



Mississippi Valley Workforce Development Board

Board Chief Elected Officials (CEOs) Meeting Agenda

Thursday, December 1, 2022, at 11:00 a.m.

In-Person – Musser Public Library, 408 East 2nd St, Muscatine, IA 52761
Room 104

Join Zoom Meeting

<https://us02web.zoom.us/j/89716689281?pwd=QjR3QW5lZDFNTU5uZzZpSDlmblldxdz09>

Meeting ID: 897 1668 9281 Passcode: 866011

One tap mobile +13052241968,,89716689281# US +13092053325,,89716689281# US

Call to Order	Jack Willey
Roll Call	Mandy Tripp
*Approval of Agenda	Jack Willey
*Approval of Previous Minutes (Page 2)	Jack Willey
*Subrecipient Discussion (Page 6)	CEOs
*Realignment Discussion (Page 23)	CEOs
Future Meetings	CEOs
Board Report (Page 44)	Miranda Swafford
Financials (Page 46)	Miranda Swafford
Other Business	
Public Comment	
Adjournment	Jack Willey

* Items requiring a vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need accommodation, please contact: Andrea Taylor at associate@mississippivalleyworkforce.org or at 1-844-967-5365



Mississippi Valley Workforce Development Board

**Chief Elected Officials (CEO)
October 18, 2022**

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on October 18, 2022, at 2:00 p.m. at the Musser Public Library in Muscatine and via Zoom.

CALLED TO ORDER

Irwin called the meeting to order at 2:34 p.m.

CEO PRESENT

Present: Jack Willey, Nathan Mather, Jim Irwin, Shane McCampbell, Chad White, and Chuck Holmes

Absent: Chris Ball and Brinson Kinzer

Staff Present: Miranda Swafford, Executive Director; Andrea Taylor, Associate Director; Mandy Tripp, Executive Assistant

One-Stop Operator: Robert Ryan

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

Holmes made a motion to approve the agenda, seconded by McCampbell, and the motion carried.

APPROVAL OF MINUTES

Mather made a motion to approve the previous meeting minutes, seconded by Holmes, and the motion carried.

FINANCIAL UPDATES

Swafford stated there had been contractual delays with IWD. The bank account had been zeroed out and transferred to CIJDC. August invoices have been approved. Summary of grants- all are on track other than youth at this time.

ANNUAL REPORT

Taylor reviewed the PY22 Annual Report stating that 16,095 Individuals were served through the Mississippi Valley Iowa *WORKS* Centers, 4,100 Job Seekers Participated in Center Workshops, 1,366 local area employers were provided over 16,000 business services, 556 Veterans were served during the year, 926 individuals at the Mt. Pleasant Correctional Facility were served, \$136,000 was spent on support services for job seekers, \$383,000 was paid out in 152 scholarships, 158 in-house hiring events were held at the two Iowa *WORKS* Centers, 9 Job Fairs were held in the MVWA, 6 Businesses were provided Rapid Response Assistance, 1,371 People with Disabilities were served and 161 were placed in employment with an average wage of \$13.95, \$112,000 was paid to youth for work experience

placements, \$14,000 was provided in On-the-Job Training reimbursement to employers, Mississippi Valley Workforce Development Board became a 501(c)(3). Swafford stated this was in draft form but is completed, it will be posted to the website soon.

OUTREACH CAMPAIGN RFP

Swafford reported that the RFP campaign has been closed as a proposal was accepted by the committee and was sent to Amplify Digital for approval. Should hear back from them by the end of the week and are hopeful to start the program on November 1st.

BUSINESS SERVICE PLAN

Taylor reviewed the Business Service Plan that was presented and approved by the Executive Committee. Also reported there was IWD staff present for the presentation, and they were pleased with the plan.

ANNUAL PERFORMANCE NEGOTIATIONS

Swafford reviewed the Annual Performance Negotiations stating that we were able to obtain lower rates for youth credential attainment and measurable skills gain and these rates can be renegotiated at the end of PY22 if it is needed.

ONE-STOP OPERATOR REPORT

Ryan reviewed the September report including the Customer Satisfaction Survey including areas of concern being challenges related to the system outage, difficulty to get help via phone, the Unemployment system being unnecessarily complex; too many obstacles and hoops, and the website being convoluted and not user-friendly. And positive comments such as staff being attentive to needs, quick to respond

” Your job search club weekly meetings are extremely good, and helpful. Your facilitators are all very knowledgeable, and informative. Any questions asked were answered with great detail, and they reached out to me quickly to help me find employment”. Opportunity Knocks in the Davenport center appears to be working well with 38 attending the last session.

***LEE COUNTY PILOT PROGRAM**

Swafford reviewed the current status of the Lee County Pilot Program stating that employers have requested there not be a Manufacturing 101 but rather an Employment 101 to teach the soft skills that are needed before they would be able to train someone on a position. This request was sent to the Governor’s office who denied the request stating that a new proposal would need to be written or it would need to continue as already approved. Irwin motioned to have the proposal resubmitted, seconded by Holmes, Motion passed.

IWD REALIGNMENT/SUBRECIPIENT MEETING

Swafford stated that the CEOs from all 99 counties have been requested to attend the realignment/subrecipient meeting in November as it could directly impact all areas with realignment. Subrecipient will be required by July 1st. Willey requested all questions be sent to him to make sure they are answered at this meeting as he and Irwin stated they will be attending.

CEO SUCCESSION PLANNING

Willey stated that there are currently two candidates and he has spoken with both about attending the December 1st training. Swafford reported that one of the CEOs will need to step up to be CLEO once Willey retires at the end of this year.

BOARD REPORT

Swafford reported approvals, and modifications to the Incentive and Stipend Policy, Support Services Policy, and Procurement Policy. Also reported new policies and plans that were approved Limited English Proficiency Plan, Accessibility Plan, Board Member Qualifications, Unrestricted Funds Policy, Inventory Policy, Business Services Plan, and the PY21 Annual Report. Financial Updates given were the approval of Title I Adult/DW and Youth program budgets, and the approval of the Ticket to Work budget.

Youth Space -Exploring the option of having a separate youth space outside the Burlington Iowa *WORKS* center. A waiver was submitted to IWD and we are awaiting a response. LMI data platform, each committee is evaluating how they can incorporate Labor Market Information into their meetings to drive decision-making.

OTHER BUSINESS

Swafford shared the Dec 1 MVWDB Annual Workforce Training will be held Dec 1, at the Merrill Hotel in Muscatine from 1p-5p and will include a participant simulation, virtual reality demonstration, incumbent worker program, and rideshare solutions. Willey brought up the new CTE building in Clinton that would be focused on trade skills for Clinton and Jackson School Districts during the day and then would be open to adult learning in the evenings.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Irwin motioned to adjourn the meeting, seconded by Holmes, the motion carried, and Willey adjourned the meeting at 4:04 p.m.

Sub-recipient Discussion

LOCAL GRANT RECIPIENT IDENTIFICATION

CEOS MUST DESIGNATE AN ALTERNATE ENTITY TO SERVE AS THE LOCAL GRANT RECIPIENT BY FEBRUARY 28, 2023

1. The local grant recipient assists in carrying out many key functions of the local WDB by employing the individuals who work as staff to the local board.
2. Those staff receive the benefit of being employed by an organization with a structure to support human resources, information technology, grant management, fiscal and accounting operations, and a host of other functions. The local board, in turn, receives the benefit of an *organization* supporting its efforts, as opposed to a single person or a portion of one person's time. Furthermore, it should be noted that in other states, staff to the board is very rarely limited to one person. It is common to see local grant recipients employ multiple individuals to fully support the work of the local board.
3. The entity serving as the local grant recipient has several duties, both programmatic and fiscal in nature that are carried out by board staff and fiscal agents. They include the following:
 - **Fulfilling fiscal responsibilities**, either directly or through a contracted fiscal agent. These responsibilities include:

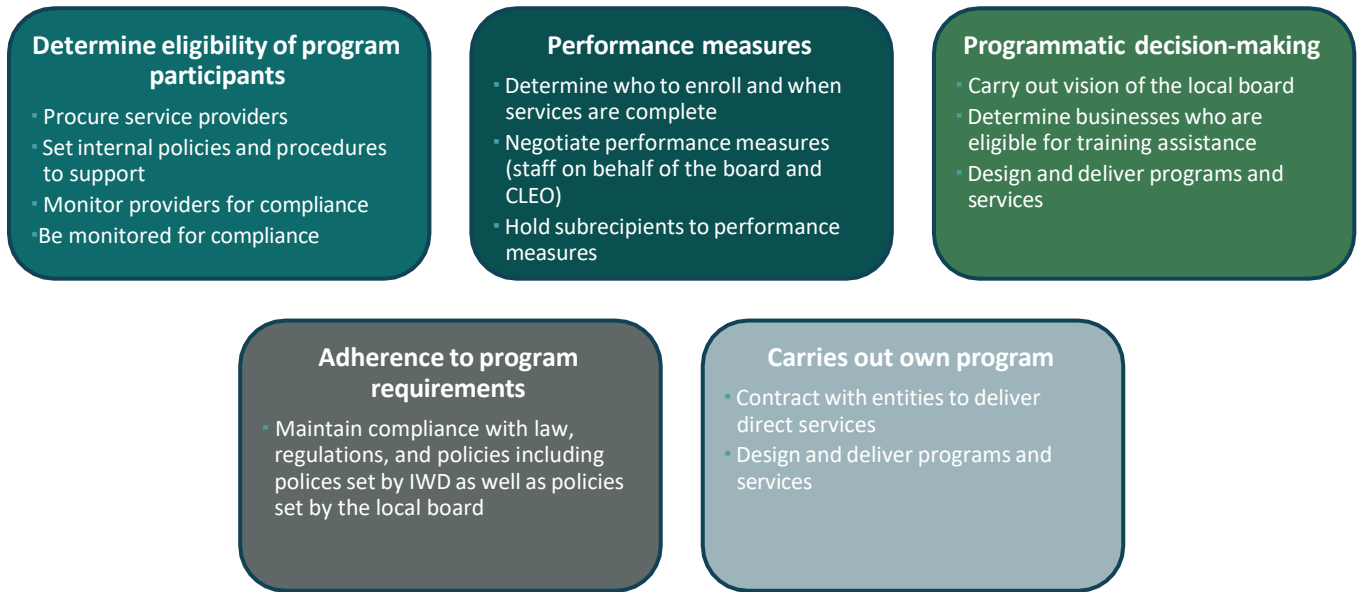
Receiving the WIOA funds, tracking expenditures, preparing financial reports for the local board and IWD, and ensuring compliance with all applicable laws, regulations, and policies

Procuring services and contracts, at the direction of the WDB

Executing contracts

Monitoring service providers and one-stop operators

► **Carrying out program responsibilities.** The categories below align with the characteristics of a subrecipient, and the bullets explain how the local grant recipients carry out those responsibilities:



► **Serving as employer for local board staff** and providing access to other systems and services, such as human resources, IT support, and legal services.

Indirect Rate

The local grant recipient may charge an indirect rate to the WIOA grants for purposes of covering expenses that cannot be directly charged (HR, IT, legal support, procurement support etc). If the local grant recipient does not have a NICRA then the de minimis rate of ten percent is used. These funds are utilized by the organization to carry out its responsibilities as the local grant recipient. The indirect rate is charged against the amount of board staff and benefits. Currently board staff total salaries and benefits is \$296422.98, meaning the subrecipient would get an indirect rate in the amount of \$29,642.29. Most Fiscal Agent tasks would be directly related and would be charged directly to the grant and would not be billed to the indirect rate.

Options

1. The CLEO's unit of government is the local grant recipient (this is the default)
2. The CLEO may designate an alternate entity to serve as a local grant recipient
3. The CLEO's unit of government is the local grant recipient but designates an entity to serve as a fiscal agent.

For the entity that serves as the local grant recipient, experience with federal grants management is key. The entity must have the ability to receive, disburse, track, and report on federal funds. The geographical boundary of the local area is important when considering an entity to serve as a local area grant recipient as it is helpful to have an organization that is physically located within the local area.

Keep in mind that the designation of an alternate entity to serve as the local grant recipient or the designation of a fiscal agent does not relieve the CEOs of their financial liability for any misuse of grant funds.

Sub recipient Scenario

Serve as the administrative entity for the board including:

- Processing payroll
- Providing IT support when necessary
- Legal advice, review of contracts
- Procurement support and guidance
- Other support as needed by the board

10% of all board staff salary and other direct staff time billed directly to the grant would cover these indirect activities

Costs	Current	Subrecipient
Current Board Staff Salaries + Benefits	296423	296422.98
Current Administrative Fee	8892.7	29642.298 Amount received by subrecipient
Total	305315.7	326065.278

Fiscal Agent Role

Overall WIOA Budget to Manage in current year \$4.7 million (varies from year to year)

Writes checks for admin expenses but larger monthly checks to cover program related expenses, probably between 15-20 checks a month.

Current Fiscal Agent Fee \$60,000 Averages 40 hours a month

	Charges	indirect Rate	Incurred	Total
Subrecipient as Fiscal Agent	60,000		6,000	66,000

This amount would be directly charged to the board admin budget and would not come out of the \$29,642

Total Subrecipient Fees

Fiscal Agent	66,000
Indirect Rate	29642
Total Amount Received by Subrecipient	95,642



LOCAL GRANT RECIPIENT IDENTIFICATION GUIDE

This guide is intended to assist local areas in formally identifying their local grant recipient and understanding the roles and responsibilities of the local grant recipient. It is not intended to provide a full overview of WIOA governance structures or responsibilities, as previous trainings and guides provided have covered that information. (This training can be found here: <https://www.iowawdb.gov/ceo-information>).

There are many entities that make up the public workforce system. Everyone from the US Department of Labor (USDOL) to a person providing services in the local one-stop center play an important role in ensuring the system operates effectively, efficiently, in compliance, and provides the greatest level of service to our local communities. To understand these roles, we should look both to the Workforce Innovation and Opportunity Act (WIOA) (the law itself), as well as the Uniform Guidance. These rules and roles are complex, particularly because the terminology is not always consistent. This guide will attempt to break these roles down so Iowa's workforce system can take the next step in continuous improvement, and ensure it is both compliant with the law and regulations and providing the best level of service to all Iowans.

