

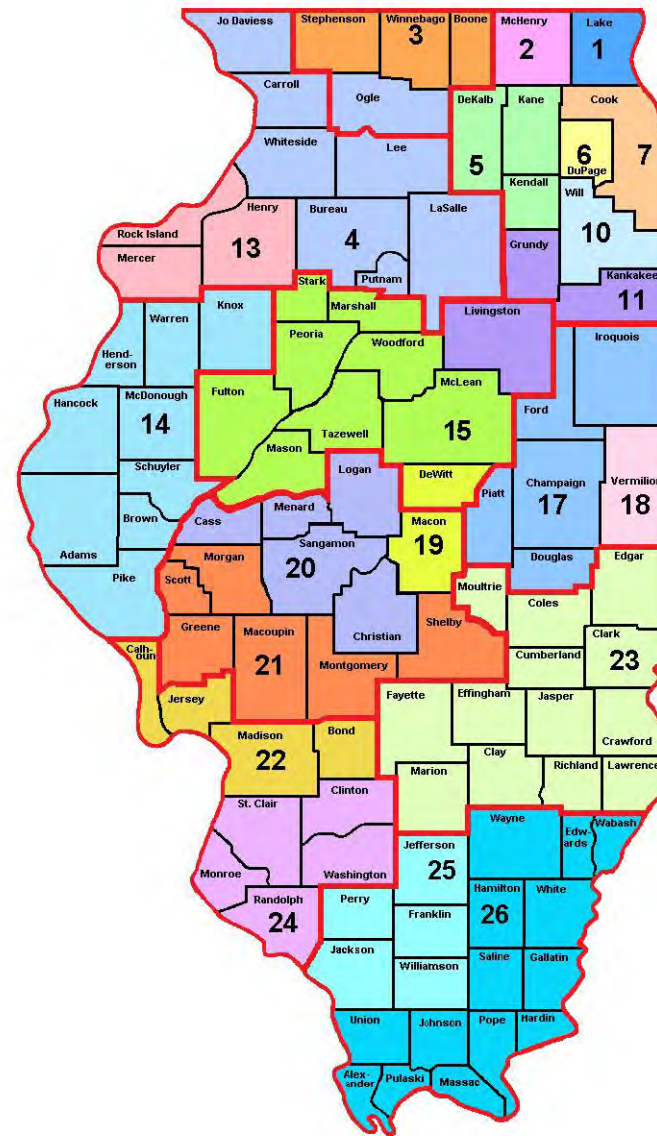


# WIOA Fiscal Toolkit

Friday, August 13, 2021

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In coordination with the WIOA Interagency Team*

# Where is Your Local Area?





# Moderator:



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Professional Support

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# Objectives:



- ✓ Background
- ✓ Purpose of the WIOA Fiscal Toolkit
- ✓ Purpose and Application of each Tool
- ✓ Discussion Questions



# Purpose of the WIOA Fiscal Toolkit

- Ensure local workforce areas have access to tools and best practices
- Enable local workforce areas to use common tools
- Strengthen communication between fiscal and program units
- Orient new team members
- Break away from doing things the same year-in year-out just because it was always done this way
- Don't recreate the wheel
- Improve the quality of data and tracking

