



Department of
**Labor & Workforce
Development**

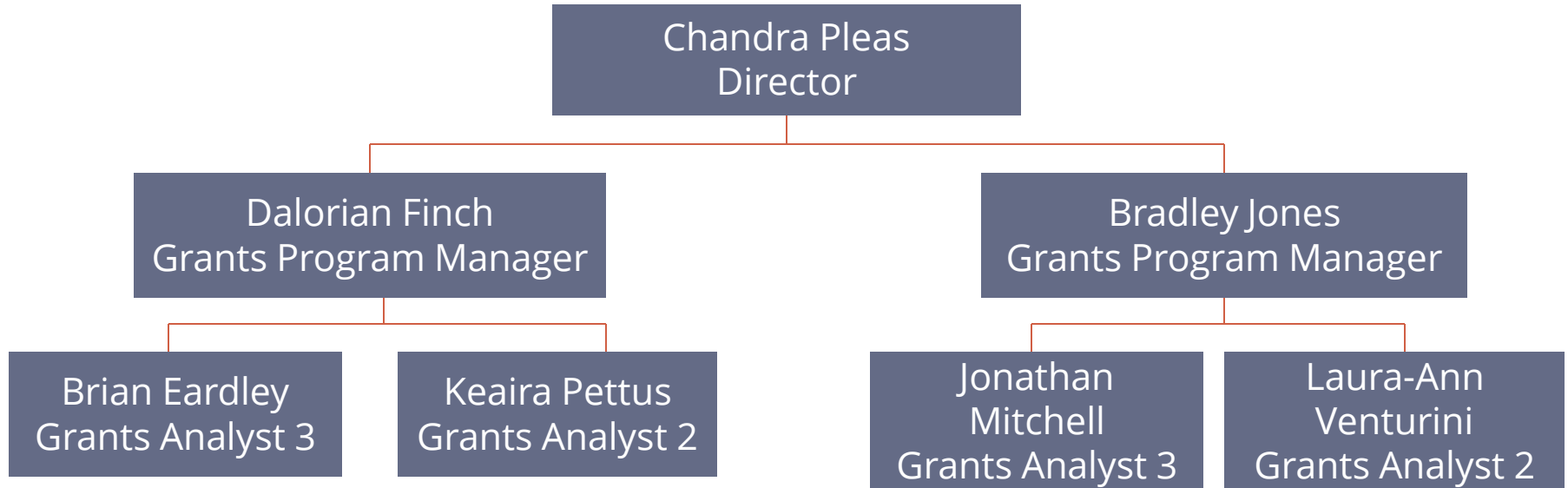
WIOA TN Systems Training

November 6-8, 2018

Overview

- Welcome
- Introduction to the GBU Team
- Housekeeping
- Data Management
- MPCR
- Systems Reconciliation
- Inventory
- Infrastructure Funding Agreement
- Reference Materials