To that end, some key terms are defined below to ensure an understanding of the terms used in this guide.

Term	Definition	Citation	Who is this in Iowa?
Local grant recipient	Not defined in Uniform Guidance or WIOA, but is the term WIOA uses to refer to the local area subrecipient which, in Iowa, is the chief lead elected official (CLEO), unless the CLEO designates another entity to fulfill the role	N/A	By default, this is the CLEO's unit of government, though the CLEO can designate an alternate entity to serve as the local grant recipient.
Pass-through entity	A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program	2 CFR 200.1	IWD and the to-be-determined local grant recipient/subrecipient are both pass through entities
Recipient	An entity—usually but not limited to non-federal entities—that receives a federal award directly from a	2 CFR 200.1	IWD



	federal awarding agency. The term does not include subrecipients or individuals that are beneficiaries of the award.		
Subaward	An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. <u>The subaward must contain specific elements.</u>	<u>2 CFR 200.92</u>	N/A
Subrecipient	An entity—usually, but not limited to non-Federal entities—that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.	<u>2 CFR 200.1</u>	Local grant recipient is a subrecipient of IWD. One-stop operators and service providers (Adult and Dislocated Work and Youth) are subrecipients of the local grant recipient.
Uniform Guidance	A government-wide framework for federal grants management that is an authoritative set of rules and requirements for federal awards that synthesizes and supersedes guidance from earlier OMB circulars.	<u>grants.gov</u>	N/A

As you begin to understand these roles and responsibilities, it is important to understand that a single entity can have more than one label. For example, a local grant recipient is also a subrecipient, and the State of Iowa is both a pass-through entity and the recipient.



Functions of a WIOA Local Grant Recipient

As noted in the terminology section above, the CLEO's unit of government is the local grant recipient. Local officials may wonder why the local WDB is not the local grant recipient, given its key role in system design, governance, and operations, which are essential functions to ensuring our communities are being served to the greatest ability of the workforce system. However, because the local WDB is made up of volunteers from the private sector and representatives of partner agencies, the local WDB itself does not have the capacity to fully execute its vision. It relies on the local grant recipient to play a key role in executing and implementing the vision and responsibilities of the board.

The local grant recipient assists in carrying out many key functions of the local WDB by employing the individuals who work as staff to the local board; these staff are often referred to as "staff to the board". Those staff receive the benefit of being employed by an organization with a structure to support human resources, information technology, grant management, fiscal and accounting operations, and a host of other functions. The local board, in turn, receives the benefit of an *organization* supporting its efforts, as opposed to a single person or a portion of one person's time. Furthermore, it should be noted that in other states, staff to the board is very rarely limited to one person. It is common to see local grant recipients employ multiple individuals to fully support the work of the local board.

A local grant recipient operates as a supporting organization to equip the local WDB to fulfill its rightful role by filling the gap that exists between the board's vision and executing strategy. In its role, the local grant recipient provides an administrative structure to support the work of the board and support the staff who perform that work. This arrangement allows the local WDB to focus their efforts on vision, partnership development, strategy, and outcomes.

Subrecipient Designation

It is important to note that the local grant recipient is a *subrecipient*. This is an important distinction because subrecipients and contractors have different characteristics, responsibilities, and accountability.

Subrecipient	Contractor
<ul style="list-style-type: none"> Determines who is eligible to receive what federal assistance 	<ul style="list-style-type: none"> Provides similar goods or services to many different purchasers
<ul style="list-style-type: none"> Performance is measured by whether objectives of federal program are met 	<ul style="list-style-type: none"> Provides the goods and services within normal business operations
<ul style="list-style-type: none"> Has responsibility for programmatic decision making 	<ul style="list-style-type: none"> Provides goods or services that are ancillary to the operation of the federal program



<ul style="list-style-type: none"> Responsible for adhering to applicable federal program requirements 	<ul style="list-style-type: none"> Not subject to the compliance requirements of the federal program
<ul style="list-style-type: none"> Uses federal funds to carry out a program for a public purpose 	<ul style="list-style-type: none"> Provides goods and services for the non-federal entity's own use, creating a procurement relationship
<ul style="list-style-type: none"> Funded by a subaward 	<ul style="list-style-type: none"> Funded by a procurement contract

The differences between a subrecipient and a contractor—how performance is measured, how money is reported, and how activities are monitored—are important to understand when entering into a subrecipient relationship. To learn more about this relationship and these responsibilities, visit: <https://www.workforcegps.org/events/2019/08/14/18/04/Subrecipient-Management-and-Oversight>

Local Grant Recipient Responsibilities

The entity serving as the local grant recipient has several duties, both programmatic and fiscal in nature. They include the following:

- **Fulfilling fiscal responsibilities**, either directly or through a contracted fiscal agent. These responsibilities include:
 - Receiving the WIOA funds, tracking expenditures, preparing financial reports for the local board and IWD, and ensuring compliance with all applicable laws, regulations, and policies
 - Procuring services and contracts, at the direction of the WDB
 - Executing contracts
 - Monitoring service providers and one-stop operators

Receiving the WIOA funds, tracking expenditures, preparing financial reports for the local board and IWD, and ensuring compliance with all applicable laws, regulations, and policies

Procuring services and contracts, at the direction of the WDB

Executing contracts

Monitoring service providers and one-stop operators



- **Carrying out program responsibilities.** The categories below align to the characteristics of a subrecipient listed in the chart above, and the bullets explain how the local grant recipients carry out those responsibilities:

Determine eligibility of program participants

- Procure service providers
- Set internal policies and procedures to support
- Monitor providers for compliance
- Be monitored for compliance

Performance measures

- Determine who to enroll and when services are complete
- Negotiate performance measures (staff on behalf of the board and CLEO)
- Hold subrecipients to performance measures

Programmatic decision-making

- Carry out vision of the local board
- Determine businesses who are eligible for training assistance
- Design and deliver programs and services

Adherence to program requirements

- Maintain compliance with law, regulations, and policies including polices set by IWD as well as policies set by the local board

Carries out own program

- Contract with entities to deliver direct services
- Design and deliver programs and services

- **Serving as employer for local board staff** and providing access to other systems and services, such as human resources, IT support, and legal services.

The local grant recipient may charge an indirect rate to the WIOA grants for purposes of covering expenses that cannot be directly charged. The local grant recipient uses their negotiated indirect cost rate, if applicable, or the de minimis rate of ten percent. These funds are utilized by the organization to carry out their responsibilities as the local grant recipient. Further guidance and technical assistance around indirect rates is forthcoming.

Each local grant recipient must maintain an effective internal control system that provides reasonable assurance that funds are managed in compliance with federal statutes, regulations, terms of the federal award; with the terms of the agreement between IWD, local boards and the Fiscal Agent; and with state policy. Compliance includes following the [“Standards for Internal Control in the Federal Government”](#) (issued by the Comptroller General of the U.S.) and [“Internal Control Integrated Framework”](#) (issued by the Committee of Sponsoring Organizations of the Treadway Commission).



Identifying the Local Grant Recipient

According to WIOA sec 107(d)(12)(B)(i), the chief elected official for each local workforce development area, referred to as the chief lead elected official (CLEO) in Iowa, is the local grant recipient. It goes on to state that the CLEO may designate an alternate entity to serve as a local grant recipient or fulfill the other functions of the local grant recipient but designate an entity to serve as a fiscal agent.

Keep in mind that the designation of an alternate entity to serve as the local grant recipient or the designation of a fiscal agent does not relieve the CEOs of their financial liability for any misuse of grant funds. Furthermore, the local grant recipient (or the fiscal agent, if the CLEO has designated one) must disburse the grant funds for workforce investment activities at the direction of the local WDB, pursuant to the requirements of WIOA. In other words, it is the local WDB that makes decisions regarding the funds and how those funds are to be spent. Neither the local grant recipient, its board of directors, or other governing body may operate in place of the local WDB or circumvent its authority.

Action Steps:

1. The CLEO's unit of government is, by default, the local grant recipient. The CLEO must either acknowledge that her/his unit of government is fulfilling that role or designate an alternate entity to serve as the local grant recipient. **This task must be completed by February 28, 2023 and transmitted via email to IWD at wioagovernance@iwd.iowa.gov.**
2. Per USDOL's monitoring and the law/regulations, IWD must execute subrecipient agreements with the CLEO of each local area OR with the entity the CLEO designates to serve in this role. **IWD expects to have these agreements in place no later than July 1, 2023.**



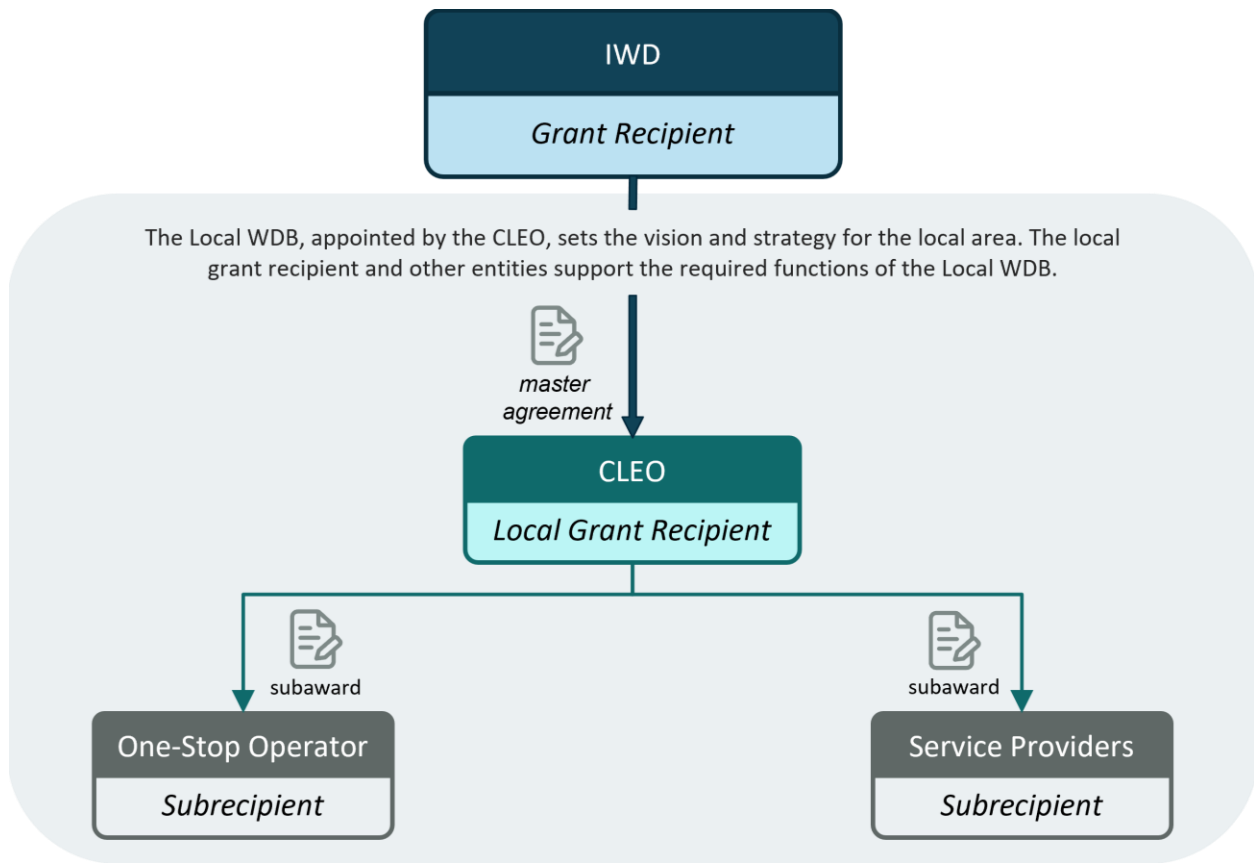
Local Grant Recipient Structure Options

To bring the Iowa system into compliance with the requirement for IWD to establish subrecipient agreements with local grant recipients, the CLEO of each local area must determine if her/his unit of government will serve as the local grant recipient or if an alternate entity will be designated to serve as the local grant recipient. For the entity who serves as the local grant recipient, experience with federal grants management is key. The entity must have the ability to receive, disburse, track, and report on federal funds. The geographical boundary of the local area is important when considering an entity to serve as a local area grant recipient as it is helpful to have an organization who is physically located within the local area.

