



Department of  
**Labor & Workforce  
Development**

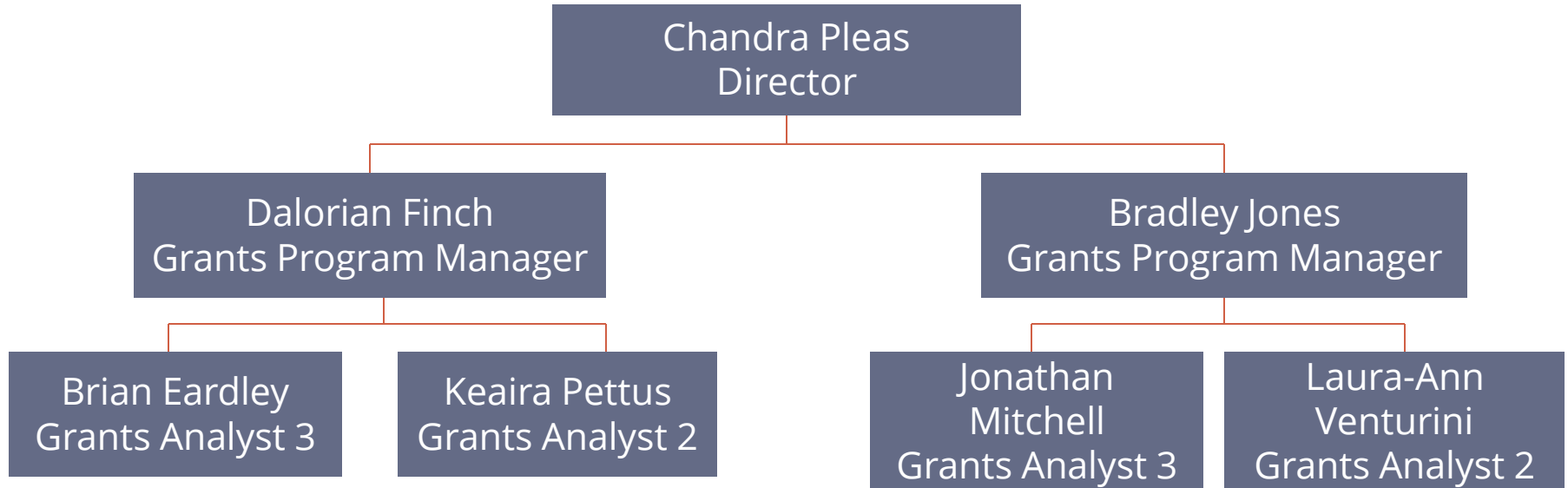
# WIOA TN Systems Training

November 6-8, 2018

# Overview

- Welcome
- Introduction to the GBU Team
- Housekeeping
- Grant Lifecycle
- Reference Materials