# Design of the WIOA Fiscal Toolkit

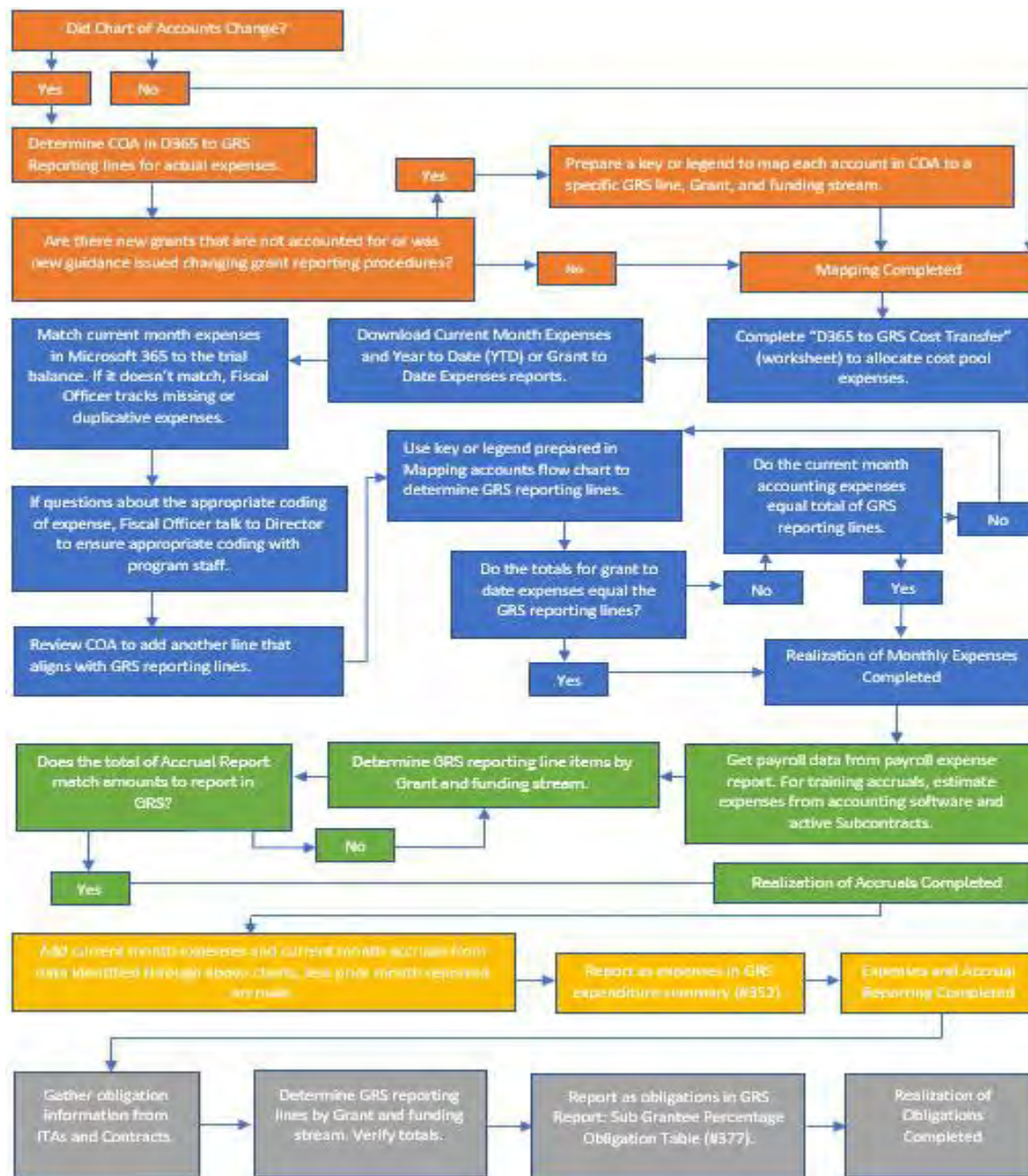
- The Fiscal toolkit is a combination of customizable templates and tools for local workforce areas to help plan and meet WIOA requirements and the Illinois Department of Commerce and Economic Opportunity benchmarks.
  - To help local areas increase institutional knowledge through common orientation and processes
  - Assist local areas with role clarity on procedures and general fiscal processes
  - Developed as user-friendly tools with clear data entry instructions and automatic calculations

## Tool No. 1 – Fiscal Flow Charts

- **Purpose:** Fiscal Flow Charts illustrate routine functions of a local workforce area to support fiscal officers and staff in translating program expenses into the local accounting system. The flow charts also offer definitions and DCEO policies for major functions when reporting into GRS.
- **Practical Application:** The flow charts support the functions of mapping accounts to GRS reporting codes, realizing monthly expenses, realizing accruals, reporting expenses and accruals, and realizing obligations.



## Tool No. 1 – Fiscal Flow Charts (Continued)



# Fiscal Flow Charts Discussion

- Does your local area currently have flowcharts for fiscal processes?
- How helpful would a flowchart like this be for new fiscal personnel?
- How likely will your local area adapt and implement this flowchart for fiscal personnel to reference?
- What other processes in your local workforce area might be good to add as another flowchart to the toolkit?

## Tool No. 2 – Budget Framework

- **Purpose:** The Budget Framework offers a customizable template to guide annual processes of budget development, routine maintenance and significant modifications.
- **Practical Application:** The Budget Framework offers a starting point for conversation about the timelines, processes and level of staff engagement around each step of budget development, maintenance and modification. The framework should be refreshed each year as the budget development process begins so that timelines, processes and roles are clear to all involved.

## Tool No. 2 – Budget Framework (Continued) [Budget Development]

Budget Development	
Timeframe	Primary Activity
Early March	<p><b>1. The Director and (appropriate personnel) set a WIOA budget development process, timeline, roles</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set target dates for workforce board input and approval</li> <li><input type="checkbox"/> Set target dates for team meetings to review draft budgets</li> <li><input type="checkbox"/> Set target dates for team meetings to review final budgets that will be submitted to the workforce board</li> <li><input type="checkbox"/> Confirm who has authority to make specific decisions</li> <li><input type="checkbox"/> Communicate the process to staff</li> </ul>
March	<p><b>2. The Fiscal Manager summarizes the LWIA's current financial status</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review WIOA budget-to-actual revenues and expenditures for the current program year and carry forward of previous year</li> <li><input type="checkbox"/> Review assumptions for the current program year</li> <li><input type="checkbox"/> Forecast revenues and expenditures to the end of the current program year</li> <li><input type="checkbox"/> Identify any unknowns</li> <li><input type="checkbox"/> Update program staff on the current financial status; invite staff to bring ideas to the next team meeting</li> </ul>
March	<p><b>3. LWIB staff seek Board input</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recap LWIA's current financial status</li> <li><input type="checkbox"/> Assess local workforce area needs</li> <li><input type="checkbox"/> Articulate WIOA priorities for the upcoming program year initiatives</li> </ul>

