

MOU Attachment A: WIOA REQUIRED SERVICES

| REQUIRED PARTNERS | Eligibility Deters. | Outreach & Orientation | Skills Assessments | Labor Exchange | Partner Referrals | Provision of LMI | Provision of Performance Information | Supportive Services | UI Filing | Financial Aid Assistance | Individual Career Services | Access to Training Services | Business Services |
|--|---------------------|------------------------|--------------------|----------------|-------------------|------------------|--------------------------------------|---------------------|-----------|--------------------------|----------------------------|-----------------------------|-------------------|
| Adult, DW, and Youth | x | x | x | x | x | x | x | x | | x | x | x | x |
| Adult Education/Family Literacy | | x | x | x | x | x | x | x | | x | x | x | x |
| Wagner-Peyser | | x | x | x | x | x | x | | x | x | x | | x |
| Rehab.Programs for Indiv. w/Disabilities | | x | x | | x | x | x | x | | x | x | x | x |
| Post-Sec. Career & Tech. Ed. (Perkins) | | x | x | | x | x | | x | | x | x | x | x |
| CSBG Employment and Training | | x | | | x | | | x | | | | x | |
| Native American Programs | | | | | | | | | | | | | |
| HUD Employment and Training | | | | | | | | | | | | | |
| Job Corps | | x | x | x | x | x | | x | | x | x | x | x |
| Veterans Employment and Training | | x | | x | x | x | | | | | x | x | x |
| Migrant and Seasonal Farmworker | | x | | x | x | x | | x | | | | | |
| Senior Community Svc. Employment | | x | | x | x | x | | x | | | x | | x |
| Trade Adjustment Assistance | | x | x | x | x | x | | | | | x | x | |
| Unemployment Compensation | | x | | x | x | x | | | x | | | | |
| YouthBuild | | | | | | | | | | | | | |
| TANF | | x | x | x | x | x | | x | | x | x | x | x |
| Second Chance Act | | | | | | | | | | | | | |

Eligibility Determinations: Determination if an individual is eligible for WIOA Adult, DW, or Youth programs.

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

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

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

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

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

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

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

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

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

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

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

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

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

Greenwood SC Works Center, Comprehensive 927 East Cambridge Ave, Greenwood

Abbeville SC Works Center
903 West Greenwood St, Abbeville

Edgefield SC Works Center
21 Star Road, Edgefield

Laurens SC Works Center
1029 West Main Street, Laurens

McCormick SC Works Center
109 W. Augusta Street, McCormick

Newberry SC Works Center
1840 Wilson Rd, Newberry

Saluda SC Works Center
407 West Butler Avenue, Saluda

| SC Works Partner | Location | Required or Optional | Representing |
|---|---|----------------------|---|
| | Location: Primary location listed first, Then Initials to Indicate if staff are located one day a week or more in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda Centers. Center Addresses are listed below. | | |
| Upper Savannah Council of Governments, Workforce Division | Comprehensive Center 927 East Cambridge Ave., Greenwood SC 29646 Also A, E, L, M, N S Centers | Required | Workforce Innovation and Opportunity Act (WIOA) |
| GLEAMNS Human Resources Commission | Comprehensive Center 927 East Cambridge Ave., Greenwood SC 29646 Also A, E, L, M, N S Centers | Required | WIOA |
| Abbeville Adult Education | 400 Greenville Street, Abbeville SC 29620 | Required | Adult Education |
| Edgefield Adult Education | 117 Cardinal Drive, Johnston SC 29832 | Required | Adult Education |

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

| SC Works Partner | Location | Required or Optional | Representing |
|---|--|----------------------|--|
| Greenwood Adult Education | Genesis Education Center 400 Glenwood Street, Greenwood SC 29649 | Required | Adult Education |
| Laurens Adult Education | 663 Medical Ridge Road, Clinton SC 29325 | Required | Adult Education |
| McCormick Adult Education | 6981 SC Hwy 28 South, McCormick SC 29835 | Required | Adult Education |
| Newberry Adult Education | 591 McSwain Street, Newberry SC 29108 | Required | Adult Education |
| Saluda Adult Education | 401 North Calhoun Street, Saluda SC 29138 | Required | Adult Education |
| SC Department of Employment and Workforce | Comprehensive Center 927 E Cambridge Avenue, Greenwood SC 29646 Also A, L, and N Centers | Required | Wagner Peyser, Veterans Employment, Migrant Farmworkers, Trade, Unemployment |
| SC Vocational Rehabilitation | 2345 Hwy 72/221 E., Greenwood SC 29649; 22861 Hwy 76 E., Clinton SC 29325; and 2601 Evans Street, Newberry SC 29108 Also in G, S, and E. | Required | Vocational Rehabilitation |
| SC Commission for the Blind | 108-B Bypass 225 South, Greenwood SC 29646 | Required | Vocational Rehabilitation |
| Piedmont Technical College | 620 N. Emerald Road, Greenwood SC 29646; 143 Hwy 72W, Abbeville SC 29620; 506 Main Street, Edgefield SC 29824; 663 Medical Ridge Road, Clinton SC 29325; 1008 Kelly Street, McCormick SC 29835; 1922 Wilson Road, Newberry SC 29108; 701 Batesburg Highway, Saluda SC 29138; and 109 Innovation Drive, Laurens SC 29360 | Required | Carl Perkins Fund |

MOU Attachment B: Upper Savannah SC WORKS PARTNER LIST

| SC Works Partner | Location | Required or Optional | Representing |
|---------------------------------------|---|----------------------|-------------------------------------|
| GLEAMNS Human Resources Comm. CSBG | 301 North Hospital St, Greenwood SC 29646; 221-A West Laurens St, Laurens SC 29360; and 706 Carolina Circle, Abbeville SC 29620 Also in E, M, N, and S Centers | Required | Community Services Block Grant |
| SC Department of Social Services | Comprehensive Center 927 East Cambridge Ave, Greenwood SC 29646 | Required Optional | TANF SNAP |
| Goodwill | Senior Community Service Employment 1306 Montague Ave, Greenwood SC 29649 908 B East Main Street, Laurens SC 29360 | Required | Employment and Training Services |
| Bamberg Job Corps Center | 19 Job Corps Avenue, Bamberg SC 29003 | Required | Job Corp |

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.

