



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Friday, September 23, 2022, at 11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/89638886565?pwd=SXZLdXcvMTY1Zzl5ZVdtbkpCQ1QzQT09>

Meeting ID: 896 3888 6565

Passcode: 264312

One tap mobile: [+13126266799](tel:+13126266799).,[89638886565#](tel:+13126266799)

Called to Order	Dennis Duke
Roll Call	Phyllis Wood
*Excused Absences	Dennis Duke
*Approval of Agenda	Dennis Duke
*Approval of Previous Minutes	Dennis Duke

New Business

*OSO Budget	Robert Ryan
*Adult/DW Budget	Kendra Schaapveld
*Youth Budget	Kendra Schaapveld
*NDWG Budget	Kendra Schaapveld

Other Business

Public Comment	
Adjourn	Dennis Duke

*Items Requiring a Vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Miranda Swafford director@mississippivalleyworkforce.org or at 319-759-8980



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, September 13, 2022, at 5:00 p.m.

Members Present: Dennis Duke, Mathew Nicol, Lori Bassow, Kirby Phillips, Cindy Whalen, and Jacob Nye

Members Absent: None

CEOs Present: Jack Willey

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Phyllis Wood, Executive Assistant

Service Provider Staff Present: Kendra Schaapveld, Project Director

One Stop Operator: Robert Ryan

CALLED TO ORDER

Duke called the meeting to order at 5:00 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

There were no absences.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda as presented, seconded by Phillips, the motion carried.

APPROVAL OF MINUTES

Nicol made a motion to approve the previous meeting minutes, seconded by Phillips, the motion carried.

Standing Reports

OPERATIONS COMMITTEE

None as the August meeting was canceled due to a lack of quorum.

FINANCE COMMITTEE

Bassow reviewed the finance committee report from the packet and asked for questions.

YOUTH COMMITTEE

Nye reported on virtual headsets being used for \$1,044 dollars of work experience wages and the presentation of some LMI data the committee is looking to use to help direct the focus of committee initiatives.

New Business

*PY22 BUDGETS

Program budgets were presented by Schaapveld which would require Swafford to get a waiver approved for a separate youth space outside of the AJC center. Nicol made a motion to approve the budgets with condition of approval of the waiver for the youth space, which died for a lack of a second. Nicol made a motion to split the approval of budgets to Adult/Dislocated Worker and Youth, seconded by Whalen, the motion carried. Hesitation to proceed with approvals included budget narratives not aligning with presented budgets and a desire to be presented with additional details on the vetting of locations for the youth space. Nye made a motion to table budget approvals until Equus could provide a narrative that aligned with the budgets presented and additional information on location options for a youth space could be presented, seconded by Bassow, the motion carried.

*REVISED OSO KPI'S

Swafford presented the One-stop Operator key performance indicators with the CEO requested modification of nine Davenport visits per quarter. Nye made a motion to approve the revision, seconded by Bassow, the motion carried.

*MODIFICATIONS SUPPORT SERVICES POLICY

Swafford informed the committee several months were spent in review of and serious consideration was given to each of the adjustments to modernize and match current expenses. Bassow stated the finance committee spent a lot of time considering the modifications and the board staff and Equus staff had done a good job researching to determine limits. Phillips made a motion to approve the support services policy as presented, seconded by Nye, the motion carried.

*TTW BUDGET

Swafford presented a budget for the ticket to work funds which included the original categories from the previous year and added line items such as professional development, center supplies, general transportation, the Lee County Project to cover inflation, assistive technology, and left some unobligated funds to potentially be used for grant matching. Nye made a motion to approve the ticket to work budget as presented, seconded by Phillips, the motion carried.

*UNRESTRICTED FUNDS POLICY

Swafford presented the unrestricted funds policy as the process and procedures for requesting funds such as the ticket to work funds and future grant funding monies. The fiscal agent will monitor these funds as part of their annual monitoring process. Nye made a motion to approve the policy as presented, seconded by Nicol, the motion carried.

*INVENTORY POLICY

Wood presented the inventory policy as a property management and disposal process policy to provide framework for purchasing, inventory control, auditing, and disposal. Whalen made a motion to approve the policy as presented, seconded by Phillips, the motion carried.

*PROCUREMENT POLICY

Swafford explained the new policy expands the scope of the policy beyond the service provider and details how to conduct each type of procurement and required documents. Used Federal

legislation to guide the development of the policy. Nicol made a motion to approve the policy as presented, seconded by Nye, the motion carried.

