

IFA Review Checklist

Elements 20 CFR 678.755	Are the following sections included?	(Y/N)
<i>Required</i>	Effective Time Period	
<i>Required</i>	Partner Programs, Chief Elected Official, and LWDB Contacts	
<i>Required</i>	General non-personnel operating costs of Job Center	
<i>Required</i>	Infrastructure & Shared Services budget and reconciliation procedures	
<i>Required</i>	CA Bases	
<i>Required</i>	Estimated partner contributions	
<i>Required</i>	Proportionate Use/Relative Benefit	
<i>Required</i>	Resolution procedures	

Mandatory Partner Programs 20 CFR 678.400	Are the following partner programs included, if providing services?	(Y/N)
<i>Required</i>	WIOA Title IB	
<i>Required</i>	JobCorps	
<i>Required</i>	YouthBuild	
<i>Required</i>	Native American programs	
<i>Required</i>	MSFW	
<i>Required</i>	UI	
<i>Required</i>	Wagner-Peyser	
<i>Required</i>	SCSEP	
<i>Required</i>	TAA	
<i>Required</i>	Jobs for Vets	
<i>Required</i>	Title II Adult Ed	
<i>Required</i>	Title IV VR	
<i>Required</i>	Perkins CTE	
<i>Required</i>	HUD E&T	
<i>Required</i>	Second Chance Programs	

<i>Required</i>	CSBG programs	
<i>Required</i>	Any optional programs	

Contacts/Info	Do each of the program contacts include the following information?	(Y/N)
<i>Best Practice</i>	Name	
<i>Best Practice</i>	Title	
<i>Best Practice</i>	Program's office address	
<i>Best Practice</i>	Phone number	
<i>Best Practice</i>	Email address	
20 CFR 678.305 <i>Required</i>	Facility Location and Address for Comprehensive and Affiliate Sites	
<i>Required</i>	Facility Owner Identified	

Budget Lines 20 CFR 678.700(a)-(c); 20 CFR 678.760(a)-(b).	Are the following categories included in the budget lines?	(Y/N)
<i>Required</i>	Facility Rental	
<i>Required</i>	Utilities and maintenance	
<i>Required</i>	Equipment	
<i>Required</i>	Technology, including outreach	
<i>Best Practice</i>	Costs of Common Identifier	
<i>Required</i>	Additional Shared Costs	

Allocation Methodologies 2 CFR part 200 Subpart E 2 CFR 200.306; 20 CFR 678.420(b) and 20 CFR 678.420(b)(2)(i)	Have the allocation methodologies:	Y/N
<i>Required</i>	Been assigned for each cost category?	
<i>Required</i>	CA Methodology agreed upon by all partners?	
<i>Required</i>	Been chosen according to proportional use/relative benefit?	

Reconciliation Procedures 20 CFR 678.755	Are the Reconciliation Procedures:	Y/N
<i>Required</i>	Included?	
<i>Required</i>	Performed on a regular and acceptable timeline?	
<i>Required</i>	Reasonable in manner?	
<i>Required</i>	To be performed by a designated party?	

Resolution Procedures 20 CFR 678.755(e)	Are the Resolution Procedures:	Y/N
<i>Required</i>	Included?	
<i>Required</i>	Reasonable?	