SC WORKS

Interagency Referral Form

(Please fill out and send with customer upon referral OR EMAIL TO APPROPRIATE PARTNER-
Be sure to CC: scworksreferrals@gleamnshrc.org on all referral emails sent)

Date Referred: [Click here to enter a date.](#) Last 4 Digits of SS#: [Click here to enter text.](#) Phone#: [Click here to enter text.](#)

Customer's Name (First, MI, Last): [Click here to enter text.](#) Email: [Click here to enter text.](#)

Alternate Contact Information: [Click here to enter text.](#)

Referred From:

Agency: [Choose an item.](#) Name& Title: [Click here to enter text.](#)

Referred To:

Agency: [Choose an item.](#) Program: [Click here to enter text.](#)

Name & Title: [Click here to enter text.](#)

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:

[Click here to enter text.](#)

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

[Click here to enter text.](#)

Consent for Release of Information:

Name: _____
Please Print Name

Check One: ☐ I give my consent
 ☐ I do not give my consent

I give my consent to [Choose an item.](#) to release my contact information, records, evaluations, and other information that will be used for the purpose of seeking assistance from [Choose an item.](#)

Signature

Date

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.

MOU ATTACHMENT D

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.

| Infrastructure Costs - Greenwood | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|--------------|-----------|-----------|------------|-------------|------------|-------------|-------------|-----------|-------------|-----------------|-------------|-------------|
| Rent | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Security System | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Utilities | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Janitorial/Maintenance | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Landscaping | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| General Repair | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Pest Control | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Depreciation (if applicable)* | | | | | | | | | | | | | 0 |
| Telephone (calc. by line) | 13 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 0 | 0 | 0 | 8 | 0 |
| Public Access PC Costs | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Copier Rental (charged by copy) Est. | | | | | | | | | | | | | |
| Common area supplies** | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Computer purchase | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Adaptive Equipment | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Moving Cost | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Sign | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Security Camera | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - Paint | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other - General Insurance | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 |

Less Cash Contributions**Less Non-personnel In-kind Contributions**

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|--------------|-----------|-----------|------------|-------------|------------|-------------|-------------|-----------|-------------|-----------------|-------------|-------------|
| Other Allowable Cost - Job Fair | 16 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | | | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other Allowable Cost - Interpreter | 16 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | | | 0.2 | 0.1 | 0.1 | 6 | 0 |
| Other Allowable Cost - please list | 16 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | | | 0.2 | 0.1 | 0.1 | 6 | 0 |

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| | | | | | | | | | | | | | | |
|---|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------------|------------------|------------------|---------------------|-------------|----------|
| | 21 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 1 | 4 | 0.2 | 0.1 | 0.1 | 6 | 0 | |
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | |
| Rent | 19,136.00 | 6,287.54 | 911.24 | 455.62 | 455.62 | 637.87 | 911.24 | 3,644.95 | 182.25 | 91.12 | 91.12 | 5,467.43 | - | - |
| Security System | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Utilities | 12,000.00 | 3,942.86 | 571.43 | 285.71 | 285.71 | 400.00 | 571.43 | 2,285.71 | 114.29 | 57.14 | 57.14 | 3,428.57 | - | 0 |
| Janitorial/Maintenance | 10,000.00 | 3,285.71 | 476.19 | 238.10 | 238.10 | 333.33 | 476.19 | 1,904.76 | 95.24 | 47.62 | 47.62 | 2,857.14 | - | 0 |
| Landscaping | 2,200.00 | 722.86 | 104.76 | 52.38 | 52.38 | 73.33 | 104.76 | 419.05 | 20.95 | 10.48 | 10.48 | 628.57 | - | 0 |
| General Repair | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Pest Control | 800.00 | 262.86 | 38.10 | 19.05 | 19.05 | 26.67 | 38.10 | 152.38 | 7.62 | 3.81 | 3.81 | 228.57 | - | 0 |
| Depreciation (if applicable)* | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Telephone (calc. by line) | 6,006.00 | - | - | - | - | - | 586.00 | 2,344.00 | - | - | - | 6,458.00 | - | 0 |
| Public Access PC Costs | 1,230.00 | 404.14 | 58.57 | 29.29 | 29.29 | 41.00 | 58.57 | 234.29 | 11.71 | 5.86 | 5.86 | 351.43 | - | 0 |
| Copier Rental (charged by copy) Est. | 500.00 | - | - | - | - | - | 50.00 | - | 25.00 | - | 25.00 | 400.00 | - | 0 |
| Common area supplies** | 2,900.00 | 952.86 | 138.10 | 69.05 | 69.05 | 96.67 | 138.10 | 552.38 | 27.62 | 13.81 | 13.81 | 828.57 | - | 0 |
| Other - Computer purchase | 5,000.00 | 1,642.86 | 238.10 | 119.05 | 119.05 | 166.67 | 238.10 | 952.38 | 47.62 | 23.81 | 23.81 | 1,428.57 | - | 0 |
| Other - Adaptive Equipment | 1,000.00 | 328.57 | 47.62 | 23.81 | 23.81 | 33.33 | 47.62 | 190.48 | 9.52 | 4.76 | 4.76 | 285.71 | - | 0 |
| Other - Moving Cost | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Other - Sign | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Other - Security Camera | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Other - Paint | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Other - General Insurance | 200.00 | 65.71 | 9.52 | 4.76 | 4.76 | 6.67 | 9.52 | 38.10 | 1.90 | 0.95 | 0.95 | 57.14 | - | 0 |
| Total Infrastructure Costs | \$ 64,354.00 | \$ 17,895.97 | \$ 2,593.62 | \$ 1,296.81 | \$ 1,296.81 | \$ 1,815.53 | \$ 3,229.62 | \$ 12,718.48 | \$ 543.72 | \$ 259.36 | \$ 284.36 | \$ 22,419.71 | \$ - | 0 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0 |
| Number of FTEs cost sharing Additional Costs | 0 | | | | | | | | | | | | | 0 |
| | 16 | 6.9 | 1 | 0.5 | 0.5 | 0.7 | 0 | 0 | 0.2 | 0.1 | 0.1 | 6 | 0 | 0 |
| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | VET | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | |
| Other Allowable Cost - Job Fair | \$ 5,200.00 | 2,242.50 | 325.00 | 162.50 | 162.50 | 227.50 | - | - | 65.00 | 32.50 | 32.50 | 1,950.00 | - | 0 |
| Other Allowable Cost - Interpreter | \$ 1,000.00 | 431.25 | 62.50 | 31.25 | 31.25 | 43.75 | - | - | 12.50 | 6.25 | 6.25 | 375.00 | - | 0 |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Total Additional Costs | \$ 6,200.00 | \$ 2,673.75 | \$ 387.50 | \$ 193.75 | \$ 193.75 | \$ 271.25 | \$ - | \$ - | \$ 77.50 | \$ 38.75 | \$ 38.75 | \$ 2,325.00 | \$ - | 0 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0 |
| Grand Total Budget | \$ 70,554.00 | \$ 20,569.72 | \$ 2,981.12 | \$ 1,490.56 | \$ 1,490.56 | \$ 2,086.78 | \$ 3,229.62 | \$ 12,718.48 | \$ 621.22 | \$ 298.11 | \$ 323.11 | \$ 24,744.71 | \$ - | 0 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0 |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution
 **All staff purchase their own supplies- only resource room and common area supplies are shared

