Name Title

Signature Date

Lower Savannah Workforce Develop. Area
_____, _____
Name Title

Signature Date

Regional Plan Comments:

| Comment 1 | |
|----------------------------|--|
| Originating Entity: | |
| Comment: | |
| Comment 2 | |
| Originating Entity: | |
| Comment: | |
| Comment 3 | |
| Originating Entity: | |
| Comment: | |
| Comment 4 | |
| Originating Entity: | |
| Comment: | |

**Workforce Innovation and Opportunity Act
Local Plan
July 1, 2024 – June 30, 2028**

Local Workforce Development Area:

Midlands

Counties within the Local Workforce Development Area:

Fairfield, Lexington and Richland

Local Workforce Development Area Administrator and Contact Information:

Tammy Beagen

tbeagen@midlandsworkforce.org

Attachment B: Local Plan Requirements

The local plan serves as a four-year action plan to develop, align, and integrate local workforce development area (LWDA) service delivery strategies with those that support the state's strategic and operational goals. In partnership with the chief elected officials (CEOs), each local workforce development board (LWDB) must develop and submit a local plan to identify and describe the policies, procedures, and activities that are carried out in the LWDA, consistent with the strategic vision and goals outlined in the WIOA State Plan and the respective regional plan.

In alignment with South Carolina's Unified State Plan (resulting from South Carolina's Act 67 of 2023), the Program Years (PYs) 2024 – 2027 WIOA State Plan vision is to achieve and sustain South Carolina's workforce potential. The plan focuses on the following priorities:

1. Develop and create an effective customer-driven workforce system through the alignment of programs and policies, the use of leading-edge technology, and high-quality staff.
2. Prepare jobseekers for priority occupations through relevant training and skills acquisition, and match jobseekers to open employer positions.
3. Improve the education and workforce infrastructure network to decrease obstacles to work in order to improve recruitment and retention of workers, which is necessary to maintain economic development competitiveness.
4. Create alignment between the workforce development system and the South Carolina agencies and organizations directing implementation of the Infrastructure Investments and Jobs Act of 2021 (IIJA), Inflation Reduction Act of 2022 (IRA), and CHIPS and Science Act of 2022 funding.

The following guiding principles must be considered priorities and included in responses throughout the LWDA's PYs 2024 – 2027 Local Plan:

- Partnership and collaboration,
- Increased access to resources and services through the use of technology, and
- Innovation and cost efficiencies.

The local plan must include:

| | |
|--------------|---|
| Section I: | Workforce and Economic Analysis |
| Section II: | Strategic Vision and Goals |
| Section III: | LWDA 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 must include the following:

- 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.

For many years, workforce data has been the cornerstone of planning processes in the Midlands Area, predating both WIOA and WIA. The five-year priorities, goals, and plans for the Midlands Area are centered on an analysis of current and emerging trends that will influence the needs of employers. To inform our planning update, we have assessed and incorporated refreshed data, both as a Local Workforce Development Area and as a participant in the Central Region.

Our examination of data encompasses various factors, including existing and emerging in-demand industry sectors and occupations, employment needs expressed by employers, the knowledge and skills required to fulfill those needs, the current workforce situation in the area and region, and the available education and training providers and opportunities. The tables and analyses have been developed using the most recent data available as of November 2024. Furthermore, we aim to incorporate informal information sources that provide real-time insights whenever possible, such as Rapid Response Notifications, Economic Development Communications, and local media. Key data sources include SCDEW Labor Market Information, JobsEQ (Chmura), and 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 of the knowledge and skills relevant to the employment needs of the region follows the established format and data usage from previous plans;

however, in the current landscape, we are seeking to identify shifts and indicators of change.

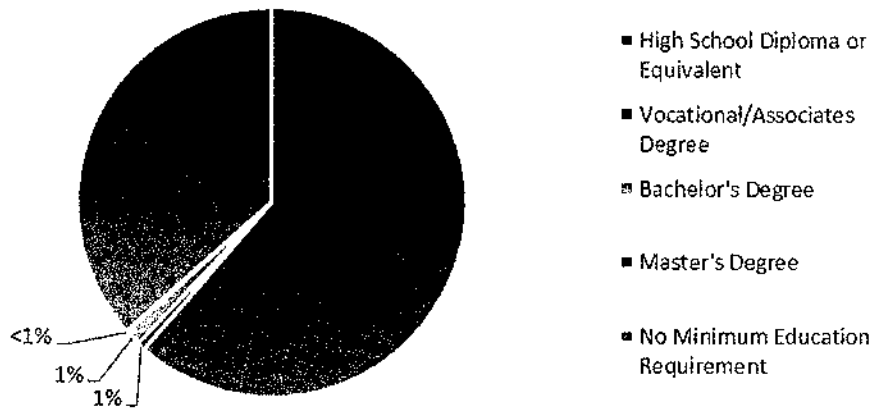
Data evaluation reveals that employment trends in the Midlands have remained stable over the past few years, particularly concerning in-demand occupations. The Area is committed to evaluating alignment to ensure that the WIOA program and resources are effectively connected to priority sectors.

The Midlands Area is home to numerous educational institutions and training providers, including the primary campus of the University of South Carolina, a robust technical college system, and various private providers. The availability of education and training in the Midlands is well-positioned to continue addressing the area's skill demands, as well as those in surrounding regions. While interest in training programs focused on critical growth industries is rising, there are still challenges in expanding training opportunities to meet this demand.

| | South Carolina | Midlands | USA | South Carolina | Midlands | USA |
|--|----------------|----------|-------|----------------|----------|------------|
| Educational Attainment, Age 25-64 | | | | | | |
| No High School Diploma | 9.7% | 7.6% | 10.1% | 254,785 | 28,340 | 17,373,867 |
| High School Graduate | 27.7% | 23.1% | 25.1% | 724,001 | 86,383 | 43,176,248 |
| Some College, No Degree | 20.5% | 21.7% | 19.7% | 535,585 | 81,278 | 33,916,989 |
| Associate's Degree | 10.7% | 9.8% | 9.2% | 278,858 | 36,671 | 15,886,884 |
| Bachelor's Degree | 20.1% | 23.2% | 22.4% | 524,281 | 86,920 | 38,451,123 |
| Postgraduate Degree | 11.4% | 14.6% | 13.4% | 297,294 | 54,823 | 23,058,233 |

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 and is ahead of the overall SC rate in post-secondary training in all but Associate's degree.

**Education Requirements for Midlands Region Job
Openings
Aug 10-Nov 7 2024**



Source: SCWOS Education for Job Openings

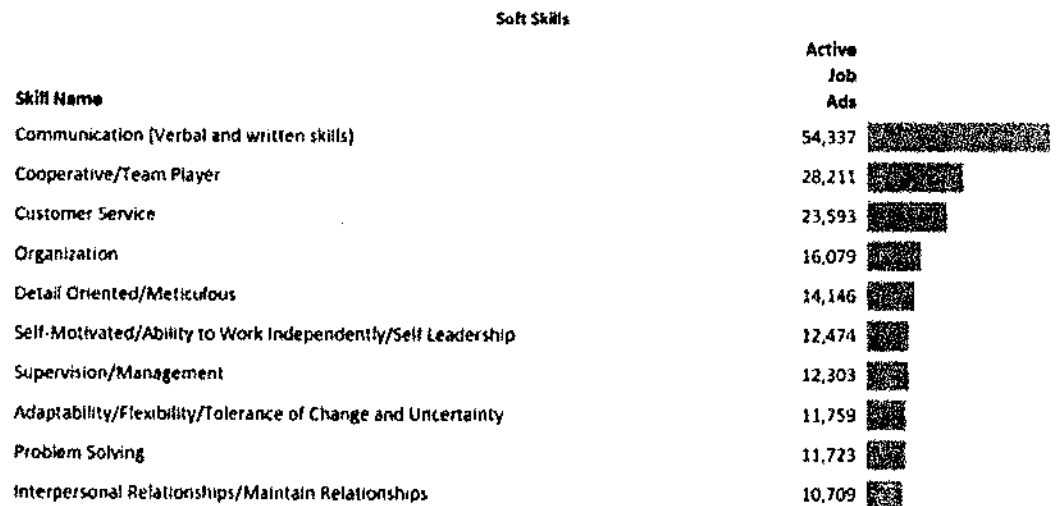
The job opening data for recent months indicates that of the jobs currently available (in the Midlands), a candidate with a high school diploma or GED would qualify for at least 61% of openings. While this is only a snapshot in time, and SCWOS listings, the education levels in the Midlands are aligned with the realities of employment requirements.

The skills necessary for jobs in the three county area according to a 2024 JobsEQ Real-Time Intelligence (RTI) data set is based upon the information from actual jobs posted. The top 10 elements are reviewed from categories include hard skills, soft skills, and certifications. This RTI from actual jobs posted gives a unique look into what employers are looking for when screening and selecting candidates.

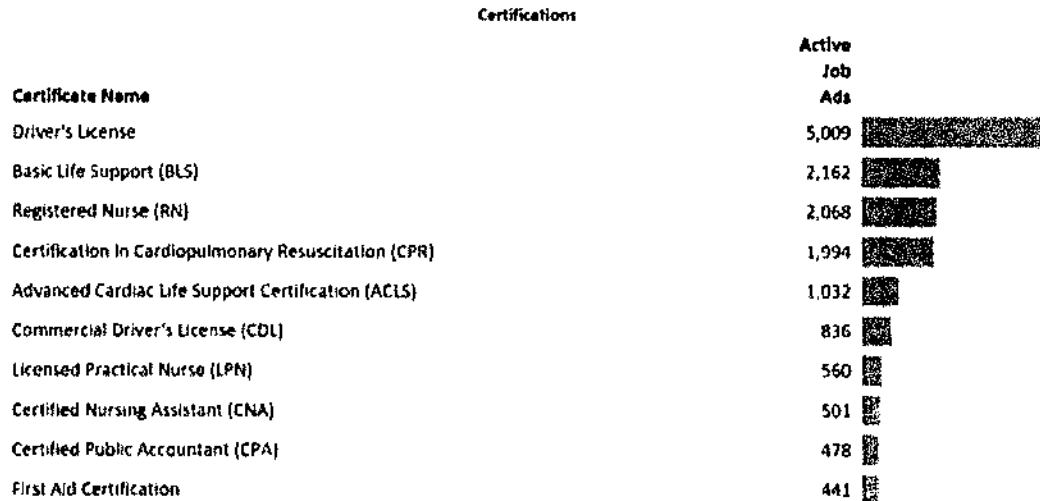
Openings by Hard Skills



Openings by Soft Skills



Openings by Certifications



The data from job postings highlights a sustained demand for computer literacy. It suggests that a foundational understanding of Microsoft software and general PC operations is essential for many roles. Similar to soft skills, these technological competencies are relevant across nearly all careers and industries. The necessity for digital literacy skills is likely to grow as technology continues to permeate various workplace environments, particularly with the increased emphasis on virtual services and telework following the pandemic.

The updated list of hard skills reflects ongoing shifts within the labor market, indicating logistics cluster trends that include both light and heavy lifting, while advanced skills such as JavaScript have seen a decline in demand. A combination of proficiency in Microsoft software along with abilities in lifting, sales, and training suggests that employers are seeking candidates who can perform multiple roles within a single position. As consumer habits evolve toward online shopping and cashless transactions, there is a rising need for more advanced skills, allowing for a broader range of industries to account for a significant portion of job openings. Consequently, the skills identified necessitate a more savvy approach from job seekers.

Soft skills, often referred to as essential skills, are increasingly recognized as vital across all sectors of the workforce. This trend has remained consistent for many years. Although there are numerous vendors, providers, and software solutions aimed at addressing this need, a singular, effective solution to bridge the gaps faced by employers is yet to be found. The recent introduction of WIN's soft skills assessment offers a means to evaluate competency; however, there has been little adoption of this tool by employers in the Midlands thus far. While the top four categories of essential soft skills remain unchanged, notable shifts have occurred in the lower-ranked skills, reflecting an evolution in workplace priorities. The overarching trend suggests a growing demand for more independent and efficient workers.

Certifications and credentials represent a distinct aspect of the Midlands economy and its diverse business landscape. This overview provides a high-level look at essential requirements that may often be overlooked when assisting individuals facing barriers to employment. A Driver's License is identified as the most critical necessity, with the remainder of the list tailored to specific jobs or industries (e.g., RN, LPN, and CPA). These credentialing requirements highlight in-demand sectors such as healthcare and distribution logistics, indicating the presence of career ladder or lattice opportunities.

- **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**

The employment trend in the Midlands indicates a strong demand for workers. Consistently, the number of job openings has outpaced the number of unemployed individuals. The top ten sectors in the Midlands generally remain stable, with only a few shifts in rankings. Manufacturing is particularly noteworthy, as it has seen a consistent rise in demand over the past five years.

However, it's important to point out that while production jobs, when looked at individually, do not show a significant growth rate, the overall growth of the manufacturing sector is tied to positions that may not be typically considered "manufacturing." These include roles in IT, maintenance, management, and construction. As the industry evolves, so too do the jobs and required skills.

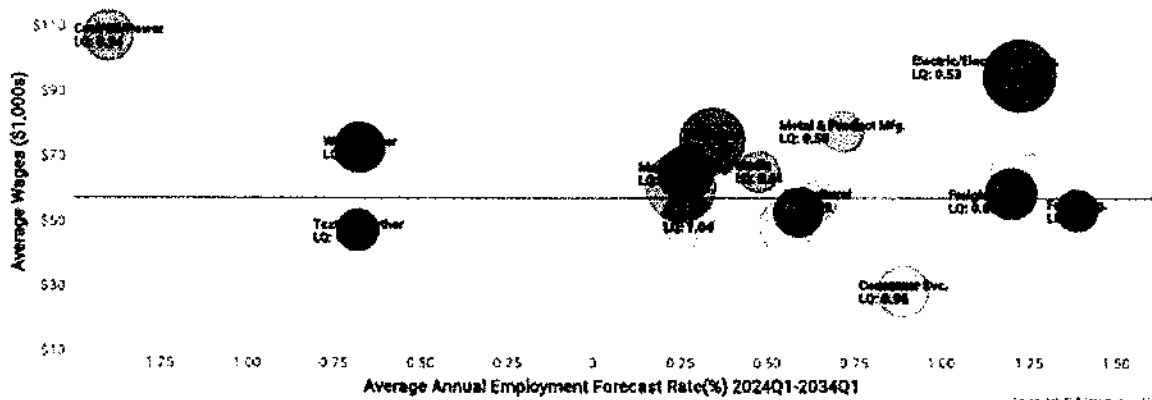
This trend reinforces the region's commitment to initially focus on manufacturing through Sector Strategy initiatives. The overall outlook for occupations with projected growth continues to support the Midlands' emphasis on business, information technology, manufacturing, healthcare, distribution/logistics, and construction.

Midlands, 2024Q1¹

| SOC | Occupation | Empl | Mean Ann Wages ² | Current | | | 5-Year History | | | 1-Year Forecast | | | | |
|---------|---|--------|-----------------------------|---------|-------------|-----------------------------|----------------|-------|--------------|-----------------|-----------|-------------|--------------|-------|
| | | | | LQ | Unempl Rate | Online Job Ads ² | Empl Change | Ann % | Total Demand | Exits | Transfers | Empl Growth | Ann % Growth | |
| 43-0000 | Office and Administrative Support | 34,870 | \$44,100 | 1.18 | 1,422 | 2.6% | 2,396 | -838 | -0.3% | 6,062 | 2,896 | 3,293 | -127 | -0.2% |
| 41-0000 | Sales and Related | 36,462 | \$47,300 | 1.07 | 1,273 | 3.4% | 3,763 | 125 | 0.1% | -4,915 | 2,169 | 2,628 | 118 | 0.3% |
| 35-0000 | Food Preparation and Serving Related | 33,074 | \$28,800 | 1.06 | 1,432 | 4.6% | 2,274 | -179 | -0.1% | 6,603 | 2,892 | 3,496 | 215 | 0.7% |
| 53-0000 | Transportation and Material Moving | 32,188 | \$42,500 | 0.93 | 1,492 | 4.8% | 1,511 | 2,930 | 1.9% | 4,594 | 1,718 | 2,502 | 373 | 1.2% |
| 29-0000 | Healthcare Practitioners and Technical | 26,318 | \$101,100 | 1.16 | 291 | 1.1% | 1,346 | 1,705 | 1.3% | 1,802 | 847 | 639 | 296 | 1.1% |
| 11-0000 | Management | 23,013 | \$114,800 | 0.87 | 381 | 1.4% | 3,262 | 3,505 | 3.1% | 2,314 | 733 | 1,222 | 239 | 1.0% |
| 13-0000 | Business and Financial Operations | 21,742 | \$77,100 | 0.85 | 498 | 2.0% | 2,301 | 2,629 | 2.6% | 1,965 | 682 | 1,085 | 198 | 0.9% |
| 25-0000 | Educational Instruction and Library | 20,477 | \$60,700 | 0.99 | 389 | 1.8% | 1,290 | 461 | 0.5% | 1,968 | 934 | 888 | 146 | 0.7% |
| 31-0000 | Production | 19,396 | \$48,200 | 0.91 | 714 | 3.8% | 736 | 184 | 0.2% | 2,138 | 837 | 1,265 | 35 | 0.2% |
| 31-0000 | Healthcare Support | 16,683 | \$35,300 | 0.92 | 398 | 2.6% | 842 | 1,423 | 1.5% | 2,566 | 1,052 | 1,249 | 263 | 1.6% |
| 49-0000 | Maintenance, Installation, and Repair | 15,862 | \$34,400 | 1.03 | 293 | 2.1% | 1,604 | 398 | 0.8% | 1,336 | 630 | 797 | 129 | 0.8% |
| 47-0000 | Construction and Extraction | 13,728 | \$30,700 | 0.78 | 332 | -4.3% | 671 | -127 | -0.2% | 1,316 | 491 | 710 | 114 | 0.8% |
| 33-0000 | Protective Service | 12,058 | \$45,700 | 1.43 | 264 | 2.4% | 430 | -215 | -0.4% | 1,367 | 390 | 742 | 33 | 0.3% |
| 37-0000 | Building and Grounds Cleaning and Maintenance | 11,391 | \$35,300 | 0.90 | 442 | 4.2% | 721 | -367 | -1.0% | 1,643 | 728 | 626 | 79 | 0.7% |
| 13-0000 | Computer and Mathematical | 9,704 | \$93,700 | 0.79 | 195 | 1.6% | 1,654 | 965 | 2.1% | 736 | 229 | 375 | 132 | 1.6% |
| 35-0000 | Personal Care and Service | 9,383 | \$35,400 | 0.98 | 333 | 3.3% | 324 | 58 | 0.1% | 1,784 | 662 | 1,020 | 102 | 1.1% |
| 21-0000 | Community and Social Service | 8,252 | \$32,700 | 1.18 | 187 | 2.1% | 1,231 | -95 | -0.2% | 807 | 321 | 398 | 88 | 1.1% |

Source: BLS, <http://www.chmuraecon.com/jobseq>

Industry Clusters for Midlands as of 2024Q1



The alignment of industry sectors and occupations between the Midlands Area and Central Region greatly enhances our planning efforts. This strong correlation allows our work as a Workforce Area to align seamlessly with local priorities in developing a regional strategy. Employment needs and growth opportunities are well-matched, as are the industries

experiencing a decline in workforce demand. Overall, the Midlands Area accounts for the largest share and percentage within the Central Region, which aligns with expectations based on population and business scale.

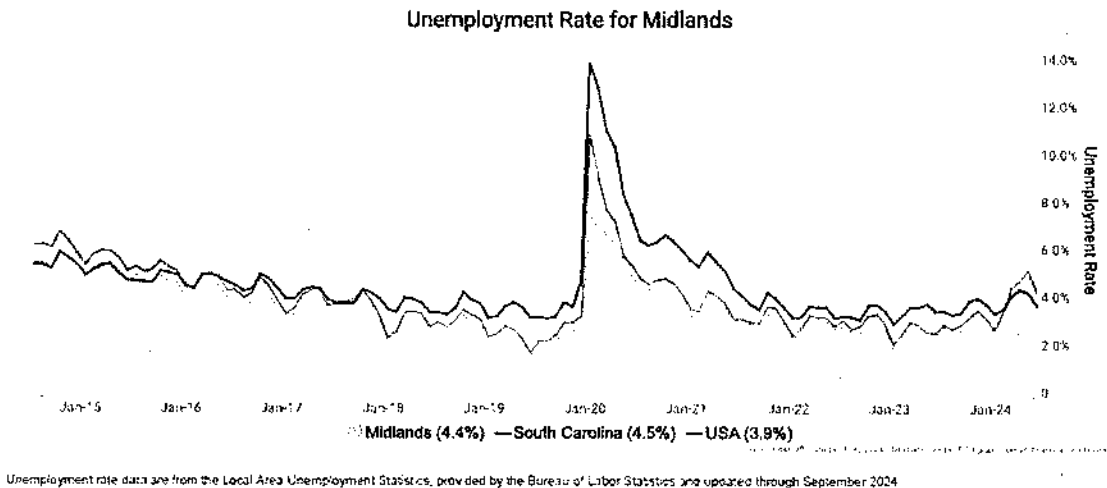
The Midlands has a historical track record of low unemployment rates, consistently remaining below both state and national averages. This trend persists even amid the recent increase in unemployment. We are actively monitoring the pool of new unemployment insurance (UI) claimants to identify targeted interventions that can swiftly reintegrate them into the workforce, whether through skills upgrade training or direct job placements.

Data regarding the skill levels of the local workforce, in relation to employment and occupations, must be developed and analyzed from various sources, as no single report sufficiently covers this topic. According to JobsEQ data reports, skills needed in high-growth areas (sectors and occupation groups) include Office and Administrative Support Occupations, which represent the largest major occupation group in the Columbia, SC MSA, closely followed by Food Preparation and Serving Related Occupations. Typically, the skills required for Office and Administrative Support can be categorized into short-term training, credential attainment, and on-the-job training (OJT). Additionally, Transportation and Material Moving positions also ranked highly in terms of job openings posted (as per JobsEQ and the Midlands LMI Community Profile) and demonstrate positive projected growth. Over the next five years, the fastest-growing skill need group in the area is expected to be in Healthcare, which includes support occupations, personal care, and practitioners/technicians. The demands for skill levels are related to, though not always directly tied to, traditional educational attainments. To bolster the workforce and address growth needs across various industries in the area, it appears that certifications, credentials, and hands-on/work-based learning experiences will remain a key focus for support in the Midlands. Currently, occupations in Food Preparation and Serving rank highly in terms of job openings and projected growth over the next five years. The region acknowledges this trend and will continue to assess data to determine whether skills development or other forms of support can yield positive outcomes for both participants and employers.

Manufacturing is of particular interest, as it continues to grow as a sector. However, we observe that when examining individual occupational data, production jobs do not necessarily exhibit significant growth on their own. Instead, the sector's overall expansion is closely tied to roles that are not traditionally associated with "manufacturing," including IT, maintenance, management, and construction. As the industry and its processes evolve, so too do the associated jobs and skills. This trend reinforces the Region's commitment to initially prioritize Manufacturing through Sector Strategy initiatives. The broader outlook on occupations with projected growth aligns with the Midlands focus on Business, Information Technology, Manufacturing, Healthcare, Distribution/Logistics, and Construction.

Unemployment Rate

The unemployment rate for the Midlands was 4.4% as of September 2024. The regional unemployment rate was higher than the national rate of 3.9%. One year earlier, in September 2023, the unemployment rate in the Midlands was 2.6%.



Expanding on the skills and education levels mentioned earlier (Educational Attainment, JobsEQ), overall education in the Midlands Area is improving. According to the Central SC Alliance, 31.7% of the population over 25 in the Columbia Metropolitan Statistical Area (MSA) holds a Bachelor's degree or higher. While this percentage is slightly lower than the national average of 36% (as reported by the US Census Bureau in 2019), it places the Midlands among the most educated MSAs in South Carolina.

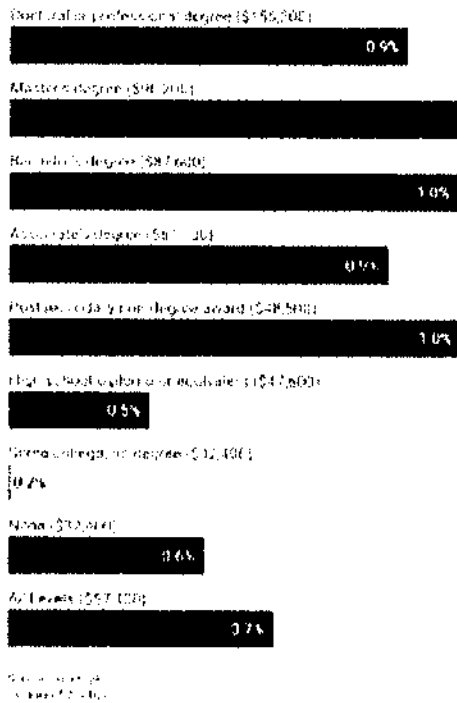
Data from JobsEQ projects that the average employment growth across all industries in the Midlands over the next ten years will be about 0.9%. Within this projection, occupations requiring a postgraduate degree are expected to grow at a rate of 0.9% per year, those requiring a bachelor's degree are forecasted to grow at 1.0% per year, and positions typically needing a 2-year degree or certificate are anticipated to grow at 0.9% per year. This indicates a slight decrease in the growth of traditional training pathways, possibly due to employers' increasing need for workers quickly.

To support this trend of rising educational levels, the Midlands Area boasts numerous established educational institutions and career training providers. This includes the primary campus of the University of South Carolina, a comprehensive technical college system with a robust curriculum, and a variety of private providers. The availability of education and training in the Midlands is well-positioned to meet local demands, as well as those in surrounding areas of the state. The main challenge lies in increasing interest in training targeted toward critical growth industries, rather than simply expanding training opportunities. Additionally, the growing reliance on distributed, distance, and e-learning methods enhances the potential for candidates and job seekers to remain competitive in the job market.

Education Levels

Expected growth rates for occupations vary by the education and training required. While all employment in the Midlands is projected to grow 0.7% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 0.9% 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 0.9% per year.

Annual Average Projected Job Growth by Education Levels



Openings by Industry

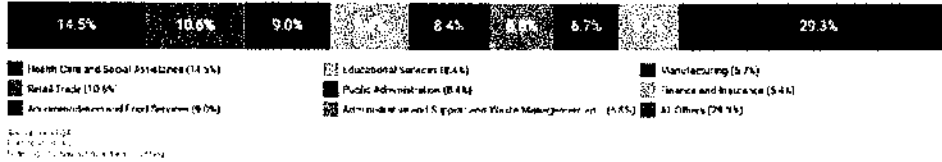
| Program Name | Active Job Ads |
|-------------------------|----------------|
| Business | 2,452 |
| Computer Science | 2,364 |
| Engineering | 2,059 |
| Business Administration | 2,050 |
| Accounting | 1,909 |
| Nursing | 1,545 |
| Finance | 1,369 |
| Information Technology | 1,231 |
| Social Work | 1,187 |
| Marketing | 799 |

Individuals with barriers to employment is a broad and diverse topic. Service to individuals with barriers is a priority in the Midlands and an area that is evolving. Additionally, the definition of a barrier can also vary. From a data analysis stand point, the available data focuses on demographics that can be clearly identified. Using the JobsEQ RTI system, a report of the Demographics Profile for the 3-county area and focusing on social elements, the Midlands Area, SC, and US data show:

Industry Snapshot

The largest sector in the Midlands is Health Care and Social Assistance, employing 55,998 workers. The next-largest sectors in the region are Retail Trade (40,778 workers) and Accommodation and Food Services (34,697). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Public Administration (LQ = 1.80), Finance and Insurance (1.61), and Utilities (1.49).

Total Workers for Midlands by Industry



Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and reported where necessary. Data are updated through 10/31/14 with preliminary estimates updated to 10/31/14.

Social

| | | | | | | |
|---|-------|-------|-------|---------|---------|------------|
| Poverty Level (of all people) | 14.7% | 14.4% | 12.5% | 103,048 | 717,849 | 40,521,584 |
| Households Receiving Food Stamps/SNAP | 10.6% | 10.5% | 11.5% | 30,785 | 212,887 | 14,486,880 |
| Enrolled in Grade 12 (% of total population) | 1.4% | 1.3% | 1.4% | 9,914 | 66,257 | 4,476,703 |
| Disconnected Youth ¹ | 2.0% | 3.0% | 2.5% | 937 | 8,424 | 430,795 |
| Children in Single Parent Families (% of all children) | 41.2% | 39.2% | 34.0% | 62,194 | 403,834 | 23,568,955 |
| Uninsured | 9.1% | 10.2% | 8.7% | 64,146 | 512,886 | 28,315,092 |
| With a Disability, Age 18-64 | 12.0% | 11.9% | 10.5% | 52,768 | 359,972 | 20,879,820 |
| With a Disability, Age 18-64, Labor Force Participation Rate and Size | 46.3% | 40.9% | 45.5% | 24,433 | 147,253 | 9,492,098 |
| Foreign Born | 5.5% | 5.3% | 13.7% | 40,292 | 270,170 | 45,281,071 |
| Speak English Less Than Very Well (population 5 yrs and over) | 2.5% | 2.7% | 8.2% | 17,579 | 132,913 | 25,704,846 |

The poverty level and related statistics for SNAP recipient households in the Midlands Area are notably higher than both state and national averages by several percentage points. Additionally, the percentage of individuals identifying as having a disability is elevated, although the labor force participation rate for this population is similarly high. An analysis of the PY23 WIOA EEO reports provides insights into the service rates for individuals who self-identify as having a disability. Data from the Adult/DW program indicates that approximately 5% of participants and 10% of youth report a disability. The discrepancy between these programs may stem from multiple factors, including a possible reluctance to report or a need for staff training to better encourage reporting. Overall, the data highlights an opportunity to enhance engagement with this population, as our rates fall slightly below the average for the area.

This analysis is based on the available data. We aim to collaborate with partners who can help us reach and serve individuals facing additional barriers, such as returning citizens with a criminal background, as well as those dealing with transportation and childcare challenges. It is important to note that barriers to employment often overlap, affecting individuals in various ways. By prioritizing services for those confronting these obstacles, we can potentially make a meaningful impact across multiple interconnected categories.

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- **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 greatly benefits from Columbia being the hub of state government, which supports a variety of businesses and sectors that thrive within this economy. Key individual sectors include Business, Technology, Healthcare, and Distribution Logistics. Innovation and collaboration have enabled continued business growth in the Midlands, providing 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 designed for high school students with disabilities. This innovative initiative allows students to acquire valuable skills while they are still in school, facilitating employment opportunities with local homebuilders. For several years, BOOM has received partial funding through Apprenticeship Carolina, serving as a pre-employment program for individuals with disabilities. However, this funding will conclude in 2024. Local school districts and other partners are committed to sustaining this essential initiative.**

The training encompasses classroom instruction for OSHA certification and basic construction skills. Additionally, BOOM emphasizes job readiness by providing training in resume writing, interview techniques, and effective career communications. The program culminates with students participating in interviews with employers, with the goal of ensuring that each student receives at least one job offer upon completion.

- **Apprenticeship Carolina™ has established a work group aimed at identifying resources to assist employers in hiring individuals with disabilities for new or existing United States Department of Labor Registered Apprenticeship Programs (RAPs). This initiative involves key stakeholders such as Midlands Technical College and AbleSC. Additionally, Apprenticeship Carolina is exploring how grant funds can be utilized to offer financial support, including tuition assistance and stipends for supportive services, to ensure individuals with disabilities achieve success in their RAPs.**

- **Midlands Technical College offers apprenticeship grant opportunities that enable students and job seekers to leverage resources within the healthcare industry to earn wages and gain valuable experience while enhancing their professional knowledge to advance their careers. EMT apprentices have the chance to work with First Priority Academy and Vital Care EMS. Furthermore, students who have completed courses in CNA, EKG, Phlebotomy, or Cardiac Care Technician are encouraged to apply for the Pre-Apprenticeship for Entry Level Healthcare program. Apprentices participate in a one-week course that combines job search skills, soft skills, and training in electronic health records, after which they are connected to employers for continued training.**
- **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 the SC Department of Commerce.**
- **The Midlands Youth Apprenticeship Program (MYA) is a collaborative initiative involving the Columbia Chamber, Midlands Technical College, and participating school districts. MYA serves as a career-education pathway designed to cultivate a skilled local workforce for high-demand, hard-to-fill positions. It offers high school juniors and seniors the opportunity to earn while they learn as youth apprentices. Participants receive paid, hands-on training alongside**

job-related education at MTC. Additionally, the MYA Program provides businesses and organizations with a unique opportunity to connect with qualified high school students from diverse fields and backgrounds who are already excelling.

- **Launch Cola** - The Columbia Chamber of Commerce is currently developing a pilot program inspired by the Greenville Chamber of Commerce's Launch GVL, aimed at enhancing high school students' access to work-based learning opportunities with local employers. Although still in the planning phases, this initiative is expected to be available for the 2025-2026 school year.
- **Midlands Registered Apprenticeship (Midlands Technical College/Apprenticeship Carolina).**
- **REEMERGE** is a comprehensive reintegration program spanning 6 to 12 months, designed to support individuals through employment, coaching, education, and entrepreneurship. Participants engage in a structured curriculum that includes training in HVAC, industrial electrical work, landscaping, or carpentry, complemented by hands-on work experience and classroom instruction. Through this program, participants acquire valuable skills that open new and exciting opportunities, enabling them to support their families while also significantly reducing the likelihood of reoffending.
- **Life Launch & Pathway Home** are two DOL grant funded projects in the Midlands area launching in 2022 through Goodwill Industries of Upstate/Midlands SC. Life Launch serves past justice involved job seekers aged 18-24 find their way through the barriers and into sustainable employment. Pathway Home is a project aimed specifically at the correctional facilities working with pre and post release clients transition into sustainable employment. Projects like these help the returning citizens transition into productive work and help to fill the employment gaps in the area with a new pool of job seekers.
- **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.

The WIOA program plays a crucial role in connecting customers and job seekers to employment and training opportunities. A significant strength of workforce development programs in the Midlands area is the abundance of initiatives that emphasize collaboration. The primary focus on workforce development within these organizations reflects a growing recognition of its importance. By integrating workforce

development with education, economic growth, and community development, the relevance and impact of these investments are significantly enhanced. This collaboration leads to a more effective use of resources.

The cooperative nature of the projects enables the area to engage participants in similar initiatives, whether or not they are selected for a specific opportunity. Additionally, it allows for the provision of comprehensive support services when needed for funded training programs. Resources such as supplies, transportation, testing and licensing fees, supplementary instruction for work-based learning, and barrier removal are invaluable tools that help maximize resources while enhancing the skills of job seekers. Partnerships and alignment are foundational strengths in nearly every activity across the region. This positive shift in the approach to workforce development has elevated it to a genuine priority, with the potential benefit of increased resource allocation as partnerships continue to expand.

The strengths of these and emerging programs lie in their focus on in-demand employers and industries, which has significantly contributed to regional economic growth and job development. These initiatives present unprecedented opportunities for entry into high-demand careers. However, a notable weakness of these programs is the lack of connectivity and data sharing. Many initiatives aimed at assisting job seekers or businesses come with specific requirements or eligibility criteria. While there is often overlap among the participants in these programs, seamlessly connecting them remains a challenge. This issue can stem from individual program performance metrics or confidentiality obligations that hinder direct data sharing. Such competing interests can create a perception of silos or disconnection between organizations. Additionally, consistent funding for these programs can lead to continuity issues, resulting in gaps in services. A lack of awareness also poses a challenge; despite the wealth of opportunities available, attracting participants to various programs tends to be a well-kept secret. Each partner invests considerable effort into awareness campaigns to initiate recruitment. Although collaboration among partners and regular meetings to exchange information can help, the process of conducting effective community outreach continues to be laborious.

A strong emphasis on priority populations, particularly those facing barriers to employment, has gained significant momentum within the Midlands Area. Several workforce programs prioritize serving these individuals. For instance, BOOM facilitates connections for persons with disabilities, while REEMERGE is specifically tailored to support returning citizens. The Midlands Area WIOA program remains committed to serving those with barriers as a primary focus, emphasizing strategic partnerships to leverage high-quality services aimed at addressing or eliminating these obstacles.

Section II: Strategic Vision and Goals

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

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

In the realm of economic growth, the Midlands Workforce Development Board (MWDB) sees its role as one of talent development. By partnering with local and regional stakeholders, we equip job seekers with the necessary skills—both technical and soft—to meet the needs of employers. The establishment of the Central Region Planning Team is a crucial component of this effort. Regional planning will enable us to align our resources with the demands of businesses and adapt as necessary.

The goals that define our vision include:

- Increasing high school diploma and GED attainment, as well as employment opportunities.
- Reducing the number of unfilled and vacant jobs, along with unemployment and joblessness.
- Expanding Registered Apprenticeship (RA) opportunities, which include both sponsored apprenticeships and hired apprentices.

Focusing on priority clusters for virtual classroom training combined with increased opportunities for Registered Apprenticeship and On-the-Job Training will help strengthen and build the talent pipeline in the area. A variety of training options will make education accessible, available, and attractive to a diverse range of job seekers, including youth and individuals facing barriers to employment.

- A description of how the LWDB will work with core and required partners to align local resources to achieve the strategic vision and goals referenced above; and

The Midlands Workforce Development Board (MWDB) prioritizes partnerships with essential stakeholders and contributors, both within and outside our local area. This focus is a core component of our service delivery model and is crucial for aligning the available local resources.

We continue to coordinate the activities of our partners through monthly meetings of the Midlands Business Services Team, led by MWDB staff. This team consists of representatives from Adult Education, South Carolina Vocational Rehabilitation (SCVR), South Carolina Department of Social Services (SCDSS), South Carolina Department of Employment and Workforce (SCDEW), Apprenticeship Carolina, WIOA service providers, and community-based organizations. This collaborative approach allows partners to share information about their planned or provided services, which helps to eliminate duplication and increase participation. Additionally, the MWDB maintains relationships with all required WIOA partners as mandated by the Act.

Due to statewide budget cuts, some agencies are unable to maintain the level of in-person services that were previously available at the SC Works Centers. As a result, we have modified our service delivery methods to include virtual referrals and affiliate

offices, accommodating the needs of job seekers in the area. Fortunately, the Midlands has adopted technology that makes this transition nearly seamless.

Training is also a vital component of our strategy for workforce development. We are focusing on priority clusters for classroom training using the Priority Occupations as a guide, along with expanding opportunities for apprenticeships and on-the-job training, which will help strengthen and grow the talent pipeline. The variety of training options will ensure that resources are accessible, available, and attractive to a diverse array of job seekers, including youth and individuals facing barriers to employment.

The MWDB will continue to seek opportunities with new partners and entities that align with our vision and goals, allowing us to leverage additional resources and funding.

- A description of how the LWDB will utilize technology to increase access to resources and services for job seekers and employers.

The Midlands Workforce Development Board understands the dramatic changes that have occurred in the last few years related to technology and artificial intelligence. The coming months and years will undoubtedly provide opportunities and challenges for the workforce system to increase access to technology and resources that will prepare jobseekers to meet the ever-changing work environment. The WDB will work with partners to determine appropriate investments in technology to provide a more relevant customer experience. The WDB's sector partnership groups will provide insight from a business perspective of what needs to be included in training options for jobseekers and youth. The WDB's educational partners will be an important advisor on existing training and future training opportunities to address the needs identified by the business sector partnership groups. The WDB's staff and contractors will be encouraged to request permission to purchase technology related to virtual reality, augmented reality, and robotics to assist in enhancing the customer experience. The Midlands Workforce Development Board (WDB) recognizes the significant changes that have taken place in recent years due to advancements in technology and artificial intelligence. In the coming months and years, we will face both opportunities and challenges in enhancing the workforce system to improve access to technology and resources, preparing jobseekers for the evolving work environment.

The WDB will collaborate with partners to identify suitable investments in technology that can provide a more relevant experience for our customers. Our sector partnership groups will offer valuable business insights on what should be included in training programs for jobseekers and youth. Additionally, our educational partners will play a crucial advisory role by sharing information about current training and future opportunities that address the needs identified by our business sector partnership groups.

We also encourage WDB staff and contractors to seek permission to acquire technologies related to virtual reality, augmented reality, and robotics, as these tools can significantly enhance the customer experience.

Section III: LWDA Partnerships and Investment Strategies

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

For the 2024-2027 Plan, the MWDB planning process adhered to State Instruction 24-03 and our established methodology, which has proven successful in the past. We adopted a division of labor based on staff areas of expertise, leveraging a Subject Matter Expert approach that remains highly effective for managing large-scale projects. Each component of the planning and plan writing was assessed by subject area and assigned to the most suitable staff or team members.

We meticulously analyzed each section of the plan template to identify needs, current status, and areas requiring attention or revision. Engagement with SC Works (Core and required) partners occurred throughout the process, with their involvement in Board meetings, Committee meetings, Business Services team meetings, and monthly partner meetings, ensuring representatives from these partners were present.

All planning and working draft documents were shared with members via Google Drive, allowing for input and transparency in the development process. Additionally, we sought collaboration with partners such as Economic Developers for their expertise in shaping the plan's elements. Coordination with local elected county officials during the planning phase was facilitated through the Clerk's Office of each county, providing draft documents, and materials to ensure their integral involvement.

To ensure accuracy and the incorporation of all relevant input, we implemented a peer review model. A final draft of the plan and framework was then presented to the Midlands Workforce Development Board, county council members, local government representatives, and chief local elected officials, inviting their direct input and feedback prior to the draft's release for public comment.

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

The workforce development system in the Midlands is founded on strong relationships with essential WIOA partners, including SC Vocational Rehabilitation, SC Commission for the Blind, local Adult Education departments, SC Department of Social Services for TANF services, and Job Corps. These partners provide services on a part-time basis within the SC Works Centers (with SC DSS and Job Corps operating full-time), along with additional support through referrals from the Center. Furthermore, all Midlands WIOA Adult, Dislocated

Worker, and Youth programs, alongside various initiatives delivered by the SC Department of Employment and Workforce, co-locate services full-time at the SC Works Centers. The Midlands will continue engaging with both required and additional partners to enhance and innovate the strategic delivery of services mandated by WIOA, aiming to increase integration while preventing duplication. Additionally, all partners will maintain collaboration as an integrated Business Services Team, offering employers a cohesive and cooperative approach to accessing the talent pipeline.

The Board is committed to a process of continuous improvement to ensure that the menu of career services remains relevant, high-quality, efficient, and accessible. This commitment will be particularly important as the Midlands transitions to a post-pandemic economy. By incorporating technology and enhancing access to career services for job seekers facing barriers to employment, we aim to strengthen the local and regional talent pipeline.

Data sharing—particularly business intelligence—with our partners and making coordinated strategic decisions to address skill gaps will continue to be central to these initiatives. The alignment of resources and strategies will be facilitated through the Board's standing committees, alongside the area operator and business services lead. Utilizing the operator and business services lead as primary points of contact, as well as maintaining regular meetings, will help ensure that our partnerships and participation keep our services efficient and relevant.

Finally, the Midlands Area will engage in a planning activity in spring 2025 to develop alignment strategies with the strategic plans of the CCWD and the State Workforce Board.

3. A description of the strategies and services that will be used in the LWDA to achieve the following:

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

The Midlands Workforce Development Board (MWDB) has prioritized establishing partnerships with key programs and contributors both locally and beyond. This strategy, which serves as the cornerstone of our service delivery model, is crucial for expanding access to and aligning the available resources within the community for the foreseeable future.

Over the past five years, the demand for services among individuals seeking employment and training, as well as employers in need of talent, has remained steady in an increasingly competitive market. Our services encompass staff-assisted job searches, including resume preparation, labor market data analysis, and interview skills training; training services such as remedial education, short-term training, and career-specific certifications; and opportunities for On-the-

Job Training placements. By collaborating with similar organizations—such as ReadySC, Apprenticeship Carolina, SC DEW, DSS, and nearby Adult Education partners—we can enhance the delivery of employment-related services to both job seekers and business customers.

Private businesses and community organizations frequently volunteer to lead workshops at our Centers, offering resources on job searching, interviewing, basic computer skills, career exploration, and criminal record expungement, all at no cost to participants. The Midlands area will continue to pursue partnerships with local stakeholders to improve training and education opportunities, provide supportive services, and facilitate successful entry into the workforce.

Training lies at the core of the services provided by the MWDB. The MWDB collaborates closely with various Adult Education and English to Speakers of Other Languages (ESOL) programs in the local area, as well as Midlands Technical College and other PATH-eligible providers, to support adult learners in obtaining essential certificates and fundamental skills necessary for further education in occupationally specific postsecondary programs. By utilizing a range of training resources, the Midlands aims to enhance its capacity to provide training services in high-demand occupations while addressing the financial needs necessary for completion.

The initiative includes outreach and recruitment efforts with Midlands Technical College's Continuing Education students through QuickJobs, which encompasses over 35 programs and additional scholarship opportunities. By combining these funding strategies, the Midlands can better leverage resources for training. This diverse array of training options will ensure that training is accessible, available, and appealing to a broad spectrum of job seekers, including youth and individuals facing barriers to employment.

Among the collaborative partnerships in place are the Transitions Homeless Center, MIRCI Youth Drop-in Center, Fast Forward CTC, and SC Codes. The Transitions Homeless Center operates an emergency housing shelter, short-term housing, and a day center to support homeless individuals in the Midlands area. Their commitment to helping individuals achieve employment and self-sufficiency forms a critical component of their stabilization plan. The Midlands area works in conjunction with Transitions to identify customers in need of WIOA assistance, securing resources for further education and job placement.

Since the inception of MIRCI's Youth Drop-in Center, the Midlands WIOA program has partnered with them to assist homeless youth. WIOA staff collaborate closely with MIRCI staff to provide enhanced training and employment opportunities for customers whose housing stability has been

achieved. Additionally, the Youth Services Director at MIRCI plays a crucial role on the MWDB Youth Committee, ensuring ongoing collaboration of services.

Fast Forward CTC maintains a close partnership with the Midlands area, focusing on support for homeless individuals and veterans with disabilities. Their collaboration with SC Works Centers enhances participants' basic computer skills, provides access to IT certifications, and facilitates direct placement into a range of occupations, helping to reintegrate homeless individuals and veterans with disabilities into the workforce and guide them towards self-sufficiency.

The IT career field is robust in the Midlands area. Collaboration with Create Opportunity, SC Codes, Build Carolina, and the Council on Competitiveness provides access to the field for traditional and non-traditional students. The partnership with Create Opportunity continues to expand, offering training and employment in Information Technology for non-traditional job seekers through apprenticeship programs. This initiative leverages artificial intelligence and web-based assessments to identify aptitudes, creating a more inclusive pathway for priority populations—such as rural residents, minorities, women, and marginalized individuals—into the IT sector. Build Carolina offers a similar model to develop full-stack developers while SC Codes and the Council of Competitiveness reach into the emerging workforce to encourage IT-focused careers. The Midlands staff will persist in exploring opportunities beyond these initiatives to connect job seekers with pathways that enhance their employability in high-demand industries.

- 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 within our highly decentralized system is a significant strength, as it generates numerous opportunities and serves a variety of purposes. However, this diversity also poses considerable challenges for students, employers, workers, and policymakers. The weak connections among different elements of this multilayered credentialing system make it difficult for learners with varying abilities and needs to comprehend their career pathway options and the most efficient routes to achieve their goals. In today's competitive job market, postsecondary credentials are highly valued. Business leaders increasingly seek the acquisition of training credentials that are both stackable and portable.

The MWDA is actively collaborating with various Adult Education programs in the local area and Midlands Technical College to develop stackable certificates that support adult learners in completing their secondary education, acquiring essential basic skills, and pursuing continuing education in occupationally specific postsecondary programs. The concepts of portability and stacking—

where progressive levels of attainment are emphasized—are crucial for industry-recognized credentials and certifications. These credentials not only reflect an individual’s capacity to engage in a comprehensive program of study but also demonstrate a defined career pathway toward gainful employment. Such programs are particularly advantageous for non-traditional students. The courses offered provide numerous benefits for WIOA participants in the Midlands Area, with many leading to a certificate that can be earned in a relatively short timeframe. This approach establishes a pathway to advanced job opportunities, increased wages, and access to middle-income positions.

The initiative aims to enhance access to post-secondary credentials by collaborating closely with partners and stakeholders to (1) identify entry-level credentials that serve as prerequisites for WIOA-approved ETPL training, facilitating recruitment and outreach for WIOA participants who wish to add stackable credentials to their resumes; (2) coordinate with local educational funders to expand scholarships and grants to support training programs beyond the WIOA framework; (3) work with partners to co-enroll participants interested in training opportunities before and after WIOA-funded training; and (4) collaborate with employer apprenticeship programs to promote the use of alternative training paths alongside WIOA-funded On-the-Job Training (OJT).

The Incumbent Worker Training program is an excellent resource to assist area employers in their commitment to apprenticeship, providing multi-year support in skilled trades such as Plumbing, Pipefitting, and HVAC/Refrigeration. Although funding availability ebbs and flows, the area is actively engaged with a core group of employers building the workforce through apprenticeship. Staff actively assists in seeking funding to support the effort inside and outside of WIOA resources. As new opportunities arise to broaden the WIOA eligible training provider list and expand credentialing options, the initiative will continue to evolve.

- 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 plan to continue a multi-faceted approach. Our goal is to provide relevant services, products, and solutions that meet business needs, starting with the Midlands Business Services Team (BST). The BST emphasizes a partnership approach and integrates services to create a seamless experience for employers. This integration helps eliminate duplication, allowing employers to clearly understand available services without facing repetitive contacts.

We hold formal meetings monthly whenever possible, but we also rely on improvised meetings and electronic communication to ensure that information

is constantly flowing among the team. Engaging employers in the Midlands does not follow a single format. The BST members use a variety of strategies, including cold calls, follow-ups from previous contacts, face-to-face interactions at community events, and social media outreach. This engagement approach is tailored to each industry or business.

The demand for technology that assists small businesses—especially those with limited human resources—in the screening and hiring of new talent continues to grow. The Brazen Virtual Job Platform has enhanced our Center's ability to support the hiring process. We recently celebrated Workforce Development Month by hosting a “Made In” virtual job fair specifically for manufacturers in Fairfield and Lexington County. This event highlighted the diverse manufacturing landscape in our area and offered an accessible format for employers to connect with potential hires. Recent participants in stand-alone virtual job fairs include Labor Finders, Receivable Solutions, Schneider Electric, and UPS.

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

The Midlands Business Services Team (BST) has adopted a data-driven approach to ensure that its efforts and services address actual demand. The information used comes from various sources, covering multiple categories. Specific data from the South Carolina Department of Employment and Workforce's (SCDEW) Business Intelligence Division, Labor Market Information, Economic Development, and other analyses serve as examples. Additionally, insights from the business community are taken into account. Data plays a crucial role in guiding the Midlands system, focusing customer service and training efforts on in-demand occupations. Moreover, the Incumbent Worker Training (IWT) program provides support for businesses by helping to advance the skills of existing employees, rather than focusing solely on new hires. This approach ensures that business needs are addressed in more than one capacity.

The Regional Sector Partnership, comprising manufacturing employers, has provided an informal yet valuable tool for understanding how the workforce system can meet employer needs. So far, our employer group has revealed that the local workforce has training requirements that exceed our initial expectations. They have identified gaps in understanding the manufacturing culture, a need for leadership skills among team leaders and supervisors, and highlighted the unique needs of our growing life sciences manufacturing sector. By collaborating with our workforce partners—including technical trainers from high schools and post-secondary institutions, job seeker service providers, and economic development partners—we can directly address employers' concerns. This collaborative approach will help us effectively tackle the shared challenges they face.

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

The MWDB's connection to local Economic Development is an area we have focused on to foster continued growth in recent years. We value our partnerships with Economic Development as a key link to Local Employment Organizations (LEOs) and the business community. Our focus has been on Economic Development at the local, regional, and, where appropriate, state levels. We have achieved success by providing quality services that support and enhance the efforts of Economic Development organizations. Furthermore, we have increased our engagement by ensuring the participation of economic developers on our Business Services Team (BST), area committees, and various ad hoc groups. Richland County Economic Development is also represented and engaged with our board through a county appointment.

We have begun to collaborate more frequently with our local Chambers of Commerce. Although their staffing levels are generally small, investing time to develop personal relationships has generated increased collaboration opportunities. We have been invited to speak at some of their meetings, providing visibility for the workforce system to additional businesses in need. The Lexington Chamber of Commerce has been particularly instrumental in helping us quickly identify emerging leaders for the Workforce Board. Recently, the Columbia Chamber of Commerce expanded its staff to include a Workforce Director. Collaborating with her on the first Young Leaders cohort, expanding youth apprenticeship and work-based learning opportunities, is an important first step in enhancing workforce services in the area. We are encouraged by the progress made through the initial outreach efforts to this group.

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

To strengthen our customer-focused connection with the Unemployment Insurance (UI) program within the SC Works System, we consider our partnership with the South Carolina Department of Employment and Workforce (SCDEW) to be essential. The Re-Employment Assistance (REA) UI staff in the centers provide us with crucial links to frontline unemployment services. Additionally, the Midlands Workforce Development Board (MWDB) collaborates closely with the SCDEW Area Director for our region to ensure a seamless flow of services for our customers. This relationship facilitates a two-way exchange of information.

4. A description of how the strategies discussed in Question 3 above will be aligned with the priorities outlined in the WIOA State Plan, specifically, address the following:

- Developing and implementing cross-partner staff training to enhance service delivery to job seekers and business;

Quarterly, partner staff at the SC Works Midlands Centers are invited to participate in a Center-wide staff meeting. This meeting will cover important information related to Center operations and will also include a training component on various topics, such as frequently asked questions in the Resource Room, awareness and inclusion for persons with disabilities, safety protocols, and partner program services. Periodically, staff identifies additional training opportunities to benefit the system. As an example, the area coordinated and hosted a series of sessions to provide Mental Health First Aid certification to all Center partner staff as well as the larger workforce system to include MIRCI and Transitions staff.

Additionally, the Business Services Team, which includes staff members who serve local businesses and economic development professionals, meets monthly. These meetings feature a cross-program training session and a discussion on the latest employer needs. Both meetings provide valuable opportunities for cross-program training and collaboration. Without these coordinated efforts, some team members might not have the chance to connect with each other.

Furthermore, our local area is looking forward to the upcoming launch of a statewide learning module. We believe this initiative will enhance our service delivery to job seekers and help us address the emerging challenges faced by the workforce system.

- Increasing the percentage of participants that obtain high-value credentials;
A key ingredient to creating high-value credentials is offering a diverse menu of options for short-term certifications. The Midlands Workforce Development Board is currently reviewing high-priority occupations in our area and region to identify gaps in our classroom training offerings. If there are limited or no classroom training opportunities available for job seekers to qualify for these positions, we will explore options to address these gaps.

We believe this is a crucial first step in aligning our resources with the strategic plan of the State Workforce Board and Coordinating Council. By seeking additional training providers and programs in demand industries and occupations, we can accelerate the process for employers to find qualified applicants. This approach will also enhance customer choice, guiding the workforce to fill those critical roles.

