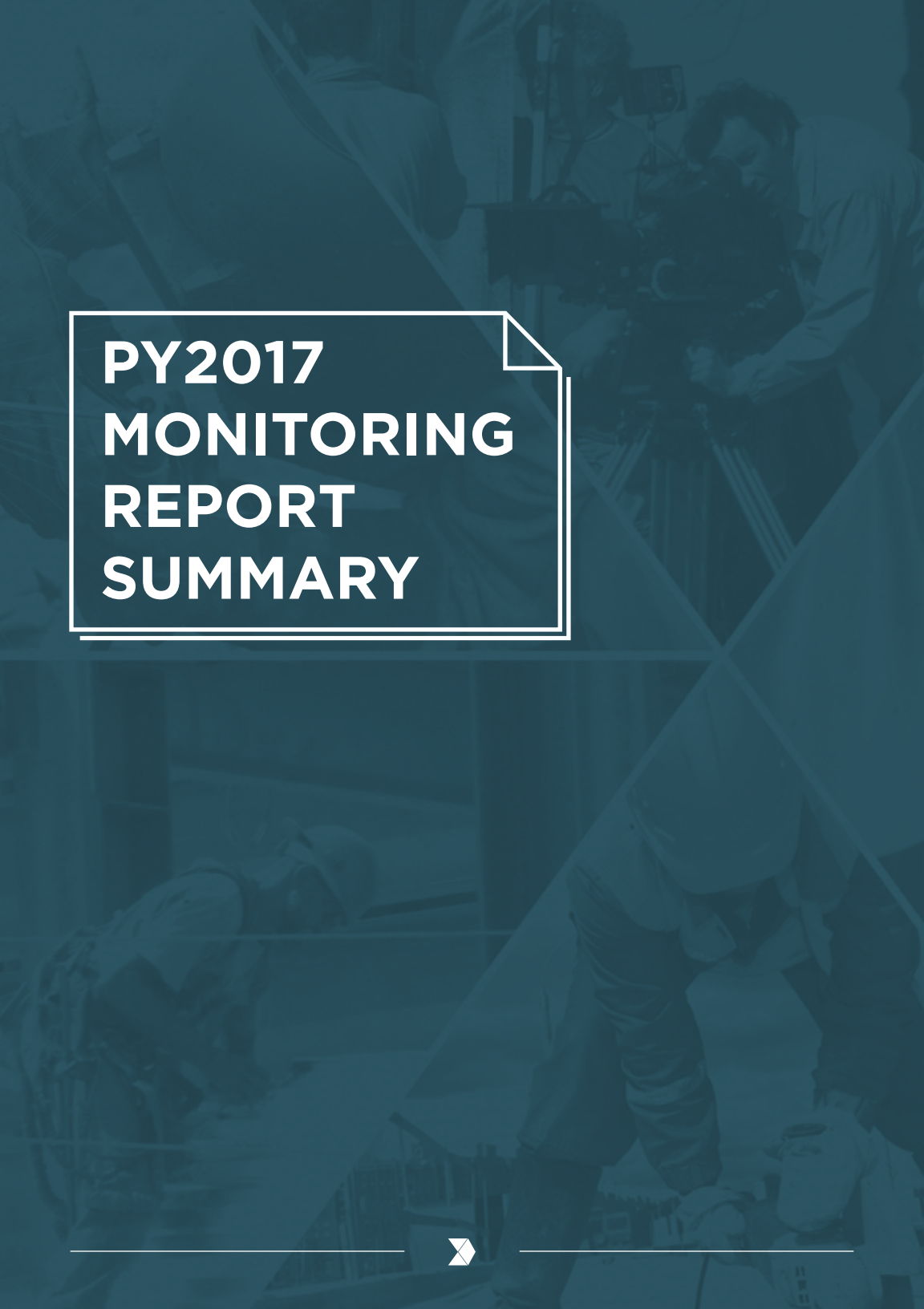
PY2017 MONITORING REPORT SUMMARY



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Introduction

The Technical College System of Georgia (TCSG) Office of Workforce Development (OWD) supports training of unemployed and underemployed Georgians for in-demand careers, thereby meeting the workforce needs of Georgia businesses.

OWD, under the leadership of the State Workforce Development Board (SWDB), administers the Youth, Adult, and Dislocated Worker grants authorized by Title - I of the Workforce Innovation and Opportunity Act (WIOA). WIOA is the nation's principal workforce development effort, providing funds to address the employers' needs by training dislocated workers, low-income adults, and youth.

As the State of Georgia's WIOA Title - I administrator, OWD conducts annual on-site monitoring of each Local Workforce Development Area (LWDA). Annual on-site monitoring encompasses financial, programmatic, and compliance reviews of the local administration and service delivery process.

On October 18, 2016, WIOA's Final Rule went into effect.

PY17 monitoring was performed under federal regulations governing WIOA.

Why does OWD monitor?

Annual monitoring is a federal requirement of the Uniform Administrative Guidance and WIOA Grant Agreement, requiring the State to ensure effective, efficient, and consistent service delivery occurs across all 19 LWDAs.

Annual on-site monitoring assists OWD in:

- Increasing the accountability and transparency of LWDAs regarding expenditures, participant eligibility, and implementation of Statewide Initiatives and federal regulations;

- Obtaining verification from LWDAs that federal funding is being spent in accordance with applicable federal law, state law, state policies and procedures, and the Georgia Unified State Plan;

- Maintaining a consistent and sufficient level of scrutiny over LWDA operations to minimize financial and programmatic risk to the State and to enhance benefits received by citizens of Georgia; and,

- Ensuring the highest possible return on investment while decreasing the unemployment rate, increasing educational opportunity, and helping to improve Georgia's economy.

