



DEPARTMENT  
OF WORKFORCE  
DEVELOPMENT  
AND ADVANCEMENT

LWDA GRANT RECIPIENT: Prince George County

**Workforce Innovation and Opportunity  
Act (WIOA) Title I**

LWDA NAME: Crater Region

## DESIGNATION OF FISCAL AGENT FORM

**Purpose of Form:** Through the submission of this form, the Chief Elected Official (CEO) may designate an entity to serve as a fiscal agent as defined under 20 CFR §679.420. The use of a fiscal agent does not relieve the chief elected official of responsibility for any misuse of grant funds allocated to the local area under WIOA secs. 128 and 133.

The fiscal agent is responsible for the following functions:

(1) Receive funds; (2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies; (3) Respond to audit financial findings; (4) Maintain proper accounting records and adequate documentation; (5) Prepare financial reports; and (6) Provide technical assistance to subrecipients regarding fiscal issues.

The fiscal agent shall disburse the grant funds for workforce development activities at the direction of the local workforce development board (WIOA Section 107)(d)(12)(B)(i)). Costs associated with fiscal agent responsibilities are considered administrative costs subject to the administrative cost limitation under 20 CFR §683.215

When designating a fiscal agent, the CEO should take into consideration, at a minimum, the following criteria:

1. Experience working with employment and training programs.
2. Working knowledge of federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. The entity has a financial management system capable of tracking and accounting for WIOA Title I funds received and disbursed.
4. If the entity serving as fiscal agent performs multiple roles under WIOA, a written agreement between the local WDB, CEO and the entity exists to limit conflicts of interest or the appearance of conflicts of interest, minimize fiscal risk, and develop appropriate firewalls within the single entity as prescribed in 20 CFR §679.430.

|                                            |                                                    |
|--------------------------------------------|----------------------------------------------------|
| Name of Designated Fiscal Agent:           | <u>Crater Regional Workforce Development Board</u> |
| Address of Designated Fiscal Agent:        | <u>6600 Commons Drive, Prince George, VA 23875</u> |
| Telephone of Designated Fiscal Agent:      | <u>804-862-6155</u>                                |
| Email of Designated Fiscal Agent:          | <u>ttaylor@vcwcraterregion.com</u>                 |
| Representative of Designated Fiscal Agent: | <u>Tabitha S Taylor, Executive Director</u>        |
| EIN#:                                      | <u>55-0793037-25</u>                               |

By signing, the CEO is attesting that the criteria above has been met and the fiscal agent has clearly defined roles and responsibilities outlined in a written agreement.

Floyd M. Brown Jr.  
Signature - Chief Elected Official

07/08/2024  
Date

Floyd Brown  
Printed Name - Chief Elected Official

Chair  
Printed Title - Chief Elected Official