## Tool No. 2 – Budget Framework (Continued)

### Budget Maintenance

Budget Maintenance	
Timeframe	Primary Activity
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fiscal Manager review third quarter obligations</li> <li><input type="checkbox"/> Fiscal Manager document any subrecipient contract expenditures or funding stream that is not on track to meet at least half of each DCEO benchmark</li> <li><input type="checkbox"/> Fiscal Manager share findings with the management team, including managers and appropriate staff</li> <li><input type="checkbox"/> Implement Step 2 of subrecipient tracking (development of accurate tracking and reporting mechanism for subrecipients are critical for this step):               <ul style="list-style-type: none"> <li>i. Program Managers continue to require a monthly update from subrecipients on their spending plans and noting any likelihood of not expending the full contract amount in the third and fourth quarters of the program year</li> <li>ii. If monthly tracking of subrecipient expenditures indicates subrecipients are not on track to fully expending their contract amounts, initiate dialogue with the (appropriate administrator) and Fiscal Manager about the need to consider reallocating funds. <a href="#">See #21-22 of this framework.</a></li> </ul> </li> <li><input type="checkbox"/> Fiscal Manager report to GRS by the 20<sup>th</sup> of each month</li> </ul>
End of third quarter	<p><b>16. Focus on spending current program year funds, tracking progress toward DCEO benchmarks and getting accurate estimates for future carry-in budget amounts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (Appropriate administrator) and Fiscal Manager ensure carry-in funds are fully expended</li> <li><input type="checkbox"/> <a href="#">See Budget Development #4 above</a> for Fiscal Manager to seek program managers' projections of:               <ul style="list-style-type: none"> <li>i. Unspent funds by program and subrecipient</li> <li>ii. Preliminary plans for addressing unspent funds</li> </ul> </li> <li><input type="checkbox"/> Fiscal Manager work with program managers to verify when obligations are expected to become actual expenditures               <ul style="list-style-type: none"> <li>i. If obligations are projected to become actual expenses by 6/30 of the current program year, then ensure those same obligations do not appear in the next program year's budget</li> <li>ii. If obligations are not projected to become actual expenditures by 6/30 of the current program year, then classify those obligations separately to confirm that</li> </ul> </li> </ul>

## Tool No. 2 – Budget Framework (Continued)

### Budget Modifications and De-obligations

Budget Modifications / Deobligations	
Timeframe	Primary Activity
In general	<p><b>18. Quarterly, the (appropriate administrator) analyzes the following with input from the Fiscal Manager and communicates any issues for consideration, including but not limited to the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Subrecipients are not on track to expending at least 25% of their first-year contract amounts</li> <li><input type="checkbox"/> Subrecipients are not meeting service delivery standards</li> <li><input type="checkbox"/> Subrecipients require technical assistance in meeting budget, meeting service delivery standards or adjusting to new circumstances</li> <li><input type="checkbox"/> WIOA formula funds have come in under or over budget and impact spending plans and staffing plans</li> </ul> <p><b>19. If any budget-to-actual analyses indicate adjustments are needed to the budget or staffing plan or if new circumstance arise:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (Appropriate administrator) convenes a program/fiscal managers' meeting to: <ul style="list-style-type: none"> <li>i. Identify subrecipients or funding streams that are not on track</li> <li>ii. Identify alternative scenarios to run to consider implications of funding shifts on staffing capacities</li> <li>iii. Consider whether any scenario would require LWIB approval, local procedures, or other steps needed to implement a proposed change</li> <li>iv. Articulate a rationale and identify next steps to either provide technical assistance or to reallocate funds</li> </ul> </li> <li><input type="checkbox"/> The (appropriate administrator) works with the Fiscal Manager to run alternative scenarios in a Scenario Budget, refining the budget implications and the rationale for each proposed change <ul style="list-style-type: none"> <li>i. If the proposed changes are within the budget/spending plan, then the (appropriate administrator) directs and oversees implementation of the changes</li> <li>ii. If the proposed changes are un-budgeted, then the (appropriate administrator) determines which/whether changes need to be routed for approval by the LWIB and which/whether changes need to be routed through a different entity (e.g., county board)</li> </ul> </li> <li><input type="checkbox"/> Once the appropriate approval is obtained, the (appropriate administrator) directs and oversees the implementation of any program, staffing or budget changes</li> </ul>

# Budget Framework Discussion

- Do you have a routine budget process that is documented and consistently applied? If yes, can you share that with us?
- What other budget-related activities might be helpful to add to this framework?
- Will your local area tailor this framework so that staff can be aware of responsibilities, timelines and activities?

