

GULF COAST WORKFORCE BOARD, INC d/b/a CareerSource Gulf Coast		
HEREIN REFERRED TO AS BOARD		
GRANT AGREEMENT NUMBER:	22/23-GCSC-WIOA-Youth Svcs.	MODIFICATION NUMBER: 1
SERVICE PROVIDER:	Gulf Coast State College	DUNS NO.: 026280982
MAILING ADDRESS:	5230 West U.S. Highway 98, Panama City, FL 32401	
TELEPHONE / FAX NO:	(850) 872-4340, Ext. 8165	FAX: (850) 872-4346
CONTACT PERSON:	Angela McLane	
EMAIL ADDRESS:	amclane@careersourcegc.com	
GRANT AGREEMENT MANAGER:	Glen McDonald-VP of Strategic Initiatives and Economic Development	
EMAIL ADDRESS:	gmcDonald@gulfcoast.edu	
TITLE OF PROJECT:	GCSC – WIOA Services for Out-of-School Youth Ages 16-24	
CSGC CONTACT PERSON/PHONE	Kimberly L. Bodine, 850-913-3285	
CFDA or CSFA NUMBERS:	USDOL WIOA-Youth #17.259	
Percentage of total costs of program/project which will be financed with Federal money-100% and percentage and dollar amount of the total costs of the project/program that will be financed by nongovernmental sources – 0%, \$0.00		
RESEARCH OR DEVELOPMENT: No		

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FEDERAL AWARD IDENTIFICATION NUMBERS (FAINS):			
FAIN #	DESCRIPTION	FEDERAL AWARD YEAR	FEDERAL AWARING AGENCY
AA-36313-21-55-A-12	WIOA <u>Youth</u> /Adult/Dislocated Wkr. Formula Combined	PY2021/FY2022	U.S. Dept. of Labor
AA-38523-22-55-A-12	WIOA <u>Youth</u> /Adult Dislocated Wkr. Formula Combined	PY2022/FY2023	U.S. Dept. of Labor

*FAIN numbers subject to change

FUNDING	WIOA OSY Youth
Direct Svcs	122,118
AMT +/-	-\$33,870
TOTAL	\$88,248

MODIFICATIONS: (DO NOT COMPLETE FOR INITIAL GRANT AGREEMENT OBLIGATIONS)

1. The purpose of this modification is to: (a) modify the program summary. This modification ____ increases, XX decreases, ____ does not change the funds previously obligated by \$33,870 to a new obligation of \$88,248.00.
2. This modification changes the agreement period from _____ through _____.
3. Effective date of this modification is March 7, 2023
4. This modification does not affect any provision of the original **GRANT AGREEMENT** and prior modification(s), except insofar as any provision or requirements is expressly changed, deleted or otherwise altered by this modification. All provisions or requirements of the original **GRANT AGREEMENT** and prior modification(s), except as expressly changed, deleted, or otherwise altered herein, are expressly incorporated by reference into and make a part of this modification as fully as if set forth herein.

IN WITNESS WHEREFORE, the parties have executed this GRANT AGREEMENT/ MODIFICATION and in signing, thereby validating this GRANT AGREEMENT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

APPROVED FOR THE BOARD

By Kimberly L. Bodine
(Signature)

Name: Kimberly L. Bodine
Title: Executive Director
Date: April 6, 2023

Witness: [Signature]
Date: April 6, 2023

APPROVED FOR SERVICE PROVIDER

By Cheryl Flax-Hyman
(Signature)

Name: Dr. Cheryl Flax-Hyman
Title: Interim President
Date: April 6, 2023

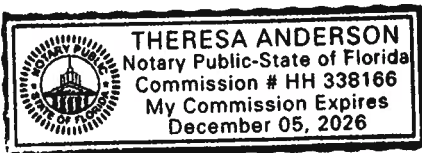
SERVICE PROVIDER'S NOTARIZED SIGNATURE AND STATEMENT OF AUTHORITY TO SIGN THIS DOCUMENT

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared Dr. Cheryl Flax-Hyman to me known as the person described as Interim President of Gulf Coast State College who executed the foregoing instrument before me, and he acknowledged before me that he executed it in the name of and for that Service Provider, and that he has statutory authority or has legally been duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 6th day of April 2023.

