

ATTACHMENT

C

Contract for Fiscal/Administrative Services
between EPIC and Region VII WDB

CONTRACT FOR FISCAL/ADMINISTRATIVE SERVICES
Between the
EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE
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 Panhandle Instructional Cooperative (EPIC) and the Region VII Workforce Development Board (WDB). Services identified herein or by reference made herein will commence July 1, 2026 and end June 30, 2027.

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 EPIC will perform at least an annual reconciliation of records.

The Fiscal Agent will have its financial management records audited annually by an independent auditor as required by applicable OMB Circulars to determine compliance with federal requirements. The Board shall be included in this Single Audit, previously known as OMB Circular A-133 audit.

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 Panhandle Instructional Cooperative (EPIC) as their fiscal and administrative entity; identifying services to be performed by EPIC in a Proposal to Provide Services dated May 1, 2024; and

WHEREAS; the Region VII WDB, on June 6, 2024, as well as the Local Elected Officials on June 10, 2024 agreed that WIOA fiscal and administrative services will be provided by EPIC as identified in the original Proposal to Provide Services dated May 1, 2024 at a cost not to exceed \$80,000.00; and

WHEREAS; the Region VII WDB, on December 20, 2025, agreed that the existing WIOA fiscal and administrative services contract shall be extended to EPIC as identified in the original Proposal to Provide Services dated May 1, 2024, from July 1, 2026 – June 30, 2027.

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, 2025.

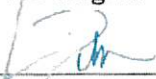
For Eastern Panhandle Instructional Cooperative



Sherry Barnett, EPIC Administrator

5/6/26
Date

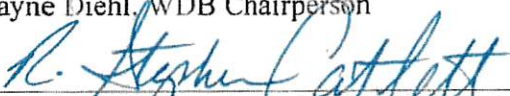
For the Region VII Workforce Development Board



Layne Diehl, WDB Chairperson

5/12/26

Date



Stephen Catlett, WDB Chief Local Elected Official

5-13-26
Date

ADMINISTRATIVE ASSURANCES
Title 1 of the Workforce Innovation and Opportunity Act of 2014

Any application for use of Title 1 funds under the Workforce Innovation and Opportunity Act (WIOA) or Local Plan for the use of Title 1 WIOA funds must include authorized signature(s) acknowledging acceptance of the following assurances:

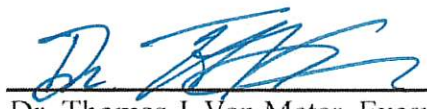
1. Recipients of WIOA funds will maintain sound Fiscal Control and Fund Accounting Procedures to ensure the proper disbursement of, and accounting for, funds through the allotments made under WIOA.
2. Adherence to Section 188 of the Workforce Innovation and Opportunity Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and, against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity. By assuring adherence to Section 188 of WIOA, also assures acceptance to **Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972.**
3. Adherence to **Title 11, subtitle A of the American with Disabilities Act of 1990** which prohibits the exclusion, on the basis of disability, from participation in or denial of the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.
4. **Certification Regarding Drug-Free Workplace Requirements (29 CFR subtitle A, Appendix C to part 98):** WIOA funded grantees certify that it will provide a drug-free workplace by notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions taken against employees for violation of such prohibition. Grantees certify that it will make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) of 28 CFR subtitle A, Appendix C to part 98.
5. **Certification Regarding Disbarment and Suspension (29 CFR subtitle A, Appendix A to part 98):** WIOA funded Grantees certify to the best of its knowledge that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency. (a) Have not within a three-year period preceding this period been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, or attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with the commission of any fraud or criminal offences in obtaining or attempting to obtain, or performing a public

transaction under a public contract. (c) Have not within three years preceding this period had one or more public transactions (Federal, State, or Local) terminated for cause or default.

- 6 **Certification Regarding Lobbying (29 CFE subtitle A, Appendix A to Part 93):** WIOA funded grantees certify to the best of its knowledge that no Federal funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency; a Member of Congress; and officer or employee of Congress; or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan, cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.


Sherry Barnett, Lead Administrator EPIC

5-6-26
Date


Dr. Thomas J. Van Meter, Executive Director Region VII WDB

5-14-26
Date

EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: Sherry Barnett

TITLE: EPIC Administrator

SIGNATURE: Sherry Barnett

DATE: 5-6-26