



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: Crater Regional Workforce Development Board

Address of Designated Fiscal Agent: 6600 Commons Drive, Prince George, VA 23875

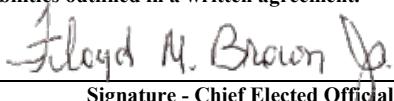
Telephone of Designated Fiscal Agent: 804-862-6155

Email of Designated Fiscal Agent: ttaylor@vcwcraterregion.com

Representative of Designated Fiscal Agent: Tabitha S Taylor, Executive Director

EIN#: 55-0793037-25

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.



Signature - Chief Elected Official

07/08/2024

Date

Floyd Brown

Printed Name - Chief Elected Official

Chair

Printed Title - Chief Elected Official