Notary Public Theresa Anderson
My commission expires: 12/05/2026



This Grant Agreement is between Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter referred to as "Board", whose address is 5230 West U.S. Highway 98, Panama City FL 32401-1041, and Gulf Coast State College whose address is 5230 West U.S. Highway 98, Panama City, FL 32401, referred to as "Service Provider" or "Contractor".

This Grant Agreement is funded for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Workforce Innovation Act of 2000, and any other programs administered by CareerSource Gulf Coast and funded within this Grant Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the Board, shall carry out all services described or referred to in the Statement of Work and the Program Summary, which are attached hereto and made a part hereof. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider.

ARTICLE II. PERIOD OF GRANT AGREEMENT

This Grant Agreement is effective **July 1, 2022** and the Service Provider shall commence performance of the terms and conditions hereof within thirty-(30) days after said effective date. Such performance shall be completed on or before **June 30, 2023** unless this Agreement is terminated as herein provided. The Board reserves the right to extend contractual agreements for up to three years to successful providers, and to award existing and newly acquired funds into existing contracts. Renewals shall be contingent on the provider's satisfactory performance evaluations and subject to availability of funds.

ORGANIZATIONAL INFORMATION

1. Type of Organization:		
	Individual	
	Partnership	
	Public Agency	Specify:
	Corporation	State of Incorporation:
X	Other	Specify: State College
		Yes No
	2. Minority and/or Female Owned and Operated	X
	3. Community-Based Organization	X
	4. Status of Organization: Has the organization ever had a contract cancelled for cause?	X
	5. Does the Organization owe any repayment of funds to any organization?	X
	6. Has the Organization declared bankruptcy and/or had any assets attached by any court in the last three years?	X
	7. Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?	X
	8. Has the Organization and/or its' principal officers, in their capacity as such, been involved in a lawsuit in the past three years?	X
	9. Does the Organization have subsidiaries, a parent organization, or other affiliates?	X

**If answers to any of the questions (numbers 4 - 9) in this section are YES, provide full details.
(Enter the above in red before "ORGANIZATIONAL INFORMATION")**

CareerSource Gulf Coast Debarred/ Suspension Verification	Yes	No
Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		X

EXECUTIVE SUMMARY

1. Gulf Coast State College-Youth Program Vision and Goals

Gulf Coast State College (GCSC) has demonstrated consistent dedication and commitment to excellence in the operation of the CareerSource Gulf Coast (CSGC) Job Center. As a result of new legislation signed into law in 2014, the federal government refocused its effort and placed significant importance on serving older out-of-school youth as these individuals are often disengaged from learning and employment opportunities that would assist them in becoming self-sufficient. Since 2015, the college has been serving the older group of out-of-school youth to provide diversified services to those who have not obtained their high school diploma or GED. As the provider for this program, the college has noted the lives of over 180 participants have been impacted, creating the pathways necessary to introduce them into the workforce. GCSC's vision entails strengthening its commitment to Bay County's out-of-school youth, ages 16-24, and in-school youth, ages 16-21, by providing opportunities for re-engagement in training and employment activities via a wide variety of comprehensive services. Our vision demands that the college perform to a level of excellence that positively impacts the lives of younger and older youth in a way that results in their lifelong success. The college's overall goal and vision will be to deliver a customer-focused strategy that is responsive to the needs of younger and older youth and meets the performance goals outlined by CSGC in this workforce region. The college, in conjunction with the CSGC Board, will manage and provide services to both in-school and out-of-school youth in the community under the Workforce Innovation Opportunity Act (WIOA) which shall include: paid and unpaid work experience activities involving academic and occupational education components, recruitment and screening of youth, basic career and individualized career services and training plans, follow-up services, and referrals to secondary education entities for in-demand occupations. Additionally, GCSC will consistently provide a professional environment centered on the needs of the client within a fully integrated framework of workforce services, to include leveraging the resources of partnering organizations. Our overall goal is to deliver excellent customer service, along with effectively and efficiently delivering workforce services that will lead to the long-term success of our clients. The staff have the expertise to deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices, and priorities to meet local, state, regional, community and customer-based needs.