# Grants and Budgets Unit

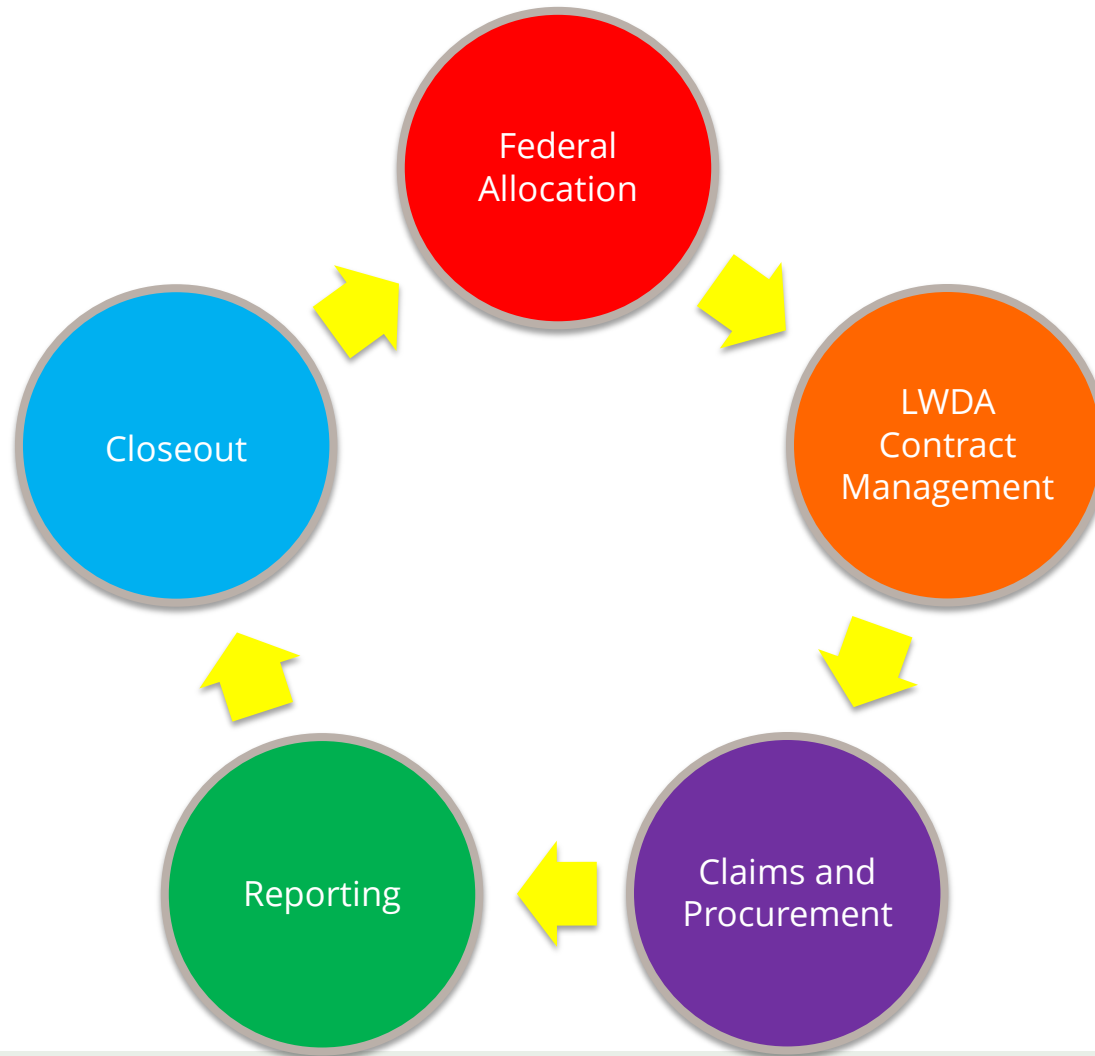


Funding Allocations, Funding Requests, Contract Amendments, Claims, Procurement, Systems Administration, Reporting, Monitoring, Financial Review/Analysis, Property Management, Contract Closeouts & Technical Assistance

# Housekeeping

- Please postpone your questions until after the presentation.
- Please note that all correspondence with GBU should be addressed to [Grants.Budgets@tn.gov](mailto:Grants.Budgets@tn.gov) in addition to internal staff.
- Technical Assistance Webinars are forthcoming (i.e. IFA, MPCR, Reconciliation, Inventory, etc.)
- Grants4TN Access – Active/Inactive Users

# Grant Lifecycle



# Grant Lifecycle

## Federal Allocation

- How we know how much money we have...

## Local Allocation

- How you know how much money you have...

## Claims

- How you get your money back...