Grants and Budgets Unit

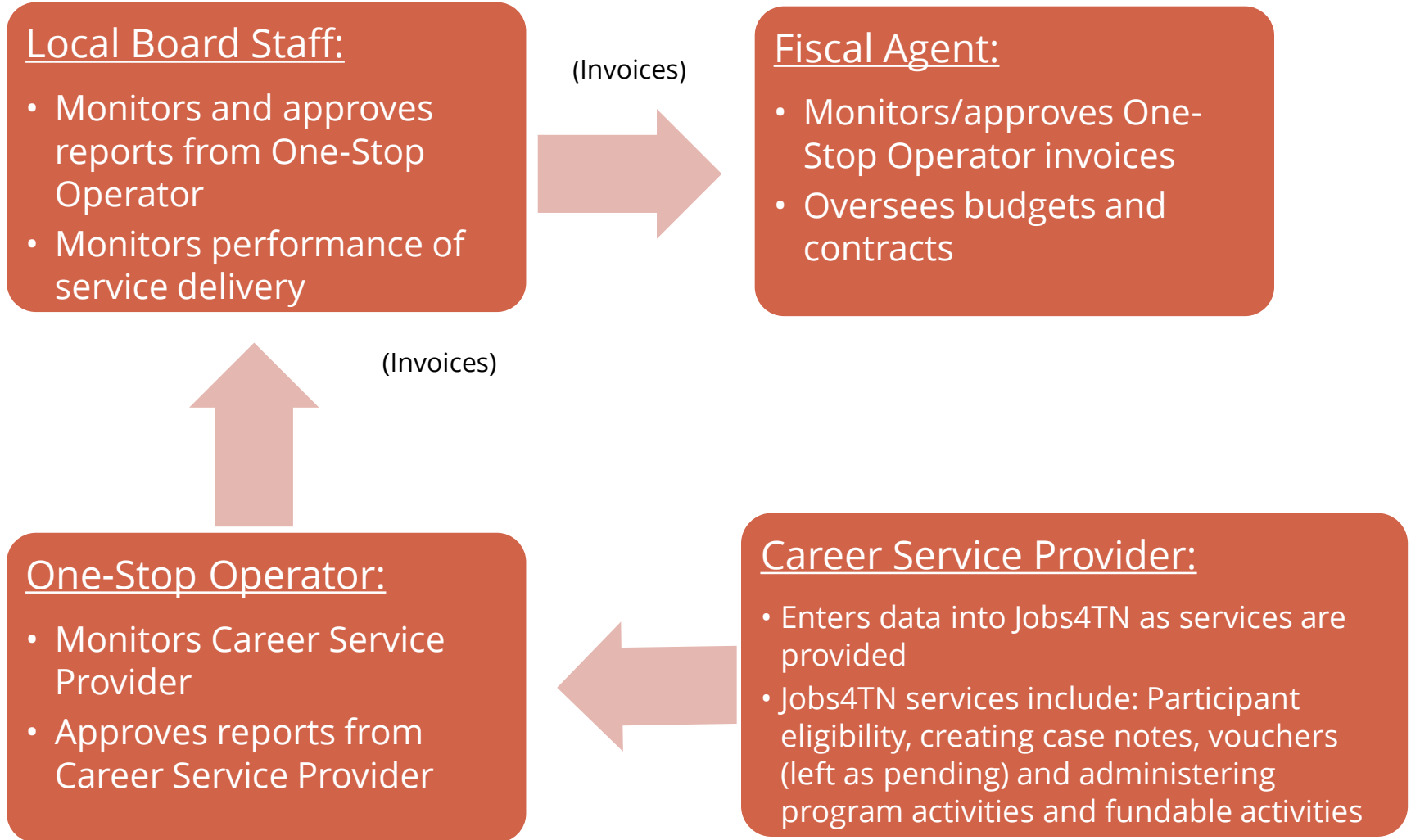


Funding Allocations, Funding Requests, Contract Amendments, Claims, Procurement, Systems Administration, Reporting, Monitoring, Financial Review/Analysis, Property Management, Contract Closeouts & Technical Assistance

Housekeeping

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

Data Management: Best Practices



MPCR Calculation

MPCR Threshold	40.0%						
Program	Funding Type	Program Year		2018	Program Year		2019
		Quarter End Monthly Expenditure Report			Quarter End Monthly Expenditure Report		
		Total Qualifying Expenditures (A)	Total Cumulative Expenditures-Program (B)	MPCR by Program (C)	Total Qualifying Expenditures (A)	Total Cumulative Expenditures-Program (B)	MPCR by Program (C)
WIOA Youth	PY			#DIV/0!			#DIV/0!
WIOA Adult	PY			#DIV/0!			#DIV/0!
	FY			#DIV/0!			#DIV/0!
WIOA Dislocated Worker	PY			#DIV/0!			#DIV/0!
	FY			#DIV/0!			#DIV/0!
Grand Total		0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!
Was the MPCR Threshold Met?				#DIV/0!	#DIV/0!		

MPCR Calculation

- MPCR is reported Monthly by GBU and Quarterly by the Local Areas.
- Local Areas should review to ensure that they are meeting policy requirements.
- Subject to Remedies/Sanctions per Regulatory Guidance (2 CFR 200.338 and 200.505)

Reconciliation

- The Payment Data from Jobs4TN must be reconciled against the Expense Data reported in Grants4TN.
- The LWDB should establish deadlines for the entry of information into Jobs4TN.
- The entry deadline should precede the financial reporting date of the 25th.
- If the OSO invoices the LWDB/Fiscal Agent for payments made directly to or on behalf of a participant, the invoice should match the Jobs4TN entry to ensure that all data is reconciled.

Reconciliation

- The State uses the Payment Date report in Jobs4TN to pull the payment dates and amounts for each participant, activity code, and time period.
- This report should be pulled using the start date of the oldest active contract.
- The State uses the FAR by Location report in Grants4TN to pull the financial data by activity code and grant number.
- * *This data is available to the local areas by request.*

Inventory

- Template

[illegible]

Inventory

- Inventory submissions are due Quarterly
 - Last submission was due October 15th, 2018
- Surplus via Assetworks

Inventory

- What should we Inventory?
 - Tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Examples include furniture, machinery, office, operational and educational equipment, etc.
 - Sensitive equipment having a unit cost of \$100 or more. Examples include printers, computers, cameras.
 - Personal computers will be tagged as a unit consisting of the monitor, keyboard, external tape cartridge and the computer itself. The printer will be tagged separately.