During the 2022-2023 program year, GCSC estimates that approximately 30 youth will be served in the out-of-school youth program and 10 will be served in the in-school youth program (also known as "Cornerstone"). Under the supervision of the CareerSource Gulf Coast Board, the college will provide services that shall include; paid and unpaid work experience, recruitment, objective assessments and evaluations, personalized service strategies, financial literacy training, linkages to careers/career pathways, work-based learning opportunities, follow up, follow-up services, training opportunities, referral to supportive services, as well as other preparatory activities. Form 3A, *'Workforce Innovation and Opportunity Act Youth Services, Out-of-School Youth Ages 16-24 (page 25) and In-School Youth Ages 16-21 (page 26) Production and Perform Summary'*, outlines the number of youth to be served by activity.

2. Customer Service

Gulf Coast State College has implemented innovative approaches and focused on continuous improvement in delivering workforce development services since the CSGC Job Center was established in 1999. Community involvement, outreach and recruitment, in addition to collaboration with local agencies are essential to the success of serving out-of-school and in-school youth. Demonstrating initiative, creativity, and responsiveness to the client's needs in the community and with employers is equally as important and will remain a top priority.

Social media is one of several effective communication channels that will be used as a way to connect with youth. Over the past several years, the CSGC social media accounts have experienced upward trending gains in usage. This media source will continue to be used to connect with youth participants and link the services provided by the college under the CSGC brand. In addition to emails and phone calls, and text messages, Instagram is one of the outlets used to notify youth of relevant information and upcoming activities. The Job Center Coordinator will work collaboratively with Board

Staff and the Director of Workforce Services and Communications to ensure that any creative programmatic information posted via social media, print, or any other internal or external marketing platform will be consistent in messaging and will maintain the integrity of the "CareerSource" brand.

To motivate the youth enrolled in the program, incentives will be offered after the attainment of certain milestones have been reached. The idea is that monetary incentives can further encourage and motivate youth to remain engaged in various WIOA programmatic requirements and training opportunities. The youth would learn that only after hard work, dedication and commitment to specific goals and objectives, as well as active participation in program activities, can incentives be earned.

A team of organizations and others who are relevant to the well-being of the client will be convened (example: family members, service providers, and agency representatives) to provide supportive services. The college will develop a collaborative network and "team approach" to meet the needs of the client. Research indicates that youth who receive contextualized basic skills instruction along with occupational skill training experience a higher level of success. In these instances, all efforts will be exhausted to connect mentoring, specific occupational e-learning courses/workshops (and hands-on training in specific instances), coaching, job shadowing, work experience and leadership opportunities to the client.

Through the college's service as the existing CSGC Job Center Operator, a number of effective working relationships with local area employers' post-secondary institutions have been established, retained, and strengthened over the past few years. It is important that we continue to develop and grow these relationships as a pathway to employment opportunities for youth. We will seek internships and job shadowing opportunities, where appropriate. This will allow businesses to share an active role in the investment of future talent and allow youth to be exposed to various jobs. The goal is to prepare youth's expectation as they enter, grow, and advance in a job and/or their chosen career field and post-secondary education.

