

WIOA Title I Funding: Budget Management

Presented by



Session Goals

Discuss OWD budget requirements and expectations

- Funding Cycles

- Local Budget Requirements and Submission Process

Session Goals, cont.

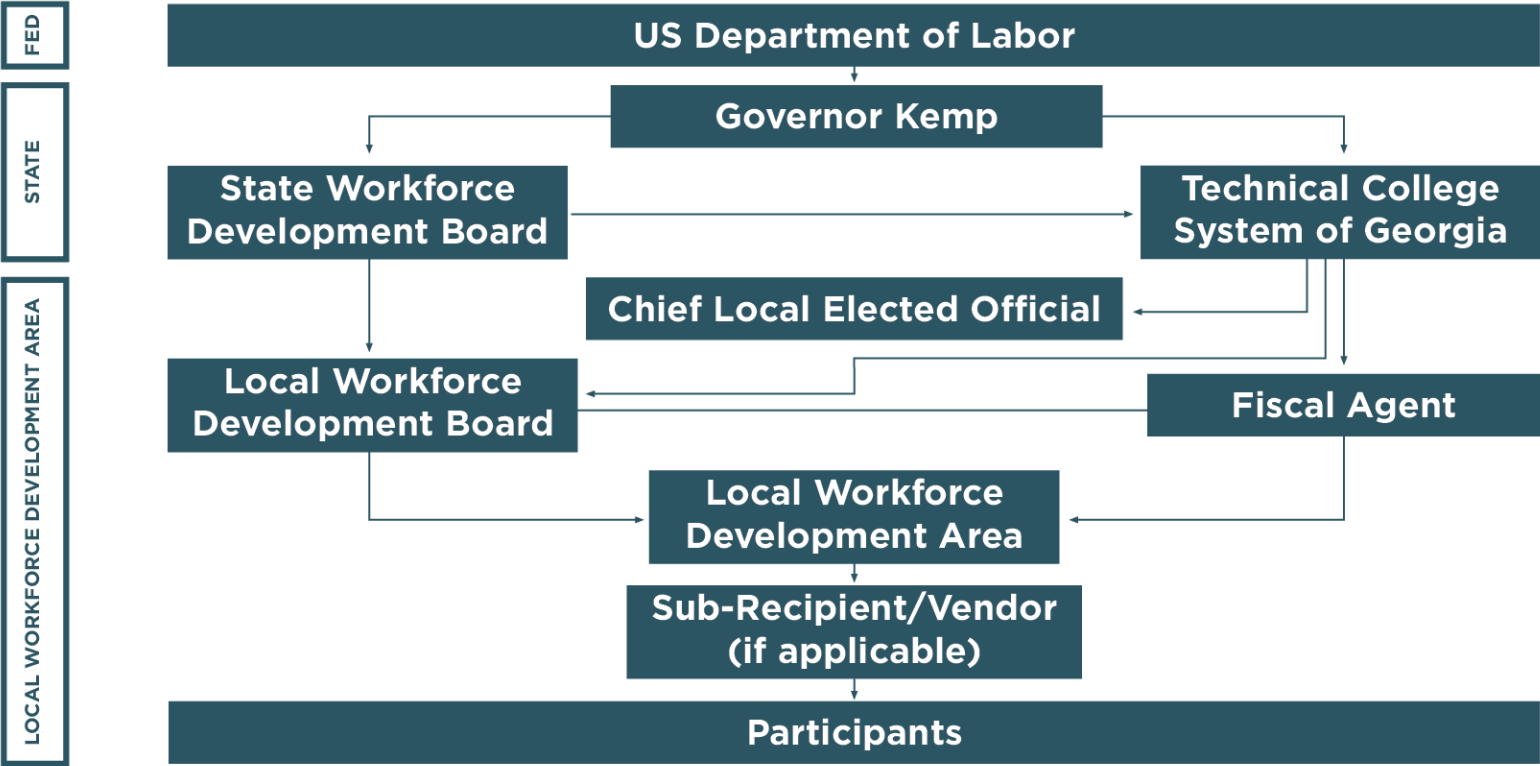
Develop a common understanding of the roles and responsibilities of the budget management process in ensuring LWDAs are appropriately adhering to Subparts A through D of the Uniform Guidance (2 CFR 200) and any additional requirements contained in the grant award notice.