Infrastructure Funding Agreements

- Allocation of infrastructure costs process:
 - Identify one-stop operating costs, including infrastructure costs and additional costs.
 - Develop the one-stop operating budget that includes an infrastructure costs budget and additional costs budget.
 - Develop the cost allocation methodology, including the identification of cost pools and allocation bases.
 - Determine estimated partner contributions.
 - Prepare and agree to the IFA.
 - Allocate actual costs by each partner's proportionate use and relative benefit.
 - Conduct a periodic reconciliation (i.e., monthly or quarterly).
 - Modify infrastructure costs budget and/or cost allocation methodology, as appropriate.
 - Evaluate the existing process and prepare for the following program year.

Infrastructure Funding Agreements & Memorandum of Understanding

- Consistent with [20 CFR 678.755](#), [34 CFR 361.755](#) and [34 CFR 463.755](#), IFA's must include the following:
 - The period of time in which the IFA is effective (which may be a different time period than the duration of the MOU).
 - Identification of the infrastructure costs budget, which is a component of the one-stop operating budget.
 - Identification of all one-stop partners, CEO(s), and the LWDB participating in the IFA.
 - A description of the periodic modification and review process to ensure equitable benefit among one-stop partners.
 - Information on the steps the LWDB, CEO(s), and one-stop partners used to reach consensus or the assurance that the local area followed the State Funding Mechanism (SFM) process.
 - A description of the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

Infrastructure Funding Agreements

- The state will use the submitted copy of the final, signed IFA budget to issue a contract to the LWDB/Fiscal Agent.
- The contract will be issued for the combined amount of all TDLWD partners
- The contract budget will be broken down by partner in Grants4TN.

Quarterly Reconciliation

- The LWDB is required to reconcile the IFA no less than quarterly.
- The amounts billed to the partners should be analyzed to ensure that the budget is sufficient for the remaining months of the year.

IFA Claims

- Note: If your area has an AJC in a state owned building, you will see two types of claims, Reimbursement and Payment.
- Reimbursement – The local area is requesting reimbursement from TDLWD for their fair share of expenses.
- Payment – TDLWD is requesting reimbursement from the local area for their fair share of expenses.

IFA Claims

- Supporting documentation is required for IFA claims.
- IFA claims are to be submitted monthly.
- Expenses for both TDLWD and Local Partners must be reported.
- The Expected Distribution Date for IFA claims should be on a Friday, two weeks from the day the claim was submitted.

IFA Claims

- Sensitive Minor Equipment (less than \$5,000 fair-market value) and computers that cost less than \$5,000 should be charged to Computer Related Items.
- Only TDLWD costs associated with comprehensive centers will be reimbursed. There should not be any TDLWD expenses on the affiliate sites.
- Invoices are created utilizing the data entered into the IFA by Location.