Upper Savannah Employee Breakout

| Infrastructure Costs - Edgefield | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|-------|----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Rent | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Security System | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Utilities | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Janitorial/Maintenance | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Landscaping | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| General Repair | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Pest Control | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Depreciation (if applicable)* | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Telephone | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Public Access PC Costs (included in telephone) | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Copier Rental (charged by copy) Est. | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Common area supplies** | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Computer purchase | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Adaptive Equipment | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Moving Cost | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Sign | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Security Camera | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - Paint | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other - General Insurance | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| | | | | | | | | | 0.2 | | | 0.8 | 1 |
| Less Cash Contributions | | | | | | | | | | | | | |
| Less Non-personnel In-kind Contributions | | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|-------|----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Other Allowable Cost - Job Fair | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |
| Other Allowable Cost - Intrepreter | 1 | | | | | | | | 0.2 | | | 0.8 | |
| Other Allowable Cost - please list | 2 | | | | | | | | 0.2 | | | 0.8 | 1 |

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| | 2 | Edgefield 1 | | | | | | | | | | 0.2 | 0.8 | | 1 |
|--|--------------|-------------|------|------|------|------|------|------|-------------|------|----------|-------------|-------------|--|---|
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | | |
| Rent | 1,200.00 | - | - | - | - | - | - | - | 120.00 | - | - | 480.00 | 600.00 | | |
| Security System | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Utilities | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Janitorial/Maintenance | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Landscaping | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| General Repair | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Pest Control | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Depreciation (if applicable)* | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Telephone | 1,320.00 | - | - | - | - | - | - | - | 132.00 | - | - | 528.00 | 660.00 | | |
| Public Access PC Costs | 6,980.00 | - | - | - | - | - | - | - | 698.00 | - | - | 2,792.00 | 3,490.00 | | |
| Copier Rental | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Common area supplies** | 200.00 | - | - | - | - | - | - | - | 20.00 | - | - | 80.00 | 100.00 | | |
| Other - Computer purchase | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other - Adaptive Equipment | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other - Moving Cost | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other - Sign | 500.00 | - | - | - | - | - | - | - | 50.00 | - | - | 200.00 | 250.00 | | |
| Other - Security Camera | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other - Paint | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other - General Insurance | | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Total Infrastructure Costs | \$ 10,200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,020.00 | \$ - | \$ - | \$ 4,080.00 | \$ 5,100.00 | | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Number of FTEs cost sharing Additional Costs 0 | | | | | | | | | | | | | | | |
| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | | |
| Other Allowable Cost - Job Fair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other Allowable Cost - Intrepreter | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Total Additional Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Grand Total Budget | \$ 10,200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,020.00 | \$ - | \$ - | \$ 4,080.00 | \$ 5,100.00 | | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution
 **All staff purchase their own supplies- only resource room and common area supplies are shared
 ***Add additional columns as needed

Upper Savannah Employee Breakout

| Infrastructure Costs - Laurens | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|-------|-----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Rent | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Security System | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Utilities | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Janitorial/Maintenance | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Landscaping | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| General Repair | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Pest Control | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Depreciation (if applicable)* | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Telephone | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Public Access PC Costs (included in telephone) | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Copier Rental (charged by copy) Est. | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Common area supplies** | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Computer purchase | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Adaptive Equipment | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Moving Cost | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Sign | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Security Camera | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - Paint | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other - General Insurance | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Less Cash Contributions | | | | | | | | | | | | | |
| Less Non-personnel In-kind Contributions | | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|-------|-----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Other Allowable Cost - Job Fair | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other Allowable Cost - Intrepreter | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |
| Other Allowable Cost - please list | 3.1 | 1.6 | | 0 | | | | | 0.1 | | | 1.4 | |

Upper Savannah

Center Operating Budget for PY18

July 1, 2018 - June 30, 2019

FTE Cost Allocation Methodology

| | 3.1 | 1.6 | 0 | Laurens 1 | | | | | | | 0.1 | 1.4 | | |
|--|-------------|-------------|------|-----------|------|------|------|------|-----------|------|----------|-------------|------|--|
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | |
| Rent | 3,000.00 | 1,548.39 | - | - | - | - | - | - | 96.77 | - | - | 1,354.84 | - | |
| Security System | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Utilities | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Janitorial/Maintenance | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Landscaping | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| General Repair | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Pest Control | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Depreciation (if applicable)* | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Telephone | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Public Access PC Costs) | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Copier Rental (charged by copy) Est. | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Common area supplies** | 500.00 | 258.06 | - | - | - | - | - | - | 16.13 | - | - | 225.81 | - | |
| Other - Computer purchase | 4,000.00 | 2,064.52 | - | - | - | - | - | - | 129.03 | - | - | 1,806.45 | - | |
| Other - Adaptive Equipment | 1,000.00 | 516.13 | - | - | - | - | - | - | 32.26 | - | - | 451.61 | - | |
| Other - Moving Cost | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - Sign | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - Security Camera | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - Paint | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - General Insurance | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Infrastructure Costs | \$ 8,500.00 | \$ 4,387.10 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 274.19 | \$ - | \$ - | \$ 3,838.71 | \$ - | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Number of FTEs cost sharing Additional Costs 0 | | | | | | | | | | | | | | |
| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | |
| Other Allowable Cost - Job Fair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other Allowable Cost - Intrepreter | \$ 200.00 | 103.23 | - | - | - | - | - | - | 6.45 | - | - | 90.32 | - | |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Additional Costs | \$ 200.00 | \$ 103.23 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6.45 | \$ - | \$ - | \$ 90.32 | \$ - | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Grand Total Budget | \$ 8,700.00 | \$ 4,490.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 280.65 | \$ - | \$ - | \$ 3,929.03 | \$ - | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution

**All staff purchase their own supplies- only resource room and common area supplies are shared

***Add additional columns as needed

Upper Savannah Employee Breakout

| Infrastructure Costs - McCormick | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|-------|----|----|-----|------|-----|------|------|----|------|----------|------|------|
| Rent | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Security System | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Utilities | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Janitorial/Maintenance | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Landscaping | 1.8 | | | | | | | | | | | 0.8 | 1 |
| General Repair | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Pest Control | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Depreciation (if applicable)* | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Telephone | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Public Access PC Costs (included in telephone) | 0.8 | | | | | | | | | | | 0.8 | |
| Copier Rental (charged by copy) Est. | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Common area supplies** | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Computer purchase | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Adaptive Equipment | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Moving Cost | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Sign | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Security Camera | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - Paint | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other - General Insurance | 1.8 | | | | | | | | | | | 0.8 | 1 |
| | | | | | | | | | | | | 0.8 | 1 |
| Less Cash Contributions | | | | | | | | | | | | | |
| Less Non-personnel In-kind Contributions | | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|-------|----|----|-----|------|-----|------|------|----|------|----------|------|------|
| Other Allowable Cost - Job Fair | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other Allowable Cost - Intrepreter | 1.8 | | | | | | | | | | | 0.8 | 1 |
| Other Allowable Cost - please list | 1.8 | | | | | | | | | | | 0.8 | 1 |

Upper Savannah

Center Operating Budget for PY18

July 1, 2018 - June 30, 2019

FTE Cost Allocation Methodology

| | | | | | | | | | | | | | |
|---|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|--------------------|--------------------|
| | | 1.8 | | | | | | | | | | 0.8 | 1 |
| | | | McCormick | | | | | | | | | | |
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
| Rent | 1,800.00 | - | - | - | - | - | - | - | - | - | - | 800.00 | 1,000.00 |
| Security System | | - | - | - | - | - | - | - | - | - | - | - | - |
| Utilities | 4,000.00 | - | - | - | - | - | - | - | - | - | - | 1,777.78 | 2,222.22 |
| Janitorial/Maintenance | 500.00 | - | - | - | - | - | - | - | - | - | - | 222.22 | 277.78 |
| Landscaping | | - | - | - | - | - | - | - | - | - | - | - | - |
| General Repair | | - | - | - | - | - | - | - | - | - | - | - | - |
| Pest Control | | - | - | - | - | - | - | - | - | - | - | - | - |
| Depreciation (if applicable)* | | - | - | - | - | - | - | - | - | - | - | - | - |
| Telephone | 1,500.00 | - | - | - | - | - | - | - | - | - | - | 666.67 | 833.33 |
| Public Access PC Costs (included in telephone) | | - | - | - | - | - | - | - | - | - | - | - | - |
| Copier Rental | | - | - | - | - | - | - | - | - | - | - | - | - |
| Common area supplies** | 500.00 | - | - | - | - | - | - | - | - | - | - | 222.22 | 277.78 |
| Other - Computer purchase | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Adaptive Equipment | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Moving Cost | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Sign | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Security Camera | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Paint | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - General Insurance | | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Infrastructure Costs | \$ 8,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,688.89 | \$ 4,611.11 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Number of FTEs cost sharing Additional Costs | | | | | | | | | | | | | |
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
| Other Allowable Cost - Job Fair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Allowable Cost - Interpreter | \$ 200.00 | - | - | - | - | - | - | - | - | - | - | 88.89 | 111.11 |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Additional Costs | \$ 200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 88.89 | \$ 111.11 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grand Total Budget | \$ 8,500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,777.78 | \$ 4,722.22 |
| Less Cash Contributions | | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution

**All staff purchase their own supplies- only resource room and common area supplies are shared

***Add additional columns as needed

Upper Savannah Employee Breakout

| Infrastructure Costs - Newberry | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|-------|-----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Rent | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Security System | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Utilities | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Janitorial/Maintenance | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Landscaping | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| General Repair | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Pest Control | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Depreciation (if applicable)* | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Telephone | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Public Access PC Costs (included in telephone) | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Copier Rental (charged by copy) Est. | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Common area supplies** | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Other - Computer purchase | 6.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 0 |
| Other - Adaptive Equipment | 6.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 0 |
| Other - Moving Cost | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Other - Sign | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Other - Security Camera | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Other - Paint | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Other - General Insurance | 7.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | 1 |
| Less Cash Contributions | | | | | | | | | | | | | |
| Less Non-personnel In-kind Contributions | | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|-------|-----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Other Allowable Cost - Job Fair | 6.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | |
| Other Allowable Cost - Interpreter | 6.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | |
| Other Allowable Cost - please list | 6.5 | 2.8 | | | | 1.8 | | | 0.1 | | | 1.8 | |

