

DWD/DWS Monitoring Agency _____

Private Agency Supplement - 2006

(Apply to all private agencies for Jan-Dec, 2006)

By / Date _____

1) Salary Reasonableness

Per DWS/Agency Award #26.12: W-2 Agency Employee Compensation

The salaries of W-2 agency employees shall be comparable to the salaries paid to employees in comparable positions in the local labor market.

- a) How does the agency set salary rates?
- b) Obtain list of salaries for executives/managers/supervisors

2) Retirement

- a) Were any contracts charged 'early retirement costs'?
- b) Indicate the amount and dates of payments:
- c) Were the payments in accord with the W-2 Plan?
- d) If yes, were costs actual, reasonable and allocated properly?

3) Severance Pay

- a) Were any contracts charged 'severance pay costs'?
- b) Indicate the amount and dates of payments:
- c) Were the payments in accord with the W-2 Plan?
- d) If yes, were costs actual, reasonable and allocated properly?

4) Bonus Pay (including cash, autos, expenses, memberships).

- a) Were any contracts charged 'bonus costs'?
- b) Indicate the amount and dates of payments:
- c) Were the payments in accord with the W-2 Plan?
- d) If yes, was the bonus plan approved by the RO? DWD Admin Memo 01-01, 11/16/01
- e) If yes, were costs actual, reasonable and allocated properly?

5) Property

Equipment (See Monitor Guide)

Real estate: (No direct DWS cost or depreciation charging; rental cost charging only)

- a) Are rental costs only charged to DWS?
- b) Are RE improvements treated the same as equipment?
- c) If RE is owned, is rent at/below direct costs incurred?

6) Profit Prohibited

- a) Is profit being claimed? If yes, quantify amount.
- b) What steps are taken to ensure only incurred costs are claimed?

7) Board of Directors

- Is agency activity adequate for these areas:

- a) Number of Board members?
 - b) Board composition/mix?
 - c) New Board members orientation? For new members, list the name, employer, fiscal training/experience, if conflict of interest form is signed, other Boards they serve on. Also list departing members: _____
 - d) Board by-laws?
 - e) Board meeting schedule?
 - f) Board minutes: preparation, fiscal and program content, filing, distribution?
 - g) Conflict of Interest policy (written & signed)?
 - h) Conflict of Interest activity?
 - i) Fiscal/Audit subcommittee meetings & minutes?
- Since plan approval, have there been any changes in agency board policy?
- List all changes, using a – i as a guide.
- Has the W-2 Plan been revised due to these changes?

8) Audit Reports

- a) Describe any changes since the proposal submittal to contract clause #1.8.
- b) If an audit report has been completed since proposal submittal, describe any changes to contract clause #1.8.

9) Affiliates

- a) Describe any changes since the proposal submittal to contract clause #1.9.
- b) If any new contracts or transactions have been completed since proposal submittal, describe any changes to contract clause #1.9.

10) Fidelity Bond

- a) Does a fidelity bond exist now? Expiration date _____
- b) Is the amount adequate (> 1/24 of award)? Amount _____
- c) Is the fidelity bond non cancelable?