Career Advisors work closely with job seekers and youth to provide guidance and coaching on understanding the labor market and identifying careers that offer a living wage along with opportunities for advancement.

- Increasing access to education and training necessary for individuals to use Broadband to advance their personal goals and increase South Carolina's technology workforce competitiveness;

In alignment with one of the guiding principles of the State of South Carolina, the Midlands Area will leverage existing technologies and explore new innovations to enhance access to resources and services. We will collaborate with partners and business customers to identify relevant software and artificial intelligence tools.

Broadband enables users to access information via the Internet through various high-speed transmission technologies. This digital transmission allows text, images, and sound to be sent as bits of data. The technologies that facilitate broadband transmit these bits significantly faster than traditional telephone or wireless connections, including standard dial-up Internet access. It is crucial for today's workforce, as well as future generations, to understand broadband and its applications. The Midlands Local Area will partner with educational institutions to invest in opportunities that enhance participants' access to education and training in broadband usage. This investment will bolster South Carolina's competitiveness in the technology workforce.

- Improving strategic outreach and service delivery to employers to effectively match job seekers with employers;
Frequent communication among economic development partners and training providers is essential for anticipating the needs and expectations of employers. Insights gathered from Sector Partnership Groups and ongoing employer engagement will help inform and validate how the workforce system can effectively meet business demands. We will leverage trusted technologies—such as webinars, emails, and surveys—to efficiently gather feedback and input from businesses. The better we understand the needs and expectations of employers, the more effectively we can prepare job seekers to secure and retain quality positions with opportunities for career advancement. The Career Advisors will collaborate closely with the Business Solutions Team to ensure job seekers are appropriately matched with in-demand industries and occupations.
- Increasing awareness of resources to mitigate obstacles to employment;
Navigating barriers to securing and retaining employment can be quite challenging. The Midlands Workforce Development Board has forged significant partnerships with both core and required partners, as well as non-traditional organizations. Many of these non-traditional partners are community-based entities that provide vital resources for basic needs. These collaborations enable us to deliver comprehensive wraparound services, thereby avoiding duplication of existing offerings. This strategic alignment minimizes missed steps in the individual customer experience as they progress toward self-sufficiency. Regular

cross-agency collaboration and communication foster more successful outcomes for participants. By adopting a holistic approach through wraparound services, we start with essential needs such as food, housing, clothing, and healthcare. Leveraging our partnerships with organizations like DSS, Housing Authority, Catholic Charities, Transitions, MIRCI, Wateree/Aiken-Barnwell/Carolina Community Actions, and others in the region allows us to stabilize job seekers, enabling them to concentrate on employment and training activities.

We will utilize both existing and new technologies to effectively communicate the availability of supportive services to potential applicants. Additionally, we will collaborate with our partners to establish tracking systems that allow multiple entities to identify provided services and collectively share in the positive outcomes.

■ Implementing a multifaceted outreach strategy to rural and underserved communities to ensure that individuals living in these rural areas of South Carolina have access to employment and training resources;

Technology is a vital component of our future! Access to broadband and education on its effective use will create outreach opportunities that enable the Midlands area to communicate service options to rural and underserved communities. Over the past few years, we have cultivated a strong following on our website and social media platforms, which we utilize extensively to promote our hiring events and workshops. Looking ahead, we plan to explore new ways to deliver career and training services electronically. This includes web-based offerings focused on soft skills, job search techniques, and pre-employment training. We are eagerly anticipating the release of two career exploration games from the SC Rural Water Association and SCETV, which will provide an excellent opportunity to highlight high-demand careers and engage emerging populations, particularly in rural and underserved regions. Our educational partners are also actively launching web-based employment and training options to better serve these communities.

Social media has become an integral part of our daily lives. As the world—and the Midlands Area—continues to evolve in the digital age, it is crucial for us to leverage all available resources. Social media enables the workforce system to establish a presence across various platforms, each catering to a diverse audience. This allows us to share content, promote services, engage with both current and prospective customers, and enhance community awareness of employment and training services. Additionally, social media is more cost-effective than traditional advertising; a single share or repost can potentially reach hundreds or thousands of individuals at no cost. The majority of people have access to social media, whether through computers or mobile devices.

We will continue to enhance our YouTube channel to educate and inform individuals in rural and underserved communities. This will feature both short-form and long-form video content. Short-form videos will quickly engage viewers by focusing on a single message, while long-form content will include customer success stories, live streaming of events like job and career fairs, as well as training topics such as interview preparation. It is worth noting that YouTube predominantly attracts users aged 16 to 40.

Instagram remains one of the leading social media platforms, particularly appealing to an audience aged 18 to 34. This demographic represents a crucial market for registered apprenticeships and online learning, especially in rural and underserved communities. Our content strategy will emphasize video, photos, and hashtags to enhance recruitment and outreach efforts.

Facebook remains the largest social media platform, offering an effective virtual storefront for our employment and training programs. This platform is particularly popular among individuals aged 40 to 65. In addition to our Board, Center, and WIOA Program pages, we can enhance our outreach by connecting our messages to various custom Facebook pages, thereby expanding our market reach. We have established relationships with several job posting, community, and layoff group pages, enabling us to tailor our messages to specific segments of both our existing and potential customer base.

The area, particularly the Business Solutions Team, will leverage LinkedIn both as an outreach tool and an educational content resource to enhance the visibility of the workforce system. This initiative will include interviews with industry representatives who can discuss in-demand occupations relevant to rural and underserved communities. We plan to share insights on industry trends and news, and we will provide support to the business community with job postings as necessary. Additionally, we will continue to engage in cross-promotion with our Economic Development, business and industry, and service provider partners. We will also maintain coordination with the Regional Business Services Coordinator to access LinkedIn Recruiter when required, aiding in the recruitment for challenging-to-fill and high-level job openings.

- Identifying resources and funding opportunities to provide services to jobseekers; Funding for the Workforce Innovation and Opportunity Act and Wagner-Peyser has seen substantial decreases over the past few years. No single funding stream possesses the necessary financial resources to deliver the full range of education, training, and wrap-around services essential for helping individuals secure and maintain jobs that provide a living wage—preferably in career paths that offer opportunities for advancement. A diverse array of partners contributes resources, particularly in terms of supportive services, that help to

augment Workforce Innovation and Opportunity Act and Wagner-Peyser funding. These supportive services encompass a range of needs, including books, tuition, licensing fees, uniforms, transportation, childcare, housing assistance, auto repair, utility payments, legal services, tools, technology, food pantries, and clothing closets.

A key concern is ensuring that participants have access to broadband internet. We will continue collaborating with partners to identify resources for subsidizing or reducing the cost of internet services. Additionally, the Board staff will seek out national, state, and foundation grants specifically aimed at addressing the needs of job seekers when other funding sources are unavailable. We will pursue funding for registered apprenticeships, reentry programs, specialized projects for individuals with disabilities, support for recently separated military personnel, and other targeted initiatives to expand and meet the needs of job seekers.

- Communicating opportunities to the workforce system; and
The One-Stop Operator in the Midlands Local Area holds quarterly meetings with all partners to facilitate collaboration. These meetings serve as a platform for sharing information, discussing funding opportunities, providing training on partner services, analyzing service levels and performance metrics, and brainstorming innovative program designs. Additionally, informal communication with partners occurs regularly, often on a daily basis, between these meetings.

The Area also boasts an active Business Solutions Team that convenes frequently to discuss employer and business services while exchanging information on job openings and updates regarding required skills and knowledge. Economic Development Representatives participate in these Business Solutions Team meetings, offering insights about new businesses and the needs and expectations of the business communities they serve.

- Identifying and strategically targeting training providers in the state that are offering programs in the infrastructure, energy, and advanced manufacturing sectors.

The Midlands Business Solutions Team gathers data on the current needs of in-demand industries and occupations. Collaborating with the Educational Representatives on the Board, we will compile an inventory of existing training providers and conduct a review of the Eligible Training Provider List to identify any providers that may not be included. Our staff will assess the current training provider list against the region's Priority Occupations to pinpoint any gaps in essential training for these roles. We will partner with our educational collaborators to identify and recruit training programs that address any identified gaps.

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

The Midlands Workforce Development Board (MWDB) has consistently made it a priority to establish and cultivate partnerships with essential programs and stakeholders, both locally and beyond. To effectively implement its strategies and services, the MWDB positions itself as both a convener and an advocate. This approach is crucial for expanding access to and aligning local resources within the community for the foreseeable future.

The One Stop Operator plays a vital role in coordinating core and required partners in relation to the day-to-day operations of service provision. This responsibility encompasses facilitating training, distributing information, and coordinating activities within and among SC Works Centers. Additionally, the Operator is tasked with implementing and enforcing the Midlands Center Operations and Business Engagement Plan. The focus of the Operator lies in service coordination, implementation, and customer-facing activities in the Area.

In a complementary capacity, the Midlands Business Services Lead ensures that core, required, and additional partners collaborate efficiently. Through monthly coordination and consistent communication, these service-providing partners can connect with industry and economic developers across all three counties. By working collectively, Midlands partners can leverage opportunities, optimize resources, and enhance efficiency. Lastly, the Board, comprising both appointed members and non-appointed committee members, forms a collective of subject matter experts. This structure enables the board to set priorities and guide the system from a high-level operational perspective.

The Central Region Sector Partnership strengthens initiatives within the manufacturing sector. Currently, the Sector Strategy focuses on the in-demand manufacturing industry in the area. Adopting an approach akin to the NextGen model, business leaders play a pivotal role within the group. The 14 businesses represented on the Steering Committee have identified a list of shared challenges. Having established this commonality, the committee has extended invitations to select partners to attend meetings, allowing them to hear firsthand about the challenges faced by businesses and to address questions related to current and potential services and solutions. This approach ensures that our partners receive a consistent and unfiltered message from industry representatives, enabling us to concentrate our collaborative efforts effectively.

Ultimately, the successful implementation of the Midlands system hinges on strong partnerships and clear communication, fostering an integrated workforce system that serves both job seekers and employers by leveraging all available employment and training resources. As state strategies continue to develop, the Midlands Board will

actively pursue innovative ways to enhance the alignment of our services and partnerships. Whenever possible, we aim to cultivate new partnerships and relationships to improve service delivery.

6. A description of the Adult, DW, and 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 among job seekers has been a priority in South Carolina, particularly in the Midlands, for several years. This issue is complex for many reasons, including the challenge of defining what soft skills, or essential skills, mean to employers. Traditionally, these skills encompass abilities such as time management, conflict resolution, effective communication, and teamwork. However, as various groups have surveyed employer needs, other foundational skills have emerged as equally critical. Skills such as basic computer proficiency, including familiarity with the Microsoft Suite, typing, and having a valid driver's license, are now included in the employers' essential needs list. Addressing this wide range of required skills necessitates a multifaceted approach to assessment and training.

The Midlands area actively supports state-developed initiatives aimed at enhancing soft skills. We have previously backed efforts such as Work Ready Communities, S.C. Job Ready U, and the subsequent WIN Career Readiness Program. The Midlands continues to offer WorkKeys assessments to business partners that utilize these Job Profiles. Until 2024, the Midlands Workforce Development Board (MWDB) functioned as an assessment provider, offering a variety of assessment options across the SC Works Centers. In 2024, the Board will adjust the assessment options available at the Centers while continuing to support the state's work-ready initiative. The WIN assessment will remain accessible in the region through the partner network in Adult Education. The MWDB is committed to seeking opportunities to support large-scale soft skills initiatives. Meanwhile, workshops designed to enhance the soft skills of local job seekers will continue to be a fundamental component of our offerings.

The Midlands Area provides additional resources that enhance the State's initiatives. Our WIOA provider offers the MY LEGACY program, a series of soft skills "bootcamp" workshops designed to prepare WIOA Youth for work experience. Building on the success of this initiative, we launched a similar project for Adult and Dislocated Worker participants to assist them in their job placement efforts. Furthermore, select topics are included in the Center's ongoing monthly workshop series, which is available to the public. Recognizing that no job seeker has identical needs—and that those needs may evolve over time—we are committed to adapting and addressing our customers' requirements 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 LWDB's strategic vision and goals.

The business services strategies and offerings for the Midlands area have undergone several adjustments and additions from 2017 to 2023. During this period, the Midlands Workforce Development Board (MWDB) utilized a locally funded Incumbent Worker Training (IWT) program to supplement resources available from state discretionary funds. This program was successful, yielding a return on investment through skill upgrades, wage increases, and the potential creation of new job opportunities. However, due to a reduction in WIOA resources, the area will not be able to continue this strategy in 2024, although it will evaluate resources for a possible program restart in the future.

On-the-Job Training (OJT) remains a cornerstone of the Midlands Area Business and WIOA training service toolkit. To support the success of OJT, Midlands WIOA service providers are allocated specific funding, and OJT performance is monitored to prioritize high-wage opportunities.

Our Sector Partnership Initiative will play a crucial role for businesses moving forward. We are encouraged by the engagement of the new Steering Committee and the challenges they have identified. Understanding their emerging needs is essential for the Board in order to effectively engage the workforce system to address these concerns. We look forward to making progress on their initial list of pain points and tackling additional issues as they arise.

Lastly, the Midlands Area Business Service Team continues to grow and increase its impact. The integrated team will continue to recruit partners and employers for membership and will convene on a monthly basis. Engaging with various service providers, including local economic developers and the Small Business Administration, helps to strengthen the overall workforce system. This consistent meeting environment allows partners to gather for roundtable discussions, ensuring effective service delivery to employers.

8. **A description of how the LWDB will coordinate local workforce investment activities with regional and economic development activities that are carried out in the LWDA, including how the LWDB will promote entrepreneurial skills training and microenterprise services. Collaborations and partnerships with regional and statewide groups will be our primary approach to engaging in regional economic development (ED) activities. The MWDB has built long-term relationships with local economic developers, and our regional team plans to continue strengthening these connections. Representatives from existing industries in each of the three counties, along with the South Carolina Department of Commerce, actively participate in the Area Business Service Team and have been involved in the Regional Sector Partnership. Recently, all three counties have appointed staff to focus on existing industries. This additional resource will help us integrate**

workforce services with economic development, allowing us to efficiently meet a larger number of employer needs.

By collaborating with economic development efforts, the MWDB can connect with both new and expanding businesses. To further promote entrepreneurship, skills development, and support for microenterprises, we are looking to engage additional organizations in these areas. We have partnered with the Small Business Administration to promote their workshops on our events calendar, aimed at better supporting emerging entrepreneurs. Additionally, we periodically host joint staff meetings to enhance awareness between workforce professionals and economic development staff.

Section IV: Program Design and Evaluation

1. A description of the SC Works delivery system in the LWDA, including the following:

- How the LWDB 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;

Before the commencement of each new Program Year, the MWDB conducts a review of the current Program Year to assess each provider's performance, identifying areas that require improvement as well as opportunities for enhancement within the framework of continuous improvement. This evaluation is integral to the annual decision-making process regarding the renewal of contracts with existing service providers for Adult, Dislocated Worker, Youth, and Operator services, or the issuance of a Request for Proposals (RFP). Based on the Board's decision, identified areas are either incorporated into the RFP or translated into operational benchmarks for the providers.

Key indicators for assessment include participation/enrollment levels, fund utilization, overall performance, and Youth work-based learning, alongside annual goals developed from these indicators. These benchmarks are typically selected to target areas with potential for growth or shifts in service demand.

The Board and its Committees receive quarterly updates on the identified improvement areas. For any provider whose proposed budget includes a management fee or profit, these operational benchmarks are stipulated in the awarded contract, guiding the earning of the management fee or profit. Regardless of the contract type, the operational benchmarks serve as a measure of provider effectiveness. As part of the Board's continuous improvement process, the impact areas and their respective levels are reassessed for each Program Year.

The Midlands area is committed to continuous improvement through a comprehensive review of training provider applications. These applications are

evaluated for approval based on the standards established by the Midlands Workforce Development Board. Key criteria include the attainment of a recognized credential, endorsement by the relevant state authority overseeing the specific training, and alignment with the locally prioritized industry clusters. As performance data becomes available with the implementation of PATH, this data will serve as an important additional criterion for maintaining approval on the Eligible Training Provider list. As the State Board sets benchmarks for the providers on this list, the Midlands area will be prepared to assess provider performance, identify potential areas for improvement, and address any service gaps that may arise from provider removals.

- How the LWDB will target rural communities, including how the LWDB will use technology and other means to facilitate increased access to services provided through the SC Works delivery system;

The Midlands is actively seeking partnerships to enhance regional access points and deliver virtual services from the SC Works system as extensively as possible. We support the state's initiative to establish Connection Points aimed at broadening SC Works service delivery. To date, the Midlands area has implemented Connection Points at county libraries, the Midlands Fatherhood Coalition, and Brookland Lakeview Empowerment Center. In 2024, we facilitated the creation of the first Connection Point on a college campus at Benedict College.

Although our region is primarily regarded as urban, it does contain pockets of rural environments and areas that face significant barriers to accessing services. We concentrate our efforts on developing strategies to address these needs. Partnering with the State's Rural Initiative is a crucial first step in this process. Fairfield County is included in the initiative, and a regional coordinator, who is a former WIOA Career Advisor, operates out of the SC Works office in the County. The Midlands staff collaborates with the Rural staff to identify the needs of adjacent rural areas in the Midlands, ensuring that resources are utilized effectively. Our target areas include rural opportunities in Fairfield County (beyond the town of Winnsboro), western Lexington County, eastern Richland County, as well as select downtown spots in Columbia.

In the meantime, several members of the Business Services Team have undergone training in job referrals, job search strategies, and the creation of resumes and cover letters. This training aims to promote the utilization of SC Works Online Services (SCWOS) as they assist their clients. Partners who have completed this training include Job Corps, the SC National Guard, Goodwill (specifically the Job Connection and SCSEP staff), Lexington County DSS, and various Adult Education partners. Although these locations are not officially designated access points, this initiative expands access to job referrals, thereby providing greater value to the businesses we serve.

The Midlands has actively embraced technology to enhance service delivery across various sectors. Since April 2020, all workshops have been conducted virtually and will continue in this format. Each month, new workshop topics are being introduced, and social media is employed to promote accessibility. Additionally, selected workshops are being edited and made available on YouTube. TABE is offered through a web-based platform to broaden service access. Under the WIOA framework, the Midlands area has notably increased customer access to Financial Literacy resources. Targeted workshops featuring representatives from professional organizations are still conducted within the Centers at no cost to job seekers. Furthermore, a comprehensive range of financial literacy curriculums is accessible online, allowing for reinforcement and deeper exploration of specific topics. These resources and training opportunities are made possible by the SC Works Midlands Centers, which annually host Cooperative Ministries' VITA program, providing free tax return preparation and filing services by trained professionals. Additional basic skills and occupational training is available to SC Works customers online through platforms such as Allison and the South Carolina Library. WIOA participants also benefit from access to LinkedIn Learning modules via the Equus Workforce Services contract. This online training program, led by industry experts, covers a range of subjects including business, software, and creative skills, with universal topics such as Team Building, Leadership, Conflict Resolution, and Customer Service included in the curriculum. The Midlands continues to pursue further online training opportunities to enhance technological integration and better serve the diverse needs of job seekers.

- How entities within the SC Works delivery system, including center operators and partners, will comply with the nondiscrimination provisions of WIOA and applicable provisions of the South Carolina Nondiscrimination Plan, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA) in regards to 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 involved in providing services within the SC Works Midlands system must agree to and sign a Memorandum of Understanding (MOU) that outlines how they will participate in the system. Attachment B of the MOU ensures that partners comply with the nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA), Section 188.

To reinforce these commitments, the Midlands Area has designated an Equal Opportunity (EO) Officer who ensures compliance and offers assistance as needed. This includes meeting accessibility requirements set forth by the

Americans with Disabilities Act of 1990. Compliance is achieved through monitoring, technical assistance, and, when necessary, training.

South Carolina Vocational Rehabilitation has conducted an assessment of the comprehensive center to recommend the technology and accommodations needed to assist customers. The recommendations from this assessment have been reviewed, and necessary assistive technologies have been provided to ensure that the centers and their services are accessible.

To provide our customers with the highest quality of service and to address ongoing staff development, the Midlands Disability Advisory Committee collaborates with Mental Health America SC (MHA) to provide Mental Health First Aid training and certification to all SC Works staff through our relationship with our connection point, Brookland Lakeview Empowerment Center. MHA has provided additional staff training opportunities around stress management, compassion fatigue, and SAD to Wellness ensuring staff is prepared to recognize customers in crisis and help access services where necessary. The Committee is currently exploring additional training around discussing disabilities with employers.

- 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.

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:

- **Provide applicable career services; and**
- **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:**

- A reasonable cost allocation methodology by which infrastructure costs are charged to each partner in proportion to use and relative benefits received; and
 - 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.

Additionally, each partner agrees 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.

Annually the partners participate in the Memorandum of Understanding (MOU)/Resource Sharing Agreement (RSA) to determine the SC Works Center Midlands area budget and Cost Allocation methodology (FTEs or space usage). To date, the Midlands partners have selected an FTE methodology but this is subject to change for each Program Year. The Center/system budget is negotiated each year. The line items include costs for infrastructure costs to be shared with all partners and other costs are optional for partner sharing. Infrastructure costs items include:

| | |
|-----------------------------------|--|
| Lease/Rent | HVAC Maintenance |
| Utilities | Equipment Rental Expenses |
| Landscaping | Security |
| Janitorial & Cleaning Maintenance | Pest Control |
| Building Maintenance & Repairs | Supplies (public access & common space only) |

To date, the optional costs have included:

- Front Desk Reception

- Phone/Internet access for Staff
- Shared Printer/Copier Staff access

The provision of core services will be delivered through Center partners to including Adult Education, Midlands Technical College, TANF Employment and Training programs, SC Commission for the Blind, Vocational Rehabilitation, Job Corps, SCSEP & Second Chance programs. 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 LWDA.

The Midlands has developed its WIOA programs to provide Adult and Dislocated Worker participants with access to high-quality career services, education and training, and the necessary supportive services to secure in-demand, quality employment and maintain job retention.

Workforce center staff conducts a thorough objective assessment of each participant's needs, which is crucial for making informed decisions regarding the services required by the customer. Service providers may offer additional comprehensive and specialized assessments of the skill levels and service needs of Adults and Dislocated Workers, which can include tools such as WIN, TABE, My Next Move, and other diagnostic assessments. These evaluations are particularly vital for participants who are lower-skilled, less experienced, or those transitioning into new fields due to layoffs. An essential part of the assessment process is determining if the participant requires training services. Service providers will ensure that all participants meet the following training prerequisites:

- They are unlikely or unable to secure or retain employment that leads to economic self-sufficiency or offers wages comparable to, or higher than, their previous employment solely through career services;
- They require training services to obtain or sustain employment that leads to economic self-sufficiency or offers wages comparable to or exceeding their previous employment, through career services alone; and
- They possess the skills and qualifications to successfully engage in the chosen training program.

Upon completion of assessments, the service provider and the participant collaborate to create an individualized employment plan (IEP). This plan aims to identify

employment objectives and the appropriate combination of services necessary for the participant to achieve their employment goals, including a list of eligible training providers along with relevant information.

Under the Workforce Innovation and Opportunity Act (WIOA) and through the workforce center system, the following employment and training activities will be provided:

- The Workforce Center will offer labor exchange services, encompassing job search and placement assistance, as well as labor market employment statistics. This includes delivering accurate information pertaining to local, regional, and national labor market areas, job vacancy listings, essential job skills for obtaining those vacancies, and insights into local in-demand occupations, including their earnings, skill requirements, and opportunities for advancement. The South Carolina Online System (SCWOS) is utilized to facilitate job search, placement assistance, and labor market information for Midlands Workforce Development Area (MWDA) participants.
- Information regarding in-demand industry sectors and occupations.
- Resources on nontraditional employment opportunities.
- Referrals to and coordination with other programs and services.
- Supportive services may be available for Adult and Dislocated Worker participants, along with appropriate referrals to additional agencies providing assistance, which may include childcare, child support, legal aid, access to computers and/or the internet, and medical or child health assistance.
- When deemed appropriate, training services will be offered through an Individual Training Account (ITA). These training services must be aligned with in-demand employment opportunities in the local area and fall within the training clusters approved by the Midlands Workforce Development Board (MWDB).

The approved training clusters by the MWDB are as follows:

- Healthcare
- Transportation & Logistics
- Manufacturing
- Information Technology
- Business Services
- Construction

The process for selecting training services is designed to maximize customer choice, and training providers are chosen from the state's eligible training provider list. The MWDA intends to offer the following training opportunities:

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

3. A description of how the LWDB will coordinate workforce development activities carried out in the LWDA with statewide rapid response activities.

The coordination of rapid response activities in the Midlands has been enhanced by the standardized training and collaboration provided by SC DEW. The region will continue to utilize designated staff within the local area to offer necessary assistance at both in-person and virtual Group Orientations. The MWDB has consistently maintained a strong connection with the SCDEW Rapid Response team. We will continue to promote Rapid Response services as an effective strategy for layoff aversion and as a crucial first step towards engaging and re-employing affected workers.

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

Furthermore, the Midlands values the use of Rapid Response-funded Incumbent Worker Training (IWT) as a layoff aversion tool and encourages local businesses to utilize these resources to enhance their viability as a proactive competitive step. We have found both strategies to be highly beneficial to both employers and the workforce. An additional benefit is the relationships fostered with the SC Manufacturing Extension Partnership and training providers. The area intends to continue supporting and promoting 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 LWDA, including activities for youth with disabilities, which must include an identification of successful models of such activities.

The area collaborates with local youth services organizations, several of which have been recognized as successful models. The Midlands also continuously seeks additional partners and other successful models to leverage resources.

- **City Year Columbia is part of the National City Year program, a national service initiative that brings together young adults from diverse backgrounds for a year of full-time community service. This program is a collaborative effort of AmeriCorps and the Corporation for National and Community Service. AmeriCorps volunteers work alongside Lexington School District Four and Richland School District One to support teachers in elementary and middle schools. They deliver supplementary instruction to students identified as needing additional support, helping to prepare them for college and career readiness. In addition to their service, AmeriCorps volunteers have opportunities to develop leadership skills and further their education. They can pursue an alternative teaching certification or a Master's degree in Divergent Learning through a partnership with Columbia College. Although the interface with the Midlands WIOA Youth program is limited due to differences in target groups, City Year's impact on the community is invaluable. WIOA regularly seeks opportunities to learn from City Year and collaborate where possible.**
- **Communities in Schools Midlands (CISM) is part of the national Communities in Schools network, which was founded in the 1970s by Bill Milliken. The organization aims to bring community resources into public schools so they can be easily accessed, coordinated, and held accountable. Focused on students living in poverty and those at risk of dropping out, CISM places a coordinator in schools to organize services and assist families in navigating these resources. The primary goal is to keep students in school and help them graduate by leveraging relationships and resources while using research evidence to achieve impactful results. CISM operates in targeted clusters of elementary through high schools within Richland School District One and Lexington School District Two. The Midlands WIOA leadership has a longstanding relationship with this organization, although we do not share program participants. WIOA Board members and staff have served on the organization's Board of Directors and advisory committees to stay informed about emerging student needs and to facilitate connections to services and resources for students and their families.**
- **The JAG-SC program offers several sites in the Midlands area. JAG-SC is modeled after the DOL JAG Program and is a drop-out prevention program focused on academic success and career readiness skills. There are two in-school programs in operation (Swansea High School in Lexington County and C.A. Johnson High school in Richland County) The WIOA program receives referrals from the in-school programs' graduates to receive additional services when needed as the Midlands WIOA Youth program serves out-of-school participants.**

The Youth contractors in the Midlands area have established a strong track record of successfully delivering WIOA Youth services. Equus brings several decades of experience and a history of achievement across the United States, including over five years specifically in the Midlands region. Fairfield County has been running Youth workforce programs since the JTPA era and has demonstrated a successful model for workforce development through JTPA, Welfare-to-Work, WIA, and

WIOA. The two contractors collaborate effectively to provide workforce services in the Midlands area.

The MWDA youth service providers are dedicated to delivering high-quality services to all youth and young adults. This initiative encompasses career exploration and guidance, ongoing support for educational achievement, and opportunities for skills training in high-demand industries and occupations. Currently, the Midlands Workforce Development Board has chosen to prioritize funding for the Midlands Youth program specifically for Out-of-School Youth aged 16 to 24 residing in Fairfield, Lexington, and Richland counties.

The MWDA is dedicated to ensuring that all fourteen (14) WIOA-required program elements are accessible to all eligible youth participants. Youth service providers will support young individuals in developing the academic and employability skills necessary for successful transitions into adulthood. To enhance services for youth with disabilities, the MWDA will conduct training sessions for youth service providers, focusing on various types of disabilities. This training will also address intake processes, including reasonable accommodations, disability etiquette, and strategies to encourage youth to disclose their disabilities. A strong emphasis will be placed on providing comprehensive programmatic access for youth with disabilities. Additionally, service providers will receive information about local disability programs and resources to facilitate successful outcomes.

The MWDA coordinates with various agencies that provide services in the Midlands Area, including those not covered under WIOA (Workforce Innovation and Opportunity Act). Currently, the MWDB partners with the following agencies and plans to collaborate with additional organizations:

- **Local Department of Juvenile Justice and Juvenile Probation and Parole**
- **Columbia Housing Authority, which offers public housing assistance**
- **Adult Education and Continuing Education agencies, both public and private**
- **South Carolina Department of Health and Human Services (SCDHHS) and South Carolina Department of Social Services (SCDSS) for participant assistance and referrals**
- **South Carolina Youth Advocacy Program (SCYAP)**
- **WIOA Title II Adult Education providers**
- **South Carolina Department of Disabilities and Special Needs, South Carolina Vocational Rehabilitation Department, as well as health and mental health providers**
- **Project SEARCH, a business-led program that facilitates school-to-work transitions for students with intellectual and developmental disabilities**
- **Job Corps referrals**
- **Other relevant youth initiatives, both public and private.**

After determining eligibility, youth service providers will conduct a comprehensive objective assessment summary to identify the needs of each participant. This assessment will help both the participants and the youth service providers make informed decisions about the necessary services.

Youth service providers may also conduct additional specialized assessments to evaluate the skill levels and service needs of youth participants. These assessments may include career readiness evaluations, TABE (Test of Adult Basic Education), and other diagnostic testing tools. They are valuable in identifying deficiencies in basic skills, assessing soft skills, determining training needs, exploring career interests, and evaluating leadership skills.

Once the assessments are completed, the service provider and the participant will collaboratively develop a service strategy tailored to the participant's needs. This strategy will outline appropriate goals and objectives, as well as a suitable combination of services to help the youth achieve their education, training, and employment goals.

The MWDA youth service contractors either provide these services directly or refer participants in need to partner agencies for the fourteen (14) required program elements under the Workforce Innovation and Opportunity Act (WIOA) that are 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 which identifies the entities involved and the function(s) they are providing, and a description of 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 grants to Apprenticeship Carolina for apprenticeship expansion, the area continues to see increased opportunities. Create Opportunities has a growing number of Youth enrollees and by association the Apprenticeship model with an OJT component following the intense six-month classroom training. 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 are ready and able to assist in research. Additionally the library branches in all three service counties have dedicated space for employment searches along with the other three Connection Points established in the area, 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.

The Midlands area has enjoyed a long-standing collaborative relationship with both the Midlands Education and Business Alliance (MEBA) and the Midlands Regional Education Coordinator. In recent years, the local area has worked even more closely with the staff in both organizations to extend the collaboration to prepare youth across the area for their transition into post-secondary education and/or employment. We promote the exploration of the local school districts' Career and Technical Education programs with jointly sponsored marketing materials. Midlands staff has taken a more active role in the Midlands Youth Expo, hosted by MEBA, to talk to more than 4200 youth across the three county area about career paths and opportunities on the path. Midlands staff also attends MEBA's winter networking session with area school career advisors to raise awareness of the SC Works services, WIOA eligibility and career pathways to assist their guidance activities with the high school youth. The Regional Education Coordinator assisted with making a connection to the Midlands Middle College to provide additional support to the career guidance staff for high school seniors planning for post-graduation career opportunities.

6. If using the basic skills deficient definition contained in WIOA § 3(5)(B), describe the LWDA's 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 the LWDA continues to use TABE for determining youth basic skills deficiency, a local policy is not required.)

The Midlands Area Policy PY-19-03, Change 1 (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:

- Scores less than 4 on any one or more of the following 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 persons 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 LWDB 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 region has consistently prioritized the optimization and effective use of resources to explore innovative ways to serve its customers. The Board actively supports Business Services, Sector Partnerships, Career Pathways, Talent Pipeline Development, and Work-Based Learning by collaborating with local employers to provide valuable information to the Board, Midlands Youth Committee, and education and training partners. The Board is dedicated to fostering youth career development through strategies that include work-based learning, career exploration via short-term work experiences, internships, and On-the-Job Training. These work-based learning opportunities, combined with soft skills training and foundational as well as occupational education from our secondary and post-secondary partners, form an integral part of our youth-centric learning services. In delivering these services, we prioritize addressing educational barriers to employment, with WIOA staff working closely with participants. Our team ensures ongoing communication between educational programs and workforce activities while actively breaking down other barriers to success.

Identifying funding options for participants is essential for addressing educational needs while optimizing available resources. For post-secondary education, MWDA staff assist participants in applying for federal and other financial aid that may be accessible. When appropriate, staff will connect job seekers with Educational Opportunity Center (EOC) partner services for more specialized financial aid assistance. The Board has established long-standing partnerships with several local post-secondary institutions, including Midlands Technical College, as well as with local school districts' Career and Technical Education (CTE) and Adult Education programs. Board staff routinely collaborates with these groups through Board Committees, Partner meetings, Business Service Team meetings, and advisory groups formed by these educational entities. These collaborative groups explore ways to integrate services, leverage resources, and prevent duplication of efforts. Furthermore, in recent years, the Board has made a concerted effort to facilitate regular meetings and maintain contact between these two sectors. Workforce activities and investments will be designed and formulated in response to labor market and business demands. The Board will continue to utilize economic reports and feedback collected by the Business Services Team from local employers to guide the development of services and investments. Since secondary and post-secondary education providers are integral to the Board and Committee structure, information gathered is shared on a regular basis.

In an effort to explore further avenues for workforce development to enhance the secondary education system, the Midlands area launched a pilot project in 2023 in

collaboration with a local charter school, Midlands Middle College. This initiative aimed to provide additional career exploration and readiness resources to a select group of high school seniors, complementing the existing guidance and career readiness staff. In 2024, the staff refined the hands-on career exploration sessions to extend their reach to the Adult Education programs in two school districts and one high school. The Adult Education series fostered closer collaboration among the entities, ensuring a seamless transition for students moving from secondary education into careers or post-secondary education.

8. A description of how the LWDB will coordinate the WIOA Title I workforce investment activities with the provision of transportation, childcare, and other appropriate supportive services in the LWDA.

The Midlands Workforce Development Board has approved a set of policies aimed at removing barriers to employment through initiatives focused on transportation, childcare, and other supportive services within the Midlands WIOA program. These services are intended to help participants who are receiving WIOA assistance to secure and maintain employment while also enabling their participation in training and job-related activities. Throughout the program year, policies such as Supportive Services undergo regular evaluation to assess their effectiveness and are adjusted as necessary. In recent years, one notable update to the policy includes provisions for assistance with legal aid and technology support, encompassing hardware, software, and internet access.

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

- Assistance with transportation;
- Support for childcare needs;
- Legal aid assistance;
- Provision of laptop computers and/or internet access;
- Help with uniforms or appropriate work attire, as well as essential work-related tools, including eyeglasses and protective eyewear;
- Support for educational expenses including testing, books, fees, school supplies, and other necessary items for students pursuing postsecondary education;
- Payment of fees related to employment and training applications, tests, and certifications.

Support services are offered on a case-by-case basis, contingent on available funding, when it is confirmed that the participant lacks sufficient resources and no other agency is able to provide assistance. These services are integrated into the individual employment plan and must be assessed each time an individual enrolls in an employment or educational program.

The Midlands envisions support services as a short-term solution; therefore, they are restricted in both duration and funding. Given the limited financial resources, it is the responsibility of the Program Managers to ensure that each participant has a comprehensive plan that includes provisions for meeting basic support needs, while also assisting the participant in identifying alternative sources of assistance to supplement the services provided.

Service providers are responsible for ensuring that an assessment is conducted to identify the supportive service needs of all participants who are eligible for and enrolled in WIOA programs. The MWDA policy outlines the coordination and referral of services to other entities to prevent the duplication of resources and to establish limits on the funding and duration of these 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, combines a Center Operations Business Plan, Memorandums of Understanding, and a Partner Liaison, all aligned with the SC Works Standards. By clearly defining and assigning partner roles, responsibilities, and expectations, we ensure that the services provided to customers are focused and not duplicative.

The Midlands operational plan for in-center services outlines a clear method for service delivery, enabling programs to operate in a complementary manner. The Operator's role within the Midlands SC Works system is to facilitate daily coordination among partners and oversee the execution of the operational plan. The Operator achieves seamless service delivery by following guidance from the Midlands Workforce Development Board (MWDB) and adhering to the SC Works Standards.

In addition to on-demand meetings at the centers, we schedule formal quarterly meetings to provide partners with the latest information regarding services and center operations, as well as to conduct staff training. The operational plan is a dynamic document that is continually reviewed as part of the SC Works Center Certification process. The addition of a new One Stop Operator, service partners, and technological advancements drive this evolution.

As service delivery in the centers and the system changes, so do the roles of the involved parties. Through active engagement, coordination, and communication, we ensure there is no overlap in the Wagner-Peyser functions. Examples of this coordination include regular stand-up meetings, real-time communication with staff, and monthly training sessions that complement the informal daily interactions among center staff.

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

The Midlands Workforce Development Board has a rich history of collaboration with the Adult Education departments across each school district in the region. We are committed to identifying opportunities to streamline service delivery and enhance our partnership for the benefit of our shared customers. Our communication efforts encompass the promotion of all Adult Education services available through the eight respective departments, both physically within the Center and via SC Works Midlands social media platforms. This aims to make skill enhancement opportunities accessible to each customer in their neighborhood.

The consortium of Adult Education Directors appoints a representative to the Midlands Workforce Development Board. This Director acts as a liaison between the two groups, facilitating the exchange of information and collaborative opportunities. Additionally, various Adult Education staff members participate in the Midlands Business Services Team and serve on the Board's standing committees. This participation helps ensure a smooth flow of information between the frontline staff at the SC Works Centers and the diverse Adult Education departments.

Furthermore, with a Board representative seated on the Midlands Youth Committee, we guarantee that Adult Education priorities and perspectives are effectively communicated within the Board, ensuring that relevant actions are relayed back to the Directors. This collaborative model continues to serve the Midlands Area and our partnership exceptionally well. By welcoming new partners and service providers, we maintain the most effective mechanism for efficient coordination through open communication.

In accordance with the requirements outlined in Title II of WIOA, the Midlands Workforce Development Board employs a volunteer-based ad hoc review committee for the assessment of local applications. When the Midlands Area is due for a review of such applications, the MWDB Center Management/Planning Committee or the Board Chair will appoint a minimum of three volunteers from among the members to form a committee. This ad hoc committee is tasked with reviewing and evaluating the proposals based on the established criteria. This process aligns with the review mechanisms employed by MWDB staff for all competitive and application review procedures.

Twice a year, the WIOA programs convene with the Adult Education Directors to evaluate any evolving needs of the students, address necessary process changes, and discuss other shared projects or concerns. This collaboration enhances the existing communication channels and daily operations while focusing on the specific needs for collaboration.

11. A description of how the LWDB 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 is responsible for overseeing activities related to the provisions of WIOA § 188. This includes programmatic monitoring, data evaluation, staff training, and partnership development to ensure a comprehensive and effective outreach process. Each quarter, the EO Coordinator generates data reports from SCWOS to assess customer demographics under WIOA. By understanding the populations utilizing our services, we can identify which groups may require tailored outreach efforts. Additionally, the area utilizes the Chumra JobsEQ data system, which provides insights into the general population of our counties. This tool may help us identify further outreach opportunities.

The outreach mechanisms in the Midlands Area encompass social media, partner referrals, direct customer contact at our centers, and peer-to-peer referrals. Among these, social media and partner referrals have the most significant influence on our affirmative outreach efforts. For instance, when the Midlands chooses to conduct a social media campaign, the platform enables us to customize our audience approach. In these instances, we define parameters based on our geographic area and target individuals aged 18 and older, ensuring that all users of the platform receive equal information about our programs. Additionally, our network of partners allows us to broaden the reach of our service message. While organizations like SC Vocational Rehabilitation and Able SC focus specifically on individuals with disabilities, other partners such as SC DSS, Adult Education, Fast Forward, MIRCI, and Transitions offer targeted services without restricting them to any specific population.

These activities also include the Midlands Area Business Service Team and the Partner Team. The Business Services Team Lead and One-Stop Operator facilitate coordination among partner programs during meetings. By distributing information and inviting Subject Matter Experts as guest speakers, we foster a diverse approach. Our staff continually enhances their knowledge base to ensure it is relevant and welcoming to all customers accessing our system and services.

At the Board level, the Midlands engages non-appointed members as advisors to the standing committees. While this is most prominent with the Disabilities Committee, it applies to all committees and the full board. Furthermore, the Midlands Area has established policies and procedures to support our providers and partners.

These approaches create a variety of opportunities for us to ensure comprehensive outreach, providing equal access to individuals from diverse religious, racial, and

ethnic backgrounds, those with limited English proficiency, individuals with disabilities, as well as people of different age groups and genders. Each new partnership is seen as a chance to enhance our affirmative outreach efforts.

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 LWDB 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 PY24 MOU and IFA are included as an attachment.

2. A description of the entity responsible for the disbursement of grant funds as determined by the CEO(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 2024. These services were procured through an RFP issued in March 2024. The procurement process resulted in contracts with Equus Workforce Solutions and Fairfield County.

The area follows SC State procurement rules to award the grants. A comprehensive RFP 23-01 was issued on March 15, 2024 for Adult, Dislocated Worker and Youth Services and One-Stop Operator across all three service counties with responses due April 26, 2024. The solicitation included the award period, approximate funds available and the elements of the services solicited. The RFP was advertised in SCBO, posted on the MWDB and CMCOG websites, and notice was mailed to over 100 individuals and organizations who had requested to be on the notification list for any solicitations. Questions regarding the RFP were accepted until April 5, 2024, and all questions and answers were posted on the MWDB website on April 10, 2024. Four proposals were received and all were forwarded to the ad hoc Committee of the MWDB for review and

scoring. The ad hoc Committee met on May 15, 2024, and forwarded their award recommendation to the Board. The Board reviewed and approved the Committee's recommendation at the June 6, 2024 Board meeting. Notification letters were sent to the successful and unsuccessful bidders following the meeting. At the end of the appeal time expiration, staff began negotiations with the successful bidders to write the contract. Contracts resulting from the RFP commenced on July 1, 2024.

4. A description of agreed upon local performance goals.

WIOA Performance Measures for Program Year 2024 and 2025 are below.

| WIOA TITLE I – ADULT | Program Year 2024 Goal | Program Year 2025 Goal |
|---|-----------------------------------|-----------------------------------|
| Employment Rate 2nd Quarter After Exit | 78.5% | 78.5% |
| Employment Rate 4th Quarter After Exit | 78.3% | 78.3% |
| Median Earnings in the 2nd Quarter After Exit | \$7300 | \$7300 |
| Credential Attainment Rate | 67.5% | 67.5% |
| Measurable Skill Gains | 66.3% | 66.3% |
| WIOA TITLE I – DISLOCATED WORKER | | |
| Employment Rate 2nd Quarter After Exit | 81.6% | 82.0% |
| Employment Rate 4th Quarter After Exit | 81.7% | 81.7% |
| Median Earnings in the 2nd Quarter After Exit | \$8949 | \$8949 |
| Credential Attainment Rate | 65.8% | 65.8% |
| Measurable Skill Gains | 72.3% | 72.3% |
| WIOA TITLE I – YOUTH | | |
| Program Year 2024 Goal | Program Year 2024 Goal | Program Year 2025 Goal |

| | | |
|--|--------|--------|
| Education or Training Activities or Employment in the 2 nd Quarter After Exit | 78.0% | 78.5% |
| Education or Training Activities or Employment in the 4 th Quarter After Exit | 78.9% | 78.9% |
| Median Earnings in the 2 nd Quarter After Exit | \$5360 | \$5360 |
| Credential Attainment Rate | 57.3% | 57.9% |
| Measurable Skill Gains | 60.8% | 62.0% |

5. A description of actions the LWDB will take toward becoming or remaining a high-performing workforce area, including the following:

- The effectiveness and continuous improvement criteria the LWDB will implement to assess their one-stop centers;

The Midlands Area maintains a focus on developing business-friendly services while enhancing the integration of partner services. We also utilize the SC Works Center Standards for Job Seekers and Business Services to ensure consistency across all Centers within our local area, region, and state.

Several years ago, we initiated a feedback system to assess customer satisfaction in the Centers, and we will continue this approach as we implement the new statewide tool. Members of the MWDB are encouraged to use the services of and visit the SC Works Midlands Center. They regularly provide feedback to both the staff and each other regarding the effectiveness and satisfaction of these services. Additionally, some members have led focus groups to showcase the available services to other local businesses, encouraging greater participation.

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

In addition to the federal core performance measures, our organization is evaluated based on both fiscal and programmatic performance. Financially, we are mandated to obligate a minimum of 80% of available resources each year. Moreover, we must allocate at least 75% of our Youth funds to out-of-school youth, ensuring that a minimum of 20% is specifically directed toward work-based learning activities. Additionally, we face the requirement of utilizing at least 70% of all available program funds annually, with a focus on ensuring that at least 30% of these expenditures are dedicated to direct participant services.

On the programmatic side, we are required to serve at least 75% of participants who meet the Priority of Service criteria to fulfill the program requirements set by the state. To qualify for the Priority of Service definition, participants must be classified as low-income or possessing basic skills deficiencies, as detailed in State Instruction Letter 15-17 Change 3. The Midlands Workforce Development Board (MWDB) has also prioritized expanding services to a broader audience, enhancing work-based learning opportunities for all participants, and placing increased emphasis on technology-driven service delivery.

With these requirements in mind and a commitment to continuous improvement, the Midlands area has established specific goals for 2024 to systematically achieve and assess our success.

- Focus on Work-Based Learning with a minimum of 35 On-the-Job Training placements, 30 Youth Work Experience placements and 2 Youth Training Provider/College/Employer Tour;
- Increase Community Engagement with 2 Employer-Focused Outreach Events, 2 Rural-Focused Workshops per quarter, and 2 Rural Youth Outreach Events per quarter;
- Hold Job and Training Fair Events with a minimum of 1 large scale event per year, 1 Resource Fair and 3 Employment/Training Events; and
- Maintain the Social Media with a minimum 3 YouTube Channel videos per quarter;

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 LWDB to allocate SC Works center infrastructure funds; and

The Midlands employs the Infrastructure Funding Agreement (IFA) framework issued at the State level to allocate costs among partners. All partners share the expenses related to Center-specific operations, including rent, utilities, janitorial services, phone and internet access, as well as shared supplies like paper and ink. Additionally, there are optional service costs for Center staff, such as staff internet and phone services, and costs associated with center navigator/front-desk personnel. Partner costs are calculated based on the staff hours spent in the Center, utilizing a Full-time Equivalent (FTE) methodology. Some partners have a physical presence in the Center on a full or part-time basis, with some workspace sharing, while others participate virtually. Consequently, the FTE methodology was chosen by the partners as the most equitable approach for sharing infrastructure costs in relation to their proportional use and the relative benefits received.

Partners are invoiced quarterly, and the majority opt for cash payments. The only exception to this is the South Carolina Department of Employment and Workforce (SCDEW); its contribution to the depreciation cost for the SC Works

Columbia is provided as an in-kind contribution. SCDEW owns the facility that accommodates the SC Works Columbia office. All other partner payments are made in cash.

The development of the IFA commences each spring in preparation for the upcoming Program Year. Partners convene, either in person or virtually, as a collective group each spring to initiate this process. Before the meeting, each partner submits their anticipated staffing needs for each Center to the MWDB staff, who then assess capacity and start drafting a proposed budget. The MWDB staff subsequently provide a preliminary budget for the Centers, utilizing actual costs from the first and second quarters of the previous year, along with any expected changes. They also include preliminary costs for each partner based on the FTE methodology and the anticipated staffing levels for each Center. During the meeting, the MWDB staff reviews the budget, addresses any questions regarding specific costs, and facilitates discussions among partners about potential adjustments to line item costs for negotiation purposes. Once all process and budget details are finalized, the MWDB staff prepares the final document for distribution and coordinates the collection of signatures.

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

The Center is managed by an operator funded through the Workforce Innovation and Opportunity Act (WIOA), who oversees daily operations and coordinates the activities and needs of partner organizations. These partners provide their specific services at the SC Works Centers, either through in-person delivery, referrals, or technology-based methods. Each year, the services offered are determined as part of the Memorandum of Understanding (MOU) process. Individual partners retain supervisory responsibilities for their program staff within the Centers. Additionally, partners contribute to the Center's operational costs, which are divided based on full-time equivalent (FTE) employees and outlined in the annual partner MOU.

The shared costs include:

- Rent/annual depreciation
- Building and grounds maintenance
- Utilities
- Center security (optional)
- Front desk reception (optional)
- Staff internet and phone (optional)
- Internet and maintenance for resource room computers
- Commons supplies for the Center (such as Resource Room printers and ink)

The partner-shared costs are billed quarterly.

6. A description of how adult and dislocated worker training services will be provided through the use of individual training accounts (ITAs), including the following:
 - 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 LWDB 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.
7. A description of the process used by the LWDB to provide a minimum 10 business day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of LWDA businesses, labor organizations, and institutions of education.

A timetable 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 10-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 economically self-sufficient community.

To ensure a wide distribution of the plan and to solicit input, the planning framework, drafts, 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, representatives of community groups, and stakeholders including the local technical college and all eight school districts. The plan development was a discussion topic at MWDB and Committee meetings, the monthly partner meeting, and the area business services monthly team meeting. Membership and attendees of those groups include

labor organizations, education (K-12, Adult Education, Midlands Technical College, and private-for-profit education providers), and business and industry leaders. Additionally, the Midlands Area Business Services Team was tapped to assist us in reaching business leaders and labor representatives. Each presentation outlined the elements of the plans, where to find a complete copy, and how to submit comments.

8. A description of how the LWDA 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.

All SC Works staff have access to virtual connectivity tools, provided through center smart boards or issued laptops. This has enabled all services to be available in a virtual environment using either Google Meet or Zoom. Both platforms allow our customers to connect with staff, submit documents, and participate in services such as orientation workshops. Additionally, customers are being positively trained in technology use, which can lead to more virtual instruction and employment opportunities when face-to-face interviews aren't possible. WIOA staff assess digital literacy by asking open-ended questions about technology familiarity and use. While in-person enrollment practices have resumed, we are exploring the use of our COVID-era virtual enrollment process with Adult Education students to expedite their enrollment.

As we have resumed face-to-face services at SC Works Centers, virtual workshops continue to be a critical component of our offerings. The implementation of a virtual greeter kiosk system has streamlined customer check-in, as well as data management and analytics. Accurate reports are now available on demand, in contrast to the previous system that relied on paper sign-in sheets and manual tabulations.

The Midlands Area is continually searching for new technology to enhance the accessibility and efficiency of our services. We are particularly interested in virtual job fair systems and artificial intelligence-based systems, such as ERISS+SARA, which could work in conjunction with the SCWOS case management system. In general, the primary limitation we face regarding technology implementation and innovation is funding.

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

The Midlands policy and procedures prioritize providing individualized career services and training to recipients of public assistance, low-income individuals, those who are basic skills deficient, and covered individuals in the Adult program.

On March 1, 2024, the Midlands Workforce Development Board issued MWDA Instruction Letter PY-15-02, Change 8, which outlines the Midlands Adult Priority of Service Policy. To ensure comprehensive understanding of how these priority services will be implemented, training has been provided to the service providers in the Midlands area. During the eligibility certification process, applicants will be identified

as 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 ongoing program monitoring by board staff and required internal monitoring by service providers. The following list details the priority of service for individuals in the WIOA Adult Program:

1st Priority - Eligible veterans and their spouses (eligible covered persons).

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

- Low-income (as defined by WIOA Sec. 3(36)),
- Recipients of public assistance, or
- Basic skills deficient.

3rd Priority - Eligible individuals (non-covered persons) who do not meet the above criteria may be enrolled on a case-by-case basis. Local policy restricts the enrollment of adults in WIOA who are not low-income, public assistance recipients, or basic skills deficient to no more than 25% of all adults registered in the current program year.

Due to limited funding for Adult programs and an increase in layoffs, the Midlands Workforce Development Board has adjusted the priority levels for service to focus on the First and Second Priorities. Staff continues to monitor enrollment numbers and financial status to potentially extend services to additional eligible job seekers in the Adult program.

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

The Midlands Workforce Development Board (MWDB) aims to develop targeted strategies and provide intensive services for individuals facing significant barriers to employment. Recognizing the critical need for such services, MWDB emphasizes efforts to facilitate the entry of these individuals into the labor force. Initiatives in this endeavor include expanding work-based learning opportunities, offering access to in-demand industry certifications, delivering job readiness training, and enhancing skill-building programs. Furthermore, the Board seeks to increase the participation of individuals with employment barriers, tailoring its services to support people with disabilities, veterans, out-of-school youth, young adults with limited work experience, and those who encounter language barriers, criminal justice involvement, or homelessness.

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

- **Displaced homemakers** – The MWDA dislocated worker program offers various services, collaborating with local women’s and family shelters to ensure virtual access to SC Works workshops, events, and job listings. Staff members periodically engage with residents through the organization’s speaker bureaus and provide training for organizational staff to enhance their ability to deliver virtual services and WIOA referrals, particularly once the residents’ housing situations have 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** – The Midlands Area is looking to establish partnerships aimed at enhancing outreach to individuals with disabilities and delivering WIOA career services. We are also seeking to provide additional services beyond WIOA through collaborations with organizations such as 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 Provider - Goodwill Industries of the Upstate/Midlands;
- **Ex-offenders** – Services provided by the MWDA and in conjunction with SC Department of Corrections, Alston Wilkes, Goodwill Industries of the Upstate/Midlands, Project 180, 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, SC Youth Advocate Program (SCYAP), and Epworth Children’s Home;
- **English language learners** – Services provided by the MWDA and in conjunction with area Adult Education Centers, 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 LWDA’s fiscal, programmatic, and equal opportunity/nondiscrimination monitoring process.

Fiscal monitoring is performed annually by the finance staff of the Central Midlands Council of Governments. All sub-recipients are assessed for compliance with the Workforce Innovation and Opportunity Act (WIOA) as well as the specific terms and conditions of their grants. Typically, the process involves a random selection of invoices and transactions, accompanied by a verification of supporting documentation. Once the financial monitoring is complete, a detailed report is provided to the contract signatory, highlighting areas that require improvement. Contractors are then given 30 days to respond with an actionable plan.

