



# Mississippi Valley Workforce Development Board

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## Finance Committee Meeting Agenda

Wednesday, July 28<sup>th</sup>, 2020, at 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87047645228?pwd=dWFzWUprdWdkRVNCUHBvNXVWL2VzUT09>

Meeting ID: 870 4764 5228

Passcode: 136061

One tap mobile 312-626-6799

Called to Order	Lori Bassow
Roll Call	Phyllis Wood
*Excused Absences	Lori Bassow
*Approval of Agenda	Lori Bassow
*Approval of Previous Minutes	Lori Bassow
*Equus June Invoice	Kendra Schaapveld
*Fiscal Agent Invoice	Lori Gilpin
Fiscal Agent June Reports	Lori Gilpin
Bank Account	Miranda Swafford
Summary of Funding	Miranda Swafford
New Budgets	Miranda Swafford
Update on Transfer Discussion	Miranda Swafford
Input on Travel Policy	Miranda Swafford
Other Business	
Public Comment	
Adjourn	Lori Bassow

\*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](mailto:director@mississippivalleyworkforce.org) or at 319-759-8980



## Mississippi Valley Workforce Development Board

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### **Finance Committee Meeting**

Wednesday, June 23<sup>rd</sup>, 2021 at 4:00 p.m., via Zoom

**Members Present:** Cory Bergfeld, Lori Bassow, Joni Dittmer, and Roger Pavey

**Members Absent:** Angela Rheingans and Bob Bartles

**CEOs Present:** Brad Quigley, Nathan Mather, and Jim Irwin

**Staff Present:** Miranda Swafford Executive Director, and Phyllis Wood Executive Assistant

**Fiscal Agent Staff:** Lori Gilpin and Susan Coffey

**Service Provider Staff Present:** Cherisa Price-Wells -Regional Director, Kendra Schaapveld – Project Director, and Bob Ryan – Quality Assurance Specialist

### **CALLED TO ORDER**

Bassow called the meeting to order at 4:05 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **EXCUSED ABSENCES**

None

Unexcused Absences – Angela Rheingans and Bob Bartles

### **APPROVAL OF AGENDA**

Dittmer made a motion to accept the agenda, seconded by Bergfeld, motion carried.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

Dittmer made a motion to approve the meeting minutes, seconded by Bergfeld, motion carried.

### **EQUUS MAY INVOICE**

Schaapveld gave an overview of the Equus May Financial Status Reports for the Rapid Response, Adult/DW and Youth program. Equus's expenses for the month of May were as follows: Adult \$68,296.58, DW \$25,193.81, Youth \$79,737.08, Rapid Response \$5,377.59, and NDWG \$1983.65. Bergfeld made a motion to approve Equus's invoices, seconded by Dittmer, motion carried.

### **FISCAL AGENT INVOICE**

Gilpin presented two invoices: IT Invoice \$118.75; contractual time (83.75 hrs) for April 2021 \$4,823.05. Bergfeld motioned to approve, seconded by Dittmer, motion carried.

### **FISCAL AGENT MAY REPORTS**

Gilpin presented SEIRPC May cumulative reports. Cumulative expenditures to date were as follows; Admin \$148,320.67, Transition \$20,388.30, Adult \$608,102.90, DW \$317,044.54, NDWG \$5,952.47, OSY \$399,902.70, ISY \$83,921.37, and RR \$49,776.15.

### **REVIEW OF FISCAL AGENT MONITORING REPORT**

Swafford did not receive any information or guidance from IWD on how to conduct Fiscal Agent monitoring; made sure everything that came in went out; compared checks to register and reconciled with bank statements; summarized into the annual report; no monitoring findings; one area of concern which does not require corrective action.

Gilpin addressed area of concern; information is exported from accounting software and formatted for readability; the review of exported data provides another layer of checks and balances.

### **UPDATE ON FISCAL AGENT MEETING**

Swafford discussed how to improve efficiency moving forward and what all parties can do to contribute to improved efficiencies.

