

GLOW WORKFORCE DEVELOPMENT BOARD POLICY

Rescinds GLOW WDB Recapture Policy and Procedure for Meeting Required WIOA Expenditure Goals

NAME OF POLICY: GLOW WDB Policy and Procedure for Meeting Required
WIOA Expenditure of Funds

APPROVAL DATE: 4/8/20

EFFECTIVE DATE: 4/8/20

Background: The GLOW WDB requires ALL GLOW service providers/contractors to expend 100% of their WIOA Funds

Purpose: This procedure is to ensure funds are expended by GLOW and includes the process to recapture if benchmarks for spending percentages are not met by contractors. New York State Technical Advisory 16-3 requires that that local LWDB must obligate at least 80% of the formula funds by the end of the PY in which they were issued. This policy covers all WIOA Title 1 funds.

Policy:

Expenditures will be monitored monthly by the WDB Executive Director and the Grant Recipient and will be discussed monthly at the Service Providers/Contractors meeting. NY State T.A. # 16-3 requires the review of total obligations and expenditures at each WDB meeting compared to the approved budget. If the GLOW contractors are not meeting 50% Total Accrued or Cash Expenditure rate for the current available program year (PY) funding by the December EMR's, the GLOW WDB Executive Director will alert the GLOW WDB Finance Committee and a Corrective Action Plan/Timeline will be required to be presented to the WDB Finance Committee within 10 business days of the notification by the Executive Director. This process will assist GLOW at meeting the 80% Obligation levels required by NY State T.A. # 16-3.

Process:

- Each month the GLOW individual Service Providers/Contractors and the GLOW WDB Executive Director will meet and review the Total Cash Expenditures reported by each Contractor on the Expenditure Monitor Reports (EMR) provided by the Grant Recipient for each contractor by individual program (Adult, Dislocated Worker, and Youth).
- For the period 7/1-12/31 in the current Program Year, the total accrued and cash expenditure rate should be at 50% by 12/31 for the current program year funds in order to reach the 100% Benchmark by 6/30 of that current program year. If not, The GLOW WDB Executive Director will send notice to the individual contractor who is not meeting that requirement to inform them and request reasons why low spending is occurring and a Corrective Action Plan/Timeline will be required and due to GLOW WDB Finance Committee chairperson within 10 business days indicating how the remaining allocation will be spent in order to meet the required benchmark of 100% accrued expenditure by 6/30. .
- If any of the contractors are not meeting the requirement of 75% obligation rate by the March EMR's, a Corrective Action Plan/Timeline will be required and due to GLOW WDB Finance Committee chairperson within 10 business days indicating how the remaining allocation will be spent in order to meet the required benchmark of 100% by 6/30.
- A report will be provided to the contractors at the monthly meetings showing the expenditures to date. This report will be shared with the entire board at scheduled meetings and by email in months that there is no meeting scheduled.
- **Accrual Liquidation** – As service providers/contractors submit incurred expenses on a reimbursement basis, there would be a closeout period of 60 days to liquidate accruals reported at 6/30 of each program year, with separate vouchers for accruals submitted by 8/30 for payment to closeout the contract. Contractors not submitting by that deadline will not be reimbursed.