LMI REPORTS

Nye talked about some of the information the Youth committee reviewed and discussed the rabbit hole effect, but they are looking to use it to answer questions and lead programing decisions. Nicol presented his thoughts on reviewing executive summary reports of the three industries quarter over quarter to ensure the programs are targeting the right audiences. Nye and Nicol both agreed the industries each committee would be focusing are Advanced Manufacturing, Healthcare, and Transportation.

OTHER BUSINESS

Swafford reminded the committee their October meeting would be in-person with IWD state business division staff and there would be other big items on that agenda. Light snacks will be provided.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Duke adjourned the meeting at 6:35 p.m.

OSO BUDGET

BUDGET NARRATIVE

PERSONNEL: \$51,465

The budget is based on the time period of September 16,2022 to June 30,2023. A full-time One Stop Operator with an 9.5 salary of \$48,942.90, this includes a 3% merit increase. To be supported by a 5% (or 2 hours per week) of the Project Accountant. The Project Accountant will ensure funding is tracked, expended, and reported appropriately.

Position/Title	Hourly Rate	Total Hours per Week	# of Weeks Charged to WIOA	Total WIOA Cost
One Stop Operator	\$29.72	40	41.17	48,942.90
Project Accountant	\$30.63	2	41.17	2,522.07
Total				\$51,464.97

FRINGE BENEFITS: \$12,719

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$51,465 The cost of fringe benefits represents 24.71% of personnel costs.

Fringe Benefits	% Benefit is of Salaries	Total WIOA Cost
FICA	7.65%	\$ 3,937
Worker Compensation	2.43%	\$ 1,251
Health Insurance	11.87%	\$ 6,111
FUTA	0.60%	\$ 31
SUTA	3.20%	\$ 1,389
Total		\$12,719

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$5,605

Travel includes Equus Annual Workforce Conference in Kentucky a cost of \$1,700. In September travels to Des Moines, IA for a Workforce Board Meeting. Travel in November to Des Moines, IA for a Rapid Response Meeting. Also attends IAWB meetings in September and April a cost of \$1,055. Traveling three times a month to Davenport, to conduct meetings with staff on one stop operators for a cost of \$2,850. For a total cost of \$5,605.

COMMUNICATIONS: \$713

Equus provides a monthly cell phone stipend at \$75 a month for the One Stop Operator and 5% of the \$75 for the Project Accountant. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. .

OFFICE SUPPLIES: \$333

Equus has estimated the cost of office supplies at \$35 per month for 9.5 months.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$668

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue at 9.5 months equals \$158.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 1.05 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$130.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 1.5 users for 9.5 months and equals \$380 shared a crossed funding.

INSURANCE: \$441

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue for 9.5 months.

INDIRECT COSTS: \$7,504

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx

that allows us to bring call/video conferencing capabilities to the project, which is included in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$7.945

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. Monthly fee of \$662.

TOTAL BUDGET AMOUNT

\$87,391.07

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD: 9/15/2022 6/30/2023

WIOA SUMMARY - Total Grant	OSO
	898

SECTION II. EXPENDITURES

Acct Code			(1) For Approval Budget
	Administration:		
60110-60190 exclude 60150	Salaries	\$	51,464.97
60310-60650	Payroll Taxes , Fringe/Work Comp	\$	12,718.82
	Total Personnel Expenses	\$	64,183.79
	Operating Expenses:		
60850	Mileage & Travel	\$	5,605.00
62115 65570 63130	Telephone, Postage & Supplies	\$	1,045.00
62830	Outreach & Public Relations	\$	-
65610	Reimbursable Equipment	\$	-
62510-62520	Resource Sharing Allocation	\$	-
5544 , 65520 , 65530 , 65125 , 65128 , 65130	Professional Services and Business Expenses	\$	1,109.00
	Subtotal Personnel & Operating expenses	\$	71,942.79
10.43%	Indirect Cost	\$	7,503.63
	Management Fee	\$	7,944.64
	Total Operating expenses	\$	87,391.07
	Total WIOA OSO GRANT COST	\$	87,391.07

ADULT/DW BUDGET

ADULT/DW BUDGET NARRATIVE

Equus utilizes a cost allocation mechanism that meets the criteria established by the Department of Labor's Technical Assistance Guide. Shared costs are distributed and charged based on either employee time reporting or the number of individuals served by activity.

PERSONNEL: \$538,392

Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus' talent delivery model, emphasizing our commitment to delivering talent to business and increasing community access. The table below details the wages, and the number of full-time equivalents (FTE) proposed for each position budgeted. Proposed annual wages were developed with the intent of being competitive in the local market.

