



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920

Telephone: (401) 462-8000
TDD: (401) 462-8006

Donald L. Carcieri
Governor
Adelita S. Orefice
Director

WORKFORCE INVESTMENT NOTICE: 07-10

TO: WORKFORCE INVESTMENT AREAS

FROM: John J. O'Hare, Administrator-Workforce Investment Office

SUBJECT: Allocations for Youth Programs for PY 2007 from the Job Development Fund; oversight and reporting requirements.

DATE: December 11, 2007

1. PURPOSE To provide Locals with the Job Development Fund (JDF) Youth allocations for FY 2008 by the same formula as WIA allocations for PY 07. This policy also details local oversight and reporting requirements.

Be advised that State of Rhode Island requires that each Local Workforce Area establish such fiscal control and fund accounting procedures as may be necessary to assure the proper disbursement of, and accounting for, Job Development Funds allocated to local areas. Such procedures shall ensure that all financial transactions are carried out in compliance with the requirement of paragraph 4. In addition, all transactions shall be conducted and records maintained in accordance with Generally Accepted Accounting Principles and applicable State Policy Issuances.

2. BACKGROUND The Governor's Workforce Board (GWBRI) Youth Development Committee recommended that \$3,000,000 of the JDF be allocated for Youth Strategies. The GWBRI Strategic Investment Committee also approved this proposal. On September 6, 2007, the GWBRI approved the proposal and stated that the funds would be allocated to the locals by formula, through the State Workforce Investment Office.

Grants will be awarded by competitive Youth RFP process by the local boards. In addition, the GWBRI required that youth being served under the Job Development be provided services on an as-needed basis as determined by an appropriate assessment. The services available shall, at a minimum, include: the WIA youth services ten program elements (WIA Regulations at paragraph 664.410.) The contracted requirements of the program must be in conformity with the joint Request for Proposals issued by the two local WIAs and consistently applied statewide.

3. REPORTING Each Local Workforce Area must submit fiscal and programmatic reports quarterly. The initial report is due August 15, 2008 for the period beginning April 1, 2008 through June 30, 2008. Expenditure of funds and participant data accrued from April 1, 2008 through June 30, 2008 shall be included in the report due August 15, 2008. Fiscal and programmatic reporting forms will be forwarded separately from this WIN Notice. Be advised that the GWBRI's Planning and Evaluation Committee may modify both fiscal and programmatic reporting requirements from time to time.

4. POLICY Each Local Workforce Investment Area receiving Job Development Funds for Youth Services during Program Year 2007 and Program Year 2008 (including the chief elected official of the local area), and providers receiving funds under this title, shall comply with the applicable Circulars and Regulations of the Office of Management and Budget for the type of entity receiving Federal WIA funds and all applicable State and Local Laws.

Nothing in this policy shall preclude the entity that is receiving Job Development funds from adopting new policies and procedures or utilizing existing policies and procedures provided they are at least as restrictive as the Federal Circulars and Regulations. The SWIO, therefore, prescribes, at a minimum, the following administrative and fiscal requirements as State Policy:

- ◆ **Fiscal/Administrative Requirements:** The applicable requirements per federal citations listed below must be complied with by all subrecipient/vendors for both WIA and JDF allocations.

Cross Reference of Administrative Requirements

| Requirement | State/Local Government | Nonprofit Organizations | Institutions of Higher Education | Commercial Organizations |
|-------------------------------------|------------------------|-------------------------|----------------------------------|---|
| Audit | 29 CFR Part 99 | 29 CFR Part 99 | 29 CFR Part 99 | 20 CFR 667.200 (b) (ii) (WIA Regulations) |
| Audit Resolution | 29 CFR Part 96 | 29 CFR Part 96 | 29 CFR Part 96 | 20 CFR 667.500 et. seq. (WIA Regulations) |
| Cost Principles | A-87 | A-122 | A-21 | 48 CFR Part 31 |
| Allowable Costs | A-87 | A-122 | A-21 | 48 CFR Part 31 |
| Uniform Administrative Requirements | 29 CFR Part 97 | 29 CFR Part 95 | 29 CFR Part 95 | 29 CFR Part 95 |
| Lobbying Restrictions | 29 CFR Part 93 | 29 CFR Part 93 | 29 CFR Part 93 | 29 CFR Part 93 |
| Suspension and Debarment | 29 CFR Part 98 | 29 CFR Part 98 | 29 CFR Part 98 | 29 CFR Part 98 |
| Drug-Free Workplace | 29 CFR Part 98 | 29 CFR Part 98 | 29 CFR Part 98 | 29 CFR Part 98 |

