|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task 1**: Partnership  To create and sustain systemic solutions that help move more families up out of poverty and measurably reduce total poverty in the target community | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | 1. Work with partners and implement plans as outlined in the EcSA application (Exhibit A-2) to enhance capacity of partner services to help participants and their household move to earnings above 200% of Federal Poverty Level (FPL); 2. Coordinate partnership efforts through the Operations and Leadership Teams as outlined in EcSA Application sections 3.a. and 3.b., including participation of current or former participants on the Leadership Team. 3. Review the Quarterly Outcomes tab of the Budget & Performance form (Exhibit A-1) together with all partners outline in the EcSA application every quarter, comparing your projected results to your actual results on each item; work together to adapt and problem-solve to ensure success; 4. Work with partners to utilize leveraged resources identified in Exhibit A-1 and EcSA Application section 3.c. as outlined in the EcSA Application. | 1. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below; 2. Actual results meet or exceed projected results each quarter. This includes the first quarter- slow start-ups are not expected. 3. Include leveraged resources in ETA 9130 Quarterly Financial Reports and maintain records of all leveraged resources expended for EcSA activities. | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task 2**: Coordinated outreach and intake  Outreach, particularly targeting the ALICE population (Asset Limited, Income Constrained Employed). | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Work with partners as outlined in EcSA Application section 4.a. to conduct outreach and assess participants support and service needs. 2. Utilize Arizona Self-Sufficiency Matrix to assess needs of each EcSA enrolled participant and their families and prioritize services 3. Based on self-sufficiency assessment results, EcSA partner agencies will coordinate support services as outlined in EcSA application section 4.a. 4. Benefits providers are on site including state benefits enrollment, energy and transportation assistance, and assessment for benefits will be a key part of the initial self-sufficiency assessment. | | | 1. Number of SNAP enrolled, WIOA eligible individuals enrolled in EcSA (350); 2. Actual results meet or exceed projected results each quarter. This includes the first quarter-slow start-ups are note expected. | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion**    **\*Monitoring Unit annually:**   * **Element 1, “EcSA Eligibility”; 3-A, “Date of EcSA Program Entry/Participation”; and 4(1) “Comprehensive & Specialized Assessment” of EcSA file checklist:**   **YES, No Issues Identified**  **NO, one or more issues identified** | |  | |
| **Task 3**: Career Plans and workforce development opportunities that lead to earnings above 200% of FPL | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Utilize Career Quest planning tool to conduct career assessments and explore in-demand industries and career pathways. 2. Develop career plans for each EcSA participant as outlined in EcSA Application sections 4.a. and 4.b; 3. Based on career plans, connect EcSA participants to workforce training, career opportunities, and related supportive services as outlined in EcSA Application sections 4.a, and 4.b; 4. Connect participants to training opportunities for career pathways in targeted in-demand industries, including healthcare, manufacturing, and transportation and warehousing, and information technology. 5. Promote apprenticeship opportunities in skilled trades and healthcare 6. Provide participants coaching during the initial months of starting a new job | | | 1. Households moved above 200% FPL (250). | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion**    **\*Monitoring Unit annually:**   * **Element 4(2) of EcSA file checklist, “Career Plans”:**   **YES, No Issues Identified**  **NO, one or more issues identified** | |  | |
| **Task 4:** Mentors  Work with partners to provide community mentors so that the participants feel strong support from their peers and community. | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Submit a Mentorship Activities Plan as described in section 2 below; 2. Provide all participants with community mentorship as outlined in EcSA Application sections 4.a. and 4.c., including hosting workshops and networking events to connect mentors and participants 3. Utilize peer mentors to support participants during initial months of starting a new job 4. Provide targeted one-to-one mentoring, by partner staff or by peer mentors. Will be documented in participant case notes. | | | 1. Mentorship Activities Plan 2. Participants connected to One on One Mentoring 3. Mentorship Opportunities attended 4. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below, including: descriptions of events held, attendance records, and description of specific mentors engaged | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion**    **\*Monitoring Unit annually:**   * **Element 4(3) of EcSA file checklist, “Mentorships”:**   **YES, No Issues Identified**  **NO, one or more issues identified** | |  | |