Presented below are three options available for the local grant recipient structure. Keep in mind that these options are not intended to reflect the full governance structure of WIOA as outlined in the law and regulations. Nothing in the following graphics should be interpreted to suggest the role of the local board is diminished and not critical to the work of the system. Additionally, while not depicted on the following graphics, **the CEO continue to retain financial liability for the Adult, Dislocated Worker, and Youth funds and such liability may not be waived away or passed to another entity even if an alternate entity is selected to serve as the local grant recipient.**

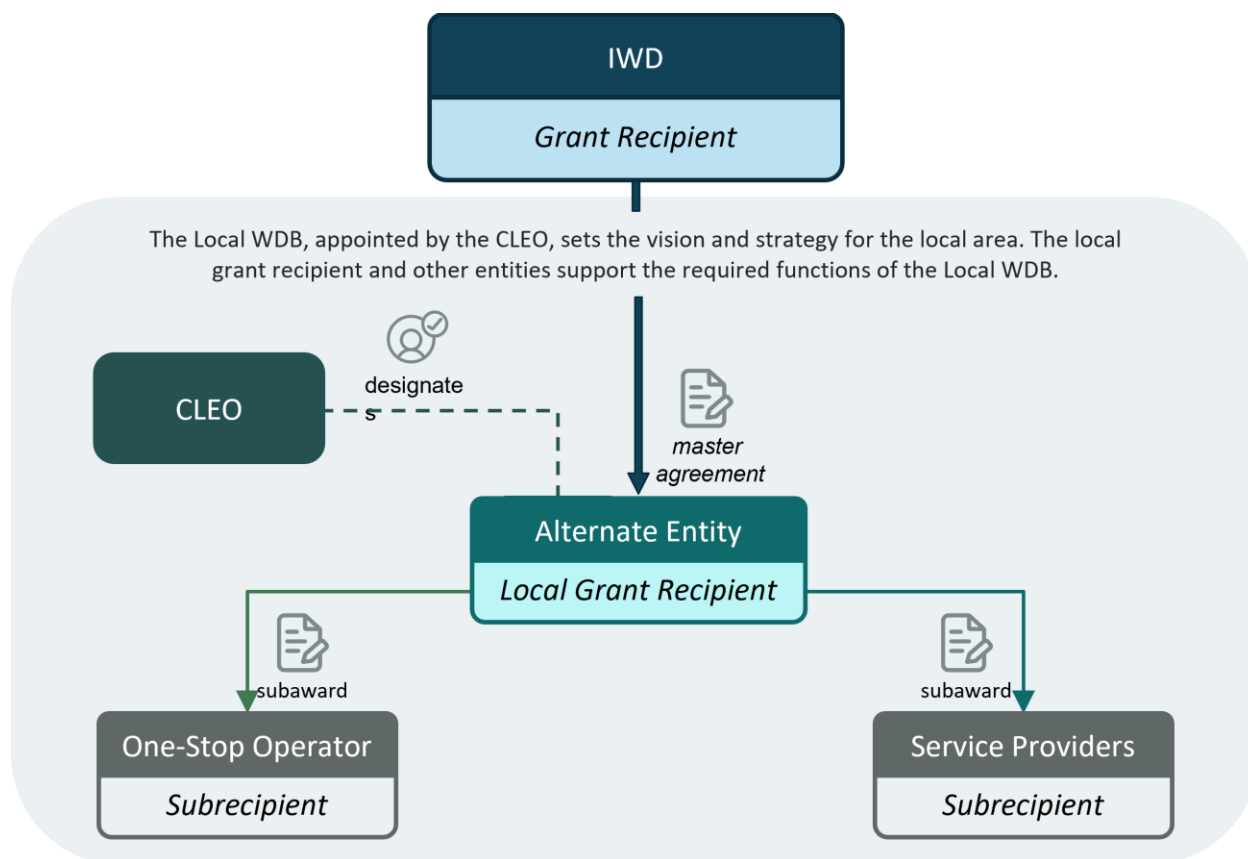
Option A: CLEO's Government is the Local Grant Recipient

In Option A, the CLEO's unit of government serves as the local grant recipient for the local area and IWD establishes the subrecipient relationship with that unit of government. Staff for the workforce board are employees of the CLEO's unit of government and the unit of government provides all fiscal-related services for the WIOA funding allocated to the local area. The county government charges an indirect rate to the grants. For service contracts chosen by the local board, the county government extends those contracts (e.g., one stop operator, youth services provider, and adult and dislocated worker service provider). The county's procurement processes are utilized for the work of the local board. However, the local board decides how the funds will be spent, and the local board decides who serves as their board director. The CLEO does not have authority to make service delivery decisions regarding the programs.



Option B: CLEO Designates an Alternate Entity to Serve as the Local Grant Recipient

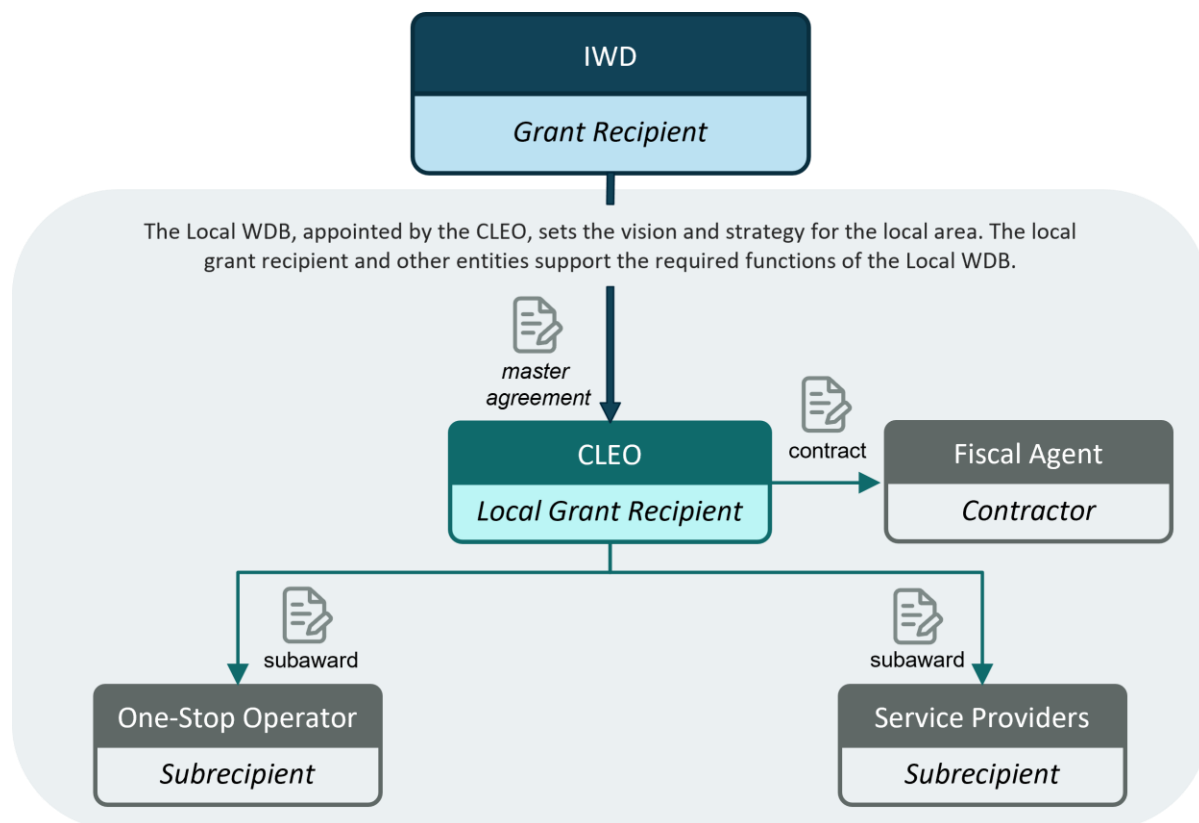
In Option B, the CLEO designates an **alternate entity** to serve as the local grant recipient and IWD establishes a subrecipient relationship with that entity. Staff for the workforce board are employees of the alternate entity. The alternate entity organization provides all grant management and oversight related services for the WIOA funding allocated to the local area. The subrecipient organization may charge an indirect rate to the grants. For service contracts chosen by the local board, the organization extends those contracts (e.g., one stop operator, youth services provider, and adult and dislocated worker service provider). The organization’s procurement processes are utilized for the work of the local WDB. However, the local WDB decides how the funds will be spent and who will serve as their board director.





Option C: CLEO's Government is the Local Grant Recipient and CLEO Designates an Entity to be the Fiscal Agent

In Option C, the CLEO's unit of government is the local grant recipient and IWD establishes the subrecipient with the CLEO's unit of government. Additionally, the CLEO selects an entity to provide fiscal agent services. However, IWD does not establish a contractual relationship with the fiscal agent. The CLEO's unit of government establishes the contractual relationship with the fiscal agent. The fiscal agent is a contractor of the CLEO. Staff for the workforce board are employees of the CLEO's unit of government. As the local grant recipient, the county government may charge an indirect rate to the grants. For service contracts chosen by the local board, the county government extends those contracts (e.g., one stop operator, youth services provider, and adult and dislocated worker service provider). The county's procurement processes are utilized for the work of the local board. However, the local board decides how the funds will be spent and the local board decides who will serve as their board director. The fiscal agent organization provides fiscal related services for the WIOA funding allocated to the local workforce area and is a contractor of the county.



Role of a Fiscal Agent

WIOA **permits**—but does not require—an entity to be selected as a fiscal agent. The CLEO's unit of government, as the local grant recipient, has the subrecipient relationship with IWD, and the entity selected to perform the fiscal agent functions is a contractor of the CLEO. The scope of work by the fiscal



agent is limited, and the CLEO maintains all other responsibilities as the local grant recipient. According to [20 CFR 679.420](#), the fiscal agent, if selected, is responsible for accounting and funds management functions including receipt, disbursement, and reporting of funds related to WIOA program operations. They will:

- Receive funds
- Ensure sustained fiscal integrity
- Respond to audit findings
- Maintain proper and adequate records
- Prepare financial reports

If a fiscal agent is designated by the CLEO, additional functions may be given to the fiscal agent at the discretion of the local WDB. They may:

- Procure contracts and other agreements
- Conduct financial monitoring of service providers
- Ensure independent audit of all employment and training programs

If selected, the fiscal agent would be a contractor of the CLEO and work would be directed through the contract's statement of work.



Timeline for Local Grant Recipient Designation and Implementation

December 2022

- ▶ IWD issues policy revisions impacting the subaward process

April 2023

- ▶ IWD notifies existing fiscal agents of notice to terminate current contracts.
- ▶ Existing local workforce board collaborates with future subrecipient regarding hiring of relevant staff.

May 2023

- ▶ May 15, 2023: IWD issues master agreement to local grant recipient/subrecipient.
- ▶ May 31, 2022: Local grant recipient signs newly extended master agreement from IWD.
- ▶ Local grant recipient continues preparation for July 1 transition, including but not limited to hiring of relevant staff to support the local workforce development board activities.

June 2023

- ▶ Subrecipient is ready to begin efforts on July 1, which includes having local board staff hired.

July 2023

- ▶ July 1, 2023: Effective date for new local workforce development areas and local grant recipients.



Appendix I: Law and Regulations

- WIOA 107(d)(12) Budget and Administration
 - (B) Administration
 - (i) Grant Recipient
 - (I) IN GENERAL.—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.
 - (II) DESIGNATION. —In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).
 - (III) DISBURSAL.—The local grant recipient or an entity designated under subclause (II) shall disburse the grant funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under subclause (II) shall disburse the funds immediately on receiving such direction from the local board.
- 20 CFR 679.420(a), In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local fiscal agent. Designation of a fiscal agent does not relieve the chief elected official or Governor of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities.
- 20 CFR 680.100 (b), “The chief elected official or his/ her designee, as the local grant recipient for the adult and dislocated worker programs is a required one stop partner...”
- 20 CFR 683.710 (b)
 - (1) The local government’s chief elected official(s) in a local area is liable for any misuse of the WIOA grant funds allocated to the local area under WIOA secs 128 and 133, unless the chief elected official(s) reaches an agreement with the Governor to bear such responsibility
 - (2) When a local workforce area or region is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief elected officials.
 - (3) When there is a change in the chief elected official(s), the Local WDB is required to inform the new chief elected official(s), in a timely manner, of their responsibilities and liabilities as well as the need to review and update any written agreements among the chief elected official(s).
 - (4) The use of a fiscal agent does not relieve the chief elected official, or Governor if designated under paragraph (b)(1) of this section, of responsibility for any misuse of grant funds allocated to the local area under WIOA secs 128 and 133.

Realignment Discussion

IOWA LOCAL WORKFORCE DEVELOPMENT AREA RE-ALIGNMENT GUIDE

References:

- ▶ WIOA sec 106(b)
- ▶ [20 CFR 679.220, 679.230](#)
- ▶ [IWD Policy 1.1.1.2 Designation of Local Areas](#)

Background

The purpose of a local workforce development area, as noted in [20 CFR 679.220](#), is to serve as jurisdiction for the administration of workforce development activities and execution of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth funds by the State. Each local workforce development area, also known as LWDAs or local areas, is overseen by a local workforce development board (WDB). The local WDB, appointed by the chief lead elected official (CLEO), provides strategic oversight and governance to the portion of the workforce system within their designated geography. Within the boundaries of the local area, partners align resources and implement collaboratively developed service delivery strategies reflective of the vision cast by the local WDB.

It is the role of the Governor to designate local workforce development areas, and the Governor must do so for the State to receive Adult, Dislocated Worker, and Youth funding from the US Department of Labor (USDOL).

WIOA requires consultation by the Governor with chief elected officials (CEOs) and local WDBs during both the designation of local areas and redesignation of local areas processes. The purpose of consultation is to ensure that decisions reflect the needs of local communities and include input by those individuals with program and fiscal oversight responsibility for the local workforce system.

The Governor has designated Iowa Workforce Development, IWD, to conduct designation activities on her behalf.

Types of Realignment: Voluntary and Involuntary

There are two types of realignment: voluntary and involuntary. The key difference between the two is the entity initiating the change: Voluntary Realignment starts at the local level, while Involuntary Realignment starts with the Governor or an entity acting on behalf of the Governor.

Voluntary Realignment

A voluntary realignment is locally driven and occurs when the CEOs determine it beneficial to realign the boundaries of their local workforce area and **request** the realignment. Realignment may be sought for a variety of reasons, including streamlining costs and enhancing services available to customers. CEOs may submit a request for designation as a local workforce development area at any time.

Notification to IWD

Once CEOs of a local area have determined that realignment is beneficial, the CLEO should contact IWD in writing to express their interest in realignment of local workforce areas. The notification is not binding; however, it informs IWD of the opportunity and allows IWD to support the discussions in the manner most helpful to the local areas. It may be necessary to consider labor market information and other data when considering realignment and IWD can provide this needed information and other assistance.