Why does OWD monitor?

In addition to helping identify and mediate risks and issues within each LWDA, annual monitoring also allows OWD to:

- Identify opportunities to provide ongoing technical assistance to LWDAs across the state, outside of regularly scheduled site visits; and,

- Strengthen relationships with key economic leaders throughout the State, which provides further opportunities to integrate and enhance Georgia's workforce.

PY17 Monitoring Process

1

PRE-PLANNING (2-3 WEEKS)

- Data Request
- Sample Selection
- Pre-planning Meeting

2

ONSITE MONITORING (5 DAYS)

- Entrance Memo / Meeting
- Run Monitoring Tools
- Notice of Findings and Required Actions (NFR) / Exit Memo and Meeting

3

CONSOLIDATE MONITORING REPORTS (1-2 WEEKS)

- LWDA Responds to NFR
- Consolidated Monitoring Report Issued

4

CORRECTIVE ACTION RESPONSE (3-4 WEEKS)

- LWDA Submits Corrective Action Response for Review

Ongoing

Onsite Monitoring Schedule, Project Management, and Technical Assistance are based on Findings and Observations.

PY17 LWDA Risk Assessment

OWD reviews financial, programmatic, and compliance operations for each LWDA based on potential risk. This allows OWD to gain a better understanding of the LWDA's operating environment to help frame OWD's monitoring approach. OWD used the following criteria to identify a risk rating of either high, medium, or low.

PY17 Financial Risk Criteria
PY16 Prior Year Findings
PY16 Prior Year Observations
Size of Award
Value of Total Federal Expenditures
Turnover in Grant Administrator/Fiscal Agent
Turnover in Director
Turnover of Staff
History of Suspected Fraud in Past 24 Months
Single Audit Findings
PY16 Unresolved Prior Year Findings
FSR Revisions/Submissions

PY17 LWDA Risk Assessment

PY17 Programmatic Risk Criteria
PY16 Prior Year Findings
PY16 Prior Year Observations
Size of Award
Turnover in Leadership
History of Suspected Fraud in Past 24 Months
Local Administrative Structure
Average Spend per Participant
Percentage Growth of Participants in Past 12 Months
Late items: Local Plan, Board Certification/Re-certification, etc.
PY16 Unresolved Prior Year Findings

PY17 Compliance Risk Criteria
PY16 Prior Year Findings
PY16 Prior Year Observations
Size of Award
Separate Fiscal/Programmatic Entity
Turnover in Leadership
Equal Opportunity/General Complaints During Program Year
Turnover in Board Leadership
History of Suspected Fraud in Past 24 Months
PY16 Unresolved Prior Year Findings

PY16 and PY17 LWDA Risk Assessments

Results of the PY16 Risk Assessment

PY16 Financial Risk Results by Area		PY16 Programmatic Risk Results by Area		PY16 Compliance Risk Results by Area	
High	8	High	6	High	4
Medium	7	Medium	9	Medium	9
Low	4	Low	4	Low	6

Results of the PY17 Risk Assessment

PY17 Financial Risk Results by Area		PY17 Programmatic Risk Results by Area		PY17 Compliance Risk Results by Area	
High	8	High	8	High	15
Medium	8	Medium	9	Medium	2
Low	3	Low	2	Low	2

A weighted score is applied to each criteria to determine a numerical risk value.

PY17 Risk Assessments

Finance

- High Risk 42%
- Medium Risk 42%
- Low Risk 16%

Programmatic

- High Risk 42%
- Medium Risk 47%
- Low Risk 11%

Compliance

- High Risk 79%
- Medium Risk 11%
- Low Risk 10%

PY17 Monitoring Highlights

Finance:

The Grants Administration team provided LWDAs with technical assistance regarding policy, procedure, and contract template updates. The team identified outdated references to WIA-specific regulations and facilitated their replacement with WIOA references in line with the Uniform Administrative Guidance.

The team provided further guidance regarding One-Stop MOUs and One-Stop Operator sub-recipient classification.

PY17 Monitoring Highlights

Programs:

The Programs team placed an emphasis on reviewing all LWDA policies and procedures prior to the on-site visit in order to spend more time on case file review and interviewing local staff. The team also utilized the on-site interviews to inquire about additional guidance LWDAs needed or wanted from OWD, and utilized this feedback to provide technical assistance to many areas in the days and weeks after the monitoring visit.

With more time to spend on reviewing participant files, the Programs team was able to identify some common issues in case file management such as missing assessments and follow-ups. As a result, OWD identified some deficiencies in State policy and provided further clarification. Additionally, OWD developed a document crosswalk to specify the appropriate location to log documentation in GWROPP.

PY17 Monitoring Highlights

Compliance:

The Compliance team tested LWDAs for application of their One-Stop MOUs to ensure that LWDAs, LWDBs, CLEOs, and required partners comply with contract provisions.

The team also provided technical assistance to ensure that LWDAs' Equal Opportunity Grievance Procedures and Policies align with federal regulations and state and local policies.

Overview of PY17 Monitoring Findings

Findings result from issues that directly relate to state or federal criteria. Observations refer to issues identified that relate to deficient practices and/or areas for organizational enhancement.

The following table includes the total number of findings for each monitoring category.