Upper Savannah

Center Operating Budget for PY18

July 1, 2018 - June 30, 2019

FTE Cost Allocation Methodology

| | 7.5 | 2.8 | | | | 1.8 | | | | 0.1 | | 1.8 | 1 |
|--|---------------------|---------------------|-------------|-------------|-------------|--------------------|-------------|-------------|------------------|-------------|-------------|--------------------|--------------------|
| | Newberry | | | | | | | | | | | | |
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
| Rent | 7,200.00 | 2,688.00 | - | - | - | 1,728.00 | - | - | 96.00 | - | - | 1,728.00 | 960.00 |
| Security System | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Utilities | 5,400.00 | 2,016.00 | - | - | - | 1,296.00 | - | - | 72.00 | - | - | 1,296.00 | 720.00 |
| Janitorial/Maintenance | 5,400.00 | 2,016.00 | - | - | - | 1,296.00 | - | - | 72.00 | - | - | 1,296.00 | 720.00 |
| Landscaping | - | - | - | - | - | - | - | - | - | - | - | - | - |
| General Repair | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Pest Control | 500.00 | 186.67 | - | - | - | 120.00 | - | - | 6.67 | - | - | 120.00 | 66.67 |
| Depreciation (if applicable)* | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Telephone | 1,428.00 | 533.12 | - | - | - | 342.72 | - | - | 19.04 | - | - | 342.72 | 190.40 |
| Public Access PC Costs (included in telephone) | 5,412.00 | 2,020.48 | - | - | - | 1,298.88 | - | - | 72.16 | - | - | 1,298.88 | 721.60 |
| Copier Rental | 800.00 | 298.67 | - | - | - | 192.00 | - | - | 10.67 | - | - | 192.00 | 106.67 |
| Common area supplies** | 500.00 | 186.67 | - | - | - | 120.00 | - | - | 6.67 | - | - | 120.00 | 66.67 |
| Other - Computer purchase | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Adaptive Equipment | 500.00 | 215.38 | - | - | - | 138.46 | - | - | 7.69 | - | - | 138.46 | - |
| Other - Moving Cost | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Sign | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Security Camera | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Paint | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - General Insurance | 800.00 | 298.67 | - | - | - | 192.00 | - | - | 10.67 | - | - | 192.00 | 106.67 |
| Total Infrastructure Costs | \$ 27,940.00 | \$ 10,459.65 | \$ - | \$ - | \$ - | \$ 6,724.06 | \$ - | \$ - | \$ 373.56 | \$ - | \$ - | \$ 6,724.06 | \$ 3,658.67 |

| | | | | | | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Number of FTEs cost sharing Additional Costs

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|------------------|------------------|-------------|-------------|-------------|------------------|-------------|-------------|----------------|-------------|-------------|------------------|-------------|
| Other Allowable Cost - Job Fair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Allowable Cost - Intrepreter | \$ 500.00 | 215.38 | - | - | - | 138.46 | - | - | 7.69 | - | - | 138.46 | - |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Additional Costs | \$ 500.00 | \$ 215.38 | \$ - | \$ - | \$ - | \$ 138.46 | \$ - | \$ - | \$ 7.69 | \$ - | \$ - | \$ 138.46 | \$ - |

| | | | | | | | | | | | | | |
|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | | | |
|---------------------------|---------------------|---------------------|-------------|-------------|-------------|--------------------|-------------|-------------|------------------|-------------|-------------|--------------------|--------------------|
| Grand Total Budget | \$ 28,440.00 | \$ 10,675.04 | \$ - | \$ - | \$ - | \$ 6,862.52 | \$ - | \$ - | \$ 381.25 | \$ - | \$ - | \$ 6,862.52 | \$ 3,658.67 |
|---------------------------|---------------------|---------------------|-------------|-------------|-------------|--------------------|-------------|-------------|------------------|-------------|-------------|--------------------|--------------------|

| | | | | | | | | | | | | | |
|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Less Cash Contributions | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Upper Savannah Employee Breakout

| Infrastructure Costs - Saluda | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|---|-------|----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Rent | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Security System | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Utilities | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Janitorial/Maintenance | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Landscaping | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| General Repair | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Pest Control | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Depreciation (if applicable)* | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Telephone | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Public Access PC Costs (included in telephone) | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Copier Rental (charged by copy) Est. | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Common area supplies** | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Computer purchase | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Adaptive Equipment | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Moving Cost | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Sign | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Security Camera | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - Paint | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other - General Insurance | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Less Cash Contributions | | | | | | | | | | | | | |
| Less Non-personnel In-kind Contributions | | | | | | | | | | | | | |

| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
|------------------------------------|-------|----|----|-----|------|-----|------|------|-----|------|----------|------|------|
| Other Allowable Cost - Job Fair | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other Allowable Cost - Intrepreter | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |
| Other Allowable Cost - please list | 2.2 | | | | | | | | 0.2 | | | 1.2 | 0.8 |

Upper Savannah

Center Operating Budget for PY18

July 1, 2018 - June 30, 2019

FTE Cost Allocation Methodology

| | 2.2 | 0.2 | | | | | | | | | | 1.2 | 0.8 |
|--|--------------|--------|------|------|------|------|------|------|-----------|------|----------|-------------|-------------|
| | | Saluda | | | | | | | | | | | |
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
| Rent | 6,000.00 | - | - | - | - | - | - | - | 545.45 | - | - | 3,272.73 | 2,181.82 |
| Security System | | - | - | - | - | - | - | - | - | - | - | - | - |
| Utilities | | - | - | - | - | - | - | - | - | - | - | - | - |
| Janitorial/Maintenance | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Landscaping | | - | - | - | - | - | - | - | - | - | - | - | - |
| General Repair | | - | - | - | - | - | - | - | - | - | - | - | - |
| Pest Control | | - | - | - | - | - | - | - | - | - | - | - | - |
| Depreciation (if applicable)* | | - | - | - | - | - | - | - | - | - | - | - | - |
| Telephone | 2,000.00 | - | - | - | - | - | - | - | 181.82 | - | - | 1,090.91 | 727.27 |
| Public Access PC Costs | 1,700.00 | - | - | - | - | - | - | - | 154.55 | - | - | 927.27 | 618.18 |
| Copier Rental (charged by copy) Est. | | - | - | - | - | - | - | - | - | - | - | - | - |
| Common area supplies** | 600.00 | - | - | - | - | - | - | - | 54.55 | - | - | 327.27 | 218.18 |
| Other - Computer purchase | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Adaptive Equipment | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Moving Cost | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Sign | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Security Camera | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - Paint | | - | - | - | - | - | - | - | - | - | - | - | - |
| Other - General Insurance | | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Infrastructure Costs | \$ 10,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 936.36 | \$ - | \$ - | \$ 5,618.18 | \$ 3,745.45 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Number of FTEs cost sharing Additional Costs 0 | | | | | | | | | | | | | |
| Additional Shared Services Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG |
| Other Allowable Cost - Job Fair | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Allowable Cost - Interpreter | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Additional Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grand Total Budget | \$ 10,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 936.36 | \$ - | \$ - | \$ 5,618.18 | \$ 3,745.45 |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution

**All staff purchase their own supplies- only resource room and common area supplies are shared

***Add additional columns as needed

Upper Savannah Yes
Center Operating Budget for PY17
July 1, 2017 - June 30, 2018
FTE Cost Allocation Methodology

| | Total | | | | | | | | | | | | | |
|--|---------------|--------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-----------|-----------|--------------|--------------|--|
| Infrastructure Costs | Total | WP | UI | TAA | MSFW | Vet | SNAP | TANF | VR | SCCB | Adult Ed | WIOA | CSBG | |
| Rent | 38,336.00 | 10,523.93 | 911.24 | 455.62 | 455.62 | 2,365.87 | 911.24 | 3,644.95 | 1,040.48 | 91.12 | 91.12 | 13,102.99 | 4,741.82 | |
| Security System | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Utilities | 21,400.00 | 5,958.86 | 571.43 | 285.71 | 285.71 | 1,696.00 | 571.43 | 2,285.71 | 186.29 | 57.14 | 57.14 | 6,502.35 | 2,942.22 | |
| Janitorial/Maintenance | 15,900.00 | 5,301.71 | 476.19 | 238.10 | 238.10 | 1,629.33 | 476.19 | 1,904.76 | 167.24 | 47.62 | 47.62 | 4,375.37 | 997.78 | |
| Landscaping | 2,200.00 | 722.86 | 104.76 | 52.38 | 52.38 | 73.33 | 104.76 | 419.05 | 20.95 | 10.48 | 10.48 | 628.57 | - | |
| General Repair | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Pest Control | 1,300.00 | 449.52 | 38.10 | 19.05 | 19.05 | 146.67 | 38.10 | 152.38 | 14.29 | 3.81 | 3.81 | 348.57 | 66.67 | |
| Depreciation (if applicable)* | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Telephone | 12,254.00 | 533.12 | - | - | - | 342.72 | 586.00 | 2,344.00 | 332.86 | - | - | 9,086.30 | 2,411.01 | |
| Public Access PC Costs (included in telephone) | 15,322.00 | 2,424.62 | 58.57 | 29.29 | 29.29 | 1,339.88 | 58.57 | 234.29 | 936.42 | 5.86 | 5.86 | 5,369.58 | 4,829.78 | |
| Copier Rental | 1,300.00 | 298.67 | - | - | - | 192.00 | 50.00 | - | 35.67 | - | 25.00 | 592.00 | 106.67 | |
| Common area supplies** | 5,200.00 | 1,397.59 | 138.10 | 69.05 | 69.05 | 216.67 | 138.10 | 552.38 | 124.96 | 13.81 | 13.81 | 1,803.87 | 662.63 | |
| Other - Computer purchase | 9,000.00 | 3,707.37 | 238.10 | 119.05 | 119.05 | 166.67 | 238.10 | 952.38 | 176.65 | 23.81 | 23.81 | 3,235.02 | - | |
| Other - Adaptive Equipment | 2,500.00 | 1,060.09 | 47.62 | 23.81 | 23.81 | 171.79 | 47.62 | 190.48 | 49.47 | 4.76 | 4.76 | 875.79 | - | |
| Other - Moving Cost | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - Sign | 500.00 | - | - | - | - | - | - | - | 50.00 | - | - | 200.00 | 250.00 | |
| Other - Security Camera | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - Paint | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Other - General Insurance | 1,000.00 | 364.38 | 9.52 | 4.76 | 4.76 | 198.67 | 9.52 | 38.10 | 12.57 | 0.95 | 0.95 | 249.14 | 106.67 | |
| Total Infrastructure Costs | \$ 129,594.00 | \$ 32,742.72 | \$ 2,593.62 | \$ 1,296.81 | \$ 1,296.81 | \$ 8,539.59 | \$ 3,229.62 | \$ 12,718.48 | \$ 3,147.84 | \$ 259.36 | \$ 284.36 | \$ 46,369.56 | \$ 17,115.23 | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less Non-personnel In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Number of FTEs cost sharing Additional Costs | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Additional Shared Services Costs | Total | Total | Total | Total | Total | Total | Total | Total | Total | Total | Total | Total | Total | |
| Other Allowable Cost - Job Fair | \$ 5,200.00 | 2,242.50 | 325.00 | 162.50 | 162.50 | 227.50 | - | - | 65.00 | 32.50 | 32.50 | 1,950.00 | - | |
| Other Allowable Cost - Intrepreter | \$ 1,900.00 | 749.86 | 62.50 | 31.25 | 31.25 | 182.21 | - | - | 26.64 | 6.25 | 6.25 | 692.67 | 111.11 | |
| Other Allowable Cost - please list | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Additional Costs | \$ 7,100.00 | \$ 2,992.36 | \$ 387.50 | \$ 193.75 | \$ 193.75 | \$ 409.71 | \$ - | \$ - | \$ 91.64 | \$ 38.75 | \$ 38.75 | \$ 2,642.67 | \$ 111.11 | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Grand Total Budget | \$ 136,694.00 | \$ 35,735.08 | \$ 2,981.12 | \$ 1,490.56 | \$ 1,490.56 | \$ 8,949.31 | \$ 3,229.62 | \$ 12,718.48 | \$ 3,239.48 | \$ 298.11 | \$ 323.11 | \$ 49,012.23 | \$ 17,226.34 | |
| Less Cash Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Less In-kind Contributions | \$ - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |

*DEW's share of depreciation cost for DEW-owned buildings is considered an in-kind contribution
 **All staff purchase their own supplies- only resource room and common area supplies are shared