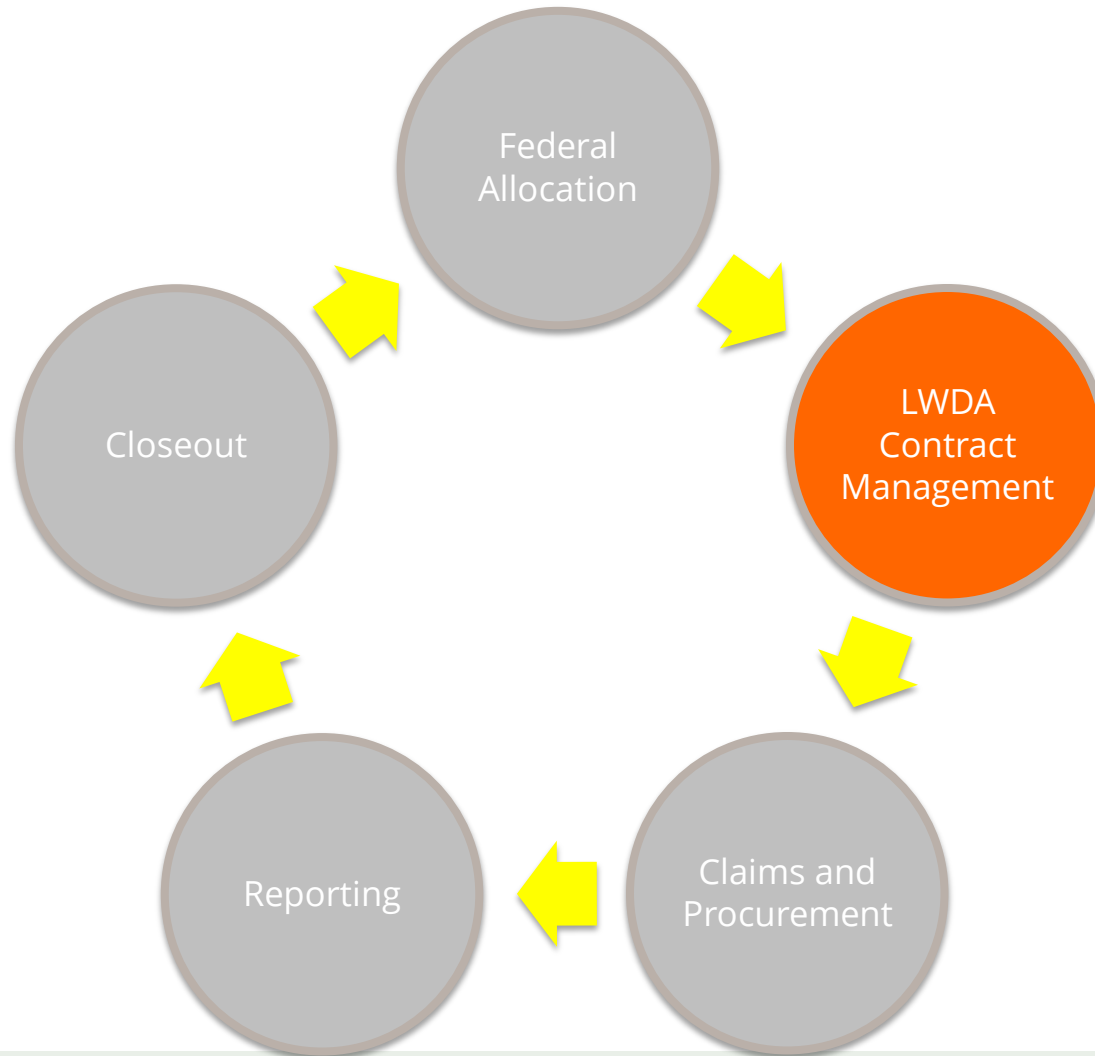
## Reporting

- How you know where the money went...

## Closeouts

- How the Feds know how we've spent their money...

# Grant Lifecycle



# Funding Periods

- The state receives funding at various times of the year. The naming convention will be based on the date the funding begins.
- P money – money issued in the program year:
  - January 1<sup>st</sup>
  - April 1<sup>st</sup>
  - July 1<sup>st</sup>
- F money – “Advanced Funding” in October – the beginning of the Federal fiscal year
- Your grant number will consist of one of these letters, depending on the federal start date of the funding.



# Naming Conventions

- Example: LWUCF181DSLWK18
  - LWUC – the local area associated with the state region (Upper Cumberland)
  - F18 – the funding allotment from the federal government
  - 1 – the number of contracts that have been written to this LWDA from this funding source
  - DSLWK – the abbreviation of the program from which the funds come
  - 18 – the federal fiscal year of the award

# Realignment

- Pursuant to Realignment, 13 local workforce development areas were reduced to 9.
- Naming Conventions:

Current	New	LWDA Name
LW01	LWNE	Northeast Tennessee
LW02	LWET	East Tennessee
LW03	LWET	East Tennessee
LW04	LWET	East Tennessee
LW05	LWSE	Southeast Tennessee
LW06	LWSM	Southern Middle Tennessee
LW07	LWUC	Upper Cumberland
LW08	LWNM	Northern Middle Tennessee
LW09	LWNM	Northern Middle Tennessee
LW10	LWSM	Southern Middle Tennessee
LW11	LWSW	Southwest Tennessee
LW12	LWNW	Northwest Tennessee
LW13	LWGM	Greater Memphis

# Requesting New Funds

- Additional Funds Requests must be submitted via Grants4TN and must include:
  - A letter signed by an authorized signatory authority
  - The date of the letter will be considered the start date of the contract. A request for additional funding cannot be backdated prior to when it was requested.
- Things we look for:
  - Proposed effective date
  - Division of funds: administrative vs. program

# Requirements for Receiving Additional Funding

- An area requesting additional funding must:
  - Demonstrate a need for additional funding
  - Have an obligation and expenditure rate of 80% or greater for all current contract awards
  - Be meeting all requisite regulatory mandates (i.e. required minimum obligation/expenditure rates)
- Requests must be submitted via Grants4TN and must include:
  - Letter from and/or acknowledged by the CLEO and LWDB Chair
  - Project Narrative/Plan
  - Funding Source (i.e. Youth, Adult, Dislocated Worker)
  - Requested amount