Overview of PY17 Monitoring Findings

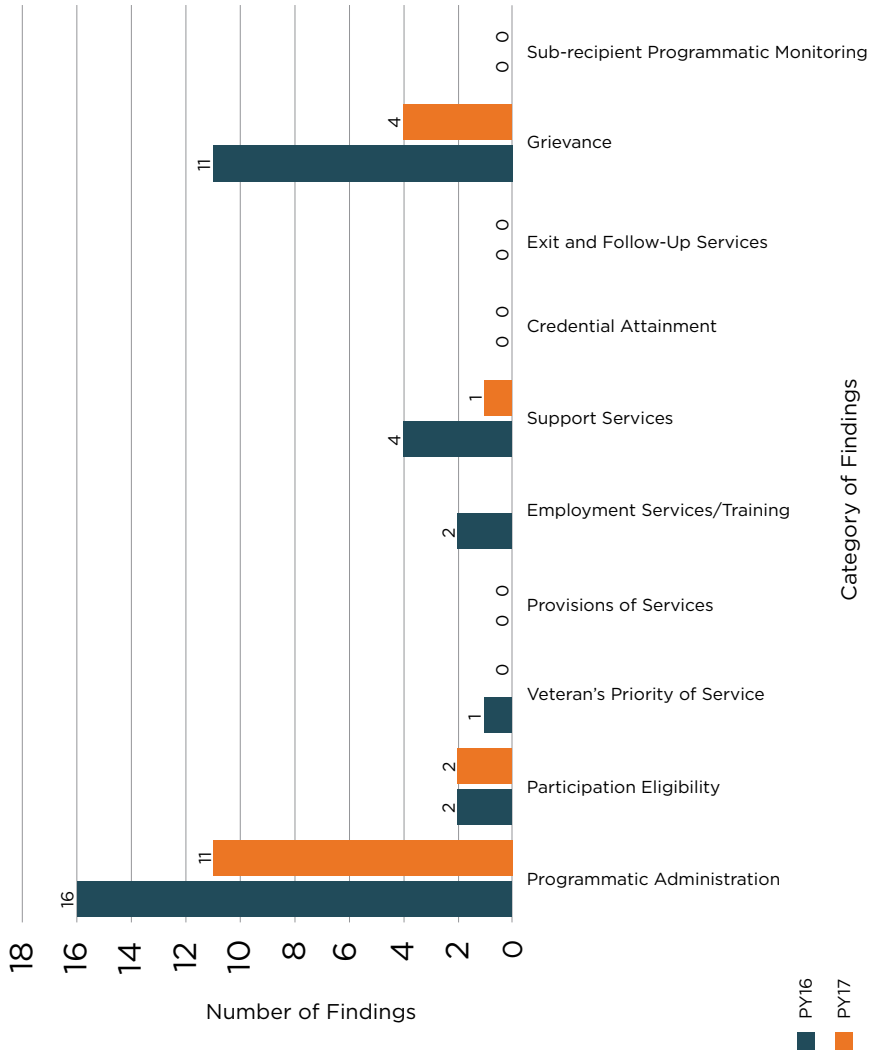
Financial Monitoring Areas	#	Programmatic Monitoring Areas	#	Compliance Monitoring Areas	#
Financial Management Systems	5	Programmatic Administration	11	Corrective Action Response Implementation	5
Cash Management & Revenue Recognition	0	Participant Eligibility	2	Internal Control Environment	8
Prepaid Program Items	0	Veteran's Priority of Service	0	Equal Opportunity and Nondiscrimination	7
Timekeeping, Salary and Cost Allocation Testing	1	Provisions of Services	0	Chief Local Elected Official Board Review	3
Disbursements	0	Employment Services/Training	0	Local Workforce Development Board Review	5
Purchasing	0	Support Services	1	A-133	0
Contracting	14	Credential Attainment	0		
Subrecipient Financial Monitoring	1	Exit and Follow-Up Services	0		
		Grievance	4		
		Sub-recipient Programmatic Monitoring	0		
Financial Total	21	Programmatic Total	18	Compliance Total	28

Overview of PY17 Monitoring Findings

The following chart compares **financial monitoring findings** from **PY16 and PY17**.

