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**(SN10)**  
**WIOA BULLETIN NO. 10 - 17**

**DATE:** March 7, 2017  
**TO:** WIOA Partners  
**SUBJECT:** Policy on Oversight and Monitoring

**I. PURPOSE:**

To communicate the oversight and monitoring requirements for entities receiving funds under Title I of WIOA from the State of Hawaii.

**II. BACKGROUND:**

All entities will comply with the requirements listed below:

- 2 CFR Part 200.327, 200.328, 200.330, 200.331, Subpart F, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule
- Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 184
- 20 CFR Part 683.400 – 683.440

**III. POLICY:**

Each subrecipient/subgrantee is responsible for oversight of the operations of each WIOA supported program, function and activity to ensure compliance with applicable Federal and State regulations and policies and to assure performance expectations are being achieved in accordance with agreements/contracts. Oversight and monitoring is to be accomplished as listed below:

- Regular oversight shall be conducted to routinely review program and financial reports submitted by subgrantees/contractors;

- Annual on-site program and financial monitoring reviews shall be conducted for each subgrantee or contractor providing program services; and
- Annual reviews shall be conducted of subgrantees' audit reports to ensure compliance with 2 CFR Part 200, Subpart F and to follow-up on any deficiencies related to WIOA to ensure corrective action is taken.

#### **IV. GUIDELINES:**


- Each subrecipient must perform oversight and monitoring of its WIOA subgrantees and contractors to ensure the following:
  - The subgrant/contract is being used for authorized purposes;
  - The expenses and activities are in compliance with Federal and State regulations and policies;
  - The expenses have been made against the proper cost categories and within the cost limitations specified in WIOA regulations;
  - The activities are in accordance with the terms and conditions of the subgrant/contract;
  - The performance and financial data are reported timely and accurately.
- Any deficiencies detected during on-site monitoring reviews should be documented and reported to the subgrantee/contractor on a timely basis.
- Monitoring deficiencies shall be tracked to ensure timely resolution and corrective action.
- Any deficiencies pertaining to WIOA as noted in a subgrantee's audit report requires follow-up to ensure timely resolution and corrective action.

#### **V. INQUIRIES:**

Inquiries regarding this bulletin may be directed to Kim Saito, [Kim.A.Saito@hawaii.gov](mailto:Kim.A.Saito@hawaii.gov) or (808) 586-8903.

**VI. REFERENCES:**

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule and the USDOL exceptions at 2 CFR Part 2900
- Title I of the Workforce Innovations and Opportunity Act (WIOA) of 2014
- 20 CFR Part 683



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