**Local Workforce Development Area (LWDA)**

**Permanent File and Annual Reporting**

# BACKGROUND

Arkansas Department of Workforce Services (ADWS) has established a comprehensive and continuous monitoring system to fulfill its responsibility as a federal grant recipient and because effective monitoring is a key method for achieving our primary mission – quality services to job seekers and employers.

A critical component of the continuous monitoring system is a completed “LWDA Permanent File and Annual Reporting” form submitted annually by each LWDA. This form is a communication tool for LWDAs to apprise ADWS staff of challenges or achievements, new developments in the region, technical assistance needs or other concerns. Each LWDA will have an opportunity once every Program Year to help shape ADWS oversight, training and capacity building priorities through information presented in this form. The LWDA Permanent File and Annual Reporting form will cover key areas of WIOA including: governance, administrative and fiscal procedures, service delivery/operations and performance.

ADWS recognizes that initial completion of this process will require a significant investment of staff time by the LWDA; however, the information provided will be used to establish a permanent file for both financial and programmatic operations which will only require updating in subsequent years based on changes to governance, policies, procedures or other key elements of service design and delivery. ADWS will provide ample time for LWDA completion of this initial process and will continue with other oversight and monitoring activities. ADWS appreciates the local system’s contribution to this process and recognizes that each LWDA’s ability to accurately and thoroughly respond to this request reflects a commitment to ensuring full oversight of local service provider compliance and effectiveness.

The LWDA Permanent File and Annual Reporting form is provided below along with instructions for accurate and timely completion by each LWDA.

Monitoring is a shared responsibility across the federal, state and local partnership that comprises the public workforce system. Thank you for your effort to support our shared responsibilities and your commitment to ensuring a compliant and effective Arkansas workforce system!

# INSTRUCTIONS

## Each LWDA is required to adhere to the following:

* Engage in a process to complete the LWDA Permanent File and Annual Reporting form, which is your self-assessment and risk assessment, in an accurate and timely manner. This process may vary depending on the LWDA but should ensure that appropriate staff is charged with the responsibility of completing this form. Those identified to complete the LWDA Permanent File and Annual Reporting form should understand the purpose of the tool, how to complete it, and have the knowledge and understanding of the LWDA’s management and operations to provide accurate information to ADWS.
* Fully respond to the questions and requests for additional information in this form. Submit this completed form with all required documents (e.g. policies, procedures, lists, etc.) as electronic copy to [WIOA@arkansas.gov](mailto:WIOA@arkansas.gov) no later than close of business on September 30th of each program year. The initial request for completion of this form will be 90 days from the date of the issuance putting the LWDA on notice of the requirement.
  + Some of the requests below will include an “\*” to identify which requests must be maintained throughout the year. Should the information change regarding these questions, the LWDA is required to update the information within 30 days of the change.

Immediately notify WIOA’s Accountability and Compliance at the email address above concerning any questions regarding how to complete this form or if there are any challenges that may impact timely submission. (Note: Attachments may be uploaded to the Financial Monitoring SharePoint Site via the link <http://dwssp.arkansas.gov/dfm/SitePages/Home.aspx>).

# LWDA PERMANENT FILE AND ANNUAL REPORTING INFORMATION REQUEST FORM

## Name of LWDA: Southwest Arkansas Workforce Development Area

## Name & Signature of Chief Elected Official (CEO)

Printed Name: Greg Ray

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please provide a point of contact for the following functions (name, title, phone, and email):

Individual Completing Form: Patrick Carter, Director of Workforce Development; (870) 235-7509; patrick.carter@arkansas.gov

Business Outreach: Patrick Carter, Director of Workforce Development; (870) 235-7509; patrick.carter@arkansas.gov

Monitoring: Patrick Carter, Director of Workforce Development; (870) 235-7509; patrick.carter@arkansas.gov

Performance Contact: Reese Broadnax, Project Manager/Quality Assurance; (870) 837-6911; reese.broadnax@arkansas.gov

