

Fiscal Agent Agreement

North Missouri Chief Local Elected Officials Workforce Development Board of North Missouri North Central Missouri College

THIS AGREEMENT is entered into by and between the Chief-Elected Officials in the thirty-four counties of North Missouri, the Workforce Development Board of North Missouri, and North Central Missouri College. **This agreement shall be effective once signed by all parties and will expire on June 30, 2026.**

WHEREAS the Governor of Missouri has designated thirty-four counties within the state (Adair, Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Knox, Lewis, Lincoln, Linn, Livingston, Macon, Marion, Mercer, Monroe, Montgomery, Nodaway, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Scott, Shelby, Sullivan, Warren, and Worth) as the North Missouri region under Public Law 113-128, The Workforce Innovation and Opportunity Act of 2014 (WIOA).

WHEREAS the North Missouri Chief-Elected Officials (CLEOs) have entered into a joint agreement to carry out responsibilities under WIOA.

WHEREAS Public Law 113-128 allows CLEOs to designate a fiscal agent to act as a grant sub-recipient for the local Workforce Development Area.

WHEREAS WIOA provides that the local Workforce Development Board (WDB) may employ staff and that the CLEOs and WDB may enter into written agreements defining their roles and responsibilities.

THEREFORE, the North Missouri CLEOs and WDB designate North Central Missouri College (NCMC) as the grant sub-recipient and fiscal agent. As fiscal agent, NCMC shall fulfill the obligations of WIOA and provide necessary staffing to the WDB. The following terms govern this agreement:

1. Compliance with Applicable Laws

This Agreement is governed by WIOA (Public Law 113-128) and associated regulations. In case of a conflict, WIOA law and regulations take precedence.

2. Fiscal Responsibilities of North Central Missouri College

North Central Missouri College (NCMC) shall employ qualified staff to carry out administrative functions required by the Workforce Development Board (WDB). These staff members will focus on WDB responsibilities without any conflicting duties from other NCMC operations or training programs. The following outlines the specific duties of NCMC staff as fiscal agent for WDB funds:

A. Financial Management and Fund Allocation

1. **Receiving Funds:** Ensure timely and accurate receipt of WDB funds from federal and state sources, recording all fund transfers and managing deposits in compliance with relevant regulations.
2. **Fund Disbursement:** Process fund disbursements to WDB-approved programs, vendors, and sub-recipients according to approved budgets and spending plans, ensuring all disbursements meet relevant requirements.
3. **Budget Management:** Assist in the preparation and management of annual budgets, ensuring alignment with WDB program goals and maintaining a record of budget adjustments.

B. Fiscal Integrity and Accountability

1. **Compliance Monitoring:** Conduct regular reviews to ensure all expenditures meet relevant regulations, Office of Management and Budget (OMB) guidelines, and applicable state policies.
2. **Audit Preparation and Response:** Prepare for regular and random audits by federal, state, or third-party auditors; respond to audit findings promptly and implement corrective actions when necessary.
3. **Reporting and Documentation:** Maintain detailed records of all financial transactions and ensure the accuracy and timeliness of required financial reports, submitted in compliance with federal and state deadlines.
4. **Liability Coverage:** Ensure the proper acquisition and maintenance of insurance policies (Directors and Officers Liability, Errors and Omissions, bonding, general liability, and property insurance).

C. Technical Assistance to Sub-Recipients

1. **Fiscal/Programmatic Guidance:** Provide guidance and training to sub-recipients and vendors to help them understand fiscal and programmatic requirements under WIOA.
2. **Support for Corrective Actions:** Assist sub-recipients in implementing corrective actions if audits or reviews identify non-compliance issues or improper expenditures.
3. **Regular Check-Ins:** Conduct periodic meetings with sub-recipients to review financial and programmatic practices and address any emerging issues.

D. Procurement and Contracting

1. **Contract Development and Negotiation:** Draft, negotiate, and finalize contracts with vendors and service providers in accordance with procurement policies, ensuring compliance with WIOA standards.
2. **Memoranda of Understanding (MOU) Management:** Develop and manage MOUs with One-Stop Operators and other WIOA partners, outlining clear roles, expectations, and responsibilities in line with local workforce development plans.

E. Monitoring and Compliance of Service Providers

1. **Sub-Recipient Monitoring:** Perform monitoring of sub-recipients and service providers, reviewing expenditure reports, receipts, and supporting documentation to ensure proper fund usage.
2. **Risk Assessment and Mitigation:** Conduct regular risk assessments of service providers and implement mitigation strategies for identified risks.
3. **Site Visits and Desk Audits:** Conduct on-site visits and desk audits with service providers to review financial and programmatic management practices, verify expenditures, and ensure compliance with relevant standards.

F. Communication and Liaison Services

1. **Government Liaison:** Act as a direct liaison to the Department of Higher Education and Workforce Development, the Office of Workforce Development, and the Department of Economic Development, facilitating communications on WIOA implementation and compliance.
2. **Policy Updates and Dissemination:** Stay informed of changes in WIOA regulations and communicate updates and new requirements to the WDB, CLEOs, and sub-recipients.
3. **Documentation and Records Maintenance:** Maintain organized records of communications with government entities, WDB, and other stakeholders.

G. Personnel and Compensation Management

1. **Staff Allocation and Compensation:** Assign sufficient staff to manage all administrative, financial, and compliance duties related to WDB operations.
2. **Performance Evaluation:** Conduct regular performance reviews to ensure staff members meet WDB standards in their roles, identifying any areas for improvement.
3. **Training and Development:** Provide ongoing training and professional development for staff to remain current with relevant policies, accounting standards, and regulatory changes.

These outlined staff duties ensure NCMC fulfills its obligations as the fiscal agent, maintaining fiscal integrity, compliance, and proper fund management in alignment with WIOA regulations.

3. Liability and Recoupment Rights of CLEOs

While NCMC operates as the fiscal agent, the ultimate liability for any misuse of WIOA funds under this agreement rests with the North Missouri Chief-Elected Officials (CLEOs). If misuse occurs, the CLEOs are responsible for repayment.

The CLEOs have the right to seek recoupment from NCMC or its subrecipients for funds determined to be misused, unallowable, or expended improperly by NCMC or its subrecipients under the terms of this agreement.

4. Subcontracting Authority

NCMC may enter into subcontracts or Memoranda of Understanding with One-Stop Operators, service providers, and partners.

5. Workforce Development Board Authority and Responsibilities

CLEOs acknowledge the WDB's leadership in key functions:

- Local Plan Development
- One-Stop Operator Designation/Certification
- Memorandum of Understanding Development with Partners
- System Oversight
- Budget Management
- Negotiation of Local Performance Measures

6. Amendments and Termination

This agreement may only be amended by mutual written consent of all parties. NCMC may terminate this agreement for cause or upon funding reduction/discontinuation. Any party may terminate with a 120-day written notice to the other parties.

Execution of this agreement completed _____:

**Presiding Commissioner and Chair
CLEO Coordinating Committee**

Chair, Workforce Development Board

**President, Board of Trustees
North Central Missouri College**