Programmatic monitoring is conducted once each program year, typically in the fall. Areas of focus for the review include Certification, Case Notes, WIN, Career Assessments, Basic Skills Assessments, Objective Assessment, IEP, Resume, Training, MSG/Credential, Supportive Services, Work-Based Learning, and hard copy file documentation. Following the completion of monitoring, supervisors receive a comprehensive report detailing areas that require improvement. Contractors are allotted 30 days to respond with an action plan.

On a quarterly basis, the area conducts Data Validation monitoring to verify the presence of DOL-approved file documentation for the selected elements and participants, as determined randomly by software. The quarterly files are supplied by the South Carolina Department of Employment and Workforce and include participant files for review, along with the specific data elements to be examined.

In Program Year 2022, the area implemented monthly Intentional Monitoring sessions with front-line staff. These monthly reviews consist of open-ended discussions among Administrative and Case Management staff in small groups, with rotating topics each month. The topics addressed include a comprehensive review of caseloads for stage evaluation and file familiarity, identification of challenging cases or scenarios, highlights of successes or best practices, resume assessments, long-term participants, recent enrollments, unmet needs, job-ready next steps, and strategies for participants nearing training completion. The primary objectives of these monitoring sessions are twofold: to inform the Administrative staff about challenges, successes, and opportunities to enhance service delivery, and to provide a collaborative training environment for staff that supplements the monthly staff training meetings. While these sessions have been temporarily suspended due to turnover among case management staff, they have been adapted to focus on training through a group staffing approach. The area plans to resume Intentional Monitoring once staffing stabilizes.

12. Copies of current LWDB policies and definitions, including the following:

- 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 the following:

- Memorandum(a) 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);
- 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 Workforce Development Board Chair:

Signature

Date

Local Grant Recipient Signatory Official:

D. Britt Poole

Print Name

Executive Director

Title

Signature

Date

WIOA Local Workforce Development Board Membership

Total Seats: 25 Seats Occupied: 25 Seats Vacant: 0

| Business (per Section 107(b)(2)(A)) | | | | |
|-------------------------------------|-------------------|--|--|---|
| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
| 1 | Phillip Austin | Blue Cross Blue Shield , Talent Acquisition Supervisor | (478) 973-1872 Phillipaustin4@gmail.com | 51 Clemson Road Columbia, SC 29229 |
| 2 | Jimmy Burroughs | Fairfield Property, Realtor | (803) 936-3870 ccwinnboro@truvista.net | 3531 US Hwy 321 N Winnsboro, SC 29180 |
| 3 | Danielle Diaz | Apex Tool Group, HR Manager | (800) 845-5629 Danielle.diaz@apextoolgroup.com | 670 Industrial Drive Lexington, SC 29072 |
| 4 | Jennifer Hathcock | Hitachi Rail, HR Manager | (803) 532-4432 Jennifer.hathcock@hitachirail.com | 645 Russell St Batesburg-Leesville, SC 29006 |
| 5 | Carl Kennedy | Element TV Company, LP, Vice President Human Resources | (803) 815-1400 Carl.K@elementtv.com | PO Box 581 Winnsboro, SC 29180 |
| 6 | Michelle Kershaw | Humanities, LLC, Owner | (803) 546-6659 Monk3300@gmail.com | 4210 Handelwood Court Columbia, SC 29206 |
| 7 | Cecilia Kusnirak | Global Tissue Group, Human Resources Manager | (304) 886-7751 barnwelltissueapplications@gmail.com | 239 Battery Creek Dr Gaston, SC 29053 |
| 8 | Kevin McNerney | Collite, Executive Vice President | (803) 212-8569 kmcnerney@collite.com | 5 Technology Circle Columbia, SC 29205 |
| 9 | Ritchie Monteith | Blanchard Machinery, Training and Development Manager | (803) 718-2403 jmonteith@blanchardmachinery.com | 3151 Charleston Hwy West Columbia, SC 29172 |
| 10 | Reggie Murphy | Keller Williams Realty, Broker in Charge | (803) 348-1699 regmurph@bellsouth.net | 701 Cornhill Rd Columbia, SC 29210 |
| 11 | Harry Plexico, Jr | Intertape Polymer Group, Plant Management | (803) 348-7404 hplexico@hotmail.com | PO Box 654 White Rock, SC 29177 |
| 12 | Michael Ray | Training Concepts, Sr Account Manager | (803) 765-9070 Michael@trainingconcepts.com | 250 Berryhill Rd Ste 502 Columbia, SC 29210 |

| | | | | |
|----|-----------------|---|---|---|
| 13 | Sheena Thompson | Mark Anthony Brewing, People Operations Business Partner | (803) 917-9184 sthompson@markanthony.com | 3160 Shop Road Columbia, SC 29209 |
| 14 | Jami Turner | Lexington Medical Center, Assistant Director Business Partner | (803) 791-2357 jturner@lexhealth.org | 2720 Sunset Blvd West Columbia, SC 29169 |
| 15 | | | | |

Not Less Than 20% (per Section 107(b)(2)(B))

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|-----|------------------|--|---|---|
| 1 | Ben Mauldin | SC Youth Advocate, Transportation Coordinator | (803) 779-5500 benimauldin@gmail.com | 140 Stoneridge Dr Suite 350 Columbia, SC 29210 |
| 2 | Tim Miller | Walker White, Program Director (Apprenticeship) | (803) 691-0918 tmiller@walker-white.com | 7402 Fairfield Road Columbia, SC 29203 |
| 3 | Laura McKinney | Columbia Chamber of Commerce, Talent & Workforce Director | (803) 467-0186 lmckinney@columbiachamber.com | 1225 Lady Street Suite 100 Columbia, SC 29201 |
| 4 | David Prigge | Lexington/Richland School District 5 Career & Technical Ed. Director | (803) 735-3332 dprigge@lexrich5.org | 6671 St Andrews Rd Columbia, SC 29212 |
| 5 | Laura Reeder | SC Teachers Association, Member Associate | (803) 767-8684 lfreeder@gmail.com | 111 Huffstetler Street Columbia, SC 29210 |
| 6 | Debra Strippling | Communication Workers Association 3706, President | (803) 807-0083 debracstripling@bellsouth.net | PO Box 2508 West Columbia, SC 29171 |
| 7 | | | | |

Education & Training (per Section 107(b)(2)(C))

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|-----|------------------|---|---|--|
| 1 | Bobby Cunningham | Richland County School District Two Adult Education Director | (803) 736-8787 bcunningham@richland2.org | 750 Old Clemson Rd Columbia, SC 29229 |
| 2 | Lauren Holland | Midlands Technical College, Vice Provost for Corp & Cont. Education | (803) 691-3880 HollandL@midlandstech.edu | PO Box 2408 Columbia, SC 29202 |

Governmental, Economic, and Community Development (per Section 107(b)(2)(D))

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|-----|---------------|---|--|---|
| 1 | Donna Earley | SC Commission for the Blind, Administrative Coordinator | (803) 898-1049 Donna.earley@sccb.sc.gov | 1430 Confederate Avenue Columbia, SC 29201 |
| 2 | Jeff Ruble | Richland County Director, Economic Development | (803) 576-1368 Ruble.jeffrey@richlandsc.gov | 1201 Main St Ste 910 Columbia, SC 29201 |
| 3 | Fabian Zalewa | SC Dept of Employment & Workforce Area Manager | (803) 737-4365 fzalewa@dew.sc.gov | PO Box 995 Columbia SC 29202 |

Others as Chief Elected Officials Determine Appropriate (per Section 107(b)(2)(E))

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|-----|------|-----------------------|-------------------------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Denote multiple representation with an asterisk (*).

| | |
|--|-----|
| Total Number of Seats Filled: | 25 |
| Number of Seats Filled Representing Business: | 14 |
| Percentage of Seats Filled Representing Business: | 56% |
| Number of Seats Filled Representing Not Less than 20%: | 6 |
| Percentage of Seats Filled Representing Not Less than 20%: | 24% |
| Number of Seats Filled Representing Education & Training: | 2 |
| Number of Seats Filled Representing Gov't, Economic & Comm. Dev.: | 3 |
| Number of Seats Filled Representing Others by Chief Elected Officials: | 0 |

**Local Administrative Entity
Roster of Workforce Staff**
(Non-operational Staff)

| | |
|--|--|
| Name: Tammy Beagen | Workforce Job Duties/Responsibilities: Serves as Chief Executive Officer: Plans, Organizes, Staffs, Directs and Controls all aspects of MWIA activities and services. Manages MWIA staff. Provides information and assistance to MWDB. Oversees Plan development and implementation; program performance accomplishment and program compliance. |
| Job Title: Director | |
| Name: Kynshari Smith | Workforce Job Duties/Responsibilities: Provides extensive technical assistance and training to provider staff in support of efficient, effective and accurate interface with SCWOS. Processes of ETP applications and other special projects as needed. Provides reports of WIOA activities and performance to the Director from SCWOS, ad hoc reports and customization. Performs a variety of other duties as required to assist the Director and support area initiatives. Serve as EO Officer and ADA Coordinator. |
| Job Title: Data Analyst | |
| Name: Brandon Buchanan | Workforce Job Duties/Responsibilities: Leads promotional activities of SC Works Midlands offices to include: recruitment of partners, engagement of employers, management of social media, engagement of local media, management of events and coordinates services between partner agencies. Performs a variety of other duties as required to assist the Director and support area initiatives. |
| Job Title: Business and Industry Liaison | |
| Name: Brooke Seaton | Workforce Job Duties/Responsibilities: Provides technical assistance and training to provider staff in support of efficient, effective and accurate interface with SCWOS. Provides reports of WIOA activities and performance to the Director from SCWOS. Performs a variety of other duties as required to assist the Director and support area initiatives. |
| Job Title: SCWOS Coordinator | |
| Name: Anastasiya Hay | Workforce Job Duties/Responsibilities: Provides extensive technical assistance and training to provider staff in support of efficient, effective and accurate interface with SCWOS. Provides reports of WIOA activities and performance to the Director within the limitations of SCWOS reporting capabilities. Provides SCWOS support inclusive of AIFT management to the |
| Job Title: SCWOS Coordinator | |

| | |
|--|--|
| | Lower Savannah local area. Performs a variety of other duties as required to assist the Director and support area initiatives. |
|--|--|

Comprehensive/Affiliate/Specialized SC Works Center

(Use one form for each Center)

| | |
|---|--|
| Name: | SC Works Midlands (Columbia) Comprehensive Center |
| Address: | 700 Taylor Street Columbia, SC 29210 |
| Phone Number: | 803-978-0190 803-737-5627 |
| Fax Number: | 803-978-0191 |
| Website: | Scworksmidlands.org |
| Hours of Operation: | Monday – Friday: 8 am – 5 pm |
| List of All Co-located Partners and Available Center Services: | SC DEW (W-P, UI, TAA, Vet.), WIOA, JobCorps, SC DSS (TANF & SNAP), Goodwill (SCSEP, Second Chance Act), Midlands Technical College, Adult Education, SC Commission for the Blind, and SC Vocational Rehabilitation |

Comprehensive/Affiliate/Specialized SC Works Center

(Use one form for each Center)

| | |
|---|---|
| Name: | SC Works Midlands (Lexington) Affiliate Center |
| Address: | 671 Main Street West Columbia, SC 29170 |
| Phone Number: | 803-359-6131 |
| Fax Number: | |
| Website: | Scworksmidlands.org |
| Hours of Operation: | Monday – Friday: 8:30 am – 5 pm |
| List of All Co-located Partners and Available Center Services: | SC DEW (W-P, UI, TAA, Vet.), WIOA, SC DSS (TANF & SNAP), and SC Vocational Rehabilitation |

Comprehensive/Affiliate/Specialized SC Works Center

(Use one form for each Center)

| | |
|---|---|
| Name: | SC Works Midlands (Winnsboro) Affiliate Center |
| Address: | 96 Hwy 321 Bypass South Winnsboro, SC 29180 |
| Phone Number: | 803-815-0627 |
| Fax Number: | |
| Website: | Scworksmidlands.org |
| Hours of Operation: | Monday – Friday: 9 am – 5 pm |
| List of All Co-located Partners and Available Center Services: | SC DEW (W-P, Vet.) and WIOA |

Additional SC Works Access Point(s)

| Host Name (e.g., Goodwill, Library, etc.) | Address | Phone Number | Fax Number | Days and Hours of Operation (for workforce services) | Workforce Services Available |
|---|--|-----------------|---------------|--|---------------------------------|
| Midlands Fatherhood Coalition | 1420 Colonial Life Blvd W Columbia, SC 29210 | (803) 993-0052 | | M-F 8:30 – 5:00 | Job search |
| Brookland Lakeview Empowerment Center | 1218 Batchelor St West Columbia, SC 29169 | (803) 744-7943 | | M-F 8:00 – 6:00 | Job Search |
| Benedict College (BEST Lives Center) | 1903 Two Notch Road Columbia, SC 29204 | (803) 704-4779 | | M-Th 8:30 - 8:30 Fri. 8:30 - 5:00 | Job Search |
| Fairfield Library | 300 Washington Street Winnsboro, SC 29180 | (803) 635-4971 | | M, F 9:00 - 6:00 T, Th 9:00 - 7:30 W 9:00 - 5:00 Sat. 9:00 - 1:00 | Job Search |
| Lexington County Public Library | 5440 Augusta Road Lexington, SC 29072 | (803) 785-2600 | | M-Th 8:30 - 8:00 F-S 8:30 - 5:30 Sun. 2:00 - 5:00 | Job Search |
| Batesburg Leesville Branch Library | 203 Armory Street Batesburg-Leesville, SC 29006 | (803) 532-9223 | | M, Th 9:00 - 7:30 T, W, F 9:00 - 5:30 Sat. 9:00 - 3:30 Sun. 2:00 - 5:00 | Job Search |
| Cayce-West Columbia Branch Library | 1500 Augusta Road West Columbia, SC 29169 | (803) 794-6791 | | M-Th 8:30 - 8:00 F, Sat. 8:30 - 5:30 Sun. 2:00 - 5:00 | Job Search |
| Chapin Branch Library | 129 Columbia Avenue Chapin, SC 29036 | (803) 345-5479 | | M, Th 11:00 - 7:00 T, W, F 9:00 - 5:30 Sat. 10:00 - 1:00 | Job Search |
| Gaston Branch Library | 214 S Main Street Gaston, SC 29053 | (803) 785-9908 | | M, W 11:00 - 7:00 T, Th 10:00 - 5:30 Sat. 10:00 - 1:00 | Job Search |
| Gilbert-Summit Branch Library | 405 Broad Street Gilbert, SC 29054 | (803) 785-5387 | | M, W 10:00 - 5:30 T, Th 11:00 - 7:00 Sat. 10:00 - 1:00 | Job Search |

Attachment B-4

| | | | | | |
|---|--|----------------|--|--|------------|
| Irmo Branch Library | 6251 St. Andrews Road Columbia, SC 29212 | (803) 798-7880 | | M-Th 8:30 - 8:00 F-S 8:30 - 5:30 Sun. 2:00 - 5:00 | Job Search |
| Pelion Branch Library | 206 Pine Street Pelion, SC 29123 | (803) 785-3272 | | M,T,Th,F 10:00 - 5:30 W 11:00 - 7:00 Sat. 10:00 - 1:00 | Job Search |
| South Congaree-Pine Ridge Branch Library | 200 Sunset Drive West Columbia, SC 29172 | (803) 785-3050 | | M, F 10:00 - 5:30 T, Th 11:00 - 7:00 Sat 10:00 - 1:00 | Job Search |
| Swansea Branch Library | 199 N Lawrence Avenue Swansea, SC 29160 | (803) 785-3519 | | M, F 10:00 - 5:30 T, Th 11:00 - 7:00 S 10:00 - 1:00 | Job Search |
| Richland Library Blythewood | 218 McNulty Street Blythewood, SC 29016 | (803) 691-9806 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland County Library – Business & Job Center | 1431 Assembly Street Columbia, SC 29201 | (803) 929-3464 | | Sun 2:00 - 6:00 M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library Cooper | 5317 North Trenholm Road Columbia, SC 29206 | (803) 787-3462 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library Eastover | 608 Main Street Eastover, SC 29044 | (803) 353-8584 | | M-Sa. 9:00 - 6:00 | Job Search |
| Richland Library Edgewood | 2101 Oak Street Columbia, SC 29204 | (803) 509-8355 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library Lower Richland | 6019 Garners Ferry Road Hopkins, SC 29061 | (803) 509-8372 | | M,W,F 9:00 - 6:00 T,Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library Northeast | 7490 Parklane Road Columbia, SC 29223 | (803) 736-6575 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library – North Main | 5306 N Main Street Columbia, SC 29203 | (803) 754-7734 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 | Job Search |
| Richland Library – Sandhills | 763 Fashion Drive Columbia, SC 29223 | (803) 699-9230 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 Sun 2:00 - 6:00 | Job Search |
| Richland Library St Andrews | 2916 Broad River Rd Columbia, SC 29210 | (803) 772-6675 | | M-Th 9:00 - 8:00 F-S 9:00 - 6:00 Sun 2:00-6:00 | Job Search |

Attachment B-4

| | | | | | |
|-------------------------------|---|----------------|--|--|------------|
| Richland Library Southeast | 7421 Garners Ferry Road Columbia, SC 29209 | (803) 776-0855 | | M-Th 9:00 – 8:00 F-S 9:00 – 6:00 Sun 2:00-6:00 | Job Search |
| Richland Library Wheatley | 931 Woodrow Street Columbia, SC 29205 | (803) 799-5873 | | T, Th 9:00 – 8:00 M, W, F, S 9:00 – 6:00 | Job Search |

**Local Workforce Development Area
Service Providers**

| Entity Name | Contract Period | Program/Function |
|--------------------------|--------------------------------|---|
| Equus Workforce Services | July 1, 2024- June 30, 2025 | Adult, Dislocated Worker and Youth WIOA Programs One-Stop Operator |
| Fairfield County | July 1, 2024- June 30, 2025 | Adult, Dislocated Worker and Youth WIOA Programs |
| | | |
| | | |
| | | |

SC WORKS CENTER MIDLANDS OPERATIONAL BUSINESS PLAN



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Overview

**** This is a framework guide and expectation of SC Works Midlands Center and System operation. The Center Operations Plan was created around an ideal environment; however, circumstances may arise where the Operator must use their best judgment in a situation to ensure the best out and this may not match this document. The expectation is that safety and efficiency should always come first.***

This plan is also subject to update at any time.

SC Works Midlands (the Center or Centers) provides workforce services for the Midlands area comprising of Richland, Lexington and Fairfield Counties.

Richland (Comprehensive) – 700 Taylor Street, Columbia

Fairfield (Affiliate) 96 Hwy 321 Bypass, Winnsboro

Lexington (Affiliate) 671 Main Street, South Congaree/West Columbia

Richland Libraries, Midlands Fatherhood Coalition, Benedict College, and Brookland-Lakeview Empowerment Center serve as Connection Points

The Centers are in the business of Workforce Development, which means improving the quality of the local workforce to facilitate economic development as the Board states in the Strategic Plan, 2024 Local Area Plan (4 year, 2024– 2027) and Regional Plan (4 year, 2024-2027).

Midlands Workforce Development Board Vision Statement

A workforce system, which provides employment opportunities, improves the quality of the workforce and facilitates economic development.

We continue to monitor and update our menu selection to meet local needs while using our experiences to enhance efficiency, timeliness and quality of both job seeker and employer services.

Target Customers and non-duplication

Our target jobseeker customers are individuals who are residents of our area and are unemployed or underemployed because of changes in technology or economic conditions. These populations are identified as a priority because structural unemployment is the one that is most likely to endure without some effort outside of the natural labor market.

- Core Services are general, self-service, for all job seekers visiting the SC Works Center. Services delivered in a group setting (workshops, for example) are also considered Core services.

- Intensive services are for individuals who need one-on-one assistance from staff to obtain employment or are identified as being in need of training. These services require registration into the program delivering services (WIOA, TAA, etc.).
- Training services are available to select job seekers upon approval from the sponsoring program. A wide array of training options programs, providers, and delivery formats are available through the Palmetto Academic Training Hub (PATH - eligible training list).

Our target business customers are those in our priority clusters. Business customers were selected based on surveys of all local business sectors for overall growth and higher average entry level wages. The locally defined priority clusters are evaluated on an annual basis through the Workforce Report and the community has an opportunity to comment on the Plan. The Business Services Team (BST) is made up of a variety of workforce partners with different core customer bases. Because of those specialized populations, some members of the business services team target employers and career fields outside of the priority clusters established for Midlands WIOA training. In addition to those target cluster employers, the Business Service Team seeks alternative opportunities to work with new and expanding businesses in the area to ensure the good economic health of the community and collaboration with the local economic development staff.

Management Structure and Training Plans

The Center and System is managed by the SC Works System (OneStop) Operator. The Operator is selected through competitive procurement by the MWDB according to the Act.

The Operator provides the support for the day-to-day operations of the Centers, but also provides functional supervision of the staff within the Centers to facilitate the delivery of services. We provide services to individuals with varying degrees of personal and economic challenges to achieve employment leading to economic independence. We engage the job seeker in the development of a plan to attain their goals and establish those goals with the focus on the outcome of positive individual and program performance measures.

The Center is aligned with the MWDB's commitment to provide quality workforce services including On-the-Job Training, Apprenticeship, Incumbent Worker Training, and Rapid Response support. Our Business Services Team works with a wide variety of employers from high-tech and emerging fields, to more traditional industries.

SC Works 101 training (Your Next Step) is provided by the state to effectively convey Center goals and services to staff and partners. SC Works 101 Training Program is designed to equip attendees working in the SC Works Centers, or in the field, who provide services to jobseekers or businesses, with knowledge and understanding of the SC Works system to ensure that customers receive high-quality services each time they engage with the system SC Works system.

The SC Works 101 online training course consists of 5 self-paced modules covering:

- **Centers**
- **Customers**
- **Partners**
- **Customer service**

The content is delivered in multiple formats including text, graphics (e.g., charts and flowcharts), and activities. Each module has a knowledge assessment at the end that users must pass with an 80 percent or greater. SC Works attendees will use D2L, an integrated learning platform to complete the online course.

Upon successful completion of the online training course, attendees will receive a Certificate of Completion via email from Midlands Technical College. All attendees must forward a copy of the completion certificate to the operator of the center in which he/she works.

All staff working in an SC Works center, or in the field, including partner staff and business services staff, must complete the online SC Works 101 training course.

In addition, the training plan will include any necessary staff certifications or endorsements in functional workforce areas. For example, WIOA case management staff will complete Career Development Facilitator (CDF) training. Where possible, those staff members will also apply for Global certification (GCDF).

Accountability and Accessibility

The individual partners in the Center have their own performance goals which they are responsible for meeting and the Center has broad goals established by the Board and communicated through the Local Plan. The Board receives quarterly reports on progress. Centers that fail to meet expectations are first given technical assistance by the Board. If the deficiencies continue, other and additional appropriate actions will be taken.

The Center Operator in the Midlands area is Equus Workforce Solutions (effective February 1, 2017). The Operator provides reports to include (performance data, needs/concerns, best practices, etc.) to the MWDB's Management and Planning Committee. The Management and Planning Committee will relay information, actions, and recommendations to the full MWDB. Any issues with performance and/or accessibility follow the same chain of command.

The Columbia Center facilities are maintained by the State of SC as it is a SC state-owned property. Coordination of those services is handled in conjunction with SC Department of Employment and Workforce as the owner of the building. Each affiliate site has a section of the lease which covers maintenance of the property by the landlord. The leases and coordination of those services are

handled by the Central Midlands Council of Governments (as the fiscal agent for the Midlands Workforce Development Board) in conjunction with the Operator. Each Center has a written Emergency Plan and procedure. The Centers are compliant with ADA accessibility standards.

Products and Services

Center Services

Job Seeker Services

All WIOA Core services, Career Readiness assessments, and some partner services are available to all Center customers. Additional eligibility-based services are available to Center customers. These services include: WIOA Core and Intensive Services, Career Readiness assessments, and partner services as needed.

The Center provides basic services at no cost. Some training and educational programs have fees. Our menu of services includes:

- **Job Placement Assistance** – referrals to employment matching job seeker skills and experience with employer requirements
- **Free Internet Access** – high speed internet is available for use for job related purposes
- **Resume Assistance** – Job seekers use SC Works Online Services (SCWOS) so that their qualifications can be matched against available jobs. Job seekers can attend basic workshops to gain familiarity and produce a solid resume and cover letter, as well as explore options for producing different types of resumes.

Employers with SCWOS accounts can also view resumes online when trying to fill open positions. Staff and partners assist job seekers with preparation of a professional resume by providing one on one guidance when possible and by offering weekly workshops to develop a resume by learning the do's and don'ts of resume writing. Resumes can also be reviewed through select workshops.

- **Community Resource Referrals** – If we are unable to meet the job seekers needs directly, Center staff is familiar with and have information on other resources and provide customers with information and referral to partner services.
- **Labor Market Information (LMI)** – Information is available through SCWOS, Bureau of Labor Statistics, as well as other websites such as O*Net.
- **Workshops** – Our workshops are informational and interactive. They range in topics from resume, cover letter and interviewing preparation to budgeting, career exploration, entrepreneurial skills and basic computer skills. Calendars for the system are posted throughout the Center, available at special events, social media and online at <https://www.midlandsworks.org/workshops>.

- **Partnerships and Collaborations-** Collaboration with community organizations: Build stronger partnerships with local community-based organizations (CBOs), educational institutions, and nonprofits that specialize in serving these groups. This ensures that individuals receive holistic support, including housing, mental health services, and financial assistance.
- **Basic Assessment of Interest and Abilities** – Job seekers may use any of the career assessment tools available within SCWOS and/or at www.mynextmove.org. All of these tools are Core services in the Center.
- **Fax/Print Access** – A fax machine and printer are available for use for job related purposes.
- **Veteran Services** – We have Local SC DEW Veteran Employment Representative and Disabled Veteran Outreach Program Representatives that provide priority services to Veterans along with our other SC Works team members.
- **Unemployment Insurance (UI)** – There are no longer any face-to-face claims taking, fact finding or eligibility reviews conducted in the Centers. However, there are a limited number of UI staff members in the Center to work closely with those identified as likely long-term UI recipients to speed the re-employment process.
- **Connection Points**-serve as hubs for job seekers, employers, and training providers to align workforce development efforts. It connects individuals with career services, training opportunities, and employment resources, helping bridge skills gaps in high-demand industries. More intensive services are available to our job seeking customers meeting certain eligibility criteria include:

- **One-on-One Career Planning and Counseling** – For customers in need of more personalized services; they are referred to WIOA or other appropriate partners for more intensive one-on-one career planning services that result in an individual employment plan.
- **Additional Assessment & Testing Services** – The Test of Adult Basic Education (TABE) is available in the Centers for a fee for non-WIOA customers and through our Adult Education partners; WIN Work Ready Assessments determine aptitudes within basic workplace skill sets and will soon be offered in the Centers again at no cost with the launch of the statewide contract. For individuals who need WorkKeys assessments for employment opportunities, the assessments are available in the Center for a fee.
- **Trade Adjustment Assistance** – These services are provided by SCDEW staff. This includes benefits such as Trade Adjustment Allowance (income support); job training; job search allowance (90% of costs to job search out of area (50+ miles)); Relocation Allowances (up to 90% reimbursement); Health Coverage Tax Credit (up to 65% monthly premium assistance); Reemployment Trade Adjustment Assistance (wage supplement for 50 year old+ workers if wage is lower than pre-layoff wage).

- **GED Preparation** – Referred to GED providers in the region.
- **Short-term Skills Upgrading** – For those customers who do not need to be retrained, but need to update or supplement existing skills to become more competitive in the job market.
- **Work Experience Opportunities**– Paid work experience for job seekers in need of basic workplace skills
- **VR Career Exploration**- helps individuals explore career options through hands-on experiences and walkthroughs'. It provides guidance on job skills, interests, and suitable employment paths, empowering participants to make informed decisions about their future careers.
- **Classroom Training** – Funding assistance for in-demand occupations, as determined by Labor Market Information, is provided when job seekers are deemed to be in need of training to gain marketable skills to secure and retain unsubsidized employment.
- **On the Job Training** – For job seekers who do not meet the minimum hiring requirements but possess the capabilities and interest for the position. The employer is reimbursed a portion of the wages during a mutually agreed upon training period.
- **Customized Career Pathways and Training Programs**- Individualized career plans: Develop customized employment and career plans based on the unique strengths, challenges, and goals of participants. Utilize tools like career assessments and Individual Employment Plans (IEPs) for a tailored approach.
- **Accessibility and Inclusive Services**- Accessible locations and technology: Ensure service locations are accessible to individuals with disabilities, including those with visual, hearing, and mobility impairments. Use adaptive technology to facilitate job training and employment services.
- **Specialized Programs for Target Populations**- Veterans: Create veteran-specific programs that offer skills translation from military to civilian employment, assistance with navigating benefits, and mental health support tailored to veterans. Youth in or aged out of foster care: Develop mentorship and coaching programs focusing on education and career readiness. Consider partnerships with employers willing to offer internships, apprenticeships, or guaranteed interviews. Justice-involved individuals: Provide reentry programs that include job readiness training, soft skills, legal aid (e.g., expungement services), and support for stable housing.

Employer Services

Various services are available to employers through our Business Service Team:

- Customized Labor Market Information

- On-line job postings
- Customized training
- Incumbent Worker Training
- Skill assessment
- WIN Career Readiness
- WorkKeys assessments for applicants and/or incumbent workers
- Recruitment, screening and referral service
- Large scale Job Fairs/hiring events
- Virtual Job Fairs
- Use of facilities for hiring activities
- Incentives available to employers (WOTC, Federal Bonding)
- On-the-Job Training
- Strategies to avoid layoffs
- Assistance in managing a layoff – Rapid Response services
- Reemployment services for affected employees
- Resource to other local business services

Material and Equipment Maintenance

The Columbia Center resource room is maintained by Center staff. This maintenance includes telephones, internet, and office equipment to include printers, scanners, fax machines and copiers. Computer networks and equipment are maintained by the MWDB. SCDEW staff PCs in the Columbia and Lexington offices operate on the SCDEW network via a VPN tunnel. Public access, WIOA staff and partner PCs, etc. in all centers operate on an MWDB maintained network.

Resource room staff is responsible for monitoring printed materials and new materials are added as approved by the Operator.

Assessments and Workshop activities

WIN, Work Readiness and TABE assessments are available to Center customers. Classes in computing basics are offered regularly to customers in Centers. Workshops (in-person and virtual) are regularly scheduled throughout the Centers in current, relevant job search topics to include resume preparation, interviewing techniques, networking, internet use, digital literacy, job search, and other topics relevant to job seekers. Workshops and classes are available throughout the network each week. The monthly schedule is posted at <https://www.scworksmidlands.org/workshops>

In addition, the Centers are finalizing a roll-out of additional assessments available to job seekers to better gauge individual basic technology skills. SCWOS has a host of resources available for additional training and test preparation in an on-line format through ALLISON. Staff has sought out tools to assess the individual competencies in basic operations. This is an important step to maximize resources for appropriate job referrals and referrals to training services that require technology competencies. While not a comprehensive solution to these needs, this is a stepping stone for the Midlands to continue to prepare the workforce for success in their next steps whether it be employment or training. Northstar Assessments found at <http://www.digitalliteracyassessment.org/> allow the individual to assess their competencies in the following:

- Essential Computer Skills
- Internet Basics
- Email
- Windows
- Mac OS
- Microsoft & Google Suites
- Using Technology in Daily Life

Outreach Plan

Goals

The SC Works Midlands Center Outreach Plan aims to reach job seekers and employer customers throughout Richland, Lexington, and Fairfield Counties through a variety of print and digital media. The goal is to reach targeted populations with information that is understandable and relevant.

The Midlands plan includes:

- Print Materials targeted to Job seekers and Employers
- www.scworksmidlands.org
- Social media outlets ([Facebook](#), [LinkedIn](#), [Instagram](#), and [Twitter](#))
- On-Site school presentations and workshops
- Regular press releases and partnerships with local media
- Regular community outreach to employers and job seekers via presentations to local business groups and partnering agencies
- Multi-partner/stakeholder Business Services Team that represents the SC Works system
- Use of any and all available outlet / media opportunities that are appropriate for our messaging

Messages

All SC Works logo and branding standards will be followed to include style, size, colors, American Job Centers (AJC), tag line, and appropriate use. The Midlands Area will also align messaging with state approved campaigns, such as Your Next Step. SC Works branding will always be used in conjunction with materials, events, and outreach. Additional partner(s) branding, as appropriate, may also be included.

Social Media Content: The SC Works logo is featured on all social media posts, ensuring brand consistency across platforms like Facebook, Instagram, YouTube, TikTok, and LinkedIn.

Workshop Flyers: Every flyer created for workshops and career advising events includes the SC Works logo.

Outreach Materials: All printed outreach materials, including brochures and handouts for community events, feature the SC Works logo and American Job Center (AJC) branding. **Job Fair**

Banners: During job fairs or hiring events, the SC Works banner with the logo and AJC branding is used. It adds credibility and connects the event to the larger workforce development system in the Midlands

region. Email Signatures and Communications: All official email communications from SC Works Midlands include the SC Works logo alongside the American Job Center logo, promoting brand recognition and professionalism.

Targets

The outreach plan will focus on job seekers and businesses/employers seeking to hire new talent. Centers working through the MWDB Management and Planning Committee may further define both target groups to fit their county if desired. For example a county may have a higher number of a certain type of employer and desire to target that particular cluster. Any specific targeting would require the Center to submit Labor Market Information or other reliable data. The current business focus based on legislation is Advanced Manufacturing and skills related to those fields. We provide career pathways and program knowledge (Sector Strategy, QuicJobs, etc.) to promote career and business success.

Packaging

Once customers access the Center services, we strive to present them with accurate and complete information about how to access the full range of services. This is accomplished in a number of ways:

- Display information and brochures about services offered in and out of the center by our Partners.
- The WIOA orientation is available on demand at <https://www.scworksmidlands.org/wioa-orientation> to welcome all job seekers to visit the Center and take advantage of Intensive WIOA services available. In-person sessions are also provided on the workshop calendar.
- A unified calendar of events is posted at the Centers and online. Calendars are also widely disseminated to partners and throughout the community.

Distribution

The website www.scworksmidlands.org is the primary internet site for the Centers in the Midlands. Visitors may access job search (SCWOS) features, information about Center hour of Operations, workshops, and other events, view a virtual orientation to the Workforce system, read descriptions of partners and the services available.

The Midlands publishes a monthly calendar of events for of the 3 Area Centers. The calendar is available online and in print form in all Centers. A monthly email distribution also provides the calendar to community partners and stakeholders.

The Business Services Team utilizes Social Media platforms ([LinkedIn](#), [Facebook](#), [Instagram](#), [Twitter](#), [etc.](#)) to spread news and information of value to employer customers. Printed materials are distributed to both job-seeking and employer customers by staff at job fairs. The Midlands Area sponsors at least one large-scale job fair each year, and supports or partners in numerous others. Information about our programs is distributed at employer education events held at Centers. Business Services Team members also network for the system at events including community fairs/outreach and local Chambers of Commerce meetings and special events.

Partner involvement is centered on information sharing about Center and WIOA services with clients and with referrals to services. Every partner is active in outreach, but the most active partners are the SC Department of Employment and Workforce, SC Department of Social Services, SC Vocational Rehabilitation, SC Commission for the Blind, and Midlands Technical College. All partners participate in Job Fair events. Front-line staff are encouraged to report issues through direct emails, our designated communication platform (Microsoft Teams), or during staff meetings. Stand up meetings 3x weekly. The stand-up morning meetings serve as a daily touchpoint for staff to share important updates. Cover a range of topics, including center events, open jobs, weekly workshops, outreach, coverage if needed. These stand-up meetings foster a collaborative atmosphere, encourage team engagement, and ensure that all staff members are informed and prepared to meet the needs of participants and the community.

Evaluation

Success will target an increase in job-seeking and employer customers utilizing the Centers, repeat customers, and customer satisfaction. The state approved employer service metrics will be utilized for evaluation of employer customers. These include may employer served rate, new and repeat employer customers, number of job positions filled based on SCWOS job orders. Those reports will be shared at each of the Center's team meetings. Reports will be made to the Management and Planning Committee and adjustments will be made to messages and techniques.

Performance Outcomes

Center Goals and Partner Contributions

Center goals are system wide. Each Center is expected to contribute to the achievement of system wide goals set by the Board. The Board, through the Management and Planning Committee, monitors the Centers to ensure that each one is performing, and data is collected and reported based on instruments provided by the Board.

Methodology of Assessment

Customer satisfaction surveys are available at centers and online at midlandsworks.org. Satisfaction data is collected at regular intervals for all centers for analysis. The Board has a dashboard maintained by staff covering areas such as NCRC's awarded; Business Services such as OJT placements, on-site visits to employers; Core Services including number of workshops offered and number of attendees; and WIOA services for certifications and enrollments per funding stream, numbers entering training and exits.

Customer Satisfaction

Job seeker satisfaction is measured through surveys that include staff responsiveness, timeliness of service, greeting/intake process, resource room, counseling/case management services, workshops, job matching and job referral processes and training/education referrals. Surveys are available in each center; information is collected and tracked by center.

Data regarding the performance of Trade Act programs is maintained by SCDEW. Data regarding performance of WIOA programs is made available to the Board through ad hoc queries of the state's online program management system (SCWOS). Local board members and board committees responsible for performance are updated quarterly.

Customer satisfaction data is shared quarterly. Recommendations may be made from staff, Committees and/or the Board. The Operator takes action as necessary where the Board provided guidance or regulation exist. If no guidance exists the Consortium seeks approval for actions from the Board's Management and Planning Committee.

Non-performance

All partners in the Center are expected to perform as team members working to a common goal. This includes active participation, adherence to policies for the Center operations and engagement in continuous improvement. Remedy for non-performance is addressed through the Management and

Planning Committee, which may include technical assistance or further actions as directed by the Board.

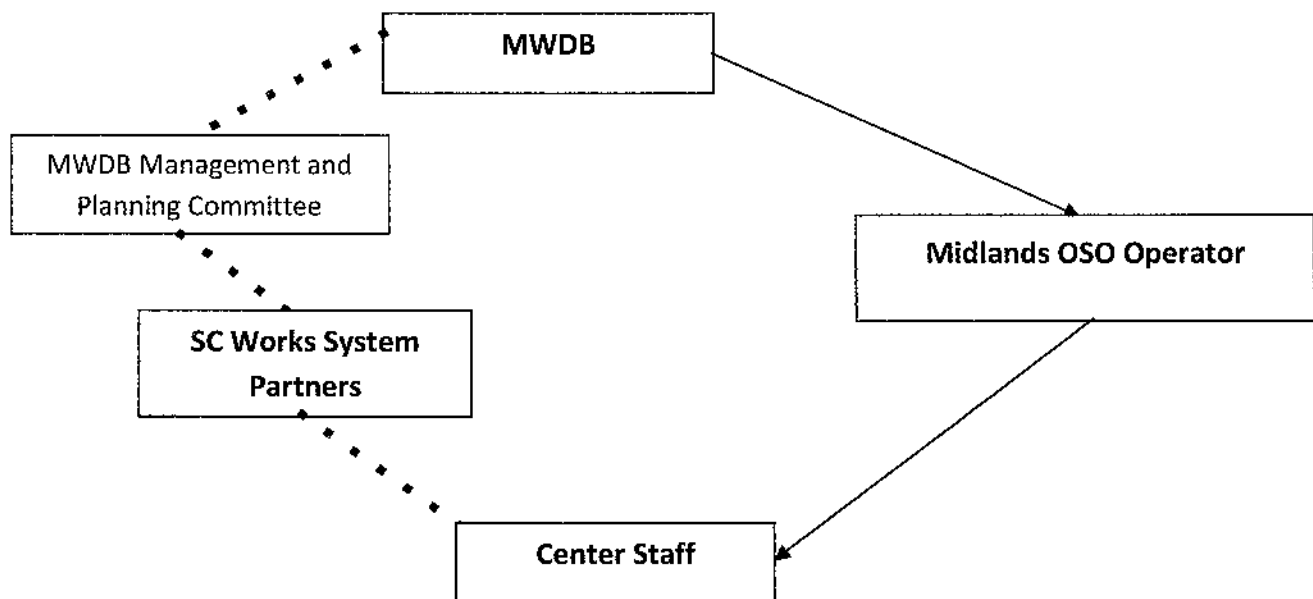
Center and Board Communication

The Operator presents a summary report to the Management and Planning Committee and requests any guidance needed. Additionally, the WIOA program supervisor(s) attend the Management and Planning Committee meeting and provide reports as well. The Management and Planning Committee reviews at each of their meetings, an expenditure report, WIOA enrollment trends report and a dashboard report to track center activities. The communication in turn is presented to the full Board as a part of the Management and Planning Committee report in accordance with the MWDB by-laws. Additionally, the Regional Operations Manager delivers a report of activities at each of the MWDB Business meetings and is available to answer any additional questions.

Management/Organizational Structure

Management Structure

The Midlands areas SC Works Centers are operated by a competitively procured contractor. The day-to-day operations are managed by a Project Director who is housed in the Columbia office. While handling the Columbia office operations, the Manager also ensures a cohesive and consistent operation by collaborating with the operations managers in the Lexington and Winnsboro offices. The role of the Operator is further defined in Midlands Instruction 17-06.



Feedback and input are collected regularly through the functional work teams in the Centers. Teams have been assembled to develop continuous improvement in the area of Center Management, Job Seeker Services and Business Services. The teams are made up of a cross-section of the Center partner at various levels of authority. Those teams provide their feedback through the Regional Operations Manager to feed back through the chain of command.

Communication Plan

Open communication is critical to the Center's operation. Staff and management in the Centers function as a team, not solely as individual agencies. The Operator serves as the single point of contact

and primary source for distribution of communications to Midlands center staff and partners (to include MWDB staff). This would include updates to center procedures, policies (state and local), and any other communications to frontlines. These communications will be through email so that there is consistency and timeliness.

New staff members are provided an orientation to the Center and the System - to include mission, goals and operational guidelines. Suggestions of process improvements, policy changes, etc. are encouraged both as a part of regular meetings and on an ad hoc basis as opportunities arise. Formally, MWDB policies are communicated through written policy and regular meetings with Center staff. Staff has an opportunity to share feedback to the Center management and Board staff through the Operator.

Quarterly (at minimum) partner meetings are held to discuss formal agreements, impart important information regarding the system, provide an update on center activities, provide a report on the resource sharing agreement, and seek input and consensus on important matters affecting the centers. From time to time, the Partners may also form internal staff teams to work on specific matters, such as development/fine tuning of an effective triage system, customer satisfaction surveys, and other activities that involve staff across multiple agencies.

Center Events will be coordinated by the Operator or staff recognized by the Operator. This would include workshops, hiring events, partner events, etc. The POC and staff assisting with the event should be appropriate for the event, number of customers served, and the partners involved. A workgroup or committee may also be an approach to complicated or largescale events.

In the event of issues with this process, or if modifications are needed, staff should report them directly to the Operator. If this is not possible, then the appropriate supervisor or MWDB Administrative staff may be notified for resolution.

Decision-making Process

Teamwork is a guiding principle of our Center management. Depending on the impact of decisions, they can be made at multiple levels in the system. The following is an example of the types of decisions and the levels at which they are made:

- Partner agencies make decisions regarding program eligibility, services appropriate for individual customers, services best delivered inside the Center and hours of Center participation.
- The center manager makes decisions regarding scheduling of staff in the resource room, seating in the center, and allocation of resources.

- The MWDB makes decisions such as decisions to add a new partner based on the partner's services relevance to the mission and goals.

Staff Training and Development

Appropriate and continuous staff is essential to the operation of the Centers. New staff and new partners are oriented to the Center operations (services offered, partners, process of referrals, SCWOS usage, etc.) as they begin serving customers in the Centers. The Center website www.scworksmidlands.org has a menu of partners and their services. Additional training is provided through the quarterly partner meetings for new projects, programs and new partner services in addition to the monthly newsletter highlighting new activities. The center Operator meets regularly with program partners to identify emerging challenges and best practices as well as ensuring consistent services. Cross-functional teams of Center front-line staff should meet to work on continuous improvement in regards to the Center standards. Center wide staff training (SC Works Your Next Step) will be managed by the Operator. In addition, the Operator in conjunction with MWDB staff and partner agencies, will plan for internal staff development and teambuilding opportunities. This should be offered as needed and appropriate to ensure that day to day operations are not interrupted.

The training plans will also include any necessary staff certifications or endorsements in function workforce areas (determined by partner program). For example, WIOA case management staff will complete Career Development Facilitator (CDF) training. Where possible, those staff members will also apply for Global certification (GCDF). In accordance with the SC Works Standards, training must be conducted no later than one year from hire date; however it is the Midlands expectation that training delivery should occur as soon as possible.

Conference and Seminar attendance is encouraged for Center staff members. Workforce specific conferences include the bi-annual Southeastern Employment and Training Association, and SC Department of Employment and Workforce's annual Partner Symposium. These learning opportunities are valuable to staff's continual knowledge of current trends and topics. All partners are encouraged to attend when possible.

Accessibility

Center Maintenance & Materials

All of the Midlands Centers strive to be professional, friendly, clean and welcoming. The Columbia office is located in a SCDEW owned building. The Center budget includes daily housekeeping and regular pest control competitively procured by SCDEW as well as exterior maintenance conducted by the SC Department of Administration. The Lexington and Winnsboro offices are leased spaces by the MWDB. The Lexington office includes janitorial and regular trash pick-up competitively procured by the MWDB. Exterior maintenance is included in the cost of the rental agreement. The Winnsboro office is maintained by Fairfield County. All three Centers strive for a friendly, inviting environment with easy access to resources and privacy for consultations with staff. The Midlands area takes ADA compliance and security seriously and is committed to serving all customers in a fair and accessible way. Printed materials in the Centers are produced in a professional manner and are regularly updated. The materials include flyers for upcoming events, workshops schedules and job seeker assistance brochures. Additionally partner services are listed on the Centers' website www.scworksmidlands.org along with their individual schedules and contact information.

Staff is trained to screen adult applicants based on the WIOA priority criteria. This includes low-income individuals, recipients of public assistance, and individuals who are basic skills deficient. Staff members verify and document eligibility to ensure compliance. SCWOS flags priority-eligible individuals to ensure staff are aware if a participant falls under a priority. Staff undergoes regular training to stay up to date on WIOA requirements, focusing on changes to priority of service regulations, best practices for compliance, and understanding barriers faced by priority populations.

Center Staffing

The Centers are staffed with professional members of the partners and a limited number of volunteers and interns. The staff works together to serve the job seekers visiting the Center including customers with special needs (persons with disabilities, veterans, individuals with limited English proficiency, ex-offenders, homeless, etc.). Specialty partners include Able SC and SC Vocational Rehabilitation (disabled customers), and SC Department of Employment and Workforce's Veteran program (veterans), SC Department of Employment and Workforce Bonding program (ex-offenders customers). In addition, staff of the specialty partners may be contacted by phone when not physically present in the Centers. Through cross-training of staff, general questions can be answered by staff working at the reception center or in the Resource Room about partner services available. Other resources not physically partnered with the Center maintain a referral relationship with the Center for additional resources for customers with special needs. Some of those partnerships include SC Department of Social Services' Ticket to Work program (disabled), Fast Forward CTC (veterans), Christ Central (veterans and homeless veterans), Alston Wilkes (ex-offenders), and Hannah's House, Sistercare, and City of Columbia's homeless programs (homeless customers). These efforts combined with partnering relationships (Richland, Lexington and State library systems, local Adult Education Centers, County programs, etc.) with the common mission of the Centers enabled the Centers to consistently meet the needs of the job seekers.

SCWOS 101 and Business Services SCWOS 101 Training: Career services staff are trained on the functionality of the SCWOS system, including how business services are integrated. This includes cross-training modules that educate career advisors on how to identify participants who are ready for employment services, such as OJT (On-the-Job Training) and WEX (Work Experience), and make referrals accordingly.

Equus staff also have access to Metrix Learning, an online training platform with various professional development courses, and they are encouraged to share this resource with partners to foster a collaborative learning environment.

Maximizing Staff Resources

The Comprehensive Center has staffing at the reception desk provided by a specifically training, cost-shared professional position, and the Resource Room is managed by SCDEW with assistance from other partners. In the satellite centers, staffing is managed by the availability of partner staff located in the centers. In addition to the partner staff, the Center utilizes the opportunity to maximize resources through the use of interns and volunteers whenever possible. This additional staff is supplied consistently through WIOA Youth Work Experiences participants as well as SC Department of Employment and Workforce Veteran interns and SCSEP participants from Goodwill Industries and Experience Works. Additional volunteers from programs like the VITA (Volunteer Income Tax Assistance) combined with occasional students seeking volunteer and internship opportunities both expand the variety of services available and maximize the opportunity to provide the Core Services of the Center.

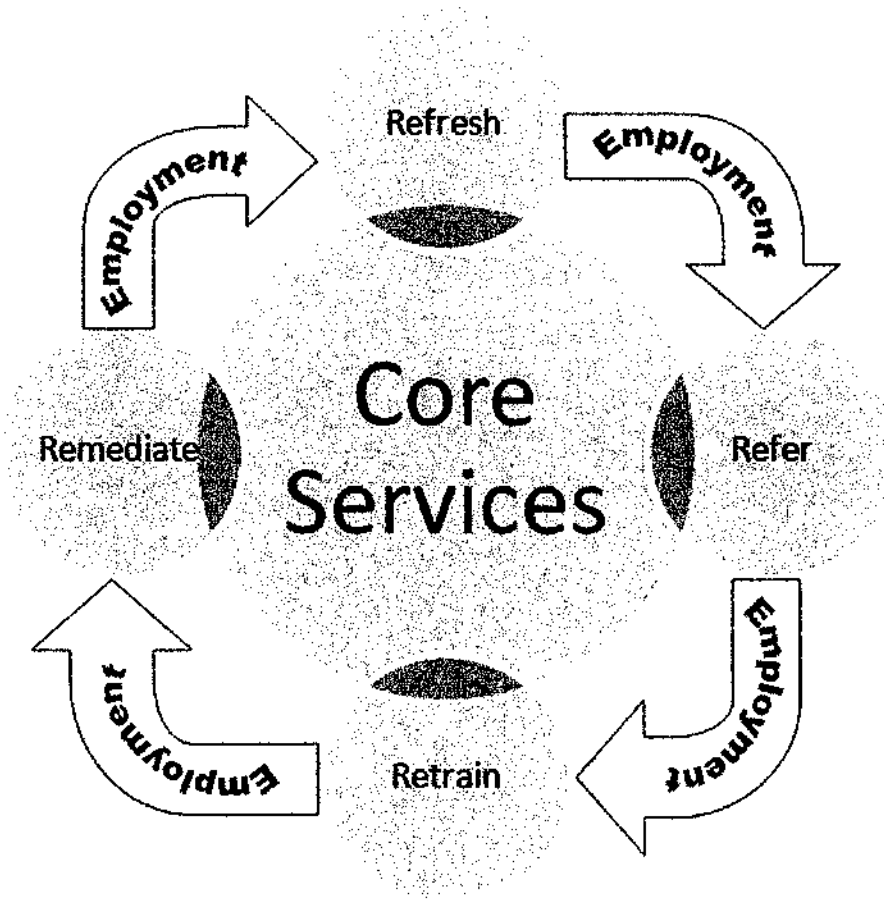
Additionally, the Columbia Center seeks to ensure that all job seekers, including the under employed, are equally served. To address this challenge, the center has adopted an innovative 8 am – 6:30 pm (Monday – Thursday) operation model instead of the typical 8 am – 5 pm business hours. Some services (WIOA Orientation, WorkKeys and TABE assessments and Unemployment Insurance filing) that would traditionally require staff time are available through electronic means to maximize the personal staff attention where needed. Flexible scheduling of staff time along with utilizing interns and part-time staff to fill any gaps at peak operation hours allows the Center to offer additional options while maximizing resources and delivery of optimal customer service.

In special circumstances, center service operations may need to be modified to handle customer needs. At the earliest opportunity or as soon as the need is identified, the Operator should employ a temporary Triage Service approach to include reallocation of resources, relocation of staff or rescheduling workshops/meetings, as appropriate. By identifying triage needs early and adapting the service delivery system, customer service can be maximized and extraordinary delays/wait times can be averted. The MWDB should be notified as soon as possible if a Triage Service approach is needed or deployed.

Services Flow

Flow of Services

The Center’s flow of customer services is centered on the constant availability of core services and the goal of sustainable employment. Around those key concepts are the 4 R’s (Refresh, Refer, Retrain, and Remediate). Job seekers come into the Center seeking employment and it is through the initial assessment of the individual’s circumstances that the appropriate core services are identified. The job seeker then accesses specialized services through referrals to partner services to eliminate employment barriers or training (refresher or new skills) all the while accessing core services as appropriate with the end of goal of employment in mind.



Job seekers are greeted on arrival at center and asked an initial series of questions. Job seekers calling the Center are screened in same manner by staff. Employer customers are most often initially contacted by staff or when they seek a service such as job orders. Job Search assistance is a core

service and can be provided by any of our partners in our resource rooms. Information on training programs is available and WIOA certification of eligibility is offered at all centers.

New Services and Products

As new partners or additional services are identified, they are brought into the service menu. They are added to the menu maintained on the Center website (www.scworksmidlands.org) within the partner section. They are highlighted in the News Scroll on the Midlands section of the same website. In addition, new services or partners are highlighted via social media and presented at the quarterly partner meeting to ensure all staff member are aware of new services.

Partner Integration

Communication is the key to an integrated team at the SC Works Center. As new partners and/or new partner staff comes on board as a team member, orientation is provided. The orientation includes meeting with the Operator/Project Director to establish the open door policy, meeting with the Partner Liaison for technical knowledge on partner collaboration, a training overview for process flow, Resource Room and reception desk operations, training on the South Carolina Works Online Services (SCWOS) and other available services, and a tour of the Center. This initial training includes a highlight of the various services for special target populations and job seekers with special needs, emergency procedures, and ADA compliance.

Partner Assistance

The Center partners must work as a cohesive team in order to work effectively. Center Management staff will work with any partner staff and its management staff to resolve any issues dealing with the interaction and collaboration of the partner staff members.

In general, partners in the SC Works Center will strive to resolve any disputes informally. Any partner may call a meeting of all of the parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Midlands Workforce Development Board within fifteen days of the initial dispute. The Chair shall place the dispute upon the agenda of a regular or special meeting of the MWDB's Executive Committee. The Executive Committee shall mediate and resolve the dispute. The decision of the MWDB will be final and binding unless the decision is in contradiction of applicable state laws governing the partner agencies.