PROGRAM SUMMARY
Workforce Innovation and Opportunity Act Youth Services Program summary
(Totals are cumulative totals)
Out of School Youth (OOSY) Participants

SERVICE PROVIDER NAME: Gulf Coast State College **CUSTOMER GROUP:** WIOA Out-of-School YOUTH
GRANT AGREEMENT YEAR: 2022 – 2023 **Bay County**

		NUMBER ENROLLED PARTICIPANTS BY ACTIVITY/OUTCOME											
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	#ENROLLED W/ HSD OR GED AT ENTRY	10	12	15	17	19	20	21	22	23	24	25	25
2	#ENROLLED W/OUT GED/HSD AT ENTRY	6	6	6	6	6	7	7	7	7	7	7	7
3	#ENROLLED AS CARRY FORWARD PARTICIPANT	16	16	16	16	16	16	16	16	16	16	16	16
4	TOTAL ENROLLED (Total of lines 1 – 2)	16	18	21	23	25	27	28	29	30	31	32	32
5	# ENROLLED IN A TRAINING ACTIVITY	6	6	7	7	7	8	8	8	9	9	10	10
6	# ENROLLED IN WORK EXPERIENCE ACTIVITY	16	18	20	21	22	23	24	25	27	28	29	30
7	# OF CREDENTIALS EARNED	0	1	2	3	4	5	6	7	8	9	10	10
8	# OF MSGS EARNED	0	1	2	3	4	5	6	7	8	8	8	8
9	# JOB PLACEMENTS	0	3	5	8	9	10	12	14	16	18	19	20
10	# PLACED INTO POST SECONDARY TRAINING	0	1	2	2	2	2	4	4	5	5	5	5
11	# TOTAL POSITIVE OUTCOMES (Total of lines 9 and 10)	0	4	7	10	11	12	16	18	21	23	24	25
12	# NEGATIVE OUTCOMES	0	0	0	0	0	1	1	1	1	2	2	2
13	# TOTAL EXITS (Total of lines 11 and 12)	0	4	7	10	11	13	17	19	22	25	26	27
14	# REMAINING ON BOARD (Difference between lines 4 and 13)	16	14	14	13	14	14	11	10	8	6	6	5

WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH SERVICES PROGRAM SUMMARY

(Totals are cumulative totals)

IN-SCHOOL YOUTH (ISY) - PARTICIPANTS

		NUMBER ENROLLED PARTICIPANTS BY ACTIVITY/OUTCOME											
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	#ENROLLED W/ HSD OR GED AT ENTRY	0	0	1	1	2	2	3	4	5	6	7	8
2	#ENROLLED AS CARRY FORWARD PARTICIPANT	0	0	0	0	0	0	0	0	0	0	0	0
3	TOTAL ENROLLED (Total of lines 1 and 2)	0	0	1	1	2	2	3	4	5	6	7	8
4	# ENROLLED IN A TRAINING ACTIVITY	0	0	1	1	2	2	3	4	5	6	7	8
5	# ENROLLED IN WORK EXPERIENCE ACTIVITY	0	0	1	1	2	2	3	4	5	6	7	8
6	# OF CREDENTIALS EARNED	0	0	0	0	0	2	3	3	3	3	6	7
7	# OF MSGS EARNED	0	0	0	0	0	2	3	3	3	3	6	6
8	# JOB PLACEMENTS	0	0	0	0	0	0	1	1	1	2	3	3
9	# PLACED INTO POST SECONDARY TRAINING	0	0	0	0	0	0	0	0	0	0	1	1
10	# TOTAL POSITIVE OUTCOMES (Total of lines 8 and 9)	0	0	0	0	0	0	1	1	1	2	4	4
11	# NEGATIVE OUTCOMES	0	0	0	0	0	0	0	0	0	0	0	0
12	# TOTAL EXITS (Total of lines 10 and 11)	0	0	0	0	0	0	1	1	1	2	4	4
13	# REMAINING ON BOARD (Difference between lines 3 and 12)	0	0	1	1	2	2	2	3	4	4	3	4