# Amending a Contract

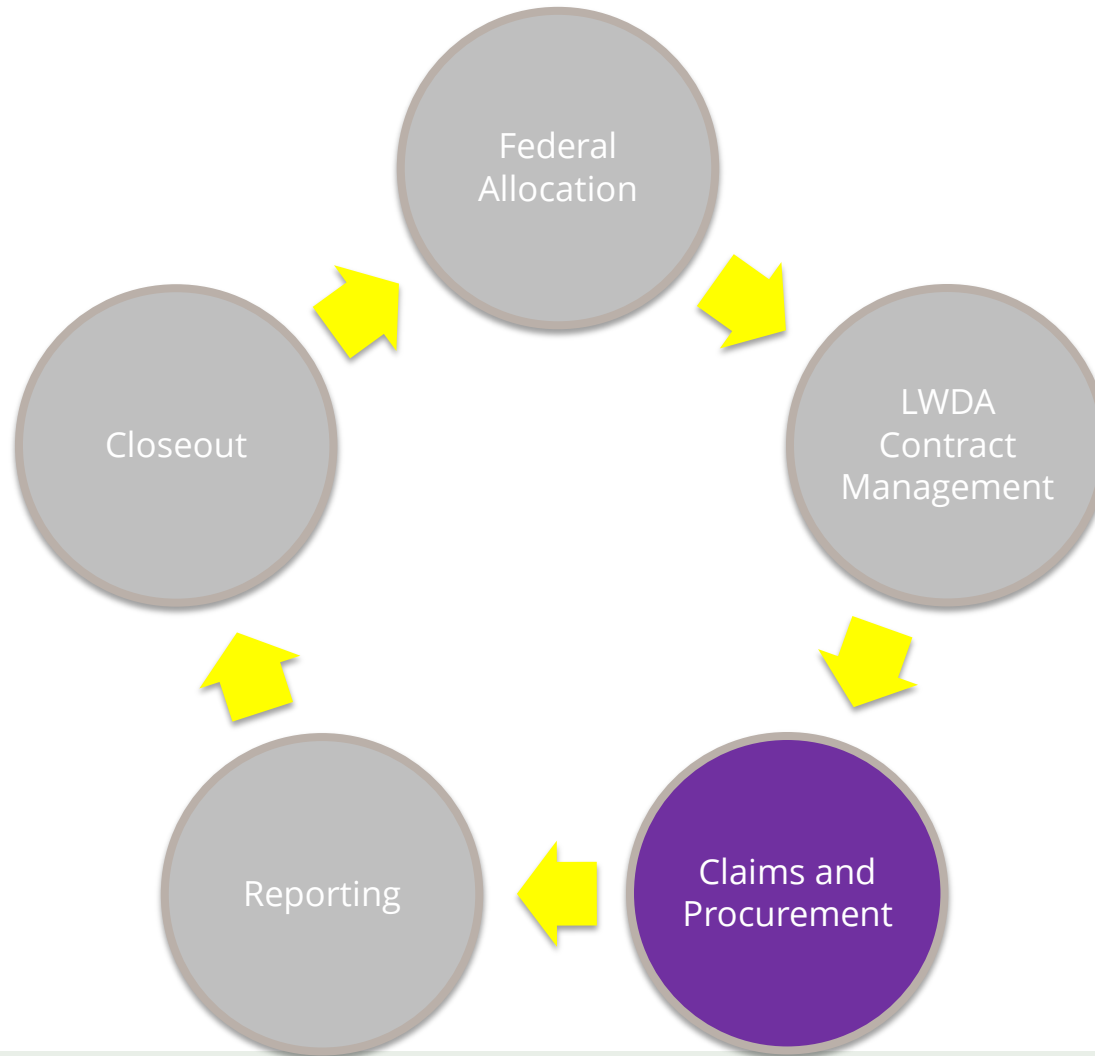
- All contract amendment requests must be submitted via Grants4TN
- Amendment requests must include:
  - Grant Number
  - Date the amendment is to be effective
  - A new end date – if the request is to extend the contract period
  - Current budget
  - Proposed changes to budget
  - Letter signed by and/or acknowledged by the CLEO and LWDB Chair
  - Narrative outlining the need for the requested changes
- \* *For RESEA or SNAP, you must have approval from the Program Director.*

# How to read your budget in Grants4TN

- You see your budget any time you enter a claim or status report.
- If a contract amendment has been requested, the changes are not reflected in the budget until an executed contract is in place. An executed contract is one that has been signed by all appropriate parties.

Budget Category	Contract Budget	Expenses This Period	Prior Expenses	Total	Available Balance
<b>Administration Budget</b>					
Administration	\$68,898.00	\$846.27	\$66,186.05	\$67,032.32	\$1,865.68
<b>Program Budget</b>					
Adult Program	\$500,000.00	\$0.00	\$470,991.07	\$470,991.07	\$29,008.93
Dislocated Worker Program	\$120,089.00	\$10,149.39	\$9,816.66	\$19,966.05	\$100,122.95
Total:	\$688,987.00	\$10,995.66	\$546,993.78	\$557,989.44	\$130,997.56

# Grant Lifecycle



# Claims

- Claims are how the LWDA requests reimbursement for expenses incurred.
- They are due by noon CST on Fridays, two weeks prior to the expected pay date.
- Payments are always made on a Friday.
- All signed drawdown request forms are due no later than 10:00 am CST the following Monday.
- If you need more time allotted to obtain signatures, contact [Grants.Budgets@tn.gov](mailto:Grants.Budgets@tn.gov) with requests.



# Claims Continued

- Ensure that the claims are submitted in order.
  - If the claims are not submitted in order, the balance in the system will be incorrect, therefore the signature pages will be inaccurate.
- Do not submit more than one claim in one week.
  - If more than one claim is submitted during a one week period, the balance in the system will be incorrect, therefore the signature pages will be inaccurate.

Claims		<a href="#">Copy Existing Claim</a>   <a href="#">Scheduler</a>   <a href="#">Annotations(0)</a>   <a href="#">Return to Components</a>					
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
LW05F171ADULT17 - 001	Reimbursement	Paid	01/20/2017	02/03/2017	11/01/2016 - 11/30/2016	\$107,703.55	
LW05F171ADULT17 - 002	Reimbursement	Paid	02/22/2017	03/10/2017	12/01/2016 - 12/31/2016	\$83,083.83	
LW05F171ADULT17 - 003	Reimbursement	Paid	03/03/2017	03/17/2017	01/01/2017 - 01/31/2017	\$53,483.88	
LW05F171ADULT17 - 004	Reimbursement	Paid	04/07/2017	04/21/2017	02/01/2017 - 02/28/2017	\$128,038.48	
LW05F171ADULT17 - 005	Reimbursement	Paid	04/28/2017	05/19/2017	03/01/2017 - 03/31/2017	\$68,662.35	
LW05F171ADULT17 - 006	Reimbursement	Paid	05/31/2017	06/16/2017	04/01/2017 - 04/30/2017	\$109,361.11	
LW05F171ADULT17 - 007	Reimbursement	Paid	07/07/2017	07/21/2017	05/01/2017 - 05/31/2017	\$108,182.69	
LW05F171ADULT17 - 008	Reimbursement	Awaiting Payment	07/19/2017		06/01/2017 - 06/30/2017	\$152,447.72	
Submitted Amount						\$0.00	
Approved Amount						\$152,447.72	
Paid Total						\$658,515.89	
Total						\$810,963.61	