| **Task 5:** Personal Stability  Work with partners to help EcSA participants establish personal stability as a foundation for success. | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Address participants’ personal stability as outlined in EcSA Application sections 4.a, and 4.d; 2. Deliver six module Strategies for Success pre-employment workshops, connecting participants based on their plan. 3. Based on the participant’s plan, connect them to other pre-employment workshops offered on the SRC campus including Digital Literacy, Mindset for Success, and other pathway specific pre-employment workshops 4. Screen each participant for mental health service needs, including triage, case management, and long-term care as a part of the Self-Sufficiency Assessment, and connect to the appropriate provider from the SRC Health and Wellness Neighborhood 5. Develop and deliver whole family workshops to provide additional support and keep families engaged during follow up and retention | | | 1. Strategies for Success Workshop Participants (Unique, Unduplicated); (180) 2. Strategies for Success Workshop Total Modules Attended (Duplicated); (360) 3. Number of EcSA participants completing Strategies for Success. 4. Attendance at Family Focused workshops and events (total attendance, including children of participants) (75) | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion**    **\*Monitoring Unit annually:**   * **Element 4(4) of EcSA file checklist, “Personal Stability”:**   **YES, No Issues Identified**  **NO, one or more issues identified** | |  | |
| **Task 6:** Financial Stability  Work with partners to help EcSA participants establish initial financial stability as a foundation for success. | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Address participants’ financial stability as outlined in EcSA Application section 4.e. 2. Utilize Washington Connection and other resources, to ensure that every participant makes informed choices about the full range of benefits for which they may be eligible. 3. In partnership with Spokane CASH Coalition, create and utilize a Financial Stability Center. 4. Work with local financial partners to deliver in-house financial education, which will include workshops on debt management and reduction, home ownership, budgeting, and more | | | 1. Participants who attend a workshop and/or mentoring session in the Financial Stability Center. 2. Participants who have opened a new savings account and/or added funds to an existing account. | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion**    **\*Monitoring Unit annually:**   * **Element 4(5) of EcSA file checklist, “Financial Stability”:**   **YES, No Issues Identified**  **NO, one or more issues identified** | |  | |
| **Task 7:** EcSA community of practice and initiative evaluation  Promote EcSA success and contribute to statewide learning from the EcSA initiative. | | **Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.** | | 1. Contribute to the statewide Economic Security for All efforts to decrease the number of WA families living below 200% of Federal Poverty Level (FPL); 2. Participate in remote and in-person quarterly meetings to share and discuss successes, challenges, and lessons learned with other EcSA programs; 3. Actively outreach to raise awareness of EcSA efforts in the local community to build support for expansion and replication of EcSA successes; participate in statewide efforts to support EcSA expansion and replication. 4. Actively partner with the third-party evaluator selected to evaluate EcSA programs to ensure accurate evaluation of your EcSA model. | | | 1. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below. | **\*Grants Management quarterly:**   * LWDB is on track/met deliverables for this element:   **YES, No Issues Identified**  **No, LWDB did not meet**  **deliverables on one or more**  **occasion** | |  | |
| **ADMINISTRATIVE & FISCAL REVIEW** | | | | | | | | | | | |