MODIFICATIONS ONLY

Additional # Enrolled	New Total # Enrolled	Total Cost Per Participant

METHOD AND TIME PAYMENT

1. CareerSource Gulf Coast shall pay an aggregate amount not to exceed of **\$88,248.00** shown on the copy of the budget summary hereto attached and made a part of this Grant Agreement. If during the term of the Grant Agreement Gulf Coast State College determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CareerSource Gulf Coast. The total amount allowed of **\$88,248.00** cannot be over expended. CareerSource Gulf Coast is not obligated to approve payment of any amount for expenses incurred related to this Agreement prior to the effective date.
2. CareerSource Gulf Coast has entered into an agreement with Gulf Coast State College under the terms of which Gulf Coast State College is the fiscal agent for CareerSource Gulf Coast. All financial reports must be submitted by the 8th of each month to the Finance Director for CareerSource Gulf Coast located at Gulf Coast State College. The reimbursement check issued will be a Gulf Coast State College check.

***Note: All of the above expenses must be for services provided by this Grant Agreement for those individuals eligible for Workforce Programs administered by CareerSource Gulf Coast as outlined in this Grant Agreement.**

3. Documentation for reimbursement shall include an invoice and the following:
 - a) Salaries/Fringes: Documentation of rate of pay and payment for positions identified in budget summary.
 - b) Staff Travel: Documentation of mileage and/or travel expenses and payment.
 - c) Other Staff support items: Copy of invoice/bill to support costs.
 - d) Indirect Costs (must be approved in the Grant Agreement budget prior to submittal)
4. Reimbursements shall be made to the Service Provider in a timely manner in accordance with standard accounting procedures. The payment of funds under the Grant Agreement to the Service Provider is contingent upon and subject to the receipt of funds for said purpose by the Board from the Florida Department of Economic Opportunity, and/or CareerSource Florida, Inc.
5. It is understood and agreed by the parties hereto that this is a cost reimbursement Grant Agreement, which requires a level of performance for full payment. Failure to meet the minimum level of performance or to provide the services as specified will result in payments being withheld or repayment by the Service Provider of all or a portion of the funds paid for such services and activities. This provision is subject to any legal proceedings available to the Service Provider.

The Service Provider understands that monthly reimbursements to finance this Grant Agreement are for the purpose outlined in the Statement of Work, and outcomes specifically identified in the Program Summaries and Performance sections of the Grant Agreement. The Service Provider may expect cost reimbursement by the end of the reporting month if all reports are submitted in a timely and accurate manner to the Board. The following performance is required of all Workforce Innovation and Opportunity Act (WIOA) providers:

- Actual job placements achieved by a service provider will be compared to planned quarterly benchmarks specified in the Program Summary. Failure to achieve 80% of those planned placements into unsubsidized employment/post-secondary education may result in funds being withheld until the Service Provider reaches the stated level of performance. The Service Provider will be required to repay funds if the performance level is not achieved by the end of the Grant Agreement period.
- Of all actual terminations that occur in the Older Youth programs, an overall 80% must be associated with placement into unsubsidized employment/post-secondary education by the end of the Grant Agreement period.

In the above-mentioned situation, whereby a Service Provider does not achieve the stated level of performance, the following methodology will be used to calculate the payback for each placement below 80% of the contracted job Placements: $\text{Cost per placement} = \frac{\text{total funds expended}}{\text{number of participants placed into unsubsidized employment/post-secondary education}}$.

Number of placements missed X Cost per placement = dollar amount of pay back.

Failure to provide training and/or program activities as specified may result in repayment of all or a portion of the funds paid for such.

PERFORMANCE OUTCOMES

Unless otherwise noted, this is a performance-based cost reimbursement Grant Agreement and CareerSource Gulf Coast may withhold up to ten (10) percent of funds should the service provider not meet performance measures (below) on a quarterly basis. However, achieving benchmarks by the fiscal year's end may allow the service provider to earn the performance holdback in whole.