- Financial Management

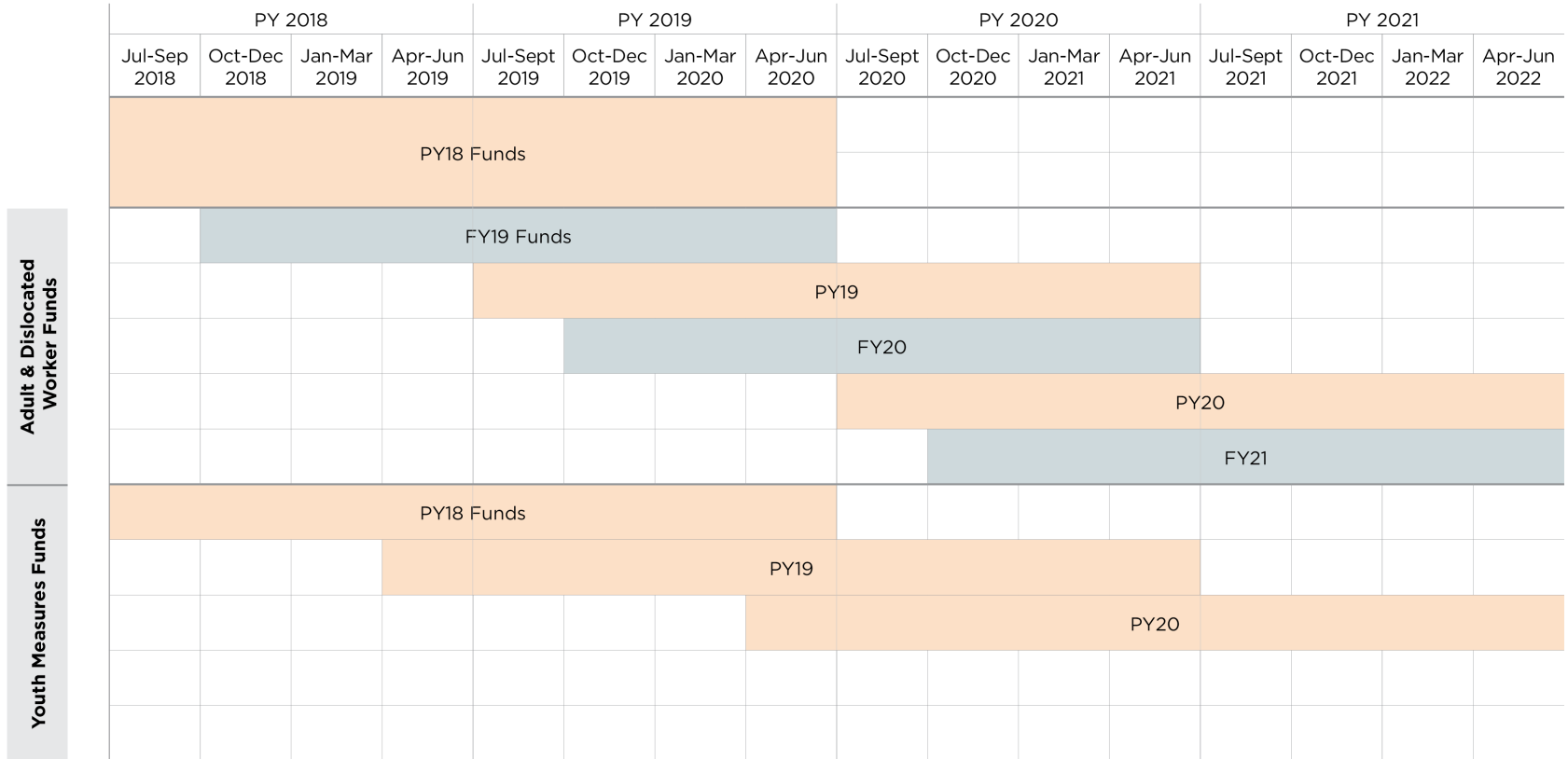
- Budget Revisions

- Compliance

WIOA FUNDING



Local Level Funding Cycle(s)



Program Year
 Fiscal Year

*Youth Funds can be available as soon as April

Year 3: State Funds

During the 3rd year of a WIOA funding cycle, the state receives all unexpended local funds. The state may use these funds for workforce strategies or special projects at the local level.

All funds not fully expended by the close of that fiscal year must be remitted back to USDOL.

Uniform Guidance and Budget Management

The Budget and Budget Narrative:

- Quantify planned actions and activities
- Facilitate communications between program and fiscal staff
- Define resource allocations
- Is the basis for course corrections
- Is required in the Uniform Guidance

Uniform Guidance and Budget Management

- Uniform Guidance has expanded the requirements and increased the focus on internal controls ([2 CFR Part 200](#))
- Internal controls are key to protecting and safeguarding grant assets
- Internal controls help ensure compliance
- Policies and procedures reduce risk that can impede the accomplishment of objectives

Uniform Guidance and Budget Management

Two critical sections for today:

- 2 CFR 200.302
- 2 CFR 200.308

Uniform Guidance and Budget Management

200.302 Financial Management

- Expend and account for grant funds in accordance with state laws and procedures for expending and accounting for the state's own funds
- Provide for retention of records, requests for transfer of records, methods for collection, transmission and storage of information, access to records, and restrictions on public access to records
- Effective control over, and accountability for, all funds, property, and other assets
- Comparison of expenditures with budget amounts
- Written procedures for determining the allowability of costs

Uniform Guidance and Budget Management

200.308 Revision of Budget and Program Plans

- Approved budget summarizes the financial aspects of the grant program as approved
- Required to report deviations from budget or project scope or objective, and request approval for budget and program plan revision