# Claims Continued

- What we verify:
  - The correct justification is attached (i.e. General Ledger)
  - The numbers in the Expenses This Period column match the justification
  - There is enough money in the Remaining Balance column to cover the Expenses This Period

## Reimbursement

Budget Category	Contract Budget	Expenses This Period	Program Grant Funds AA-28344-16-55-A-47 LW733P6LCLADLT17 Committed: \$1,293,152.00	Prior Expenses	Total	Available Balance	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
<b>Administration Budget</b>									
Administration	\$129,315.00	\$11,612.93	\$0.00	\$41,000.67	\$52,613.60	\$76,701.40	\$0.00	\$41,000.67	\$88,314.33
<b>Sub Total:</b>	<b>\$129,315.00</b>	<b>\$11,612.93</b>	<b>\$0.00</b>	<b>\$41,000.67</b>	<b>\$52,613.60</b>	<b>\$76,701.40</b>	<b>\$0.00</b>	<b>\$41,000.67</b>	<b>\$88,314.33</b>
<b>Program Budget</b>									
Adult Program	\$1,163,837.00	\$140,834.79	\$0.00	\$617,515.22	\$758,350.01	\$405,486.99	\$0.00	\$617,515.22	\$546,321.78
Dislocated Worker Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total:</b>	<b>\$1,163,837.00</b>	<b>\$140,834.79</b>	<b>\$0.00</b>	<b>\$617,515.22</b>	<b>\$758,350.01</b>	<b>\$405,486.99</b>	<b>\$0.00</b>	<b>\$617,515.22</b>	<b>\$546,321.78</b>
<b>Total:</b>	<b>\$1,293,152.00</b>	<b>\$152,447.72</b>	<b>\$0.00</b>	<b>\$658,515.89</b>	<b>\$810,963.61</b>	<b>\$482,188.39</b>	<b>\$0.00</b>	<b>\$658,515.89</b>	<b>\$634,636.11</b>

## Claim Supporting Documentation Attachments

Description	File Name	File Size
FY17ADULT R&E Report June 2017	<a href="#">FY17ADULT R&amp;E Report.pdf</a>	42 KB

# Procurement

- Procurement requests must be submitted via Grants4TN and must include:
  - Three quotes for each item you plan to purchase (as appropriate for your LWDA)
  - An approval letter signed or acknowledged by an appropriate signatory authority
- The procurement request form is made up of three sections:
  - Procurement – used to indicate the funding source(s)
  - Procurement Justification – a series of 6 questions required to ascertain whether the requested purchase is **allowable, necessary, reasonable, and allocable**
  - Letter of Request – used to attach required documents