A notification must come from the CLEO of any local area considering a change and should, at a minimum, include:

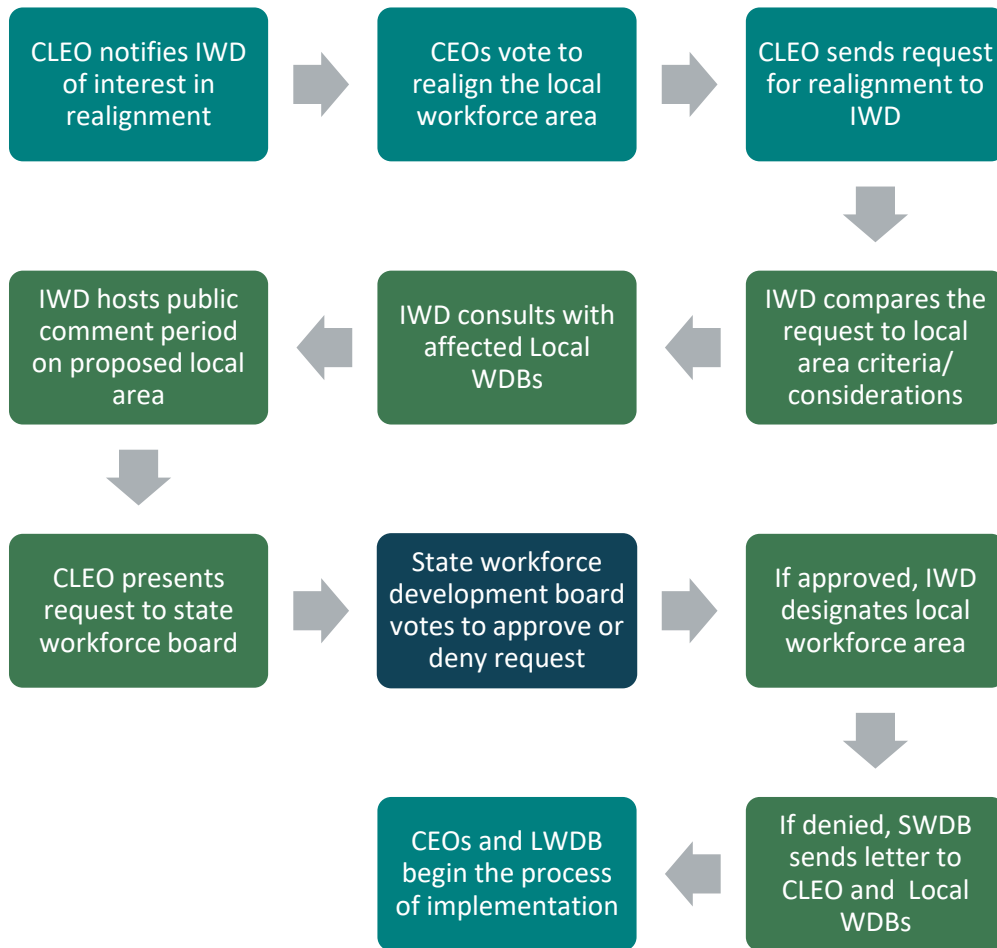
- Name of the local area
- Name and contact information of the CLEO
- A description of the change being considered, including the names of the impacted local areas
- An explanation of the reason for the change

The notification should be submitted via email to WIOAgovernance@iwd.iowa.gov

Process for Voluntary Realignment

The following is the process for voluntarily requesting local area redesignation. As discussions at the local level progress, CEOs must vote on the realignment. All CEOs of each of the impacted local areas must vote. Once this is completed, the CLEOs of the impacted areas will send the official request for realignment to IWD.

See [Appendix 1](#) for a Request for Realignment template.

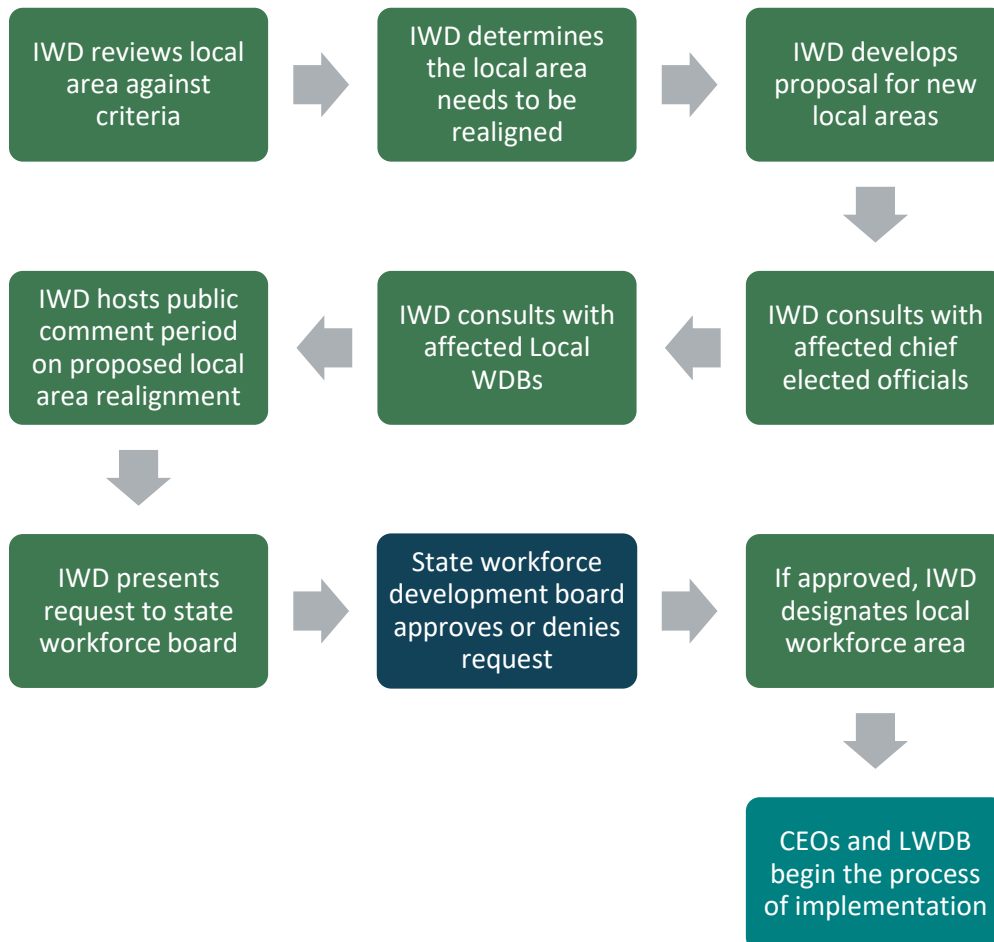


Involuntary Realignment

An involuntary realignment may occur when, as determined through a review by IWD, a local workforce development area **fails** to meet the following requirements for maintaining designation as a local area:

- Performed successfully on WIOA performance measures.
 - The local workforce area met or exceeded the levels of performance the Governor negotiated with the local WDB and the CLEO for core indicators of performance and has not failed any individual measure for the last two consecutive program years, in accordance with state-established definitions provided in the State Plan.
- Sustained fiscal integrity.
 - The USDOL Secretary has not made a formal determination that either the grant recipient or administrative entity of the local area misspent funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration for the two-year period preceding the determination.
- If the local area is a part of a planning region, regional planning requirements were met.

Process for Involuntary Realignment



This decision can be appealed following the appeal process laid out in the State Plan.

Process of Designation of Local Workforce Development Areas

After the request for a new local area has been made or after IWD's determination that a new local area is needed, the following steps are executed by IWD and the state WDB.

Considerations

To make the best decisions regarding realignment, there are key criteria for consideration. These criteria do not automatically determine the outcome; however, consideration should be given to these factors:

- Is the proposed new local area consistent with labor market areas in the state?
- Is the proposed new local area consistent with regional economic development areas in the state?
- Is the proposed new local area consistent with population centers?
- Is the proposed new local area consistent with commuting patterns that demonstrate movement of workers from their residence to their workplace?
- Does the proposed new local area have the federal and non-federal resources—including appropriate education and training institutions—to administer activities under WIOA subtitle B?

As CEOs are discussing realignment, considerations of these factors are prudent and helpful to decision making. IWD can provide relevant labor market information and other data to support chief elected officials in these discussions. Any request received from a CLEO will be reviewed by IWD against these criteria. Realignment proposals originating with IWD will be developed in consideration of these criteria, as well.

Consultation and Public Comment

Consultation with CEOs, local WDBs, and the state WDB must occur when the Governor is considering a Voluntary Realignment or an Involuntary Realignment of any local workforce development area:

- Consultation with CEOs helps to ensure governance decisions reflect the needs of local communities and to provide opportunity for input by the individuals with liability for the adult, dislocated worker, and youth funds at a local level.
- Consultation with local WDBs helps to ensure customers' service delivery needs are considered in the designation decision.
- Consultation with the state WDB helps to ensure that impacts to the statewide system and strategies are considered.

In addition to consultation, consideration of comments received through a public comment process is also required. The public comment period must offer adequate time for public comment prior to the designation of the local area and provide opportunity for representatives of key stakeholder groups to respond. These stakeholders include:

- | | |
|--------------------------------------|------------------------------------|
| ■ Local workforce development boards | ■ Institutions of higher education |
| ■ Chief elected officials | ■ Labor organizations |
| ■ Businesses | ■ Other primary stakeholders |
| | ■ General public |

Designation of New Local Area

In consideration of the designation criteria and public comments, and upon a vote of approval by the state workforce development board, IWD designates the local workforce development area(s) and establishes the date of effectiveness. To ensure an efficient transition of funding and performance data capture, designation will be effective at the start of the next program year (July 1).

Implementation of New Local Area

Once the new local area is designated, the process of implementation begins. Chief elected officials, local WDBs, local area subrecipients and fiscal agents, and IWD have required actions which must be taken to complete the implementation process of the new local area. Completion dates associated with each action outlined below are included throughout this process guide and summarized in Appendix II.

Chief Lead Elected Official Responsibilities

IWD Policy 1.2.1: Chief Elected Official Roles and Responsibilities

- [Update the Chief Elected Official Shared Liability Agreement](#)
- [Select Chief Local Elected Official for the New Local Area](#)
- [Designate Subrecipient](#)
- [Update Local WDB Bylaws](#)
- [Designate Local Workforce Development Board](#)
- [Approve Budget Developed by New Local WDB](#)

Update Chief Elected Official Shared Liability Agreement

When the configuration of counties in the local workforce development area changes, it is necessary to modify the Chief Elected Official Shared Liability Agreement to include the new county(ies) or remove the county(ies) that are no longer part of the local area.

The shared liability agreement should include a process for modification. Each unit of government in the new configuration of counties should follow their necessary process for ratification of the new consortium agreement.

This task must be complete by June 30, 2023.

IWD Policy 1.2.3: Chief Elected Official Agreement/ Shared Liability Agreement

Select Chief Local Elected Official (CLEO) for the Local Area

As with the updates to the CEO Agreement/Shared Liability Agreement, it may be necessary to select a new CLEO for the local area. If a new CLEO is *not* selected, at a minimum, it is necessary for all new CEOs to the local area to have input in and acknowledge agreement with the selection of the existing CLEO.

The CEO Agreement/Shared Liability Agreement should include a description of the process utilized to select the CLEO. The new signers to the consortium agreement should follow the process and notify IWD appropriately.

This task must occur by June 30, 2023.

Designate Subrecipient

The CLEO of the local area may opt to designate a grant subrecipient ***if their respective unit of government will not serve in that role***. As with the consortium agreement and selection of the CLEO, with the addition or subtraction of counties, it is necessary to designate/re-designate the subrecipient for the local area. This process should also be outlined in the consortium agreement. At a minimum, the new signers to the consortium agreement should have input into and acknowledge the designation of the existing subrecipient.

This task must occur by February 28, 2023.

In local areas where a realignment is being requested, chief elected officials should proceed with designating or selecting a subrecipient for the realigned local area.

Notification of subrecipient should be sent to IWD via the WIOAgovernance@iwd.iowa.gov email address. Notification must include the name of the intended subrecipient entity, a contact person for the intended subrecipient and relevant contact information, and a list of the intended counties to be served.

Update Local Workforce Development Board Bylaws

The CLEO is responsible for determining the structure of the local workforce development board and ensuring the structure is accurately reflected in the board's bylaws. With the addition or subtraction of a county or group of counties, it may be necessary to revise the bylaws. Additionally, the CEO Agreement/Shared Liability Agreement may outline the process for revisions to bylaws.

This task must be complete by June 30, 2023.

[IWD Policy 2.1.2: By-Laws](#)

Designate Local Workforce Development Board

The CLEO is responsible for appointing the local WDB, and the local WDB should reflect appropriate representation of the new local area. The CLEO should follow the board member appointment process outlined in the CEO Agreement/Shared Liability Agreement and ensure the membership of the local WDB represents the new local area as appropriate.

This task must occur by June 30, 2023.

[IWD Policy 1.4.2.1 Local Board Membership Requirements](#)

[IWD Policy 1.4.1.1 Submission of Nominations](#)

IWD Policy 1.4.1.2 Submission of Appointments

Approve Budget Developed by Local Workforce Development Board

The CLEO must approve the budget developed by the local WDB. Once the local area is established with the new counties it will acquire, the local WDB membership is adjusted to reflect the new county structure, and the funding allocation is made available by IWD, the local WDB must establish its budget for the year. The CEO Agreement/Shared Liability Agreement should outline the process by which the CLEO grants approval for the board's budget.

This task must occur by August 31, 2023.

Local Workforce Development Board Responsibilities

- [Request Funding, If Needed](#)
- [Select a Local Area Director](#)
- [Develop a Budget](#)
- [Revise Local Plan](#)
- [Revise Memorandum of Understanding \(MOU\)](#)
- [Select One-Stop Operator](#)
- [Select Service Provider\(s\)](#)
- [Determine Policies for Service Delivery](#)

IWD Policy 9.2.1: Local Workforce Development Board Roles and Responsibilities

Request Funding, if Needed

The local WDB may request funding from IWD to assist with transition activities, up to \$30,000 per local area. The local WDB should develop a budget with a narrative explaining how the funding will be used to assist with the transition.

If requesting, this task should be completed by April 30, 2023.

Select a Local Area Director

While the local WDB is responsible for setting the vision and direction for the local area, the director is key in carrying out that vision. To fully operationalize the vision of the local workforce board, it may be necessary to have staff in addition to the director. Therefore, in addition to the duties you may be accustomed to the director handling, they may also be leading and directing other staff and will certainly be providing direction to service providers. This person should be knowledgeable, able to foster a good reputation and working relationships in the communities in your local area, and able to manage complex tasks and relationships.

The board should consider a staffing structure that aligns with the work of the board and allows the board to meet all necessary obligations related to its programs and funding. The local WDB is charged with developing a job description for the board director as well as selecting the individual. The board should work with the director to develop a staffing plan.

All individuals considered staff to the local WDB should be employed by the subrecipient entity of the local area. Therefore, the local WDB and the subrecipient must develop a collaborative approach to fulfilling the hiring process. This is a change from the current organizational structure in Iowa's local workforce areas.

In a scenario where one or two counties are joining an existing local workforce area, the decision about a local area director has most likely already been made and any new board members would be onboarded to their role with the knowledge of the existing staff. However, in a scenario where whole local areas are merging, the new local WDB must make decisions about local area staffing.

IWD Policy 1.4.6.4: Local Board Staff

This task should be complete by June 30, 2023.

