



WILLAMETTE WORKFORCE
— PARTNERSHIP —
MONITORING

Revised: July 1, 2021

Policy: A05

PURPOSE

The purpose of this policy is to outline procedures Willamette Workforce Partnership will use to conduct monitoring of sub-recipients and contractors to ensure compliance of programs receiving Workforce Innovation and Opportunity Act (WIOA) funding.

REFERENCES

Code of Federal Regulations 29 CFR 683.410
WIOA Sec. 183

POLICY

Willamette Workforce Partnership will conduct annual monitoring of each sub-recipient and contractor to ensure compliance with WIOA and Willamette Workforce Partnership (WWP) rules and regulations. This monitoring will consist of an on-site review and desk audit.

PROCEDURE

Willamette Workforce Partnership will contact sub-recipients and contractors approximately one month prior to the visit to establish the date and time that the on-site monitoring will take place. During the 30-day period, sub-recipients and contractors will be asked to respond to the monitoring guide. Concurrently, Willamette Workforce Partnership will conduct a desk audit including contract scope of work, budget activity, and participant data.

On-Site Visit: Upon initiation of the on-site review, Willamette Workforce Partnership will conduct an entrance conference with the appropriate personnel to convey the focus of the visit and go over specific tasks to be completed during the visit. A tour of the site will be conducted to assess the adequacy of the facility as it relates to, health and safety, accessibility for the disabled, comfort, adequacy of training equipment and materials, and any other issues affecting programmatic compliance.

During the on-site visit, documentation to be reviewed may include, but not be limited to, administrative records, contract files, fiscal records, and participant files. Interviews may be conducted with program provider staff, participants and employers to obtain information about program administration, operations, and the quality and effectiveness of training.

The review will determine contractual compliance and any area(s) of non-performance.



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An exit conference will be conducted by Willamette Workforce Partnership with the program administrator and fiscal manager to discuss monitoring results, identify any required corrective actions, and offer technical assistance.

Monitoring Report: A final monitoring report will be provided within 30 calendar days after completion of the review. Sub-recipients and contractors will have 30 days to respond or appeal any area of the report. Willamette Workforce Partnership's Executive Director will issue a final decision on the appeal, in writing, to the sub-recipient or contractor.

The Willamette Workforce Partnership may also issue corrective action plans as a result of monitoring results. Timelines and parameters for compliance with corrective action will be spelled out in corrective action documents, which may be separate from the final monitoring report. A monitoring report or summary of all sub-recipients will be provided at least annually to the Willamette Workforce Partnership board.