## Tool No. 3 – Scenario Budget

- **Purpose:** The Scenario Budget spreadsheet is a template to forecast outcomes if such variables were to change as income, expenses, or carry-in funding.
- **Practical Application:** Fiscal and program managers can try different income or expense scenarios during the budget development process or at any time a significant change is needed to meet DCEO benchmarks. Data is entered from prior year actual income and expenses and projected income and expenses, while the budget implications and adjustments of each scenario auto-calculate. Fiscal managers can use the different scenarios to raise questions for discussion with administrators about the program implications and capacities needed.



# Tool No. 3 – Scenario Budget (Continued)

PY2021 New Program Year Budget Income Scenario 1: 100% Assumes no changes from the PY 2020 current year grant allocation						
Income Type	Source of income (by category or specific)	PY 2020 Actual Allocation	1	2	3	Comments and strategies
			Scenario Budget 1	Scenario Budget 2	Scenario Budget 3	
<b>Admin</b>	Salary	1,000	1,000	1,050	1,500	
	Fringe					
	Other					
<b>Subtotal</b>		\$ 1,000	\$ 1,000	\$ 1,050	\$ 1,500	
<b>Youth In School</b>	Salary	2,000	2,000	2,100	3,000	
	Fringe					
	Other					
	Direct Training					
	Work Based Training					
<b>Subtotal</b>		\$ 2,000	\$ 2,000	\$ 2,100	\$ 3,000	
<b>Youth Out of School</b>	Salary	2,000	2,000	2,100	3,000	
	Fringe					
	Other					
	Direct Training					
	Work Based Training					
<b>Subtotal</b>		\$ 2,000	\$ 2,000	\$ 2,100	\$ 3,000	
<b>Adult</b>	Salary	2,000	2,000	2,100	3,000	
	Fringe					
	Other					
	Direct Training Cost - ITA					
	Direct Training Cost - Other					
	Direct Training Cost - Supportive Services					
	Work Based Training					
<b>Subtotal</b>		\$ 2,000	\$ 2,000	\$ 2,100	\$ 3,000	
<b>Dislocated Worker</b>	Salary	2,000	2,000	2,100	3,000	
	Fringe					
	Other					
	Direct Training Cost - ITA					
	Direct Training Cost - Other					
	Direct Training Cost - Supportive Services					
	Work Based Training					
<b>Subtotal</b>		\$ 2,000	\$ 2,000	\$ 2,100	\$ 3,000	
<b>All other types</b>						
<b>Subtotal</b>		\$ -	\$ -	\$ -	\$ -	
<b>Total Income</b>		\$ 9,000	\$ 9,000	\$ 9,450	\$ 13,500	
<b>Scenario changes in total income</b>			100.0%	105.0%	150.0%	

**Rigney, Kim:**  
These % can be updated to show any +/- variance they choose.

# Scenario Budget Discussion

- How likely are you to test out different scenarios during the budget development process?
- What variables would you test in the scenario budget?
- Will your local area modify this tool to meet your local area?

## Tool No. 4 – Participant Average Costs

- **Purpose:** The Participant Average Costs spreadsheet provides an auto-calculation of the average cost per participant based on actual or estimated expenses to identify (1) the number of participants needed to meet DCEO benchmarks and (2) the remaining budget.
- **Practical Application:** Fiscal managers can use this tool to estimate the average cost per participant when developing alternative scenarios and identifying the number of new participants the local area needs to serve in order to meet certain benchmarks. The tool can be used to estimate the average cost across all funding streams or for an individual funding stream. The tool does not yet isolate the number still needed to serve when the local area has carry-in participants. That factor is under consideration.

## Tool No. 4 – Participant Average Costs (Continued)

Average Participant Cost			
Use this spreadsheet to find the average cost per participant and number of participants needed to meet DCEO benchmarks and utilize the LWIA's remaining budget allocations. <i>Note: If changes must be made to formula embedded cells, unprotect the worksheet with password: WIOA2020.</i>			
The figures included below are placeholders.			
<b>Current Year Calculations:</b> Enter specific costs on Rows 9 - 11 (add additional rows if needed) and enter the costs in Column C. Row 13, Column C will total your expenses. On Row 15, Column C, enter the remaining budget amount. Once entered, Row 17, Column C will show the number of participants needed to fulfill the remaining budget.			
<b>Prior Year Calculations:</b> Enter the Prior Year Spending and Prior Year Participants in Column G, Rows 9 and 11 respectively. Row 13, Column G will calculate the Average Participant Costs. On Row 15, Column G, enter the Remaining Budget amount. Once entered, the number of participants needed will calculate on Row 17, Column G.			
Current Year Calculations		Prior Year Calculations	
Expenses:			
Tuition	\$ 1,000.00	Prior Year Spending	\$ 200,000.00
Books	\$ 200.00		
Supportive Services	\$ 50.00	Prior Year Participants	150
Total	\$ 1,250.00	Average Participant Costs	\$ 1,333.33
Budget \$ Remaining	\$ 50,000.00	Budget \$ Remaining	\$ 50,000.00
Participants needed	40	Participants needed	38