Develop a Budget

The local WDB develops the local budget, which is then approved by the CLEO. This budgeting process should consider what percentage of funds should be spent on staffing, on direct services to job seekers (training, support services, etc.), and on contracts with various providers, and if there should be any guidelines for how the money should be targeted per industry or per county.

This task should happen by August 31, 2023.

Revise Local Plan

The local plan provides the framework for workforce boards to define how their local systems will achieve the purposes of WIOA. A well-written plan should serve as the roadmap for a customer-centric, business-driven, and integrated system. Additionally, the local plan should develop, align, and integrate the services available to customers across the multiple partners involved in service delivery. Because new local plans will be due for all local areas in 2024, IWD is not requiring a new plan for realigned local areas at this time. However, each local WDB must provide an update to the existing local plan to include:

- Identification of counties included in the local area
- Identification of the policies the new local area will be following to coordinate services across the new local area
- Any additional information significantly impacted by the realignment

At this time, local areas do not need to provide an economic and employment analysis of their area.

IWD Policy 1.4.3.3: Local Planning

This task must occur by September 30, 2023.

Revise Memorandum of Understanding (MOU)

A reorganized local area will require a revised MOU and development of a one-stop operating budget (OSOB) and infrastructure funding agreement (IFA) to include additional partners in the expanded area, as well as the newly included IowaWORKS offices. Guidance from IWD is forthcoming for the OSOB and IFA.

[IWD Policy 1.4.10: Memorandum of Understanding](#)

This task must occur by December 31, 2023.

Select One-Stop Operator

A reorganized local area must select a One-Stop Operator (OSO) for each of the IowaWORKS locations. In the scenario where one or two counties are joining an existing local area, it could be that the existing OSO will assume the new counties. If so, the existing OSO's contract must be amended to include the new centers. If there are two or more local areas consolidating to form a new local area, it may be necessary for a new procurement and, thus, a new contract. Finally, if a new OSO is desired, the local board WDB must follow regular procurement rules to select a new OSO.

[IWD Policy 1.4.7.3: Allowable Methods for Competitive Procurement of the One-Stop Operator](#)

This task must be complete by June 30, 2023.

The local workforce director should contact IWD ASAP to work out a plan for their local area. IWD seeks to be as flexible as possible to support local needs. Each local area has unique circumstances that will factor into defining the best strategy for this task.

Select Service Provider(s)

When selecting service providers for the newly designated area, the local WDB should consider how their communities will be best served: one provider for the area or multiple providers across communities. The board should consider issues such as funding and budgets, the capacity of the service provider, the needs of the community, and the service provider's ability to meet those needs in different contexts.

Much like the process for selecting a One-Stop Operator—depending on the local WDB's decision regarding service strategy—the local area subrecipient may amend an existing service provider's contract to include services in the new county(ies), they may execute a new contract with an existing provider in that county, or the subrecipient may need to procure a new service provider on behalf of the local WDB.

IWD will allow for the continuation of existing contracts for PY23, and newly designated local areas should plan to follow their regular procurement process for PY24.

IWD Policy 1.4.8.2: Allowable Methods for Competitive Procurement of Service Providers

This task must be complete by June 30, 2023 (where extending contracts) or June 30, 2024 (for full procurement and executing new contracts).

Determine Policies for Service Delivery

The local WDB must set policy for service delivery in the local area. With the formation of a new local area, it is necessary to determine service delivery policies. In doing so, the local WDB should consider the best and most effective way to implement services across the newly designated area. For example, the training policy of the largest originating local area may not be a great fit or solution for the additional counties. You may consider starting from scratch, combining policies from the originating local areas, or tweaking the best one. While it may be faster to just pick an existing policy, it may not be the most beneficial for the local area in the long run.

Required policies for each local area:

- Eligibility determination
- Closing services due to fraud
- Adult mentoring
- Objective assessment
- Support services
 - Clothing
 - Dependent care
 - Educational assistance
 - Educational testing
 - Financial assistance
 - Health care
 - Miscellaneous services
 - Needs related payments
 - Service for individuals with disabilities
 - Stipends
 - Supported employment and training
 - Transportation
 - Youth incentive payments
- Follow up service
- Additional assistance
- Dislocated worker program eligibility
- Economic self sufficiency
- Underemployed individuals
- Individualized career services
- Lay off aversion
- Rapid response
- On the job training
- Selective services
- Youth 5% income exception (if allowable)
- Youth definition of
 - requiring additional assistance
 - other responsible adult
 - a youth who is unable to compute or solve problems or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society
- Youth incentive
- Customized training
- Work-based learning
- Grievance
- Equal opportunity

Local WDBs must determine which existing policies they will be following by 6/30/23 and should continue to examine policies to ensure they meet the needs of the newly designated local area.

Subrecipient Responsibilities

- [Sign New Master Agreement or Modification to Existing Agreement with IWD](#)
- [Modify Accounting System and Fiscal Oversight Procedures](#)
- [Hire Staff](#)
- [Execute New or Modify Existing Contract with One-Stop Operator](#)
- [Execute New or Modify Existing Contract with Service Providers](#)

Sign New Master Agreement or Modification to Existing Master Agreement with IWD

With the addition of a new county or group of counties, IWD will issue either a new contract or modify the existing contract. Additionally, the funding allocation you receive from IWD will be adjusted based on the new group of counties. Due to the change in funding, it may be important to notify the governing board of the subrecipient organization as well as the auditing firm utilized for the annual audits.

This task must be complete by May 31, 2023.

Modify Accounting System and Fiscal Oversight Procedures

To accommodate for the new counties and the new funding allocations, it will be necessary to update any systems, platforms, or software utilized for grant accounting and fiscal oversight. You will also want to make necessary adjustments to financial reports (and any other necessary reports) utilized by subrecipient staff, the local workforce board, the chief elected officials.

This task must be complete by July 1, 2023.

Hire Staff

If the subrecipient intends to hire staff from the former local workforce area, it is important that all appropriate hiring laws are followed. Decisions on staffing structure should be made based on funding and the service delivery model. If a new local workforce director is being hired, the local workforce board must develop the job description and make the ultimate decision on hiring. Other staff positions can have a different decision-making process. The local WDB and the subrecipient should collaboratively develop a plan to complete the hiring process of any staff positions related to the local workforce board.

This task must be complete by June 30, 2023.

Execute New or Modify Existing Contract with One-Stop Operator

Based on guidance provided by IWD, if counties were added to your local workforce area, it may be necessary to modify your existing One-Stop Operator agreement to include the new counties. As a result, the costs associated with subrecipient services (direct and indirect costs) may change and, therefore, adding funds to the contract may also be necessary.

If you are a local area that is joining another local area and your current One-Stop Operator services will no longer be necessary, you may need to terminate the contract with the current One-Stop Operator. You will reference the termination clause in the contract as well as any guidance provided by IWD. Be sure to give the current One-Stop Operator sufficient notice of the contract termination.

Execute New or Modify Existing Contract with Service Providers

Based on guidance provided by IWD, if counties were added to your local workforce area, it may be necessary to modify your existing service provider agreement(s) to include the new counties. As a result, the cost from your subrecipients may change and, therefore, adding funds to the contract may also be necessary.

If you are a local area that is joining another local area and your current services providers will no longer be necessary, you may need to terminate the contract with the current provider(s). You will reference the termination clause in the contract as well as any guidance provided by IWD. Be sure to give the current service provider(s) sufficient notice of the contract termination.

Appendix I- Request for Realignment Template

REQUEST FOR VOLUNTARY LOCAL WORKFORCE AREA RE-ALIGNMENT

Consistent with WIOA section 106(b)(6), chief elected officials may submit a request for designation as a new local workforce development area. CEOs of the affected current local workforce development area must agree to submitting the request prior to its submission.

Requested Information

Point of Contact Name/ CLEO	
Email	
Phone	
Current local workforce areas impacted	
•	
Please list all the counties in the proposed new local workforce area.	
•	
Will the proposed new local area divide a current local area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how will this impact that local area (e.g., are the remaining counties joining another area?)	
Has this been discussed with the impacted local workforce development boards? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are they in support of this change? <input type="checkbox"/> Yes <input type="checkbox"/> No
What considerations were taken into account when making this decision (e.g., labor market information, economic development areas, training institutions, etc.). <i>Please feel free to attach supporting documentation.</i>	

Please provide signatures in support of this request from the chief elected official from each county impacted by the change (additional signature pages can be attached if necessary).

CEO 1

Name	County
------	--------

Signature	Date
-----------	------

CEO 2

Name	County
------	--------

Signature	Date
-----------	------

CEO 3

Name	County
------	--------

Signature	Date
-----------	------

Appendix II- Key Dates for Local Area Realignment and Subrecipient Implementation

Key Dates for Iowa Local Workforce Development Area Realignment and Subrecipient Implementation

November 2022

- ▶ November 16, 2022: IWD hosts training on local area realignment process and local area subrecipient implementation process.
- ▶ Chief lead elected official notifies IWD in writing to express their interest in realignment of their local workforce development area.
- ▶ If requested, IWD can provide labor market information and other data to support realignment discussions.
- ▶ Chief elected officials begin or continue local discussion about local area realignment.

December 2022

- ▶ Chief elected officials continue local discussion about local area realignment.

January 2023

- ▶ January 20, 2023: Last day for chief lead elected official to have request for realignment submitted to IWD
- ▶ January 20 – 31, 2023: IWD reviews request against local area criteria and considerations and consults with affected local workforce development boards.

February 2023

- ▶ February 1-10, 2023: IWD hosts public comment period on proposed local areas.
- ▶ February 13-17, 2023: IWD reviews public comments and assembles necessary paperwork for state workforce board review.
- ▶ February 28, 2023: Chief lead elected official notifies IWD of entity who will serve as local area subrecipient beginning July 1, 2023.
- ▶ IWD will issue guidance to the local workforce areas on one-stop operating budgets and infrastructure funding agreements.

March 2023

- ▶ March 10, 2023: State workforce board meeting to vote on new local workforce development areas
- ▶ March 17, 2023: IWD notifies chief lead elected officials of impacted local areas of state workforce board decision.
- ▶ March 20, 2023: Implementation of new local workforce areas begins.
 - Chief elected officials
 - Local workforce development board
 - Subrecipient

April 2023

- IWD notifies existing fiscal agents of notice to terminate current contracts.
- IWD awards funding to future subrecipients to support transition.
- Chief elected officials of new (to be) local area
 - designate or affirm the chief lead elected official;
 - revise shared liability agreement (begin the process);
 - initiate local workforce board member nomination and appointment process (begin the process); and
 - review local workforce development board bylaws and revise, as needed (begin the process).
- Existing local workforce board collaborates with future subrecipient regarding hiring of relevant staff.
- In areas where the local area will change, board staff should contact IWD to work through procurement issues surrounding the one-stop operator and service provider contracts.

May 2023

- May 15, 2023: IWD issues master agreement to local area subrecipient.
- Chief lead elected official continues work started in April.
- May 31, 2022: Subrecipient signs newly extended master agreement from IWD.
- Subrecipient continues preparation for July 1 transition including but not limited to hiring of relevant staff to support the local workforce development board activities.

June 2023

- June 30, 2023:
 - Chief lead elected official appoints local workforce board for new local workforce area.
 - Chief elected officials modify shared liability agreement.
 - Local workforce board bylaws are revised.
 - Subrecipient is ready to begin efforts on July 1 which includes having local board staff hired.

July 2023

- July 1, 2023: Effective date for new local workforce development areas and subrecipients
 - Local workforce development board begin the process to revise local plan and revise MOU.

August 2023

- Local workforce board continues revisions to local plan, MOU, and service-related policies.

September 2023

- September 30, 2023: Local board completes revisions to Local Plan and all relevant policies.

October 2023

- Local board continues revisions on MOU.

November 2023

- ▶ Local board continues revisions on MOU.

December 2023

- ▶ December 31, 2023: Local area MOU—inclusive of a one-stop operating budget and infrastructure funding agreement—must be in place and ready for execution on January 1, 2024.

Board Report

Board Report for CEO Meeting

November 23rd, 2022

Approvals

- Retrain & Retain (IWT) Grant Program
- Business Committee membership and launch date of January 1st.
- Rapid Response Funds in the amount of \$10,000 to assist with West Liberty Foods closure with 350 affected employees.
- Lee County Pilot Program will be revised and resubmitted with Employment 101 and clarifications on the transportation and childcare portions.
- Nondiscrimination Policy
- Contract has been executed with Amplified Digital for the Outreach Campaign and the first initial meetings have been held.