Fiscal: Lisa Stamper; (870)235-7505; lisa.stamper@arkansas.gov

### Governance

#### Local Workforce Development Board (LWDB):

1. Please providethe name, title, category, position, and basis for policy-making authority in the organization. Highlight all members appointed during the previous program year. **See Attachment 1**
2. \* Please provide any current vacancies on your LWDB, the impact created by that vacancy, and your plan to fill the vacancy

**The Southwest Arkansas Workforce Development Board (SWAWDB) currently has two Private Sector Business vacancies. These vacancies are located in Columbia and Calhoun County. In compliance with the SWAWDB by-laws, local business organizations will provide nominations and member appointments by the Chief Elected Officials of Southwest Arkansas.**

1. \*Please provide all scheduled meeting dates and locations for this Program Year.

**September 13, 2018: 10:00am; Southwest Arkansas Planning and Development District, Inc.**

**November 6, 2018: 10:00am; Southwest Arkansas Planning and Development District, Inc.**

1. As supporting documentation, please provide a complete LWDB roster from your last meeting including committee structure/assignments. **See Attachment 2**
2. Please provide any materials developed within the last Program Year that articulates the LWDB’s vision, priorities/goals and planned activities for this Program Year. **See Attachments 3-5; SW Region Sector Strategies**

#### One-Stop Operator and Title I Service Provider:

1. \* Have you made any changes to your One-Stop Operator designation? Yes □ No ☒

If yes, please provide the name of the new organization serving as your one-stop operator and the supporting documentation of the procurement action including the following:

* Solicitation information
* Proposals received
* Rating/selection factors
* Proposal scores
* Rationale for method of procurement
* Selection of agreement or contract type
* Contractor selection or rejection
* Appeals and disputes
* Basis for contract price
* Resulting contracts/agreements
* Minutes of all related meetings

How does your LWDA ensure that 75% of Youth funds are spent on out-of-school youth? (Please submit and relevant local policy or guidance.)

**The Southwest Workforce Development Area ensures the 75% Out-of-School Youth expenditure requirement by placing all efforts on services to Out-of-School Youth.**

How does your LWDA ensure that Youth Activities include a minimum of 20% Work Experience?

**Each youth, after interview and assessment, is offered and encouraged to participate in a Work Experience. Out-of-School Youth participating in Work Experience earn wages based on the employers entry-level pay for the job position, and are also eligible to earn incentives for contract completion.**

#### Memoranda of Understanding (MOU) (Which includes as an attachment bylaws and Local Board Policies):

1. \* Does your LWDA have a fully executed and up-to-date MOU with all of the required One-Stop partners listed:

|  |  |
| --- | --- |
| 1. WIOA Adult, Dislocated Worker, and Youth (Title I) | Yes ☒ No □ |
| 1. Unemployment Insurance (UI) | Yes ☒ No □ |
| 1. Wagner-Peyser | Yes ☒ No □ |
| 1. Employment and Training Program Under the Supplemental Nutrition Assistance Program (SNAP) | Yes ☒ No □ |
| 1. Adult Education and Literacy Program (Title II) | Yes ☒ No □ |
| 1. Vocational Rehabilitation Program (VR) | Yes ☒ No □ |
| 1. Carl Perkins Career and Technical Education Programs | Yes ☒ No □ |
| 1. Community Services Block Grant | Yes ☒ No □ |
| 1. Housing and Urban Development (HUD) Employment and Training | Yes □ No ☒ |
| 1. Senior Community Service Employment Program | Yes ☒ No □ |
| 1. Jobs for Veterans Program | Yes ☒ No □ |
| 1. Trade Adjustment Assistance (TAA) Program | Yes ☒ No □ |
| 1. Temporary Assistance for Needy Families (TANF) | Yes ☒ No □ |
| 1. Reintegration of Ex-Offenders Program under Second Chance Act | Yes □ No ☒ |
| 1. Work Program Authorized Under the Food and Nutrition Act | Yes □ No ☒ |

1. \*Please provide a copy of the executed MOU required under WIOA Statute Sec. 121 (b), Bylaws, and Program Policies. **See Attachment 6 – SWAWDB MOU and Signatures**