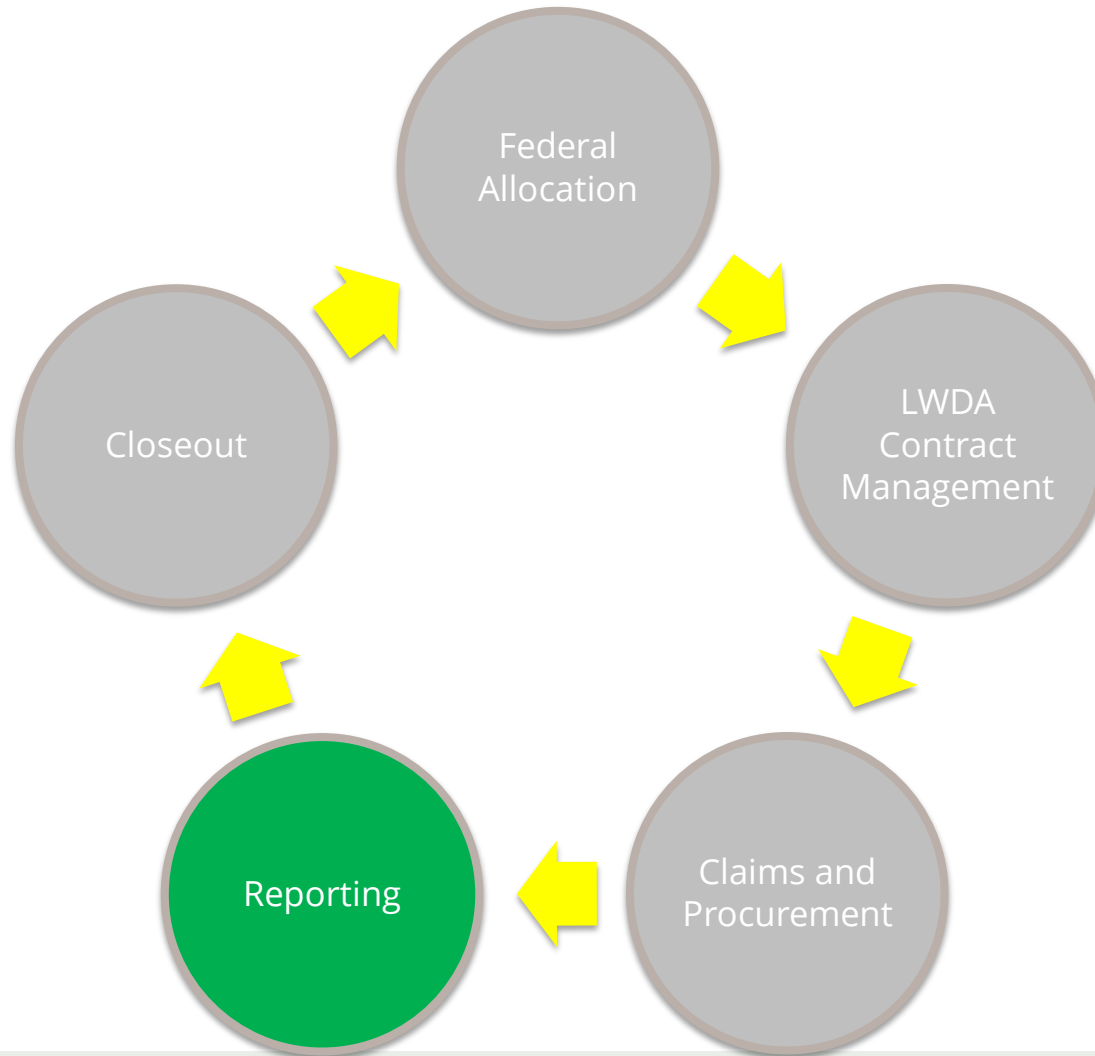
# Procurement Continued

- The Procurement section is used to indicate the items you are wishing to purchase, the quantity, the cost per unit and the funding source(s).
  - If you are cost sharing the expense, please note it in the comments section.
  - The Percent of Funding on Contracts 1, 2 & 3 should total 100%.

## Procurement

Procurement	Quantity	Cost per Unit	Total Cost	Contract Number	Percent of Funding on Contract 1	Contract 2	Percent of Funding on Contract 2	Contract 3	Percent of Funding on Contract 3	Is there sufficient funding on the contracts indicated?	Comments
Software	1	\$5,300.00	\$5,300.00	LW05FY181ADULT18	34.0	LW05P181YOUTH18	33.0	LW05FY181DSLWK18	33.0	yes	

# Grant Lifecycle



# Fiscal Reporting

- **Monthly reports are due on the 25<sup>th</sup> of the month following the reporting period** (i.e. December 2018 reports are due January 25<sup>th</sup>, 2019)
  - Monthly Expenditure Reports
    - Fillable PDF
    - Must be digitally signed
    - Sent to F&A Department
  - Status Reports
    - Completed in Grants4TN
- **Timeliness is vital.** The State has Federal reporting that must be completed. Additionally, the State provides other entities (i.e. LWDB, CLEO, State Workforce Board) with progress on required targets.
- **Accuracy is vital.** If the reported amounts are not correct, neither are the State reports that are provided to the U.S. Department of Labor and other entities.
- \* *Please note that during Holidays, report due dates are subject to change.*

# Reporting Continued

- There are 4 components to the Status Report:
  - Expenses – used to report monthly expenses
  - Financial Report – used to report additional Federal requirements (i.e. Unliquidated Obligations, Program Income, Required Match, etc.)
  - FAR by Location – used to break out expenses into categories to compute required expenditures (i.e. Minimum Participant Cost Rate, Work Experience, Out of School Youth)
  - Attachments – used to upload required documents
- Status Reports must have the following attached:
  - Digitally signed Monthly Expenditure Report
  - Signed Status Report Printout
  - Ledger showing month-end balances for the appropriate reporting period

# Reporting Continued

- Report Type:
  - Monthly – submitted for each month that is not quarter end
  - Quarterly – submitted each month that is a quarter end
  - Final – submitted when the Status Report is to close out the grant; Closeout Package must be attached
- Arrived: This will confirm that the Status Report was submitted on time
- Status:
  - Editing – reflects that a Status Report has been started
  - Submitted – reflects that a Status report has been submitted to the State
  - Correcting – reflects a Status Report that has been returned to the LWDA for corrections; Read comments in the alert for corrections to be made
  - Approved – reflects a Status Report that has been verified and approved
- Important Note: All previous reports must be in Approved status before you can submit a subsequent month.