IFA Budget Template Example

Total Partner Contributions - By Cost Category								
American Job Center								
Partner Program	Infrastructure Costs	Additional Costs	Shared-Direct Costs	Non-Shared Direct Costs	Total		Billed Amount	
SNAP	\$ 9,464.34	\$ 3,789.80	\$ 13,124.29	\$ -	\$ 26,378.42	Pandora	\$ 13,254.13	5.572%
RESEA	\$ 9,341.89	\$ 2,526.53	\$ 29,982.47	\$ 11,338.33	\$ 53,189.22		\$ 11,868.42	4.990%
VETS	\$ 10,015.36	\$ 9,474.49	\$ 89,088.26	\$ 15,795.52	\$ 124,373.63		\$ 19,489.85	8.194%
TAA	\$ 9,219.44	\$ 1,263.27	\$ 16,132.06	\$ -	\$ 26,614.76		\$ 10,482.70	4.407%
Wagner-Peyser Employment Services (ES)	\$ 45,711.97	\$ 49,267.35	\$ 298,329.31	\$ 78,870.97	\$ 472,179.59		\$ 94,979.31	39.932%
VocRehab	\$ 23,660.84	\$ 9,474.49	\$ 83,000.00	\$ 2,400.00	\$ 118,535.33		\$ 33,135.33	13.931%
WIOA Adult, Dislocated Workers, and Youth Programs	\$ 37,586.17	\$ 17,054.08	\$ 90,494.00	\$ -	\$ 145,134.25		\$ 54,640.25	22.973%
WIOA Adult, Dislocated Workers, and Youth Programs	\$ 18,120.00	\$ 12,380.00	\$ 70,925.00	\$ -	\$ 101,425.00	Neverland	\$ 30,500.00	
WIOA Adult, Dislocated Workers, and Youth Programs	\$ 19,700.00	\$ 12,385.00	\$ 162,701.00	\$ -	\$ 194,786.00	Atlantis	\$ 32,085.00	
WIOA Adult, Dislocated Workers, and Youth Programs	\$ 14,052.53	\$ 9,577.73	\$ 161,955.00	\$ -	\$ 185,585.27		\$ 23,630.27	
RESEA	\$ 1,483.47	\$ 2,807.27	\$ 21,792.00	\$ -	\$ 26,082.73	Oz	\$ 4,290.73	
Total	\$ 198,356.00	\$ 130,000.00	\$ 1,037,523.39	\$ 108,404.82	\$ 1,474,284.21		\$ 328,356.00	
					\$ 1,474,284.21			
<p>Column A should link back to the Office Sharing Payment Ratio tab.</p> <p>Columns B through H should total the allocation base from all tabs reflecting that allocation category (i.e. the infrastructure costs should be the total of Infrastructure on the Square Footage tab and the FTE tab).</p> <p>The grand total should match that on the Cost by Allocation Base tab.</p> <p>The Pivot below should be refreshed anytime the County AJC Comp. Budget tab is updated.</p> <p>This tab will be attached to the IFA signature pages that will be distributed to partners for approval.</p>								

Resources



IFA Cost Definitions

- **Communications:** Includes all communication costs, such as telephone. Internet access, and postage, as well as certain freight and shipping charges
- **Maintenance:** Includes the cost of maintenance performed or repairs made by commercial firms.
- **3rd Party Professional Services:** Includes the expenditures for professional and administrative services rendered by persons employed by a third party vendor, as well as expenditures for professional associations, dues and subscriptions.
- **Supplies:** Includes all supplies, materials, and minor equipment which are consumed by the procurer. These supplies, materials, and minor equipment will have a life expectancy of less than three years, valued less than \$5,000, and are subject to loss. This also includes office furniture valued less than \$5,000.
- **Rent:** Includes rent, lease, or insurance payments of buildings or property.
- **Equipment:** Tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- **Printing:** Printed materials, duplicating costs, optical scanner charges and film processing charges
- **Utilities:** Electricity usage, water and sewer usage
- **Postage:** Postage and related items such as box rentals
- **Shipping:** Trucking and other delivery expenses, including shipping materials
- **Internet:** The cost of accessing the internet
- **Janitorial:** Upkeep and maintenance of buildings and facilities by non-State agencies including janitorial service, fire protection, and pest control
- **Advertising:** Advertising, including notices to the general public for any purpose.

IFA Cost Definitions

- **Infrastructure Costs:** Non-personnel costs that are necessary for the general operation of the one-stop center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one stop center, including technology used for the center's planning and outreach activities (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)).
- **Additional Costs:** Must include the costs of the provision of career services in Sec. 134(c)(2) applicable to each program consistent with Partner program's applicable Federal statutes and allocable based on cost principles of the Uniform Guidance at 2 CFR Part 200 and may include shared operating costs and shared services.
- **Shared Operating Costs and Shared Services:** Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop Partners, and business services.

IFA Technical Assistance

- <https://www.tn.gov/workforce/general-resources/program-management/program-management-redirect/workforce-services-redirect/wioa-technical-assistance.html>

WIOA Technical Assistance

Show

Search:

entries

Effective	Category	Type	Name	Expiration
N/A	AJC & WIOA	Guidance	MOU/One-Stop Service Delivery and Infrastructure Funding Agreement-Updated Individual AJC Budget Template WFS Infrastructure Funding Agreement MOU Template	N/A

1 to 1 of 1 records (filtered from 87 total entries)

First Previous 1 Next Last

State Workforce Structure References:

- WIOA § 121 (h)
 - [TEGL 15-16](#) Competitive Selection of One-Stop Operators
 - [TEGL 16-16](#) One-Stop Operations Guidance for the American Job Center Network
 - [TEGL 17-16](#) Infrastructure Funding of the One-Stop Delivery System
 - [TEGL 19-16](#) Adult/Dislocated Worker
 - [TEGL 21-16](#) Youth
 - [20CFR 683.215](#)
 - [20CFR 679.370](#)
 - [20CFR 679.400](#)
 - [20CFR 679.420](#)

Thank You for Your Time and Attention