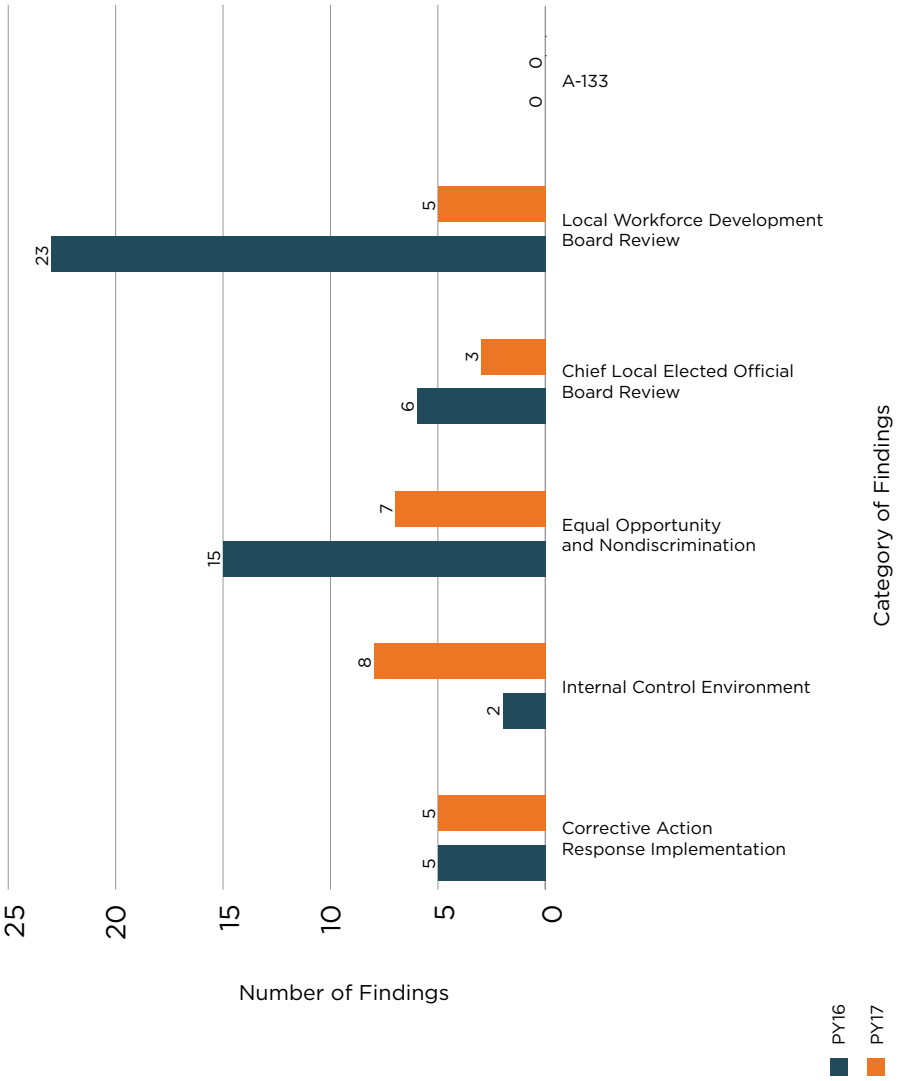
Overview of PY17 Monitoring Findings

The following chart compares **programmatic monitoring findings** from **PY16 to PY17**.

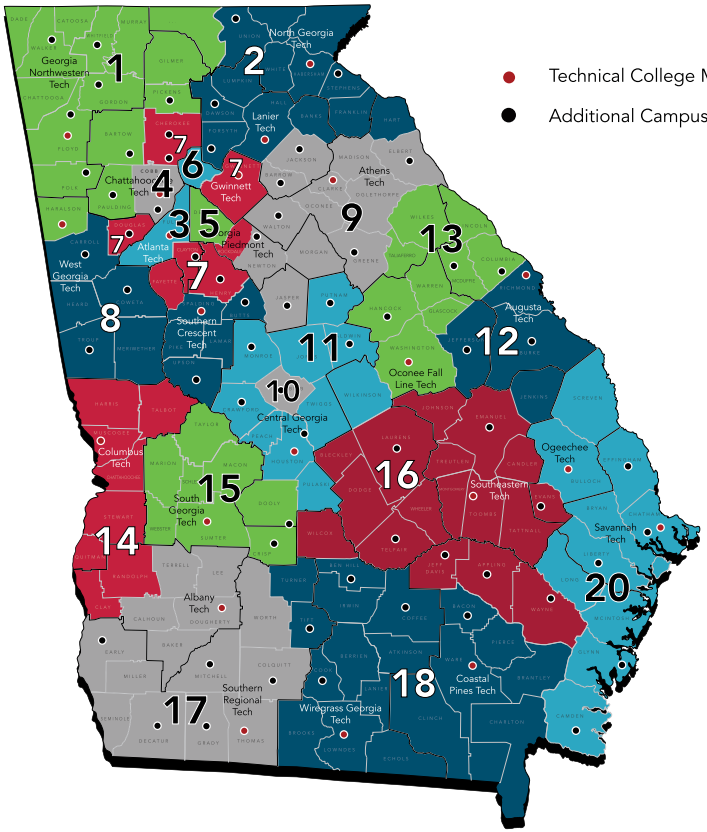


Overview of PY17 Monitoring Findings

The following chart compares **compliance monitoring findings** from **PY16 to PY17**.