## Status Reports

[Copy Existing Status Report](#) | [Scheduler](#) | [Return to Components](#)

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
<a href="#">LW02F181QSNAP18 - 01</a>	Monthly Report	01/01/2018-01/31/2018	02/23/2018	02/23/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 02</a>	Monthly Report	02/01/2018-02/28/2018	03/23/2018	03/27/2018	Late	Approved
<a href="#">LW02F181QSNAP18 - 03</a>	Quarterly Report	03/01/2018-03/31/2018	04/25/2018	04/25/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 04</a>	Monthly Report	04/01/2018-04/30/2018	05/25/2018	05/24/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 05</a>	Monthly Report	05/01/2018-05/31/2018	06/25/2018	06/25/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 06</a>	Quarterly Report	06/01/2018-06/30/2018	07/17/2018	07/19/2018	Late	Approved
<a href="#">LW02F181QSNAP18 - 07</a>	Monthly Report	07/01/2018-07/31/2018	08/24/2018	08/24/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 08</a>	Monthly Report	08/01/2018-08/31/2018	09/25/2018	09/25/2018	On Time	Approved
<a href="#">LW02F181QSNAP18 - 09</a>	Final Report	09/01/2018-09/30/2018	10/25/2018	10/31/2018	Late	Approved



# Reporting Continued

- The expenditure totals from the Status Report should match those reported on the Monthly Expenditure Report.

Budget Category	Contract Budget	Expenses This Period	Prior Expenses	Total	Available Balance
<b>Administration Budget</b>					
Administration	\$53,431.00	\$0.00	\$0.00	\$0.00	\$53,431.00
<b>Program Budget</b>					
Adult Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dislocated Worker Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Out of School Youth	\$360,661.00	\$100,942.58	\$0.00	\$100,942.58	\$259,718.42
In School Youth	\$120,219.00	\$0.00	\$0.00	\$0.00	\$120,219.00
Program Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$534,311.00</b>	<b>\$100,942.58</b>	<b>\$0.00</b>	<b>\$100,942.58</b>	<b>\$433,368.42</b>

Contract Line Types	Contract Budget	Cumulative Expenditures	Remaining Balance
Total Contract	534,311.00	100,942.58	433,368.42
Administrative	53,431.00	0.00	53,431.00
Program	480,880.00	100,942.58	379,937.42
Work Experience Breakout		37,666.47	
Out of School Youth	360,661.00	100,942.58	
In School Youth (May not exceed)	120,219.00	0.00	

# Reporting Continued

- Unliquidated Obligations must match between the Monthly Expenditure Report and the Status Report. These Obligations can be entered as a negative to reduce the prior month's total.

Current Unliquidated Obligations	3,985.90
Total Obligations	427,669.93
Unobligated Balance of Funds	61,747.07

## Obligations

### Unliquidated Obligations

Unliquidated Obligations Previous Cumulative	\$4,066.42
Unliquidated Obligations Current Month	(\$80.52)
Unliquidated Obligations Current Cumulative	\$3,985.90
<b>Total Obligations</b>	
Total Obligations Previous Cumulative	\$380,894.07
Total Obligations Current Month	\$46,775.86
Total Obligations Current Cumulative	\$427,669.93
<b>Unobligated Balance of Funds</b>	
Unobligated Balance of Funds Previous Cumulative	\$108,522.93
Unobligated Balance of Funds Current Cumulative	\$61,747.07