| **Cash and Financial Management/A19 Reimbursements**  *Reimbursements must be supported by records that identify the federally funded expenditures and be supported by source documentation to determine allowability based on the scope of work outlined in the Up-Skill/Back-Fill Initiative contract from ESD.*  *2 CFR Sec. 200.302 and Sec. 200.305*  *Test of cost allowability for federal grants*   * + *Allowability – Factors affecting allowability of costs (2 CFR 200.403)*   + *Reasonable Costs (2 CFR 200.404)*   + *Allocable Costs (2 CFR 200.405)* | | **Annual Monitoring Review** | | * Sample of cash draw downs and supporting documents (Identified Onsite) * Randomly select invoices for Economic Security for All (Identified Onsite) | * Is program income reported on the Quarterly Report to the ESD?   Yes  No   * How is program income generated? * Program(s) that require leveraged or match funds, is the amount recorded on the quarterly report to the ESD?   Yes  No | | | **Monitoring annually:**  No Issues Identified  Noted Practice  Item(s) to address  Questioned Costs  Disallowed Costs  Pending/Additional Evidence Needed  Findings  N/A | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Administrative Controls and**  **Monitoring**  The non-Federal entity must monitor its activities and/or its subrecipient’s activities (as applicable) under Federal awards to assure compliance with Federal and state requirements. See also § 200.331 Requirements for pass-through *entities.*   * 20 CFR 200.331 Requirements for pass through entities * ESD Policy 5250 * ESD Policy 5255 | **Annual Monitoring Review** | * Copy of the most recent monitoring report for Economic Security for All | * Verify that every subrecipient is monitored as required by Subpart F – Audit Requirements * Verify that monitoring reports have been developed that meet federal requirements and have been shared with subrecipients. * Does the monitoring report include:   Follow up on issues found out of compliance   * Required corrective action plan if   necessary | **Monitoring annually:**  No Issues Identified  Noted Practice  Item(s) to address  Questioned Costs  Disallowed Costs  Pending/Additional Evidence Needed  Findings  N/A |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Procurements & Contracts**  *Appendix II to Part 200: Contract provisions for non-federal entity contracts under federal awards. As appropriate, all items listed in Appendix II are included in the federal award in addition to the required items listed in ESD Policy #5250.* | **Annual Monitoring Review** | Subrecipient’s executed contract for Economic Security for All, if any. | * Did the LWDB follow its procedures for proposal evaluation and procurement procedure as specified in its written procurement procedures?   Yes  No   * The LWDB has adequate and appropriate records maintained throughout the procurement process and provides sufficient information to enable an audit or independent review * Appropriate procedures are in place to ensure that contractors submitting the RFP/RFQ/etc., are dealt with fairly and equitably during the quotation process * Documentation showing that the specification does not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives. * The solicitation process and notices must include specific closing time, date and place of delivery. * LWDB maintains records that detail the history of procurement. At a minimum includes the following: | **Monitoring annually:**  No Issues Identified  Noted Practice  Item(s) to address  Questioned Costs  Disallowed Costs  Pending/Additional Evidence Needed  Findings  N/A |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel Activity Reports and Cost Allocation**  *Personnel salaries and related costs are supported by adequate time and effort records for employees who work on multiple cost objectives. The design of the Personnel Activity Report must support the organization’s cost allocation plan.*  Uniform Guidance 2 CFR 200.430 (i)(1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. A Personnel Activity Report (PAR), or equivalent, time sheets, must be completed by the employee. The PAR must:   * Be submitted at least monthly, date and signed by employee and supervisor, electronic signatures are accepted, based on non-Federal agency policy * Include Employee’s Identification * Coincide with one or more regular pay period * Display the entire time period and breakdown, not just the hours charged to the grant activity, that reasonably reflect the total activity for which the employee is compensated by the non-Federal entity. | **Annual Monitoring Review** | * Randomly select timesheets & payroll (Onsite) | Look at individuals paid out of multiple cost objectives to see how their costs are allocated  Look at the LWDB’s process to ensure payroll charged to federal programs is supported by proper time and effort documentation. Include names/positions of key staff and how the LWDB:   * Budgets payroll for employees. Randomly select timesheets and payroll (Onsite) * Determines required time and effort for each employee. * Ensures time and effort is received timely from employees. * Review selected job descriptions (Onsite) * Reviews actual versus budgeted payroll charges to make adjustments as needed * Reviews staff reassignments to determine any necessary time and effort changes. * Review current organizational chart | **Monitoring annually:**  No Issues Identified  Noted Practice  Item(s) to address  Questioned Costs  Disallowed Costs  Pending/Additional Evidence Needed  Findings  N/A |  |