Job Title	Number of FTE's	Yearly Salary Based on Fiscal Calendar of 2088 days
Project Director- Prorated for ADW	1	31,730.43
Project Accountant	1	26,255.40
Operations Supervisor	1	27,112.79
Operations Supervisor	1	26,781.28
Business Service Representative	1	18,027.91
Business Service Representative	1	17,331.45
Quality Assurance	1	21,618.17
Accounting Specialist	1	13,655.01
Talent Engagement Specialist	1	40,230.00
DW Talent Engagement Specialist	1	38,620.80
DW Career Navigator	1	44,231.54

A/DW Career Navigator	1	46,559.52
A/DW Career Navigator	1	46,559.52
A/DW Career Navigator	1	46,559.52
A/DW Career Navigator	1	46,559.52
A/DW Career Navigator	1	46,559.52

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$11,256. The incentive is based on a defined plan with identified benchmarks to be achieved. The Project Director can earn up to the maximum based on number of benchmarks achieved.

IF FRINGE BENEFITS: \$147,734

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$538,392. The cost of fringe benefits represents 27.44% of personnel costs.

- FICA payroll taxes are calculated as 7.65% of total wages and equal \$41,187.
- Federal unemployment is calculated as 0.33% of the first \$7,000 of wage per FTE and equals \$1,776.
- State unemployment is calculated as .49% of the first \$9,000 of wage per FTE and equals \$2,638.
- Medical benefits/health insurance is calculated as 14.60% of total wages and equals \$78,605. This was determined based on Equus' current employer costs related to health insurance benefits including estimated enrollment rates. All full-time employees will have access to medical, dental, and vision insurance policies, should they decide to enroll.
- Retirement is calculated as 1% of total wages and equals \$5,383.
- Workers' Compensation is calculated as 2.43% of total wages and equals \$13,082.
- Tuition Reimbursement is calculated as .94% of total wages and equals \$5,060.

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$54,411

Annually, Equus hosts an annual conference Project Directors. We conduct regional meetings 2 times per year for professional development for the Career Navigators, Business Services, Quality Assurance, Operations Supervisor. In addition, the Project Director to the Equus Annual Meeting in Kentucky, the Project Director to the National Association of Workforce Boards Conference in Washington DC and the Career Navigators, Quality Assurance Specialist, Operations Supervisor, and Talent Engagement Specialists to the National Association of Workforce Partners annual conference in New Orleans, and the Career Navigators, Business Services Consultants and Operations Supervisors to the final conference of Association of Iowa Workforce Partners in Des Moines. Costs include airfare, lodging, and meals equaling \$40,844.

In order to operate this program efficiently and effectively, front-line employees will travel throughout the region to meet with customers, participants, and businesses that may be interested in being a worksite or hiring job ready participants. Therefore, we have budgeted for mileage reimbursement using the Iowa State approved rate of \$0.62 per mile through December 31, 2022 and \$.58 per mile January 1, 2023. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 1800 miles per month. This equal \$13,567 for 12 months.

EQUIPMENT \$7,500

Replacement computers at \$2,500 (\$150 for docking station, \$500 for monitors, included in the \$2500) each for 3, a total of \$7500.

CLIENT SUPPLIES AND ASSESSMENT \$800

200 assessments at \$4 each.

COMMUNICATIONS: \$6,417

Equus provides a monthly cell phone stipend for the following employees, Project Director, Operations Supervisor, Project Accountant, Talent Engagement Specialist, Business Services Consultants, and Career Navigators. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. We have budgeted 8 stipends at \$35 per month for 12 months for Career Navigators. Project Leadership stipends 7 stipends at \$75 per stipend for 12 months.

WiFi in the American Job Center for customer usage and reliable access for staff at \$134 per month at \$804 as it is a shared cost across funding.

OFFICE SUPPLIES: \$6,336

Equus has estimated the cost of office supplies at \$528 per month for 12 months.

RESOURCE SHARING ALLOCATION: \$13,228

Equus has estimated the cost of resource sharing to be \$13,228 for the Davenport and

West Burlington American Job Centers.

OUTREACH: \$12,500

This includes \$7500 for the design and printing of brochures, flyers, posters, and other materials, and for bus wraps, and bus shelters. This also includes \$5,000 for promotional swag such as pens, water bottles, sticky notes, pizza cutters, sunglasses, stress balls, portfolios, folders, bags, and items related to working.

OTHER COSTS \$11,569

Dues and subscriptions include fees associated with, but not limited to, National Association of Workforce Partnerships, and industry-specific literature.

Leadership Development is crucial to the success of teams. \$2250 is the cost of the St. Ambrose Leadership Development program and this is budgeted for 2 Operations Supervisors to attend.

Dues and subscriptions, staff education and seminars, couriers and overnight services, planned expenditures are estimated at \$589 per month for 12 months.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$19,846

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$3,997.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 23 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$1,656.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$35.00 per user per month for 23 users for 12 months and equals \$9,660.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$205 per year for 21 licenses and equals \$4,305.