LWDA Map



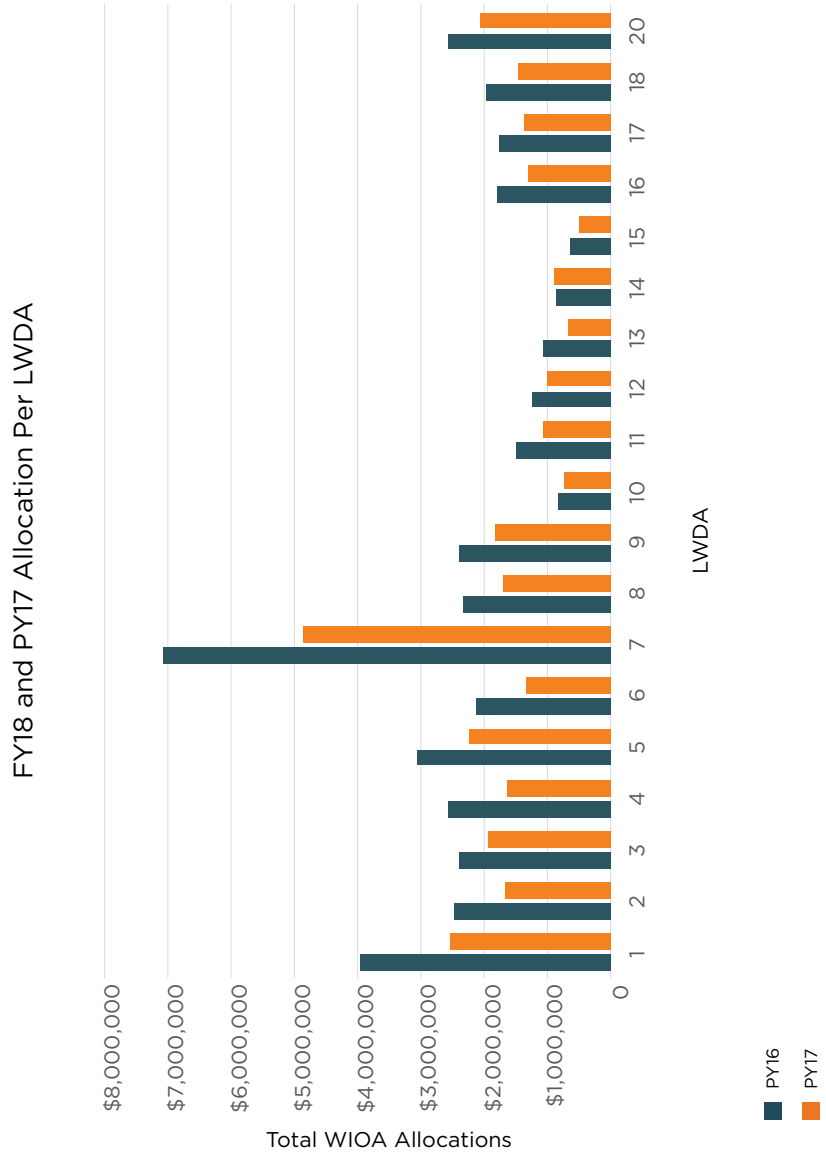
1 Northwest Georgia
2 Georgia Mountains
3 City of Atlanta
4 Cobb
5 DeKalb
6 Fulton County
7 Atlanta Regional
8 Three Rivers
9 Northeast Georgia
10 Macon-Bibb
11 Middle Georgia
12 Central Savannah River Area
13 East Central Georgia
14 Lower Chattahoochee
15 Middle Flint
16 Heart of Georgia
17 Southwest Georgia
18 Southern Georgia
20 Coastal

Overview of PY16 and PY17 Monitoring Findings

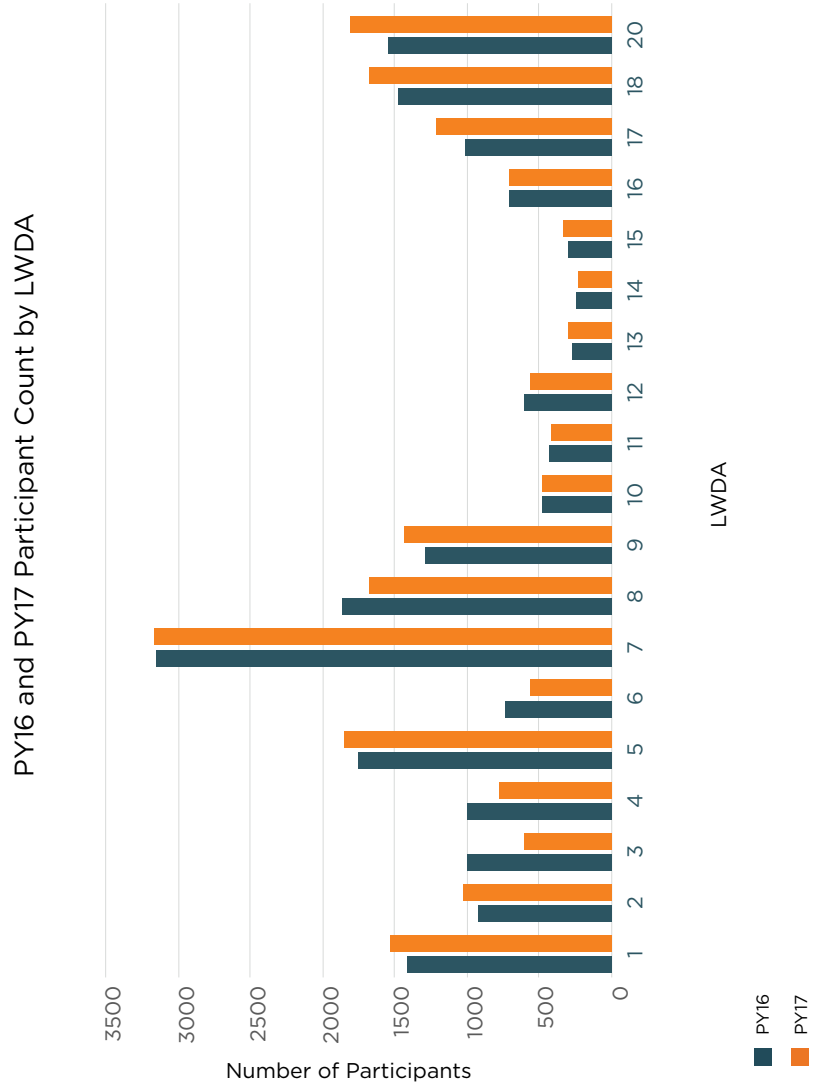
The following chart illustrates the **total findings** OWD identified for each LWDA during **PY16** and **PY17** monitoring field work.

WIOA Activities

This chart illustrates the **FY18** and **PY17 WIOA funding** allocated to each LWDA.



This chart illustrates the **number of active OWD participants** served by each LWDA in **PY16** and **PY17.**



Teamwork!
Graduate

Monitoring Summary

The following pages provide data on PY17 financial data and performance.

Each LWDA slide provides a snapshot of financial, programmatic, and participant data. This information will provide a high-level understanding of each LWDA's operating environment and PY17 performance.