Financial Plan

Budget

The budget for the Midlands area system of SC Works Centers is determined on an annual basis. The budget is configured in two parts – a system-wide component and a Center by Center operational budget. The budget is prepared at the beginning of the year utilizing historically data from the preceding year combined with knowledge of any anticipated changes for the coming year. The system-wide portion of the budget is a shared cost among all partners regardless of the Center in which the partner participates. Budget items in this category benefit all partners in the system. The second component of the budget consists of Center costs (rent, utilities, shared office equipment costs, shared office supplies, Resource Room and reception desk staffing, etc.) The two components of costs are added together to arrive at each partner’s estimated fair share of the costs.

Partners submit an invoice to the Midlands Workforce Development Board staff quarterly. The costs are then compiled and changes to the budget are adjusted to actual costs on the quarterly basis thus also changing the partner’s fair share assessment of the Center(s).

Cost Allocation of Partners

Each of the partners physically located in the Centers are included in the Resource Sharing and Cost Allocation Plan for the system. The allocation is based on the number of staff hours in the Center compared to the total number of staff hours for the Center. The percentage of the staff hours in the Center is then applied to the cost of the Center. System-wide costs are added the specific center(s) costs to determine the partner’s estimated fair share for the Center operations. This process is completed each year by the system partners through the Infrastructure Sharing Agreement (IFA) process.

Process Improvement

The Partner Consortium reviews the proposed budget for the Centers’ system operations and makes recommendations on any changes. The Consortium group also suggests improvement to efficiency processes throughout the year as appropriate. Center Management staff solicits process improvement and efficiency recommendations through the staff team meetings throughout the year. Finally, Administrative staff analyzes costs on a monthly and quarterly basis to identify cost savings opportunities, redundant services, and process improvement options. Financial efficiency options explored include but are not limited to fewer staff printers in Centers to move toward printer on the lower cost operations of the copier, recycling ink cartridges for credits on office supplies, competitive procurement of services in the Centers, and regular review of the rent/usage fees for the Center facility.

Attachments/References

- **Business Service Team Roster**
- **Partner MOUs**
- **Partner Cost Allocation and Resource Sharing Agreements**
- **MWDB/SCDEW Resource Sharing Agreement**
- **Limited English Proficiency Plan**
- **Personally Identifiable Information Storage**
- **Center Emergency Plans**
- **Center Accessibility Plan**

Midlands Business Service Team

| Name of BST Member | Partner Agency | Name of BST Member | Partner Agency |
|--------------------|-------------------------------|--------------------|------------------------------|
| Cali Sandel | Able SC | Jeremy Catoe | Midlands Technical College |
| Bobby Cunningham | Adult Education | Ryan Hemby | Midlands Technical College |
| Marva Coates | Adult Education | Chris White | Midland Technical College |
| Christy Henderson | Adult Education | Caroline Jewett | MWDB |
| Brian Barrineu | Adult Education | Tammy Beagen | MWDB |
| David Prigge | Career & Technical Education | Kisa Grate | SC Commission for the Blind |
| Geena Beerman | Adult Education | Forestene Robinson | SC Commission for the Blind |
| Randall Price | Adult Education | Stephanie Bonnett | SC Commission for the Blind |
| Anne Walker | Alston Wilkes Society | Jessica Matthews | SC Commission for the Blind |
| T Reid | Alston Wilkes Society | Kim Mann | SC Department of Commerce |
| Kirsten Pratt | Apprenticeship Carolina | Daniel Beaty | SC Department of Commerce |
| Olivia Heath | Apprenticeship Carolina | Rosalind Harps | SC DEW |
| Rebecca Carruthers | Equusworks | Ramonn Lester | SC DEW |
| Elizabeth Cook | Equusworks | Yvette Stribling | SC DEW |
| Ty Davenport | Richland Co Economic Dev | Diana Goldwire | SC DEW |
| Jennifer Leaphart | Fairfield County WIOA | Tara Bradshaw | SC Department of Revenue |
| Latasha Wadlington | Fairfield County WIOA | Tamara James | SC DSS |
| Dee Albritton | Fast Forward | John Timmons | SC DSS |
| Kirsten Darby | Fast Forward | Margaret Bowens | SC DSS |
| Tony Selph | Goodwill Industries of SC | Karren Gordon | SC Vocational Rehabilitation |
| Angelle Laboarde | Lexington Chamber | Emily Catoe | SC Vocational Rehabilitation |
| Sarah Johnson | Lexington Co Economic Dev | Steven Gaither | SC Vocational Rehabilitation |
| Catherine Hill | Lexington Co Economic Dev | Harriett Abner | SC Vocational Rehabilitation |
| Samantha Turner | MEBA | Tashia Harrison | Telamon |
| Anthony Langford | Midlands Fatherhood Coalition | Catrina Davis | Transitions |
| Kimberly Williams | Midlands Technical College | Amy Jolly | Work in Progress |

Center Accessibility Plan

Executive Summary

The Americans with Disabilities Act (ADA) mandates, among other things, accessibility to services, goods, facilities, privileges, advantages, and accommodations for individuals with disabilities in the United States. It is the intention of the Midlands Workforce Development Board to comply with the Americans with Disabilities Act in the provision of an accessible facility and safe environment for customers, staff and the community. This plan describes measures taken to date and the measures that will continue to identify, remove and prevents barriers for people with disabilities.

Aim

- Describe initiatives to remove and prevent barriers for persons with disabilities
- Describe the process to identify, remove and prevent barriers for persons with disabilities
- Describe how to make this accessibility plan available to the public

Objectives

- Center staff are trained to recognize barriers
- Center staff remove barriers immediately if possible
- Center staff seeks assistance from center management or local EO Compliance Officer if barrier cannot be removed.

Definitions

Barrier - anything that prevents a person with a disability from fully participating in all aspects of society because of their disability - physical, architectural, informational or communication, attitudinal, technological, a policy or practice.

Disability

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness
- Mental impairment or development disability
- Learning disability or a dysfunction in one or more process involved in understanding or using symbols of spoken language

Commitment to Accessibility Planning

The Midlands Workforce Development Board is committed to:

- Utilizing the skills and knowledge of our partners who are in our centers and serve on the partner council to advise center management on barrier identification and removal
- Consulting with people with disabilities and/or consumers in the development and review of our accessibility plan
- Ensuring that policies and procedures are consistent with the principles of accessibility
- Improving access to facilities, policies, programs, practices and services for consumers, parents/guardians and other members of the community

Description of the Midlands Workforce Development Board

The Midlands Workforce Development Board is the local recipient for federal workforce funds under the Workforce Innovation and Opportunity Act (WIOA). The Board is composed of members selected from Fairfield, Lexington, and Richland Counties in South Carolina. The Board is responsible for all policy and financial oversight for all WIOA funds allocated for Fairfield, Lexington and Richland Counties. Services are provided to residents of the three counties through local centers. The Board has appointed a member of their administrative staff to monitor compliance with provisions to the Americans with Disabilities Act.

Our Vision:

A workforce system, which provides employment opportunities, improves the quality of the workforce and facilitates economic development.

Preventing New Barriers

The Centers are committed to creating an environment that is accessible to all people, regardless of ability. Through the accessibility planning process, our practices, policies, services and programs will be assessed to ensure continuous improvement in accessibility.

Assistive Technology

Center staff has been given tools to assist customers with visual and hearing impairments and accommodations for physical disabilities. The Centers are regularly reviewed for any obstacles for physical disability accommodation (furniture placement, bathrooms accessories, etc.) to ensure a barrier free environment. Parking spaces and work stations are available in the Centers to accommodate those with need.

Staffing for Accessibility

Center staff is present at the reception desk and resource room during regular business hours. Staff members are present to help all job seeking customers including those with special needs. Specialized staff members are available to assist veterans through the SC Works programs and system. SC Works staff are also supplied an I-Speak card to identify the appropriate translation service that may be

needed for individuals with limited English proficiency. In addition, several bi-lingual staff members are available in the Center. Finally, the Midlands area has a LEP policy in place for the Centers to serve individuals with limited English proficiency. This policy is included in the attachments to this Plan.

Staff resources are maximized in the Centers through flexible options wherever possible. Center staff is able to call upon staff members in an alternate Center within the Midlands area when needed for specialized services. In addition, the Centers have staffing capabilities above and beyond the various partners full-time staff members. Several of the partner programs have components for interns including SCDEW Veteran services, WIOA Youth services, and interns from both the Experience Works and Goodwill Industries Older Workers program. These additional staff resources combined with the extended hours of operation into the evening allows the Center to offer optimal services to all job seekers including those employed.

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 the 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 ongoing and special issues and to maximize 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, the 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 the 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 the 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 requires 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) | |
|---|--|
| Jennifer Bazer, Project Director | 803-737-5627 |
| 700 Taylor Street Columbia SC 29201 | Jennifer.bazer@equusworks.com |
| Mon-Friday 8 am – 5 pm | www.SCWorksMidlands.org |

| Midlands SC Works Center (Satellite) | |
|---|--|
| Jennifer Bazer, Project Director | 803-359-6131 |
| 671 Main Street West Columbia SC 29170 | Jennifer.bazer@equusworks.com |
| Monday-Friday 8:30 am – 5 pm | www.SCWorksMidlands.org |

| Midlands SC Works Center (Satellite) | |
|---|--|
| Jennifer Bazer, Project Director | 803-635-2812 |
| 96 Hwy 321 By-Pass South Winnsboro SC 29180 | Jennifer.bazer@equusworks.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[1].

| <i>Midlands SC Works Center (Columbia)</i> | Public Access PCs | Training Lab PCs | PCs used by Staff | *Total PCs |
|---|--------------------------|-------------------------|--------------------------|-------------------|
| Number of PCs | 30 | 39 | 18 | 87 |
| <i>Midlands SC Works Center (Lexington)</i> | Public Access PCs | Training Lab PCs | PCs used by Staff | *Total PCs |
| Number of PCs | 23 | 18 | 0 | 41 |
| <i>Midlands SC Works Center (Fairfield)</i> | Public Access PCs | Training Lab PCs | PCs used by Staff | *Total PCs |
| Number of PCs | 11 | 0 | 3 | 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 an 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.

- 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.
- 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 Midlands SC Works Center within 20 days after the quarter ends. All invoices should then be submitted to the Partners by the Midlands 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 leased by the local area) - In turn, the COG/County, in coordination with the Operator, shall be responsible for reconciling and invoicing respective Partners for costs under this agreement as it relates to the **Lexington and Fairfield SC Works Center(s)**. The **Midlands COG** lease-holder for the Lexington SC Works Center and in conjunction with the County-owned building housing the Winnsboro SC Works Center, 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 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 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, 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 Dev Area | SC Commission for the Blind | Midlands Technical College |
| Tammy Beagen, Director | Carole Anderson, Consumer Services Director | Debbie Walker, VP 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 | Matthew.Daugherty@sccb.sc.gov | WalkerD@midlandstech.edu |
| Goodwill Industries of the Upstate/Midlands SC | Adult Education | Job Corps |
| Traci Hunter, SCSEP | Marva Coates, Pilot Program Dir | Kristen Dube, Corporate OA Manager |
| 115 Haywood Road Greenville, SC 29607 | 2612 Covenant Road Columbia, SC 29204 | Post Office Box 967 Bamberg, SC 29003 |
| (864) 351-0100 | (803) 251-4512 | (803) 245-6300 |
| ap@goodwillsc.org | bcunningham@richland2.org | Dube.Kristen@jobcorps.org |

| | | |
|--|--|---|
| SC Dept of Employment & Workforce | SC Dept of Social Services | SC Vocational Rehabilitation |
| Sheleena Rios, Workforce Policy & Research Manager | Tammy James, Director Employment Services | Kelly Sieling, Field Operations Manager |
| Post Office Box 995 Columbia, SC 29202 | Post Office Box 1520 Columbia, SC 29202 | 1410 Boston Avenue West Columbia, SC 29170 |
| (803) 737-2671 | (803) 898-1097 | (803) 896-7047 |
| srios@dew.sc.gov | Tamara.James@dss.sc.gov | KSieling@scvrd.net |
| | | |
| Telamon Corporation | | |
| Monica Almodovar | | |
| 417 School Street | | |
| Kingstree, SC 29556 | | |
| (919) 618-1690 | | |
| malmodovar@telamon.org | | |

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, 2024.

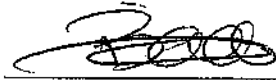
Attachments

- 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*
- H: Front Desk Position Funding and Cost Allocation*

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

Chief Elected Official:

LEXINGTON COUNTY COUNCIL
BETH CARRIGG, CHAIR



Signature

6/25/2024

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: 6/6/2024



MARK DOUGLASS, ARBOR E&T, LLC dba EQUUS WORKFORCE SOLUTIONS, (OPERATOR)

Date: 7/9/2024

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



D. BRITT POOLE, EXECUTIVE DIRECTOR

Date: 6-11-24

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

William H. Floyd, III

WILLIAM H. FLOYD, III, EXECUTIVE DIRECTOR

Date: 6/20/24


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: 06/14/2024



Deanne T. Harvey
SCVRD Legal Counsel 6-11-24

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: 6/3/2024

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 sole entity and designated State agency responsible for administering:

- The Temporary Assistance to Needy Families (TANF) program authorized under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The Supplemental Nutrition Assistance program (SNAP) under the provisions of the Food and Nutrition Act of 2008.

Susan Roben Digitally signed by Susan Roben
Date: 2024.06.11 08:27:52 -04'00'

Date: _____

SUSAN ROBEN, CHIEF FINANCIAL OFFICER

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 for administering:

- Title V of the Older Americans Act of 1965 to carry-out part-time employment in community services activities for individuals 55 and older.
- DOL funded Pathway Home 2 grant to provide eligible, incarcerated individuals in state correctional facilities or local or county jails with workforce services prior to release and continue services after release by transitioning participants into reentry programs.
- DOL funded Young Adult Reentry Program (YARP) Ignite 2.0 to provide education and training services that improve the employment outcomes of young adults who are involved in the criminal justice system and/or who left high school prior to graduation to develop the capacity of community colleges to meet the needs of young adults with justice system involvement.



TIFFANY FOSTER, II MISSIONS ADVANCEMENT

Date: 5/30/24

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.



JAMIE BRUISON, DIRECTOR

Date: 7/15/24

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: 6/24/24

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: 5/28/24


BRENDA HAFNER, SUPERINTENDENT

Date: 5/29/24

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: 28 May 2024

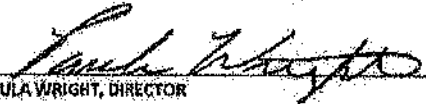


DR. ASHLEY ATKINSON, SUPERINTENDENT

Date: 5/30/2024

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: 5/28/24



DR. ARILE E. ROSS, SR., SUPERINTENDENT

Date: 5/31/24

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.

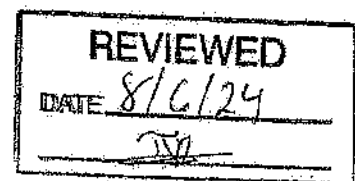
Marva Coates
MARVA COATES, COORDINATOR

Date: 10/24/21

Craig Witherspoon
DR. CRAIG WITHERSPOON, SUPERINTENDENT

Date: 8/6/24

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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: 6/26/2024



KIM D MOORE, SUPERINTENDENT

Date: 6/26/2024

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.

Johnell Gaines
Johnell Gaines (Jun 5, 2024 22:52 EDT)
JOHNELL GAINES, BAMBERG CENTER DIRECTOR

Date: 06/05/2024

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.

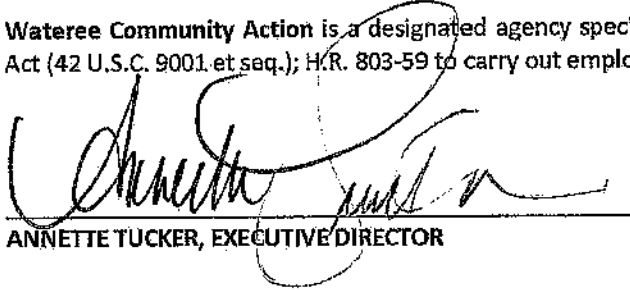


DEBBIE WALKER, VICE PRESIDENT FINANCE & ACCOUNTING

Date: 6-10-21

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.



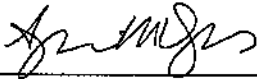
ANNETTE TUCKER, EXECUTIVE DIRECTOR

Date: 6/21/24

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

The Telamon Corporation is a specified agency responsible for administering the funds of the following:

- Migrant and Seasonal Farmworkers (MSFW) programs



SUZANNE OROZCO, PRESIDENT & CEO

Date: 6/18/2024

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.



GEORGE A. ANDERSON, EXECUTIVE DIRECTOR

Date: 7/12/2024

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
KAREN BRACKETT BROWNING, EXECUTIVE DIRECTOR

Date: 05/29/2024

Attachment A: Required Services

MOU Attachment A: WIOA REQUIRED SERVICES

| REQUIRED PARTNERS | Eligibility Deters | Outreach & Orientation | Skills Assess- ments | Labor Exchange | Partner Referrals | Provision of LMI | Provision of Performance Information | Supportive Services | Unfilling | 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 | N/A | X | N/A | N/A | 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 (Tetam) | X | X | X | X | X | X | NO | NO | N/A | NO | X | X | X |
| Senior Community Svc. Employment | NO | X | X | X | X | N/A | NO | No | NO | NO | X | X | 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 |
| TANF | NO | X | X | X | X | X | NO | X | NO | X | X | X | X |
| Second Chance Act | NO | X | X | X | X | X | NO | X | NO | X | X | X | X |

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.

Attachment B: Midlands SC Works Partner List

SC Works Center Midlands
700 Taylor St Cola

SC Works Center Lexington
671 Main St W Cola

SC Works Center Winnsboro
96 Hwy 321 Bypass S Winns

| SC Works Partner | Location | Required or Optional | Representing |
|-------------------------------|--|----------------------|------------------------------|
| SC Dept of Employ & Workforce | SC Works Midlands, Lexington & Winnsboro | Required | WP, UI, TAA |
| SCDSS | SC Works Midlands & Lexington | Required | SNAP, TANF |
| SC Vocational Rehabilitation | SC Works Midlands & Lexington | Required | VR |
| SC Commission for the Blind | SC Works Midlands | Required | VR |
| Richland 1 Adult Education | SC Works Midlands | Required | Adult Education |
| Richland 2 Adult Education | SC Works Midlands | Required | Adult Education |
| Lexington 1 Adult Education | SC Works Midlands | Required | Adult Education |
| Lexington 2/4 Adult Education | SC Works Midlands | Required | Adult Education |
| Lexington 3 Adult Education | SC Works Midlands | Required | Adult Education |
| Lex/Rich 5 Adult Education | SC Works Midlands | Required | Adult Education |
| Fairfield Adult Education | SC Works Midlands | Required | Adult Education |
| Equus Workforce Solutions | SC Works Midlands & Lexington | Required | WIOA |
| Fairfield County | SC Works Winnsboro | Required | WIOA |
| Midlands Technical College | SC Works Midlands | Required | Carl Perkins |
| Job Corps | SC Works Midlands | Required | Title I- Job Corps |
| Goodwill Industries | SC Works Midlands | Required | SCSEP, Second Chance Act |
| Telamon Corporation | SC Works Midlands | Required | Migrant/Seasonal Farmworkers |

MOU ATTACHMENT C

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.

SUMMARY BUDGET

| | | | | |
|---|----------------------|----------------------|---------------------|----------------------|
| Midlands | | | | |
| Center Operating Budget for PY24 | | | | |
| July 1, 2024 - June 30, 2025 | | | | |
| FTE Cost Allocation Methodology | | | | |
| | | | | |
| Infrastructure Costs | Columbia | Lexington | Winnsboro | Totals |
| Rent | - | 97,425.00 | - | 97,425.00 |
| Security System | 50,000.00 | - | - | 50,000.00 |
| Utilities | 76,000.00 | 9,600.00 | 13,500.00 | 99,100.00 |
| Janitorial/Maintenance | 30,000.00 | 18,000.00 | 50.00 | 48,050.00 |
| Landscaping | 18,000.00 | - | - | 18,000.00 |
| General Repair | 5,000.00 | - | - | 5,000.00 |
| Pest Control | 600.00 | - | 150.00 | 750.00 |
| Depreciation (if applicable)* | 27,365.00 | - | - | 27,365.00 |
| Telephone (if applicable) | - | - | 2,350.00 | 2,350.00 |
| Public Access PC Costs | 40,000.00 | 27,000.00 | 4,875.00 | 71,875.00 |
| Equipment Maintenance/Rental | 525.00 | - | - | 525.00 |
| Common area supplies** | 2,000.00 | 600.00 | 400.00 | 3,000.00 |
| Other - please list | - | - | - | - |
| Other - Website | 500.00 | - | - | 500.00 |
| Other - please list | - | - | - | - |
| Total Infrastructure Costs | \$ 249,990.00 | \$ 152,625.00 | \$ 21,325.00 | \$ 423,940.00 |
| | | | | |
| Additional Shared Services Costs | | | | |
| Shared Copy/Print | 3,300.00 | 1,465.00 | - | 4,765.00 |
| Staff Phone/Internet | 8,700.00 | 600.00 | - | 9,300.00 |
| Front Desk Reception Staff | 45,000.00 | - | - | 45,000.00 |
| VR Career Exploration headsets | 10,700.00 | - | - | 10,700.00 |
| Total Additional Costs | \$ 67,700.00 | \$ 2,065.00 | \$ - | \$ 69,765.00 |
| | | | | |
| Grand Total Budget | \$ 317,690.00 | \$ 154,690.00 | \$ 21,325.00 | \$ 493,705.00 |
| | | | | |
| *Quarterly costs from previous program year were annualized to project a baseline budget. | | | | |

COLUMBIA SC WORKS CENTER

Month: Center Operating Budget for FY22
 July 2, 2022 - June 30, 2022
 FTE Cost Allocation Methodology

Number of FTE Employees: 71.2

| Construction Costs | WP | UI | TDA | LVER | DVDP | Retail Out | YAWP | SNAP | VR | ADULT ED | WIOA | GOODWILL | COB | JobCorp | MTS | Telamon |
|--|---------------|--------------|---------------|-------------|--------------|--------------|-------------|-------------|-----------|-----------|--------------|-------------|-----------|-------------|-----------|-------------|
| Grant System | \$ 90,000.00 | \$ 3,947.75 | \$ 21,879.02 | \$ 1,287.60 | \$ 1,608.15 | \$ 6,455.01 | \$ 645.01 | \$ 645.01 | \$ 64.35 | \$ 64.35 | \$ 7,722.01 | \$ 1,095.05 | \$ 64.35 | \$ 1,287.00 | \$ 64.35 | \$ 44.50 |
| Server System | \$ 76,000.00 | \$ 12,226.51 | \$ 33,256.11 | \$ 1,956.34 | \$ 2,491.30 | \$ 9,781.21 | \$ 978.12 | \$ 978.12 | \$ 97.81 | \$ 97.81 | \$ 11,737.45 | \$ 234.94 | \$ 97.81 | \$ 1,287.00 | \$ 97.81 | \$ 97.81 |
| Printer/Maintenance | \$ 30,000.00 | \$ 4,826.75 | \$ 13,177.41 | \$ 772.20 | \$ 965.15 | \$ 3,861.00 | \$ 386.10 | \$ 386.10 | \$ 38.61 | \$ 38.61 | \$ 4,653.20 | \$ 115.88 | \$ 38.61 | \$ 772.20 | \$ 38.61 | \$ 38.61 |
| Landscape | \$ 16,000.00 | \$ 2,956.75 | \$ 7,876.45 | \$ 483.32 | \$ 579.15 | \$ 2,315.60 | \$ 231.56 | \$ 231.56 | \$ 23.17 | \$ 23.17 | \$ 2,759.92 | \$ 69.50 | \$ 23.17 | \$ 483.32 | \$ 23.17 | \$ 23.17 |
| General Repair | \$ 3,000.00 | \$ 899.88 | \$ 2,187.00 | \$ 128.70 | \$ 159.88 | \$ 669.90 | \$ 66.99 | \$ 66.99 | \$ 6.64 | \$ 6.64 | \$ 772.20 | \$ 15.31 | \$ 6.64 | \$ 128.70 | \$ 6.64 | \$ 6.64 |
| Part Control | \$ 600.00 | \$ 95.53 | \$ 252.55 | \$ 15.44 | \$ 19.11 | \$ 77.22 | \$ 7.72 | \$ 7.72 | \$ 0.77 | \$ 0.77 | \$ 92.66 | \$ 2.32 | \$ 0.77 | \$ 15.44 | \$ 0.77 | \$ 0.77 |
| Telephone (if applicable) | \$ 27,955.00 | \$ 4,402.35 | \$ 11,974.39 | \$ 704.98 | \$ 890.47 | \$ 3,521.88 | \$ 352.19 | \$ 352.19 | \$ 35.22 | \$ 35.22 | \$ 4,226.53 | \$ 105.66 | \$ 35.22 | \$ 704.98 | \$ 35.22 | \$ 35.22 |
| Public Access PC Costs | \$ 40,000.00 | \$ 6,456.01 | \$ 17,503.22 | \$ 1,059.60 | \$ 1,287.20 | \$ 5,468.01 | \$ 546.80 | \$ 546.80 | \$ 54.68 | \$ 54.68 | \$ 6,377.81 | \$ 144.44 | \$ 54.68 | \$ 1,059.60 | \$ 54.68 | \$ 54.68 |
| Equipment Maintenance/Repair | \$ 575.00 | \$ 87.65 | \$ 229.77 | \$ 13.31 | \$ 16.88 | \$ 67.57 | \$ 6.76 | \$ 6.76 | \$ 0.68 | \$ 0.68 | \$ 811.00 | \$ 21.03 | \$ 0.68 | \$ 13.31 | \$ 0.68 | \$ 0.68 |
| Common area supplies** | \$ 2,000.00 | \$ 321.75 | \$ 875.76 | \$ 51.48 | \$ 64.35 | \$ 257.40 | \$ 25.74 | \$ 25.74 | \$ 2.57 | \$ 2.57 | \$ 309.88 | \$ 7.72 | \$ 2.57 | \$ 51.48 | \$ 2.57 | \$ 2.57 |
| Other - please list | \$ 500.00 | \$ 80.44 | \$ 218.75 | \$ 12.87 | \$ 16.08 | \$ 64.35 | \$ 6.44 | \$ 6.44 | \$ 0.64 | \$ 0.64 | \$ 77.22 | \$ 1.93 | \$ 0.64 | \$ 12.87 | \$ 0.64 | \$ 0.64 |
| Total Infrastructure Costs | \$ 279,950.00 | \$ 40,217.18 | \$ 109,590.78 | \$ 6,456.75 | \$ 8,083.04 | \$ 32,173.75 | \$ 3,217.37 | \$ 3,217.37 | \$ 321.74 | \$ 321.74 | \$ 38,608.49 | \$ 955.21 | \$ 321.74 | \$ 6,456.75 | \$ 321.74 | \$ 3,217.37 |
| Less Cash Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Less Non-Programmer In-Kind Contributions | \$ 11,257.21 | \$ 4,402.35 | \$ 11,974.39 | \$ - | \$ 890.47 | \$ 32,173.75 | \$ 3,217.37 | \$ 3,217.37 | \$ 321.74 | \$ 321.74 | \$ 38,608.49 | \$ 955.21 | \$ 321.74 | \$ 6,456.75 | \$ 321.74 | \$ 3,217.37 |
| Balance | \$ 268,692.79 | \$ 35,814.83 | \$ 97,616.39 | \$ 6,456.75 | \$ 7,192.57 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Start Fund-Budgetary Cost | \$ 46,800.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Number of FTE cost sharing from Dept Receipt | \$ 67.70 | \$ 12.5 | \$ 3 | \$ - | \$ 2.5 | \$ 10 | \$ 1 | \$ 1 | \$ 0.1 | \$ 0.1 | \$ 13 | \$ 0.3 | \$ 0.1 | \$ 2 | \$ 0.1 | \$ 1 |
| Total (FTE) Fund Receipting Costs | \$ 43,133.22 | \$ 11,792.46 | \$ 2,801.19 | \$ - | \$ 2,354.49 | \$ 9,439.66 | \$ 943.40 | \$ 943.40 | \$ 94.34 | \$ 94.34 | \$ 12,264.15 | \$ 283.02 | \$ 94.34 | \$ 1,884.75 | \$ 94.34 | \$ 943.40 |
| Number of FTE cost sharing Additional Cost | 24 | | | | | 10 | 1 | 1 | | | 12 | | | | | 1 |
| Additional Shared Budget Costs | | | | | | | | | | | | | | | | |
| Soft PC Maintenance | \$ 7,850.00 | \$ - | \$ - | \$ - | \$ - | \$ 3,000.00 | \$ 300.00 | \$ 300.00 | \$ - | \$ - | \$ 1,650.00 | \$ - | \$ - | \$ 600.00 | \$ - | \$ 300.00 |
| Soft Copy/Print | \$ 3,300.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,315.60 | \$ 131.56 | \$ 131.56 | \$ - | \$ - | \$ 2,875.00 | \$ - | \$ - | \$ - | \$ - | \$ 131.56 |
| VR Hardware (if "soft budget") | \$ 10,200.00 | \$ - | \$ - | \$ - | \$ - | \$ 2,675.00 | \$ 267.50 | \$ 267.50 | \$ - | \$ - | \$ 7,825.00 | \$ - | \$ - | \$ - | \$ - | \$ 267.50 |
| Total Additional Costs | \$ 21,350.00 | \$ - | \$ - | \$ - | \$ - | \$ 7,090.60 | \$ 709.06 | \$ 709.06 | \$ - | \$ - | \$ 12,350.00 | \$ - | \$ - | \$ 600.00 | \$ - | \$ 487.56 |
| Less Cash Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Less In-Kind Contributions | \$ 21,800.00 | \$ - | \$ - | \$ - | \$ - | \$ 7,050.00 | \$ 705.00 | \$ 705.00 | \$ - | \$ - | \$ 12,350.00 | \$ - | \$ - | \$ 600.00 | \$ - | \$ 487.56 |
| Balance | \$ 316,790.00 | \$ 57,009.63 | \$ 112,270.82 | \$ 6,456.75 | \$ 10,404.53 | \$ 48,697.71 | \$ 4,922.77 | \$ 4,922.77 | \$ 486.98 | \$ 486.98 | \$ 59,797.85 | \$ 1,248.23 | \$ 486.98 | \$ 6,456.75 | \$ 486.98 | \$ 4,922.77 |
| Less Cash Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Less In-Kind Contributions | \$ 17,257.21 | \$ 4,402.35 | \$ 11,974.39 | \$ - | \$ 890.47 | \$ 32,173.75 | \$ 3,217.37 | \$ 3,217.37 | \$ 321.74 | \$ 321.74 | \$ 38,608.49 | \$ 955.21 | \$ 321.74 | \$ 6,456.75 | \$ 321.74 | \$ 3,217.37 |

**All FTE provided their own supplies - only reimburse from our common area supplies or if shared
 ***Add additional columns as needed

LEXINGTON SC WORKS CENTER

Midlands
Center Operating Budget for FY24
July 1, 2024 - June 30, 2025
FTE Cost Allocation Methodology

Number of FT Employees

8.1 1 0.5 0.5 3 1 0.1 2

| Infrastructure Costs | Total | W/P | UI | TAA | Run/Out | DVOP | IYER | TANF | SNAP | VR | Adult Ed | WIOA | Other*** |
|--|---------------|-----------|----|-----|---------|----------|----------|-----------|-----------|----------|----------|-----------|----------|
| Rent | \$ 97,225.00 | 12,027.78 | - | - | - | 6,013.89 | 6,013.89 | 36,083.33 | 12,027.78 | 1,202.78 | - | 24,655.56 | - |
| Security System | \$ 9,500.00 | 1,185.19 | - | - | - | 592.59 | 592.59 | 3,555.56 | 1,185.19 | 118.52 | - | 2,370.37 | - |
| Utilities | \$ 18,000.00 | 2,222.22 | - | - | - | 1,111.11 | 1,111.11 | 6,666.67 | 2,222.22 | 222.22 | - | 4,444.44 | - |
| Landscaping | | | | | | | | | | | | | |
| General Repair | | | | | | | | | | | | | |
| Pest Control | | | | | | | | | | | | | |
| Disinfection (if applicable) | | | | | | | | | | | | | |
| Telephone (if applicable) | | | | | | | | | | | | | |
| Public Access PC Costs | \$ 27,000.00 | 3,333.33 | - | - | - | 1,666.67 | 1,666.67 | 10,000.00 | 3,333.33 | 333.33 | - | 6,666.67 | - |
| Equipment Maintenance/Rental | | | | | | | | | | | | | |
| Common area supplies** | \$ 600.00 | 74.07 | - | - | - | 37.04 | 37.04 | 222.22 | 74.07 | 7.41 | - | 148.15 | - |
| Other - please list | | | | | | | | | | | | | |
| Other - please list | | | | | | | | | | | | | |
| Other - please list | | | | | | | | | | | | | |
| Total Infrastructure Costs | \$ 152,825.00 | 18,842.59 | - | - | - | 9,421.30 | 9,421.30 | 56,527.78 | 18,842.59 | 1,884.26 | - | 37,685.19 | - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less Non-Personnel In-kind Contributions | \$ 152,825.00 | 18,842.59 | - | - | - | 9,421.30 | 9,421.30 | 56,527.78 | 18,842.59 | 1,884.26 | - | 37,685.19 | - |
| Balance | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Number of FTEs cost-sharing Additional Costs | 4 | | | | | | | 1 | 1 | | | 2 | |
| Additional Shared Services Costs | Total | W/P | UI | TAA | Run/Out | DVOP | IYER | TANF | SNAP | VR | Adult Ed | WIOA | Other*** |
| Staff PC Internet/Phone | \$ 600.00 | - | - | - | - | - | - | 150.00 | 150.00 | - | - | 300.00 | - |
| Staff Copy/Print | \$ 2,465.00 | - | - | - | - | - | - | 366.25 | 366.25 | - | - | 732.50 | - |
| Total Additional Costs | \$ 2,065.00 | - | - | - | - | - | - | \$ 516.25 | \$ 516.25 | - | - | 1,032.50 | - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ 2,065.00 | - | - | - | - | - | - | \$ 516.25 | \$ 516.25 | - | - | 1,032.50 | - |
| Balance | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Grand Total Budget | \$ 154,890.00 | 18,842.59 | - | - | - | 9,421.30 | 9,421.30 | 57,044.03 | 19,358.84 | 1,884.26 | - | 38,717.69 | - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |

**All staff purchase their own supplies- only resource room and common area supplies are shared
***Add additional columns as needed

WINNSBORO SC WORKS CENTER

Midlands
Center Operating Budget for PY24
July 1, 2024 - June 30, 2025
FTE Cost Allocation Methodology

Number of FT Employees

4.6

0.6

1

3

| Infrastructure Costs | Total | W/P | U/I | TAA | DVOP | LVER | Rural Outreach | TANF | SNAP | VR | Adult Ed | WIOA | Other*** |
|---|---------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|-------------|------------------|-------------|
| | | | | | | | | | | | | | |
| Rent | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Security System | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Utilities | \$ 13,500.00 | 1,760.87 | - | - | - | - | 2,934.78 | - | - | - | - | 8,804.35 | - |
| Janitorial/Maintenance | \$ 50.00 | 6.52 | - | - | - | - | 10.87 | - | - | - | - | 32.61 | - |
| Landscaping | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| General Repair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Pest Control | \$ 150.00 | 19.57 | - | - | - | - | 32.61 | - | - | - | - | 97.83 | - |
| Telephone (if applicable) | \$ 2,350.00 | 550.00 | - | - | - | - | 550.00 | - | - | - | - | 1,800.00 | - |
| Public Access PC Costs | \$ 4,875.00 | 635.87 | - | - | - | - | 1,059.78 | - | - | - | - | 3,179.35 | - |
| Equipment Maintenance/Rental | \$ 400.00 | 52.17 | - | - | - | - | 86.96 | - | - | - | - | 260.87 | - |
| Common area supplies** | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Infrastructure Costs | \$ 21,875.00 | 3,025.00 | \$ - | \$ - | \$ - | \$ - | 4,675.00 | \$ - | \$ - | \$ - | \$ - | 14,175.00 | \$ - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less Non-personnel In-kind Contributions | \$ 21,875.00 | 3,025.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 14,175.00 | \$ - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Number of FTEs cost sharing Additional Costs | 0 | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | W/P | U/I | TAA | DVOP | LVER | TANF | SNAP | VR | Adult Ed | WIOA | Other |
|----------------------------------|---------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------|-------------|
| Total Additional Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant Total Budget | \$ 21,875.00 | 3,025.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 14,175.00 | \$ - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

***All staff purchase their own supplies- only resource room and common area supplies are shared
***Add additional columns as needed

TOTAL PARTNER SHARES

| | 904 | M11 | 34 | 0 | 25 | 3 | 1 | 13 | 2 | 02 | 01 | 17 | 03 | 01 | 2 | 01 | 1 |
|--|-------------------|------------------|-------------------|------------------|------------------|------------------|-----------------|------------------|------------------|-----------------|---------------|-------------------|-----------------|---------------|-----------------|---------------|-----------------|
| Investment Costs | | | | | | | | | | | | | | | | | |
| Rent | 97,425.00 | 12,027.78 | 21,379.02 | 1,292.78 | 1,292.78 | 6,013.89 | 2,192.78 | 38,083.33 | 22,027.78 | 1,302.78 | 64.35 | 21,055.56 | 193.05 | 64.35 | 1,387.00 | 64.35 | 643.50 |
| Security System | 50,000.00 | 4,943.76 | 33,256.51 | 1,292.78 | 1,292.78 | 1,608.75 | 2,894.78 | 6,435.00 | 2,181.31 | 218.33 | 97.81 | 7,722.01 | 193.05 | 97.81 | 1,387.00 | 97.81 | 978.12 |
| Utilities | 95,000.00 | 12,172.27 | 18,117.44 | 1,326.82 | 1,326.82 | 3,027.90 | 2,981.79 | 10,570.67 | 2,588.32 | 263.89 | 38.61 | 22,912.17 | 229.44 | 38.61 | 772.20 | 25.17 | 386.10 |
| Janitorial/Maintenance | 40,000.00 | 2,886.35 | 2,886.35 | 4,072.9 | 4,072.9 | 2,076.36 | 10.87 | 2,316.60 | 231.65 | 23.17 | 28.17 | 9,180.26 | 155.83 | 28.17 | 463.32 | 25.17 | 251.65 |
| Landscaping | 10,000.00 | 3,884.39 | 2,887.00 | 1,382.72 | 1,382.72 | 1,901.88 | - | 6,452.00 | 64.35 | 6.44 | 6.44 | 772.20 | 69.50 | 6.44 | 128.70 | 6.44 | 64.35 |
| Greenhouse | 5,000.00 | 11,619.00 | 362.55 | - | 20.74 | 19.31 | 32.62 | 77.22 | 7.72 | 0.77 | 0.77 | 196.48 | 2.32 | 0.77 | 15.44 | 0.77 | 7.72 |
| Cost Control | 27,283.00 | 4,402.35 | 11,974.39 | - | 756.78 | 880.47 | - | 3,511.88 | 352.19 | 35.22 | 35.22 | 4,274.25 | 105.56 | 35.22 | 784.38 | 35.22 | 392.19 |
| Telephone (if applicable) | 2,310.00 | 500.00 | - | - | 64.99 | - | 500.00 | - | 3,486.13 | 384.81 | 51.48 | 1,600.00 | 154.44 | 51.48 | 1,029.60 | 51.48 | 514.60 |
| Public Access (Copiers) | 71,875.00 | 10,800.21 | 11,503.22 | - | 1,977.69 | 2,533.67 | 1,059.78 | 13,148.01 | 6.75 | 0.68 | 0.68 | 18,023.62 | 2.03 | 0.68 | 13.51 | 2.03 | 13.51 |
| Equipment (Furniture/Resili) | 525.00 | 84.65 | 230.73 | - | 14.32 | 16.89 | - | 67.57 | 6.75 | 0.68 | 0.68 | 81.08 | 7.72 | 2.57 | 21.48 | 2.57 | 6.75 |
| Computer Supplies** | 3,000.00 | 488.00 | 870.15 | - | 62.95 | 101.99 | - | 479.62 | 98.81 | 9.98 | 2.57 | 713.90 | 7.72 | 2.57 | 51.48 | 2.57 | 25.74 |
| Other - Vehicle | 900.00 | 80.44 | 218.79 | - | 13.83 | 16.09 | - | 64.35 | 6.40 | 0.64 | 0.64 | 77.22 | 1.93 | 0.64 | 12.67 | 0.64 | 6.40 |
| Total Infrastructure Costs | 439,527.55 | 62,084.77 | 108,390.73 | 11,774.00 | 11,774.00 | 17,654.73 | 4,675.00 | 88,701.52 | 22,028.97 | 2,208.00 | 331.74 | 90,468.68 | 265.82 | 321.74 | 6,534.75 | 321.74 | 3,217.37 |
| Less Cash Contributions | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Less Non-personnel In-kind Contributions | 12,252.21 | 4,462.35 | 11,574.39 | - | - | 880.47 | - | 88,701.52 | 22,028.97 | 2,208.00 | 331.74 | 90,468.68 | 265.82 | 321.74 | 6,534.75 | 321.74 | 3,217.37 |
| Balance | 401,800.75 | 57,622.42 | 97,486.34 | 11,574.39 | 11,774.00 | 16,774.26 | 4,675.00 | 88,701.52 | 22,028.97 | 2,208.00 | 331.74 | 90,468.68 | 265.82 | 321.74 | 6,534.75 | 321.74 | 3,217.37 |
| Number of FTEs over Staffing Additional Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Additional Shared Services Costs | | | | | | | | | | | | | | | | | |
| Shared Copier/Printer Access for Staff | 4,332.50 | - | - | - | - | - | - | 1,525.00 | 287.50 | 2,675.00 | 94.34 | 2,812.05 | 287.02 | 94.34 | 2,887.79 | 94.34 | 1,387.00 |
| Phone/Internet Access for Staff | 8,892.20 | - | - | - | - | - | - | 3,866.25 | 604.25 | 2,675.00 | 94.34 | 3,600.00 | 287.02 | 94.34 | 6,000.00 | 94.34 | 3,000.00 |
| VA Care/Epulation Benefits | 10,700.00 | - | - | - | - | - | - | 2,675.00 | 94.34 | 2,675.00 | 94.34 | 12,261.18 | 287.02 | 94.34 | 1,888.79 | 94.34 | 943.40 |
| Front Desk Reception Staff | 43,113.31 | 11,792.45 | 2,830.15 | - | - | 2,358.49 | - | 9,493.96 | 94.34 | 2,769.34 | 94.34 | 21,221.65 | 287.02 | 94.34 | 2,688.79 | 94.34 | 4,842.00 |
| Total Additional Costs | 66,938.21 | 11,792.45 | 2,830.15 | - | - | 2,358.49 | - | 17,000.21 | 4,572.15 | 2,769.34 | 94.34 | 21,221.65 | 287.02 | 94.34 | 2,888.79 | 94.34 | 1,387.00 |
| Less In-kind Contributions | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Balance | 66,938.21 | 11,792.45 | 2,830.15 | - | - | 2,358.49 | - | 17,000.21 | 4,572.15 | 2,769.34 | 94.34 | 21,221.65 | 287.02 | 94.34 | 2,888.79 | 94.34 | 1,387.00 |
| Grand Total Budget | 487,336.12 | 73,877.23 | 113,229.92 | 11,574.39 | 11,774.00 | 19,032.72 | 4,675.00 | 88,701.52 | 26,551.11 | 4,975.34 | 418.08 | 111,690.33 | 1,249.23 | 418.08 | 6,821.94 | 418.08 | 4,584.67 |

**All staff partners their own supplies - only resource room and common area supplies are shared
***Add additional columns as needed

PY 2024 STAFFING ADDENDUM SIGNATURE SHEET

Date Prepared: 05/14/2024

Local Area: Midlands Workforce Development Area
Tammy Beagen
100 Executive Center Drive Suite 218
Columbia, SC 29201

Partner: Equus Workforce Solutions
Jennifer Bazer
700 Taylor Street
Columbia, SC 29201

Partner: Midlands Technical College
Debbie Walker
Post Office Box 2408
Columbia, SC 29202

Partner: SC Vocational Rehabilitation
Kelly Stelling
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
Darline Graham
1430 Confederate Avenue
Columbia, SC 29201

Partner: SC Job Corps
Kristen Dube
Post Office Box 967
Barnberg, SC 29003

Partner: Midlands Adult Education Consortium
Marva Coates
2612 Covenant Road
Columbia, SC 29204

Partner: Goodwill Industries
Traci Hunter
115 Haywood Road
Greenville, SC 29607

Partner: SC Dept. of Employment & Workforce
Fabian Zalewa
Post Office Box 995
Columbia, SC 29202

Partner: Telamon Corporation
Suzanne Orozco
5560 Munford Road Suite 107
Raleigh, NC 27612

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) | 15.4 | 11 | 0.2 | 51 | 0.1 | 77.7 | WIOA – 19.82%; DSS – 14.15%; VR – 0.26%; DEW – 65.64%; AE – 0.13 % |
| SC Works (Lexington) | 2 | 4 | 0.1 | 2 | 0 | 8.1 | WIOA – 24.7%; DSS – 49.4 %; VR – 1.2 %; DEW – 24.7% |
| SC Works (Fairfield) | 3 | 0 | 0 | 1.6 | 0 | 4.6 | WIOA – 65.2%; DEW – 34.8% |

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 PY. During the PY, 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) |
|--|---|---|
| Jennifer Bazer | SC Works - Columbia (WIOA) | 1 |
| Rebecca Carruthers | SC Works – Columbia (WIOA) | 1 |
| Work Readiness Coordinator (Vacant) | SC Works - Columbia (WIOA) | 1 |
| Tonia Rodriguez | SC Works - Columbia (WIOA) | 1 |
| Mia Jones | SC Works - Columbia (WIOA) | 1 |
| Savannah Jones | SC Works – Columbia (WIOA) | 1 |
| Sharon Salley | SC Works - Columbia (WIOA) | 1 |
| Jean Stewart | SC Works - Columbia (WIOA) | 1 |
| Pam Duncan | SC Works - Columbia (WIOA) | 1 |
| Felicia Garvin | SC Works – Lexington (WIOA) | 1 |
| Sheron Sutton | SC Works – Columbia (WIOA – Assessment) | 1 |
| Dwayne Mclean | SC Works – Columbia (WIOA – Assessment) | 1 |
| Rotating | SC Works - Columbia (MTC) | 0.1 |
| Joseph Katz | SC Works - Columbia (Job Corps) | 1 |
| Shay Johnson | SC Works - Columbia (Job Corps) | 1 |

| | | |
|-------------------|---|-------------------|
| Rotating | SC Works-Columbia (Goodwill Industries -SCSEP) | 0.1 |
| Rita Yeager | SC Works - Columbia (Commission for the Blind) | 0.1 (4 hrs/month) |
| Kelley Fields | SC Works - Columbia (Vocational Rehabilitation) | 0.1 |
| Mary Dawkins | SC Works - Columbia (Adult Education) | 0.1 |
| Yvonne Serrano | SC Works -- Columbia (Telamon) | 1 |
| Rotating | SC Works -- Columbia (Goodwill Ind - Pathway) | 0.1 |
| Rotating | SC Works Cola (Goodwill Lifelaunch/Ignite 2.0) | 0.1 |
| Symone Flagler | SC Works - Columbia (DSS - TANF) | 1 |
| Darren McClam | SC Works -- Columbia (DSS -- TANF) | 1 |
| Fabrienni Chaplin | SC Works - Columbia (DSS - TANF) | 1 |
| Mattie Johnson | SC Works - Columbia (DSS - TANF) | 1 |
| Vacant | SC Works - Columbia (DSS - SNAP) | 1 |
| Amanda Hamilton | SC Works - Columbia (DSS - TANF) | 1 |
| Cindy Durant | 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 |
| Beth Baggerly | SC Works -- Columbia (DSS - TANF) | 1 |
| Fabian Zalewa | SC Works -- Columbia (DEW/WP) | 1 |
| Vacant | SC Works -- Columbia (DEW/WP) | 1 |
| Yvette Stribling | SC Works -- Columbia (DEW/WP) | 1 |
| Joe Robinson | SC Works -- Columbia (DEW -- Rapid Response) | 1 |
| Vacant | SC Works- Columbia (DEW-BST) | 1 |
| Lutricia Rutledge | SC Works -- Columbia (DEW/WP) | 1 |
| David Contee | SC Works -- Columbia (DEW/WP) | 1 |
| Tasha Mayes | SC Works -- Columbia (DEW/WP) | 1 |
| Latrice Jones | SC Works -- Columbia (DEW/WP) | 1 |
| Portia Holt | SC Works -- Columbia (DEW/WP) | 1 |
| Vacant | SC Works -- Columbia (DEW/WP) | 1 |
| Rosalind Bridges | SC Works -- Columbia (DEW/WP) | 1 |
| David Williams | SC Works -- Columbia (DEW-DVOP) | 1 |
| Ashley Sims | SC Works -- Columbia (DEW/WP/DVOP) | 1 |
| Vacant | SC Works -- Columbia (DEW/LVER) | 1 |
| Ramonn Lester | SC Works -- Columbia (DEW/LVER) | 1 |
| Evangeline Holmes | SC Works -- Columbia (DEW DVOP) | 1 |

| | | |
|--------------------|---|---|
| Latoya Fisher | SC Works -- Columbia (DEW -- UI- RESEA) | 1 |
| Julie Myers | SC Works -- Columbia (DEW UI-RESEA) | 1 |
| Malaysia Bouleware | SC Works -- Columbia (DEW -- UI/RESEA) | 1 |
| Joyce Driggers | Field Service | 1 |
| Patrick McKveen | Field Service | 1 |
| Amy Gfell | Field Service | 1 |
| Kellie Pelham | Field Service | 1 |
| Daniel Webster | Field Service | 1 |
| Yolanda Dorsey | Field Service | 1 |
| Chanig Randle | Field Service | 1 |
| Herbertha Smalls | SC Works -- Columbia (UI) | 1 |
| Milagro Deleon | SC Works -- Columbia (UI) | 1 |
| Erimelda Almonte | SC Works -- Columbia (UI) | 1 |
| Tykeir Trapp | SC Works -- Columbia (UI) | 1 |
| Shonetta English | SC Works -- Columbia (UI) | 1 |
| Theresa Gary | SC Works -- Columbia (UI) | 1 |
| Tiquirria Mealing | SC Works -- Columbia (UI) | 1 |
| Latisha Edwards | SC Works -- Columbia (UI) | 1 |
| Shaquanna Miller | SC Works -- Columbia (UI) | 1 |
| Taniel Chesnut | SC Works -- Columbia (UI) | 1 |
| Kearston Coleman | SC Works -- Columbia (UI) | 1 |
| Jerresa Reed | SC Works -- Columbia (UI) | 1 |
| Dannah Williams | SC Works -- Columbia (UI) | 1 |
| Zina Washington | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |
| Staff | SC Works -- Columbia (UI) | 1 |

| | | |
|--------------------|---------------------------------------|--------------|
| Staff | SC Works – Columbia (UJ) | 1 |
| Staff | SC Works – Columbia (UJ) | 1 |
| Audrey Palmer | SC Works – Lexington (WIOA) | 1 |
| Amber Wolters | SC Works – Lexington (WIOA) | 1 |
| Meredith Saege | SC Works – Lexington (WIOA) | 1 |
| Angelique Hamilton | SC Works – Lexington (WIOA) | 1 |
| Lakisha Amstrong | SC Works – Lexington (WIOA) | 1 |
| Jennifer Jones | SC Works – Lexington (WIOA) | 1 |
| Allison Alford | SC Works – Lexington (WIOA) | 1 |
| Greg Burns | SC Works – Lexington (WIOA) | 1 |
| Tammy Sutton | SC Works – Lexington (WIOA) | 1 |
| Kiara Johnson | SC Works – Fairfield (WIOA) | 1 |
| Latasha Wadlington | SC Works – Fairfield (WIOA) | 1 |
| Ashlynn Whitener | SC Works – Fairfield (WIOA) | 1 |
| Ollie Brown | SC Works – Fairfield (Rural Outreach) | 1 |
| Rotating | SC Works – Fairfield (W-P) | 0.6 |
| Rotating | SC Works – Fairfield (CAA) | (once/month) |

Agreement Period as of this Addendum:
 Beginning Date: July 1, 2024

Ending Date: June 30, 2025

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: Tammy Beagen
 Title: Director

Tammy Beagen
 Signature Date 6/16/24

Approved for Operator: Equus Workforce Solutions
 Staff Name: Jack Sawyer
 Title: Interim CEO

Signature Date 7/9/2024

Approved for Partner: SC Vocational Rehabilitation
 Staff Name: Kelly Seidig
 Title: Field Operations Manager

Kelly Seidig
 Signature Date 6/11/24

Approved for Partner: SC Commission for the Blind
 Staff Name: Orlina Graham
 Title: Contract Support

Orlina Graham
 Signature Date 6/16/24

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

Tammy James
Digitally signed by Tammy James
Date: 2024.05.29 09:37:07 -04:00

Signature _____ Date _____

Approved for Partner: SC 19b Corps
Staff Name: Ms. Johnell Gaines
Title: Center Director

Johnell Gaines
Johnell Gaines Jun 11, 2024 08:54 EDT
Signature _____ Date 06/11/2024

Approved for Partner: Goodwill Industries

Staff Name: Traci Hunter
Title: SOSER
Director of Community Development
Traci Hunter
Signature _____ Date 6/13/24

Approved for Partner: Telemorq Corporation
Staff Name: Suzanne Orozco
Title: President & CEO

Suzanne Orozco
Signature _____ Date 6/18/24

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

Fabian Zaleska
Signature _____ Date 6-24-2024

Approved for Partner: Adult Education
Staff Name: Marva Coates
Title: Pilot Program Director

Marva Coates
Signature _____ Date _____

Approved for Partner: Midlands Technical College
Staff Name: Debbie Walker
Title: Vice-President, Finance & Accounting

Debbie Walker
Signature _____ Date 6-10-24

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, 2024, 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 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, 2025. 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 to 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 2024 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 \$45,000 including salary, fringe and benefits, in all SC Works Comprehensive Centers for Program Year (PY) 2024. 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
- 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 2024 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 2024 MOU/IFA.