KEY
Manually Enter
Formula

## Participant Average Cost Discussion

- Does your local area have a process in place for figuring out how many participants need to be served in order to meet benchmarks for obligations and expenditures?
- How likely will your local area use this tool?
- What additional variables (if any) should be added to this tool?

# Tool No. 5 – DCEO Benchmark Cheat Sheet

- **Purpose:** The DCEO Benchmark Cheat Sheet provides definitions and formulae of DCEO benchmarks to help assess progress towards benchmarks throughout the program year in real time. The workbook breaks down the calculations used by DCEO to generate the monthly Fund Utilization Report (FUR), which can be used to compare the local area's calculations of Total Funds Available.
- **Practical Application:** The DCEO Benchmark Cheat Sheet provides to different ways to check the status of meeting five benchmarks. One way is to estimate progress if all expenses were evenly incurred during each month. A second way is to customize the timing of expenses (e.g., tuition payments) that might affect the calculation at each quarter of the program year. That helps identify whether a low obligation or expenditure rate is more of a timing issue than a true lack of obligations or expenses.

# Tool No. 5 – DCEO Benchmark Cheat Sheet (Continued)

Below is a breakdown of each calculation that creates the Fund Utilization Report that DCEO refers to in determining if a local area is on pace to meet benchmarks.

Prior Year Carry-in	+	Current Year Allocation	+	Prior Year Transfers and Supplemental Allocations	=	Total Funds Available
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Prior Year (Carry-in) Expenditures	+	Current Year Expenditures	=	Total Expenditures
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Total Expenditures	=	Percent of Total Funds Available (TFA) Expended (Progress to meet Benchmark)
Total Funds Available		

Prior Year Unexpended	+	Current Year Unexpended	=	Total Unexpended
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# Tool No. 5 – DCEO Benchmark Cheat Sheet (Continued)

Below is an **example** of each funding stream and how each calculation shown above is utilized for DCEO review purposes. This is an example of costs that have occurred as of March showing that the Adult funding stream is not on pace to meet the benchmark as of this month and projections.

Local Workforce Innovation Area (LWIA)	LWIA Funding stream	Prior Year Carry-in	Current Year Allotment	Prior Year Transfers and Supplemental Allocations	Total Funds Available	Prior Year (Carry-in) Expenditure	Current Year Expenditure	Total Expenditures	Percent of TFA Expended	Prior Year Unexpended	Current Year Unexpended	Total Unexpended
	Administration	50,000.00	400,000.00		450,000.00	50,000.00	295,000.00	345,000.00	76.67%	-	105,000.00	105,000.00
	Youth in-school	40,000.00	100,000.00	2,500.00	142,500.00	30,000.00	65,000.00	95,000.00	66.67%	12,500.00	35,000.00	47,500.00
	Youth out-of-school	300,000.00	1,000,000.00	10,000.00	1,310,000.00	100,000.00	850,000.00	950,000.00	72.52%	210,000.00	150,000.00	360,000.00
	Adult	50,000.00	1,250,000.00	10,000.00	1,310,000.00	25,000.00	450,000.00	475,000.00	<b>36.26%</b>	35,000.00	800,000.00	835,000.00
	Dislocated Worker	200,000.00	2,000,000.00		2,200,000.00	150,000.00	1,250,000.00	1,400,000.00	63.64%	50,000.00	750,000.00	800,000.00
	Total	1,000,000.00	5,000,000.00	50,000.00	6,050,000.00	500,000.00	3,500,000.00	4,000,000.00	66.12%	550,000.00	1,500,000.00	2,050,000.00

The Table below may be used by local areas to insert carry-in funds, allotments, transfers, expenditures and unexpended funds to determine the Percent of Total Funds Available Expended at any given time to track expenditures and planning purposes to ensure benchmarks will be met. The Percent of Total Funds Available Expended percentages may be compared with the DCEO benchmarks on the Benchmark Progress tab.