Financial figures include data provided by the LWDA, as well as data identified by OWD and through the State's WIOA reporting system, the Georgia Work Ready Online Participant Portal.

Summary of Statewide Statistics

Allocation Data	FY18	PY17
Total Local Allocation	$42,360,626	$30,525,164
WIOA Adult Formula Allocation	$19,446,515	$2,851,267
WIOA Dislocated Worker Formula Allocation	$22,914,111	$4,300,620
WIOA Youth Formula Allocation	$0.00	$23,373,277

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	20,589	20,116	100%	100%
Adult Participants	10,185	9,500	49.5%	47.2%
Dislocated Worker Participants	2,578	2,896	12.5%	14.4%
Youth Participants	7,826	7,720	38.0%	38.4%

LWDA 1 Worksource Northwest Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$3,946,586.00	$2,525,940.00
WIOA Adult Formula Allocation	$1,671,147.00	$243,905.00
WIOA Dislocated Worker Formula Allocation	$2,275,439.00	$427,064.00
WIOA Youth Formula Allocation	$0.00	$1,854,971.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,534	1,415	100%	100%
Adult Participants	692	616	45.1%	43.5%
Dislocated Worker Participants	183	247	11.9%	17.5%
Youth Participants	659	552	43.0%	39.0%

Northwest Georgia WORK SOURCE GEORGIA

LWDA 2 Worksource Georgia Mountains

Allocation Data	FY18	PY17
Total Local Allocation	$2,445,465.00	$1,640,804.00
WIOA Adult Formula Allocation	$1,079,939.00	$157,587.00
WIOA Dislocated Worker Formula Allocation	$1,365,526.00	$256,288.00
WIOA Youth Formula Allocation	$0.00	$1,226,929.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,018	913	100%	100%
Adult Participants	456	504	44.8%	55.2%
Dislocated Worker Participants	62	81	6.1%	8.9%
Youth Participants	500	328	49.1%	35.9%

Georgia Mountains WORK SOURCE GEORGIA

State of Georgia

LWDA 3 Worksource City of Atlanta

Allocation Data	FY18	PY17
Total Local Allocation	$2,380,248.00	$1,922,202.00
WIOA Adult Formula Allocation	$1,106,397.00	$161,448.00
WIOA Dislocated Worker Formula Allocation	$1,273,851.00	$239,082.00
WIOA Youth Formula Allocation	$0.00	$1,521,672.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	602	996	100%	100%
Adult Participants	292	502	48.5%	50.4%
Dislocated Worker Participants	42	63	7.0%	6.3%
Youth Participants	268	431	44.5%	43.3%

Metro Atlanta WORK SOURCE GEORGIA

LWDA 4 Worksource Cobb

Allocation Data	FY18	PY17
Total Local Allocation	$2,555,336.00	$1,627,009.00
WIOA Adult Formula Allocation	$1,073,214.00	$156,606.00
WIOA Dislocated Worker Formula Allocation	$1,482,122.00	$278,171.00
WIOA Youth Formula Allocation	$0.00	$1,192,232.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	778	987	100%	100%
Adult Participants	352	436	45.2%	44.2%
Dislocated Worker Participants	154	171	19.8%	17.3%
Youth Participants	272	380	35.0%	38.5%

Cobb WORK SOURCE GEORGIA

LWDA 5 Worksource DeKalb

Allocation Data	FY18	PY17
Total Local Allocation	$3,045,053.00	$2,221,622.00
WIOA Adult Formula Allocation	$1,480,581.00	$216,050.00
WIOA Dislocated Worker Formula Allocation	$1,564,472.00	$293,627.00
WIOA Youth Formula Allocation	$0.00	$1,711,945.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,842	1,749	100%	100%
Adult Participants	920	1,017	49.9%	58.1%
Dislocated Worker Participants	289	276	15.7%	15.8%
Youth Participants	633	456	34.4%	26.1%

DeKalb WORK SOURCE GEORGIA

LWDA 6 Worksource Fulton

Allocation Data	FY18	PY17
Total Local Allocation	$2,117,479.00	$1,306,386.00
WIOA Adult Formula Allocation	$812,046.00	$118,496.00
WIOA Dislocated Worker Formula Allocation	$1,305,433.00	$245,009.00
WIOA Youth Formula Allocation	$0.00	$942,881.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	558	732	100%	100%
Adult Participants	203	237	36.4%	32.4%
Dislocated Worker Participants	183	227	32.8%	31%
Youth Participants	172	268	30.8%	36.6%

Fulton WORK SOURCE GEORGIA

LWDA 7 Worksource Atlanta Regional

Allocation Data	FY18	PY17
Total Local Allocation	$7,034,886.00	$4,838,707.00
WIOA Adult Formula Allocation	$3,133,700.00	$457,277.00
WIOA Dislocated Worker Formula Allocation	$3,901,186.00	$732,192.00
WIOA Youth Formula Allocation	$0.00	$3,649,238.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	3,158	3,160	100%	100%
Adult Participants	1,573	1,453	49.8%	46%
Dislocated Worker Participants	571	706	18.1%	22.3%
Youth Participants	1,014	1,001	32.1%	31.7%

Atlanta Regional WORK SOURCE GEORGIA

LWDA 8 Worksource Three Rivers

Allocation Data	FY18	PY17
Total Local Allocation	$2,319,053.00	$1,677,172.00
WIOA Adult Formula Allocation	$1,058,350.00	$154,437.00
WIOA Dislocated Worker Formula Allocation	$1,260,703.00	$236,614.00
WIOA Youth Formula Allocation	$0.00	$1,286,121.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,677	1,855	100%	100%
Adult Participants	1,098	1,009	65.5%	54.4%
Dislocated Worker Participants	137	173	8.2%	9.3%
Youth Participants	442	673	26.4%	36.3%