This addendum is effective July 1, 2024 through June 30, 2025. 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.

| | |
|---|---------------------------|
| <u>William H. Floyd, III</u> Signature Entity – SC Dept of Employment & Workforce | <u>6/20/24</u> Date |
| <u>Susan Roben</u> Digitally signed by Susan Roben Date: 2024.06.12 19:39:37 -04'00' Signature Entity – SC Dept of Social Services | <u> </u> Date |
| <u>Stelicia B. Johnson</u> Signature Entity – SC Vocational Rehabilitation | <u>06/14/2024</u> Date |
| <u> </u> Signature Entity – Equus Workforce Services (WIOA Adult, DW and Youth program ^s) | <u>7/9/2024</u> Date |
| <u>Debbie Mabelle</u> Signature Entity – Midlands Technical College (Perkins) | <u>6-10-24</u> Date |
| <u>Debbie Graham</u> Signature Entity – SC Commission for the Blind | <u>6/7/2024</u> Date |
| <u>Johnell Gaines</u> <small>Johnell Gaines / Jun 11, 2024 08:54 EDT</small> Signature Entity – Job Corps | <u>06/11/2024</u> Date |
| <u>Marisa Coates</u> Signature Entity – Adult Education | <u>6/24/24</u> Date |
| <u> </u> Signature Entity – Goodwill Industries | <u>6/30/24</u> Date |
| <u> </u> Signature Entity – Telamon | <u>6/18/2024</u> Date |



**MIDLANDS WORKFORCE
DEVELOPMENT BOARD**

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-06 (Change 4)

TO: Midlands WIOA Grantees

FROM: Tammy Beagen, Director *TB*
Midlands Workforce Development Area

EFFECTIVE: January 05, 2023

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, and to add guidance for the issuance of Needs Related Payments.

ACTION: Grantees shall become familiar with the attached policy and begin utilizing it immediately. This policy rescinds MWIA Instruction Letter 16-06 (Change 3) dated March 31, 2021.

Attachment

MIDLANDS WORKFORCE DEVELOPMENT AREA WIOA POLICIES AND PROCEDURES

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

POLICY: The Midlands Workforce Development Area 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, as well as Needs Related Payments.

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 cannot 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. **Phone and Internet Service:** Phone and internet service is a critical element of an individual's ability to meet their individual training and employment goals. As such a limited amount of assistance may be provided to WIOA participants who need assistance in paying for access to internet services necessary for the completion of on-line training and/or job search as well as phone service necessary for employment search. WIOA assistance should be utilized in conjunction with other assistance programs such as the Lifeline Program and the Emergency Broadband Benefit program when available and is designed to fill the needs gap. The services must be included in the individual's Plan and updated service duration updated regularly to monitor the progress to transitioning the expense to the participant.
4. **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 WIN, 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.

5. Needs Based or Emergency Supportive Services (must be in training): Financial assistance for Adult and Dislocated Worker participants registered in WIOA funded training may be provided to enable customers to participate in the training activity.

Per the 20 CRF 680.900, to be eligible to receive needs-based payments, Adults must:

- a. Be unemployed
- b. Not qualify for, or have ceased qualification for, unemployment compensation; and
- c. Be enrolled in a program of training services under WIOA sec. 134(c)(3)
 - Assessment results and the Individual Employment Plan must justify the need-based payments as necessary for the customer to achieve the employment goal(s).
 - The customer was unemployed and economically disadvantaged in accordance with the Lower Living Standard Income Level or receiving cash public assistance including food stamps, at the time of registration.
 - The assistance is not available through any other community agencies.

In order to be eligible, Dislocated Workers must:

- a. Be unemployed; and
 - Have ceased qualification for, unemployment compensation or trade adjustment under TAA; and
 - Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- b. Be unemployed and do not qualify for unemployment compensation or readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

The maximum needs-related payment during any program year is \$500. Any amount above \$500 must have approval from the MWDA Administrator.

There is no all-inclusive list of reasons or situations for which needs-based supportive services payments can be made; however, the need or situation must meet the following criteria:

- a. Must have been established during the comprehensive assessment process; and
- b. Must have been identified on the WIOA participant's Individual Employment Plan (IEP); and
- c. Must be considered a temporary transitional service, and not intended as a long-term service; except when the need or situation is determined to be an emergency or unforeseen event that occurred after WIOA participation for which the participant had little to no control over.

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.

Other community resources must be researched and determined unavailable prior to authorizing WIOA funds to pay for supportive services needed as a result of special barriers to training or employment.

- Evidence of referrals to other resources, including 2-1-1, and the outcomes of the referrals must be documented in the participants' case notes.
- Service Providers will submit a written request to the WIOA Administrator for approval. The request must include the following: participant name, State ID, provider's name, date of request (or when the service is needed), justification for the service, and evidence that non-WIOA sources were explored or not available. A copy of the request must be included in the participant file.



Midlands Workforce
DEVELOPMENT BOARD
Working Together for Tomorrow's Workforce

Midlands Workforce Development Area Instruction Letter: PY 16-04 (Change 6)

TO: Midlands SC Works Centers and WIOA Grantees

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

ISSUE DATE: July 1, 2021

EFFECTIVE: July 1, 2021

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 July 1, 2021. This policy rescinds MWIA Instruction Letter 16-04 (Change 5) dated January 1, 2020.

Attachment: Training Attendance Form Attachment A



Midlands Workforce Development 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.

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

1. WIOA grantees will pay a rate of \$0.56 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 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

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 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

"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
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

"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/IDD equipment via the South Carolina Relay Service at 711."

**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

"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
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

"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."

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.) | 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.

| Social security number | | | | | | | | |
|------------------------|--|--|--|---|--|--|---|--|
| | | | | - | | | - | |

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

| Employer identification number | | | | | | | | |
|--------------------------------|--|--|--|--|---|--|--|--|
| | | | | | - | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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

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MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION NUMBER: PY 18-01 (Change 2)

TO: Midlands SC Works Centers and WIOA Grantees

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

ISSUE DATE: July 1, 2021

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 18-01 (Change 1) issued January 19, 2021.

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

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

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



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.

Coordination with Registered Apprenticeships

Registered Apprenticeships (RA) are an important component of potential training and employment services that the workforce system and are a link to demonstrated hiring needs/in-demand in the local labor market. An OJT agreement may be developed with a Registered Apprenticeship Program/employer for training participants. OJT contracts must be made with the employer (sponsor). RAPs generally involve both classroom and on-the-job instruction. The OJT may support some or all of the OJT portion of the Registered Apprenticeship Program. OJT funding may not cover the classroom portion of the



program; funding may only cover the on-the-job portion of the RA. A combination of an ITA to cover the classroom instruction along with an OJT agreement to cover on-the-job training is also allowed.

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 are met (20 CFR 680.730):

- Small employers (50 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 member.

Midlands Workforce Development Area

On-the-Job Training (OJT) Pre-Award Checklist

Section 1: Employer Information

Complete the following Employer information.

| | | |
|--|-------------------------|---------------------|
| EMPLOYER LEGAL BUSINESS NAME: | | FEIN #: |
| FORMER NAME(S) UNDER WHICH EMPLOYER CONDUCTED BUSINESS: | | |
| CONTACT PERSON: | TITLE: | EMAIL: |
| EMPLOYER ADDRESS: | | |
| CITY: Columbia, | STATE: SC | ZIP: |
| TELEPHONE: | FAX: | |
| TYPE OF ORGANIZATION: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> FOR PROFIT <input type="checkbox"/> NON-PROFIT | | |
| COMPANY NAICS CODE: | # OF CURRENT EMPLOYEES: | YEARS IN EXISTENCE: |
| IS THE BUSINESS BEING SOLD OR MERGING WITH ANOTHER COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

Section 2: Company Review

| | |
|--|--|
| 1. Have WARN notices previously been filed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has this company shown a pattern of failing to provide OJT Trainees with continued, long-term employment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 3: Meeting Federal Criteria

Please check the appropriate response for the following Employer information.

| | |
|---|--|
| 3. Does the company agree that WIOA funds will not be used to relocate operations (in whole or in part)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|---|--|
| 4. Has the company operated at current location for at least <i>120 days?</i> a. If less than 120 days and the business relocated from another area in the U.S: were any employees laid off at the previous location as a result of the relocation? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Does the company commit to providing long-term employment for successful OJT Trainees? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Does the company agree that WIOA/OJT funds will <i>not</i> be used to directly or indirectly assist, promote or deter union organizing? | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree |
| 7. Will the OJT agreement result in the full or partial displacement of employed workers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Are trainee wages to be paid at least equal to: a. The Federal, state or local minimum wage (Fair Labor Standards Act). b. Other employees in the same occupation with similar experience. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Will OJT trainees be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees? a. Worker's Compensation Company: b. Effective Dates: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Does the employer agree to comply with the non-discrimination and equal opportunity provisions of the Workforce Innovation Opportunity Act (WIOA) of 2015 and its regulations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 4: Signatures

Authorized Signatures

I hereby certify that the above information is, to the best of my knowledge, true and correct.

| | |
|------------------|--------|
| EMPLOYER: | DATE: |
| TYPE/PRINT NAME: | TITLE: |

The outcome of this pre-award interview:

Employer meets all requirements of the OJT pre-award. YES NO

| | |
|------------------|--------|
| OJT PROVIDER: | DATE: |
| TYPE/PRINT NAME: | TITLE: |

Midlands Workforce Development Area

On-the-Job Training (OJT) Contract

OJT Contract:

Section 1: Contact Information

Complete the contact information for the OJT Provider and the Employer.

| | | |
|-------------------|-----------------|-----------------|
| OJT PROVIDER: | CONTACT PERSON: | TELEPHONE #: |
| OJT ADDRESS: | EMAIL: | FAX #: |
| EMPLOYER NAME: | F.E.I.N. # | CONTACT PERSON: |
| EMPLOYER ADDRESS: | EMAIL: | |
| | TELEPHONE #: | |

Section 2: OJT Agreement

This On-the-Job Training (OJT) Agreement is between _____, herein after called OJT Provider and _____ herein after called Employer. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on _____ and terminates on **June 30, 2021**, or until all training periods initiated prior to **June 30, 2021** are completed.

Section 3: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which the OJT Provider may refer individual Workforce Innovation Opportunity Act (WIOA) participants ("the Trainee") to the Employer to enable the WIOA participants to take part in an OJT as that term is defined under the Workforce Innovation Opportunity Act.

OJT DEFINITION

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 be 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* 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.

TRAINING

1. Employer agrees to employ the Trainee and develop a training plan for the OJT Trainee that includes competencies needed to be satisfactorily skilled in the OJT position.

FISCAL

2. OJT Provider shall reimburse Employer on a monthly basis in an amount not to exceed total reimbursement for extraordinary costs of training to be provided by the Employer to Trainee.
3. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
4. Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by the OJT Provider, the State and/or the federal government, at any time and without prior notice to the employer.
5. Employer shall provide adequate insurance coverage to protect against legal liability arising out of OJT activity.
6. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.

EMPLOYER ASSURANCES

7. Employer shall provide worker's compensation coverage for the OJT as required by all applicable laws, statutes, and regulations.
8. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT Trainee with additional wages, hours or benefits
9. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT Trainee's retention
10. Employer agrees that wage and labor standards will be adhered to and to pay the OJT Trainee at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no event less than the higher rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law. WIOA sect. 181(a)(1)(A)

11. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws). 29 CFR 37.38(b)
12. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position.
13. Employer assures that they have not been debarred or suspended in regard to federal funding. 29 CFR Part 98
14. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing. 20 CFR 663.730
15. Employer certifies that no member of the OJT Trainee's immediate family is engaged in an administrative capacity for the Employer, or will directly supervise the OJT Trainee. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT Trainee's spouse. 20 CFR 667.200(g)
16. Employer assures that the OJT Trainee(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship. 29 CFR 37.6(F)
17. Employer assures that the OJT Trainee has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees. 20 CFR 667.270

ADDITIONAL TERMS

18. Employer must provide comprehensive general liability insurance protection to Trainee.
19. OJT contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in a frustration of contract purpose. Such actions include, but are not limited to withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities.

Section 4: Concurrence of the Collective Bargaining Agent

Complete this information in regards to if the employment and training is subject to a collective bargaining agreement.

20. Is the occupation in which the OJT is being offered subject to a collective bargaining agreement? YES NO

21. Please indicate the name, title, and union affiliation of the appropriate bargaining representative.

BARGAINING REPRESENTATIVE'S NAME:

SIGNATURE:

BARGAINING REPRESENTATIVE'S TITLE:

UNION AFFILIATION:

Section 5: Signatures

I hereby agree to all the terms and conditions in this OJT Agreement.

Authorized Signatures

| | |
|---------------------|------------------|
| DATE: | DATE: |
| EMPLOYER SIGNATURE: | OJT PROVIDER: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |

Midlands Workforce Development Area

On-the-Job Training (OJT) Training Plan

OJT Contract:
Training Plan:

Section 1: Contact and OJT Information

Complete the contact information for the Employer and the Trainee.

| | | |
|-----------------------------|---------------------|-----------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| TRAINEE NAME: | EMAIL: | TELEPHONE #: |
| SOCIAL SECURITY # (LAST 4): | BEGINNING DATE: | END DATE: |
| HOURLY WAGE RATE: | REIMBURSEMENT RATE: | TOTAL TRAINING HOURS: |
| MAXIMUM REIMBURSEMENT: | JOB TITLE: | O*NET SOC #: |

Section 2: Occupational Information

Complete the occupational information for the Trainee's skill level.

| | |
|-------------------------------------|--|
| JOB DESCRIPTION: | HOURS/WEEK: |
| REQUIRED JOB SKILLS FOR OCCUPATION: | STARTING CAPABILITY DATE: |
| 1. | <input type="checkbox"/> Not Skilled: <input type="checkbox"/> Some Skill: <input type="checkbox"/> Skilled: |
| 2. | <input type="checkbox"/> Not Skilled: <input type="checkbox"/> Some Skill: <input type="checkbox"/> Skilled: |
| 3. | <input type="checkbox"/> Not Skilled: <input type="checkbox"/> Some Skill: <input type="checkbox"/> Skilled: |
| 4. | <input type="checkbox"/> Not Skilled: <input type="checkbox"/> Some Skill: <input type="checkbox"/> Skilled: |
| 5. | <input type="checkbox"/> Not Skilled: <input type="checkbox"/> Some Skill: <input type="checkbox"/> Skilled: |

Section 3: Training Information

Complete the training outline and estimated time for each skill.

| SKILLS TO BE LEARNED: | ESTIMATED TRAINING HOURS: |
|--|---------------------------|
| 1. | Estimated Training Hours |
| 2. | Estimated Training Hours |
| 3. | Estimated Training Hours |
| 4. | Estimated Training Hours |
| 5. | Estimated Training Hours |
| LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING: | |

Section 4: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures

| | |
|--------------------|------------------------|
| DATE: | |
| TRAINEE SIGNATURE | |
| PRINT NAME: | |
| | |
| DATE: | DATE: |
| EMPLOYER SIGNATURE | OJT PROVIDER SIGNATURE |
| PRINT NAME: | PRINT NAME: |
| TITLE: | TITLE: |

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for On-the-Job Training (OJT). They are also used as the assessment tool to document which skills the Trainee lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the Employer or the OJT Provider may assist the employer in writing a job description, thus providing a value-added for the employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to employer's needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and as briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET Online (<http://online.onetcenter.org>). Please modify these skills to be specific to employer's needs for the occupation. (Type of tools or software used)

Trainee's Starting Capability:

Used to assess the trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. The skills gap can be addressed in the list of "Skills to Be Learned". The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's supervisor or by utilizing another skill assessment method used by the employer

Trainee's Ending Capability:

Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

1. Beginning - Can do only simple parts of the task.
2. Intermediate - Can do most parts of the task.
3. Skilled – Meets the Employer's standard for the task.

Training Length:

1. The OJT Provider, working with the Employer, determines the job title for the position to be trained for, referencing O*NET Online (<http://online.onetcenter.org>).
2. From O*NET Online, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
3. The OJT Provider considers the trainee's past work experience, knowledge, and skills gap to assist in determining the length of training.
4. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIOA sec. 3 (44) (C).)
5. It may be necessary to deviate from the training schedule, depending on the trainee's ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the trainee or the employer, provide modifications in writing with the Training Plan Modification Template.

Midlands Workforce Development Area

On-the-Job Training (OJT)

Progress Report and Invoice Form

OJT Contract No: _____
 Training Plan No: _____
 Report for the Period Ending: _____

This form requires employers to regularly evaluate the trainee in order to be reimbursed for the extraordinary costs of training the OJT employee. The form is completed by the employer. In addition to serving as a record of reimbursable hours worked and as the invoice, the form also establishes a report of the trainee's progress based on the expectations and timelines set out in the training plan in order to gather appropriate evaluation data and document the progress of the trainee.

Section 1: Employer Contact Information

Complete the contact information for the Employer.

| | | |
|-------------------|-----------------|------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| EMPLOYER ADDRESS: | EMAIL: | Alternate Telephone #: |

Section 2: Trainee Information

Complete the information for the trainee including appropriate occupational information.

| | | |
|----------------------|-----------------------|---------------------------|
| TRAINEE NAME: | EMAIL: | TELEPHONE #: |
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |
| OJT BEGINNING DATE: | OJT END DATE: | TOTAL TRAINING HOURS: |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |

Complete if raises are awarded during training.

| | | |
|------------------------------|-------------------------------|-----------------------------------|
| REVISED HOURLY WAGE RATE: \$ | TRAINING HOURS, REVISED RATE: | REVISED MAXIMUM REIMBURSEMENT: \$ |
|------------------------------|-------------------------------|-----------------------------------|

Section 3: OJT Trainee Progress Report

Complete the evaluation of the trainee for each invoice period. Be as accurate as possible for how the trainee is progressing through the OJT training plan. Check the appropriate rating box for each item.

| COMPETENCY | RATING | | | | |
|---------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------------|------------------------------------|
| 1. ABILITY TO LEARN | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 2. ATTITUDE | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 3. CONDUCT | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 4. MOTIVATION/INITIATIVE | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 5. QUALITY AND ACCURACY OF WORK | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |

| | | | | | |
|-----------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------------|------------------------------------|
| 6. QUANTITY OF WORK | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 7. SAFETY PRACTICES | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 8. APPEARANCE/HYGIENE | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |
| 9. OVERALL RATING | POOR <input type="checkbox"/> | MARGINAL <input type="checkbox"/> | GOOD <input type="checkbox"/> | VERY GOOD <input type="checkbox"/> | EXCELLENT <input type="checkbox"/> |

| |
|--|
| COMMENT SECTION |
| List or explain other concerns the Central Midlands Council of Governments should be aware of so that the trainee can successfully complete the training and retain employment |
| • • |
| Are there additional supportive services the workforce system can help with? (Please list) |
| • • |

Section 4: Trainee Skills Evaluation

Complete and evaluate what was learned **during this report period**. The "skills to be learned" can be taken directly from the training plan, if the OJT Toolkit training plan template was used to create the training plan.

| SKILLS TO BE LEARNED: | # of training hours completed during this period | CURRENT CAPABILITY |
|-----------------------|--|--|
| 1. | | Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled: <input type="checkbox"/> Date measured: |
| 2. | | Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled: <input type="checkbox"/> Date measured: |
| 3. | | Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled: <input type="checkbox"/> Date measured: |
| 4. | | Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled: <input type="checkbox"/> Date measured: |
| 5. | | Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled: <input type="checkbox"/> Date measured: |

Section 5: Reimbursable Hours Worked

Complete the calendar with the trainee’s reimbursable hours worked for the invoice time period. Fill in the date and reimbursable hours worked for each applicable day for the invoice time period. Information recorded here should only include reimbursable hours. Reimbursement for the extraordinary costs of training will be based on a % of the standard wage as outlined in the OJT contract.

Note: As outlined in the OJT contract, holidays, sick time, vacations, overtime, weekend pay, etc. will not be reimbursed. Use this calendar to only record reimbursable hours for the invoice period.

| SUNDAY | | MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | | SATURDAY | |
|---|-------|--------|-------|---------|-------|-----------|-------|----------|-------|--------|-------|----------|-------|
| DATE | HOURS | DATE | HOURS | DATE | HOURS | DATE | HOURS | DATE | HOURS | DATE | HOURS | DATE | HOURS |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| TOTAL HOURS TO BE REIMBURSED THIS REPORT PERIOD: | | | | | | | | | | | | | |

Section 6: Signatures

All parties agree that information provided is accurate.

Authorized Signatures

| TRAINEE SIGNATURE AND INFORMATION | | EMPLOYER SIGNATURE AND INFORMATION | |
|-----------------------------------|--|------------------------------------|--|
| DATE: | | DATE: | |
| TRAINEE SIGNATURE: | | EMPLOYER SIGNATURE: | |
| TYPE/PRINT NAME: | | TYPE/PRINT NAME: | |
| | | TITLE: | |

| FOR OFFICIAL USE ONLY | | | | | | | | | |
|--------------------------------------|---|---|---|------------------------------|---|-----------------------------|---|---------------------|--|
| EMPLOYER REIMBURSEMENT AMOUNT | | | | | | | | | |
| HOURLY RATE | X | RATE OF REIMBURSEMENT | = | HOURLY RATE OF REIMBURSEMENT | X | REIMBURSABLE HOURS | = | AMOUNT DUE EMPLOYER | |
| \$ | X | | = | \$ | X | | = | \$ | |
| CUMULATIVE EMPLOYER PAYMENT | | | | | | | | | |
| CUMULATIVE OJT HOURS WORKED | | CUMULATIVE REIMBURSEMENT PAID TO EMPLOYER | | MAXIMUM AMOUNT | | POTENTIAL BALANCE REMAINING | | | |
| | | \$ | | \$ | | \$ | | | |

| OJT PROVIDER SIGNATURE AND INFORMATION | | FISCAL AGENT SIGNATURE AND INFORMATION | |
|--|--|--|--|
| DATE: | | DATE: | |
| OJT PROVIDER SIGNATURE: | | FISCAL AGENT'S SIGNATURE: | |
| TYPE/PRINT NAME: | | TYPE/PRINT NAME: | |
| TITLE: | | | |

**Central Midlands Council of Governments
On-the-Job Training
Participant Nepotism Statement**

No person participating in the WIOA OJT program will be “hired by” and/or “supervised” by a relative of that person[20 CFR 683.200(g)].

For the purpose of this rule, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt, niece, nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, father-in-law, sister-in-law and brother-in-law.

An individual who “hires and/or supervises” refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

| |
|----------------------------|
| EMPLOYER: |
| MIDLANDS WIOA PARTICIPANT: |
| SIGNATURE: |
| DATE: |

OJTNEP1220

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

| IF the entity/person on line 1 is a(n) . . . | THEN check the box for . . . |
|--|---|
| • Corporation | Corporation |
| • Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. | Individual/sole proprietor or single-member LLC |
| • LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • Partnership | Partnership |
| • Trust/estate | Trust/estate |

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|---|
| Interest and dividend payments | All exempt payees except for 7 |
| Broker transactions | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends | Exempt payees 1 through 4 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt payees 1 through 5 ² |
| Payments made in settlement of payment card or third party network transactions | Exempt payees 1 through 4 |

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|--|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Two or more U.S. persons (joint account maintained by an FFI) | Each holder of the account |
| 4. Custodial account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 5. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 6. Sole proprietorship or disregarded entity owned by an individual | The owner ³ |
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) | The grantor ⁴ |

| For this type of account: | Give name and EIN of: |
|---|---------------------------|
| 8. Disregarded entity not owned by an individual | The owner |
| 9. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 12. Partnership or multi-member LLC | The partnership |
| 13. A broker or registered nominee | The broker or nominee |

| For this type of account: | Give name and EIN of: |
|---|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B)) | The trust |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Midlands Workforce
DEVELOPMENT BOARD
Working together for tomorrow's Workforce

Midlands Workforce Development Area Instruction Letter: PY17-08 (Change 2)

TO: Midlands WIOA Staff

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

ISSUED: 6/30/2021

EFFECTIVE: Immediately

SUBJECT: Incumbent Worker Training (IWT)

PURPOSE:

To update Midland Workforce Development Area's policy and procedure for the Incumbent Worker Training (IWT) programs. This policy rescinds all prior guidance regarding Incumbent Worker Training (IWT). Current State Instruction, 17-03 Change 1 20-08, as of this issuance, will govern the IWT (state, local and Rapid Response funded) activities conducted in the Midlands Workforce Development Area. These instructions and related forms are included by reference and attachment to this policy. This policy rescinds PY17-08 dated 04/10/18 17-03, dated 02/04/2019.

BACKGROUND:

IWT provides both workers and employers with the opportunity to build and maintain a quality workforce. Training is intended to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as a layoff aversion strategy. IWT is conducted with a commitment by the employer to retain the incumbent worker(s) trained and to increase the competitiveness of the employee and the employer.

IWT is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. IWT can be used to either:

- Help avert potential layoffs of employees, or
- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so that they can be promoted within the company and create backfill opportunities for less-skilled employees.

The ideal IWT is a situation where a participant acquires new skills allowing him/her to move into a higher paying position within the company, allowing the company to hire a job seeker, through the WIOA program to backfill the position.

Policy:

Funding for IWT opportunities will be determined by the Midlands Workforce Development Board based on the availability of resources. This may include state discretionary funding, state rapid response assistance, and/or local WIOA formula fund allocation. WIOA permits a LWDB to use up to 20 percent of the combined Adult and Dislocated Worker allocation to cover the federal share of IWT.

Business Eligibility



An employer that is eligible to apply for IWT funds must:

- Be a South Carolina for-profit or non-profit business;
- Have at least one full-time employee other than the owner of the business;
- Be current on all state tax obligations;
- Be registered in SCWOS and have an active employer account; and
- Agree to comply with the Midlands and State policies.

Training entities and government employers (city, county, state, and/or federal) are not eligible for IWT funding. Businesses receiving services through readySC, and/or other training providers, may be eligible for IWT as long as the training funded is not a duplication of services provided through another funding source. IWT funds are not available to a business that has relocated if that relocation resulted in the loss of jobs at the original location until the company has operated at that new location for 120 days. A business that has recently relocated to, or is expanding into, the Midlands Workforce Development Area (MWDA) must complete the WIOA IWT Program Pre-Award Review in order to receive IWT funding.

A group of employers may form a training consortium for the purposes of receiving IWT. Common examples of training consortia include, but are not limited to business associations, industry councils, chambers of commerce, or downtown/community development corporations. The training consortium, or a third party representing the training consortium, may apply for IWT on behalf of the group of employers but cannot serve as the training provider and is not eligible to receive any funding as payment for their services. IWT funding may not be used for members of a training consortium who would otherwise be ineligible for IWT, i.e., training entities and city, county, and state governments.

Employee/Worker Eligibility

To qualify as an incumbent worker, the worker needs to be:

- Employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Have an established employment history with the employer for six months or more.

Individuals who do not have an employer-employee relationship include the following:

- Employees who are placed through a staffing or temporary agency;
- Employees who receive a 1099 for tax filing purposes.

When IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of the employees being trained to meet the employment history requirement. A "majority of employees" is defined as at least 51 percent of the employees in the training group or cohort. Periods of temporary employment may count towards an employee's time with the company for purposes of meeting the six-month employment history requirement. To confirm the employment history requirement for IWT participants is met, the MWDA will use the Employer Self-Attestation form to document



the employer's understanding of the employment history requirement.

Employees do not have to meet the eligibility requirements for participation in the Adult or Dislocated Worker programs unless also enrolled as a participant in the WIOA Adult or Dislocated Worker programs.

Employer/Training Consortium Share

Employers/training consortia participating in IWT are required to pay the non-federal share of the cost of providing training to their employees. The non-federal share shall not be less than:

- 10 percent of the cost of training for a business location with no more than 50 employees;
- 25 percent of the cost of training for a business location with more than 50 employees, but no more than 100 employees; or
- 50 percent of the cost of training for a business location with more than 100 employees.

A training consortium shares in the cost of training incumbent workers based on the total number of employees from all employers in the training consortium. It will be the responsibility of the training consortium to determine how to split the cost between the employers in the consortium, but it is recommended that the division of costs be determined based on each employers' proportionate share of employees.

Example:

A training consortium comprises three businesses with a combined total of 100 employees. The total cost of training is \$100,000. Based on the combined number of employees, the training consortium is required to pay 25 percent of the cost of training or \$25,000. Each business in the training consortium will pay a proportionate share based on each business's number of employees.

Total Training Consortium Share = \$25,000

Business #1: 10 employees = \$2,500

Business #1: 40 employees = \$10,000

Business #1: 10 employees = \$12,500

The Midlands Area policy for employer share in the cost of training when approving IWT agreements will be covered through cash or in-kind payment for the cost of training. This will ensure transparency, minimize documentation requirements and eliminate the potential for a short-fall of the employer share at the end of training.

The MWDA will prioritize training providers that have a local presence, training for high-demand occupations, and/or training that result in a credential.



Training Services

Businesses are typically in the best position to assess their employee skill needs and to select the type of training and training provider that can fulfill those needs.

Training providers can be any of the following:

- Technical Colleges
- School Districts
- Adult Education Programs
- Area Vocational-Technical Centers
- State Colleges and Universities
- Licensed and Certified Private Entities/Institutions
- Industry Specific Consulting/Training Organizations
- Professional Associations/Credentialing Entities
- Registered Apprenticeships Programs

Training funded through IWT cannot be provided by employer staff, regardless of the staff person's position or credentials. Training must be provided by a training provider external to the business, and may be conducted at the business' own facility, the training provider's facility, online or remotely, or at a combination of sites.

The following types of training are **not eligible** for IWT funding:

- Periodic safety and refresher courses such as all forms of Occupational Safety and Health Administration (OSHA) trainings;
- First Aid and CPR certifications;
- Hazardous material handling training.

International Organization of Standardization (ISO) training may be eligible for the purposes of developing a quality management system in order to earn ISO certification.

Reimbursement:

IWT is a reimbursement grant program wherein the business is reimbursed for actual training costs following the completion of approved training.

Costs that can be reimbursed through the grant include the following:

- Training/course registration
- Textbooks/manuals
- Consumable materials/supplies



Costs that **cannot be reimbursed** through IWT grants include:

- Administrative costs incurred by the business/training consortium
- Trainee wages or travel
- Trainer travel
- Training equipment
- Capital improvements
- Curriculum development
- Purchase of any item or services that may be used outside of the training project (included computer equipment and non-training related software)
- Costs incurred prior to the approval date of the application/agreement.

Application, Evaluation, and Awards

The availability of funding will be publicized as wide and freely as possible to ensure community awareness when applications are being accepted for Incumbent Worker Training. This may include the MWDB and SC Works Midlands websites, social media, Economic Development entities, Chambers of Commerce, Area Business Service team members, email distributions, etc.

IWT funding is awarded on a competitive basis. When evaluating applications, the Midlands WDA will consider the following criteria:

- Characteristics of the employees to be trained (job title(s) and length of employment to include the date of hire)
- Relationship of the training to the competitiveness of both the employer and employee;

Additionally, the MWDB will consider:

- Number of employees to receive training;
- Total cost of Training;
- Cost per participants;
- Wage and benefit level of employee (both pre and post-training earning potential);
- Credentials and skills gaining;
- Transferability or portability of the skills;
- Utilization as a part of a sector or career pathway strategy;
- Employer size;
- Priority IWT awards.

Other priorities or considerations may include:



- Technical skills training that result in or provide a significant step towards achieving an industry-recognized certification or credential;
- Training that will result in a wage increase or promotion;
- Registered Apprenticeships;
- Small businesses and/or employers located in rural areas;
- High-growth or in-demand industries; and/or
- Upskill/backfill strategies involving filling jobs vacated by workers who move into more advanced positions in the business as a result of IWT, with WIOA participants.

IWT funding decisions by the MWDB will be considered final.

Performance Accountability, Reporting, and Documentation

The MWDA will comply with all current Federal and State requirements with regard to the reporting and documentation requirements of IWT programs. The IWT program is subject to all other applicable Midlands area policies to include storage of Person Identifiable Information (15-07 Change 1) and record retention (17-04).

Rapid Response IWT

Rapid Response funded IWT provides resources to assist a business or a group of businesses in averting a layoff or closure. Rapid Response IWT programs are subject to state funding discretion. The MWDA will follow all state guidelines and policies with regard to the Rapid Response IWT to include eligibility, reimbursement, reporting, etc.

Action:

Staff will implement and comply with this policy effective immediately.



Midlands Workforce
DEVELOPMENT BOARD
Working Together for Tomorrow's Workforce

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 AREA INSTRUCTION LETTER: PY 19-03 (Change 1)

TO: Midlands WIOA Grantees

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

ISSUANCE DATE: December 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



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);



- 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:

- 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 an English as a Second Language (ESL) program; 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, LWDAs 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 spend 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.



Midlands Workforce
DEVELOPMENT BOARD
Working Together for Tomorrow's Workforce

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

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Henry McMaster
Governor

G. Daniel Ellzey
Executive Director

STATE INSTRUCTION NUMBER 19-05

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators

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

Issuance Date: May 15, 2020

Effective Date: Immediately

Purpose: To provide guidance on the Workforce Innovation and Opportunity Act Youth program eligibility, expenditures, and service requirements. This guidance replaces State Instructions 15-13 and 15-13, Change 1.

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

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, YouthBuild programs, the Job Corps programs, high school equivalency programs, and dropout re-engagement programs to be schools for the 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.

Local Workforce Development Boards (LWDBs) must establish definitions and eligibility requirements in written policies when using the “requires additional assistance” criteria for OSY, as well as ISY. Policies should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance.

Low-Income Requirements

The low-income requirements for the WIOA youth program is 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)
- 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 above, but who is a member of a family whose income does not meet this 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 on SCWOS in Staff Online Resources, and the GeoCoding 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 meet the low-income criteria.

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 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.

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 scores 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. If a LWDA chooses to use this second definition of basic skills deficient, expanding beyond the sole use of TABE, the LWDB must issue a policy defining how a youth is basic skills deficient under this definition.

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. If a LWDA chooses to use less formal alternative assessment techniques to define basic skills deficiency, the LWDB policy defining basic skills deficient must include clear guidelines for when it is appropriate to use these alternative assessment techniques. Local programs may use 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 measureable skill gains indicator, local programs 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, LWDA's should review expenditures on OSY at least quarterly to ensure the requirement is met at the end of the grant period.

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, LWDA's should review expenditures on work-based activities at least quarterly to ensure the requirement is met at the end of the grant period. 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 § 681.600(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 experiences are not all inclusive of the types of activities that could count for a work experience. Under 20 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 count toward 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 service providers or partner programs as well as through leveraged resources:

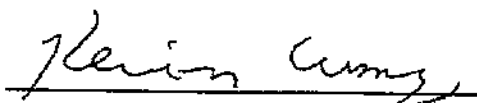
- Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with 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 skill 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 ITAs. 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 twelve 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: Please ensure that all appropriate staff receive and understand this policy guidance.

Inquiries: Questions may be directed to Policies and Procedures at PolnPro@dew.sc.gov.



Kevin Cummings, Director
Technical Services, Policies and Reporting

Attachment: Instructions for Finding High Poverty Census Tract by Address

Instructions for Finding High Poverty Census Tract by Address

STEP 1: Open the Excel spreadsheet entitled, "Poverty Equal To Or Greater Than 25%," located in SCWOS under Staff Online Resources:

<https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Poverty%20Equal%20to%20or%20Greater%20Than%2025%25%20-%202018.xlsx>

- The spreadsheet should look similar to this:

| Id | StateFIP | CountyFIPS | County Name | Census Tract Name | GeoID | Census Tract Number | Geographic Area Name | Percent Below the Poverty Level |
|----------------------|----------|------------|------------------|---------------------|-------------|---------------------|---|---------------------------------|
| 14000001545001950400 | 45 | 001 | Abbeville County | Census Tract 9504 | 45001950400 | 950400 | Census Tract 9504, Abbeville County, South Carolina | 26.1 |
| 14000001545001950600 | 45 | 001 | Abbeville County | Census Tract 9506 | 45001950600 | 950600 | Census Tract 9506, Abbeville County, South Carolina | 29.7 |
| 14000001545003021002 | 45 | 003 | Aiken County | Census Tract 210.02 | 45003021002 | 021002 | Census Tract 210.02, Aiken County, South Carolina | 33.6 |
| 14000001545003021101 | 45 | 003 | Aiken County | Census Tract 211.01 | 45003021101 | 021101 | Census Tract 211.01, Aiken County, South Carolina | 35.0 |
| 14000001545003021400 | 45 | 003 | Aiken County | Census Tract 214 | 45003021400 | 021400 | Census Tract 214, Aiken County, South Carolina | 41.8 |
| 14000001545005970200 | 45 | 005 | Allendale County | Census Tract 9702 | 45005970200 | 970200 | Census Tract 9702, Allendale County, South Carolina | 31.9 |
| 14000001545005970400 | 45 | 005 | Allendale County | Census Tract 9704 | 45005970400 | 970400 | Census Tract 9704, Allendale County, South Carolina | 25.3 |

- To search by census tract number, you will use Column G, "Census Tract Number," as shown here:

| E | F | G | H |
|---------------------|-------------|---------------------|---|
| Census Tract Name | GeoID | Census Tract Number | Geographic Area Name |
| Census Tract 9504 | 45001950400 | 950400 | Census Tract 9504, Abbeville County, South Carolina |
| Census Tract 9506 | 45001950600 | 950600 | Census Tract 9506, Abbeville County, South Carolina |
| Census Tract 210.02 | 45003021002 | 021002 | Census Tract 210.02, Aiken County, South Carolina |

Note: you will not be able to interact with the spreadsheet until you click "Enable Editing" in the yellow bar that appears at the top of the Excel page when you first open the Excel spreadsheet.

STEP 2: Go to the GeoCoding website via the link below:

<https://geocoding.geo.census.gov/geocoder/geographies/address?form>

The screenshot shows the United States Census Bureau GeoCoding website. The page has a navigation bar with links for TOPICS, GEOGRAPHY, LIBRARY, DATA, SURVEYS/PROGRAMS, NEWSROOM, and ABOUT US. The main content area is titled "FIND LOCATIONS USING... OPTION" and "FIND GEOGRAPHIES USING... OPTION". Under "FIND LOCATIONS USING... OPTION", there are three options: "One Line", "Address", and "Address Batch". The "One Line" option is selected. Under "FIND GEOGRAPHIES USING... OPTION", there are three options: "One Line", "Address", and "Address Batch". The "One Line" option is selected. The "ABOUT DATA..." section has three options: "Benchmarks", "Vintages", and "Vintages". The "Benchmarks" option is selected. The form fields are: Street, City, State, Zip, Benchmark (Public_AR_Current), and Vintages (Current_Current). There is a "FIND" button at the bottom right.

STEP 3: Enter in the address you wish to search for and click "FIND." **Note:** if at first the address is not found, adjust the Benchmark field to "Public_AR_Census2010."

STEP 4: Once the information for the entered address appears, scroll down to the section labeled "2010 Census Blocks" or "Census Blocks," and note the number next to "TRACT."

```

2010 Census Blocks
SUFFIX:
GEOID: 450790016002030
CENTLAT: +34.0041921
BLOCK: 2030
AREAWATER: 0
STATE: 45
BASENAME: 2030
OID: 210404041835311
LSADC: BK
FUNCSTAT: S
INTPTLAT: +34.0041921
NAME: Block: 2030
OBJECTID: 607847
TRACT: 001600
CENTLON: -081.0413362
BLKGRP: 2
AREALAND: 26855
INTPTLON: -081.0413362
MTFCC: G5040
LWBLKTYP: L
COUNTY: 079
  
```

STEP 5: Return to the Excel spreadsheet with the census tract number.

- Click on the down arrow in cell G1 (Column G, Row 1), and it will list the census tract numbers. Note: all are currently selected, and thus will appear in the spreadsheet.
- In the search box, type the census tract

number. This will select only the census tract number that you are looking for. Click "OK."

- Confirm the county of the youth's residence by looking at Column D.

| D | E |
|----------------------------------|--|
| County Name <input type="text"/> | Census Tract Name <input type="text"/> |
| Richland County | Census Tract 16 |
| Sumter County | Census Tract 16 |

STEP 6: Determine if the youth's residence is in a high poverty area.

If the census tract number appears and matches the county of the youth's residence, then this is a high poverty area and the youth is automatically considered to be a low-income individual.

If the census tract number does not appear on the spreadsheet, or if the county of the youth's residence at the census tract number does not appear:

- Double check the census tract number that you entered into the filter search box is correct.
- If the entered census tract number is correct, then **this is not a high poverty area** because the poverty level for the location of the youth's residence is not equal to or greater than 25%.

In the example given, the address "1550 Gadsden Street, Columbia, SC 29201" is within Richland County.

After confirming that the census tract number (001600) and the county name (Richland) are a match on the spreadsheet, a youth living at this address would be determined to be low income for youth eligibility purposes because **the youth is living in a high poverty area.**

Questions may be directed to PolnPro@dew.sc.gov.



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-05

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

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

EFFECTIVE: August 1, 2016

SUBJECT: **Midlands Workforce Development Area** life time limit on Adult, Dislocated Worker and Youth Participant Training Accounts (ITA)

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.

PURPOSE: To update Midlands Workforce Investment Act policy to Midlands Area Workforce Innovation and Opportunity Act Policy and Procedures for providing training services in the Midlands SC Works Center System.

ACTION: The Midlands Workforce Development Board is continuing the established life time limit on Adult and Dislocated Worker and Youth Participant Training Accounts (ITA) that was established in Midlands WIA Instruction Number: PY 12-05 as allowed by CFR Section 680.310. The MWDB establish as policy, the amount of \$8500 for Adult and Dislocated Workers and \$14,000 for Youth participants. This amount is unchanged from the policy established by instruction PY 13-02.



**MIDLANDS WORKFORCE
DEVELOPMENT BOARD**

Working Together for Tomorrow's Workforce

MIDLANDS WORKFORCE DEVELOPMENT AREA INSTRUCTION LETTER: PY 16-02

TO: WIOA Youth Grantees

FROM: Kevin Hill, Director *K.Hill/ck*
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.

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

GRANT SIGNATURE SHEET

Funded Under Title I: 1 Type: Adult Grant Number: 24A294R1

| | |
|---|---|
| <p>SIGNATORY AUTHORITY</p> <p><u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u></p> <p>Telephone #: <u>(803) 376-5390</u></p> | <p>GRANTEE/RECIPIENT</p> <p><u>Arbor E&T, LLC d/b/a Equus Workforce Solutions</u> <u>805 N. Whittington Pkwy</u> <u>Louisville, KY 40222</u></p> <p>Telephone #: <u>(502) 630-7307</u></p> |
|---|---|

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, 2024 to June 30, 2025

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 \$ 331,000, from Federal Funds received.

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

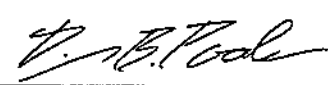
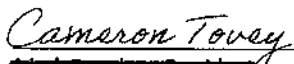
(1) Number of Carry-over Participants. 300

(2) Number of New Participants 50

(3) Total Number of Participants to be served. 350

E. Activity Designation: OneStop Operator and Adult Career & Training Services

| GRANT AMOUNT BY CATEGORY | | | |
|--------------------------|--------------------|-----------|-------|
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
| | \$331,000 | \$331,000 | \$0 |

| | |
|--|--|
| <p>Approved for Administrative Entity:</p> <p> _____ D Britt Poole, Executive Director Central Midlands Council of Governments</p> <p align="right">9/10/24 Date</p> | <p>Approved for Grantee:</p> <p> _____ Cameron Tovey, CFO Arbor E&T, LLC d/b/a Equus Workforce Solutions</p> <p align="right">11/06/2024 Date</p> |
|--|--|

Cameron Tovey, CFO

**Midlands Workforce Development Area
Budget Summary**

Contractor: Equus Workforce Solutions Contract #: 24A294R1

Activity Designation: OneStop Operator & WIOA Adult Career/Training Services Mod No: _____

| | <u>WIOA</u> | <u>Match Funds</u> | <u>Total</u> |
|--------------------------------|-------------|--------------------|--------------|
| 1. Salaries & Fringe Benefits | \$167,482 | | |
| 2. Indirect Costs | \$18,796 | | |
| 3. Operating Expenses | \$28,872 | | |
| 4. Transitional Jobs/OJT | \$43,200 | | |
| 5. Work Experience/Internships | \$0 | | |
| 6. Instructional Training | \$64,000 | | |
| 7. Supportive Services | \$8,650 | | |
| 8. Assessment | | | |
| 9. Incentives | \$0 | | |
| 10. Other | | | |
| 11. Sub-Total | \$331,000 | | \$331,000 |
| TOTAL GRANT COST | \$331,000 | | \$331,000 |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: Equus Workforce Solutions
 Contract #: 24A294R1
July 1, 2024 - June 30, 2025

| 1. Staff Salaries; | | | | | PROGRAM | | MATCH | |
|--|----------------|-----------|------------------|------------------|---------|------------------|-------|--------|
| | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Federal Amount | % | Amount |
| Project Director | \$6,236 | 19% | 12 | \$14,090 | | \$14,090 | | |
| Project Accountant | \$2,704 | 19% | 12 | \$6,110 | | \$6,110 | | |
| Business Coordinator & HR | \$2,340 | 19% | 12 | \$5,287 | | \$5,287 | | |
| Operations Manager | \$5,152 | 19% | 12 | \$11,641 | | \$11,641 | | |
| Career Readiness Coordinator | \$3,591 | 19% | 9.5 | \$6,423 | | \$6,423 | | |
| Retention Specialist | \$3,686 | 19% | 12 | \$8,330 | | \$8,330 | | |
| Customer Service | \$3,198 | 19% | 12 | \$7,226 | | \$7,226 | | |
| Business Services Consultant | \$3,908 | 19% | 12 | \$8,831 | | \$8,831 | | |
| Business Services Consultant | \$3,589 | 19% | 12 | \$8,109 | | \$8,109 | | |
| Career Advisor - ADW | \$3,535 | 30% | 12 | \$12,727 | | \$12,727 | | |
| Career Advisor - ADW | \$3,230 | 30% | 12 | \$11,627 | | \$11,627 | | |
| Career Advisor - ADW | \$3,535 | 30% | 12 | \$12,727 | | \$12,727 | | |
| Career Advisor - ADW | \$3,535 | 30% | 12 | \$12,727 | | \$12,727 | | |
| Career Advisor - ADW | \$3,502 | 30% | 4 | \$4,203 | | \$4,203 | | |
| Career Advisor - ADW | \$3,151 | 30% | 3 | \$2,836 | | \$2,836 | | |
| | | | | | | | | |
| | | | | \$132,894 | | \$132,894 | | |
| FICA | 7.65% | x | | | | \$0 | | |
| Workmens Comp | 2.05% | x | | | | \$0 | | |
| Health-Welf. Ins. Pos | 9.50% | x | | | | \$0 | | |
| Ret/Pension | 3.00% | x | | | | | | |
| Unemploy. Ins. | 3.83% | x | | | | | | |
| Other (Specify) | 0.00% | x | | | | \$0 | | |
| TOTAL FRINGE BENEFITS: | 26.03% | | \$132,894 | \$34,588 | | \$34,588 | | |
| 3. Indirect Cost: | 10.56% | x | \$177,993 | \$18,796 | | \$18,796 | | |
| An indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | |
| TOTAL COST | | | | \$186,278 | | \$186,278 | | |

**Midlands Workforce Development Area
Operating Expenses**

Contractor: Equus Workforce Solutions

Contract #: 24A294R1

| Operating Expenses | Monthly Cost | # of Months | Total Amount | PROGRAM | | MATCH | |
|---|--------------|-------------|--------------|---------|----------|-------|--------|
| | | | | % | Amount | % | Amount |
| 1. Supplies | \$120 | 12 | \$1,445 | 100% | \$1,445 | | |
| 2. Communications | \$71 | 12 | \$847 | 100% | \$847 | | |
| 3. Postage & Courier | \$23 | 12 | \$23 | 100% | \$23 | | |
| 4. Travel | \$125 | 12 | \$1,504 | 100% | \$1,504 | | |
| 6. Equipment Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 7. Premises Rent | \$0 | 12 | \$0 | 100% | \$0 | | |
| 8. Premises Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALKX, Employee Background Checks) | \$558 | 12 | \$6,692 | 100% | \$6,692 | | |
| 10. Management Fee | \$1,530 | 12 | \$18,361 | 100% | \$18,361 | | |
| TOTAL | | | \$28,872 | | \$28,872 | | |

Midlands Workforce Development Area

Participant Services

Contractor:

Equus Workforce Solutions

Contract #:

24A294R1

| | Cost per Participant | No. of Participant | Total Cost | Program | | Match | |
|---|----------------------|--------------------|------------|---------|-----------|-------|--------|
| | | | | % | Amount | % | Amount |
| I. Instructional Training | \$8,000 | 8 | \$64,000 | 100% | \$64,000 | | |
| II. Assessment Materials | | | | 100% | \$0 | | |
| III. Work Experience/Internships | | | | 100% | \$0 | | |
| IV. Transitional Jobs/On-the-job Training | \$2,880 | 15 | \$43,200 | 100% | \$43,200 | | |
| V. Supportive Services | \$360 | 24 | \$8,650.00 | 100% | \$8,650 | | |
| 1. Transportation | | | | | | | |
| 2. Childcare | | | | | | | |
| 3. Other | | | | | | | |
| TOTAL | | | \$8,650 | 100% | \$8,650 | | |
| VI. Incentive Payments | | | \$0 | 100% | \$0 | | |
| TOTAL | | | \$115,850 | | \$115,850 | | |

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 Equus Workforce Solutions, 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 and 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 Infrastructure Funding Agreement (IFA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/IFA 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:

Ms. Tammy Beagen
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 Equus Workforce Solutions 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 Equus Workforce Solutions 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, 2024 through June 30, 2025.

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 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.

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: **Tammy Beagen**
 Midlands Workforce Development Board
 100 Executive Center Dr., Suite 218, Columbia, SC 29210

To ARBOR: **Rochelle Brown**
 SC Works Midlands
 Post Office Box 748, Columbia, SC 29202

With Notice Copy: **Chief Legal Officer**
 805 N. Whittington Pkwy, Louisville, KY 40222

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| 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 75% 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. Equus Workforce Solutions as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.7** The Career Advisor 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 Equus in cooperation with Board Staff.

2.0 ASSESSMENTS

- 2.0.1** Assessment is driven by an in-depth interview between the applicant and the Career Advisor. 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 Career Advisor 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** All WIOA registrants will be assessed by the State sponsored skills assessment in accordance with any directions issued from the State Workforce Board.
- 2.0.3** The Grantee must follow the assessment policy to include both assessment and follow-on training where necessary.
- 2.0.4** Grantee should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed 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 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 Equus 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 Equus 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 – 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. Equus 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 Equus 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 5:30 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. Equus 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 Equus Management Staff.
 - The MWDB expects Equus management to provide staff training on WIOA. The Board staff will share relevant information with Equus management on WIOA, but it is the responsibility of Equus management to take the lead in learning and implementing the new law and regulations.
 - Equus 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.

PART V – 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)

18.0.1 The Grantee is required to meet performance standards measured by outcomes for Adult and Dislocated Worker as described. The performance levels for PY 2024 are listed below.

Adult

| Measure | PY 24 Goal |
|---|------------|
| Entered Employment 2 nd Q after Exit | 78.5% |
| Employment Rate 4 th Q after Exit | 78.3% |

| | |
|--|--------|
| Median Earnings 2 nd Q after Exit | \$7300 |
| Credential Attainment within 4 quarters after exit | 67.5% |
| Measurable Skills Gain | 66.3% |

Dislocated Worker

| Measure | PY 24 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 81.6% |
| Employment Rate 4 th Q after Exit | 81.7% |
| Median Earnings 2 nd Q after Exit | \$8949 |
| Credential Attainment within 4 quarters after exit | 65.8% |
| Measureable Skills Gain | 72.3% |

PART VI – Management Fee BENCHMARKS

Total Management Fee \$94,660

| MEASURE | % OF TOTAL | TOTAL |
|--|-------------|-------------------|
| Work Based Learning | 40% | \$37,864 |
| OJT Placements (35) | \$17,045 | \$487/placement |
| Youth WEX (30) | \$11,340 | \$378/placement |
| Youth Training Provider/College/Employer Tour (2/quarter) | \$9479 | \$2369.75/quarter |
| Community Engagement | 30% | \$28,398 |
| Outreach Events – Employer Focused – Lunch & Learn, Focus Groups, Resource Events (2/yr) | \$5679.60 | \$2839.80/event |
| Rural-Focused Workshops (2/quarter) | \$11,359.20 | \$2839.80/quarter |
| Rural Youth Outreach Events (2/yr) | \$11,359.20 | \$5679.60/event |
| Job & Training Fair Events | 20% | \$18,932 |
| 1 large scale event – 50 Hiring Employers | \$7573 | \$7573 for event |
| 3 Employment/Training Events & 1 Resource Fair | \$11,359 | \$2839.75/event |
| Social Media | 10% | \$9466 |
| YouTube Channel – 3 videos/quarter (1 Youth; 1 Employer; 1 A/DW/Partner) | \$9466 | \$2366.50/qrt |

PART III
TERMS AND CONDITIONS

3.0 LEGAL AUTHORITY

3.0.1 The persons signing this Grant Agreement on behalf of the parties warrant and guarantee their full authorization to execute the Grant Agreement and to legally bind the parties to all the terms, performance requirements, and provisions set forth.

3.1 AWARDING ENTITY

3.1.1 As the awarding entity, the Midlands Workforce Development Board, has the following oversight responsibilities:

- Providing technical assistance, as requested by the Grantee or deemed necessary by the MWDB;
- Conducting programmatic and financial monitoring of the Grant project;
- Ensuring compliance with WIOA Public Law 113-128 and implementing Federal regulations, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as well as State laws and policies applicable to the Grant Agreement;
- Disbursing funds to the Grantee to pay for allowable expenses or services provided in accordance with applicable State and Federal laws upon receipt of proper supporting documentation of disbursement amounts previously drawn down; and
- Evaluating the Grantee against specific deliverables and performance requirements as outlined in Part I – Program Statement of Work.

3.2 FINANCIAL SYSTEM AND REPORTING

3.2.1 The Grantee is responsible for developing and implementing procedures and standards for reporting financial, programmatic, and customer information in the required timeframes and using the systems and formats specified by the MWDB.

3.2.2 The Grantee shall maintain fiscal records and supporting documentation for all expenditures of funds under the Grant Agreement. The Grantee must provide adequate, qualified staff to prepare required reports. Proper internal controls are required to ensure separation of duties.

3.2.3 Costs incurred by the Grantee prior to the start date specified in the Grant Agreement are incurred at the Grantee's own expense. Prior authorization for pre-award spending must be obtained from the MWDB and before any costs are incurred.

3.2.4 Payment by the MWDB of Indirect Costs incurred requires the Grantee to submit its approved Indirect Cost Rate or Acceptance of Certification of Indirect Costs from its cognizant agency upon receipt. If the MWDB is the cognizant agency for the grant

recipient, an Indirect Cost Rate proposal must be submitted to the MWDB no later than 180 days after the June 30 fiscal year end. Failure to do so may result in the disallowance of indirect costs. The MWDB may either disallow all indirect costs or establish a rate based upon audited historical data or such other data that have been furnished to the MWDB for indirect costs. (2 CFR Part 200.415(b)(2))

- 3.2.5 The Grantee is required to submit a Financial Status Report (FSR) on a monthly basis. Reports must be submitted no later than the 20th of the following month. Expenditure data is reported cumulatively through the end of each reporting period on an accrual basis.
- 3.2.6 A Request for Drawdown (RFD) must be submitted each time the Grantee wishes to draw down funds, along with proper supporting documentation of disbursements previously drawn down. 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 in accordance with 2 CFR Part 200.305. Cash on hand should be limited to the amount needed for immediate disbursement.
- 3.2.7 The Grantee will submit a complete Grant Closeout Report to the MWDB no later than sixty (60) calendar days after the grant end date. The MWDB will supply the closeout forms and instructions prior to grant expiration.