The Work Number is the world's largest employment verification site. Equus utilizes The Work Number to verify employment of job seekers to meet benchmarks or to determine if the job seeker is currently employed. This is estimated at \$9.85 per verification for 43 verifications and equals \$228.

INSURANCE: \$2966

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue.

INDIRECT COSTS: \$87,934

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx

that allows us to bring call/video conferencing capabilities to the project, which is included in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$93,102

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as 10% per month

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$496,936

We have budgeted for 125 ITAs at \$2800 each, for a total cost of \$354,411.

Supportive services may include, but are not limited to, linkages to community services; assistance with transportation, child care, and dependent care; assistance with housing; assistance with educational testing; reasonable accommodations for individuals with disabilities; referrals to healthcare; and assistance with uniforms or other appropriate work attire and tools, as needed and allowable, in order for participants to be properly prepared for work experience and/or to remove barriers to program participation or employment. This is estimated as \$1020 per adult participant.

We have budgeted \$15,000 for individualized career services, pre-vocational services.

DIRECT CLIENT WORK EXPERIENCE \$129,000

Equus estimates 30 participants to engage in work experience. We have budgeted wages at \$16.00 per hour. Participants would work 40 hours per week for 6 weeks. This comes to a total of \$3,600 in wages. Additionally, Equus budgeted for the cost of fringe benefits (FICA and Workers' Compensation) at 10.35% of total work experience wages and equals \$13,351.

ADP payroll processing for work experience is calculated at \$2.31 per participant per week for 4 weeks and equals \$185.

Work experience processing fees include the work to be performed, and benefit received and is calculated at 5% of payroll and fringe and equals \$6450. This is not charged in indirect costs.

DIRECT CLIENT ON THE JOB TRAINING: \$55,000

Equus anticipates coordinating OJT opportunities for 10 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$5500.

We have dedicated 40% of the budget to training activities and support services

TOTAL BUDGET AMOUNT

\$1,711,512

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
			60/40	
Administration:			Fica	0.0765 \$ 41,187.02
60110-60190 exclude 60150	Salaries	\$ 538,392.39	WC	0.0243 \$ 13,082.94
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 147,734.87	Health Ins	0.1460 \$ 78,605.29
	Total Personnel Expenses	\$ 686,127.26	Retirement	0.0100 \$ 5,383.92
Operating Expenses:			FUTA	0.0033 \$ 1,776.69
60850	Mileage & Travel	\$ 54,411.57	SUTA	0.0049 \$ 2,638.12
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 13,553.41	Tuition	0.0094 \$ 5,060.89
62830,62860	Outreach & Public Relations/Job Fairs	\$ 12,500.00		0.2744 \$ 147,734.87
65610	Reimbursable Equipment	\$ 7,500.00		
62510-62520	Resource Sharing Allocation	\$ 13,228.00		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 34,381.12		
	Subtotal Personnel & Operating expenses	\$ 821,701.36		
	Indirect Cost	\$ 85,703.45		
	Management Fee	\$ 90,740.48		
	Total Operating expenses	\$ 998,145.30	60%	
Participant Expenses				
67408	Instructional Training	\$ 357,891.64		
67412	Customer Support service	\$ 136,306.64		
67426	Individual Career Services - New Service	\$ 20,000.00		
65602	Work Based Learning	\$ 137,304.18		
67422	On The Job Training	\$ 55,000.00		
	5% WEX Markup	\$ 6,865.21		
	Total Participant Expenses	\$ 713,367.67	0.714693	
	Total WIOA ADW Combined GRANT COST	\$ 1,711,512.96		

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
			60/40	
Administration:			Fica	0.0765 \$ 22,963.45
60110-60190 exclude 60150	Salaries	\$ 300,175.82	WC	0.0243 \$ 7,294.27
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 82,368.25	Health Ins	0.1460 \$ 43,825.67
	Total Personnel Expenses	\$ 382,544.07	Retirement	0.0100 \$ 3,001.76
Operating Expenses:			FUTA	0.0033 \$ 990.58
60850	Mileage & Travel	\$ 30,162.57	SUTA	0.0049 \$ 1,470.86
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 7,760.00	Tuition	0.0094 \$ 2,821.65
62830,62860	Outreach & Public Relations/Job Fairs	\$ 7,500.00		0.2744 \$ 82,368.25
65610	Reimbursable Equipment	\$ 4,500.00		
62510-62520	Resource Sharing Allocation	\$ 8,103.00		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 19,312.00		
	Subtotal Personnel & Operating expenses	\$ 459,881.64		
	Indirect Cost	\$ 47,965.65		
	Management Fee	\$ 50,784.73		
	Total Operating expenses	\$ 558,632.02	60%	
Participant Expenses				
67408	Instructional Training	\$ 257,891.64		
67412	Customer Support service	\$ 80,000.00		
67426	Individual Career Services - New Service	\$ 10,000.00		
65602	Work Based Learning	\$ 96,717.92		
67422	On The Job Training	\$ 25,000.00		
	5% WEX Markup	\$ 4,835.90		
	Total Participant Expenses	\$ 474,445.46	0.849299	
	Total WIOA Adult GRANT COST	\$ 1,033,077.47		