Three Rivers WORK SOURCE GEORGIA

LWDA 9 Worksource Northeast Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$2,393,088.00	$1,827,587.00
WIOA Adult Formula Allocation	$1,046,564.00	$152,717.00
WIOA Dislocated Worker Formula Allocation	$1,346,524.00	$252,721.00
WIOA Youth Formula Allocation	$0.00	$1,422,149.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,428	1,282	100%	100%
Adult Participants	754	647	52.8%	50.5%
Dislocated Worker Participants	65	89	4.6%	6.9%
Youth Participants	609	546	42.6%	42.6%

Northeast Georgia WORK SOURCE GEORGIA

LWDA 10 Worksource Macon-Bibb

Allocation Data	FY18	PY17
Total Local Allocation	$825,922.00	$719,353.00
WIOA Adult Formula Allocation	$433,708.00	$64,747.00
WIOA Dislocated Worker Formula Allocation	$392,214.00	$73,613.00
WIOA Youth Formula Allocation	$0.00	$580,993.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	464	467	100%	100%
Adult Participants	214	220	46.1%	47.1%
Dislocated Worker Participants	62	52	13.4%	11.1%
Youth Participants	188	195	40.5%	41.8%

Macon-Bibb
WORK SOURCE GEORGIA

LWDA 11 Worksource Middle Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$1,501,837.00	$1,063,010.00
WIOA Adult Formula Allocation	$708,898.00	$103,455.00
WIOA Dislocated Worker Formula Allocation	$792,939.00	$148,822.00
WIOA Youth Formula Allocation	$0.00	$810,733.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	411	434	100%	100%
Adult Participants	298	313	72.5%	72.1%
Dislocated Worker Participants	38	58	9.2%	13.4%
Youth Participants	75	63	18.2%	14.5%

Middle Georgia WORK SOURCE GEORGIA

LWDA 12 Worksource CSRA

Allocation Data	FY18	PY17
Total Local Allocation	$1,211,308.00	$997,610.00
WIOA Adult Formula Allocation	$610,685.00	$89,113.00
WIOA Dislocated Worker Formula Allocation	$600,623.00	$112,727.00
WIOA Youth Formula Allocation	$0.00	$795,770.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	560	600	100%	100%
Adult Participants	220	261	39.3%	43.5%
Dislocated Worker Participants	51	60	9.1%	1.0%
Youth Participants	289	279	51.6%	46.5%

CSRA WORK SOURCE GEORGIA

LWDA 13 Worksource East Central Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$1,053,760.00	$641,283.00
WIOA Adult Formula Allocation	$584,513.00	$62,536.00
WIOA Dislocated Worker Formula Allocation	$469,247.00	$88,070.00
WIOA Youth Formula Allocation	$0.00	$490,677.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	298	265	100%	100%
Adult Participants	137	123	46.0%	46.4%
Dislocated Worker Participants	42	43	14.1%	16.2%
Youth Participants	119	99	39.9%	37.4%

East Central Georgia
WORK SOURCE GEORGIA

LWDA 14 Worksource Lower Chattahoochee

Allocation Data	FY18	PY17
Total Local Allocation	$850,928.00	$906,016.00
WIOA Adult Formula Allocation	$335,851.00	$85,293.00
WIOA Dislocated Worker Formula Allocation	$515,077.00	$96,672.00
WIOA Youth Formula Allocation	$0.00	$724,051.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	223	237	100%	100%
Adult Participants	77	97	34.5%	40.9%
Dislocated Worker Participants	56	20	25.1%	8.4%
Youth Participants	90	120	40.4%	50.6%

Lower Chattahoochee WORK SOURCE GEORGIA

LWDA 15 Worksource Middle Flint

Allocation Data	FY18	PY17
Total Local Allocation	$622,891.00	$476,946.00
WIOA Adult Formula Allocation	$335,851.00	$49,008.00
WIOA Dislocated Worker Formula Allocation	$287,040.00	$53,873.00
WIOA Youth Formula Allocation	$0.00	$374,065.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	328	297	100%	100%
Adult Participants	186	186	56.7%	62.6%
Dislocated Worker Participants	4	10	1.2%	3.4%
Youth Participants	138	101	42.1%	34.0%

Middle Flint
WORK SOURCE GEORGIA

LWDA 16 Worksource Heart of Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$1,784,146.00	$1,285,639.00
WIOA Adult Formula Allocation	$882,028.00	$128,708.00
WIOA Dislocated Worker Formula Allocation	$902,118.00	$169,315.00
WIOA Youth Formula Allocation	$0.00	$987,616.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	703	708	100%	100%
Adult Participants	333	304	47.4%	42.9%
Dislocated Worker Participants	41	41	5.8%	5.8%
Youth Participants	329	363	46.8%	51.3%

Heart of Georgia WORK SOURCE GEORGIA

LWDA 17 Worksource Southwest Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$1,759,069.00	$1,349,910.00
WIOA Adult Formula Allocation	$864,901.00	$126,208.00
WIOA Dislocated Worker Formula Allocation	$894,168.00	$167,821.00
WIOA Youth Formula Allocation	$0.00	$1,055,881.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,213	1,010	100%	100%
Adult Participants	725	588	59.8%	58.2%
Dislocated Worker Participants	165	176	13.6%	17.4%
Youth Participants	323	246	26.6%	24.4%

