

April 25, 2025

North Central Arkansas Workforce Development Board
ATTN: Jan Smith

Dear Director Smith:

Below is the Strumpf and Hightower proposal for monitoring of Program Year 2024 (July 2024 – June 2025). We will use the Arkansas Monitoring Tool and follow the outline of procedures in the “Arkansas’s Monitoring Oversight and Procedures”. Below is a proposed timeline for monitoring activity.

Proposed Monitoring Process and Timelines for NCAWDB PY 2025 Monitoring

INTRODUCTIONS, CALENDAR AND DOCUMENT REQUEST (August 4, 2025)

HWI-SA will meet virtually with the NCAWDB leadership to introduce the team and establish the calendar for monitoring. This discussion will establish agreement on relevant documents, how they will be made available to HWI-SA, and relevant persons and a schedule for interviews. We will also complete any necessary paperwork for access to the case management system for digital file review.

HWI-SA will conduct the initial document review as prescribed by the Arkansas Program and Financial Monitoring Instrument as well as the policies and RFPs that are made available online. We will also discuss any policy changes that occurred during the monitoring timeframe that would affect the review.

FILE REQUEST (August 6)

HWI-SA will request a list of case files and a list of financial transactions from the monitoring period. HWI-SA will use these lists to generate random samples of case files and financial transactions to review during the on-site visit. We will also provide a tentative agenda and requirements for interviews.

SITE VISIT DOCUMENT REVIEW AND INTERVIEWS (August 19 and 20)

HWI-SA will conduct interviews including the One Stop Operator, a few WIOA staff and customers to create as complete a picture of operations as possible. We will review program and financial files on-site, providing a daily debrief of and questions that arrive during the day.

INITIAL MONITORING REPORT (September 22)

HWI-SA will provide all findings and observations in an initial draft of the monitoring report to the Executive Director for review and schedule a discussion to answer questions. The report will be divided into sections on Programmatic and Financial monitoring.

RESPONSE (October 6)

NWAWDB will have the opportunity to review and respond to the initial report drafts over a mutually-agreed period of time.

FINAL MONITORING REPORT (October 27)

HWI-SA will answer the response and finalize the monitoring report. HWI-SA will conduct one final discussion of the report including suggested actions moving forward.

Budget PY 2025

**Operational Budget
Monitoring of the One Stop Operator and
WIOA Title I Service Provider**

Line Item Breakdown	Admin Budget	Program Budget	Total Budget
Staff Salaries	\$1,485	\$14,265	\$15,750
Staff Benefits			
Rent/Utilities			
Communications			
Postage			
Supplies			
Travel			
Total Budget	\$1,485	\$14,265	\$15,750

Attachment B:

WIOA Administrative Budget	\$1,500
WIOA Program Budget	\$15,000
Total Budget	\$16,500

Pricing:

The pricing is \$100/hour. This includes the costs of travel, research, review, production, and all materials.

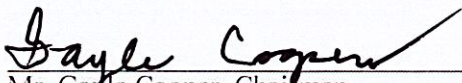
For the review of Program Year 2022 we estimate the project will take 165 hours including a maximum of 15 hours of monitoring of administrative functions and 150 hours of monitoring programmatic functions. These hours include travel, research, document review and interviews, writing reports and completing the Arkansas Program and Financial Monitoring Instrument for the program year, reviewing the North Central Arkansas response to the initial report and finalizing the report.

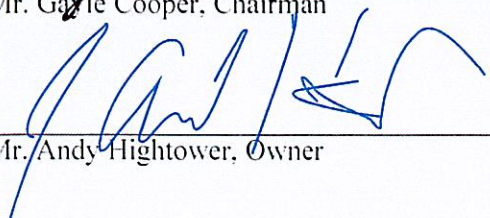
Payment Schedule:

Forty percent of the total (\$6,600) will be invoiced upon completion of the site visit, with an additional forty percent (\$6,600) invoiced upon delivery of the initial report. The remainder of the balance (\$3,300) will be invoiced upon delivery of the final report.

Prices held firm for 90 days:

All prices, terms and conditions will be held firm for at least 90 days after the proposal opening.


Mr. Gayle Cooper, Chairman 6-23-25


Mr. Andy Hightower, Owner 7-17-25