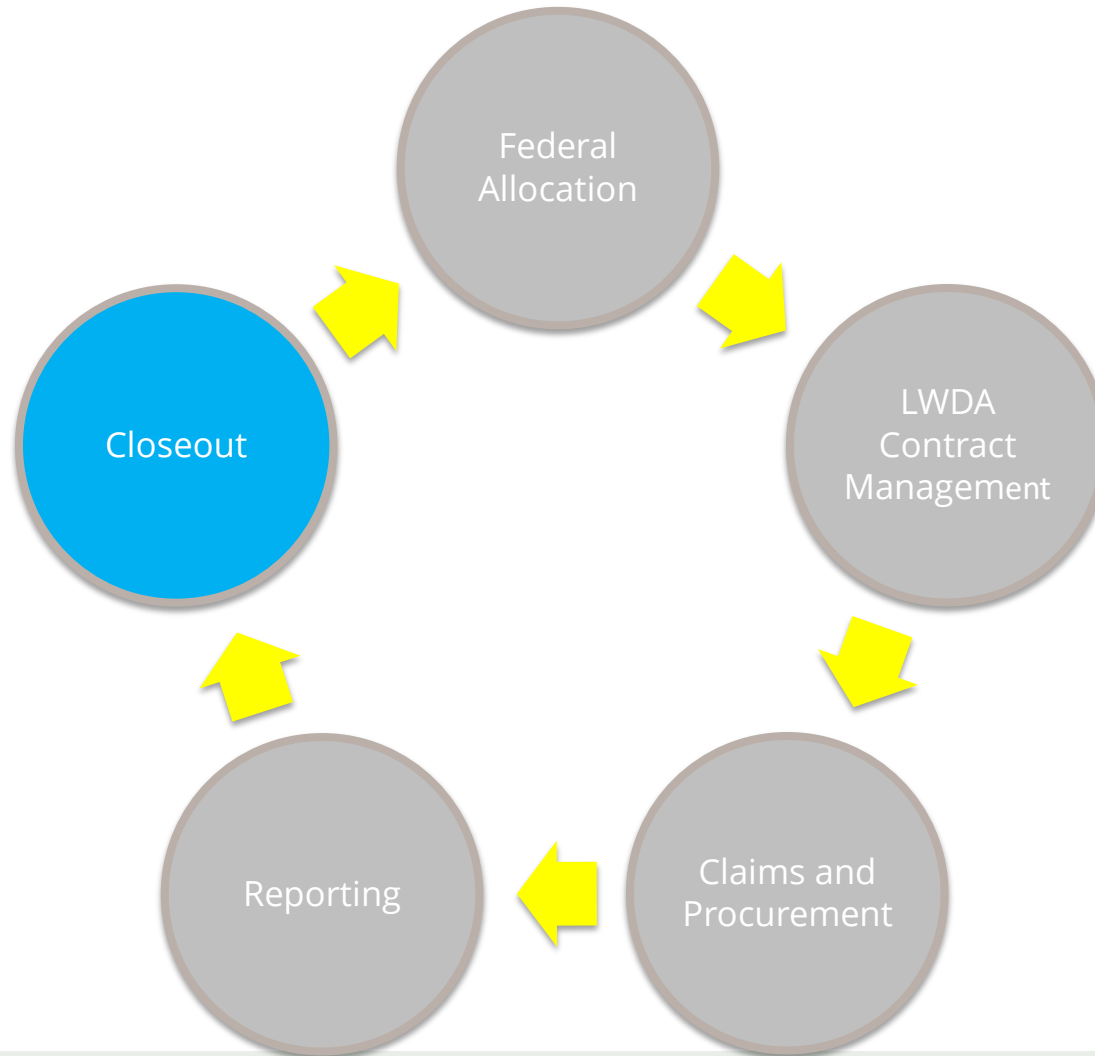
# Reporting Continued

- The monthly expenses must match the total FAR by Location.

Budget Category	Contract Budget	Expenses This Period	Prior Expenses	Total	Available Balance
<b>Administration Budget</b>					
Administration	\$68,898.00	\$18,072.29	\$48,113.76	\$66,186.05	\$2,711.95
<b>Program Budget</b>					
Adult Program	\$500,000.00	\$140,065.02	\$330,926.05	\$470,991.07	\$29,008.93
Dislocated Worker Program	\$120,089.00	(\$22,171.12)	\$31,987.78	\$9,816.66	\$110,272.34
<b>Total:</b>	<b>\$688,987.00</b>	<b>\$135,966.19</b>	<b>\$411,027.59</b>	<b>\$546,993.78</b>	<b>\$141,993.22</b>

Infrastructure and Participant Costs				<a href="#">Create New Version</a>   <a href="#">Ve</a>
LWDA		Admin Total	Program Total	Participant Total
LWDA 01	Admin-Elizabethton	\$18,072.29	\$56,583.01	\$0.00
LWDA 01	AJC-Erwin	\$0.00	\$2,660.69	\$10,439.31
LWDA 01	AJC-Elizabethton	\$0.00	\$21,230.36	\$3,303.91
LWDA 01	AJC-Johnson City	\$0.00	\$13,136.07	(\$61.00)
LWDA 01	AJC-Kingsport	\$0.00	\$6,098.08	(\$590.00)
LWDA 01	AJC-Mountain City	\$0.00	\$6,117.47	(\$1,024.00)
		<b>\$18,072.29</b>	<b>\$105,825.68</b>	<b>\$12,068.22</b>

# Grant Lifecycle



# Closeouts

- Closeouts are due within 45 days of the end date of the grant and must include:
  - Detailed Statement of Receipts
  - Detailed Statement of Expenditures
  - Financial Reconciliation Worksheet (these amounts must match what is recorded in your general ledger)
  - Awardee's Release (with signature)
  - Property Inventory
  - Tax Certification
  - List of Subgrantee/Subcontractors

## Resources



# Closeout Process References:

- [TAG II Agreement Closeouts](#) (II 15-1)
- [TAG Section 2 attachment G](#) – closeout package information
- [2 CFR 200.343](#) and [2 CFR 200.344](#)
- [29 CFR 95.71](#) and [29 CFR 95.72](#)
- [29 CFR 97.50](#) and [29 CFR 97.51](#)
- [WIOA Final Rule § 683.150](#)
- [2 CFR 2900.15](#)
- [USDOL FAQ – The Closeout Process](#)

# Reporting Requirements and References:

- 80% - [Recapture Policy](#)
- 75% OSY and 20% WE [TEGL 23-14](#)
- 40% [TN WIOA 17-11 Workforce Service Policy – Workforce Services - Minimum Participant Cost Rate \(MPCR\)](#)
- Policy's FAQ's [http://www.tn.gov/assets/entities/labor/attachments/FAQ\\_-\\_Minimum\\_Participant\\_Cost\\_Rate.pdf](http://www.tn.gov/assets/entities/labor/attachments/FAQ_-_Minimum_Participant_Cost_Rate.pdf)
- [WIOA § 101\(d\)\(4\)](#), [WIOA § 116\(b\)](#), [WIOA § 116\(d\)](#), [WIOA § 128\(b\)](#), [WIOA § 133\(b\)](#), [WIOA § 129](#), [WIOA § 134](#)
- [20 CFR 680.200](#)
- [TEGL 19-16](#), [TEGL 21-16](#)
- [TN WIOA Policy 17-1](#) – Allowable & Unallowable Costs



# Thank You for Your Time and Attention