Highlights

- Final IWD PY22 monitoring report is expected to be received by December 23rd.
- We are preparing for local monitoring by updating our monitoring tools based on recent policy changes to begin in February 2023. Will coordinate with the Fiscal Agent to conduct financial monitoring at this same time.
- National Association of Workforce Boards (NAWB) 2023 Annual Forum dates are March 25-28
- Andrea attended the Rapid Response Summit in Des Moines November 9-10 and the Equal Opportunity Officer Summit held in Kansas City November 16-18.
- One Stop Certification Evaluation Team is planning on completing assessment in January for full board approval in February.
- October Financials enclosed

Financial Reports

CIJDC

**WIOA Statement of Rev & Exp YTD
For the Month Ending October 31st, 2022**

	Administration	Adult Program	Dislocated Worker Program	NDWG Program	Youth Program Out of School
WIOA Grant Revenues					
WIOA Grant - Administration	\$102,359.99				
WIOA Grant- Adult		\$329,820.64			
WIOA Grant- Dislocated Worker			\$238,087.02		
WIOA Grant- NDWG				\$5,693.94	
WIOA Grant- Youth Out of School					\$273,368.88
WIOA Grant- Youth In School					
TOTAL	\$102,359.99	\$329,820.64	\$238,087.02	\$5,693.94	\$273,368.88
WIOA Expenses					
Board Salaries and Benefits	\$52,105.91	\$9,788.05	\$9,041.45	\$114.54	\$8,041.96
Fiscal Agent Costs	\$30,324.00	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$0.00	\$17,339.72	\$17,339.72	\$0.00	\$13,398.84
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
One Stop Operator	\$0.00	\$10,945.07	\$10,945.07	\$0.00	\$8,208.76
60110-60190 Salaries 60310-60330 & 60610-60560	\$0.00	\$76,816.22	\$88,619.48	\$3,087.51	\$125,198.80
Payroll Taxes, Fringe / Work Comp	\$0.00	\$16,948.79	\$17,877.84	\$749.89	\$31,124.70
60850 Mileage & Travel	\$7,313.67	\$2,504.08	\$2,627.44	\$0.00	\$4,897.62
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$99.86	\$1,791.76	\$1,862.89	\$0.00	\$4,994.27
62830, 62860 Outreach & Public Relations / Job Fairs	\$147.58	\$117.55	\$98.32	\$0.00	\$329.82
65610 Reimbursable Equipment	\$1,643.42	\$0.00	\$0.00	\$0.00	\$1,749.99
62510-62520 Resource Sharing Allocation	\$0.00	\$344.69	\$290.81	\$0.00	\$1,887.14
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,048.31	\$2,933.98	\$2,852.33	\$0.00	\$8,686.13
Information Technology	\$1,953.44	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$4,819.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$32.96	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$759.01	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$112.83	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$10,581.96	\$11,914.09	\$400.24	\$18,655.98
Management Fee	\$0.00	\$16,062.92	\$13,263.96	\$1,341.76	\$27,318.61
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00	\$1,989.33
67408 Instructional Training	\$0.00	\$119,430.00	\$31,870.00	\$0.00	\$3,875.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$39,864.59	\$28,605.83	\$0.00	\$13,419.43
67426 Individual Career Services- New Service	\$0.00	\$99.00	\$2,878.00	\$0.00	\$0.00
67422 On the Job Training	\$0.00	\$11,321.28	\$8,518.91	\$0.00	\$251.79
67418,67420 Client Awards/Incentives	\$0.00	\$3,309.98	\$0.00	\$0.00	\$7,450.00
5% WEX Markup	\$0.00	\$566.07	\$425.95	\$0.00	\$99.47
Unobligated/Unbudgeted Grant					
TOTAL	\$102,359.99	\$329,820.64	\$238,087.02	\$5,693.94	\$273,368.88

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**WIOA Statement of Rev & Exp YTD
For the Month Ending October 31st, 2022**

	Youth Program In School	One Stop Operator	Year To Date	Total Annual Budget
WIOA Grant Revenues				
WIOA Grant - Administration		\$0.00	\$102,359.99	\$493,239.03
WIOA Grant- Adult		\$10,945.07	\$340,765.71	\$1,206,299.98
WIOA Grant- Dislocated Worker		\$10,945.07	\$249,032.09	\$851,657.99
WIOA Grant- NDWG		\$0.00	\$5,693.94	\$234,163.40
WIOA Grant- Youth Out of School		\$8,208.76	\$281,577.64	\$1,375,634.61
WIOA Grant- Youth In School	\$104,384.89	\$2,736.28	\$107,121.17	\$553,565.84
TOTAL	\$104,384.89	\$32,835.18	\$1,086,550.54	\$4,714,560.85
WIOA Expenses				
Board Salaries and Benefits	\$2,680.65	\$0.00	\$81,772.56	\$305,315.67
Fiscal Agent Costs	\$0.00	\$0.00	\$30,324.00	\$68,196.31
Subleases	\$4,466.28	\$0.00	\$52,544.56	\$155,006.09
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$75,275.01
One Stop Operator	\$2,736.28	\$0.00	\$32,835.18	\$107,391.09
60110-60190 Salaries 60310-60330 & 60610-60560	\$51,909.55	\$20,221.97	\$345,631.56	\$1,128,481.24
Payroll Taxes, Fringe / Work Comp	\$12,977.63	\$4,252.25	\$79,678.85	\$309,655.26
60850 Mileage & Travel	\$2,003.07	\$1,219.54	\$19,345.88	\$123,341.35
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$2,047.99	\$300.47	\$10,796.77	\$41,202.41
62830, 62860 Outreach & Public Relations / Job Fairs	\$143.80	\$0.00	\$837.07	\$70,000.00
65610 Reimbursable Equipment	\$577.04	\$0.00	\$3,970.45	\$123,707.81
62510-62520 Resource Sharing Allocation	\$762.33	\$0.00	\$3,284.97	\$29,569.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,195.21	\$594.63	\$20,715.96	\$73,370.57
Information Technology	\$0.00	\$0.00	\$1,953.44	\$7,000.00
Dues & Subscriptions	\$0.00	\$0.00	\$4,819.00	\$10,000.00
Meeting Expenses	\$0.00	\$0.00	\$32.96	\$4,000.00
Conferences and Trainings	\$0.00	\$0.00	\$759.01	\$15,000.00
Printing	\$0.00	\$0.00	\$112.83	\$4,000.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$15,000.00
Indirect Cost	\$7,678.21	\$2,729.56	\$49,230.48	\$191,476.82
Management Fee	\$7,587.51	\$3,564.21	\$65,574.76	\$202,730.45
65602, 65603 Work Experience	\$5,732.68	\$0.00	\$7,722.01	\$459,092.82
67408 Instructional Training	\$0.00	\$0.00	\$155,175.00	\$415,891.64
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$50,000.00
67412 Customer Support Service	\$1,786.31	\$0.00	\$83,676.16	\$232,287.07
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$2,977.00	\$29,324.40
67422 On the Job Training	\$0.00	\$0.00	\$20,091.98	\$255,746.26
67418,67420 Client Awards/Incentives	\$550.00	\$0.00	\$11,309.98	\$72,414.26
5% WEX Markup	\$286.63	\$0.00	\$1,378.12	\$22,954.64
Unobligated/Unbudgeted Grant				\$114,005.41
TOTAL	\$104,384.89	\$32,882.63	\$1,086,550.54	\$4,711,435.58

CIJDC

WIOA Statement of Rev & Exp YTD
For the Month Ending October 31st, 2022

	<u>Remaining Budget</u>
WIOA Grant Revenues	
WIOA Grant - Administration	\$390,879.04
WIOA Grant- Adult	\$865,534.27
WIOA Grant- Dislocated Worker	\$602,625.90
WIOA Grant- NDWG	\$228,469.46
WIOA Grant- Youth Out of School	\$1,094,056.97
WIOA Grant- Youth In School	\$446,444.67
TOTAL	<u>\$3,628,010.31</u>
WIOA Expenses	
Board Salaries and Benefits	\$223,543.11
Fiscal Agent Costs	\$37,872.31
Subleases	\$102,461.53
Contractual RFP's	\$75,275.01
One Stop Operator	\$74,555.91
60110-60190 Salaries	\$782,849.68
60310-60330 & 60610-60560	
Payroll Taxes, Fringe / Work Comp	\$229,976.41
60850 Mileage & Travel	\$103,995.47
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$30,405.64
62830, 62860 Outreach & Public Relations / Job Fairs	\$69,162.93
65610 Reimbursable Equipment	\$119,737.36
62510-62520 Resource Sharing Allocation	\$26,284.03
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$52,654.61
Information Technology	\$5,046.56
Dues & Subscriptions	\$5,181.00
Meeting Expenses	\$3,967.04
Conferences and Trainings	\$14,240.99
Printing	\$3,887.17
Special Initiatives	\$15,000.00
Indirect Cost	\$142,246.34
Management Fee	\$137,155.69
65602, 65603 Work Experience	\$451,370.81
67408 Instructional Training	\$260,716.64
Incumbent Worker Training	\$50,000.00
67412 Customer Support Service	\$148,610.91
67426 Individual Career Services- New Service	\$26,347.40
67422 On the Job Training	\$235,654.28
67418,67420 Client Awards/Incentives	\$61,104.28
5% WEX Markup	\$21,576.52
Unobligated/Unbudgeted Grant	<u>\$114,005.41</u>
TOTAL	<u>\$3,624,885.04</u>

CIJDC
WIOA Statement of Revenue and Expenses- Administration YTD
For the Month Ending October 31st, 2022

	Year to Date	Administration Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant - Administration	\$102,359.99	\$493,239.03	\$390,879.04	79.25%
WIOA Expenses				
Board Salaries and Benefits	\$52,105.91	\$210,757.90	\$158,651.99	75.28%
Fiscal Agent Costs	\$30,324.00	\$68,196.31	\$37,872.31	55.53%
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$0.00	\$0.00	\$0.00	#DIV/0!
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$0.00	#DIV/0!
60850 Mileage & Travel	\$7,313.67	\$30,000.00	\$22,686.33	75.62%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$99.86	\$5,000.00	\$4,900.14	98.00%
62830, 62860 Outreach & Public Relations / Job Fairs	\$147.58	\$15,000.00	\$14,852.42	99.02%
65610 Reimbursable Equipment	\$1,643.42	\$5,000.00	\$3,356.58	67.13%
62510-62520 Resource Sharing Allocation	\$0.00		\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$3,048.31	\$8,500.00	\$5,451.69	64.14%
Information Technology	\$1,953.44	\$7,000.00	\$5,046.56	72.09%
Dues & Subscriptions	\$4,819.00	\$10,000.00	\$5,181.00	51.81%
Meeting Expenses	\$32.96	\$4,000.00	\$3,967.04	99.18%
Conferences and Trainings	\$759.01	\$15,000.00	\$14,240.99	94.94%
Printing	\$112.83	\$4,000.00	\$3,887.17	97.18%
Special Initiatives	\$0.00	\$15,000.00	\$15,000.00	100.00%
Indirect Cost	\$0.00	\$0.00	\$0.00	#DIV/0!
Management Fee	\$0.00	\$0.00	\$0.00	#DIV/0!
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$95,784.82	\$95,784.82	100.00%
TOTAL	\$102,359.99	\$493,239.03	\$390,879.04	

CIJDC
WIOA Statement of Revenue and Expenses- Adult YTD
For the Month Ending October 31st, 2022

	Year to Date	Adult Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Adult	\$342,059.58	\$1,206,299.98	\$864,240.40	71.64%
WIOA Expenses				
Board Salaries and Benefits	\$9,788.05	\$30,108.27	\$20,320.22	67.49%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$17,339.72	\$51,152.00	\$33,812.28	66.10%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$10,945.07	\$35,797.03	\$24,851.96	69.42%
60110-60190 Salaries	\$76,816.22	\$300,175.82	\$223,359.60	74.41%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$16,948.79	\$82,368.25	\$65,419.46	79.42%
60850 Mileage & Travel	\$2,504.08	\$30,162.57	\$27,658.49	91.70%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,791.76	\$7,760.00	\$5,968.24	76.91%
62830, 62860 Outreach & Public Relations / Job Fairs	\$117.55	\$7,500.00	\$7,382.45	98.43%
65610 Reimbursable Equipment	\$0.00	\$4,500.00	\$4,500.00	100.00%
62510-62520 Resource Sharing Allocation	\$344.69	\$8,103.00	\$7,758.31	95.75%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$2,933.98	\$19,312.00	\$16,378.02	84.81%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$10,581.96	\$47,965.65	\$37,383.69	77.94%
Management Fee	\$16,062.92	\$50,784.73	\$34,721.81	68.37%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$119,430.00	\$257,891.64	\$138,461.64	53.69%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$39,864.59	\$80,000.00	\$40,135.41	50.17%
67426 Individual Career Services- New Service	\$99.00	\$10,000.00	\$9,901.00	99.01%
65602 Work Based Learning	\$11,321.28	\$96,717.92	\$85,396.64	88.29%
67422 On the Job Training	\$3,309.98	\$25,000.00	\$21,690.02	86.76%
5% WEX Markup	\$566.07	\$4,835.90	\$4,269.83	88.29%
Unobligated/Unbudgeted Grant	\$1,293.87	\$6,073.53	\$4,779.66	78.70%
TOTAL	\$342,059.58	\$1,206,299.98	\$864,240.40	

CIJDC
WIOA Statement of Revenue and Expenses- Dislocated Worker YTD
For the Month Ending October 31st, 2022

	Year to Date	Dislocated Worker Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Dislocated Worker	\$250,145.82	\$851,657.99	\$601,512.17	70.63%
WIOA Expenses				
Board Salaries and Benefits	\$9,041.45	\$30,108.27	\$21,066.82	69.97%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$17,339.72	\$51,152.00	\$33,812.28	66.10%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$10,945.07	\$35,797.03	\$24,851.96	69.42%
60110-60190 Salaries	\$88,619.48	\$238,216.57	\$149,597.09	62.80%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$17,877.84	\$65,366.63	\$47,488.79	72.65%
60850 Mileage & Travel	\$2,627.44	\$24,249.00	\$21,621.56	89.16%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,862.89	\$5,793.41	\$3,930.52	67.84%
62830, 62860 Outreach & Public Relations / Job Fairs	\$98.32	\$5,000.00	\$4,901.68	98.03%
65610 Reimbursable Equipment	\$0.00	\$3,000.00	\$3,000.00	100.00%
62510-62520 Resource Sharing Allocation	\$290.81	\$5,125.00	\$4,834.19	94.33%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$2,852.33	\$15,069.12	\$12,216.79	81.07%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$11,914.09	\$37,737.80	\$25,823.71	68.43%
Management Fee	\$13,263.96	\$39,955.75	\$26,691.79	66.80%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$31,870.00	\$100,000.00	\$68,130.00	68.13%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$28,605.83	\$61,306.64	\$32,700.81	53.34%
67426 Individual Career Services- New Service	\$2,878.00	\$5,000.00	\$2,122.00	42.44%
65602 Work Based Learning	\$8,518.91	\$40,586.26	\$32,067.35	79.01%
67422 On the Job Training	\$0.00	\$30,000.00	\$30,000.00	100.00%
5% WEX Markup	\$425.95	\$2,029.31	\$1,603.36	79.01%
Unobligated/Unbudgeted Grant	\$1,113.73	\$6,073.53	\$4,959.80	81.66%
TOTAL	\$250,145.82	\$851,657.99	\$601,512.17	

CIJDC
WIOA Statement of Revenue and Expenses- NDWG YTD
For the Month Ending October 31st, 2022