Measure	Final Goals for PY 2022
Credential Attainment Rate	92%
Employed or in post-secondary education at exit	95%
Median Wage at Placement	\$10.00 per hr.
Measurable Skills Gains	73%

***On September 30th of each year for the next four years, the minimum wage will increase by \$1.00. As of September 30th, 2022, the minimum wage will be \$11.00 per hour and will increase by \$1.00 annually thereafter. The wage at placement goal by 9/30/2025 will be \$14.00 per hour.

Four of the performance measures for contract year 2022-2023 are listed below. The service provider must meet two of the four measures to earn the ten (10) percent holdback. Exceeding one measure will count as meeting two; however, the service provider is encouraged to strive towards meeting all four goals.

- 1) Credential Attainment Rate
- 2) Employed or in Post-Secondary Education at Exit
- 3) Median Wage at Placement
- 4) Measurable Skills Gains

1. Assurance of commitment to achieving each of the performance levels

Performance is a priority for the college. We understand and are committed to achieving each of the performance levels as established by the CSGC Board and remaining a top performer.

On a monthly basis, the Coordinator and the Career Development Specialist will monitor all performance measures. To maintain high levels of performance, GCSC will employ qualified staff and provide training on performance measures and what each measure represents. Information related to performance will be shared with staff at regularly scheduled meetings. If the Coordinator and the Career Development Specialist determine staff need additional assistance to perform at a higher level, the Coordinator will immediately request technical assistance or additional training from the CSGC Board or DEO. We will maintain regular contact with partner organizations to evaluate the level of effectiveness of services provided. The level of performance will be based on the program requirements and will be reported in the monthly CSGC Traffic Report. Section K, Quality Control, on page 31 provides details on our method for managing quality control.

Budget (July 1, 2022 - June 30, 2023)

CareerSource Gulf Coast – WIOA Youth Services Budget Proposal 2022 - 2023	
Coordinator/McLane	4,728
Workforce Services Mgr./TD	4,400
Admin. Asst./Stewart	1,226
Admin. Assistant/Vacant	1,674
OOSY Case Manager	13,679
WIOA Youth Case Mgr./Linda Cohen	35,217
TOTAL SALARIES	60,924
FICA and Medicare (7.65%)	4,661
Retirement (11.91 %)	7,256
Health Ins.	12,185
Life Ins.	152
TOTAL FRINGES:	24,254
TOTAL SALARIES & FRINGES:	85,178
OPERATIONAL:	
Travel	500
Subtotal	85,678
Indirect Program Costs (3%)	2,570
TOTAL JOB CENTER:	88,248

Work Experience Expenditure Requirement

- a) WIOA includes a requirement that a minimum of 20% of the region's WIOA Youth dollars (excluding admin.) must be spent on allowable work experience activities.
- b) For 2022-2023, this amount is \$137,076.
- c) For guidance on which costs can count toward the requirement, see TEGL 23-14 and TEGL 8-15.
- d) The CSGC Board holds the incentive and training dollars that are spent at GCSC's direction and count toward meeting the goal when combined with the staff time in this contract.

Items that count toward the 20% work experience requirement

Work Experience Expenditure Tracking and Reporting

The below listed program expenditures on the work experience program element must be tracked and reported (WIOA section 129 (c) (4)). The list below is not all inclusive, refer to local guidance for more information.

- Staff time spent:
 - Identifying potential work experience opportunities
 - Working with employers to develop the work experience
 - Working with employers to ensure a successful work experience
 - Evaluating the work experience
 - Conducting participant work experience orientation sessions
 - Performing orientations for employers
- Work Experience Activities and Incentives include but are not limited to:
 - Performance incentives related to activities that count under Work Experience such as completion of Employability/Soft skills training, evaluation bonus, value of incentive such as laptop or tablet
 - Wages paid by the program as part of an internship or other work-based training/learning
 - Job Shadowing
- Students must be enrolled in one of these activities for staff time to count in the 20% Work Experience expenses category:
 - Internship
 - Summer/year-round employment
 - OJT
 - Work Experience with a time-limited training plan
- Training, such as Workforce Readiness Training