Uniform Guidance and Budget Management

Ensuring Compliance:

- Accounting records should tract to budget categories
- Spending should be according to budget estimates
- Spending should be within approved line items
- On-going monitoring should be conducted to make cost adjustments and to redirect unused funds for more effective use

OWD Budget Requirements

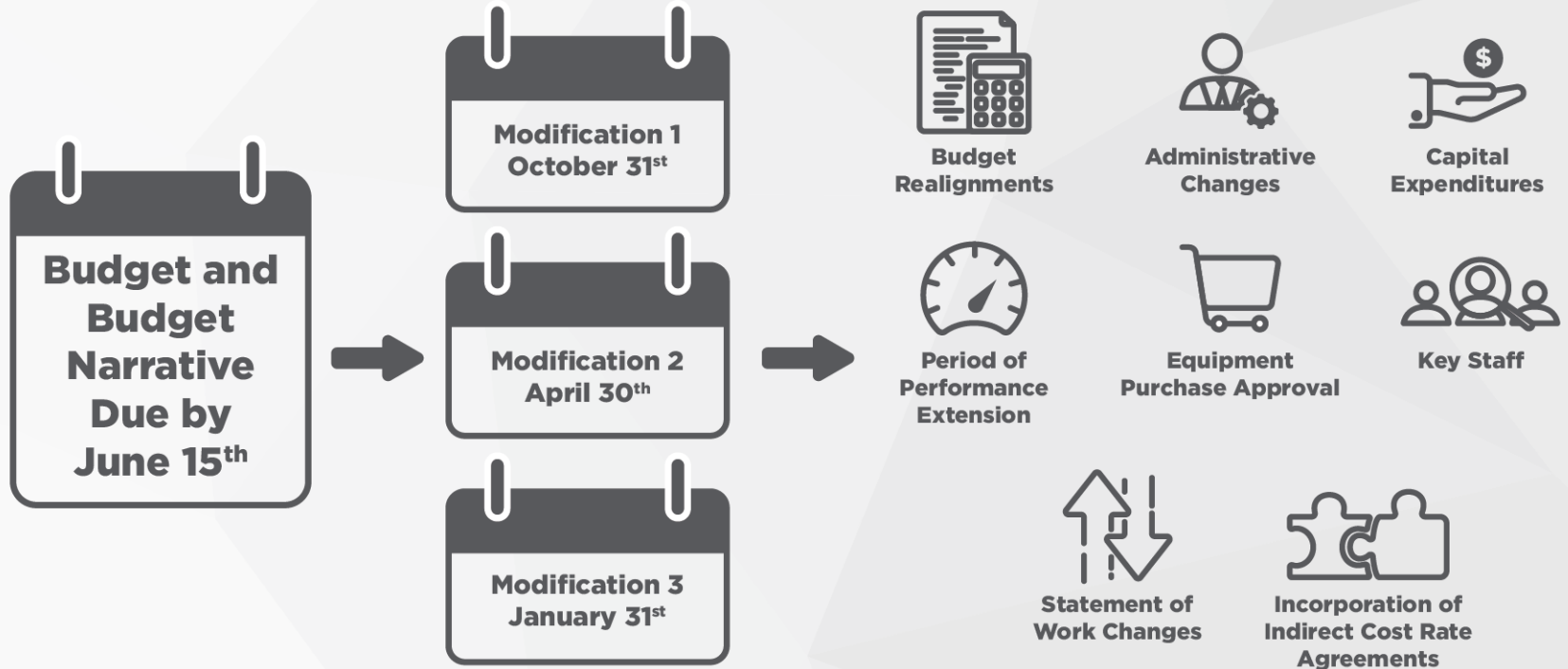
- Annual submission of local budget- signed/approved by the Board and the fiscal agent)– **June 15th Due Date**
- Budget Narrative, to include a brief description of the expenses for the upcoming program year
- Quarterly Budget Modifications, as needed

FY2021 Budget Requirements

Expanding the process to include:

- Finance and Program Review
- Submissions Reviewed in 10 business days

Annual Local Budget Submissions



Budget Narratives Considerations

Overall statement regarding how the budget will support grant outcomes

Budget Narratives Considerations

Project Personnel: How much and what are the duties and responsibilities?

Project-related supplies: How much and how will the supplies be used?

Equipment: How will the equipment be used?

Travel: What is the purpose of the travel?

Training: Who will attend and why is the training needed?

Contractors/Consultants Services: What are the deliverables and/or what services will be provided?

OWD Budget Narrative

- The budget narrative should include:
 - a brief description of the program year's expenses,
 - an outline of spending priorities,
 - identification of new spending,
 - description of the LWDA budgeting process,
 - and detail plans to spend/address prior year funds.
 - [Reminder: Submission and approval of these items does not preclude the requirement to request prior approval for purchases valued at greater than \$5,000.]

Budget

- Example

OWD Helpdesk Portal

<https://tcsg.edu/worksource/resources-for-practitioners/helpdesk/>

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TCSG.edu/WorkSource

