

Workforce Innovation and Opportunity Act Fiscal Agent Agreement

WHEREAS the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond have entered into agreement to form the Capital Region Workforce Partnership Consortium (Consortium) for purposes of implementing the Workforce Innovation and Opportunity Act of 2014 (WIOA), and

WHEREAS, the Consortium has mutually agreed that Henrico County shall serve as the grant recipient and fiscal agent for WIOA funds and Henrico County has agreed to serve in these roles, and

WHEREAS, through agreement between the Consortium and the Capital Region Workforce Development Board (WDB) the County of Henrico has also accepted the responsibility for providing staff support to the WDB and the Consortium,

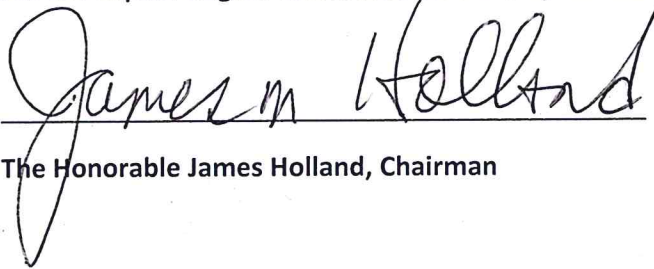
This agreement is entered into by the Capital Region Workforce Partnership Consortium, Workforce Development Board and the County of Henrico, Virginia for purposes of complying with 20 CFR 679.430 in the US Code. Specifically, this agreement outlines responsibilities for the County of Henrico in its roles as WIOA grant recipient, fiscal agent and staff to the WDB.

- I. As grant recipient, the County of Henrico will:
 - A. Execute Workforce Innovation and Opportunity Act (WIOA) Title I Grant Award Agreements with the Commonwealth of Virginia at a frequency as may be required by the Commonwealth.
 - B. Include WIOA Title I funds and any other WIOA funding awarded for use by the WDB in its annual A133 single audit.
 - C. Work with the Commonwealth of Virginia to reconcile any findings of disallowed costs through provisions established in the Consortium Agreement.

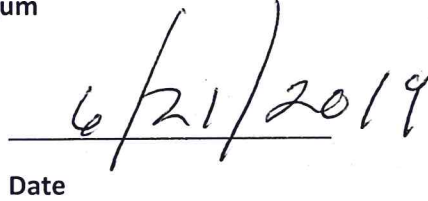
- II. The County of Henrico Finance Department staff shall perform the following fiscal agent duties as defined in 20 CFR 420:
 - A. Receive and disburse funds as may be available under the Workforce Innovation and Opportunity Act (WIOA) other sources made available for use by and as directed by the Capital Region Workforce Development Board.
 - B. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 - C. Maintain proper accounting records and adequate documentation.
 - D. Develop and maintain financial reports in the County financial system.
 - E. Manage the procurement process and maintain documentation, with subject matter assistance provided by the County's Capital Region Workforce Partnership (CRWP) staff.
 - F. Facilitate and arrange for independent audit of all WIOA funds through County-established protocols and procedures.

- III. As staff to the WDB, the County of Henrico's CRWP staff shall support the WDB in carrying out its duties as enumerated in 20 CFR Part 679.370 of the US Code. In addition, the CRWP department staff shall provide the following fiscal agent duties as employees of Henrico County:
- a. Respond to audit financial findings; which may also involve staff from other Henrico County departments such as Finance and Internal Audit.
 - b. Maintain proper accounting records and adequate documentation to support the payments that are made to WIOA-funded subrecipients (service providers and other vendors) or other funding sources within the CRWP budget.
 - c. Prepare financial reports and cash payment schedules for submission to the Commonwealth of Virginia.
 - d. Provide technical assistance to subrecipients regarding fiscal issues.
 - e. Conduct financial monitoring of WIOA subrecipients (service providers), issue reports and follow up on any corrective actions.
- IV. The County of Henrico shall not serve as One Stop Operator or provider of any WIOA Title I-funded career or training service, unless prior approval is granted by the Commonwealth of Virginia within the parameters of any such permission that may be granted.

For the Capital Region Workforce Partnership Consortium



The Honorable James Holland, Chairman



Date

For the Capital Region Workforce Development Board

William Auchmoody, Chairman

Date

For the County of Henrico

John Vithoulkas, County Manager

Date