3.3 RECORDKEEPING

- 3.3.1 The MWDB, and any of its authorized representatives, must have timely and reasonable access to all Grantee records and personnel related to the Grant Agreement for the purpose of inspection, investigation, monitoring, auditing, evaluation, interview, and discussion. Further, the MWDB and any of its authorized representatives, have the right to copy all records pertaining to the Grant Agreement.
- 3.3.2 The Grantee shall comply with requirements for custody and retention of records as set forth in 2 CFR Part 200, as applicable. Records must be retained for no less than three years after submittal of the Grant Agreement closeout to the MWDB or the last request for grant records during an audit, whichever is most recent. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken (2 CFR Part 200.333).
- 3.3.3 The Grantee assures it will comply with Federal and State laws and guidelines for the handling and protection of Personally Identifiable Information, including but not limited to 2 CFR Part 200.79 and US Department of Labor Training and Employment Guidance

Letter 39-11, *Guidance on the Handling and Protection of Personally Identifiable Information (PII)*, located at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

3.3.4 The Grantee agrees to maintain the confidentiality of any information that identifies or may be used to identify any grant and benefit participants. The Grantee shall not disclose or re-disclose any employer or personally identifying information of the subject of the information unless permitted by law.

3.3.5 All releases of information shall be in accordance with State and Federal law, regulations and guidelines, including but not limited to S.C. Code Ann. § 41-29-160; the Family Privacy and Protection Act (S.C. Code Ann. § 30-2-10 et al), 20 CFR 603, and IRS Publication 1075.

3.4 PROCUREMENT

3.4.1 The Grantee must have written procedures for procurement transactions that comply with State regulations. Procedures may reflect applicable local laws and regulations, provided they conform to applicable Federal law and the standards identified in 2 CFR Parts 200.318 through 200.326.

3.4.2 Procurement standards must ensure fiscal accountability and prevent waste, fraud, and abuse. The Grantee will conduct procurement in a manner that provides full and open competition consistent with the standards of 2 C.F.R Part 200.319.

3.5 ADDITIONAL CONDITIONS AND ENFORCEMENT

3.5.1 The Grantee acknowledges and accepts that special additional conditions may be unilaterally imposed by the MWDB in accordance with 2 CFR 200.207. Such conditions may be imposed if the Grantee demonstrates one or more of the following conditions:

- a history of unsatisfactory performance;
- financial instability;
- management system(s) that do not meet standards prescribed in 2 CFR 200.300 et seq.;
- noncompliance with terms and conditions of previous Federal awards or subawards;
- absence of responsibility disclosed as a result of ongoing evaluation of risk by the MWDB conducted in accordance with 2 CFR 200.331(b);
- reports and findings from audits performed under 2 CFR Subpart F – Audit Requirements of this part or the reports and findings of any other available audits; and/or
- inability to effectively implement statutory, regulatory, or other requirements.

3.5.2 If the MWDB determines that a grant award will be made or continued, special provisions shall address the condition identified and shall be included in the award. Such provisions may include but are not limited to:

- requiring payments on a reimbursement basis;
- withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- requiring additional, more detailed financial reports;
- requiring additional project monitoring;
- requiring the Grantee to obtain technical or management assistance and to implement corrective actions; and/or
- establishing additional prior approval.

The MWDB will notify the Grantee regarding the nature and reason for implementing any of the above special provisions.

3.5.3 Failure to comply with any provision of the Grant Agreement, or any applicable law or regulation, may subject the Grantee to additional enforcement actions that are determined by the MWDB to be appropriate under the circumstances. Such enforcement actions include but may not be limited to:

- requiring special award provisions as stated above;
- temporarily withholding cash payments pending correction of identified deficiencies, as identified in 2 CFR 200.338;
- disallowing cost (and, if appropriate, applicable matching credit) for any claim or action made that is not in compliance and require appropriate repayment or financial adjustment;
- suspending the grant award, in whole or in part, pending corrective action;
- terminating the grant award, in whole or in part;
- withholding further awards for the project or program;
- recommending to appropriate Federal officials that suspension or debarment proceedings be initiated as authorized under 2 CFR 180; and/or
- taking other remedies that may be legally available. (See 2 CFR 200.338.)

3.5.4 The Grant Agreement may be immediately terminated by the MWDB in whole or in part for cause or noncompliance whenever such non-compliance is material and in the best interest of the Grantee, the MWDB, or the US Department of Labor.

3.5.5 Appeals regarding monitoring findings and/or enforcement actions may be appealed as follows:

1. Within 14 days of receipt of the final monitoring determination or notice of enforcement action, a written appeal may be made to the Executive Director of the MWDB.
2. The Executive Director will issue a written decision within 30 days.
3. If dissatisfied with the decision, a written appeal may be made to the Midlands Workforce Development Board (MWDB) Chair within 14 days of receipt of decision.
4. The Chair will designate the Executive Committee or an Ad Hoc Committee of at least five MWDB members to hear the appeal.

5. The MWDB will hear the appeal and render a decision within 60 days.
6. The Grantee will be notified in writing of the MWDB's decision within 20 days.

3.5.6 Appeal requests made to the MWDB must be submitted in writing as follows:

Midlands Workforce Development Board
Attn: Appeals, Grantee Monitoring
100 Executive Center Drive Suite 218
Columbia, SC 29210

3.6 CHANGES AND AMENDMENTS

- 3.6.1 Any alterations, additions, or deletions to the terms of the Grant Agreement which are required by changes in Federal or State law or regulations are automatically incorporated into the Grant Agreement without written amendment, and shall become effective on the date designated by such law or regulation.
- 3.6.2 Alterations, additions, deletions, or extensions to the terms of the Grant Agreement must be modified in writing and executed by both Parties. Any other attempted changes, including oral modifications, shall be invalid.
- 3.6.3 To ensure effective performance under the Grant Agreement, the Parties agree that the MWDB may amend requirements in writing during the grant period to interpret or clarify a change in Federal or State law, rules or regulations.

3.7 ASSURANCES

- 3.7.1 As a condition to the award of financial assistance from the US Department of Labor under Title I of WIOA, the Grantee assures that it will comply fully with the following nondiscrimination provisions, equal opportunity provisions, Public Laws and Executive Orders, including but not limited to:
 - A. *WIOA Section 188 (29 CFR, Part 38)*, which provides that no individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or participation in a WIOA Title I-financially assisted program or activity;
 - B. *Title VI The Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.)*, as amended by the *Equal Employment Opportunity Act of 1972*, which prohibits discrimination on the basis of race, color, religion, sex and national origin, and applies to any program or

activity receiving Federal financial aid, and to all employers, including state and local governments, public and private employment agencies, and labor organizations;

- C. *Title VII of the Civil Rights Act*, as amended, which prohibits discrimination on the basis of race, color, religion, sex, or national origin in employment;
- D. *Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)*, as amended, which prohibits discrimination against qualified individuals with disabilities in all federally-funded programs;
- E. *The Age Discrimination Act of 1975 (42 U.S.C. §6101)*, as amended, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- F. *The Americans with Disabilities Act of 1990 (42 U.S.C. §12101)*, as amended, which prohibits discrimination on the basis of physical, sensory, or mental disability or impairment and the ADA Amendments Act of 2008 effective January 1, 2009;
- G. *Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1688)*, as amended, which prohibits discrimination on the basis of sex in educational programs;
- H. *Title V of the Older Americans Act of 1965 and all regulations that apply to the Senior Community Services Employment Program*, which generally prohibit discrimination under any program funded in whole or in part with Title V funds because of race, color, religion, sex, national origin, age, disability or political affiliation or beliefs;
- I. *Title II of the Genetic Information Nondiscrimination Act of 2008* which prohibits discrimination in employment on the basis of genetic information;
- J. *Executive Order 13279, Equal Protection of the Laws for Faith-based and Community Organizations* (signed December 12, 2002), which prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of Federal financial assistance under social service programs, including grants, contracts and loans;
- K. *Section 508 of the Rehabilitation Act (29 U.S.C. §794d)*, which ensures that individuals with disabilities have comparable access to information and data as do members of the public who are not individuals with disabilities;
- L. *Jobs for Veterans Act (38 U.S.C. §4215)*, which requires recipients to provide 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. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. US Department of Labor

Training and Employment Guidance Letter 10-09 provides further guidance and can be found at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816;

- M. *P.L. 113-114, Division E, Title VII, Section 743*, which prohibits an entity receiving Federal funds from requiring employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information;
- N. *P.L. 113-114, Division H, Title V, Section 505*, which establishes that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:
 1. The percentage of the total costs of the program or project which will be financed with Federal money;
 2. The dollar amount of Federal funds for the project or program, and
 3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in 2 CFR Part 200 and, when appropriate, both must be complied with.

- O. *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)"*, which requires that recipients of Federal financial assistance ensure that programs and activities provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin;
- P. *Executive Order 13333*, which establishes this agreement may be terminated without penalty, if the Grantee or any subgrantee engages in: (i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant is in effect; (iii) the use of forced labor in the performance of the grant; or (iv) acts that directly support or advance trafficking in persons. (22 U.S.C. §7104(g));
- Q. *Buy American Notice Requirement*, which provides that in the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIOA, entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. §10a et seq.);
- R. *Executive Order 13043 Increasing Seat Belt Use in the United States (April 16, 1997)*, which provides that recipients of Federal funds are encouraged to adopt and enforce

on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned;

- S. *Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (October 1, 2009)*, which provides that recipients of Federal funds are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles, Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order;
- T. *Special Requirements for Conferences and Conference Space*. Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR Part 200.432;
- U. The Grantee also assures that it will comply with 29 CFR Part 38, and all other regulations implementing the laws listed above. This assurance applies to the operation of any WIOA Title I financially assisted program or activity, and to all agreements including lease agreements that the Grantee makes to carry out the WIOA Title I financially assisted program or activity. The Grantee understands that the United States has the right to seek judicial enforcement of this assurance, and the State has the authority to withhold funding;
- V. All other applicable State and Federal laws, policies and procedures, including those contained within South Carolina's Methods of Administration for ensuring implementation of the nondiscrimination and equal opportunity provisions as required by 29 CFR Part 38;
- W. The Grantee may not deny services under any grant or subgrant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, gender identity, gender expression, sex stereotyping, temporary medical condition, political affiliation or belief, citizenship, or his or her participation in any Federal or State financially assisted program and/or activity; and
- X. The Grantee shall ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination. The Grantee must provide initial and continuing notice that it does not discriminate on any prohibited grounds to applicants for employment and employees (29 CFR §38.29(a)(3)). The notice must

contain specific wording regarding the prohibited bases and the process for filing a complaint, as required by 29 CFR §38.30.

3.8 CERTIFICATIONS

3.8.1 Lobbying (2 CFR §200.450)

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3.8.2 Debarment, Suspension, and Other Responsibility Matters

The Grantee agrees to comply with 2 CFR Part 200.213, which states that non-Federal entities and contractors are subject to the non-procurement and debarment and suspension regulations.

3.8.3 Drug-Free Workplace (Public Law 100-690)

The Grantee agrees to comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

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: 24D294R1

| | |
|---|---|
| <p>SIGNATORY AUTHORITY</p> <p><u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u></p> <p>Telephone #: <u>(803) 376-5390</u></p> | <p>GRANTEE/RECIPIENT</p> <p><u>Arbor E&T, LLC d/b/a Equus Workforce Solutions</u> <u>805 N. Whittington Pkwy</u> <u>Louisville, KY 40222</u></p> <p>Telephone #: <u>(502) 630-7307</u></p> |
|---|---|

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, 2024 to June 30, 2025

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 \$575,500, from Federal Funds received.

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

(1) Number of Carry-over Participants. 36

(2) Number of New Participants 140

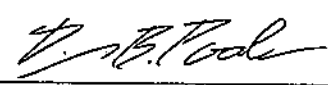
(3) Total Number of Participants to be served. 176

E. Activity Designation: Career & Training Services

| GRANT AMOUNT BY CATEGORY | | | |
|--------------------------|--------------------|-----------|-------|
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
| | \$575,500 | \$575,500 | \$0 |

Approved for Administrative Entity:

Approved for Grantee:



 D Britt Poole, Executive Director
 Central Midlands Council of Governments

9/10/24
 Date



 Mark Douglass, President
 Arbor E&T, LLC d/b/a Equus Workforce Solutions

11/06/2024
 Date

Cameron Tovey, CFO

**Midlands Workforce Development Area
Budget Summary**

Contractor: Equus Workforce Solutions Contract #: 24D294R1

Activity Designation: WIOA DW Career Services Mod No: _____

| | <u>WIOA</u> | <u>Match Funds</u> | <u>Total</u> |
|--------------------------------|------------------|--------------------|------------------|
| 1. Salaries & Fringe Benefits | <u>\$290,117</u> | | |
| 2. Indirect Costs | <u>\$32,680</u> | | |
| 3. Operating Expenses | <u>\$51,278</u> | | |
| 4. Transitional Jobs/OJT | <u>\$57,600</u> | | |
| 5. Work Experience/Internships | <u>\$0</u> | | |
| 6. Instructional Training | <u>\$136,000</u> | | |
| 7. Supportive Services | <u>\$7,825</u> | | |
| 8. Assessment | | | |
| 9. Incentives | <u>\$0</u> | | |
| 10. Other | | | |
| 11. Sub-Total | <u>\$575,500</u> | | <u>\$575,500</u> |
| TOTAL GRANT COST | <u>\$575,500</u> | | <u>\$575,500</u> |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: Equus Workforce Solutions
Contract #: 24D294R1
 July 1, 2024 - June 30, 2025

| 1. Staff Salaries: | | | | PROGRAM | | | MATCH | |
|--|----------------|-----------|-------------|------------------|---|------------------|-------|--------|
| Position Title | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Federal Amount | % | Amount |
| Project Director | \$6,236 | 35% | 12 | \$26,040 | | \$26,040 | | |
| Project Accountant | \$2,704 | 35% | 12 | \$11,291 | | \$11,291 | | |
| Business Coordinator & HR | \$2,340 | 35% | 12 | \$9,772 | | \$9,772 | | |
| Operations Manager | \$5,152 | 35% | 12 | \$21,515 | | \$21,515 | | |
| Career Readiness Coordinator | \$3,591 | 35% | 9.5 | \$11,871 | | \$11,871 | | |
| Retention Specialist | \$3,686 | 23% | 12 | \$10,307 | | \$10,307 | | |
| Customer Service | \$3,198 | 35% | 12 | \$13,354 | | \$13,354 | | |
| Business Services Consultant | \$3,908 | 35% | 12 | \$16,321 | | \$16,321 | | |
| Business Services Consultant | \$3,589 | 35% | 12 | \$14,986 | | \$14,986 | | |
| Career Advisor - ADW | \$3,535 | 50% | 12 | \$21,212 | | \$21,212 | | |
| Career Advisor - ADW | \$3,230 | 50% | 12 | \$19,378 | | \$19,378 | | |
| Career Advisor - ADW | \$3,535 | 50% | 12 | \$21,212 | | \$21,212 | | |
| Career Advisor - ADW | \$3,535 | 50% | 12 | \$21,212 | | \$21,212 | | |
| Career Advisor - ADW | \$3,502 | 50% | 4 | \$7,005 | | \$7,005 | | |
| Career Advisor - ADW | \$3,151 | 50% | 3 | \$4,727 | | \$4,727 | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL SALARIES | | | | \$230,203 | | \$230,203 | | |
| 2. Fringe Benefits | | | | | | | | |
| FICA | 7.65% | x | | | | \$0 | | |
| Workmens Comp | 2.05% | x | | | | \$0 | | |
| Health-Welf. Ins. Pos | 9.50% | x | | | | \$0 | | |
| Ret/Pension | 3.00% | x | | | | | | |
| Unemploy. Ins. | 3.83% | x | | | | | | |
| Other (Specify) | 0.00% | x | | | | \$0 | | |
| TOTAL FRINGE BENEFITS: | | | | \$0 | | \$0 | | |
| 3. Indirect Cost: | | | | \$230,203 | | \$59,914 | | |
| | 10.56% | x | \$309,472 | \$32,680 | | \$32,680 | | |
| An indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | |
| TOTAL COST | | | | \$322,798 | | \$322,797 | | |

**Midlands Workforce Development Area
Operating Expenses**

Contractor: Equus Workforce Solutions
Contract #: 24D294R1

| Operating Expenses | Monthly Cost | # of Months | Total Amount | PROGRAM | | MATCH | |
|---|--------------|-------------|--------------|---------|----------|-------|--------|
| | | | | % | Amount | % | Amount |
| 1. Supplies | \$217 | 12 | \$2,600 | 100% | \$2,600 | | |
| 2. Communications | \$131 | 12 | \$1,566.00 | 100% | \$1,566 | | |
| 3. Postage & Courier | \$3 | 12 | \$42 | 100% | \$42 | | |
| 4. Travel | \$232 | 12 | \$2,780 | 100% | \$2,780 | | |
| 6. Equipment Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 7. Premises Rent | \$0 | 12 | \$0 | 100% | \$0 | | |
| 8. Premises Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALKX, Employee Background Checks) | \$1,031 | 12 | \$12,367 | 100% | \$12,367 | | |
| 10. Management Fee | \$2,660 | 12 | \$31,923 | 100% | \$31,923 | | |
| TOTAL | | | \$51,278 | | \$51,278 | | |

Midlands Workforce Development Area

Participant Services

Equus Workforce Solutions

24D294R1

Contractor:

Contract #:

| | Cost per Participant | No. of Participant | Total Cost | Program | | Match | |
|---|----------------------|--------------------|------------|---------|-----------|-------|--------|
| | | | | % | Amount | % | Amount |
| I. Instructional Training | \$8,000 | 17 | \$136,000 | 100% | \$136,000 | | |
| II. Assessment Materials | | | | | | | |
| III. Work Experience/Internships | | | | 100% | \$0 | | |
| IV. Transitional Jobs/On-the-Job Training | \$2,880 | 20 | \$57,600 | 100% | \$57,600 | | |
| V. Supportive Services | \$252 | 31 | \$7,825 | 100% | \$7,825 | | |
| 1. Transportation | | | | | | | |
| 2. Childcare | | | | | | | |
| 3. Other | | | | | | | |
| TOTAL | | | \$7,825 | | \$7,825 | | |
| VI. Incentive Payments | | | \$0 | 100% | \$0 | | |
| TOTAL | | | \$201,425 | | \$201,425 | | |

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 Equus Workforce Solutions, 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 and One-Stop Operator responsibilities for the three-county area.

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| PART I – GENERAL |
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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 Infrastructure Funding Agreement (IFA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/IFA 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:

Ms. Tammy Beagen
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 Equus Workforce Solutions 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 Equus Workforce Solutions 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, 2024 through June 30, 2025.

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 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.

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: Tammy Beagen
Midlands Workforce Development Board
100 Executive Center Dr., Suite 218, Columbia, SC 29210

To ARBOR: Rochelle Brown
SC Works Midlands
Post Office Box 748, Columbia, SC 29202

With Notice Copy: Chief Legal Officer
805 N. Whittington Pkwy, Louisville, KY 40222

PART II – CAREER SERVICES/TRAINING SERVICES

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 75% 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. Equus Workforce Solutions as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.7** The Career Advisor 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 Equus in cooperation with Board Staff.

2.0 ASSESSMENTS

- 2.0.1** Assessment is driven by an in-depth interview between the applicant and the Career Advisor. 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 Career Advisor 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** All WIOA registrants will be assessed by the State sponsored skills assessment in accordance with any directions issued from the State Workforce Board.
- 2.0.3** The Grantee must follow the assessment policy to include both assessment and follow-on training where necessary.
- 2.0.4** Grantee should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed 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 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 Equus 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 Equus 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.

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| PART IV – ONE STOP OPERATOR |
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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 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. Equus 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 Equus 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 5:30 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. Equus 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 Equus Management Staff.
 - The MWDB expects Equus management to provide staff training on WIOA. The Board staff will share relevant information with Equus management on WIOA, but it is the responsibility of Equus management to take the lead in learning and implementing the new law and regulations.
 - Equus 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.

PART V – 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)

18.0.1 The Grantee is required to meet performance standards measured by outcomes for Adult and Dislocated Worker as described. The performance levels for PY 2024 are listed below.

Adult

| Measure | PY 24 Goal |
|---|------------|
| Entered Employment 2 nd Q after Exit | 78.5% |
| Employment Rate 4 th Q after Exit | 78.3% |

| | |
|--|--------|
| Median Earnings 2 nd Q after Exit | \$7300 |
| Credential Attainment within 4 quarters after exit | 67.5% |
| Measurable Skills Gain | 66.3% |

Dislocated Worker

| Measure | PY 24 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 81.6% |
| Employment Rate 4 th Q after Exit | 81.7% |
| Median Earnings 2 nd Q after Exit | \$8949 |
| Credential Attainment within 4 quarters after exit | 65.8% |
| Measureable Skills Gain | 72.3% |

PART VI – Management Fee BENCHMARKS

Total Management Fee \$94,660

| MEASURE | % OF TOTAL | TOTAL |
|--|-------------|-------------------|
| Work Based Learning | 40% | \$37,864 |
| OJT Placements (35) | \$17,045 | \$487/placement |
| Youth WEX (30) | \$11,340 | \$378/placement |
| Youth Training Provider/College/Employer Tour (2/quarter) | \$9479 | \$2369.75/quarter |
| Community Engagement | 30% | \$28,398 |
| Outreach Events – Employer Focused – Lunch & Learn, Focus Groups, Resource Events (2/yr) | \$5679.60 | \$2839.80/event |
| Rural-Focused Workshops (2/quarter) | \$11,359.20 | \$2839.80/quarter |
| Rural Youth Outreach Events (2/yr) | \$11,359.20 | \$5679.60/event |
| Job & Training Fair Events | 20% | \$18,932 |
| 1 large scale event – 50 Hiring Employers | \$7573 | \$7573 for event |
| 3 Employment/Training Events & 1 Resource Fair | \$11,359 | \$2839.75/event |
| Social Media | 10% | \$9466 |
| YouTube Channel – 3 videos/quarter (1 Youth; 1 Employer; 1 A/DW/Partner) | \$9466 | \$2366.50/qrt |

PART III
TERMS AND CONDITIONS

3.0 LEGAL AUTHORITY

3.0.1 The persons signing this Grant Agreement on behalf of the parties warrant and guarantee their full authorization to execute the Grant Agreement and to legally bind the parties to all the terms, performance requirements, and provisions set forth.

3.1 AWARDING ENTITY

3.1.1 As the awarding entity, the Midlands Workforce Development Board, has the following oversight responsibilities:

- Providing technical assistance, as requested by the Grantee or deemed necessary by the MWDB;
- Conducting programmatic and financial monitoring of the Grant project;
- Ensuring compliance with WIOA Public Law 113-128 and implementing Federal regulations, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as well as State laws and policies applicable to the Grant Agreement;
- Disbursing funds to the Grantee to pay for allowable expenses or services provided in accordance with applicable State and Federal laws upon receipt of proper supporting documentation of disbursement amounts previously drawn down; and
- Evaluating the Grantee against specific deliverables and performance requirements as outlined in Part I – Program Statement of Work.

3.2 FINANCIAL SYSTEM AND REPORTING

3.2.1 The Grantee is responsible for developing and implementing procedures and standards for reporting financial, programmatic, and customer information in the required timeframes and using the systems and formats specified by the MWDB.

3.2.2 The Grantee shall maintain fiscal records and supporting documentation for all expenditures of funds under the Grant Agreement. The Grantee must provide adequate, qualified staff to prepare required reports. Proper internal controls are required to ensure separation of duties.

3.2.3 Costs incurred by the Grantee prior to the start date specified in the Grant Agreement are incurred at the Grantee's own expense. Prior authorization for pre-award spending must be obtained from the MWDB and before any costs are incurred.

3.2.4 Payment by the MWDB of Indirect Costs incurred requires the Grantee to submit its approved Indirect Cost Rate or Acceptance of Certification of Indirect Costs from its cognizant agency upon receipt. If the MWDB is the cognizant agency for the grant

recipient, an Indirect Cost Rate proposal must be submitted to the MWDB no later than 180 days after the June 30 fiscal year end. Failure to do so may result in the disallowance of indirect costs. The MWDB may either disallow all indirect costs or establish a rate based upon audited historical data or such other data that have been furnished to the MWDB for indirect costs. (2 CFR Part 200.415(b)(2))

- 3.2.5 The Grantee is required to submit a Financial Status Report (FSR) on a monthly basis. Reports must be submitted no later than the 20th of the following month. Expenditure data is reported cumulatively through the end of each reporting period on an accrual basis.
- 3.2.6 A Request for Drawdown (RFD) must be submitted each time the Grantee wishes to draw down funds, along with proper supporting documentation of disbursements previously drawn down. 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 in accordance with 2 CFR Part 200.305. Cash on hand should be limited to the amount needed for immediate disbursement.
- 3.2.7 The Grantee will submit a complete Grant Closeout Report to the MWDB no later than sixty (60) calendar days after the grant end date. The MWDB will supply the closeout forms and instructions prior to grant expiration.

3.3 RECORDKEEPING

- 3.3.1 The MWDB, and any of its authorized representatives, must have timely and reasonable access to all Grantee records and personnel related to the Grant Agreement for the purpose of inspection, investigation, monitoring, auditing, evaluation, interview, and discussion. Further, the MWDB and any of its authorized representatives, have the right to copy all records pertaining to the Grant Agreement.
- 3.3.2 The Grantee shall comply with requirements for custody and retention of records as set forth in 2 CFR Part 200, as applicable. Records must be retained for no less than three years after submittal of the Grant Agreement closeout to the MWDB or the last request for grant records during an audit, whichever is most recent. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken (2 CFR Part 200.333).
- 3.3.3 The Grantee assures it will comply with Federal and State laws and guidelines for the handling and protection of Personally Identifiable Information, including but not limited to 2 CFR Part 200.79 and US Department of Labor Training and Employment Guidance

Letter 39-11, *Guidance on the Handling and Protection of Personally Identifiable Information (PII)*, located at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

- 3.3.4 The Grantee agrees to maintain the confidentiality of any information that identifies or may be used to identify any grant and benefit participants. The Grantee shall not disclose or re-disclose any employer or personally identifying information of the subject of the information unless permitted by law.
- 3.3.5 All releases of information shall be in accordance with State and Federal law, regulations and guidelines, including but not limited to S.C. Code Ann. § 41-29-160; the Family Privacy and Protection Act (S.C. Code Ann. § 30-2-10 et al), 20 CFR 603, and IRS Publication 1075.

3.4 PROCUREMENT

- 3.4.1 The Grantee must have written procedures for procurement transactions that comply with State regulations. Procedures may reflect applicable local laws and regulations, provided they conform to applicable Federal law and the standards identified in 2 CFR Parts 200.318 through 200.326.
- 3.4.2 Procurement standards must ensure fiscal accountability and prevent waste, fraud, and abuse. The Grantee will conduct procurement in a manner that provides full and open competition consistent with the standards of 2 C.F.R Part 200.319.

3.5 ADDITIONAL CONDITIONS AND ENFORCEMENT

- 3.5.1 The Grantee acknowledges and accepts that special additional conditions may be unilaterally imposed by the MWDB in accordance with 2 CFR 200.207. Such conditions may be imposed if the Grantee demonstrates one or more of the following conditions:
- a history of unsatisfactory performance;
 - financial instability;
 - management system(s) that do not meet standards prescribed in 2 CFR 200.300 et seq.;
 - noncompliance with terms and conditions of previous Federal awards or subawards;
 - absence of responsibility disclosed as a result of ongoing evaluation of risk by the MWDB conducted in accordance with 2 CFR 200.331(b);
 - reports and findings from audits performed under 2 CFR Subpart F – Audit Requirements of this part or the reports and findings of any other available audits; and/or
 - inability to effectively implement statutory, regulatory, or other requirements.
- 3.5.2 If the MWDB determines that a grant award will be made or continued, special provisions shall address the condition identified and shall be included in the award. Such provisions may include but are not limited to:

- requiring payments on a reimbursement basis;
- withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- requiring additional, more detailed financial reports;
- requiring additional project monitoring;
- requiring the Grantee to obtain technical or management assistance and to implement corrective actions; and/or
- establishing additional prior approval.

The MWDB will notify the Grantee regarding the nature and reason for implementing any of the above special provisions.

3.5.3 Failure to comply with any provision of the Grant Agreement, or any applicable law or regulation, may subject the Grantee to additional enforcement actions that are determined by the MWDB to be appropriate under the circumstances. Such enforcement actions include but may not be limited to:

- requiring special award provisions as stated above;
- temporarily withholding cash payments pending correction of identified deficiencies, as identified in 2 CFR 200.338;
- disallowing cost (and, if appropriate, applicable matching credit) for any claim or action made that is not in compliance and require appropriate repayment or financial adjustment;
- suspending the grant award, in whole or in part, pending corrective action;
- terminating the grant award, in whole or in part;
- withholding further awards for the project or program;
- recommending to appropriate Federal officials that suspension or debarment proceedings be initiated as authorized under 2 CFR 180; and/or
- taking other remedies that may be legally available. (See 2 CFR 200.338.)

3.5.4 The Grant Agreement may be immediately terminated by the MWDB in whole or in part for cause or noncompliance whenever such non-compliance is material and in the best interest of the Grantee, the MWDB, or the US Department of Labor.

3.5.5 Appeals regarding monitoring findings and/or enforcement actions may be appealed as follows:

1. Within 14 days of receipt of the final monitoring determination or notice of enforcement action, a written appeal may be made to the Executive Director of the MWDB.
2. The Executive Director will issue a written decision within 30 days.
3. If dissatisfied with the decision, a written appeal may be made to the Midlands Workforce Development Board (MWDB) Chair within 14 days of receipt of decision.
4. The Chair will designate the Executive Committee or an Ad Hoc Committee of at least five MWDB members to hear the appeal.

5. The MWDB will hear the appeal and render a decision within 60 days.
6. The Grantee will be notified in writing of the MWDB's decision within 20 days.

3.5.6 Appeal requests made to the MWDB must be submitted in writing as follows:

Midlands Workforce Development Board
Attn: Appeals, Grantee Monitoring
100 Executive Center Drive Suite 218
Columbia, SC 29210

3.6 CHANGES AND AMENDMENTS

- 3.6.1 Any alterations, additions, or deletions to the terms of the Grant Agreement which are required by changes in Federal or State law or regulations are automatically incorporated into the Grant Agreement without written amendment, and shall become effective on the date designated by such law or regulation.
- 3.6.2 Alterations, additions, deletions, or extensions to the terms of the Grant Agreement must be modified in writing and executed by both Parties. Any other attempted changes, including oral modifications, shall be invalid.
- 3.6.3 To ensure effective performance under the Grant Agreement, the Parties agree that the MWDB may amend requirements in writing during the grant period to interpret or clarify a change in Federal or State law, rules or regulations.

3.7 ASSURANCES

- 3.7.1 As a condition to the award of financial assistance from the US Department of Labor under Title I of WIOA, the Grantee assures that it will comply fully with the following nondiscrimination provisions, equal opportunity provisions, Public Laws and Executive Orders, including but not limited to:
 - A. *WIOA Section 188 (29 CFR, Part 38)*, which provides that no individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or participation in a WIOA Title I-financially assisted program or activity;
 - B. *Title VI The Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.)*, as amended by the *Equal Employment Opportunity Act of 1972*, which prohibits discrimination on the basis of race, color, religion, sex and national origin, and applies to any program or

activity receiving Federal financial aid, and to all employers, including state and local governments, public and private employment agencies, and labor organizations;

- C. *Title VII of the Civil Rights Act*, as amended, which prohibits discrimination on the basis of race, color, religion, sex, or national origin in employment;
- D. *Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)*, as amended, which prohibits discrimination against qualified individuals with disabilities in all federally-funded programs;
- E. *The Age Discrimination Act of 1975 (42 U.S.C. §6101)*, as amended, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- F. *The Americans with Disabilities Act of 1990 (42 U.S.C. §12101)*, as amended, which prohibits discrimination on the basis of physical, sensory, or mental disability or impairment and the ADA Amendments Act of 2008 effective January 1, 2009;
- G. *Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1688)*, as amended, which prohibits discrimination on the basis of sex in educational programs;
- H. *Title V of the Older Americans Act of 1965 and all regulations that apply to the Senior Community Services Employment Program*, which generally prohibit discrimination under any program funded in whole or in part with Title V funds because of race, color, religion, sex, national origin, age, disability or political affiliation or beliefs;
- I. *Title II of the Genetic Information Nondiscrimination Act of 2008* which prohibits discrimination in employment on the basis of genetic information;
- J. *Executive Order 13279, Equal Protection of the Laws for Faith-based and Community Organizations* (signed December 12, 2002), which prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of Federal financial assistance under social service programs, including grants, contracts and loans;
- K. *Section 508 of the Rehabilitation Act (29 U.S.C. §794d)*, which ensures that individuals with disabilities have comparable access to information and data as do members of the public who are not individuals with disabilities;
- L. *Jobs for Veterans Act (38 U.S.C. §4215)*, which requires recipients to provide 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. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. US Department of Labor

Training and Employment Guidance Letter 10-09 provides further guidance and can be found at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816;

- M. *P.L. 113-114, Division E, Title VII, Section 743*, which prohibits an entity receiving Federal funds from requiring employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information;
- N. *P.L. 113-114, Division H, Title V, Section 505*, which establishes that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:
 - 1. The percentage of the total costs of the program or project which will be financed with Federal money;
 - 2. The dollar amount of Federal funds for the project or program, and
 - 3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in 2 CFR Part 200 and, when appropriate, both must be complied with.

- O. *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)"*, which requires that recipients of Federal financial assistance ensure that programs and activities provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin;
- P. *Executive Order 13333*, which establishes this agreement may be terminated without penalty, if the Grantee or any subgrantee engages in: (i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant is in effect; (iii) the use of forced labor in the performance of the grant; or (iv) acts that directly support or advance trafficking in persons. (22 U.S.C. §7104(g));
- Q. *Buy American Notice Requirement*, which provides that in the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIOA, entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. §10a et seq.);
- R. *Executive Order 13043 Increasing Seat Belt Use in the United States (April 16, 1997)*, which provides that recipients of Federal funds are encouraged to adopt and enforce

on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned;

- S. *Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (October 1, 2009)*, which provides that recipients of Federal funds are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles, Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order;
- T. *Special Requirements for Conferences and Conference Space*. Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR Part 200.432;
- U. The Grantee also assures that it will comply with 29 CFR Part 38, and all other regulations implementing the laws listed above. This assurance applies to the operation of any WIOA Title I financially assisted program or activity, and to all agreements including lease agreements that the Grantee makes to carry out the WIOA Title I financially assisted program or activity. The Grantee understands that the United States has the right to seek judicial enforcement of this assurance, and the State has the authority to withhold funding;
- V. All other applicable State and Federal laws, policies and procedures, including those contained within South Carolina's *Methods of Administration for ensuring implementation of the nondiscrimination and equal opportunity provisions* as required by 29 CFR Part 38;
- W. The Grantee may not deny services under any grant or subgrant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, gender identity, gender expression, sex stereotyping, temporary medical condition, political affiliation or belief, citizenship, or his or her participation in any Federal or State financially assisted program and/or activity; and
- X. The Grantee shall ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination. The Grantee must provide initial and continuing notice that it does not discriminate on any prohibited grounds to applicants for employment and employees (29 CFR §38.29(a)(3)). The notice must

contain specific wording regarding the prohibited bases and the process for filing a complaint, as required by 29 CFR §38.30.

3.8 CERTIFICATIONS

3.8.1 Lobbying (2 CFR §200.450)

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3.8.2 Debarment, Suspension, and Other Responsibility Matters

The Grantee agrees to comply with 2 CFR Part 200.213, which states that non-Federal entities and contractors are subject to the non-procurement and debarment and suspension regulations.

3.8.3 Drug-Free Workplace (Public Law 100-690)

The Grantee agrees to comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

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

GRANT SIGNATURE SHEET

Funded Under Title I: 1

Type: Youth

Grant Number: 24Y294R1

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| <p>SIGNATORY AUTHORITY</p> <p><u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u></p> <p>Telephone #: <u>(803) 376-5390</u></p> | <p>GRANTEE/RECIPIENT</p> <p><u>Arbor E&T, LLC d/b/a Equus Workforce Solutions</u> <u>805 N. Whittington Pkwy</u> <u>Louisville, KY 40222</u></p> <p>Telephone #: <u>(502) 630-7307</u></p> |
|---|---|

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, 2024 to June 30, 2025

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 \$800,000, from Federal Funds received.

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

(1) Number of Carry-over Participants 115

(2) Number of New Participants 135

(3) Total Number of Participants to be served 250

E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

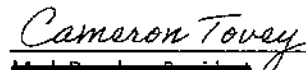
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
|----------------|--------------------|-----------|-------|
| | \$800,000 | \$800,000 | \$0 |

Approved for Administrative Entity:

Approved for Grantee:


D Britt Poole, Executive Director
Central Midlands Council of Governments

9/10/24
Date


Cameron Tovey, President
Arbor E&T, LLC d/b/a Equus Workforce Solutions

11/6/2024
Date

Cameron Tovey, CFO

**Midlands Workforce Development Area
Budget Summary**

Contractor: Equus Workforce Solutions Contract #: 24Y294R1

Activity Designation: OneStop Operator & WIOA Youth
Career/Training Services Mod No: _____

| | <u>WIOA</u> | <u>Match Funds</u> | <u>Total</u> |
|--------------------------------|-------------|--------------------|--------------|
| 1. Salaries & Fringe Benefits | \$403,703 | | |
| 2. Indirect Costs | \$45,429 | | |
| 3. Operating Expenses | \$70,868 | | |
| 4. Transitional Jobs/OJT | \$15,000 | | |
| 5. Work Experience/Internships | \$177,938 | | |
| 6. Instructional Training | \$75,000 | | |
| 7. Supportive Services | \$9,362 | | |
| 8. Assessment | | | |
| 9. Incentives | \$2,700 | | |
| 10. Other | | | |
| 11. Sub-Total | \$800,000 | | \$800,000 |
| TOTAL GRANT COST | \$800,000 | | \$800,000 |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Contractor: Equus Workforce Solutions
 Contract #: 24Y294R1
July 1, 2024 - June 30, 2025

| 1. Staff Salaries: | | | | | PROGRAM | | MATCH | |
|--|-------------------|--------------|----------------|------------------|---------|-------------------|-------|--------|
| | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Federal Amount | % | Amount |
| Project Director | \$6,236 | 46% | 12 | \$34,698 | | \$34,698 | | |
| Project Accountant | \$2,704 | 46% | 12 | \$15,046 | | \$15,046 | | |
| Business Coordinator & HR | \$2,340 | 46% | 12 | \$13,021 | | \$13,021 | | |
| Operations Manager | \$5,152 | 46% | 12 | \$28,667 | | \$28,667 | | |
| Career Readiness Coordinator | \$3,591 | 46% | 10 | \$15,818 | | \$15,818 | | |
| Retention Specialist | \$3,686 | 46% | 12 | \$20,512 | | \$20,512 | | |
| Customer Service | \$3,198 | 46% | 12 | \$17,794 | | \$17,794 | | |
| Business Services Consultant | \$3,908 | 46% | 12 | \$21,748 | | \$21,748 | | |
| Business Services Consultant | \$3,589 | 46% | 12 | \$19,968 | | \$19,968 | | |
| Career Advisor - Youth | \$3,535 | 100% | 12 | \$42,424 | | \$42,424 | | |
| Career Advisor - Youth | \$3,535 | 100% | 12 | \$42,424 | | \$42,424 | | |
| Career Advisor - Youth | \$3,230 | 100% | 12 | \$38,757 | | \$38,757 | | |
| Career Advisor - Youth | \$3,151 | 100% | 3 | \$9,454 | | \$9,454 | | |
| TOTAL SALARIES | | | | \$320,331 | | \$320,331 | | |
| 2. Fringe Benefits | | | | | | | | |
| FICA | 7.65% | x | | \$0 | | \$0 | | |
| Workmens Comp | 2.05% | x | | \$0 | | \$0 | | |
| Health-Welf. Ins. Pos | 9.50% | x | | \$0 | | \$0 | | |
| Ret/Pension | 3.00% | x | | | | | | |
| Unemploy. Ins. | 3.83% | x | | | | | | |
| Other (Specify) | 0.00% | x | | \$0 | | \$0 | | |
| TOTAL FRINGE BENEFITS: | 26.03% | | \$320,331 | \$83,372 | | \$83,372 | | |
| 3. Indirect Cost: | | | | | | | | |
| | 10.56% | x | \$430,195 | \$45,429 | | \$45,429 | | |
| An Indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | |
| TOTAL COST | | | | \$449,132 | | \$449,132 | | |

**Midlands Workforce Development Area
Operating Expenses**

Contractor: Equus Workforce Solutions

Contract #: 24Y294R3

| Operating Expenses | Monthly Cost | # of Months | Total Amount | PROGRAM | | MATCH | |
|---|--------------|-------------|--------------|---------|----------|-------|--------|
| | | | | % | Amount | % | Amount |
| 1. Supplies | \$280 | 12 | \$3,362 | 100% | \$3,362 | | |
| 2. Communications | \$174 | 12 | \$2,087 | 100% | \$2,087 | | |
| 3. Postage & Courier | \$5 | 12 | \$56 | 100% | \$56 | | |
| 4. Travel | \$376 | 12 | \$4,508 | 100% | \$4,508 | | |
| 5. Equipment Rent | \$0 | 12 | \$0 | 100% | \$0 | | |
| 6. Equipment Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 7. Premises Rent | \$0 | 12 | \$0 | 100% | \$0 | | |
| 8. Premises Expense | \$0 | 12 | \$0 | 100% | \$0 | | |
| 9. Miscellaneous (Insurance, Job Fairs, Business Taxes/Licenses, Audit, Payroll, TALKX, Employee Background Checks) | \$1,373 | 12 | \$16,479 | 100% | \$16,479 | | |
| 10. Management Fee | \$3,698 | 12 | \$44,376 | 100% | \$44,376 | | |
| TOTAL | | | \$70,868 | | \$70,868 | | |

**Midlands Workforce Development Area
Participant Services**

Contractor:
Contract #:

Equus Workforce Services
24Y294R1

| | Cost per Participant | No. of Participant | Total Cost | Program | | Match | |
|---|----------------------|--------------------|------------|---------|-----------|-------|--------|
| | | | | % | Amount | % | Amount |
| I. Instructional Training | \$12,500 | 6 | \$75,000 | 100% | \$75,000 | | |
| II. Assessment Materials | | | | | | | |
| III. Work Experience/Internships | \$5,084 | 35 | \$177,938 | 100% | \$177,938 | | |
| IV. Transitional Jobs/On-the-Job Training | \$2,500 | 6 | \$15,000 | 100% | \$15,000 | | |
| V. Supportive Services | \$208 | 45 | \$9,362 | 100% | \$9,362 | | |
| 1. Transportation | | | | | | | |
| 2. Childcare | | | | | | | |
| 3. Other | | | | | | | |
| TOTAL | | | \$9,362 | | \$9,362 | | |
| VI. Incentive Payments | \$100 | 27 | \$2,700 | 100% | \$2,700 | | |
| TOTAL | | | \$280,000 | | \$280,000 | | |

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 Equus Workforce Solutions, 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 and One-Stop Operator responsibilities for the three-county area.

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|-------------------------|
| 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 Infrastructure Funding Agreement (IFA) portion of the Memorandum of Understanding (MOU). The Board staff is responsible for negotiating and executing the MOU/IFA 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:

Ms. Tammy Beagen
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 Equus Workforce Solutions 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 Equus Workforce Solutions 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, 2024 through June 30, 2025.

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 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.

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: Tammy Beagen
Midlands Workforce Development Board
100 Executive Center Dr Suite 218 Columbia, SC 29210

To ARBOR: Rochelle Brown
SC Works Midlands
Post Office Box 748 Columbia, SC 29202

With Notice Copy: Chief Legal Officer
805 N. Whittington Pkwy, Louisville, KY 40222

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|--|
| PART II – YOUTH 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 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 75% 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. Equus Workforce Solutions as the One-Stop System Operator for the Midlands Workforce Development Area.
- 1.0.7 The Career Advisor 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 Equus 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 Career Advisor 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 Career Advisor. 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 Career Advisor 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 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. Any proprietary no additional cost assessment tools used by Equus that serve the same purpose will also be acceptable.

4.0.3 Staff should alert Assessment staff when special accommodations, including disabilities and English as Second Language, are needed to provide 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 customer's file, provision of the following information to the customer:

- The purpose of WIOA
- Training Objectives
- Length of Training and Schedules
- Job Placement Assistance
- Twelve Month WIOA Follow-up
- Need for updating change of address

- Attendance Policy
- Participant Responsibilities & Obligations to WIOA
- Supportive Services Payments, Allowance or Wage Procedures
- Availability of other Supportive Services, if any
- 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 (defined as under the age of 17 in SC) but has not attended school for at the least the most recent complete school year calendar quarter (based on how a local school district defines its school year quarters);
 - Recipient of a secondary school diploma or its equivalent 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 Equus 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** Equus 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.

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|------------------------------------|
| PART IV – 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. Equus 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 Equus 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 5:30 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. Equus 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 Equus Management Staff.
 - The MWDB expects Equus management to provide staff training on WIOA. The Board staff will share relevant information with Equus management on WIOA, but it is the responsibility of Equus management to take the lead in learning and implementing the new law and regulations.
 - Equus 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.

PART V – 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 Grantee is required to meet performance standards measured by outcomes for WIOA Youth as described. The performance levels for PY 2024 are listed below.

Youth

| Measure | PY 2024 Goal |
|--|--------------|
| Entered Employment 2 nd Q after Exit | 78.0% |
| Employment Rate 4 th Q after Exit | 78.9% |
| Median Earning in the 2 nd Q after Exit | \$5,360 |
| Credential Attainment within 4 quarters after exit | 57.3% |
| Measurable Skills Gain | 60.8% |

PART VI – Management Fee Benchmarks

Total Management Fee \$94,660

| MEASURE | % OF TOTAL | TOTAL |
|--|-------------|-------------------|
| Work Based Learning | 40% | \$37,864 |
| OJT Placements (35) | \$17,045 | \$487/placement |
| Youth WEX (30) | \$11,340 | \$378/placement |
| Youth Training Provider/College/Employer Tour (2/quarter) | \$9479 | \$2369.75/quarter |
| Community Engagement | 30% | \$28,398 |
| Outreach Events – Employer Focused – Lunch & Learn, Focus Groups, Resource Events (2/yr) | \$5679.60 | \$2839.80/event |
| Rural-Focused Workshops (2/quarter) | \$11,359.20 | \$2839.80/quarter |
| Rural Youth Outreach Events (2/yr) | \$11,359.20 | \$5679.60/event |
| Job & Training Fair Events | 20% | \$18,932 |
| 1 large scale event – 50 Hiring Employers | \$7573 | \$7573 for event |
| 3 Employment/Training Events & 1 Resource Fair | \$11,359 | \$2839.75/event |
| Social Media | 10% | \$9466 |
| YouTube Channel – 3 videos/quarter (1 Youth; 1 Employer; 1 A/DW/Partner) | \$9466 | \$2366.50/qrt |

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

GRANT SIGNATURE SHEET

Funded Under Title I: 1 Type: Adult Grant Number: 24A294F1

| | |
|---|--|
| <p>SIGNATORY AUTHORITY</p> <p><u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u></p> <p>Telephone #: <u>(803) 376-5390</u></p> | <p>GRANTEE/RECIPIENT</p> <p><u>Fairfield County</u> <u>Post Office Drawer 60</u> <u>Winnsboro, SC 29180</u></p> <p>Telephone #: <u>(803) 635-1415</u></p> |
|---|--|

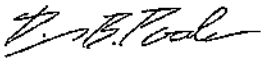
The Central Midlands Council of Governments, hereinafter called the Awarding Agency, having entered into an Agreement with the Workforce Development Area (WDA) in the State of South Carolina to administer funds received pursuant to the Workforce Innovation and Opportunity Act of 2014, desires to engage 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, 2024 to June 30, 2025
- 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 \$224,112, 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 20
- (3) Total Number of Participants to be served. 60
- E. Activity Designation: Career & Training Services

GRANT AMOUNT BY CATEGORY

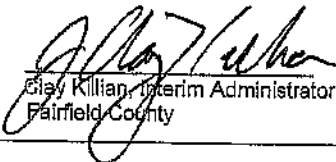
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
|----------------|--------------------|-----------|-------|
| | \$224,112 | \$224,112 | \$0 |

Approved for Administrative Entity:


D Britt Poole, Executive Director
Central Midlands Council of Governments

6-29-2024
Date

Approved for Grantee:


Clay Killian, Interim Administrator
Fairfield County

7/2/24
Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 24A294F1

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 | \$129,081 | _____ | _____ |
| 2. Indirect Costs | _____ | _____ | _____ |
| 3. Operating Expenses | \$5,030 | \$0 | _____ |
| 4. Work Experience | _____ | _____ | _____ |
| 5. OJT Payments | \$2,500 | _____ | _____ |
| 6. Instructional Training | \$80,000 | _____ | _____ |
| 7. Supportive Services | \$7,500 | _____ | _____ |
| 8. Assessment | \$0 | _____ | _____ |
| 9. Incentives | _____ | _____ | _____ |
| 10. Other | _____ | _____ | _____ |
| 11. Sub-Total | \$224,112 | \$0 | \$224,112 |
| III. TOTAL GRANT COST (I+II) | \$224,112 | \$0 | \$224,112 |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Grant #: 24A294F1
 Grantee: Fairfield County
 Period: July 1, 2024 - June 30, 2025

| 1. Staff Salaries: | | | | | ADMINISTRATION | | PROGRAM | | MATCH | |
|--|----------------|-----------|-------------|--------------|----------------|--------|---------|----------|-------|--------|
| | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Amount | % | Amount | % | Amount |
| Director/Case Manager | \$6,307 | 75% | 12 | \$47,763 | | | | \$47,763 | | |
| Case Manager | \$4,377 | 77% | 12 | \$40,443 | | | | \$40,443 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| TOTAL SALARIES | | | | \$88,206 | | | | \$88,206 | | |
| 2. Fringe Benefits | | | | | | | | | | |
| FICA | 7.65% | x | \$88,206 | \$6,748 | | | | \$6,748 | | |
| Workmens Comp | 4.50% | x | \$88,206 | \$3,969 | | | | \$3,969 | | |
| Health-Welf. Ins. Pos | 13.01% | x | \$88,206 | \$11,476 | | | | \$11,476 | | |
| Ret/Pension | 16.18% | x | \$88,206 | \$14,272 | | | | \$14,272 | | |
| Unemploy. Ins. | 5.00% | x | \$88,206 | \$4,410 | | | | \$4,410 | | |
| Other (Specify) SUTA | | x | | | | | | | | |
| TOTAL FRINGE BENEFITS: | | | | \$40,875 | | | | \$40,875 | | |
| 3. Indirect Cost: | | | | | | | | | | |
| | | x | | | | | | | | |
| An indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | | | |

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 24A294F1
Grantee: Fairfield County

| Operating Expenses | Cost Per Month | # of Months | Total Amount | ADMINISTRATION | | PROGRAM | | MATCH | |
|----------------------|----------------|-------------|--------------|----------------|--------|---------|---------|-------|--------|
| | | | | % | Amount | % | Amount | % | Amount |
| 1. Supplies | \$8 | 12 | \$98 | | | 100% | \$98 | | |
| 2. Communications | \$106 | 12 | \$1,272 | | | 100% | \$1,272 | | |
| 3. Postage | \$5 | 12 | \$60 | | | 100% | \$60 | | |
| 4. Travel | \$100 | 12 | \$1,200 | | | 100% | \$1,200 | | |
| 5. Equipment Rent | | | | | | | | | |
| 6. Equipment Expense | \$200 | 12 | \$2,400 | | | 100% | \$2,400 | | |
| 7. Premises Rent | | | | | | | | | |
| 8. Premises Expense | | | | | | | | | |
| 9. Miscellaneous | | | \$0 | | | | \$0 | | |
| 10. Capital | | | | | | | | | |
| TOTAL | | | \$5,030 | | | | \$5,030 | | \$0 |

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

Grant No: 24A294F1
Grantee: Fairfield County

| | Total Cost | Program | | Match | |
|--|---------------|---------|----------|-------|--------|
| | | % | Amount | % | Amount |
| I. Instructional Training | | | | | |
| TOTAL | \$80,000 | | \$80,000 | | |
| II. Assessment Materials | | | | | |
| III. Transitional Jobs/On-the-Job Training | \$2,500 | | \$2,500 | | |
| IV. Work Experience | | | | | |
| V. Supportive Services | | | \$ - | | |
| 1. Transportation | \$1,500 | | \$1,500 | | |
| 2. Childcare | | | | | |
| 3. Other (uniforms, books, materials, licensing, etc.) | \$6,000 | | \$6,000 | | |
| TOTAL | \$7,500 | | \$7,500 | | |
| VI. Incentive Payments | | | | | |
| TOTAL | \$90,000 | | \$90,000 | | |

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 MWDA 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 and Dislocated Worker as described. Although the performance standards for PY 2024 have yet to be established, the Midlands performance levels for PY 2023 are below for reference.

Adult

| Measure | PY 23 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 77.1% |
| Employment Rate 4 th Q after Exit | 79.0% |
| Median Earnings 2 nd Q after Exit | \$6600 |
| Credential Attainment within 4 quarters after exit | 54.5% |
| Measurable Skills Gain | 55.2% |

Dislocated Worker

| Measure | PY 23 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 82.8% |
| Employment Rate 4 th Q after Exit | 83.7% |
| Median Earnings 2 nd Q after Exit | \$8258 |
| Credential Attainment within 4 quarters after exit | 66.2% |
| Measurable Skills Gain | 57.1% |

19.0 MWDA Monitoring and Sanctions Policy

19.0.1 MWDA 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 MWDA 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 MWDA 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: Workforce Development Administrator

- 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 MWDA.
- 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 MWDA. A copy of the property/equipment monitoring report will be forwarded to the MWDA.

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, 2024 through June 30, 2025.