Southwest Georgia WORK SOURCE GEORGIA

LWDA 18 Worksource Southern Georgia

Allocation Data	FY18	PY17
Total Local Allocation	$1,955,033.00	$1,448,973.00
WIOA Adult Formula Allocation	$942,237.00	$137,493.00
WIOA Dislocated Worker Formula Allocation	$1,012,796.00	$190,086.00
WIOA Youth Formula Allocation	$0.00	$1,121,394.00

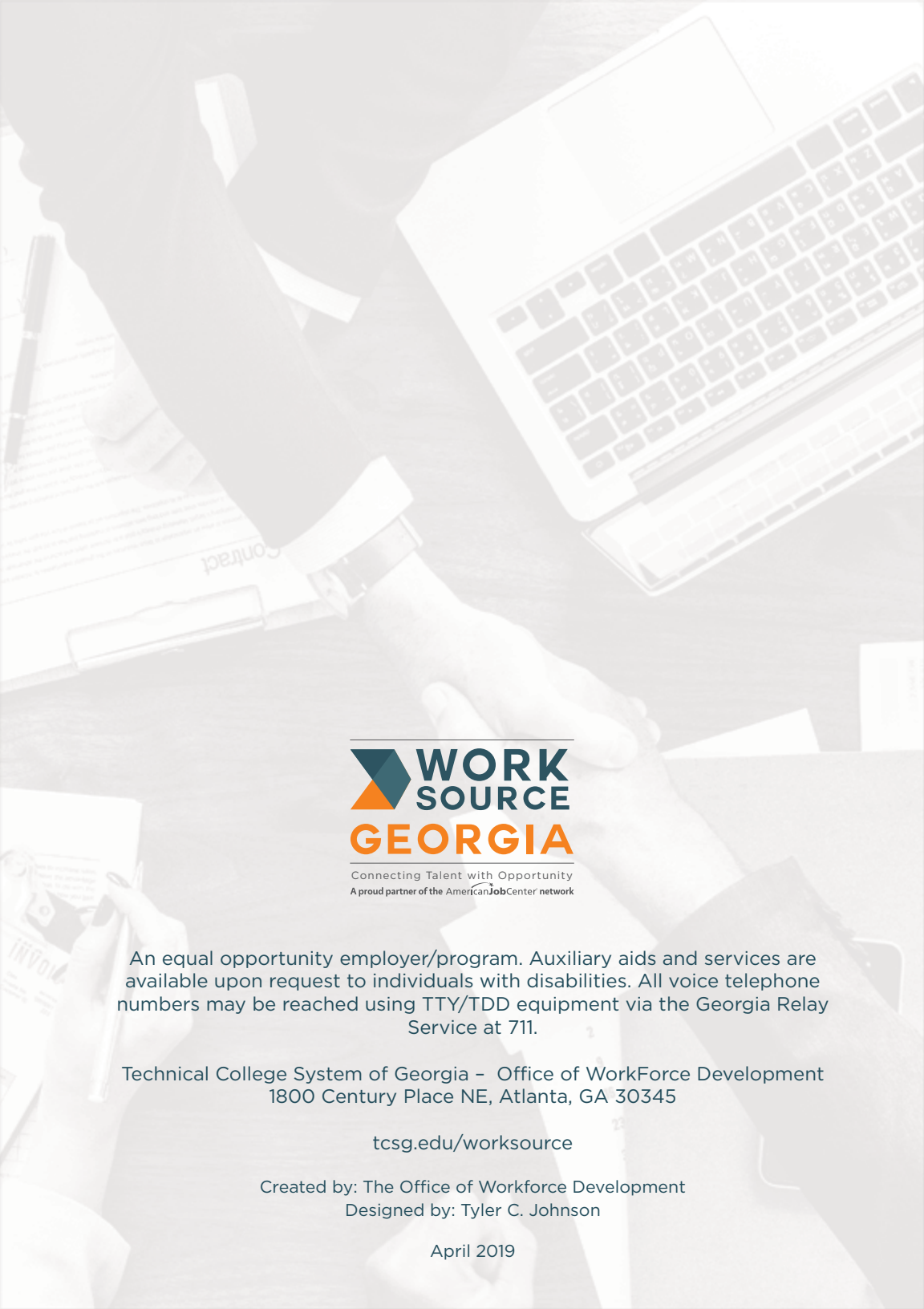
Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,675	1,470	100%	100%
Adult Participants	858	692	51.2%	47.1%
Dislocated Worker Participants	45	69	2.7%	4.7%
Youth Participants	772	709	46.1%	48.2%

Southern Georgia WORK SOURCE GEORGIA

Allocation Data	FY18	PY17
Total Local Allocation	$2,548,538.00	$2,048,995.00
WIOA Adult Formula Allocation	$1,275,905.00	$186,183.00
WIOA Dislocated Worker Formula Allocation	$1,272,633.00	$238,853.00
WIOA Youth Formula Allocation	$0.00	$1,623,959.00

Participant Data	PY17	PY16	PY17%	PY16%
Total Participants	1,807	1,539	100%	100%
Adult Participants	485	295	26.8%	19.2%
Dislocated Worker Participants	388	334	21.5%	21.7%
Youth Participants	934	910	51.7%	59.1%

Coastal WORK SOURCE GEORGIA



WORK SOURCE GEORGIA

Connecting Talent with Opportunity

A proud partner of the AmericanJobCenter network

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the Georgia Relay Service at 711.

Technical College System of Georgia – Office of WorkForce Development
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tcsg.edu/worksource

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Designed by: Tyler C. Johnson

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