Local Workforce Innovation Area (LWIA)	LWIA Funding stream	PY - 19 Carry-in	PY - 20 Allotment	PY - 19 Transfers and Supplemental Allocations	Total Funds Available	PY - 19 Expenditure	PY - 20 Expenditure	Total Expenditures	Percent of TFA Expended	PY - 19 Unexpended	PY - 20 Unexpended	Total Unexpended
	Administration				0.00			0.00	#DIV/0!	-	-	-
	Youth in-school				0.00			0.00	#DIV/0!	-	-	-
	Youth out-of-school				0.00			0.00	#DIV/0!	-	-	-
	Adult				0.00			0.00	#DIV/0!	-	-	-
	Dislocated Worker				0.00			0.00	#DIV/0!	-	-	-
	Total				0.00			0.00	#DIV/0!	-	-	-

KEY
MANUAL ENTRY
FORMULA



# Tool No. 5 – DCEO Benchmark Cheat Sheet (Continued)

**Table 1**  
Table 1 below reflects DCEO benchmarks for a program year as if all obligations and accruals became actual expenses on a monthly basis (e.g., Target Benchmarks divided by 12). This table may be used for planning and budgeting purposes in a local workforce area.

DCEO Benchmarks (Table 1)	Target/Variance	Benchmark (Minimum Required by 6/30)	Guidance for Each Benchmark for the Period Ending											
			7/30/2020	8/30/2020	9/30/2020	10/30/2020	11/30/2020	12/30/2020	1/30/2021	2/28/2021	3/30/2021	4/30/2021	5/30/2021	6/30/2021
Expenditures as a % of Total Funds Available	Target	100%	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
	Variance	80% - 120%	1% - 10%	11% - 20%	21% - 28%	29% - 36%	37% - 44%	44% - 53%	54% - 61%	62% - 70%	71% - 78%	79% - 85%	86% - 93%	100% +
Obligations as a % of Current Program Year Funds	Target	80%	7%	13%	20%	27%	33%	40%	47%	53%	60%	67%	73%	80%
	Variance	80%	3% - 9%	10% - 16%	17% - 23%	24% - 29%	30% - 36%	37% - 43%	44% - 49%	50% - 56%	57% - 63%	64% - 70%	71% - 76%	80% +
Out-of-School Youth Expenditures as a % of Youth Funds	Target	50%	4%	8%	13%	17%	21%	25%	29%	33%	38%	42%	46%	50%
	Variance	50%	2% - 6%	7% - 10%	11% - 14%	15% - 18%	19% - 22%	23% - 26%	27% - 31%	32% - 35%	36% - 39%	40% - 43%	44% - 48%	50% +
Work-Based Learning Expenditures as a % of Youth Funds	Target	20%	2%	3%	5%	7%	8%	10%	12%	13%	15%	17%	18%	20%
	Variance	20%	0% - 2%	3% - 4%	4% - 6%	6% - 8%	8% - 9%	9% - 11%	11% - 12%	13% - 14%	14% - 16%	16% - 18%	18% - 19%	20% +
Direct Training Costs as a % of Adult and Dislocated Worker Funds (Combined)	Target	50%	4%	8%	13%	17%	21%	25%	29%	33%	38%	42%	46%	50%
	Variance	50%	2% - 6%	7% - 10%	11% - 14%	15% - 18%	19% - 22%	23% - 26%	27% - 31%	32% - 35%	36% - 39%	40% - 43%	44% - 48%	50% +

# Tool No. 5 – DCEO Benchmark Cheat Sheet (Continued)

**Table 2**

The following tables (Adjusted Targets and DCEO Benchmarks - Table 2) allow the local workforce area to alter the timing of when accruals and expenses are anticipated. For example, obligations might not become actual expenses until October or January in line with tuition payments. In Rows 26 and 27, enter (in Column C) the specific month in which actual expenses are anticipated to increase and by what percent (in Column D). The grayed boxes auto-calculate.

Utilize Table 2 to more closely track progress toward meeting benchmarks with the adjusted target for months when accruals or expenses are anticipated to be higher or lower. Adjust Rows 26 and 27 accordingly.

		7	8	9	10	11	12	1	2	3	4	5	6
		8%	8%	8%	25%	8%	8%	25%	8%	8%	8%	8%	8%
Automatic Calculations		0%	0%	-8%	0%	0%	-8%	0%	0%	0%	0%	0%	0%
Adjusted Targets (Key In Months and %)	Manually Enter	0%	-8%	0%	0%	-8%	0%	0%	0%	0%	0%	0%	0%
If there are months with higher than usual expenditures, enter them here (1 - Jan, 2 - Feb, Etc.), and enter what percentage they are expected to increase in Column D:	10	25%											
	1	25%	8%	0%	0%	25%	0%	0%	25%	8%	8%	8%	8%