**Attachment 7 – SWAWDB By-laws**

**Attachment 8 – SWAWDB Board Policies**

### Administrative & Fiscal

1. \* Please provide an organizational chart (should include all staff job titles) and job descriptions for each position. **See Attachment 9 – Workforce Organizational Chart**
2. Please provide policies and procedures [e.g., cash management, purchasing, use of credit cards, contracting, accounts payable, equipment, issuance of Individual Training Accounts (ITA), types and limits on supportive service/needs-related payments, financial reporting, property management; etc.) **See Attachment 10 – Financial Policies and Procedures**
3. Please Describe the LWDA’s/One-stop operators’ payroll cycle (how often; when)? **Bi-weekly**

* Does the LWDA/One-stop operators post an accrual for any payroll earned but not disbursed at month end? **Yes**
* Is the accrual reversed at the beginning of the next month? **Yes**

1. Describe the accounts payable cycle (every day; one specific day of the week; twice a week, etc.)?

**As payables are received, they are coded and approved by appropriate department heads or director. Then forwarded to accounting department for processing. Outstanding accounts payable are overlooked once a week and invoices are selected to be paid by appropriate party.**

1. Please provide a full general ledger chart of accounts. If numeric or alpha-numeric accounting codes are being used on the general ledger rather than account descriptions, there should be sufficient information to cross-reference reported expenditures to the appropriate accounts. **See Attachment 11 – GL Chart of Accounts**
2. \* Provide staff names of individuals responsible for the following processes, and conclude if adequate separation of duties exists: (list title next to each duty below)
3. Approves purchase orders: **Blake, Tamara, Annette, Patrick - Department Heads**

**or Renee, Director**

1. Verifies receipt of order: **Staff person not directly tied to order**
2. Authorizes disbursement: **Renee, Director and Annette, HR Manager**
3. Prepares checks: **Lisa, Staff Accountant**
4. Signs Checks: **Renee, Director and Parnell Vann, Secretary**
5. Compares checks with vouchers: **Donna, Administrative Coordinator**
6. Distributes checks: **Donna, Administrative Coordinator**
7. Post disbursements: **Donna, Administrative Coordinator**
8. Prepares request for funds LWC: **Lisa, Staff Accountant**
9. Receives cash: **Donna, Administrative Coordinator**
10. Post receipts: **Lisa (does entries) Staff Accountant**
11. Deposits receipts: **Donna, Administrative Coordinator**
12. Controls petty cash: **Not applicable**
13. Audits petty cash: **Not applicable**
14. Prepare bank reconciliations: **Donna, Administrative Coordinator**
15. Maintains general ledger: **Lisa, Staff Accountant**
16. Prepares financial reports: **Renee, Director**
17. Approves financial reports: **Renee, Director**

Please provide a copy of the approved cost allocation plan for distributing shared direct costs as well as an approved indirect cost rate (if elected or required). **See Attachment 12 – Cost Allocation Plan**

* Please include any updates or amendments to the cost allocation plan completed in the last year.
* Please include the methodology and documentation used to distribute joint direct/indirect cost between “administrative” and “program” cost categories and between WIOA program components.

1. \* Has the LWDA or its service providers purchased equipment (i.e., > $5,000) with sub-grant funds? **No.**

Was prior approval obtained?

Were competitive bids or quote obtained?

Has the equipment been included on an inventory listing?

Please provide a list of current inventory.

Does LWDA have an effective system of authorizing and approving capital equipment expenditures?

\* How many service provider/One-stop contracts does the LWDA have?

**The Southwest Arkansas Planning and Development District (SWAPDD) is contracted with the LWDB as the Service Provider, One-Stop Operator, and fiscal/administrative entity.**

Are any of these agreements for a fiscal agent? **Yes**

When was the last time service provider/One-stop operator monitoring was performed? **April 23, 2018**

* + - Any outstanding findings from those reviews? **The LWDA has provided a response to the PY17 monitoring report and is waiting for approval.**

How does the LWDA allocate its administrative costs to its funding streams for financial reporting?

**Administration costs are allocated based on percentage of salaries.**

When do LWDA’s One-stop operators obligate and expend Individual Training Accounts funds?