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: 24D294F1

| | |
|---|--|
| SIGNATORY AUTHORITY Central Midlands Council of Governments 236 Stoneridge Drive Columbia, SC 29210 Telephone #: <u>(803) 376-5390</u> | GRANTEE/RECIPIENT Fairfield County Post Office Drawer 60 Winnsboro, SC 29180 Telephone #: <u>(803) 635-1415</u> |
|---|--|

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, 2024 to June 30, 2025
- 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 \$6000, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. 4
- (2) Number of New Participants 2
- (3) Total Number of Participants to be served. 6
- E. Activity Designation: Career & Training Services

| GRANT AMOUNT BY CATEGORY | | | |
|--------------------------|--------------------|--------|-------|
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
| | \$6000 | \$6000 | \$0 |

Approved for Administrative Entity:

Approved for Grantee:


D. Britt Poole, Executive Director
Central Midlands Council of Governments
7-01-2024
Date


Ofay Killian, Interim Administrator
Fairfield County
7/2/24
Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 24D294F1

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 | \$0 | _____ | |
| 2. Indirect Costs | _____ | _____ | |
| 3. Operating Expenses | \$6,000 | \$0 | |
| 4. Work Experience | _____ | _____ | |
| 5. OJT Payments | \$0 | _____ | |
| 6. Instructional Training | \$0 | _____ | |
| 7. Supportive Services | \$0 | _____ | |
| 8. Assessment | \$0 | _____ | |
| 9. Incentives | _____ | _____ | |
| 10. Other | _____ | _____ | |
| 11. Sub-Total | \$6,000 | \$0 | \$6,000 |
| III. TOTAL GRANT COST (I+II) | \$6,000 | \$0 | \$6,000 |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Grant #: 24D294F1
 Grantee: Fairfield County
 Period: July 1, 2024 - June 30, 2025

| 1. Staff Salaries: | | | | | ADMINISTRATION | | PROGRAM | | MATCH | | |
|--|----------------|----------------|-----------|-------------|----------------|---|---------|---|--------|---|--------|
| | Position Title | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Amount | % | Amount | % | Amount |
| | | | | | \$0 | | | | \$0 | | |
| | | | | | \$0 | | | | \$0 | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL SALARIES | | | | | \$0 | | | | \$0 | | |
| 2. Fringe Benefits | | | | | | | | | | | |
| FICA | 7.65% | x | | \$0 | \$0 | | | | \$0 | | |
| Workmens Comp | 4.50% | x | | \$0 | \$0 | | | | \$0 | | |
| Health-Welf. Ins. Pos | 13.01% | x | | \$0 | \$0 | | | | \$0 | | |
| Ret/Pension | 16.18% | x | | \$0 | \$0 | | | | \$0 | | |
| Unemploy. Ins. | 5.00% | x | | \$0 | \$0 | | | | \$0 | | |
| Other (Specify) SUTA | | x | | | | | | | | | |
| TOTAL FRINGE BENEFITS: | | | | | \$0 | | | | \$0 | | |
| 3. Indirect Cost: | | | | | | | | | | | |
| | | x | | | | | | | | | |
| An indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | | | | |

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 24D294F1
Grantee: Fairfield County

| Operating Expenses | Cost Per Month | # of Months | Total Amount | ADMINISTRATION | | PROGRAM | | MATCH | |
|----------------------|----------------|-------------|--------------|----------------|--------|---------|---------|-------|--------|
| | | | | % | Amount | % | Amount | % | Amount |
| 1. Supplies | \$8 | 12 | \$96 | | | 100% | \$96 | | |
| 2. Communications | \$152 | 12 | \$1,824 | | | 100% | \$1,824 | | |
| 3. Postage | \$5 | 12 | \$60 | | | 100% | \$60 | | |
| 4. Travel | \$115 | 12 | \$1,380 | | | 100% | \$1,380 | | |
| 5. Equipment Rent | | | | | | | | | |
| 6. Equipment Expense | \$220 | 12 | \$2,640 | | | 100% | \$2,640 | | |
| 7. Premises Rent | | | | | | | | | |
| 8. Premises Expense | | | | | | | | | |
| 9. Miscellaneous | | | | | | | | | |
| 10. Capital | | | | | | | | | |
| TOTAL | | | \$6,000 | | | | \$6,000 | | \$0 |

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

Grant No: 24D294F1
Grantee: Fairfield County

| | Total Cost | Program | | Match | |
|--|---------------|---------|--------|-------|--------|
| | | % | Amount | % | Amount |
| I. Instructional Training | | | | | |
| TOTAL | \$0 | | \$0 | | |
| II. Assessment Materials | | | | | |
| III. Transitional Jobs/On-the-Job Training | \$0 | | \$0 | | |
| IV. Work Experience | | | | | |
| V. Supportive Services | | | | | |
| 1. Transportation | \$0 | | \$0 | | |
| 2. Childcare | | | | | |
| 3. Other (uniforms, books, materials, licensing, etc.) | \$0 | | \$0 | | |
| TOTAL | \$0 | | \$0 | | |
| VI. Incentive Payments | | | | | |
| TOTAL | \$0 | | \$0 | | |

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 MWDA 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 and Dislocated Worker as described. Although the performance standards for PY 2024 have yet to be established, the Midlands performance levels for PY 2023 are below for reference.

Adult

| Measure | PY 23 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 77.1% |
| Employment Rate 4 th Q after Exit | 79.0% |
| Median Earnings 2 nd Q after Exit | \$6600 |
| Credential Attainment within 4 quarters after exit | 54.5% |
| Measurable Skills Gain | 55.2% |

Dislocated Worker

| Measure | PY 23 Goal |
|--|------------|
| Entered Employment 2 nd Q after Exit | 82.8% |
| Employment Rate 4 th Q after Exit | 83.7% |
| Median Earnings 2 nd Q after Exit | \$8258 |
| Credential Attainment within 4 quarters after exit | 66.2% |
| Measureable Skills Gain | 57.1% |

19.0 MWDA Monitoring and Sanctions Policy

19.0.1 MWDA 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 MWDA 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 MWDA 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: Workforce Development Administrator

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 MWDA.

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 MWDA. A copy of the property/equipment monitoring report will be forwarded to the MWDA.

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, 2024 through June 30, 2025.

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

GRANT SIGNATURE SHEET

Funded Under Title I: 1 Type: Youth Grant Number: 24Y294F1

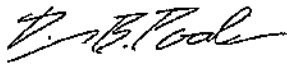
| | |
|--|---|
| SIGNATORY AUTHORITY <u>Central Midlands Council of Governments</u> <u>236 Stoneridge Drive</u> <u>Columbia, SC 29210</u> Telephone #: <u>(803) 376-5390</u> | GRANTEE/RECIPIENT <u>Fairfield County</u> <u>Post Office Drawer 60</u> <u>Winnsboro, SC 29180</u> Telephone #: <u>(803) 835-1415</u> |
|--|---|

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, 2024 to June 30, 2025
- 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 \$294,104, from Federal Funds received.
- D. Number of Participants to be Served (where applicable).
- (1) Number of Carry-over Participants. 22
- (2) Number of New Participants 40
- (3) Total Number of Participants to be served. 62
- E. Activity Designation: Career & Training Services

| GRANT AMOUNT BY CATEGORY | | | |
|--------------------------|--------------------|-----------|-------|
| ADMINISTRATION | NON-ADMINISTRATION | TOTAL | MATCH |
| | \$294,104 | \$294,104 | \$0 |

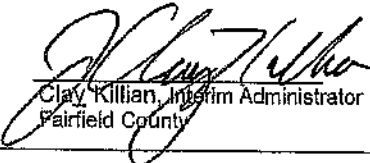
Approved for Administrative Entity:



 D. Britt Poole, Executive Director Central
 Midlands Council of Governments

7-1-2024
 Date

Approved for Grantee:



 Clay Killian, Interim Administrator
 Fairfield County

7/2/24
 Date

Midlands Workforce Development Area Budget Summary

Grantee: Fairfield County Grant No: 24Y294F1

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 | \$97,024 | _____ | | |
| 2. Indirect Costs | _____ | _____ | | |
| 3. Operating Expenses | \$5,080 | | \$0 | |
| 4. Work Experience | \$90,000 | _____ | | |
| 5. OJT Payments | \$5,000 | _____ | | |
| 6. Instructional Training | \$80,000 | _____ | | |
| 7. Supportive Services | \$12,000 | _____ | | |
| 8. Assessment | \$0 | _____ | | |
| 9. Incentives | \$5,000 | _____ | | |
| 10. Other | _____ | _____ | | |
| 11. Sub-Total | \$294,104 | | \$0 | \$294,104 |
| III. TOTAL GRANT COST (I+II) | \$294,104 | | \$0 | \$294,104 |

**Midlands Workforce Development Area
Staff Salaries, Fringe Benefits Indirect Costs**

Grant #: 24Y294F1
Grantee: Fairfield County
Period: July 1, 2024 - June 30, 2025

| 1. Staff Salaries: | | | | | ADMINISTRATION | | PROGRAM | | MATCH | | |
|--|------------------------------|----------------|-----------|-------------|----------------|---|---------|---|----------|---|--------|
| | Position Title | Salary Per Mo. | % of Time | # of Months | TOTAL AMOUNT | % | Amount | % | Amount | % | Amount |
| | Director/Case Manager | \$6,307 | 15% | 12 | \$9,553 | | | | \$9,553 | | |
| | Case Manager | \$4,729 | 100% | 12 | \$56,748 | | | | \$56,748 | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | TOTAL SALARIES | | | | \$66,301 | | | | \$66,301 | | |
| 2. Fringe Benefits | | | | | | | | | | | |
| | FICA | 7.65% | x | \$66,301 | \$5,072 | | | | \$5,072 | | |
| | Workmens Comp | 4.50% | x | \$66,301 | \$2,984 | | | | \$2,984 | | |
| | Health-Welf. Ins. Pos | 13.01% | x | \$66,301 | \$8,626 | | | | \$8,626 | | |
| | Ret/Pension | 16.18% | x | \$66,301 | \$10,727 | | | | \$10,727 | | |
| | Unemploy. Ins. | 5.00% | x | \$66,301 | \$3,315 | | | | \$3,315 | | |
| | Other (Specify) SUTA | | x | | | | | | | | |
| | TOTAL FRINGE BENEFITS | | | | \$30,724 | | | | \$30,724 | | |
| 3. Indirect Cost: | | | | | | | | | | | |
| | x | | | | | | | | | | |
| An indirect cost plan must be submitted and approved prior to reimbursement. | | | | | | | | | | | |

**Midlands Workforce Development Area
Operating Expenses**

Grant No: 24Y294F1
Grantee: Fairfield County

| Operating Expenses | Cost Per Month | # of Months | Total Amount | ADMINISTRATION | | PROGRAM | | MATCH | |
|---|----------------|-------------|--------------|----------------|--------|---------|---------|-------|--------|
| | | | | % | Amount | % | Amount | % | Amount |
| 1. Supplies | \$10 | 12 | \$120 | | | 100% | \$120 | | |
| 2. Communications | \$123 | 12 | \$1,480 | | | 100% | \$1,480 | | |
| 3. Postage | \$5 | 12 | \$60 | | | 100% | \$60 | | |
| 4. Travel | \$85 | 12 | \$1,020 | | | 100% | \$1,020 | | |
| 5. Equipment Rent | | | | | | | | | |
| 6. Equipment Expense (office furniture) | \$200 | 12 | \$2,400 | | | 100% | \$2,400 | | |
| 7. Premises Rent | | | | | | | | | |
| 8. Premises Expense | | | | | | | | | |
| 9. Miscellaneous | | | | | | | | | |
| 10. Capital | | | | | | | | | |
| TOTAL | | | \$5,080 | | | | \$5,080 | | \$0 |

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

Grant No: 24Y294F1
Grantee: Fairfield County

| | Total Cost | Program | | Match | |
|--|---------------|---------|-----------|-------|--------|
| | | % | Amount | % | Amount |
| i. Instructional Training | | | | | |
| TOTAL | \$80,000 | | \$80,000 | | |
| II. Assessment Materials | | | | | |
| III. Transitional Jobs/On-the-Job Training | \$5,000 | | \$5,000 | | |
| IV. Work Experience/Internships | \$90,000 | | \$90,000 | | |
| V. Supportive Services | | | \$0 | | |
| 1. Transportation | \$2,000 | | \$2,000 | | |
| 2. Childcare | | | | | |
| 3. Other (uniforms, books, materials, licensing, etc.) | \$10,000 | | \$10,000 | | |
| TOTAL | \$12,000 | | \$12,000 | | |
| VI. Incentive Payments | \$5,000 | | \$5,000 | | |
| TOTAL | \$192,000 | | \$192,000 | | |

**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 The Grantee is required to meet performance standards measured by outcomes for WIOA Youth as described. Although the performance standards for PY 2024 have yet to be established, the Midlands performance levels for PY 2023 are below for reference:

Youth

| Measure | PY 2023 Goal |
|--|--------------|
| Entered Employment 2 nd Q after Exit | 82.6% |
| Employment Rate 4 th Q after Exit | 78.9% |
| Median Earning in the 2 nd Q after Exit | \$4,241 |
| Credential Attainment within 4 quarters after exit | 65.0% |
| Measurable Skills Gain | 52.8% |

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.

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

- (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

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 MWDB 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, 2024 through June 30, 2025.

PART III
TERMS AND CONDITIONS

3.0 LEGAL AUTHORITY

3.0.1 The persons signing this Grant Agreement on behalf of the parties warrant and guarantee their full authorization to execute the Grant Agreement and to legally bind the parties to all the terms, performance requirements, and provisions set forth.

3.1 AWARDING ENTITY

3.1.1 As the awarding entity, the Midlands Workforce Development Board, has the following oversight responsibilities:

- Providing technical assistance, as requested by the Grantee or deemed necessary by the MWDB;
- Conducting programmatic and financial monitoring of the Grant project;
- Ensuring compliance with WIOA Public Law 113-128 and implementing Federal regulations, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as well as State laws and policies applicable to the Grant Agreement;
- Disbursing funds to the Grantee to pay for allowable expenses or services provided in accordance with applicable State and Federal laws upon receipt of proper supporting documentation of disbursement amounts previously drawn down; and
- Evaluating the Grantee against specific deliverables and performance requirements as outlined in Part I – Program Statement of Work.

3.2 FINANCIAL SYSTEM AND REPORTING

3.2.1 The Grantee is responsible for developing and implementing procedures and standards for reporting financial, programmatic, and customer information in the required timeframes and using the systems and formats specified by the MWDB.

3.2.2 The Grantee shall maintain fiscal records and supporting documentation for all expenditures of funds under the Grant Agreement. The Grantee must provide adequate, qualified staff to prepare required reports. Proper internal controls are required to ensure separation of duties.

3.2.3 Costs incurred by the Grantee prior to the start date specified in the Grant Agreement are incurred at the Grantee's own expense. Prior authorization for pre-award spending must be obtained from the MWDB and before any costs are incurred.

3.2.4 Payment by the MWDB of Indirect Costs incurred requires the Grantee to submit its approved Indirect Cost Rate or Acceptance of Certification of Indirect Costs from its cognizant agency upon receipt. If the MWDB is the cognizant agency for the grant

recipient, an Indirect Cost Rate proposal must be submitted to the MWDB no later than 180 days after the June 30 fiscal year end. Failure to do so may result in the disallowance of indirect costs. The MWDB may either disallow all indirect costs or establish a rate based upon audited historical data or such other data that have been furnished to the MWDB for indirect costs. (2 CFR Part 200.415(b)(2))

- 3.2.5 The Grantee is required to submit a Financial Status Report (FSR) on a monthly basis. Reports must be submitted no later than the 20th of the following month. Expenditure data is reported cumulatively through the end of each reporting period on an accrual basis.
- 3.2.6 A Request for Drawdown (RFD) must be submitted each time the Grantee wishes to draw down funds, along with proper supporting documentation of disbursements previously drawn down. 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 in accordance with 2 CFR Part 200.305. Cash on hand should be limited to the amount needed for immediate disbursement.
- 3.2.7 The Grantee will submit a complete Grant Closeout Report to the MWDB no later than sixty (60) calendar days after the grant end date. The MWDB will supply the closeout forms and instructions prior to grant expiration.

3.3 RECORDKEEPING

- 3.3.1 The MWDB, and any of its authorized representatives, must have timely and reasonable access to all Grantee records and personnel related to the Grant Agreement for the purpose of inspection, investigation, monitoring, auditing, evaluation, interview, and discussion. Further, the MWDB and any of its authorized representatives, have the right to copy all records pertaining to the Grant Agreement.
- 3.3.2 The Grantee shall comply with requirements for custody and retention of records as set forth in 2 CFR Part 200, as applicable. Records must be retained for no less than three years after submittal of the Grant Agreement closeout to the MWDB or the last request for grant records during an audit, whichever is most recent. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken (2 CFR Part 200.333).
- 3.3.3 The Grantee assures it will comply with Federal and State laws and guidelines for the handling and protection of Personally Identifiable Information, including but not limited to 2 CFR Part 200.79 and US Department of Labor Training and Employment Guidance

Letter 39-11, *Guidance on the Handling and Protection of Personally Identifiable Information (PII)*, located at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

- 3.3.4 The Grantee agrees to maintain the confidentiality of any information that identifies or may be used to identify any grant and benefit participants. The Grantee shall not disclose or re-disclose any employer or personally identifying information of the subject of the information unless permitted by law.
- 3.3.5 All releases of information shall be in accordance with State and Federal law, regulations and guidelines, including but not limited to S.C. Code Ann. § 41-29-160; the Family Privacy and Protection Act (S.C. Code Ann. § 30-2-10 et al), 20 CFR 603, and IRS Publication 1075.

3.4 PROCUREMENT

- 3.4.1 The Grantee must have written procedures for procurement transactions that comply with State regulations. Procedures may reflect applicable local laws and regulations, provided they conform to applicable Federal law and the standards identified in 2 CFR Parts 200.318 through 200.326.
- 3.4.2 Procurement standards must ensure fiscal accountability and prevent waste, fraud, and abuse. The Grantee will conduct procurement in a manner that provides full and open competition consistent with the standards of 2 C.F.R Part 200.319.

3.5 ADDITIONAL CONDITIONS AND ENFORCEMENT

- 3.5.1 The Grantee acknowledges and accepts that special additional conditions may be unilaterally imposed by the MWDB in accordance with 2 CFR 200.207. Such conditions may be imposed if the Grantee demonstrates one or more of the following conditions:
- a history of unsatisfactory performance;
 - financial instability;
 - management system(s) that do not meet standards prescribed in 2 CFR 200.300 et seq.;
 - noncompliance with terms and conditions of previous Federal awards or subawards;
 - absence of responsibility disclosed as a result of ongoing evaluation of risk by the MWDB conducted in accordance with 2 CFR 200.331(b);
 - reports and findings from audits performed under 2 CFR Subpart F – Audit Requirements of this part or the reports and findings of any other available audits; and/or
 - inability to effectively implement statutory, regulatory, or other requirements.
- 3.5.2 If the MWDB determines that a grant award will be made or continued, special provisions shall address the condition identified and shall be included in the award. Such provisions may include but are not limited to:

- requiring payments on a reimbursement basis;
- withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- requiring additional, more detailed financial reports;
- requiring additional project monitoring;
- requiring the Grantee to obtain technical or management assistance and to implement corrective actions; and/or
- establishing additional prior approval.

The MWDB will notify the Grantee regarding the nature and reason for implementing any of the above special provisions.

3.5.3 Failure to comply with any provision of the Grant Agreement, or any applicable law or regulation, may subject the Grantee to additional enforcement actions that are determined by the MWDB to be appropriate under the circumstances. Such enforcement actions include but may not be limited to:

- requiring special award provisions as stated above;
- temporarily withholding cash payments pending correction of identified deficiencies, as identified in 2 CFR 200.338;
- disallowing cost (and, if appropriate, applicable matching credit) for any claim or action made that is not in compliance and require appropriate repayment or financial adjustment;
- suspending the grant award, in whole or in part, pending corrective action;
- terminating the grant award, in whole or in part;
- withholding further awards for the project or program;
- recommending to appropriate Federal officials that suspension or debarment proceedings be initiated as authorized under 2 CFR 180; and/or
- taking other remedies that may be legally available. (See 2 CFR 200.338.)

3.5.4 The Grant Agreement may be immediately terminated by the MWDB in whole or in part for cause or noncompliance whenever such non-compliance is material and in the best interest of the Grantee, the MWDB, or the US Department of Labor.

3.5.5 Appeals regarding monitoring findings and/or enforcement actions may be appealed as follows:

1. Within 14 days of receipt of the final monitoring determination or notice of enforcement action, a written appeal may be made to the Executive Director of the MWDB.
2. The Executive Director will issue a written decision within 30 days.
3. If dissatisfied with the decision, a written appeal may be made to the Midlands Workforce Development Board (MWDB) Chair within 14 days of receipt of decision.
4. The Chair will designate the Executive Committee or an Ad Hoc Committee of at least five MWDB members to hear the appeal.

5. The MWDB will hear the appeal and render a decision within 60 days.
6. The Grantee will be notified in writing of the MWDB's decision within 20 days.

3.5.6 Appeal requests made to the MWDB must be submitted in writing as follows:

Midlands Workforce Development Board
Attn: Appeals, Grantee Monitoring
100 Executive Center Drive Suite 218
Columbia, SC 29210

3.6 CHANGES AND AMENDMENTS

- 3.6.1 Any alterations, additions, or deletions to the terms of the Grant Agreement which are required by changes in Federal or State law or regulations are automatically incorporated into the Grant Agreement without written amendment, and shall become effective on the date designated by such law or regulation.
- 3.6.2 Alterations, additions, deletions, or extensions to the terms of the Grant Agreement must be modified in writing and executed by both Parties. Any other attempted changes, including oral modifications, shall be invalid.
- 3.6.3 To ensure effective performance under the Grant Agreement, the Parties agree that the MWDB may amend requirements in writing during the grant period to interpret or clarify a change in Federal or State law, rules or regulations.

3.7 ASSURANCES

- 3.7.1 As a condition to the award of financial assistance from the US Department of Labor under Title I of WIOA, the Grantee assures that it will comply fully with the following nondiscrimination provisions, equal opportunity provisions, Public Laws and Executive Orders, including but not limited to:
 - A. *WIOA Section 188 (29 CFR, Part 38)*, which provides that no individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief, and, for beneficiaries only, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or participation in a WIOA Title I-financially assisted program or activity;
 - B. *Title VI The Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.)*, as amended by the *Equal Employment Opportunity Act of 1972*, which prohibits discrimination on the basis of race, color, religion, sex and national origin, and applies to any program or

activity receiving Federal financial aid, and to all employers, including state and local governments, public and private employment agencies, and labor organizations;

- C. *Title VII of the Civil Rights Act*, as amended, which prohibits discrimination on the basis of race, color, religion, sex, or national origin in employment;
- D. *Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)*, as amended, which prohibits discrimination against qualified individuals with disabilities in all federally-funded programs;
- E. *The Age Discrimination Act of 1975 (42 U.S.C. §6101)*, as amended, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- F. *The Americans with Disabilities Act of 1990 (42 U.S.C. §12101)*, as amended, which prohibits discrimination on the basis of physical, sensory, or mental disability or impairment and the ADA Amendments Act of 2008 effective January 1, 2009;
- G. *Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1688)*, as amended, which prohibits discrimination on the basis of sex in educational programs;
- H. *Title V of the Older Americans Act of 1965 and all regulations that apply to the Senior Community Services Employment Program*, which generally prohibit discrimination under any program funded in whole or in part with Title V funds because of race, color, religion, sex, national origin, age, disability or political affiliation or beliefs;
- I. *Title II of the Genetic Information Nondiscrimination Act of 2008* which prohibits discrimination in employment on the basis of genetic information;
- J. *Executive Order 13279, Equal Protection of the Laws for Faith-based and Community Organizations* (signed December 12, 2002), which prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of Federal financial assistance under social service programs, including grants, contracts and loans;
- K. *Section 508 of the Rehabilitation Act (29 U.S.C. §794d)*, which ensures that individuals with disabilities have comparable access to information and data as do members of the public who are not individuals with disabilities;
- L. *Jobs for Veterans Act (38 U.S.C. §4215)*, which requires recipients to provide 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. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. US Department of Labor

Training and Employment Guidance Letter 10-09 provides further guidance and can be found at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816;

- M. *P.L. 113-114, Division E, Title VII, Section 743*, which prohibits an entity receiving Federal funds from requiring employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information;
- N. *P.L. 113-114, Division H, Title V, Section 505*, which establishes that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:
 1. The percentage of the total costs of the program or project which will be financed with Federal money;
 2. The dollar amount of Federal funds for the project or program, and
 3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in 2 CFR Part 200 and, when appropriate, both must be complied with.

- O. *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)"*, which requires that recipients of Federal financial assistance ensure that programs and activities provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin;
- P. *Executive Order 13333*, which establishes this agreement may be terminated without penalty, if the Grantee or any subgrantee engages in: (i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant is in effect; (iii) the use of forced labor in the performance of the grant; or (iv) acts that directly support or advance trafficking in persons. (22 U.S.C. §7104(g));
- Q. *Buy American Notice Requirement*, which provides that in the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIOA, entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. §10a et seq.);
- R. *Executive Order 13043 Increasing Seat Belt Use in the United States (April 16, 1997)*, which provides that recipients of Federal funds are encouraged to adopt and enforce

on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned;

- S. *Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (October 1, 2009)*, which provides that recipients of Federal funds are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles, Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order;
- T. *Special Requirements for Conferences and Conference Space*. Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR Part 200.432;
- U. The Grantee also assures that it will comply with 29 CFR Part 38, and all other regulations implementing the laws listed above. This assurance applies to the operation of any WIOA Title I financially assisted program or activity, and to all agreements including lease agreements that the Grantee makes to carry out the WIOA Title I financially assisted program or activity. The Grantee understands that the United States has the right to seek judicial enforcement of this assurance, and the State has the authority to withhold funding;
- V. All other applicable State and Federal laws, policies and procedures, including those contained within South Carolina's Methods of Administration for ensuring implementation of the nondiscrimination and equal opportunity provisions as required by 29 CFR Part 38;
- W. The Grantee may not deny services under any grant or subgrant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, gender identity, gender expression, sex stereotyping, temporary medical condition, political affiliation or belief, citizenship, or his or her participation in any Federal or State financially assisted program and/or activity; and
- X. The Grantee shall ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination. The Grantee must provide initial and continuing notice that it does not discriminate on any prohibited grounds to applicants for employment and employees (29 CFR §38.29(a)(3)). The notice must

contain specific wording regarding the prohibited bases and the process for filing a complaint, as required by 29 CFR §38.30.

3.8 CERTIFICATIONS

3.8.1 Lobbying (2 CFR §200.450)

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3.8.2 Debarment, Suspension, and Other Responsibility Matters

The Grantee agrees to comply with 2 CFR Part 200.213, which states that non-Federal entities and contractors are subject to the non-procurement and debarment and suspension regulations.

3.8.3 Drug-Free Workplace (Public Law 100-690)

The Grantee agrees to comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.

MIDLANDS WORKFORCE DEVELOPMENT BOARD
**Workforce Innovation and Opportunity Act – Adult, Dislocated Worker, Youth Programs and One-Stop
Operator Request for Proposals**

ISSUANCE DATE: March 15, 2024

REQUEST FOR PROPOSAL #: MWDB 23-01

PROGRAM TO BE PROPOSED: ADULT, DISLOCATED WORKER AND YOUTH EMPLOYMENT AND TRAINING
ACTIVITIES AND ONE-STOP OPERATOR

SUBMITTAL DEADLINE: FRIDAY, APRIL 26 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 would 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 2024 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 \$2,520,000 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 PY24.

One-Stop Operator Services - \$10,000
Adult WIOA Services – \$785,000
Dislocated Worker Service – \$835,000
Youth Services - \$890,000

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 2023 to the successful bidder(s) for the local area are approximately: 300 Adults, 50 Dislocated Workers and 130 Youth. At a minimum, the Midlands area will enroll and serve approximately an additional 160 Adults, 30 Dislocated Worker and 70 Youth participants through PY 2024. Bidders should be aware of a group of transitioning participants who do not speak English as their first language.

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 to meet 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 permits 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 that 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, April 5, 2024 to the MWDB at the following address or email address:

**Midlands Workforce Development Board
c/o RFP
100 Executive Center Drive Suite 218**

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 posted on the Board's website.

Answers to all questions will be posted no later than April 10, 2024 at www.midlandsworkforce.org/rfp

H. DELIVERY OF PROPOSALS

Proposals in response to this RFP, **MWDB – 23-01**, will be received by the MWDB **until 12 NOON (EST) April 26, 2024**. 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 303 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 26, 2024 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 15, 2024 |
| 2. Question submission deadline | Friday April 5, 2024 |
| 3. Answers to Questions posted | Wednesday April 10, 2024 |
| 4. Deadline for Receipt of Formal Proposals | Friday April 26, 2024, Noon, EST |
| 5. Begin formal Review Process of Proposals | Week of April 29th, 2024 |
| 6. Written Notification of Intent to Award | Week of June 10 |
| 7. Final Contract Negotiations with Bidders | June 20, 2024 |
| 8. Each Grant formalized and signed by | June 30, 2024 |

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 that provides 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. Britt Poole, 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. Poole 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 six (6) 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 contained 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 the 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, before 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 **July 1, 2024 – June 30, 2025**. 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 PY25, PY26, and PY 27 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) was 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, 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 are 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 the 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 before enrollment and any WIOA services provided.
- **Orientation** - The Bidder must provide orientation to all participants before 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, 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, 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 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 the 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, 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 partnerships 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 businesses in the 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 customers.
- Provide reports of Business Service activities, deliverables, 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 areas. 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 the 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, deliverables, 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, monitor the services delivered, shared across partners, and seek process improvements. In addition, the Operator will be responsible for ensuring 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 2024 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 2024. The performance measures negotiated for South Carolina with US Department of Labor for Program Year 2022-2023 are as follows:

Adults

- Employment Rate 2nd Q after exit – 77.1%

- Employment Rate 4th Q after exit – 79.0%
- Median Earnings 2nd Q after exit - \$6600
- Credential Attainment within 4 Quarters after exit – 54.5%
- Measurable Skill Gains – 55.2%

Dislocated Workers

- Employment Rate 2nd Q after exit – 82.8%
- Employment Rate 4th Q after exit – 83.7%
- Median Earnings 2nd Q after exit - \$8258
- Credential Attainment within 4 Quarters after exit – 66.2%
- Measurable Skills Gains – 57.1%

Youth

- Employment Rate 2nd Q after exit – 82.6%
- Employment Rate 4th Q after exit – 78.9%
- Median Earnings 2nd Q after exit - \$4241
- Credential Attainment within 4 Quarters after exit – 65.0%
- Measurable Skill Gains – 52.8%

D. ELIGIBILITY

There may be additional guidance issued in regard 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 the 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, a 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, 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 that 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 the award of this grant to include projections of the numbers of adults and dislocated workers that will be served each year and the annual funding levels anticipated.

C. Reporting

The successful Bidder will be required to submit a 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.) must be entered into SC Workforce Online Services voucher section to track obligations and expenditures on a real-time basis in accordance to SC State requirements.

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, career and training 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 discussions 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 is held until the performance of clear outcomes occurs such as job placement and/or the attainment of six (6) months of employment retention. Such a contract is negotiated based on the 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 (closeout) 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 six (6) total copies of their proposal. One with original signatures that is 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 the 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 Bidder's administrative fiscal capabilities will be assessed by a review of the completion of the Bidder 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 before contract finalization and may affect the 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 workplace;
- 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 Workers & Youth and One-Stop Operator Activities incurred July 1, 2024 – June 30, 2025. The Midlands Workforce Development Board intends to select a provider for a four (4) year period – the initial contract period, and three subsequent years. Contracts and budgets for PY25, PY26, and PY 27 will be contingent upon variables to include but are not limited to need, available funding, contract compliance, and performance.

No guarantee for the 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 2024.

J. DISCUSSION/NEGOTIATION

By submission of a proposal, Bidders agree that during the period following issuance of a proposal and before 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, that appear eligible for award, for clarification to ensure 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 before award to obtain 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 awards 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 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

The Midlands Workforce Development Board intends to select a provider for a four (4) year period – the initial contract period, and three subsequent years. Contracts and budgets for PY25, PY26, and PY 27 will be contingent upon variables to include but are 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 comply 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 the 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 hiring 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 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 outlined 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 is not bound to accept any proposal based on price alone, further reserving the right to reject any 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

To have an acceptable proposal, the Bidder shall meet all of the specification requirements outlined 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 proposals are determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any 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
- 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)

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 members 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

PROGRAM YEAR 2024 MEETING SCHEDULE

BOARD

PY 24 1ST Q September 26, 2022 10:30 am

PY 24 2ND Q December 12, 2024 10:30 am

PY 24 3RD Q TBA

PY 24 4TH Q TBA

CENTER MANAGEMENT AND PLANNING COMMITTEE

PY 24 1ST Q August 28, 2024 10:30 am

PY 24 2ND Q November 25, 2024 10 am

PY 24 3RD Q TBA

PY 24 4TH Q TBA

DISABILITY ADVISORY COMMITTEE

PY 24 1ST Q September 4 2022 9 am

PY 24 2ND Q December 4, 2024 10 am

PY 24 3RD Q TBA

PY 24 4TH Q TBA

YOUTH COMMITTEE

PY 24 1ST Q September 10 2024 11 am

PY 24 2ND Q December 3 10:00 am

PY 24 3RD Q TBA

PY 24 4TH Q TBA

MWDB PY 24 Budget

| | Adult | DW | RR | Youth | TOTAL |
|-----------------------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| MWIA Operations | | | | | |
| Personnel | \$480,929 | \$281,653 | | \$221,273 | \$983,855 |
| Indirect | \$33,333 | \$33,333 | | \$33,333 | \$99,999 |
| Operations | \$28,197 | \$35,212 | | \$17,967 | \$81,376 |
| Board Initiatives | | | | | |
| Virtual Work Experience contract | | | | \$15,000 | \$15,000 |
| SC Works Center Operations | | | | | |
| Assessments | \$0 | \$0 | | \$500 | \$500 |
| Operations | \$95,514 | \$110,850 | | \$38,150 | \$244,514 |
| Contract Services | | | | | |
| <i>Equus Workforce Solutions</i> | | | | | |
| Personnel | \$186,278 | \$322,797 | \$79,786 | \$449,132 | \$1,037,993 |
| Operations | \$28,872 | \$51,278 | | \$70,868 | \$151,018 |
| Assessments | \$0 | \$0 | | \$0 | \$0 |
| Instructional Training | \$64,000 | \$136,000 | \$36,779 | \$75,000 | \$311,779 |
| On-the-Job Training | \$43,200 | \$57,600 | \$47,700 | \$0 | \$148,500 |
| Work Experience/Internships | | | | \$192,938 | \$192,938 |
| Supportive Services | \$8,650 | \$7,825 | \$14,498 | \$9,362 | \$40,335 |
| Incentives | | | | \$2,700 | \$2,700 |
| Total | \$331,000 | \$575,500 | \$178,763 | \$800,000 | \$1,885,263 |
| Fairfield County | | | | | |
| Personnel | \$129,081 | \$0 | \$20,758 | \$97,024 | \$246,863 |
| Operations | \$5,030 | \$6,000 | | \$5,080 | \$16,110 |
| Assessments | | | | | \$0 |
| Instructional Training | \$80,000 | \$0 | \$16,750 | \$80,000 | \$176,750 |
| On-the-Job Training | \$2,500 | \$0 | \$24,000 | \$5,000 | \$31,500 |
| Work Experience/Internships | | | | \$90,000 | \$90,000 |
| Supportive Services | \$7,500 | \$0 | \$5,525 | \$12,000 | \$25,025 |
| Incentives | | | | \$5,000 | \$5,000 |
| Total | \$224,111 | \$6,000 | \$67,033 | \$294,104 | \$591,248 |
| TOTAL | \$1,193,084 | \$1,042,548 | \$245,796 | \$1,405,327 | \$3,886,755 |
| Allocations | \$1,216,947 | \$1,189,069 | \$245,977 | \$1,557,364 | \$4,209,357 |
| Obligated % of Available | 98% | 88% | 100% | 90% | |
| | \$23,863 | \$146,521 | \$181 | \$152,037 | |

Subrecipient Monitoring Schedules:

Programmatic

- Compliance - once every PY (Fall/October)
- Desktop- continuous/ongoing throughout the PY

Intentional Monitoring

- On a bi-monthly basis (3rd Wednesday)

Financial

- On a monthly basis via desktop for sub-recipients



Agenda Briefing

| | | | |
|------------------------------------|---|---|-------------------|
| Prepared by: | Bill Davis | Title: | Director |
| Department: | Utilities | Division: | Administration |
| Date Prepared: | November 1, 2024 | Meeting Date: | December 3, 2024 |
| Legal Review | Patrick Wright via email | Date: | November 25, 2024 |
| Budget Review | Maddison Wilkerson via email | Date: | November 26, 2024 |
| Finance Review | Stacey Hamm via email | Date: | November 25, 2024 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM, SCEM | |
| Meeting/Committee | Administration & Finance | | |
| Subject | 300,000 Gallon Elevated Tank Construction | | |

RECOMMENDED/REQUESTED ACTION:

Richland County Utilities (RCU) requests approval to award a contract to lowest responsible bidder for construction of a new 300,000-gallon elevated tank for the Hopkins Water System.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|--------------------------|----|
| Are funds allocated in the department’s current fiscal year budget? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If not, is a budget amendment necessary? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The 300,000-gallon elevated tank project was successfully bid and the lowest responsive bidder was Caldwell Tank for \$3,171,000.00 plus a contingency of 10%. The total budget is not to exceed \$3,488,100.00. \$2,000,000 of the funding is from American Rescue Plan Act (ARPA), and the remaining amount will be from Utilities SE Sewer/Water Project fund.

Applicable fund, cost center, and spend category: Fund: 1200; 2110
Cost Center: 9922; 3674
Grant#: GR-00000081
Spend Category: Construction

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

A Request for Bid RC-684-B-25 was issued on October 23, 2024 with a close date of November 22, 2024. There were two (2) submissions. Caldwell Tanks, Inc was the lowest submittal with a cost of \$3,171,000. They were deemed the lowest responsible responsive bidder.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

A portion of the water system installed with the Southeast Sewer/Water Project did not meet regulatory pressure requirements. The water system pressure must be at least 20 psi at each point of service

throughout the system. This elevated tank will provide enough pressure to meet the South Carolina Department of Environmental Service's (SCDES) pressure requirements and allow RCU to open the remainder of the water distribution system installed during the construction of the Southeast Sewer/Water Project. The new tank will also allow RCU to take the existing tank out of service for maintenance.

MOTION OF ORIGIN:

“...[T]he [Coronavirus Ad Hoc] committee recommended allocating the American Rescue Plan funding as follows:

- Public Health -- \$15,000,000 (27.21%)
- Public Safety -- \$10,448,013 (18.95%)
- Community Investment -- \$19,000,000 (34.46%)
- Cybersecurity/Technology -- \$10,686,000 (19.38%)...”

| | |
|----------------|--|
| Council Member | Recommendation of the Coronavirus Ad Hoc Committee |
| Meeting | Regular Session |
| Date | June 7, 2022 |

STRATEGIC & GENERATIVE DISCUSSION:

To utilize the entire water system, a new elevated tank is needed to add pressure to the existing system as well as open up the entire system for water service in the area. Additionally, the fire department is seeking stable sources since some existing sources, such as ponds, have been unreliable. The addition of the tank supports the fire department by providing a stable water source at Station 19 and other stations in the area which will improve the public protection classification.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goals: Commit to Fiscal Responsibility

Plan for Growth through Inclusive and Equitable Infrastructure

Establish Operational Excellence

Objective: Create excellent facilities

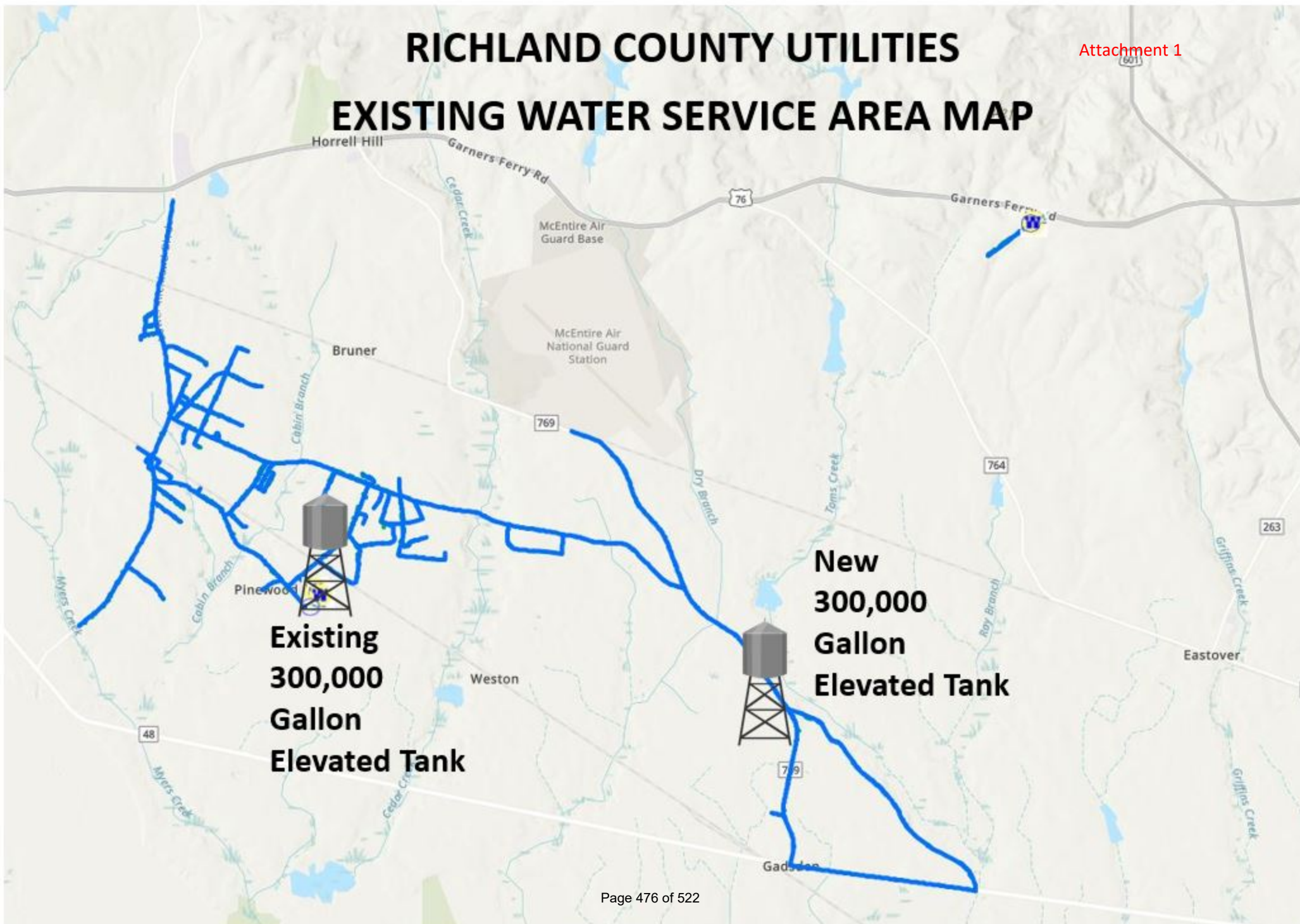
ATTACHMENTS:

1. Water System Map

RICHLAND COUNTY UTILITIES

Attachment 1

EXISTING WATER SERVICE AREA MAP



**Existing
300,000
Gallon
Elevated Tank**

**New
300,000
Gallon
Elevated Tank**



Agenda Briefing

| | | | |
|------------------------------------|---|--------------------------|--------------------|
| Prepared by: | Kate Bugby | Title: | Assistant Director |
| Department: | Economic Development | Division: | |
| Date Prepared: | November 19, 2024 | Meeting Date: | December 10, 2024 |
| Legal Review | Patrick Wright via email | Date: | November 25, 2024 |
| Budget Review | Maddison Wilkerson via email | Date: | December 2, 2024 |
| Finance Review | Stacey Hamm via email | Date: | November 25, 2024 |
| Approved for consideration: | County Administrator | Leonardo Brown, MBA, CPM | |
| Meeting/Committee | Regular Session | | |
| Subject | Approval to Select a Website and Branding Firm to create a new Economic Development website and revived brand | | |

RECOMMENDED/REQUESTED ACTION:

Staff requests approval to select a website and branding firm to create a new standalone website and provide a brand refresh for the Economic Development department.

Staff also requests Council to authorize the County Administrator to execute contracts related to the website and brand refresh.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|-------------------------------------|----|
| Are funds allocated in the department’s current fiscal year budget? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If not, is a budget amendment necessary? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The department received approval of its FY 2025 budget request which included allocation of funds for a new website. The project is not expected to exceed \$200,000.

Applicable fund, cost center, and spend category: Fund: 1240
Cost Center: 1150
Spend Category: Professional Fees, Professional Services

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Request for Proposal RC-682-P-25 was issued October 7th, 2024. Forty (40) submittals were received and scored by an evaluation team of five (5) members. The highest ranked offeror was BLKDOG | Black Dog Designs.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Not applicable.

MOTION OF ORIGIN:

There is no associated motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Richland County's Economic Development Office (RCEDO) seeks to redevelop its standalone website and refresh its brand to enhance its impact and visibility. The current website and brand have existed in their current forms for over 10 years with minimal adjustment. These items are foundational components of the department's marketing efforts, acting as the primary tools in its mission to attract and support the investment of capital and new jobs into Richland County to generate wealth and opportunity for citizens.

This initiative is aligned with RCEDO's broader goals to modernize and strengthen its public-facing image, streamline communication, and better engage with stakeholders, including businesses, site selectors, and residents. The objective of the project is to position Richland County Economic Development as a premier resource for business attraction, retention, and expansion by enhancing its brand identity and improving its online presence through an optimized user experience and increased accessibility.

On October 7, 2024, the County issued a formal Request for Proposals (RFP) for the redesign of the website and brand modernization. Forty proposals were received and evaluated. After a competitive process, a firm has been preliminarily selected.

Notably, the department's current website is set to sunset on August 01, 2025, necessitating action. Based on the timelines provided, the website and brand project will take approximately six to eight months. Delay in contracting will hinder the department's ability to maintain its web presence.

The brand refresh comes at an opportune time for the department as Council approved the creation of a new public-private economic development partnership (P3) on Tuesday November 12, 2024.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Invest in Economic Development

Initiative: Modernize and upgrade the economic development website and branding, as the office's primary marketing tool.

ADDITIONAL COMMENTS FOR CONSIDERATION:

An immersive and professional website and inclusive and representative brand will allow the Economic Development Office to more effectively compete in the high-stakes battle for attracting and retaining quality job opportunities.

ATTACHMENTS:

1. Request for Proposal RC-682-P-25

I. Purpose

The Richland County Economic Development Office (RCEDO), a department of Richland County Government in Columbia, South Carolina, is issuing this Request for Proposals (“RFP”) to firms or individuals interested in providing a Content Management System (“CMS”) to redesign its current website that was created +/- 10 years ago and a department rebrand. RCEDO seeks a new website with a visually-improved, modern interface that appeals to a variety of viewers, including corporations, citizens and visitors. The dynamic site should be accessible for all viewers with limited computer experience to easily find and access information. It will act as a primary marketing tool for RCEDO to highlight economic development opportunities for companies, showcase historic and developing business growth activities, business assets in Richland County, and quality of life features. RCEDO seeks a CMS that is easy for its team to independently update and modify, and incorporate additional value-added integrations. In tandem with the website redesign, RCEDO seeks a complete brand makeover that is modern and visually appealing to a variety of audiences, showcasing the essence of the community it represents, as well as the vision and mission guiding its activities. RCEDO will retain the rights to the site and the brand, including the ability to transfer the website to a different hosting platform.

The current Richland County Economic Development Office (RCEDO) website is <http://richlandcountysc.com/>.

II. Project Goals & Objectives

- Revitalize the design and UX of the current RCEDO website by replacing the current CMS and partnering with a vendor who has a strong history of successful CMS implementations.
- Migrate and modernize some content from the current DNN (Dot Net Nuke) CMS to the new CMS, as well as provide considerations for content not currently included on the site but considered crucial in support of economic development messaging.
- Develop a modern, responsive and scalable CMS that enables the RCEDO to have full editing capabilities and to make real time edits like, but not limited to, text, photo, video, integrations and document uploads.
- Improve the ability of editors to control time-sensitive content that is published to and removed from the website.
-
- Develop a dashboard to review and generate reports on user analytics and KPIs.
- Ensure full ADA compliance.
- SEO standardization.
 - Establish SEO standards that boost RCEDO messaging for use in the redevelopment of the site, as well as for editors to reference with future content development.
 - Evaluate and adjust content carried over from the current site to the new CMS to ensure SEO.
- Create and establish a new effective brand and brand guidelines for RCEDO that will be used in development of the new website.
- Delivery of brand and website for review and edits/debugging by 5/30/2025 with scheduled go-live no later than 7/1/2025.

III. Scope of Work

Graphic + Branding Redesign

A successful redesign of the RCEDO website and rebrand would include:

- An innovative and intuitive design that employs the latest in web technology.
- A fluid, responsive and mobile friendly design that will:
 - Properly display on all major web browsers, including Chrome, Firefox, Edge, Safari, etc.
 - Properly display on all mobile and personal devices
- A website that supports RCEDO's new brand, and its marketing initiatives and services.
- Create a new brand identity for RCEDO that is supported through the execution and evaluation of market research. The rebrand will include, but is not limited to: name, logo, fonts, color palettes, tone/personality, imagery, social media and associated elements, website URL, and other branded assets.
- Generate an easy-to-use and shareable brand guidelines document for use by RCEDO staff and its outside partners.
- Updated photography and videography to enhance visual appeal.
- Standardized fonts, color schemes, graphic elements, and navigation tools for a consistent viewing and editing experience of the website.
- Access for editors to adjust text and graphics content throughout the CMS at-will, a variety of module options for editors to deploy within pages depending on needs, and the ability for editors to create new pages within the site using standardized framework and module options.
- The Vendor shall provide a minimum of three (3) designs of the proposed website taking new brand style and standards into consideration.
- The Vendor will work with the RCEDO Website Redesign Team to determine a new website content information architecture, UI redesign, and navigation framework to support easy access to key RCEDO services.

IV. Content Management System (CMS)

The proposed CMS should include support for:

- A distributed CMS utilizing the concept of Users, Roles, and granular permissions.
- Workflow Processing (Draft, Preview, Publish).
- Unlimited domain names, websites, and users.
- Clean URLs.
- Strong technical support from CMS vendor including issue escalation.
- A content editor that presents designated website standard fonts, styles, and preferences to CMS users.
- Content archival and roll-back (versioning).
- Website templates and associated modules for home page, internal pages, and page additions.
- Empowering the editors to change the template aesthetics.

V. CMS Implementation

Implementation of the selected CMS would include:

- Google Analytics integration.
- Ability to provide metrics to promote commonly used sites or applications to conspicuous locations for easier access.
- Google Search integration to minimize the number of clicks a user needs to perform to access a webpage or service.
- Search engine optimization (SEO) to return the most relevant results to the user.
- Webpage heat maps to see where users are clicking to assist with webpage modifications to expedite the user experience.
- Multi-language support - Google Translate or other translation engine integration.
- Full ADA compliance.
- Social media integration to include Facebook, Twitter, Instagram, LinkedIn.
- Identification and archival of obsolete pages and data.
- Development of web publishing policies and approval workflows.

Content to include, but not limited to:

- Target Industries
- Interactive maps
- Employers
- Announcements
- Local municipalities
- Bridge 4 Business program
- Staff/departments/leadership
- Interactive Cost of Living calculator
- Jobs Board
- Properties
- Quality of Life
- Some content currently published on the RCEDO site

Security/Authorization

The Security/Authorization model should include:

- Active Directory/Office 365 integration for single sign on.
- Ability to centrally add and manage users and specify access rights.
- Ability to create groups with different access rights.
- Ability to limit certain group members from specific content and content management functionality.
- Ability to manage logged in users.
- Publishing Workflow with ability to customize by security group and user.
- Audit trail and reports of changes to the content within the CMS.

Training

RCEDO will employ the “Train the Trainer” approach which will require the successful vendor to assist in the initial development of a training course(s) on the CMS content editing and workflow as well as any custom-designed website modules or applications. The vendor will work with the Marketing Manager and other identified staff of RCEDO in the development of the course(s).

IV. Requirements List

Existing and desired functionality include:

- URL re-write capability, friendly URLs.
- SSL integration.
- Secure platform with frequent, pro-active updates.
- Ability to develop and integrate custom modules or extensions:
 - Marketing Sliders – Home page & internal pages visual slider of information from events to news and information.
 - News & Events.
 - Featured Stories – Home page & internal pages.
 - Newsletters sign-up/registration.
 - 3rd-party API integration (properties, databases).
 - Image and document galleries.
- Ability to upload documents of various sizes.
- Ability to share content via email and social media on select pages.

All proposals must include the following to be considered in the selection process:

- Unique consistent and professional web-presence that represents RCEDO in interaction with residents, businesses and visitors.
- Point of entry for the site must represent the quality and character of RCEDO.
- Site should be designed accessibly to allow viewers with disabilities and limited computer knowledge to use the site without difficulty. The site should be Section 508 compliant to comply with the Americans with Disability Act guidelines, however the usability of the site and ability for staff to easily update the site and content contained within the website should also be considered. Compliance with the standards should not prevent any other requirements from being met.
- Site must be easy to update by non-technical RCEDO staff using the CMS.
- CMS should allow for RCEDO to be able to post unlimited amount of content at no extra cost to the organization.
- Website content management system should allow for unlimited amount of system users at no extra cost to RCEDO.

V. Qualifications

Selection of a proposal for contract is at the sole discretion of RCEDO in South Carolina. Only those vendors meeting the following conditions, however, will be considered:

- Vendors demonstrating past success with economic development Website Design and Development is preferred.
- Vendor must provide at least three (3) references that the vendor has developed a website for that is currently in use. Vendor must provide:

- Contact Name
- Title
- Organization
- Address
- Phone
- Web Address

Fee and Award of Contract

A separate Cost Proposal shall be uploaded in the corresponding section in “Requested Information”. Proposal should include a total not to exceed contract proposal amount. Please be explicit in listing and describing service or items not covered in the proposal fee amount. Proposal fee should be broken down to include major fee categories including design, development, hosting, training, post-launch support and maintenance, hosting fees, etc.

Upon selection, final contract amount will be subject to negotiation to determine the exact scope of services to be provided and final contract fee amount. A contract that outlines all the relevant terms shall be executed by both parties. Please note: Selection does not guarantee award of the contract. In the event that vendor and RCEDO fail to agree to a contract, RCEDO will choose from remaining vendor applicants or release another Request for Proposal.

RCEDO reserves the right to cancel or modify the RFP in part or in its entirety at its discretion.

Submission of Proposal

Proposals should be submitted via the Richland County e-Procurement portal, “Bonfire”. Late proposals are not accepted.

RCEDO and Richland County reserve the right to request additional information from vendors after submission of proposal, including, but not limited to: additional design templates, clarification of submitted materials, and/or interviews or to allow for corrections of misinformation or omitted materials.

RCEDO and Richland County reserve the right to change proposal submission requirements and to change the due date at any point during the RFP process, upon notification of all vendors and individuals who have expressed intent to submit a proposal.

VI. Selection Process

Selection is the sole judgment of RCEDO and Richland County. RCEDO and Richland County will consider all parts of the proposal collectively, but place an emphasis on the features that the CMS contains, Accessibility, and Design. Prior experience of the vendor, and cost will also factor into the selection process.