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
Administration:				60/40
60110-60190 exclude 60150	Salaries	\$ 238,216.57	Fica	0.0765 \$ 18,223.57
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 65,366.63	WC	0.0243 \$ 5,788.66
	Total Personnel Expenses	\$ 303,583.20	Health Ins	0.1460 \$ 34,779.62
	Operating Expenses:		Retirement	0.0100 \$ 2,382.17
60850	Mileage & Travel	\$ 24,249.00	FUTA	0.0033 \$ 786.11
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 5,793.41	SUTA	0.0049 \$ 1,167.26
62830,62860	Outreach & Public Relations/Job Fairs	\$ 5,000.00	Tuition	0.0094 \$ 2,239.24
65610	Reimbursable Equipment	\$ 3,000.00		\$ 65,366.63
62510-62520	Resource Sharing Allocation	\$ 5,125.00		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 15,069.12		
	Subtotal Personnel & Operating expenses	\$ 361,819.73		
	Indirect Cost	\$ 37,737.80		
	Management Fee	\$ 39,955.75		
	Total Operating expenses	\$ 439,513.28		
	Participant Expenses			
67408	Instructional Training	\$ 100,000.00		
67412	Customer Support service	\$ 56,306.64		
67426	Individual Career Services - New Service	\$ 10,000.00		
65602	Work Based Learning	\$ 40,586.26		
67422	On The Job Training	\$ 30,000.00		
	5% WEX Markup	\$ 2,029.31		\$ 0.54
	Total Participant Expenses	\$ 238,922.21		
	Total WIOA Dislocated Worker GRANT COST	\$ 678,435.49		\$ 0.65 0.647834 0.660335

Youth Budget

BUDGET NARRATIVE

Equus utilizes a cost allocation mechanism that meets the criteria established by the Department of Labor's Technical Assistance Guide. Shared costs are distributed and charged based on either employee time reporting or the number of individuals served by activity.

PERSONNEL: \$558,777

Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus' talent delivery model, emphasizing our commitment to delivering talent to business and increasing community access. The table below details the wages, and the number of full-time equivalents (FTE) proposed for each position budgeted. Proposed annual wages were developed with the intent of being competitive in the local market.

Job Title	Number of FTE's	Yearly Salary
Project Director – Prorated for Youth	1	41,583.88
Project Accountant – Prorated for Youth	1	34,409.70
Operations Supervisor – Prorated for Youth	1	35,532.29
Operations Supervisor – Prorated for Youth	1	35,097.83
Business Service Representative – Prorated for Youth	1	23,626.23
Business Service Representative – Prorated for Youth	1	22,713.49
Quality Assurance -Prorated for Youth	1	28,331.39
Accounting Specialist- Prorated for Youth	1	17,895.39
Youth Career Navigator	1	46,559.52
Youth Outreach Specialist	1	40,230.00
Youth Career Navigator	1	46,559.52

Youth Career Navigator	1	46,559.52
Youth Career Navigator	1	46,559.52
Youth Career Navigator	1	46,559.52
Youth Career Navigator	1	46,559.52

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$11,256. The incentive is based on a defined plan with identified benchmarks to be achieved. The Project Director can earn up to the maximum based on number of benchmarks achieved.

IF FRINGE BENEFITS: \$153,328

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$558,777. The cost of fringe benefits represents 27.44% of personnel costs. Percentage breakdowns below.

- FICA Employer payroll taxes are calculated as 7.65% of total wages and equal \$42,746.
- Federal unemployment is calculated as 0.33% of the first \$7,000 of wage per FTE and equals \$1843.
- State unemployment is calculated as .49% of the first \$9,000 of wage per FTE and equals \$2738.
- Medical benefits/health insurance is calculated as 14.6% of total wages and equals \$81,581. This was determined based on Equus’ current employer costs related to health insurance benefits including estimated enrollment rates. All full-time employees will have access to medical, dental, and vision insurance policies, should they decide to enroll.
- Retirement is calculated as 1% of total wages and equals \$5587.
- Workers’ Compensation is calculated as 2.43% of total wages and equals \$13,578.
- Tuition Reimbursement is calculated as .94% of total wages and equals \$5252.

