

CONTRACT FOR FISCAL/ADMINISTRATIVE SERVICES
Between the
EASTERN WEST VIRGINIA COMMUNITY ACTION AGENCY, INC.
And the
REGION VII WORKFORCE DEVELOPMENT BOARD

This contract for Workforce Innovation and Opportunity Act of 2014 Fiscal and Administrative services is made and entered into by and between Eastern West Virginia Community Action Agency, Inc. (EWVCAA) and the Region VII Workforce Development Board (WDB). Services identified herein or by reference made herein will commence July 1, 2023 and end June 30, 2024.

Fiscal Management. The Board will ensure the future fiscal entity is familiar with the federal government's requirements for financial management. The use of a double entry electronic accounting system to maintain financial information on a fund basis will be required. The financial management system must provide the following:

- Accurate, current, and complete disclosure of financial results;
- Records that adequately identify these sources and application of grant funds;
- Effective control over and accountability for all funds, property, and other assets;
- Comparison of actual outlays with amounts budgeted for the grants;
- Procedures to minimize the time elapsing between transfer of funds from the U.S. Treasury and the disbursement;
- Procedures for determining reasonableness and allowable costs;
- An accrual-based accounting system;
- Accounting records that are supported by source documentation; and
- A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

The fiscal entity will be required to maintain a cash receipts journal, a cash disbursement journal, and a general ledger. These will meet standards established for federal programs. The fiscal entity will keep these records separate from its own financial management system. The fiscal entity will support these records with appropriate source documentation such as invoices and timesheets.

The fiscal entity will provide the Board with data to allow a comparison of budgeted and actual costs. The fiscal staff will use federal cost principles to determine the reasonableness, allowable costs, and allocation of costs.

The fiscal entity on behalf of the Board will maintain an inventory of property acquired with WIOA funds costing \$5,000 or more. The inventory will include a description of the property,

the property's location, its acquisition cost and date, the source of funds used for acquisition, and final disposition. The fiscal entity will tag all property with a permanent tag that bears a unique serial number. This serial number will be recorded as a part of the inventory system. The tag will indicate the property belongs to the Region VII WDB and was acquired with WIOA funds. The fiscal entity will update the inventory as significant property is obtained and EWVCAA will perform at least an annual reconciliation of records.

The Board will have its financial management records audited annually by an independent auditor as required by applicable OMB Circulars to determine compliance with federal requirements.

WHEREAS; the United States Congress has established the Workforce Innovation and Opportunity Act of 2014 (WIOA), and charged the State of West Virginia with the establishment of Workforce Development Boards (WDB) to oversee the operation of the WIOA in seven (7) regions throughout the State as determined by the Governor; and

WHEREAS; the Governor has designated the counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton to be included in the service delivery area referred to as the Region VII Workforce Development Board: and

WHEREAS; Local Elected Officials (LEO) and the Region VII Workforce Development Board (WDB) selected Eastern West Virginia Community Action Agency as their fiscal and administrative entity; identifying services to be performed by EWVCAA in a Proposal to Provide Services dated January 8, 2021; and

WHEREAS; the Region VII WDB, on March 18, 2021, as well as the Local Elected Officials on March 25, 2021 agreed that WIOA fiscal and administrative services will be provided by EWVCAA as identified in the original Proposal to Provide Services dated January 8, 2021 at a cost not to exceed \$76,950.00; and

Either party, upon receipt of sixty (60) days written notice from the other party, can rescind this agreement.

We the undersigned, enter into this Agreement on July 1, 2023.

For Eastern West Virginia Community Action Agency, Inc.

Matthew Hinkle, Chief Executive Officer

Date

For the Region VII Workforce Development Board

Layne Diehl, WDB Chairperson

Date

Bill Clark, WDB Chief Local Elected Official

Date