The selection process may include an interview session to be scheduled, and RCEDO and Richland County will select the vendor that best satisfies the requirements in the RFP. Selection may not be the proposal with the lowest cost.

Selection does not guarantee a contract. After selection, RCEDO and the vendor will discuss the needs and agree on the final scope of work, contract amount, and terms of the contract. If parties fail to reach an agreement, RCEDO and Richland County are free to select another vendor from the list of proposals, cancel the RFP, or issue additional Request for Proposals.

VII. **Insurance Requirements**

See General Terms and Conditions.

Submittal Requirements and Criteria:

Please submit one technical proposal. Minimum general proposal requirements include:

- Qualifications and relevant experience of the project team
- Demonstrated understanding of scope of work and suggested approach to project
- Portfolio submitted with three (3) samples of prior comparable projects
- Capacity to perform work within schedule and budget
- Billing rates, hourly, to remain in effect for the duration of the project
- Any additional terms or conditions to which the parties may agree
- Please provide three references
- Submit a complete cost proposal for consideration

Evaluation Criteria:

- **Initial Evaluation**
- **Experience**

Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references and related items.

- **Schedule**

Ability to adhere to the schedule and delivery dates outlined in this RFP.

- **Approach**

Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement including detailed timeline and process for stakeholder engagement.

- **References**

- **Cost**

A cost proposal should be uploaded as well. It will not be used as a scoring criteria, but used in the event of an award.



Agenda Briefing

| | | | |
|------------------------------------|--|----------------------|-------------------|
| Prepared by: | Quinton Epps | Title: | Division Manager |
| Department: | Community Planning & Development | Division: | Conservation |
| Date Prepared: | November 12, 2024 | Meeting Date: | December 10, 2024 |
| Legal Review | Patrick Wright via email | Date: | November 26, 2024 |
| Budget Review | Maddison Wilkerson via email | Date: | November 18, 2024 |
| Finance Review | Stacey Hamm via email | Date: | November 20, 2024 |
| Approved for consideration: | Assistant County Administrator | Aric A Jensen, AICP | |
| Meeting/Committee | Regular Session | | |
| Subject | City of Cayce - Mitigation Bank Credit Sales | | |

RECOMMENDED/REQUESTED ACTION:

Staff recommends approval of a request from the City of Cayce requests the purchase of 2.1 wetland credits for the construction of the Karlaney Outfall Project at a rate of \$20,000.00 per credit.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|-------------------------------------|----|
| Are funds allocated in the department’s current fiscal year budget? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If not, is a budget amendment necessary? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

These mitigation credit sales will generate \$42,000.00 of which \$39,480.00 will be returned to the Penny Program and \$2,520.00 will be paid to Eco-Capital, LLC for management fees.

Applicable department/grant key and object codes: Fund: 1233
 Cost Center: 1000
 Revenue Category: Proceeds from sale capital assets

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Not applicable.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

None applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Staff requests approval for the sale of mitigation bank credits from the Mill Creek Mitigation Bank (MCMB) to the recommended entity and amounts to fulfill their permitting requirements.

The total combined transaction value is \$42,000.00 of which \$39,480.00 will be returned to the Penny Program and \$2,520.00.00 will be paid to Eco-Capital, LLC for management fees. The County's current credit ledger balance is as follows:

| Credit Type | Released County Credits | County Credits Used or Sold | County Reserved Credits | Available County Credits |
|-------------|-------------------------|-----------------------------|-------------------------|--------------------------|
| Wetland | 800.000 | 280.825 | 97.40 | 421.775 |
| Stream | 30,000.000 | 26,872.00 | 3,099.70 | 28.00 |

Interim Transportation Director Maloney estimates as currently constituted, the remaining projects in the Transportation Penny program will require 100 wetland credits and 3,400 stream credits before the subtraction of 2.60 wetland and 300.30 stream credits for the Spears Creek Church Road Penny Program project. With the recent passage of the referendum to extend the Transportation Penny, Transportation staff will need to reassess wetland and stream credit needs in the upcoming months. However, given the relatively small number of credits requested in comparison to the surplus balance, staff is comfortable recommending approval for the sale of 2.1 wetland credits from the County Credits. This will bring the County's current credit ledger balance to the following which will meet the projected need for the Penny Program:

| Credit Type | Released County Credits | County Credits Used or Sold | County Reserved Credits | Available County Credits |
|-------------|-------------------------|-----------------------------|-------------------------|--------------------------|
| Wetland | 800.000 | 282.925 | 97.40 | 419.675 |
| Stream | 30,000.000 | 26,872.30 | 3,099.70 | 28.00 |

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

The Mill Creek Mitigation Bank (MCMB) has met and continues to meet portions of all six (6) of the Strategic Goals in the Strategic Planning Report for Richland County dated June 29, 2022 as outlined below:

Goal: Foster Good Governance

Objectives: Develop realistic and achievable goals; Create a shared vision with agreement by County leadership; Collaborate with other governments

Goal: Invest in Economic Development

Objective: Create high paying jobs from planning growth and strategic economic development projects

Goal: Commit to Fiscal Responsibility

Objective: Establish process to prioritize initiatives to align with available resources.

Goal: Plan for Growth through Inclusive and Equitable Infrastructure

Objective: Establish plans and success metrics that allow for smart growth

Goal: Achieve Positive Public Engagement

Objective: Champion the organization through public engagement and communication on County wins

Goal: Establish Operational Excellence

Objective: Develop metrics of accountability to for the strategic plan to achieve and maintain excellence

ATTACHMENTS:

1. Mill Creek Credit Sale Checklist
2. RC Wetland Credit Sales Agreement

MITIGATION SURPLUS CREDIT SALES AGREEMENT SUMMARY

| | |
|---|---|
| <u>Project:</u> | Karlaney Outfall Project |
| <u>Location:</u> | Lexington County, SC |
| <u>8-Digit HUC Watershed Code</u> | 03050110 (Congaree) |
| <u>Buyer:</u> | City of Cayce |
| <u>Permittee:</u> | City of Cayce |
| <u>Permittee's USACE 404 Permit #:</u> | SAC-2024-00844 |
| <u>Price Per Wetland Credit:</u> | \$20,000.00 |
| <u>Price Per Stream Credit:</u> | N/A |
| <u>Wetland Credits:</u> | 2.10 credits (1.05 restoration/enhancement & 1.05 preservation) |
| <u>Stream Credits:</u> | 0.00 credits |
| <u>Credit Proceeds:</u> | \$42,000.00 |
| <u>Richland County Credit Share:</u> | \$39,480.00 (94% of \$42,000.00) |
| <u>ECA Credit Share:</u> | \$2,520.00 (6% of \$42,000.00) |
| <u>Fee for Out of Primary Service Area Sale:</u> | \$0.00 |
| <u>Gross Proceeds (Inclusive of Fee for Out of Primary Service Area Sale:</u> | \$42,000.00 |
| <u>Richland County Proceeds Share:</u> | \$39,480.00 |
| <u>ECA Proceeds Share:</u> | \$2,520.00 |

AGREEMENT FOR PURCHASE AND SALE OF WETLAND MITIGATION CREDITS

THIS AGREEMENT FOR PURCHASE AND SALE OF WETLAND CREDITS (this "Agreement") is dated this ____ day of ____, 2024 by and between RICHLAND COUNTY and the owner and operator of a stream and wetland mitigation bank commonly known as the Mill Creek Mitigation Bank ("Seller"), and the City of Cayce ("Purchaser").

RECITALS

A. The Mill Creek Mitigation Bank (the "Bank") was approved and is being operated pursuant to that certain Final Mitigation Banking Instrument: Mill Creek Mitigation Bank, dated December 22, 2015, United States Army Corps of Engineers - Charleston District (the "Corps") permit number SAC-2014-00222 (the "MBI");

B. Pursuant to the MBI, the Bank may offer wetland and stream credits for sale as compensation for unavoidable adverse impacts to, or for the loss of, among other things, jurisdictional waters of the United States, including wetlands and streams, and other natural habitats and ecosystems, located within that certain geographical service area more particularly depicted on the attached Exhibit A (the "Service Area");

C. Purchaser desires to procure compensatory mitigation in connection with the project known as "Karloney Outfall Project" (the "Purchaser's Project") pursuant to USACE Charleston District file number SAC-2024-00844; and,

D. Purchaser desires to purchase from Seller, and Seller desires to sell to Purchaser, wetland mitigation credits pursuant to the terms and conditions set forth herein.

AGREEMENT

In consideration of the foregoing and the mutual promises, covenants, agreements and obligations of the parties contained in this Agreement, the adequacy and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, Seller and Purchaser agree as follows:

1. **Recitals.** The recitals to this Agreement are herein incorporated by reference and made an integral part hereof.

2. Sale of Credits. Seller hereby sells to Purchaser, and Purchaser hereby purchases from Seller (a) ONE AND FIVE HUNDREDTH (1.05) wetland restoration/non-buffer enhancement credits and ONE AND FIVE HUNDREDTH (1.05) wetland preservation credits (together, the "Wetland Credits") from the Bank based on the terms and conditions contained herein.

Upon execution of this Agreement by both parties, Seller shall provide Purchaser with an invoice for the Purchase Price (as defined in Section 3 below) and Purchaser shall remit payment per the instructions provided with the invoice within 14 days of receipt of such invoice. Upon receipt of such payment, Seller will hold Wetland Credits on its ledger for the benefit of Purchaser until such time as Purchaser provides written notice to Seller to deliver the Wetland Credits as provided in Section 4 below (the "Written Notice to Deliver the Wetland Credits"). For avoidance of doubt, upon receipt by Seller of the Purchase Price, the sale of the Wetland Credits to Purchaser shall be final, and shall not be contingent upon receipt by Purchaser of the approval of the Purchaser Project by the applicable regulatory authorities, or upon any other matter.

3. Purchase Price. The purchase price for the Wetland Credits shall be TWENTY THOUSAND and 00/100 Dollars (\$20,000.00) for each Wetland Credit, for a total purchase price for the Wetland Credits of FORTY-TWO THOUSAND and 00/100 Dollars (\$42,000.00) (the "Purchase Price"). Upon payment of the Purchase Price in full, neither Purchaser, nor its successors, assignees or designees shall be liable for the payment to Seller of any other consideration or fee in connection with the sale of the Wetland Credits.

4. Delivery of Wetland Credits. Upon receipt of the Written Notice to Deliver the Wetland Credits, Seller shall:

(a) notify the Corps of the completion of the sale using such documentation as required by the Corps necessary to transfer the Wetland Credits to Purchaser in accordance with Corps policies and procedures and the terms of this Agreement, with a copy delivered to Purchaser; and

(b) deliver to Purchaser a bill of sale for the Wetland Credits in substantially the same form as Exhibit B attached hereto.

5. Representations, Warranties and Covenants. Seller hereby warrants and represents to, and covenants with, Purchaser as follows:

(a) Seller expressly represents, warrants, and covenants the matters set forth as Recitals A and B.

(b) Seller has a sufficient number of credits in the Bank to consummate the transactions contemplated herein.

(c) Seller has full power and authority to convey the Wetland Credits to Purchaser and to consummate the transactions contemplated herein.

(d) Seller shall deliver the Wetland Credits to Purchaser free and clear of any liens, security interests or other encumbrances.

(e) There is no pending or threatened action or proceeding affecting Seller before any court, governmental agency, or arbitrator that would adversely affect Seller's ability to comply with its obligations hereunder.

(f) Seller hereby covenants and agrees with Purchaser that Seller shall not sell any number of credits in the Bank that would prevent the consummation of the transactions contemplated herein.

(g) Seller shall be solely responsible, at its sole cost and expense, for compliance with the requirements of this Agreement and with all statutes, regulations, and other requirements applicable to the operation, management, and maintenance of the Bank.

(h) That the execution and delivery of this Agreement on behalf of Seller has been duly authorized and such execution and delivery shall constitute the valid and binding agreement of Seller and is enforceable in accordance with its terms.

(i) All of Seller's representations, warranties, and covenants herein shall survive the termination of this Agreement and the delivery of the bill or bills of sale pursuant to this Agreement.

6. Miscellaneous

(a) Notices. Any notice, demand or request which is required or permitted hereunder shall be deemed effective when hand delivered, sent by a receipted overnight delivery service, or mailed, via certified mail, to the following addresses:

Seller: Richland County
 Attn: Quinton Epps
 2020 Hampton St, 3rd Floor Rm 3063A
 Columbia, SC 29205

With a copy to:

Eco-Capital Advisors, LLC
Attn: Brian Normanly
3560 Lenox Road NE, Suite 1475
Atlanta, GA 30326

Purchaser: City of Cayce
Attn: Jim Crosland
1800 12th Street
Cayce, SC 29033

With a copy to:

The parties may change the address for notices by delivery of a change of address to the other party in accordance with the requirements set forth above.

(b) Brokerage Commission. Seller and Purchaser each warrant to the other that no broker, agent, salesman or similar person is entitled to a commission or other fee in connection with this transaction, except for a commission owed by Seller to Eco-Capital Advisors, LLC ("ECA"), which shall be paid by Seller via a separate agreement with ECA.

(c) Entire Agreement; Modification. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and neither Party shall be bound by representations except as set forth in this Agreement. There are no other agreements or understandings, written or oral, between the parties with regard to the subject matter of this Agreement. This Agreement shall not be modified or amended except by a written document executed by both parties.

(d) Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, with the proper venue being Richland County, except to the extent that any applicable federal law or regulation shall supersede South Carolina law in relation to the matters set forth in this Agreement.

(e) Compliance with Applicable Laws. Both parties shall comply with all applicable federal, state, and local laws, rules, regulations, and orders in the conduct of their obligations hereunder.

(f) Severability. The provisions of this Agreement shall be deemed severable and, if any term herein shall be held invalid, illegal, or unenforceable, the remainder of this Agreement shall continue to be effective and binding on the parties.

(g) Additional Assurances. Both of the parties agree to execute and deliver any other document or documents that may be requested from time to time by the other party necessary to perform such party's obligations under this Agreement.

(h) Attorney's Fees. If legal action is commenced by either party to enforce its rights under this Agreement, the substantially prevailing party in such action shall be entitled to recover reasonable costs incurred by it, including, but not limited to, reasonable attorneys' fees and costs, in addition to any other relief granted.

(i) Nature of Wetland Credits. The sale and conveyance of the Wetland Credits pursuant to this Agreement shall not constitute the conveyance or transfer of any right, interest, or ownership of real property or the Bank, nor shall such conveyance impose upon Purchaser any obligation, duty, or liability arising from or incident to ownership of an interest in real property.

(j) Assignability. Except as provided below, neither party hereto may assign its rights and obligations hereunder to any third-party entity without the prior written consent of the other, which may be withheld in the other party's sole discretion. Notwithstanding the foregoing sentence, Seller may assign this Agreement to a third-party entity which (i) purchases the Bank from Seller and assumes the rights, duties, and obligations of "bank sponsor" thereunder, and (ii) assumes in writing the obligations of Seller under this Agreement. Purchaser shall not have the right to consent to an assignment of the type described in the preceding sentence, but Seller shall provide Purchaser written notice of such assignment within 10 days following such assignment. Purchaser may assign its rights and obligations hereunder to any successor in interest of Purchaser or any entity that purchases all or part of the Purchaser's Project provided that party assumes the duties and obligation connected to the Credits, any requirements tied to USACE Charleston District file number SAC-2016-00617, and any state and federal permits related to the Purchaser's Project including, but not limited to, the ACE 404 permit applicable to the Purchaser's Project.

(k) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which shall together constitute one and the same Agreement. Signed signature pages may be transmitted by facsimile or email and any such signature or electronic signature shall have the same legal effect as an original.

WITNESS the following authorized signatures:

SELLER: RICHLAND COUNTY

By: _____

Printed:

Its:

PURCHASER: City of Cayce

By:  _____

Printed: James Cosens

Its: 

EXHIBIT A

[Attach map of Service Area]

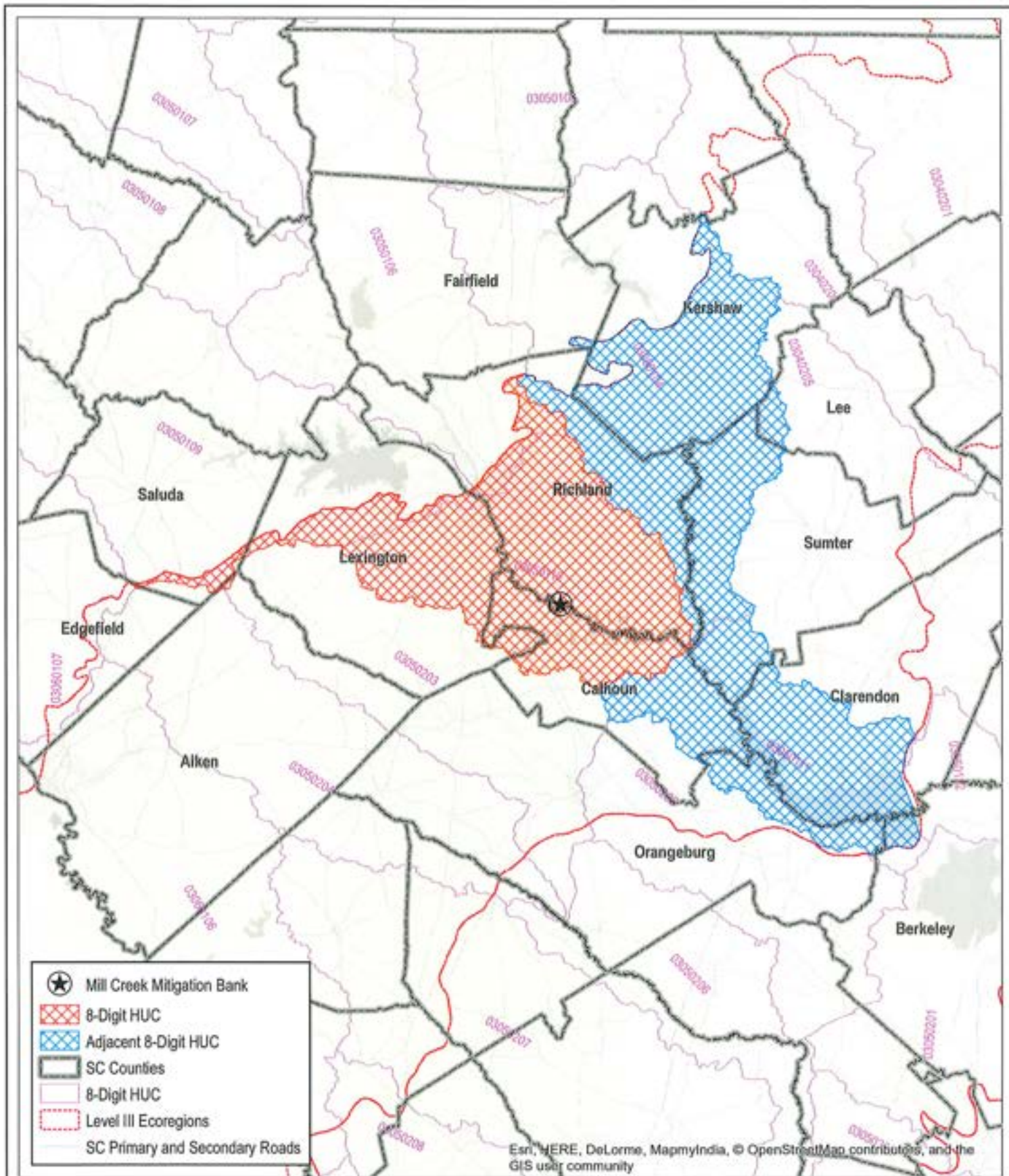


Figure 16: Service Area Map
 Mill Creek Mitigation Bank
 Richland County, South Carolina
 Source: ESRI, USGS, EPA
 Date: July 2016

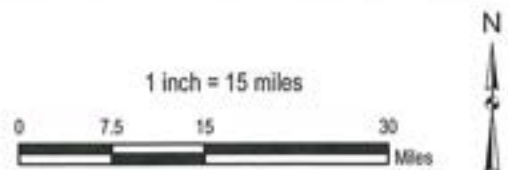


EXHIBIT B

BILL OF SALE

THIS BILL OF SALE is made as of the ____ day of ___, 2024, by MILL CREEK MITIGATION BANK ("Seller"), and CITY OF CAYCE ("Purchaser").

Seller and Purchaser have entered into that certain Agreement for Purchase and Sale of Wetland Mitigation Credits dated _____, 2024 (the "Agreement"), the terms of which are incorporated herein by reference and made a part hereof, with respect to the sale by Seller and the purchase by Purchaser of Wetland Credits (as defined in the Agreement) held in Seller's Mill Creek Mitigation Bank, Richland County, South Carolina.

In consideration of the Purchase Price (as defined in the Agreement) and other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, Seller hereby sells, transfers, assigns, conveys, delivers, and sets over to Purchaser, its successors, or assigns, TWO AND ONE TENTH (2.10) wetland credits, to have and hold all such Wetland Credits, forever. Witness the following authorized signature:

Richland County

By: _____

Printed:

Its:



Agenda Briefing

| | | | |
|------------------------------------|---|----------------------|-------------------|
| Prepared by: | Quinton Epps | Title: | Division Manager |
| Department: | Community Planning & Development | Division: | Conservation |
| Date Prepared: | November 12, 2024 | Meeting Date: | November 19, 2024 |
| Legal Review | Patrick Wright via email | Date: | November 26, 2024 |
| Budget Review | Maddison Wilkerson via email | Date: | November 19, 2024 |
| Finance Review | Stacey Hamm via email | Date: | November 19, 2024 |
| Approved for consideration: | Assistant County Administrator | Aric A Jensen, AICP | |
| Meeting/Committee | Regular Session | | |
| Subject | Blythewood Industrial Park - Mitigation Bank Credit Sales | | |

RECOMMENDED/REQUESTED ACTION:

Staff recommends approval of a request from BCP Blythewood, LLC to purchase 5.243 wetland credits for the construction of the Blythewood Industrial Park Site at a rate of \$20,000.00 per credit.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|-------------------------------------|----|
| Are funds allocated in the department’s current fiscal year budget? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If not, is a budget amendment necessary? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

These mitigation credit sales will generate \$104,860.00 of which \$98,568.40 will be returned to the Economic Development Program which purchased these credits in 2023; \$6,291.60 will be paid to Eco-Capital, LLC for management fees.

Applicable department/grant key and object codes: Fund: 1240 – Economic Development
Cost Center: 1150 – Economic Development
Revenue Category: Proceeds from sale of capital assets

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Not applicable.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

None applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Staff requests approval for the sale of mitigation bank credits from the Mill Creek Mitigation Bank (MCMB) to the recommended entity and amounts to fulfill their permitting requirements.

The total combined transaction value is \$104,860.00 of which \$98,568.40 will be returned to the Economic Development Program and \$6,291.60 will be paid to Eco-Capital, LLC for management fees. The current credit ledger balance for Economic Development is as follows:

| Credit Type | Released Credits | Credits Used or Sold | Reserved Credits | Available Credits |
|-------------|------------------|----------------------|------------------|-------------------|
| Wetland | 572.65 | 0.0 | 0.0 | 572.65 |
| Stream | 42,510.23 | 42,510.23 | 0.0 | 0.0 |

These credits will be used to offset the impacts to wetlands for the development of the Blythewood Development Park. This will bring the Economic Development Program current credit ledger balance to the following:

| Credit Type | Released Credits | Credits Used or Sold | Reserved Credits | Available Credits |
|-------------|------------------|----------------------|------------------|-------------------|
| Wetland | 572.65 | 5.243 | 0.0 | 567.407 |
| Stream | 42,510.23 | 42,510.23 | 0.0 | 0.0 |

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

The Mill Creek Mitigation Bank (MCMB) has met and continues to meet portions of all six (6) of the Strategic Goals in the Strategic Planning Report for Richland County dated June 29, 2022 as outlined below:

Goal: Foster Good Governance

Objectives: Develop realistic and achievable goals; Create a shared vision with agreement by County leadership; Collaborate with other governments

Goal: Invest in Economic Development

Objective: Create high paying jobs from planning growth and strategic economic development projects

Goal: Commit to Fiscal Responsibility

Objective: Establish process to prioritize initiatives to align with available resources.

Goal: Plan for Growth through Inclusive and Equitable Infrastructure

Objective: Establish plans and success metrics that allow for smart growth

Goal: Achieve Positive Public Engagement

Objective: Champion the organization through public engagement and communication on County wins

Goal: Establish Operational Excellence

Objective: Develop metrics of accountability to for the strategic plan to achieve and maintain excellence

ATTACHMENTS:

1. Mill Creek Credit Sale Checklist - Blythewood Industrial Park
2. RC Wetland Credit Sales Agreement - Blythewood Industrial Park

MITIGATION SURPLUS CREDIT SALES AGREEMENT SUMMARY

| | |
|---|--|
| <u>Project:</u> | Blythewood Industrial Park Site |
| <u>Location:</u> | Richland County, SC |
| <u>8-Digit HUC Watershed Code</u> | 030500106 (Lower Broad) |
| <u>Buyer:</u> | BCP Blythewood, LLC |
| <u>Permittee:</u> | Brookwood Capital Partners |
| <u>Permittee's USACE 404 Permit #:</u> | SAC-2024-00521 |
| <u>Price Per Wetland Credit:</u> | \$20,000.00 |
| <u>Price Per Stream Credit:</u> | N/A |
| <u>Wetland Credits:</u> | 5.243 credits (2.622 restoration/enhancement & 2.621 preservation) |
| <u>Stream Credits:</u> | 0.00 credits |
| <u>Credit Proceeds:</u> | \$104,860.00 |
| <u>Richland County Credit Share:</u> | \$98,568.40 (94% of \$104,860.00) |
| <u>ECA Credit Share:</u> | \$6,291.60 (6% of \$104,860.00) |
| <u>Fee for Out of Primary Service Area Sale:</u> | \$0.00 |
| <u>Gross Proceeds (Inclusive of Fee for Out of Primary Service Area Sale:</u> | \$104,860.00 |
| <u>Richland County Proceeds Share:</u> | \$98,568.40 |
| <u>ECA Proceeds Share:</u> | \$6,291.60 |

AGREEMENT FOR PURCHASE AND SALE OF WETLAND MITIGATION CREDITS

THIS AGREEMENT FOR PURCHASE AND SALE OF WETLAND CREDITS (this "Agreement") is dated this 5 day of Nov, 2024 by and between RICHLAND COUNTY and the owner and operator of a stream and wetland mitigation bank commonly known as the Mill Creek Mitigation Bank ("Seller"), and ~~Brookwood Capital Partners~~ ("Purchaser").

RECITALS

A. The Mill Creek Mitigation Bank (the "Bank") was approved and is being operated pursuant to that certain Final Mitigation Banking Instrument: Mill Creek Mitigation Bank, dated December 22, 2015, United States Army Corps of Engineers - Charleston District (the "Corps") permit number SAC-2014-00222 (the "MBI");

B. Pursuant to the MBI, the Bank may offer wetland and stream credits for sale as compensation for unavoidable adverse impacts to, or for the loss of, among other things, jurisdictional waters of the United States, including wetlands and streams, and other natural habitats and ecosystems, located within that certain geographical service area more particularly depicted on the attached Exhibit A (the "Service Area");

C. Purchaser desires to procure compensatory mitigation in connection with the project known as "Blythewood Industrial Park Site" (the "Purchaser's Project") pursuant to USACE Charleston District file number SAC-2024-00521; and,

D. Purchaser desires to purchase from Seller, and Seller desires to sell to Purchaser, wetland mitigation credits pursuant to the terms and conditions set forth herein.

AGREEMENT

In consideration of the foregoing and the mutual promises, covenants, agreements and obligations of the parties contained in this Agreement, the adequacy and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, Seller and Purchaser agree as follows:

1. Recitals. The recitals to this Agreement are herein incorporated by reference and made an integral part hereof.

2. Sale of Credits. Seller hereby sells to Purchaser, and Purchaser hereby purchases from Seller (a) TWO AND SIX HUNDRED TWENTY-TWO THOUSANDTH (2.622) wetland restoration/non-buffer enhancement credits and TWO AND SIX HUNDRED TWENTY-ONE THOUSANDTH (2.621) wetland preservation credits (together, the "Wetland Credits") from the Bank based on the terms and conditions contained herein.

Upon execution of this Agreement by both parties, Seller shall provide Purchaser with an invoice for the Purchase Price (as defined in Section 3 below) and Purchaser shall remit payment per the instructions provided with the invoice within 14 days of receipt of such invoice. Upon receipt of such payment, Seller will hold Wetland Credits on its ledger for the benefit of Purchaser until such time as Purchaser provides written notice to Seller to deliver the Wetland Credits as provided in Section 4 below (the "Written Notice to Deliver the Wetland Credits"). For avoidance of doubt, upon receipt by Seller of the Purchase Price, the sale of the Wetland Credits to Purchaser shall be final, and shall not be contingent upon receipt by Purchaser of the approval of the Purchaser Project by the applicable regulatory authorities, or upon any other matter.

3. Purchase Price. The purchase price for the Wetland Credits shall be TWENTY THOUSAND and 00/100 Dollars (\$20,000.00) for each Wetland Credit, for a total purchase price for the Wetland Credits of ONE HUNDRED FOUR THOUSAND EIGHT HUNDRED SIXTY AND 00/100 DOLLARS (\$104,860.00) (the "Purchase Price"). Upon payment of the Purchase Price in full, neither Purchaser, nor its successors, assignees or designees shall be liable for the payment to Seller of any other consideration or fee in connection with the sale of the Wetland Credits.

4. Delivery of Wetland Credits. Upon receipt of the Written Notice to Deliver the Wetland Credits, Seller shall:

(a) notify the Corps of the completion of the sale using such documentation as required by the Corps necessary to transfer the Wetland Credits to Purchaser in accordance with Corps policies and procedures and the terms of this Agreement, with a copy delivered to Purchaser; and

(b) deliver to Purchaser a bill of sale for the Wetland Credits in substantially the same form as Exhibit B attached hereto.

5. Representations, Warranties and Covenants. Seller hereby warrants and represents to, and covenants with, Purchaser as follows:

(a) Seller expressly represents, warrants, and covenants the matters set forth as Recitals A and B.

(b) Seller has a sufficient number of credits in the Bank to consummate the transactions contemplated herein.

(c) Seller has full power and authority to convey the Wetland Credits to Purchaser and to consummate the transactions contemplated herein.

(d) Seller shall deliver the Wetland Credits to Purchaser free and clear of any liens, security interests or other encumbrances.

(e) There is no pending or threatened action or proceeding affecting Seller before any court, governmental agency, or arbitrator that would adversely affect Seller's ability to comply with its obligations hereunder.

(f) Seller hereby covenants and agrees with Purchaser that Seller shall not sell any number of credits in the Bank that would prevent the consummation of the transactions contemplated herein.

(g) Seller shall be solely responsible, at its sole cost and expense, for compliance with the requirements of this Agreement and with all statutes, regulations, and other requirements applicable to the operation, management, and maintenance of the Bank.

(h) That the execution and delivery of this Agreement on behalf of Seller has been duly authorized and such execution and delivery shall constitute the valid and binding agreement of Seller and is enforceable in accordance with its terms.

(i) All of Seller's representations, warranties, and covenants herein shall survive the termination of this Agreement and the delivery of the bill or bills of sale pursuant to this Agreement.

6. Miscellaneous

(a) Notices. Any notice, demand or request which is required or permitted hereunder shall be deemed effective when hand delivered, sent by a receipted overnight delivery service, or mailed, via certified mail, to the following addresses:

Seller: Richland County
 Attn: Quinton Epps
 2020 Hampton St, 3rd Floor Rm 3063A
 Columbia, SC 29205

With a copy to:

Eco-Capital Advisors, LLC
Attn: Brian Normanly
3560 Lenox Road NE, Suite 1475
Atlanta, GA 30326

Purchaser: ~~Brookwood Capital Partners~~
~~Attn: Lindsay Sewell~~
~~400 W. North Street~~
~~Raleigh, NC 27603~~

BCP Blythehood, LLC
PO Box 6242
Raleigh, NC 27628

With a copy to:

Paul Pettigrew
1823 Quiver Road
Chester, SC 29706

The parties may change the address for notices by delivery of a change of address to the other party in accordance with the requirements set forth above.

(b) Brokerage Commission. Seller and Purchaser each warrant to the other that no broker, agent, salesman or similar person is entitled to a commission or other fee in connection with this transaction, except for a commission owed by Seller to Eco-Capital Advisors, LLC ("ECA"), which shall be paid by Seller via a separate agreement with ECA.

(c) Entire Agreement; Modification. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and neither Party shall be bound by representations except as set forth in this Agreement. There are no other agreements or understandings, written or oral, between the parties with regard to the subject matter of this Agreement. This Agreement shall not be modified or amended except by a written document executed by both parties.

(d) Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, with the proper venue being Richland County, except to the extent that any applicable federal law or regulation shall supersede South Carolina law in relation to the matters set forth in this Agreement.

(e) Compliance with Applicable Laws. Both parties shall comply with all applicable federal, state, and local laws, rules, regulations, and orders in the conduct of their obligations hereunder.

(f) Severability. The provisions of this Agreement shall be deemed severable and, if any term herein shall be held invalid, illegal, or unenforceable, the remainder of this Agreement shall continue to be effective and binding on the parties.

(g) Additional Assurances. Both of the parties agree to execute and deliver any other document or documents that may be requested from time to time by the other party necessary to perform such party's obligations under this Agreement.

(h) Attorney's Fees. If legal action is commenced by either party to enforce its rights under this Agreement, the substantially prevailing party in such action shall be entitled to recover reasonable costs incurred by it, including, but not limited to, reasonable attorneys' fees and costs, in addition to any other relief granted.

(i) Nature of Wetland Credits. The sale and conveyance of the Wetland Credits pursuant to this Agreement shall not constitute the conveyance or transfer of any right, interest, or ownership of real property or the Bank, nor shall such conveyance impose upon Purchaser any obligation, duty, or liability arising from or incident to ownership of an interest in real property.

(j) Assignability. Except as provided below, neither party hereto may assign its rights and obligations hereunder to any third-party entity without the prior written consent of the other, which may be withheld in the other party's sole discretion. Notwithstanding the foregoing sentence, Seller may assign this Agreement to a third-party entity which (i) purchases the Bank from Seller and assumes the rights, duties, and obligations of "bank sponsor" thereunder, and (ii) assumes in writing the obligations of Seller under this Agreement. Purchaser shall not have the right to consent to an assignment of the type described in the preceding sentence, but Seller shall provide Purchaser written notice of such assignment within 10 days following such assignment. Purchaser may assign its rights and obligations hereunder to any successor in interest of Purchaser or any entity that purchases all or part of the Purchaser's Project provided that party assumes the duties and obligation connected to the Credits, any requirements tied to USACE Charleston District file number SAC-2016-00617, and any state and federal permits related to the Purchaser's Project including, but not limited to, the ACE 404 permit applicable to the Purchaser's Project.

(k) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which shall together constitute one and the same Agreement. Signed signature pages may be transmitted by facsimile or email and any such signature or electronic signature shall have the same legal effect as an original.

WITNESS the following authorized signatures:

SELLER: RICHLAND COUNTY

By: _____

Printed:

Its:

PURCHASER: ~~Brookwood Capital Partners~~ *BCP Blythewood, LLC*

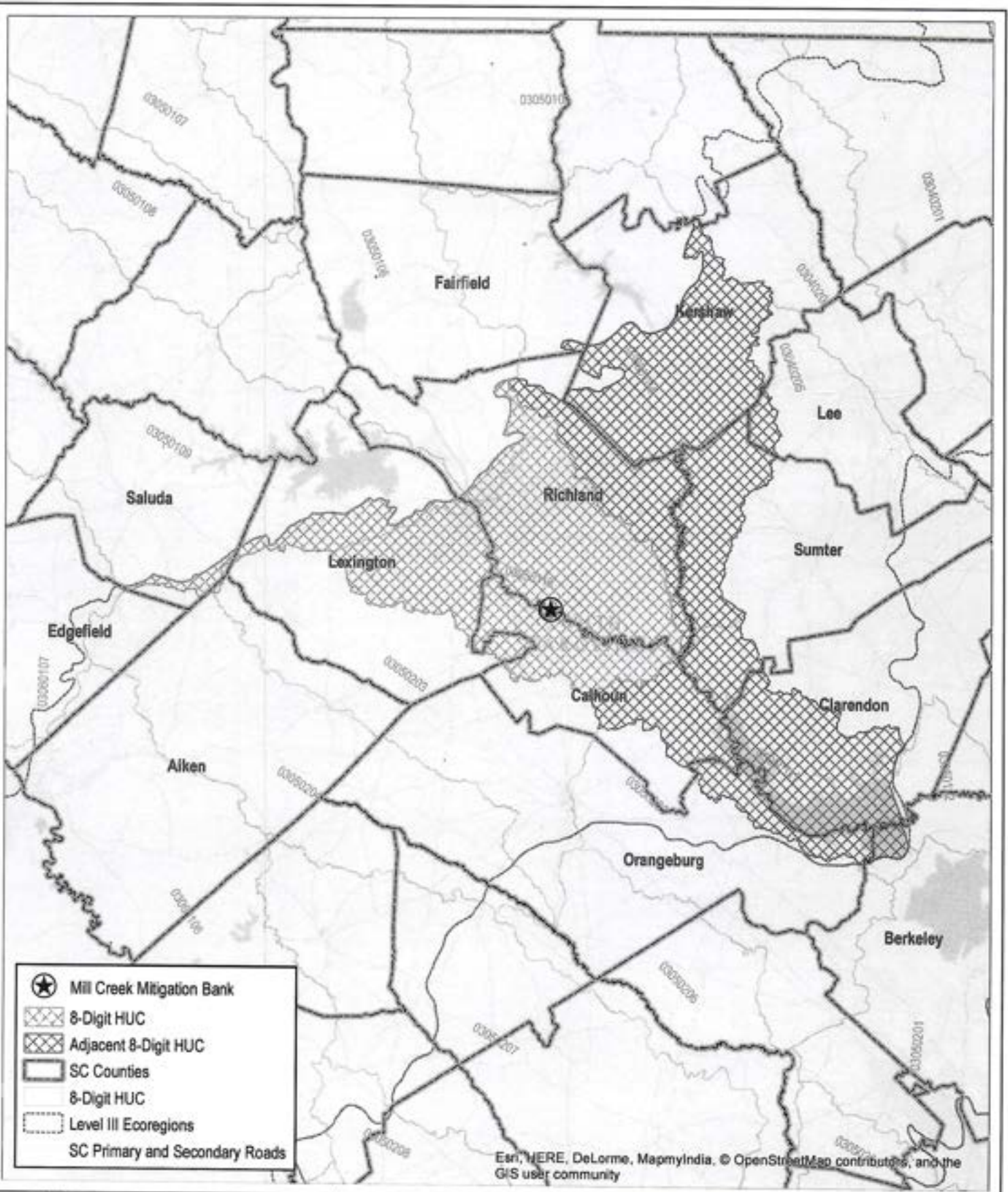
By: *LFS*

Printed: *Lindsay F Sewell*

Its: *Manager*

EXHIBIT A

[Attach map of Service Area]



| | |
|--|--------------------------------|
| | Mill Creek Mitigation Bank |
| | 8-Digit HUC |
| | Adjacent 8-Digit HUC |
| | SC Counties |
| | 8-Digit HUC |
| | Level III Ecoregions |
| | SC Primary and Secondary Roads |

Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community

TIDEWATER
 A **JMT** Division
 962 Houston Northcut Blvd., Suite 100
 Mount Pleasant, SC 29464
 Ph: (843) 596-2624 Fax: (843) 596-4326
 www.JMT.com

Figure 16: Service Area Map
 Mill Creek Mitigation Bank
 Richland County, South Carolina
 Source: ESRI, USGS, EPA
 Date: July 2016

1 inch = 15 miles

0 7.5 15 30 Miles

EXHIBIT B

BILL OF SALE

THIS BILL OF SALE is made as of the ____ day of ___, 2024, by MILL CREEK MITIGATION BANK ("Seller"), and ~~BROOKWOOD CAPITAL PARTNERS~~ ("Purchaser").
BCP Blytheville, LLC

Seller and Purchaser have entered into that certain Agreement for Purchase and Sale of Wetland Mitigation Credits dated _____, 2024 (the "Agreement"), the terms of which are incorporated herein by reference and made a part hereof, with respect to the sale by Seller and the purchase by Purchaser of Wetland Credits (as defined in the Agreement) held in Seller's Mill Creek Mitigation Bank, Richland County, South Carolina.

In consideration of the Purchase Price (as defined in the Agreement) and other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, Seller hereby sells, transfers, assigns, conveys, delivers, and sets over to Purchaser, its successors, or assigns, FIVE AND TWO HUNDRED FORTY-THREE THOUSANDTH (5,243) wetland credits, to have and hold all such Wetland Credits, forever. Witness the following authorized signature:

Richland County

By: _____

Printed:

Its:

Richland County Council Request for Action

Subject:

An Ordinance authorizing the execution and delivery of an amendment to the infrastructure credit agreement by and between Richland County, South Carolina, and Gable Oaks Housing Associates LP; and other related matters

Notes:

First Reading: October 1, 2024

Second Reading: November 19, 2024

Third Reading: December 10, 2024 {Tentative}

Public Hearing: December 10, 2024

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. _____

**AUTHORIZING THE EXECUTION AND DELIVERY OF AN
AMENDMENT TO THE INFRASTRUCTURE CREDIT AGREEMENT BY
AND BETWEEN RICHLAND COUNTY, SOUTH CAROLINA, AND
GABLE OAKS HOUSING ASSOCIATES LP; AND OTHER RELATED
MATTERS.**

WHEREAS, Richland County, South Carolina (“County”), acting by and through its County Council (“County Council”) entered into an Infrastructure Credit Agreement effective as of January 1, 2021 (“Agreement”), with Gable Oaks Housing Associates LP (“Company”) pursuant to the provisions of Title 4, Chapter 1 of the Code of Laws of South Carolina, 1976, as amended (“Act”);

WHEREAS, pursuant to the Agreement the Company committed to (i) acquire and substantially rehabilitate an affordable housing project in the County known as Gable Oaks Apartments (“Project”) consisting of a total investment of greater than \$20,000,000, of which \$6,000,000 was to be expended to rehabilitated and improve the Project (“Company Commitment”) on or before December 31, 2024 (“Certification Date”) and (ii)(A) operate the Project as an affordable housing project, (B) maintain the Project in a safe and secure condition for the residents, and (C) promptly address any code violations;

WHEREAS, based on the Company’s commitments and as authorized under the Act, the County located the project in the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County, South Carolina and agreed to provide credits (“Infrastructure Credits”) against the Company’s fee payments with respect to the Project;

WHEREAS, the Company notified the County that it would not fully-achieve the Company Commitment by the Certification Date and does not presently expect to fully-achieve the Company Commitment due to a change in the Company’s expectations that it would finance the rehabilitation and improvements to the Project through the use of low-income housing tax credits; provided, however, the Company has at all times met its other commitments to (i) operate the Project as an affordable housing project, (ii) maintain the Project in a safe and secure condition for the residents, and (iii) promptly address any code violations; and

WHEREAS, the County and the Company have negotiated a reduction in the term of the Infrastructure Credits and desire to enter into an amendment to the Agreement (“Amendment”), the substantially final form of which is attached hereto as Exhibit A, to memorialize the modification to the term of the Infrastructure Credit;

NOW THEREFORE, BE IT ORDAINED, by the County Council as follows:

Section 1. *Authorization to Execute and Deliver Amendment.* The reduction of the term of the Infrastructure Credit is hereby approved and the form, terms and provisions of the Amendment is approved. All of the Amendment’s terms and conditions are incorporated in this Ordinance by reference. The Chair of County Council (“Chair”) is authorized and directed to execute the Amendment in the name of and on behalf of the County, subject to the approval of any revisions or changes as are not materially adverse to the County by the County Administrator and counsel to the County, and the Clerk to County Council is hereby authorized and directed to attest the Amendment and to deliver the Amendment to the Company.

Section 2. *Further Assurances.* County Council confirms the authority of the Chair, the County Administrator, the Director of Economic Development, the Clerk to County Council, and various other County officials and staff, acting at the direction of the Chair, the County Administrator, the Director of Economic Development, as appropriate, to take whatever further action and to negotiate, execute and

deliver whatever further documents as may be appropriate to effect this Ordinance and the Amendment.

Section 3. *Savings Clause.* The provisions of this Ordinance are separable. If any part of this Ordinance is, for any reason, unenforceable then the validity of the remainder of this Ordinance is unaffected.

Section 4. *General Repealer.* Any prior ordinance, resolution, or order, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Section 5. *Effectiveness.* This Ordinance is effective after its third reading and public hearing.

RICHLAND COUNTY, SOUTH CAROLINA

Chair, Richland County Council

(SEAL)
ATTEST:

Clerk of Council, Richland County Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only
No Opinion Rendered As To Content

First Reading: October 1, 2024
Second Reading: November 19, 2024
Public Hearing: December 10, 2024
Third Reading: December 10, 2024

EXHIBIT A
FORM OF AMENDMENT

**FIRST AMENDMENT TO
INFRASTRUCTURE CREDIT AGREEMENT**

This **FIRST AMENDMENT TO INFRASTRUCTURE CREDIT AGREEMENT** (this "**Amendment**") is made and entered into as of the ____ day of _____, 2024, by and between **RICHLAND COUNTY, SOUTH CAROLINA** ("**County**"), a body politic and corporate and political subdivision of the State of South Carolina ("**State**"), acting through the County Council of the County ("**County Council**") as the governing body of the County, and **GABLE OAKS HOUSING ASSOCIATES LP**, a South Carolina limited partnership ("**Company**"). Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement (as that term is defined below).

WITNESSETH:

WHEREAS, the Company and the County entered into that certain Infrastructure Credit Agreement effective as of January 1, 2021 (the "**Agreement**") pursuant to which the Company committed to acquire and substantially rehabilitate an affordable housing project in the County known as Gable Oaks Apartments ("**Project**") consisting of a total investment of greater than \$20,000,000, of which \$6,000,000 was to be expended to rehabilitate and improve the Project on or before December 31, 2024 ("**Certification Date**");

WHEREAS, the Company further committed to operate the Project in compliance with the Low Income Rental Restrictions, maintain the Project in a safe and secure condition for the residents and promptly address any Code Violations;

WHEREAS, based on the Company's commitments, the County agreed to provide an Infrastructure Credit against certain of the Company's Fee Payments due with respect to the Project for the Credit Term in an amount equal to 90% of the Company's annual Fee Payment due with respect to the Project;

WHEREAS, the Company notified the County that it would not achieve the Company Commitment by the Certification Date and does not presently expect to achieve the Company Commitment due to a change in the Company's expectations that it would finance the rehabilitation and improvements to the Project through the use of low-income housing tax credits;

WHEREAS, under the terms of the Agreement, the County has the right to terminate the Agreement if the Company fails to certify the Company Commitment by the Certification Date and on termination of the Agreement the Company would no longer be entitled to any further benefit under the Agreement including the receipt of the Infrastructure Credit;

WHEREAS, because the Company has met its other commitments to operate the Project in compliance with the Low Income Rental Restrictions, maintain the Project in a safe and secure condition for the residents and promptly address any Code Violations, the County has determined not to terminate the Agreement but rather to reduce the Credit Term;

WHEREAS, the County and the Company are entering into this Amendment to modify the Agreement to memorialize the reduced Credit Term subject to the conditions set forth herein; and

WHEREAS, the County has approved this Amendment by Ordinance enacted by its County Council as of [], 2024.

NOW, THEREFORE, the County and the Company hereby agree as follows:

1. Exhibit B, as referenced in Section 2.2 of the Agreement is amended by restating the **“DESCRIPTION OF INFRASTRUCTURE CREDIT”** in its entirety as follows:

Notwithstanding the Company’s failure to achieve the Company Commitment by the Certification Date, so long as the Company achieves its Interim Commitment (as defined below) on or before December 31, 2026, the Company is entitled to an Infrastructure Credit equal to 90% of the annual Fee Payment due with respect to the Project for a period of 10 years commencing with the first Fee Payment due with respect to the Project, which was property tax year 2021.

“Interim Commitment” shall mean provision of a written certification to the County (by delivery to the County’s Economic Development Department) confirming (i) the completed installation of planned exterior lighting by Dominion Energy, (ii) the expenditure of at least \$200,000 by the Owner for capital improvements and maintenance at the Project, and (iii) that any HVAC units identified as deficient or defective in the property condition assessment commissioned by the Company have been fully addressed. The Company shall include in the written certification to the County a report regarding the maintenance and replacement of HVAC units at the Project.

2. Except as modified by this Amendment, the Agreement remains in full force and effect. The parties agree that the Infrastructure Credit as modified by this Amendment shall supersede any other agreement between the parties with respect to the Infrastructure Credit.

3. Prior to the expiration of the Credit Term, the Company may request an extension of the Credit Term. The County, acting in its sole discretion, may extend the Credit Term by resolution adopted by County Council on a finding of substantial public benefit.

4. This Amendment shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of South Carolina.

5. The Company represents that the execution, delivery and performance by the individual or entity signing this Amendment on behalf of the Company has been duly authorized and approved by all requisite action on the part of the Company.

6. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and shall become binding when one or more of the counterparts have been signed by each of the parties and delivered to the other party.

7. This Amendment is effective as of the date first written above.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed as of the date first written above.

RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Name: _____
Title: _____

ATTEST:

Clerk to County Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only
No Opinion Rendered As To Content

GABLE OAKS HOUSING ASSOCIATES LP
a South Carolina limited partnership

By: Rhett Realty LLC,
its General Partner

By: Wishrock Housing Partners LLC,
its Sole Member

By: _____
Name:
Title:



REQUEST OF ACTION

Subject: FY25 - District 5 Hospitality Tax Allocations

A. Purpose

County Council is being requested to approve a total allocation of **\$5,000** for District 5.

B. Background / Discussion

For the 2024 - 2025 Fiscal Year, County Council approved designating the Hospitality Discretionary account funding totaling \$82,425.00 for each district Council member. The details of these motions are listed below:

Motion List (3rd reading) for FY17: Hospitality Tax discretionary account guidelines are as follows: (a) Establish a H-Tax discretionary account for each Council District; (b) Fund the account at the amount of \$164,850.00; (c) Council members will recommend Agencies to be funded by their allocation. Agencies and projects must meet all of the requirements in order to be eligible to receive H-Tax funds; (d) All Council recommendation for appropriations of allocations to Agencies after the beginning of the fiscal year will still be required to be taken back to Council for approval by the full Council prior to the commitment of funding. This would only require one vote.

Motion List (3rd reading) for FY25, Regular Council Meeting – June 18, 2024: Establish Hospitality Tax discretionary accounts for each district in FY25 at the amount of \$82,425. Move that up to \$300,000 of unallocated district specific H-Tax funding for FY23-24 be carried over and added to any additional funding for FY24-25.

Pursuant to Budget Memorandum 2017-1 and the third reading of the budget for FY25 each district Council member was approved \$82,425.00 to allocate funds to Hospitality Tax eligible organizations of their own discretion. As it relates to this request, District 5 H-Tax discretionary account breakdown and its potential impact is listed below:

| | |
|---------------------------------------|------------------|
| Initial Discretionary Account Funding | \$ 82,425 |
| FY2024 Remaining | \$ 7,650 |
| Congaree Vista Guild | \$ 5,000 |
| Total Allocation | \$ 5,000 |
| FY25 Approved Allocations YTD | \$ 64,800 |
| Remaining FY2025 Balance | \$ 20,275 |

C. Legislative / Chronological History

- 3rd Reading of the Budget – June 8, 2017
- Regular Session - May 15, 2018
- 3rd Reading of the Budget FY19- June 21, 2018
- 3rd Reading of the Budget FY20- June 10, 2019
- 3rd Reading of the Budget FY21- June 11, 2020
- 3rd Reading of the Budget FY22- June 10, 2021
- 3rd Reading of the Budget FY23- June 7, 2022
- 3rd Reading of the Budget FY24- June 6, 2023
- 3rd Reading of the Budget FY25- June 18, 2024

D. Alternatives

1. Consider the request and approve the allocation.
2. Consider the request and do not approve the allocation.

E. Final Recommendation

Staff does not have a recommendation regarding this as it is a financial policy decision of County Council. The funding is available to cover the request. Staff will proceed as directed.



REQUEST OF ACTION

Subject: FY25 - District 3 Hospitality Tax Allocations

A. Purpose

County Council is being requested to approve a total allocation of **\$24,000** for District 3.

B. Background / Discussion

For the 2024 - 2025 Fiscal Year, County Council approved designating the Hospitality Discretionary account funding totaling \$82,425.00 for each district Council member. The details of these motions are listed below:

Motion List (3rd reading) for FY17: Hospitality Tax discretionary account guidelines are as follows: (a) Establish a H-Tax discretionary account for each Council District; (b) Fund the account at the amount of \$164,850.00; (c) Council members will recommend Agencies to be funded by their allocation. Agencies and projects must meet all of the requirements in order to be eligible to receive H-Tax funds; (d) All Council recommendation for appropriations of allocations to Agencies after the beginning of the fiscal year will still be required to be taken back to Council for approval by the full Council prior to the commitment of funding. This would only require one vote.

Motion List (3rd reading) for FY25, Regular Council Meeting – June 18, 2024: Establish Hospitality Tax discretionary accounts for each district in FY25 at the amount of \$82,425. Move that up to \$300,000 of unallocated district specific H-Tax funding for FY23-24 be carried over and added to any additional funding for FY24-25.

Pursuant to Budget Memorandum 2017-1 and the third reading of the budget for FY25 each district Council member was approved \$82,425.00 to allocate funds to Hospitality Tax eligible organizations of their own discretion. As it relates to this request, District 3 H-Tax discretionary account breakdown and its potential impact is listed below:

| | |
|---------------------------------------|------------------|
| Initial Discretionary Account Funding | \$ 82,425 |
| FY2024 Remaining | \$113,250 |
| CA Johnson High School | \$ 24,000 |
| Total Allocation | \$ 24,000 |
| FY25 Approved Allocations YTD | \$151,000 |
| Remaining FY2025 Balance | \$ 20,675 |

C. Legislative / Chronological History

- 3rd Reading of the Budget – June 8, 2017
- Regular Session - May 15, 2018
- 3rd Reading of the Budget FY19- June 21, 2018
- 3rd Reading of the Budget FY20- June 10, 2019
- 3rd Reading of the Budget FY21- June 11, 2020
- 3rd Reading of the Budget FY22- June 10, 2021
- 3rd Reading of the Budget FY23- June 7, 2022
- 3rd Reading of the Budget FY24- June 6, 2023
- 3rd Reading of the Budget FY25- June 18, 2024

D. Alternatives

1. Consider the request and approve the allocation.
2. Consider the request and do not approve the allocation.

E. Final Recommendation

Staff does not have a recommendation regarding this as it is a financial policy decision of County Council. The funding is available to cover the request. Staff will proceed as directed.