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus’ HR policy.

TRAVEL/MILEAGE: \$37,523

Annually, Equus hosts an annual conference Project Directors. We conduct regional

meetings 2 times per year for professional development for the Career Navigators, Business Services, Quality Assurance, Operations Supervisor. In addition, the Project Director to the Equus Annual Meeting in Kentucky, the Project Director to the National Association of Workforce Boards Conference in New Orleans and the Career Navigators and Operations Supervisor, Youth Outreach Specialist to the Youth Symposium in North Carolina. This also includes final Iowa Association of Workforce Partners Conference in Des Moines for the Business Services Consultants, Operations Supervisors, Outreach Specialists, and Career Navigators. Costs include airfare, lodging, and meals equaling \$37,523.

In order to operate this program efficiently and effectively, front-line employees will travel throughout the region to meet with customers, participants, and businesses that may be interested in being a worksite or hiring job ready participants. Therefore, we have budgeted for mileage reimbursement using the approved rate of \$0.62 per mile through December 31, 2022 and \$.58 per mile January 1, 2023. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 934 miles per month. This equal \$11,213 for 12 months.

EQUIPMENT \$111,208

Replacement computers at \$2,500, including docking station and monitors, each for 3, a total of \$7500. \$99,510 for the license renewal for the Virtual Reality headsets. \$2300 for locking cabinets, 2 each, to house the headsets. \$1800 for mobile hotspots for virtual reality headsets and case managers.

CLIENT SUPPLIES AND ASSESSMENT \$5,800

200 assessments at \$4 each, \$800. \$5,000 for mentoring.

COMMUNICATIONS: \$6,799

Equus provides a monthly cell phone stipend for the following employees, Project Director, Operations Supervisor, Project Accountant, Talent Engagement Specialist, Business Services Consultants, and Career Navigators. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. We have budgeted 7 stipends at \$35 per month for 12 months for Career Navigators. Project Leadership stipends 7 stipends at \$75 per stipend for 12 months.

WiFi in the American Job Center for customer usage, youth space, reliable access for staff at \$134 per month at \$1608, which is a shared cost across all funding streams.

OFFICE SUPPLIES: \$9,840

Equus has estimated the cost of office supplies at \$820 per month for 12 months.

RESOURCE SHARING ALLOCATION: \$16,341

Equus has estimated the cost of resource sharing to be \$15,841 for the Davenport and West Burlington American Job Centers. This also includes Keokuk location, lease at \$500 a month through March 31, 2023.

OUTREACH: \$42,500

This includes \$7500 for the design and printing of brochures, flyers, posters, and other materials, and for bus wraps, and bus shelters. This also includes \$5,000 for promotional swag such as pens, water bottles, sticky notes, pizza cutters, sunglasses, stress balls, portfolios, folders, bags, and items related to working. \$30,000 for popup events, youth job fairs, radio outreach, social media, printing, rental space for events.

OTHER COSTS \$14,100

Application and hosting, staff education and seminars, couriers and overnight services, planned expenditures are estimated at \$987.50 per month for 12 months.

Dues and subscriptions include fees associated with, but not limited to, National Association of Workforce Partnerships, and industry-specific literature.

Leadership Development is crucial to the success of teams. \$2250 is the cost of the St. Ambrose Leadership Development program and this is budgeted for 2 Operations Supervisors to attend.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$10,954

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$901.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 23 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$1197.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 11 users for 12 months and equals \$5,280 shared across funding.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$205 per year for 23 licenses shared across funding.

The Work Number is the world's largest employment verification site. Equus utilizes The Work Number to verify employment of job seekers to meet benchmarks or to determine if the job seeker is currently employed. This is estimated at \$9.85 per verification for 43 verifications and equals \$228.

INSURANCE: \$4922

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue.

INDIRECT COSTS: \$101,389

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx that allows us to bring call/video conferencing capabilities to the project, which is included

in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$107,348

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as 10% per month

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$163,304

We have budgeted for 15 ITAs at \$3867each, for a total cost of \$58,000.

Supportive services may include, but are not limited to, linkages to community services; assistance with transportation, child care, and dependent care; assistance with housing; assistance with educational testing; reasonable accommodations for individuals with disabilities; referrals to healthcare; and assistance with uniforms or other appropriate work attire and tools, as needed and allowable, in order for participants to be properly prepared for work experience and/or to remove barriers to program participation or employment. This is estimated as \$1516 per youth participant.

We have budgeted \$14,324 for individualized career services, pre-vocational services.

CLIENT AWARDS/INCENTIVES \$72,414

We have budgeted \$72,414 for incentives for credential obtained, future economic opportunity credits, grades, attendance.