**Individual Training Account obligations are made once a Request for Funding has been approved by the Program Director and submitted to the Accounting Department. Expenditures are made bi-weekly, only after an invoice has been received.**

Has there been staff turnover in the fiscal staff in the last year? What position? Was the staff replaced?

**SWAPDD currently has a vacancy for a Financial Director. The District is in the process of filling the position.**

What is the leave policy for fiscal staff?

**All staff are highly encouraged to utilize their vacation days yearly.**

Is staff required to take vacation time each year? **Yes. Staff has to use 80% of their vacation time annually.**

Has any fiscal staff not taken any vacation in the last year? If so, who? **No**

Describe how cash needs are determined. (For example, how often are funds drawn?)

**WIOA money orders are figured on Mondays and Thursday of each week. There is a process set up to determine if any funds are needed to be drawn for the set time period. For instance, funds ordered on Monday are received on the following Friday. When processing that money order, we pull an outstanding WIOA accounts payable report for that Friday’s date. We order funds that are needed for that set time period.**

**There is a spreadsheet that is formula driven. Cash on hand is accounted for here, we key in WIOA account balance as that date, as well as funds requested but yet to be received. This amount is offset by any outstanding invoices and/or future expenses to the funding streams. The outstanding invoices are broken down by funds accordingly.**

Does LWDA have a cash forecasting process which will minimize the time elapsed between the drawing down of funds and the disbursement of those funds?

**We utilize an excel spreadsheet: Workforce Check Register. Each fund has its own column with total grant allotment minus funds expensed. It flows through the month on a daily basis. Funds ordered are entered into the appropriate column(s) to keep a running total of funds available for that particular grant. Expenses are deducted when check runs are processed. At the end of the month this spreadsheet is reconciled back to cash balance in the Workforce checking account 1) to the accounting software, and 2) to the bank statement. After this is preformed, we reconcile our funds remaining to be drawn balances back to the state AWIS site. We pull statement of financial positions to reconcile this amount to.**

Are One-stop operators on an advance or cash reimbursement basis?

Is the payment by wire transfer or check? **Reimbursements are done through wire transfers.**

Does the LWDA have a financial management system that provides records that can identify the source and application of funds for award-supported activities? Please describe.

**Yes, Abila MIP Fund accounting software is utilized for this.**

Does LWDA’s financial system provide for the effective control over and accountability for all funds, property, and other assets (including, but not limited to comparison of expenditures with budget amounts for each award)?

**We utilize an excel spreadsheet: Workforce Check Register. Each fund has its own column with total grant allotment minus funds expensed. It flows through the month on a daily basis. Funds ordered are entered into the appropriate column(s) to keep a running total of funds available for that particular grant. Expenses are deducted when check runs are processed. At the end of the month this spreadsheet is reconciled back to cash balance in the Workforce checking account 1) to the accounting software, and 2) to the bank statement. After this is preformed, we reconcile our funds remaining to be drawn balances back to the state AWIS site. We pull statement of financial positions to reconcile this amount to.**

Are all disbursements properly documented with evidence of receipt of goods or performance of services?

**Yes**

Are all bank accounts reconciled monthly?

**Yes**

\* In the last 12 months, has LWDA implemented new or substantially changed systems related to its federal grant management? If yes, please explain.

**No**

Describe the method LWDA uses to support labor and benefit charges.

**Employees maintain a timesheet that documents the time period that they spend working on each individual funding stream and different general ledger code(s) and/or cost code(s) for their time. Employees also maintain a daily calendar of events and/or projects worked on for that pay period. Benefits are allocated out based on the percentage of where salaries were charged for that time period.**

### Annual Reporting Requests

Please use the area below to describe successes achieved over the last year towards improved outcomes for employers and job seekers in your region. (Please note: ADWS is interested in learning about positive practices for replication around all areas of program implementation from small process improvements to major initiatives. Please feel free to submit any supporting material regarding your positive practice.)

### Technical Assistance Needs

\* Please use the area below to describe any training and/or technical assistance needs in your LWDA. Please include the topical area, specifics regarding the content to be provided and a suggested format for providing support (i.e. consultation, in-person training, virtual meeting or training, peer support, etc.)