	Year to Date	NDWG Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- NDWG	\$5,873.13	\$234,163.40	\$228,290.27	97.49%
WIOA Expenses				
Board Salaries and Benefits	\$114.54	\$4,232.96	\$4,118.42	97.29%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
One Stop Operator	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$3,087.51	\$31,311.53	\$28,224.02	90.14%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$749.89	\$8,591.88	\$7,841.99	91.27%
60850 Mileage & Travel	\$0.00	\$1,406.25	\$1,406.25	100.00%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$0.00	\$210.00	\$210.00	100.00%
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$0.00	#DIV/0!
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$0.00	\$513.45	\$513.45	100.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$400.24	\$4,384.05	\$3,983.81	90.87%
Management Fee	\$1,341.76	\$4,641.72	\$3,299.96	71.09%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$175,746.26	\$175,746.26	100.00%
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$179.19	\$3,125.30	\$2,946.11	94.27%
TOTAL	\$5,873.13	\$234,163.40	\$186,489.59	

CIJDC
WIOA Statement of Revenue and Expenses- Youth Combined YTD
For the Month Ending October 31st, 2022

	Year to Date	Youth Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth	\$470,841.14	\$1,929,200.48	\$1,458,359.34	75.59%
WIOA Expenses				
Board Salaries and Benefits	\$10,722.61	\$30,108.27	\$19,385.66	64.39%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$17,865.12	\$52,702.09	\$34,836.97	66.10%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$10,960.87	\$35,797.03	\$24,836.16	69.38%
60110-60190 Salaries	\$256,197.46	\$558,777.32	\$302,579.86	54.15%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$44,102.33	\$153,328.50	\$109,226.17	71.24%
60850 Mileage & Travel	\$6,900.69	\$37,523.53	\$30,622.84	81.61%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$7,042.26	\$22,439.00	\$15,396.74	68.62%
62830, 62860 Outreach & Public Relations / Job Fairs	\$473.62	\$42,500.00	\$42,026.38	98.89%
65610 Reimbursable Equipment	\$2,327.03	\$111,207.81	\$108,880.78	97.91%
62510-62520 Resource Sharing Allocation	\$2,649.47	\$16,341.00	\$13,691.53	83.79%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$11,881.34	\$29,976.00	\$18,094.66	60.36%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$26,334.20	\$101,389.32	\$75,055.12	74.03%
Management Fee	\$34,906.11	\$107,348.25	\$72,442.14	67.48%
65602, 65603 Work Experience	\$7,722.01	\$321,788.64	\$314,066.63	97.60%
67408 Instructional Training	\$3,875.00	\$58,000.00	\$54,125.00	93.32%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$15,205.74	\$90,980.43	\$75,774.69	83.29%
67426 Individual Career Services- New Service	\$0.00	\$14,324.40	\$14,324.40	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418, 67420 Client Awards/Incentives	\$8,000.00	\$72,414.26	\$64,414.26	88.95%
5% WEX Markup	\$386.10	\$16,089.43	\$15,703.33	97.60%
Unobligated/Unbudgeted Grant	\$3,037.39	\$6,073.53	\$3,036.14	49.99%
TOTAL	\$470,841.14	\$1,929,200.48	\$1,458,359.34	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$1,446.84			
Staff Wages	\$39,675.35			
Client Wage Subsidy	\$7,077.02			
Client Wages Taxes	\$644.99			
WEX Markup 5%	\$386.10			
On the Job Training	\$0.00			
Client Awards / Incentives	\$8,975.00			
VR Headsets for WBL Training	\$2,327.03			
Total WEP Expenditures	\$60,532.33	\$385,840.10	\$325,307.77	84.31%

CIJDC
WIOA Statement of Revenue and Expenses- Youth Out of School YTD
For the Month Ending October 31st, 2022

	Year to Date	Youth Out of School Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Youth Out of School	\$283,855.14	\$1,375,634.61	\$1,091,779.47	79.37%
WIOA Expenses				
Board Salaries and Benefits	\$8,041.96	\$22,581.20	\$14,539.24	64.39%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$13,398.84	\$39,526.57	\$26,127.73	66.10%
Contractual RFP's	\$0.00	\$18,818.75	\$18,818.75	100.00%
One Stop Operator	\$8,208.76	\$26,847.77	\$18,639.01	69.42%
60110-60190 Salaries	\$125,198.80	\$440,923.84	\$315,725.04	71.61%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$31,124.70	\$120,989.50	\$89,864.80	74.27%
60850 Mileage & Travel	\$4,897.62	\$28,172.53	\$23,274.91	82.62%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$4,994.27	\$17,371.00	\$12,376.73	71.25%
62830, 62860 Outreach & Public Relations / Job Fairs	\$329.82	\$34,000.00	\$33,670.18	99.03%
65610 Reimbursable Equipment	\$1,749.99	\$88,966.25	\$87,216.26	98.03%
62510-62520 Resource Sharing Allocation	\$1,887.14	\$12,061.00	\$10,173.86	84.35%
Professional Services and Business Expenses	\$8,686.13	\$24,230.00	\$15,543.87	64.15%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$18,655.98	\$79,968.28	\$61,312.30	76.67%
Management Fee	\$27,318.61	\$84,668.24	\$57,349.63	67.73%
65602, 65603 Work Experience	\$1,989.33	\$118,740.63	\$116,751.30	98.32%
67408 Instructional Training	\$3,875.00	\$58,000.00	\$54,125.00	93.32%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$13,419.43	\$60,765.12	\$47,345.69	77.92%
67426 Individual Career Services- New Service	\$0.00	\$6,580.47	\$6,580.47	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418,67420 Client Awards/Incentives	\$7,450.00	\$56,931.28	\$49,481.28	86.91%
5% WEX Markup	\$99.47	\$5,937.03	\$5,837.56	98.32%
Unobligated/Unbudgeted Grant	\$2,277.50	\$4,555.15	\$2,277.65	50.00%
TOTAL	\$283,855.14	\$1,375,634.61	\$1,091,779.47	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$1,042.44			
Staff Wages	\$24,350.50			
Client Wage Subsidy	\$1,828.70			
Client Wages Taxes	\$160.63			
WEX Markup 5%	\$99.47			
On the Job Training	\$0.00			
Client Awards / Incentives	\$8,425.00			
VR Headsets for WBL Training	\$1,749.99			
Total WEP Expenditures	\$37,656.73	\$291,020.10	\$253,363.37	87.06%

CIJDC
WIOA Statement of Revenue and Expenses- Youth In School YTD
For the Month Ending October 31st, 2022

	Year to Date	Youth in School Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth In School	\$107,881.06	\$553,565.84	\$445,684.78	80.51%
WIOA Expenses				
Board Salaries and Benefits	\$2,680.65	\$7,527.07	\$4,846.42	64.39%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$4,466.28	\$13,175.52	\$8,709.24	66.10%
Contractual RFP's	\$0.00	\$6,272.92	\$6,272.92	100.00%
One Stop Operator	\$2,736.28	\$8,949.26	\$6,212.98	69.42%
60110-60190 Salaries	\$51,909.55	\$117,853.47	\$65,943.92	55.95%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$12,977.63	\$32,338.99	\$19,361.36	59.87%
60850 Mileage & Travel	\$2,003.07	\$9,351.00	\$7,347.93	78.58%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$2,047.99	\$5,068.00	\$3,020.01	59.59%
62830, 62860 Outreach & Public Relations / Job Fairs	\$143.80	\$8,500.00	\$8,356.20	98.31%
65610 Reimbursable Equipment	\$577.04	\$22,241.56	\$21,664.52	97.41%
62510-62520 Resource Sharing Allocation	\$762.33	\$4,280.00	\$3,517.67	82.19%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$3,195.21	\$5,746.00	\$2,550.79	44.39%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$7,678.21	\$21,421.03	\$13,742.82	64.16%
Management Fee	\$7,587.51	\$22,680.01	\$15,092.50	66.55%
65602, 65603 Work Experience	\$5,732.68	\$203,048.01	\$197,315.33	97.18%
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$1,786.31	\$30,215.31	\$28,429.00	94.09%
67426 Individual Career Services- New Service	\$0.00	\$7,743.93	\$7,743.93	100.00%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67418,67420 Client Awards/Incentives	\$550.00	\$15,482.98	\$14,932.98	96.45%
5% WEX Markup	\$286.63	\$10,152.40	\$9,865.77	97.18%
Unobligated/Unbudgeted Grant	\$759.89	\$1,518.38	\$758.49	49.95%
TOTAL	\$107,881.06	\$553,565.84	\$445,684.78	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$347.48			
Staff Wages	\$15,324.85			
Client Wage Subsidy	\$5,248.32			
Client Wages Taxes	\$484.36			
WEX Markup 5%	\$286.63			
On the Job Training	\$0.00			
Client Awards / Incentives	\$550.00			
VR Headsets for WBL Training	\$577.04			
Total WEP Expenditures	\$22,818.68	\$97,006.70	\$74,188.02	76.48%

CIJDC
WIOA Statement of Revenue and Expenses- One Stop Operator YTD
For the Month Ending October 31st, 2022

	Year to Date	OSO Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Adult	\$10,960.88	\$35,797.03	\$24,836.15	69.38%
WIOA Grant- Dislocated Worker	\$10,960.88	\$35,797.03	\$24,836.15	69.38%
WIOA Grant- Youth	\$10,960.87	\$35,797.03	\$24,836.16	69.38%
TOTAL	\$32,882.63	\$107,391.09	\$74,508.46	69.38%
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$0.00	#DIV/0!
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$20,221.97	\$51,464.97	\$31,243.00	60.71%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$4,252.25	\$12,718.82	\$8,466.57	66.57%
60850 Mileage & Travel	\$1,219.54	\$5,605.00	\$4,385.46	78.24%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$300.47	\$1,045.00	\$744.53	71.25%
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$0.00	#DIV/0!
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
Professional Services and Business Expenses	\$594.63	\$1,109.00	\$514.37	46.38%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$2,729.56	\$7,503.63	\$4,774.07	63.62%
Management Fee	\$3,564.21	\$7,944.64	\$4,380.43	55.14%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$32,882.63	\$87,391.06	\$9,668.87	

Administration:

	PY21 Carryover	FY22 Carryover	PY 22	FY23	Cumulative Totals
Grant	\$22,556.31	\$144,567.72	\$178,978.00	\$147,137.00	\$493,239.03
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$95,784.82	\$95,784.82
Total Obligated Funds	\$22,556.31	\$144,567.72	\$178,978.00	\$51,352.18	\$397,454.21
Expenditures to Date	\$22,556.31	\$79,803.68	\$0.00	\$0.00	\$102,359.99
Obligated Balance as of (10/31/22)	\$0.00	\$64,764.04	\$178,978.00	\$51,352.18	\$295,094.22
Unspent Funds	\$0.00	\$64,764.04	\$178,978.00	\$51,352.18	\$295,094.22
Funds that can be carried over	\$0.00	\$0.00	\$178,978.00	\$147,137.00	\$326,115.00

Dislocated Workers:

	FY22 Carryover	PY 22	FY 23	Cumulative Totals
Grant	\$180,288.99	\$159,003.00	\$512,366.00	\$851,657.99
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$180,288.99	\$159,003.00	\$507,406.20	\$846,698.19
Expenditures to date	\$180,288.99	\$69,856.83	\$0.00	\$250,145.82
Obligated Balance as of (10/31/22)	\$0.00	\$89,146.17	\$507,406.20	\$596,552.37
Unspent funds	\$0.00	\$89,146.17	\$507,406.20	\$596,552.37
Funds that can be carried over	\$0.00	\$31,800.60	\$102,473.20	\$134,273.80

Adult:

	FY22 Carryover	PY22	FY23	Cumulative Totals
Grant	\$212,751.97	\$181,674.00	\$811,874.00	\$1,206,299.97
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$212,751.97	\$181,674.00	\$806,914.20	\$1,201,340.17
Expenditures to date	\$212,751.97	\$129,307.61	\$0.00	\$342,059.58
Obligated Balance as of (10/31/22)	\$0.00	\$52,366.39	\$806,914.20	\$859,280.59
Unspent funds	\$0.00	\$52,366.39	\$806,914.20	\$859,280.59
Funds that can be carried over	\$0.00	\$36,334.80	\$162,374.80	\$198,709.60

Youth Combined:

	PY21 Carryover	PY 22	Cumulative Totals
Grant	\$659,066.47	\$1,270,134.00	\$1,929,200.47
Unobligated Funds	\$0.00	\$3,036.14	\$3,036.14
Total Obligated Funds	\$659,066.47	\$1,267,097.86	\$1,926,164.33
Expenditures to date	\$470,841.14	\$0.00	\$470,841.14
Obligated Balance as of (10/31/22)	\$188,225.33	\$1,267,097.86	\$1,455,323.19
Unspent funds	\$188,225.33	\$1,267,097.86	\$1,455,323.19
Funds that can be carried over	\$0.00	\$254,026.80	\$254,026.80

Youth Work Experience:

	PY21 Carryover	PY 22 Expenses	Cumulative Totals
Drawn Amount to Date	\$470,841.14	\$0.00	\$470,841.14
Work Experience Expended	\$60,532.33	\$0.00	\$60,532.33
Work Experience Required	\$131,813.29	\$254,026.80	\$385,840.09

NDWG:

Grant	\$234,163.40
Unobligated Funds	\$3,125.30
Total Obligated Funds	\$231,038.10
Expenditures to date	\$5,873.13
Obligated Balance as of (10/31/22)	\$225,164.97
Unspent funds	\$225,164.97
Funds that can be carried over	\$0.00