DIRECT CLIENT WORK EXPERIENCE \$321,788

Equus estimates 60 participants to engage in work experience. We have budgeted wages at \$15.00 per hour. Participants would work 20 hours per week for 18 weeks. This comes to a total of \$5,200 in wages. Additionally, Equus budgeted for the cost of fringe benefits (FICA and Workers' Compensation) at 10.35% of total work experience wages and equals \$33,305.

ADP payroll processing for work experience is calculated at \$2.31 per participant per week for 4 weeks and equals \$185.

Work experience processing fees include the work to be performed, and benefit received and is calculated at 5% of payroll and fringe and equals \$16,089. This is not charged in indirect costs.

DIRECT CLIENT ON THE JOB TRAINING: \$25,000

Equus anticipates coordinating OJT opportunities for 5 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$5000.

We have dedicated 39% of the budget to training activities, incentives, and support services

TOTAL BUDGET AMOUNT

\$1,779,427

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
Administration:				
60110-60190 exclude 60150	Salaries	\$ 558,777.32		
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 153,328.50		
Total Personnel Expenses		\$ 712,105.81		
Operating Expenses:				
60850	Mileage & Travel	\$ 37,523.53		
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 22,439.00		
62830,62860	Outreach & Public Relations/Job Fairs	\$ 42,500.00		
65610	Reimbursable Equipment *	\$ 111,207.81		
62510-62520	Resource Sharing Allocation	\$ 16,341.00		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 29,976.00		\$ 153,328.50
Subtotal Personnel & Operating expenses		\$ 972,093.15		\$ 972,093.15
	Indirect Cost	\$ 101,389.32		\$ 101,389.32
	Management Fee	\$ 107,348.25		\$ 107,348.25
Total Operating expenses		\$ 1,180,830.72		\$ 1,180,830.72
Participant Expenses				
67408	Instructional Training	\$ 58,000.00		
67412	Customer Support service	\$ 90,980.43		
67426	Individual Career Services - New Service	\$ 14,324.40		
65602	Work Based Learning	\$ 321,788.64		
67422	On The Job Training	\$ 25,000.00		
	Client Awards/Incentives	\$ 72,414.26		
	5% WEX Markup	\$ 16,089.43		\$ 16,089.43
Total Participant Expenses		\$ 598,597.16	\$ 0.51	\$ 598,597.16
Total WIOA Youth Combined GRANT COST		\$ 1,779,427.88		\$ 1,779,427.88
		\$ 0.00		

Benefits		60/40		Mileage - Travel
Fica	0.0765	\$	42,746.46	
WC	0.0243	\$	13,578.29	
Health Ins	0.1460	\$	81,581.49	
Retiremen	0.0100	\$	5,587.77	
FUTA	0.0033	\$	1,843.97	
SUTA	0.0049	\$	2,738.01	
Tuition	0.0094	\$	5,252.51	
	0.2744	\$	153,328.50	

* License for VR Headsets

WEP - 20% Expected Expenditure

Staff Wages	\$ 144,789.98		
Client Wage Subsidy (WEP)	\$ 292,026.41		
Client Wage Taxes	\$ 29,762.23		
WEX Markup 5%	\$ 16,089.43		\$ 16,089.43
Client Awards/Incentives	\$ 72,414.26		
VR Headsets for WBL Training Lease	\$ 99,510.00		
Total WEP Expenditures	\$ 654,592.31	36.79%	

WEP - 20% Expected Expenditure

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget
Administration:		
60110-60190 exclude 60150	Salaries	\$ 117,853.47
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 32,338.99
Total Personnel Expenses		\$ 150,192.47
Operating Expenses:		
60850	Mileage & Travel	\$ 9,351.00
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 5,068.00
62830,62860	Outreach & Public Relations/Job Fairs	\$ 8,500.00
65610	Reimbursable Equipment *	\$ 22,241.56
62510-62520	Resource Sharing Allocation	\$ 4,280.00
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 5,746.00
Subtotal Personnel & Operating expenses		\$ 205,379.03
Indirect Cost		\$ 21,421.03
Management Fee		\$ 22,680.01
Total Operating expenses		\$ 249,480.07
Participant Expenses		
67408	Instructional Training	\$ -
67412	Customer Support service	\$ 30,215.31
67426	Individual Career Services - New Service	\$ 7,743.93
65602	Work Based Learning	\$ 203,048.01
67422	On The Job Training	\$ -
Client Awards/Incentries		\$ 15,482.98
5% WEX Markup		\$ 10,152.40
Total Participant Expenses		\$ 266,642.63
Total WIOA In School Youth GRANT COST		\$ 516,122.70
		\$ 0.00