Upper Savannah Headcount Documentation
Projected Head Count/Percentage Breakout

| Organization | GLEAMNS (CSBG) | | | | | | Not in Center | |
|-------------------|----------------|-----------|---------|-----------|----------|--------|---------------|-------|
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | | Total |
| Pearlie Jones | 5 | | | | | | | 5 |
| Torsha Harrison | | | | 5 | | | | 5 |
| Whitney Mims | | | | | | 4 | 1 | 5 |
| Libra Wilmore | | | | | 5 | | | 5 |
| Total Days | 5 | | | 5 | 5 | 4 | 1 | 20 |
| Positions | 1 | 0 | 0 | 1 | 1 | 0.8 | 0.2 | 4 |
| Percent Share | 50.0% | | | 55.6% | 13.3% | 36.4% | | |

| Organization | SCDEW | | | | | | Not in Center | |
|---------------------------|-----------|-----------|---------|-----------|----------|--------|---------------|-------|
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | | Total |
| Mark Crider (WP) | | 5 | | | | | | 5 |
| Shannon Harris (WP) | | 5 | | | | | | 5 |
| Toni Hopkins (WP/VET) | | 5 | | | | | | 5 |
| William "Jeff" Jones (WP) | | 5 | | | | | | 5 |
| Monika McGlohon (WP) | | 5 | | | | | | 5 |
| April Skidmore (TAA/WP) | | 4 | | | | | 1 | 5 |
| "Kat" Youngblood (WP/VET) | | 5 | | | | | | 5 |
| Eleanor Emerson (UI) | | 5 | | | | | | 5 |
| Matthew Varnum (MSFW/WP) | | 5 | | | | | | 5 |
| Karen Lawson (WP) | | | 4 | | 1 | | | 5 |
| Tiffney Smith (WP) | | 1 | 4 | | | | | 5 |
| Mary Carr (VET) | | | | | 5 | | | 5 |
| Joe Hunter (WP/VET) | | | | | 5 | | | 5 |
| Ron Myers (WP) | | | | | 5 | | | 5 |
| Michelle Rogers (WP) | | | | | 5 | | | 5 |
| Roy Lowe (WP) | | 3 | | | 2 | | | 5 |
| Total | 0 | 48 | 8 | 0 | 23 | 0 | 1 | 80 |
| Positions | | 9.6 | 1.6 | | 4.6 | | 0.2 | 16 |
| Percent Share | | | | | 61.3% | | | |

| DEW Breakdown | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | Not in Center | Total | Gwd % | Laurens % | Nwby% |
|---------------|-----------|-----------|---------|-----------|----------|--------|---------------|-------|----------|-----------|----------|
| WP | | 6.7 | 1.6 | | 3.1 | | 0.2 | 11.6 | 0.319048 | 0.516129 | 0.413333 |
| VET | | 1.0 | | | 1.5 | | | 2.5 | 0.047619 | | 0 |
| Migrant | | 0.5 | | | | | | 0.5 | 0.02381 | | 0 |
| TAA | | 0.4 | | | | | | 0.4 | 0.019048 | | 0 |
| UI | | 1.0 | | | | | | 1.0 | 0.047619 | | 0 |
| Positions | | 9.6 | 1.6 | | 4.6 | | 0.2 | 16.0 | 0.457143 | 0.516129 | 0.613333 |
| Percent Share | | | | | | | | | | | |

| Organization | DSS SNAP | | | | | | Not in Center | |
|-------------------|-----------|------------|---------|-----------|----------|--------|---------------|-------|
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | | Total |
| TBA | | 5 | | | | | | 5 |
| Total | | 5 | | | | | | 5 |
| Positions | | 1 | | | | | | 1 |
| Percent Share | | 0.04761905 | | | | | | |

| Organization | DSS TANF | | | | | | Not in Center | |
|-------------------|-----------|------------|---------|-----------|----------|--------|---------------|-------|
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | | Total |
| TBA | | 20 | | | | | | 20 |
| Total | | 20 | | | | | | 20 |
| Positions | | 4 | | | | | | 4 |
| Percent Share | | 0.19047619 | | | | | | |

| | | | | | | | | |
|-------------------|-----------|-----------|---------|-----------|----------|--------|---------------|-------|
| Organization | SCCB | | | | | | | |
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | Not in Center | Total |
| TBA | | 0.5 | | | | | 4.5 | 5 |
| Total | | 0.5 | | | | | 4.5 | 5 |
| Positions | | 0.1 | | | | | 0.9 | 1 |
| Percent Share | | 0.0047619 | | | | | | |

| | | | | | | | | |
|-------------------|-----------|-----------|---------|-----------|----------|--------|---------------|-------|
| Organization | SCVRD | | | | | | | |
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | Not in Center | Total |
| Hope Jerginsen | 1 | | | | | | 4 | 5 |
| Andrea Witt | | 1 | | | | | 4 | 5 |
| TBA | | | 0.5 | | | | 4.5 | 5 |
| TBA | | | | | 0.5 | | 4.5 | 5 |
| TBA | | | | | | 1 | 4 | 5 |
| Total | 1 | 1 | 0.5 | 0 | 0.5 | 1 | 21 | 25 |
| Positions | 0.2 | 0.2 | 0.1 | 0 | 0.1 | 0.2 | 4.2 | 5 |
| Percent Share | 10.0% | 0.9524% | 3.2% | | 1.3% | 9.1% | | |

| | | | | | | | | |
|------------------------------------|--------------------|-----------|---------|-----------|----------|--------|---------------|-------|
| Organization | Greenwood Adult Ed | | | | | | | |
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | Not in Center | Total |
| TBA | | 0.5 | | | | | 4.5 | 5 |
| Total | | 0.5 | | | | | 4.5 | 5 |
| Positions | | 0.1 | | | | | 0.9 | 1 |
| Percent Share | | 0.0047619 | | | | | | |
| Percent Share So Total Equals 100% | | | | | | | | |

| | | | | | | | | |
|-------------------|--|-----------|---------|-----------|----------|--------|---------------|-------|
| Organization | WIOA: Adult, Dislocated Worker & Youth | | | | | | | |
| Staff Member Name | Edgefield | Greenwood | Laurens | McCormick | Newberry | Saluda | Not in Center | Total |
| Christine Adams | | 3 | | 1 | | | 1 | 5 |
| SheVonne Randle | | 5 | | | | | | 5 |
| Rebecca Allen | 1 | | 1 | | 2 | 1 | | 5 |
| Tashaline James | | | 3 | | 2 | | | 5 |
| Enrico Simms | 1 | 3 | | 1 | | | | 5 |
| Willie Forrest | 1 | 2 | | 1 | | | 1 | 5 |
| Margaret Glasgow | | | 2 | | 2 | 1 | | 5 |
| Katie Craven | | 5 | | | | | | 5 |
| Ursula McFadden | | 5 | | | | | | 5 |
| Jean Pratt | | | | | 2 | 3 | | 5 |
| Candice Foggie | | 3 | | | | | 2 | 5 |
| TBA | | 3 | | | 1 | 1 | | 5 |
| TBA | 1 | 1 | 1 | 1 | | | 1 | 5 |
| Total | 4 | 30 | 7 | 4 | 9 | 6 | 5 | 65 |
| Positions | 0.8 | 6 | 1.4 | 0.8 | 1.8 | 1.2 | 1 | 13 |
| Percent Share | 40.0% | 28.6% | 45.2% | 44.4% | 24.0% | 54.5% | | |

| | | | | | | | | |
|-------------------------|----------|-------------|------------|------------|------------|------------|------------|-----------|
| Total Per Center | 2 | 21.0 | 3.1 | 1.8 | 7.5 | 2.2 | 7.4 | 45 |
| | 100.0% | 100.000% | 100.0% | 100.0% | 100.0% | 100.0% | | |