Items that do not count toward the 20% work experience requirement

- | | |
|---|---|
| ✓ Career Exploration | ✓ GED incentives |
| ✓ Leadership Development & Etiquette Training | ✓ Literacy/Numeracy gains incentives |
| ✓ Florida Training & Testing Center (driver training) | ✓ Money Sense/financial literacy incentives |
| ✓ License fees (such as for driving licenses) | ✓ Other Certificate Achievements & Workshop Participation incentives (such as Safe Serve, C.N.A., Goal Setting, Leadership, etc.) |
| ✓ Supportive Services | |

BUDGET NARRATIVE

Justification of each proposed expense and method of computation

The budget reflects projected needs for the program year. Employee costs will be allocated to the programs they support. Expenditures are based on prior year expenditures unless otherwise noted.

Salary/Fringes: Salaries of **\$60,924** are for the following positions: Two full-time OOS Youth Case Managers, Coordinator (\$4,728 - 10% of total salary of \$47,276) and Workforce Service Manager (\$4,400-10% of total salary of \$43,997), and Administrative Assistant (\$1,226 –10% of total salary) and Administrative Assistant (\$1,674-10% of total salary of \$16,736). Total salaries are **\$60,924**.

Fringes include FICA and Medicare match, retirement, and insurance. FICA and Medicare match are 7.65% of taxable salaries **\$4,661**. Retirement is 11.91% of salaries **\$7,256**. Health insurance is **\$12,185** and life insurance is **\$152**. Total fringes/benefits are **\$24,254**.

Actual current salary for each employee:

Name	Salary
Coordinator/McLane 10%	\$4,728
Workforce Service Manager /Dekouche 10%	\$4,400
Admin Assistant/ Stewart 10%	1,226
Admin Assistant/Vacant 10%	\$1,674
Case Manager/Cohen	\$35,217
Case Manager/TBD	\$13,679

Travel: Travel costs to deliver services include local travel between the CSGC Job Center and college locations or employer sites as well as out-of-district travel for staff to attend workforce-related conferences and workshops. Total travel is **\$500**.

Indirect Program Costs: Reimbursement for costs incurred by the college in support of the contract, not reflected in stand-in costs, is projected at **\$2,570**. Indirect costs are calculated at **3%** of the total contract.

COST ALLOCATION PLAN

Costs will be direct charged where appropriate. Costs that cannot be direct charged will be pooled in the WIOA/WT Universal Service Cost Pool (USCP) and the Coordination and Operational Cost Pool (COCP) at the direction of the CareerSource Gulf Coast Board. The USCP contains all costs related to the wages, fringe benefits, and overhead costs associated with the non-DEO front line, resource room and job developer positions. Costs will be distributed based on the total prior month-to-date expenditures of service providers in the region. The CareerSource Gulf Coast Board staff compiles monthly service provider program expenditures for the region, and the CareerSource Gulf Coast Job Center uses the percentages charged to WIOA and WT grants to allocate costs accumulated in the USCP. The CareerSource Gulf Coast Board staff will maintain month-to-date expenditure spreadsheets to support percentage distributions to grants. The COCP contains all costs related to CareerSource Gulf Coast Job Center overhead costs and the wages and fringe benefits for the Coordinator, Workforce Services Manager, and administrative assistant/switchboard operator. Monthly costs in the COCP pool will be allocated based on the percentage of partner program staff charges to grants and will be supported by personnel activity reports.

Per the CareerSource Gulf Coast Board, a function or activity that benefits two or more programs may be set up as a single cost objective. Costs allocable to that cost objective are allowable to any of the programs that benefit from the activities or costs. Therefore, the CareerSource Gulf Coast Job Center will make business decisions regarding what combination of funds made available under these programs will be applied to cost objectives.