Benefits			121107.77
	60/40		
Fica	0.0765	\$ 9,015.79	9264.74441
WC	0.0243	\$ 2,863.84	4153.99651
Health Ins	0.1460	\$ 17,206.61	17681.7344
Retiremen	0.0100	\$ 1,178.53	1211.0777
FUTA	0.0033	\$ 388.92	399.655641
SUTA	0.0049	\$ 577.48	593.428073
Tuition	0.0094	\$ 1,107.82	1138.41304
		\$ 32,338.99	34443.0498

\$ 1.07

* License for VR Headsets

WEP - 20% Expected Expenditure	\$ 34,177.51
	\$ 184,268.10
	\$ 18,779.91
	\$ 10,152.40
	\$ 15,482.98
	\$ 19,902.00
WEP - 20% Expected Expenditure	\$ 282,762.90
	54.79%

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
Administration:			60/40	
60110-60190 exclude 60150	Salaries	\$ 440,923.84	Fica	0.0765 \$ 33,730.67
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 120,989.50	WC	0.0243 \$ 10,714.45
Total Personnel Expenses		\$ 561,913.35	Health Ins	0.1460 \$ 64,374.88
Operating Expenses:			Retiremen	0.0100 \$ 4,409.24
60850	Mileage & Travel	\$ 28,172.53	FUTA	0.0033 \$ 1,455.05
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 17,371.00	SUTA	0.0049 \$ 2,160.53
62830,62860	Outreach & Public Relations/Job Fairs	\$ 34,000.00	Tuition	0.0094 \$ 4,144.68
65610	Reimbursable Equipment *	\$ 88,966.25		\$ 120,989.50
62510-62520	Resource Sharing Allocation	\$ 12,061.00		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 24,230.00		
Subtotal Personnel & Operating expenses		\$ 766,714.13		
Indirect Cost		\$ 79,968.28		
Management Fee		\$ 84,668.24		
Total Operating expenses		\$ 931,350.65		
Participant Expenses				
67408	Instructional Training	\$ 58,000.00		
67412	Customer Support service	\$ 60,765.12		
67426	Individual Career Services - New Service	\$ 6,580.47		
65602	Work Based Learning	\$ 118,740.63		
67422	On The Job Training	\$ 25,000.00		
Client Awards/Incentives		\$ 56,931.28		
5% WEX Markup		\$ 5,937.03		
Total Participant Expenses		\$ 331,954.53		
Total Out of School YOUTH GRANT COST		\$ 1,263,305.18		
		\$ (0.00)		

* License for VR Headsets

WEP - 20% Expected Expenditure

Staff Wages	\$ 110,612.47	
Client Wage Subsidy (WEP)	\$ 107,758.31	
Client Wage Taxes	\$ 10,982.32	
WEX Markup 5%	\$ 5,937.03	
Client Awards/Incentives	\$ 56,931.28	
VR Headsets for WBL Training Lease	\$ 79,608.00	
Total WEP Expenditures	\$ 371,829.41	29.43%

WEP - 20% Expected Expenditure

NDWG BUDGET

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 N Whittington Parkway, Louisville, KY 40222

GRANT PERIOD:
 7/1/2022 TO 6/30/2023

REPORT PERIOD:

		Budget		
			60/40	
Administration:				
60110-60190 exclude 60150	Salaries	\$ 31,311.53	Fica	0.0765 \$ 2,395.33
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 8,591.88	WC	0.0243 \$ 760.87
Total Personnel Expenses		\$ 39,903.41	Health Ins	0.1460 \$ 4,571.48
Operating Expenses:			Retiremen	0.0100 \$ 313.12
60850	Mileage & Travel	\$ 1,406.25	FUTA	0.0033 \$ 103.33
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 210.00	SUTA	0.0049 \$ 153.43
62830,62860	Outreach & Public Relations/Job Fairs	\$ -	Tuition	0.0094 \$ 294.33
65610	Reimbursable Equipment	\$ -		\$ 8,591.88
62510-62520	Resource Sharing Allocation	\$ -		
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 513.45		
Subtotal Personnel & Operating expenses		\$ 42,033.11		
Indirect Cost		\$ 4,384.05		
Management Fee		\$ 4,641.72		
Total Operating expenses		\$ 51,058.88		
Participant Expenses				
67408	Instructional Training	\$ -		
67412	Customer Support service	\$ -		
67426	Individual Career Services - New Service	\$ -		
65602	Work Based Learning	\$ -		
67422	On The Job Training	\$ 175,746.26		
5% WEX Markup		\$ -		
Total Participant Expenses		\$ 175,746.26		
Total WIOA NDWG GRANT COST		\$ 226,805.14		
		\$ 226,805.14		