Signature Page for Upper Savannah Headcount Used in Resource Sharing Calculation

As of May 17, 2018

The above staff roster reflects my organizations plans to utilize the Upper Savannah SC Works Centers. If an organization has significant change they may request that all partners complete a new headcount so that the costs may be re-calculated. It is not expected that headcounts will change due to temporary vacancies or assignments.

Signed by

| | | | |
|------------------------------|------------------------------------|---|-------------|
| | | | |
| Name of Organizations | Signature of Representative | Typed Name of Representative and Title | Date |

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MOU Attachment G

CONFIDENTIALITY AGREEMENT

BETWEEN

THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

AND

UPPER SAVANNAH WORKFORCE DEVELOPMENT AREA

This Confidentiality Agreement is entered into as of July 1, 2018, by and between the South Carolina Department of Employment and Workforce (DEW), Eckerd Connects, and Upper Savannah Workforce Development Area ("LWDA").

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

ARTICLE I

DURATION OF AGREEMENT

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

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

ARTICLE II

APPLICABLE CONFIDENTIALITY LAWS AND REGULATIONS

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

1. The Privacy Act of 1974, 5 U.S.C. §552a;
2. The Family Privacy Protection Act, S.C. Code Ann. §§ 30-2-10, *et. seq.*;
3. The South Carolina Department of Employment and Workforce law, S.C. Code Ann. §41-27-10, *et seq.*, including §§ 41-29-150 through 170;

4. Federal-State Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC Information, 20 C.F.R. Part 603;
5. Tax Information Security Guidelines for Federal, State and Local Agencies, IRS Publication 1075;
6. Office of Management and Budget M-07-16; and
7. SC Department of Employment and Workforce Personal Identification Information (PII) Handling and Confidentiality Policy.

ARTICLE III

DEFINITIONS

1. CONFIDENTIAL INFORMATION

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

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

2. PERSONALLY IDENTIFIABLE INFORMATION

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

ARTICLE IV

INFORMATION DISCLOSED PURSUANT TO THIS AGREEMENT

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

Information disclosed pursuant to this agreement includes information contained in the following data systems: DEW Workforce Information Portal ("Portal").

ARTICLE V

PURPOSES FOR REQUESTING INFORMATION

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

ARTICLE VI

REQUIRED SAFEGUARDS

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

The individual recipient of any confidential information is required to:

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

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

1. Instruct all personnel having access to the disclosed information about confidentiality requirements, the requirements of this Agreement, and the sanctions specified by South Carolina law for unauthorized disclosure of confidential information.
2. Sign an acknowledgement that all personnel, including contractors and service providers, having access to the disclosed information have been instructed in accordance with this Agreement and will adhere to DEW's confidentiality requirements and procedures. (See Attachment A).

- a. It is the understanding pursuant to this Agreement that the LWDA will be working on this project exclusively. Prior to any additional personnel, contractors, or service providers of the LWDA joining this project, the LWDA will notify DEW so the acknowledgement can be executed prior to any disclosure to the additional personnel.
3. Dispose of information disclosed or obtained, and any copies thereof made by the recipient agency, entity, or contractor, after the purpose for which the information is disclosed is served, except for disclosed information possessed by any court. Disposal means the return of the information to DEW or destruction of the information, as instructed and approved by DEW. If destruction of the information is requested by DEW, LWDA will destroy the information within an approved timeframe. LWDA will provide a certificate of destruction.
4. Maintain a system sufficient to allow an audit of compliance with the requirements of this Agreement.

ARTICLE VII

REDISCLASURE OF CONFIDENTIAL UC INFORMATION

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

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

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

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

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

ARTICLE VIII

METHODS AND TIMING OF REQUESTS FOR INFORMATION

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

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

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

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

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

ARTICLE IX

COSTS FOR FURNISHING INFORMATION

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

ARTICLE X

ON-SITE INSPECTIONS

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

ARTICLE XI

BREACH, ENFORCEMENT, TERMINATION AND MODIFICATION

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

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

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

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

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

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

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

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

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

SUCCESSORS AND ASSIGNS: DEW and LWDA each binds itself, its successors, executors, administrators,

and assigns to the other party with respect to these requirements, and also agrees that no party shall assign, sublet, or transfer its interest in the Agreement without the written consent of the other parties.

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

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

South Carolina Department of
Employment and Workforce

Upper Savannah LWDA

Executive Director

Patricia Hartung, Executive Director
Upper Savannah Council of Governments

Date

Date

Eckerd Connects

SheVonne Randle
WIOA Program Manager

Date

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

REGARDING

CONFIDENTIAL INFORMATION FROM DEW

| | |
|---------------------|--|
| ORGANIZATION NAME | <u>Upper Savannah Workforce Development Area</u> |
| EXECUTIVE SIGNATURE | <u>Patricia Hartung, Executive Director</u> |
| EMPLOYEE NAME | <u>Linda Lagroon</u> |
| EMPLOYEE POSITION | <u>Information Systems (WOS) Coordinator</u> |
| DATE | <u>June 30, 2018</u> |

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

Linda Lagroon, User

Signature _____ Date _____

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

REGARDING

CONFIDENTIAL INFORMATION FROM DEW

| | |
|---------------------|---|
| ORGANIZATION NAME | <u>Eckerd Connects</u> |
| EXECUTIVE SIGNATURE | <u>SheVonne Randle, WIOA Program Manager</u> |
| EMPLOYEE NAME | <u>SheVonne Randle</u> |
| EMPLOYEE POSITION | <u>WIOA Adult/Dislocated Worker Program Manager</u> |
| DATE | <u>June 30, 2018</u> |

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

SheVonne Randle, User

Signature _____ Date _____