- ◆ **Additional Administrative Requirements:**

- ◆ **Procurement-** Procurement transactions under the Job Development Fund grants between local boards and units of State or local governments shall be conducted only on a cost-reimbursable basis. All procurements will be “open and competitive” in compliance with the applicable OMB-Circular listed above.
- ◆ **Administrative Cost Limit-** Administrative costs for sub-recipients receiving Job Development Funds shall not exceed 10% of the total grant award [reference RIGL 42-102-6 (3)]. Contracted training vendors administrative cost shall not exceed 10% of the total contract.
- ◆ **Administrative Cost Definition-** the definition of administrative costs is pursuant to Section 667.220 of the Workforce Investment Act’s (WIA) Final Regulations dated

August 11, 2000. If the cost of a function or activity in question is not listed as an administrative cost in 20 CFR 667.220, then such cost will be considered a programmatic cost.

- ◆ **Cost Allocation**- all costs will be appropriately allocated between all benefiting programs per the referenced and applicable federal guidance.
- ◆ **Monitoring** - The State will conduct on an annual basis on-site fiscal and programmatic monitoring of each local area within the State to ensure compliance with the uniform administrative requirements. In addition, the local Workforce Investment Boards shall conduct on a semi-annual basis both internal and on-site monitoring of each of their youth vendors to ensure compliance with both programmatic and the uniform administrative requirements. The Workforce Development Boards will forward a copy of the monitoring reports to the SWIO along with documented corrective action.
- ◆ A local plan modification must be submitted for approval by each Workforce Investment Area in conformity with WIN Notice 07-11.
- ◆ **Action by the Governor** --- If the Governor determines that a local area is not in compliance with the uniform administrative requirements and/or State or Local Law, he shall:
 - (A) require corrective action to secure prompt compliance; and
 - (B) impose the sanctions; to include recapture of funds and termination of the grant award, etc.

5. REFERENCES Reference is made to WIN 06-08 that transmitted to you the WIA percentage allocation formulas for the Adult and Youth programs for PY 2007. In addition, the links have been provided to access the appropriate Regulations and OMB Circulars as amended.

| | |
|------------------------|---|
| 29 CFR Part 99 (A-133) | http://www.whitehouse.gov/OMB/circulars/a133/a133.html |
| 29 CFR Part 96 | http://www.access.gpo.gov/nara/cfr/waisidx_98/29cfr96_98.html |
| 29 CFR Part 97 | http://www.access.gpo.gov/nara/cfr/waisidx_98/29cfr97_98.html |
| 29 CFR Part 95 | http://www.access.gpo.gov/nara/cfr/waisidx_98/29cfr95_98.html |
| 29 CFR Part 93 | http://www.access.gpo.gov/nara/cfr/waisidx_98/29cfr93_98.html |
| 29 CFR Part 98 | http://www.access.gpo.gov/nara/cfr/waisidx_98/29cfr98_98.html |
| 48 CFR Part 31 | http://www.access.gpo.gov/nara/cfr/waisidx_98/48cfr31_98.html |
| OMB Circular A-21 | http://www.whitehouse.gov/OMB/circulars/a021/a021.html |
| OMB Circular A-87 | http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html |
| OMB Circular A-122 | http://www.whitehouse.gov/OMB/circulars/a122/a122.html |

6. ACTION This information should be provided to all appropriate WIB Board members/staff, subrecipients and vendors.

7. JDF ALLOCATIONS FOR YOUTH PROGRAMS The JDF allocation for Youth is **\$3,000,000**. The State Set-Aside for JDF Youth is **\$35,000**. The remaining **\$2,965,000** is distributed to the Local Areas according to the percentage allocation formula.

| <u>WIA</u> | <u>PERCENTAGE</u> | <u>AMOUNT</u> |
|------------|-------------------|---------------|
| WPGRI | 58.13% | \$ 1,723,554 |
| WSPC | 41.87% | \$ 1,241,446 |

The same administrative restrictions that WIA funds follow (10% of total allocation) will also be used for the JDF funds. Following this format, the Administrative/Programmatic splits will be the following:

| | Admin | Program | Total |
|--------------|------------------|--------------------|--------------------|
| WPGRI | \$172,355 | \$1,551,199 | \$1,723,554 |
| WSPC | \$124,145 | \$1,117,301 | \$1,241,446 |

4. INQUIRIES. Questions regarding this WIN may be directed to me at 462-8782 (johare@dlt.ri.gov) or Bob Garofano at 462-8149 (bgarofano@dlt.ri.gov).