DCEO Benchmarks (Table 2)	Target/Variance	Benchmark (Minimum Required by 6/30)	Guidance for Each Benchmark for the Period Ending											
			7/30/2020	8/30/2020	9/30/2020	10/30/2020	11/30/2020	12/30/2020	1/30/2021	2/28/2021	3/30/2021	4/30/2021	5/30/2021	6/30/2021
Expenditures as a % of Total Funds Available	Adjusted Target	100%	8%	8%	8%	33%	33%	33%	58%	67%	75%	83%	92%	100%
Obligations as a % of Current Program Year Funds	Adjusted Target	80%	7%	7%	7%	27%	27%	27%	47%	53%	60%	67%	73%	80%
Out-of-School Youth Expenditures as a % of Youth Funds	Adjusted Target	50%	4%	4%	4%	17%	17%	17%	29%	33%	38%	42%	46%	50%
Work-Based Learning Expenditures as a % of Youth Funds	Adjusted Target	20%	2%	2%	2%	7%	7%	7%	12%	13%	15%	17%	18%	20%
Direct Training Costs as a % of Adult and Dislocated Worker Funds (Combined)	Adjusted Target	50%	4%	4%	4%	17%	17%	17%	29%	33%	38%	42%	46%	50%

## DCEO Cheat Sheet Discussion

- Does your local area fully understand the Fund Utilization Report (FUR)?
- Does this tool bring clarity to your understanding of the FUR?
- Will your local area utilize this tool to identify your progress toward meeting benchmarks throughout the program year?
- At what times of the year does your local area have the highest expenditures?
- Is there additional information that should be included within this tool?

## Tool No. 6 – Dashboard for the Local Workforce Board

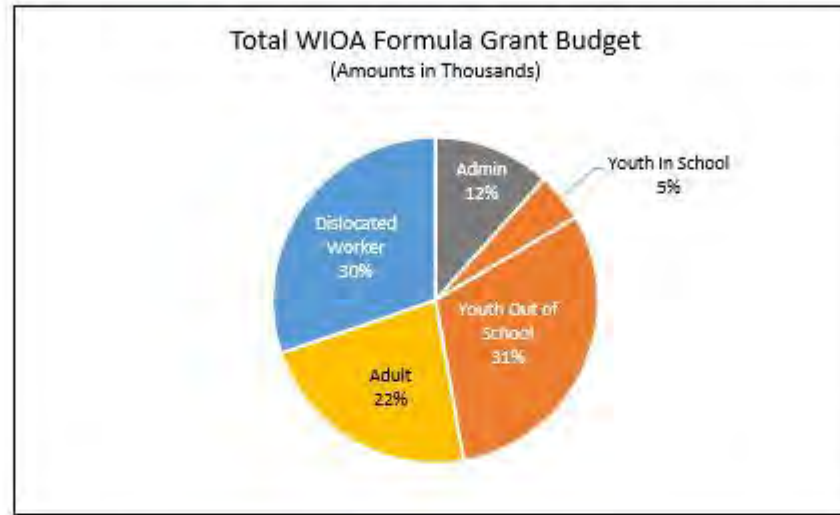
- **Purpose:** The Dashboard for the Local Workforce Board serves as a template for a quarterly or periodic report to the workforce board regarding the program budget and progress toward meeting DCEO benchmarks.
- **Practical Application:** Fiscal managers can pull data from a work paper that shows total WIOA grant funds available. Manual data entry of income and expenditures allows the graphs on the dashboard to auto-populate. Graphs and the data entry tab can be customized to align with each local workforce board's priorities and overview of WIOA fiscal management.

WORKFORCE BOARD  
Data reported as of #####  
Dashboard update: #####

**BUDGET**

The budget for the WIOA 20 Grant (20-681XXX) is \$x,xxx,xxx. This is a 2-year grant from 7/1/20 to 6/30/22.

# Tool No. 6 – Dashboard for the Local Workforce Board (Continued)



Admin	\$900
Youth In School	\$375
Youth Out of School	\$2,370
Adult	\$1,740
Dislocated Worker	\$2,335
<b>Total</b>	<b>\$7,720</b>

