

# ***GENERAL CHECKLIST FOR THE LOCAL WORKFORCE INVESTMENT AREA TRANSITION***

## **LOCAL ELECTED OFFICIALS AGREEMENT**

	Provided evidence that all local elected officials involved approve the Transition
	Identified the primary reasons for and benefits of the Transition
	Assured continuity of services to participants in all areas included in the transition
	Identified a proposed grant recipient and fiscal agent
	Provided assurance that the proposed grant recipient and fiscal agent has the capacity to administer programs
	Established a proposed effective date for transition

## **WIOA GOVERNANCE DOCUMENTS**

	Execution of a new CEO agreement (including outlining responsibilities for any disallowed costs)
	Execution of a new CEO/LWIB agreement
	Execution of a CEOs/LWIB and Grant Recipient/Fiscal Agent agreement
	Completion of a CEO Acknowledgment and Designation Form to name the grantee and designate signature authority (WIOA PL)
	Establish a timetable for modifying the local workforce plan
	Establish a timetable for negotiating new Memoranda of Understanding

## **FISCAL MANAGEMENT**

	Describe due diligence to be undertaken to assure grant recipient/fiscal agent is prepared with staffing, administrative and management systems to accept grant recipient responsibility by effective date.
	<p>Pre-Award Survey completed and submitted</p> <ul style="list-style-type: none"> <li>• Review of Administrative/Fiscal Controls as outlined at 2CFR200</li> <li>• What staff will be assigned fiscal reporting responsibilities?</li> <li>• What assurances are provided to ensure timely reporting?</li> <li>• Review of budget and cost allocation plans.</li> <li>• Review of WIOA obligation procedures - especially for individual training accounts for WIOA and Trade Act customers</li> <li>• Review of any agreements with the grantee/fiscal agent regarding their role in providing services ] for old grants, etc.</li> <li>• Review payroll procedures for new staff. WIOA staff will need to do federal timesheets.</li> </ul>

## **WIOA TITLE I SERVICE DELIVERY & SYSTEM REQUIREMENTS**

	Describes how WIOA core and intensive services will be delivered
	Provides a plan/timetable for establishing new policies, procedures and processes

	Provides a plan for training LWIA staff on new policies, procedures and processes, as applicable
	Provides a plan for training service providers on new policies, procedures and processes, as applicable
	Provides an implementation plan/timetable for transferring case management responsibilities as required by new LWIOA staffing plan, as applicable
	Provides chart showing organization of grant recipient, fiscal agent and service delivery functions
	Provides a plan and timetable for transferring functions and staff from the former Title I Operator/Grant Recipient to the new Fiscal Agent/Grant Recipient
	Provides an implementation plan/timetable for the transfer/integration of fiscal responsibilities to the new Fiscal Agent/Grant Recipient
	Submission of a new master budget
	<p>The following issues must be addressed either in the <i>ad hoc</i> agreement mentioned above or a separate transition agreement or MOU:</p> <ol style="list-style-type: none"> <li>a. A-133 audit completion and resolution by previous grant recipient(s),</li> <li>b. Completion of outstanding lower tier subgrantee closeouts for periods prior to the effective date of the transition,</li> <li>c. Completion of all grant closeout requirements for prior year grants, including identification of grant balances to be carried forward and the anticipated date of closeout of all grants,</li> <li>d. Property inventory transfer,</li> <li>e. Mailing of W-2s to former employees,</li> <li>f. Completion and filing of Form 990, if applicable,</li> <li>g. Record retention,</li> <li>h. The closing of bank accounts and transfer of other assets of former grant recipient(s), and</li> <li>i. The processing of payments for costs incurred by legacy LWIOA(s) prior to the transition date and during the closeout period.</li> </ol>

## PERFORMANCE MANAGEMENT & REPORTING

	Provides a plan for reconciliation of participant files and records for all active participants - WIOA and Trade Act Participants
	Provides a plan/timetable for negotiation/renegotiation of performance goals, as appropriate
	Identifies a new IWDS system administrator(s) and primary MIS contact(s)
	Identifies required IWDS information structure (name, location, Illinois workNet offices, affiliate locations, etc.) for the new Fiscal Agent/Grant Recipient
	Provides a plan for meeting all other technical requirements of the State's case management system
	Provides a plan for transitioning service providers, IWDS case manager users and other IWDS staff from the former Title I Operator/Grant Recipient to the new Fiscal Agent/Grant Recipient