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending October 31st, 2022**

	Administration	SIRPC Administration	Adult Program	SIRPC Adult Program
WIOA Grant Revenues				
WIOA Grant - Administration	\$102,359.99	\$68,653.61		
WIOA Grant- Adult			\$329,820.64	\$323,296.53
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$102,359.99	\$68,653.61	\$329,820.64	\$323,296.53
WIOA Expenses				
Board Salaries and Benefits	\$52,105.91	\$34,242.70	\$9,788.05	\$9,014.98
Fiscal Agent Costs	\$30,324.00	\$20,809.26	\$0.00	\$0.00
Subleases	\$0.00	\$0.00	\$17,339.72	\$10,519.17
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$973.87
One Stop Operator	\$0.00	\$0.00	\$10,945.07	\$4,395.70
60110-60190 Salaries	\$0.00	\$0.00	\$76,816.22	\$112,691.85
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$16,948.79	\$28,457.67
60850 Mileage & Travel	\$7,313.67	\$2,833.21	\$2,504.08	\$3,311.66
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$99.86	\$61.50	\$1,791.76	\$2,870.39
62830, 62860 Outreach & Public Relations / Job Fairs	\$147.58	\$325.00	\$117.55	\$4,968.89
65610 Reimbursable Equipment	\$1,643.42	\$1,899.67	\$0.00	\$4,158.31
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$344.69	\$2,748.74
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,048.31	\$4,414.68	\$2,933.98	\$1,220.84
Information Technology	\$1,953.44	\$1,805.38	\$0.00	\$0.00
Dues & Subscriptions	\$4,819.00	\$1,298.75	\$0.00	\$0.00
Meeting Expenses	\$32.96	\$66.53	\$0.00	\$0.00
Conferences and Trainings	\$759.01	\$775.00	\$0.00	\$0.00
Printing	\$112.83	\$121.93	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$10,581.96	\$14,649.88
Management Fee	\$0.00	\$0.00	\$16,062.92	\$12,758.32
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$11,348.34
67408 Instructional Training	\$0.00	\$0.00	\$119,430.00	\$82,403.80
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$39,864.59	\$14,753.05
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$99.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$11,321.28	\$5,879.36
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$3,309.98	\$0.00
5% WEX Markup	\$0.00	\$0.00	\$566.07	\$567.41
Unobligated/Unbudgeted Grant				
TOTAL	\$102,359.99	\$68,653.61	\$329,820.64	\$323,296.53

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending October 31st, 2022**

	Dislocated Worker Program	SIRPC Dislocated Worker Program	NDWG Program	SIRPC NDWG Program
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker	\$238,087.02	\$131,884.18		
WIOA Grant- NDWG			\$5,693.94	\$21,167.11
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$238,087.02	\$131,884.18	\$5,693.94	\$21,167.11
WIOA Expenses				
Board Salaries and Benefits	\$9,041.45	\$9,014.98	\$114.54	\$4,749.74
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$17,339.72	\$10,519.17	\$0.00	\$0.00
Contractual RFP's	\$0.00	\$1,150.20	\$0.00	-\$0.03
One Stop Operator	\$10,945.07	\$4,395.70	\$0.00	\$0.00
60110-60190 Salaries	\$88,619.48	\$43,341.60	\$3,087.51	\$6,048.14
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$17,877.84	\$8,616.63	\$749.89	\$676.12
60850 Mileage & Travel	\$2,627.44	\$3,424.20	\$0.00	\$6.25
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,862.89	\$1,351.23	\$0.00	\$21.91
62830, 62860 Outreach & Public Relations / Job Fairs	\$98.32	\$914.95	\$0.00	\$0.00
65610 Reimbursable Equipment	\$0.00	\$3,159.06	\$0.00	\$0.00
62510-62520 Resource Sharing Allocation	\$290.81	\$971.64	\$0.00	\$0.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$2,852.33	\$992.61	\$0.00	\$0.00
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$11,914.09	\$5,660.32	\$400.24	\$659.71
Management Fee	\$13,263.96	\$12,423.84	\$1,341.76	\$2,320.50
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00
67408 Instructional Training	\$31,870.00	\$17,240.00	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$28,605.83	\$13,103.75	\$0.00	\$0.00
67426 Individual Career Services- New Service	\$2,878.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$8,518.91	\$0.00	\$0.00	\$6,684.77
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$0.00	\$0.00
5% WEX Markup	\$425.95	\$0.00	\$0.00	\$0.00
Unobligated/Unbudgeted Grant				
TOTAL	\$238,087.02	\$131,884.18	\$5,693.94	\$21,167.11

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending October 31st, 2022**

	Youth Program Out of School	SIRPC Youth Program Out of School	Youth Program In School	SIRPC Youth Program In School
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School	\$273,368.88	\$149,952.46		
WIOA Grant- Youth In School			\$104,384.89	\$35,395.15
TOTAL	\$273,368.88	\$149,952.46	\$104,384.89	\$35,395.15
WIOA Expenses				
Board Salaries and Benefits	\$8,041.96	\$4,900.32	\$2,680.65	\$4,900.32
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$13,398.84	\$6,030.17	\$4,466.28	\$6,030.17
Contractual RFP's	\$0.00	\$779.80	\$0.00	\$658.27
One Stop Operator	\$8,208.76	\$2,240.34	\$2,736.28	\$2,240.34
60110-60190 Salaries	\$125,198.80	\$71,256.89	\$51,909.55	\$11,026.31
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$31,124.70	\$15,725.81	\$12,977.63	\$1,009.16
60850 Mileage & Travel	\$4,897.62	\$794.53	\$2,003.07	\$205.60
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$4,994.27	\$1,969.53	\$2,047.99	\$490.86
62830, 62860 Outreach & Public Relations / Job Fairs	\$329.82	\$120.56	\$143.80	\$16.40
65610 Reimbursable Equipment	\$1,749.99	\$318.03	\$577.04	\$48.65
62510-62520 Resource Sharing Allocation	\$1,887.14	\$559.47	\$762.33	\$175.88
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$8,686.13	\$4,338.05	\$3,195.21	\$1,350.83
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$18,655.98	\$7,819.76	\$7,678.21	\$1,189.21
Management Fee	\$27,318.61	\$18,062.32	\$7,587.51	\$4,539.52
65602, 65603 Work Experience	\$1,989.33	\$13,420.18	\$5,732.68	\$3,160.92
67408 Instructional Training	\$3,875.00	\$610.00	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$13,419.43	\$1,776.03	\$1,786.31	\$260.00
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$251.79	\$0.00	\$0.00	\$0.00
67418,67420 Client Awards/Incentives	\$7,450.00	\$800.00	\$550.00	\$175.00
5% WEX Markup	\$99.47	\$671.01	\$286.63	\$158.05
Unobligated/Unbudgeted Grant				
TOTAL	\$273,368.88	\$149,952.46	\$104,384.89	\$35,395.15

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending October 31st, 2022**

	One Stop Operator	SIRPC One Stop Operator	Year To Date	SIRPC Year To Date
WIOA Grant Revenues				
WIOA Grant - Administration	\$0.00	\$0.00	\$102,359.99	\$68,653.61
WIOA Grant- Adult	\$10,945.07	\$4,395.70	\$340,765.71	\$327,692.23
WIOA Grant- Dislocated Worker	\$10,945.07	\$4,395.70	\$249,032.09	\$136,279.88
WIOA Grant- NDWG	\$0.00	\$0.00	\$5,693.94	\$21,167.11
WIOA Grant- Youth Out of School	\$8,208.76	\$2,240.34	\$281,577.64	\$152,192.80
WIOA Grant- Youth In School	\$2,736.28	\$2,240.34	\$107,121.17	\$37,635.49
TOTAL	\$32,835.18	\$13,272.08	\$1,086,550.54	\$743,621.12
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$81,772.56	\$66,823.04
Fiscal Agent Costs	\$0.00	\$0.00	\$30,324.00	\$20,809.26
Subleases	\$0.00	\$0.00	\$52,544.56	\$33,098.68
Contractual RFP's	\$0.00	\$36.76	\$0.00	\$3,598.87
One Stop Operator	\$0.00	\$0.00	\$32,835.18	\$13,272.08
60110-60190 Salaries	\$20,221.97	\$8,733.37	\$345,631.56	\$253,098.16
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$4,252.25	\$1,574.52	\$79,678.85	\$56,059.91
60850 Mileage & Travel	\$1,219.54	\$586.21	\$19,345.88	\$11,161.66
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$300.47	\$99.60	\$10,796.77	\$6,865.02
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$837.07	\$6,345.80
65610 Reimbursable Equipment	\$0.00	\$0.00	\$3,970.45	\$9,583.72
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$3,284.97	\$4,455.73
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$594.63	\$26.37	\$20,715.96	\$12,343.38
Information Technology	\$0.00	\$0.00	\$1,953.44	\$1,805.38
Dues & Subscriptions	\$0.00	\$0.00	\$4,819.00	\$1,298.75
Meeting Expenses	\$0.00	\$0.00	\$32.96	\$66.53
Conferences and Trainings	\$0.00	\$0.00	\$759.01	\$775.00
Printing	\$0.00	\$0.00	\$112.83	\$121.93
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$2,729.56	\$1,080.25	\$49,230.48	\$31,059.13
Management Fee	\$3,564.21	\$1,134.99	\$65,574.76	\$51,239.49
65602, 65603 Work Experience	\$0.00	\$0.00	\$7,722.01	\$27,929.44
67408 Instructional Training	\$0.00	\$0.00	\$155,175.00	\$100,253.80
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$83,676.16	\$29,892.83
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$2,977.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$20,091.98	\$12,564.13
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$11,309.98	\$975.00
5% WEX Markup	\$0.00	\$0.00	\$1,378.12	\$1,396.47
Unobligated/Unbudgeted Grant			\$0.00	
TOTAL	\$32,882.63	\$13,272.07	\$1,086,550.54	\$743,621.11

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending October 31st, 2022**

	Total Annual Budget	SIRPC Total Annual Budget	Remaining Budget	SIRPC Remaining Budget
WIOA Grant Revenues				
WIOA Grant - Administration	\$493,239.03	\$473,726.54	\$390,879.04	\$405,072.93
WIOA Grant- Adult	\$1,206,299.98	\$1,100,967.64	\$865,534.27	\$773,275.41
WIOA Grant- Dislocated Worker	\$851,657.99	\$870,737.27	\$602,625.90	\$734,457.39
WIOA Grant- NDWG	\$234,163.40	\$289,419.00	\$228,469.46	\$268,251.89
WIOA Grant- Youth Out of School	\$1,375,634.61	\$1,341,173.17	\$1,094,056.97	\$1,188,980.37
WIOA Grant- Youth In School	\$553,565.84	\$277,245.76	\$446,444.67	\$239,610.27
TOTAL	\$4,714,560.85	\$4,353,269.38	\$3,628,010.31	\$3,609,648.26
WIOA Expenses				
Board Salaries and Benefits	\$305,315.67	\$196,908.77	\$223,543.11	\$130,085.73
Fiscal Agent Costs	\$68,196.31	\$72,500.00	\$37,872.31	\$51,690.74
Subleases	\$155,006.09	\$111,050.00	\$102,461.53	\$77,951.32
Contractual RFP's	\$75,275.01	\$22,851.00	\$75,275.01	\$19,252.13
One Stop Operator	\$107,391.09	\$99,882.00	\$74,555.91	\$86,609.92
60110-60190 Salaries	\$1,128,481.24	\$1,020,952.43	\$782,849.68	\$767,854.27
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$309,655.26	\$243,165.26	\$229,976.41	\$187,105.35
60850 Mileage & Travel	\$123,341.35	\$103,609.00	\$103,995.47	\$92,447.34
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$41,202.41	\$34,409.63	\$30,405.64	\$27,544.61
62830, 62860 Outreach & Public Relations / Job Fairs	\$70,000.00	\$65,729.15	\$69,162.93	\$59,383.35
65610 Reimbursable Equipment	\$123,707.81	\$31,422.24	\$119,737.36	\$21,838.52
62510-62520 Resource Sharing Allocation	\$29,569.00	\$28,735.00	\$26,284.03	\$24,279.27
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$73,370.57	\$35,777.51	\$52,654.61	\$23,434.13
Information Technology	\$7,000.00	\$2,801.99	\$5,046.56	\$996.61
Dues & Subscriptions	\$10,000.00	\$10,000.00	\$5,181.00	\$8,701.25
Meeting Expenses	\$4,000.00	\$2,500.00	\$3,967.04	\$2,433.47
Conferences and Trainings	\$15,000.00	\$15,371.86	\$14,240.99	\$14,596.86
Printing	\$4,000.00	\$7,007.00	\$3,887.17	\$6,885.07
Special Initiatives	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Indirect Cost	\$191,476.82	\$141,142.77	\$142,246.34	\$110,083.64
Management Fee	\$202,730.45	\$163,509.63	\$137,155.69	\$112,270.14
65602, 65603 Work Experience	\$459,092.82	\$288,851.00	\$451,370.81	\$260,921.56
67408 Instructional Training	\$415,891.64	\$449,449.00	\$260,716.64	\$349,195.20
Incumbent Worker Training	\$50,000.00	\$0.00	\$50,000.00	\$0.00
67412 Customer Support Service	\$232,287.07	\$335,620.00	\$148,610.91	\$305,727.17
67426 Individual Career Services- New Service	\$29,324.40	\$0.00	\$26,347.40	\$0.00
67422 On the Job Training	\$255,746.26	\$394,256.00	\$235,654.28	\$381,691.87
67418,67420 Client Awards/Incentives	\$72,414.26	\$22,503.00	\$61,104.28	\$21,528.00
5% WEX Markup	\$22,954.64	\$14,443.00	\$21,576.52	\$13,046.53
Unobligated/Unbudgeted Grant	\$114,005.41	\$538,704.14	\$114,005.41	\$538,704.14
TOTAL	\$4,711,435.58	\$4,353,269.38	\$3,624,885.04	\$3,609,648.27

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WIOA Statement of Revenue and Expenses- Ticket to Work YTD For the Month Ending October 31st, 2022

	Year to Date	TTW Budget	Remaining Budget	
Ticket to Work Revenues				
Ticket to Work	\$640.73	\$42,647.40	\$42,006.67	98.50%
TOTAL	\$640.73	\$42,647.40	\$42,006.67	98.50%
 Ticket to Work Expenses				
Support Services	\$0.00	\$2,000.00	\$2,000.00	100.00%
Center Incentives	\$0.00	\$5,000.00	\$5,000.00	100.00%
Outreach for Incentives	\$0.00	\$5,500.00	\$5,500.00	100.00%
Food	\$370.27	\$2,500.00	\$2,129.73	85.19%
Sponsorships	\$0.00	\$2,000.00	\$2,000.00	100.00%
Professional Development	\$0.00	\$3,000.00	\$3,000.00	100.00%
Center Supplies	\$270.46	\$2,500.00	\$2,229.54	89.18%
General Transportation	\$0.00	\$2,000.00	\$2,000.00	100.00%
Lee County Project	\$0.00	\$5,000.00	\$5,000.00	100.00%
Assistive Technology	\$0.00	\$2,500.00	\$2,500.00	100.00%
Unobligated/Unbudgeted Grant	\$0.00	\$10,647.40	\$10,647.40	100.00%
TOTAL	\$640.73	\$42,647.40	\$42,006.67	