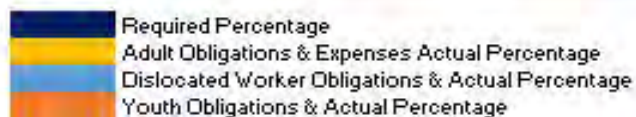
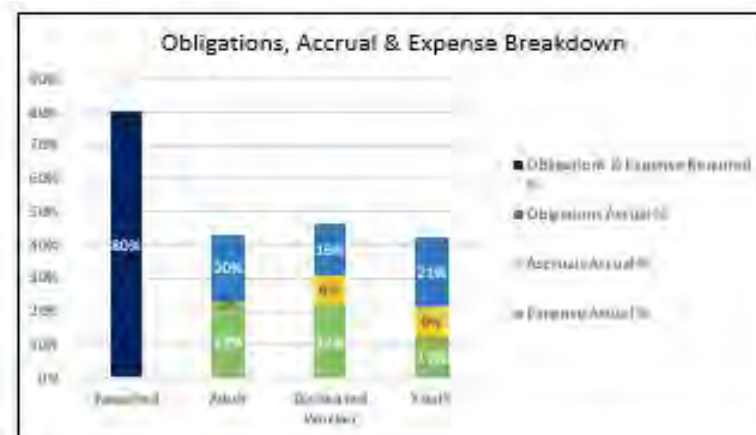
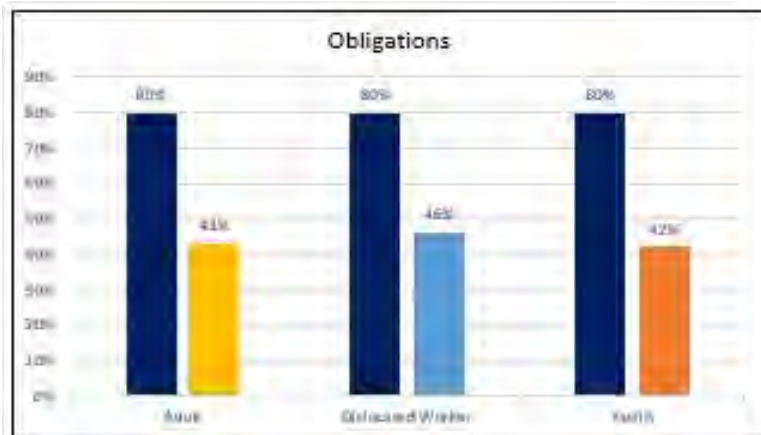
**OBLIGATIONS**

As of the current reporting period, the actual costs plus obligations are as follows:

The grant requires that the LWIA must obligate a minimum of 80% of the amount of youth, adult and dislocated worker funds each program year by June 30 or face a loss of grant funds (after subtracting 10% from each funding stream for administration).

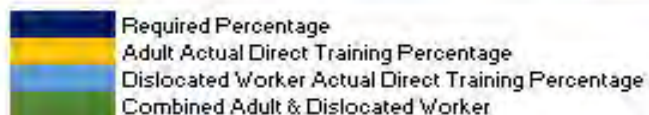
	Adult	Dislocated Worker	Youth (In and Out of School)
Total Budget (in Thousands)	\$2	\$2	\$3
Required %	80%	80%	80%
Required 80% (in Thousands)	\$1	\$2	\$2
Actual \$ (in Thousands)	\$1	\$1	\$1
Actual %	43%	46%	42%

# Tool No. 6 – Dashboard for the Local Workforce Board (Continued)



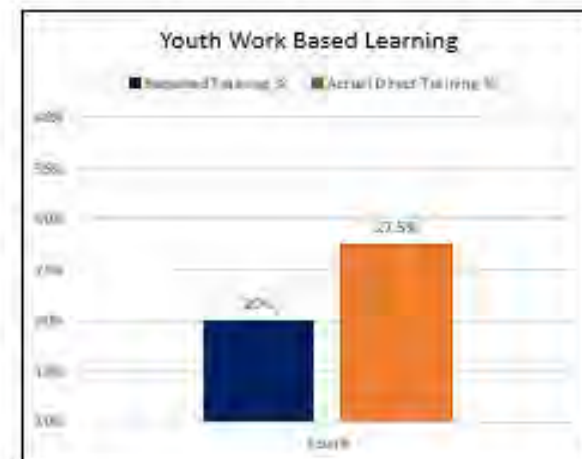
### **DIRECT TRAINING**

The grant requires that by June 30, at least 50% of the Actual Expenses of the combined Adult and Dislocated Worker funding streams (from prior year grant funds and current year grant funds) are spent on Direct Training. Below are the % through the current reporting period.



### **WORK BASED TRAINING**

\*WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.\*



# Dashboard Discussion

- What is your experience in reporting to the workforce board and the right level of detail to present?
- Will this tool be helpful in your reporting to the board?
- Does any additional information need to be included on the dashboard?

# Tool No. 7 – GRS Monthly Reporting Packet

- **Purpose:** The GRS Monthly Reporting Packet serves as a recommendation to compile documents in an easy to-find location to support monthly GRS Reporting.
- **Practical Application:** Fiscal managers can ensure that reports are housed in a central location to support GRS Reporting, Audits, on-boarding and orientations.

## Report List

1. Any reports run from financial software (e.g., D365 Reports and New World)
2. Any reports or spreadsheets from Program Managers, Contractors or others that affect fiscal reporting
3. Any workpapers used for calculations or data entry into GRS
4. Screenshots of GRS entries
5. Any reports, dashboards, and spreadsheets compiled or distributed to others on a routine basis
6. Narrative to include all monthly information into one electronic folder so that all information is compiled in one place





## Closing Survey

- Utilizing the Chat feature, please feel free to submit your comments or questions regarding the Tools. Some discussion questions include:
  - To what extent will your local workforce area utilize all or some of the tools?
  - How easily will these general tools be modified to fit the needs of your local area?
  - What other practical applications or tools might your local area need?

<https://www.illinoisworknet.com/GATA>



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thank you