Bassow reports Equus will have a full-time accountant in the Davenport office; discussed budgeting process and the multiple layers; SEIRPC would be the party to catch errors; discussion of money movement amounts within an aggregate between line items.

### **BUDGET CHANGES DISCUSSION**

- Gilpin asked for clarification about movement of funds guidelines; requested to know when they move money; liked the budget modifications supplemental information provided by Equus this month about fund movement; would like to move forward for a few months with supplemental information about fund movement submitted with invoice.
- Bassow asked for a legend for the colors used in the invoice spreadsheet.
- Irwin expressed concern about monthly movement of funds and would like to not allow budget modifications at least for the first half of the year; is not comfortable with giving up control of oversight, doesn't like the 5% outlined in the current contract that can be moved without approval but can live with it, and believes a better job of budgeting could be done to eliminate monthly movement; would like more conversation regarding less movement; would appreciate more information about IWD contract modifications.
- Schaapveld explained unexpected changes, such as additional funding, were at the root of fund movement; provided detailed examples of why funds might be moved between line items; expressed concern if unable to move funds then it would create barriers to service which could hurt the image of Iowa*WORKS* in the community; participants drive the service needs which makes budgeting difficult to predict; reviewed Budget Modifications supplemental information shared with Fiscal Agent.

- Swafford informs that the Equus contact allows for movement between line items within an aggregate category of up to 5% without approval and is the strictest oversight of all Boards in Iowa; other Fiscal Agents in Iowa are only tracking total aggregate, so we are already providing the most oversight by looking at line items; there were 8 contract modifications from IWD and will provide more information about funding and contract modification to the committee moving forward; if we move to further limit fund movement then there needs to be a process for approval of budget modifications in place first so it does not hinder service delivery.
- Bergfeld agreed to moving forward as is with the budget modifications supplemental documentation of fund movement; state we could not restrict fund movement.
- Mather, and Quigley agrees with Irwin; limit the number of times we move the money in a years' time; keep working to do less transferring as we move to a more normal.

### **BOARD BANK ACCOUNT**

Swafford reported that the balance is currently \$11,187.00, no changes from last month.

### **OTHER BUSINESS**

There was no other business.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURNED**

Bergfeld made a motion to adjourn the meeting, seconded by Dittmer, meeting was adjourned by Bassow at 5:32 p.m.

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

<b>GRANTEE NAME:</b> Equus Workforce Solutions <b>ADDRESS:</b> 805 N Whittington Parkway Louisville, KY 40222	<b>Grantor</b> <b>GRANT NO:</b> <b>PROJECT/ACTIVITY</b>  <b>Invoice Number</b>	<b>Mississippi Valley Workforce Area</b>  <b>WIOA Grant - Adult</b> <b>ADULT</b> <b>37026-0621-AD</b>
<b>GRANT PERIOD:</b>	7/1/2020	6/30/2021
<b>REPORT PERIOD:</b>	6/1/2021	6/30/2021
<b>WIOA SUMMARY - Total Grant</b>	<b>ADULT(AD)</b> 886	

Acct Code	CUMULATIVE COST TO DATE				Grant Balance Remaining	Grant Percentage expended
	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
<b>SECTION II. EXPENDITURES</b>						
<b>Administration:</b>						
	\$ 278,694.00	\$ 19,190.87	\$ 227,645.92	\$ 246,836.79	\$31,857.21	88.57%
	\$ 27,047.00	\$ 1,396.23	\$ 21,300.72	\$ 22,696.95	\$4,350.05	93.92%
	\$ 33,048.00	\$ 2,415.81	\$ 25,908.07	\$ 28,323.88	\$4,724.12	85.71%
	\$ 338,789.00	\$ 23,002.91	\$ 274,854.71	\$ 297,857.62	\$40,931.38	87.92%
<b>Operating Expenses:</b>						
	\$ 4,365.80	\$ 1,115.10	\$ 3,077.50	\$ 4,192.60	\$173.20	96.03%
	\$ 4,869.69	\$ 294.43	\$ 3,936.96	\$ 4,231.39	\$638.30	86.89%
			\$ -	\$ -	\$0.00	0.00%
	\$ 3,711.89	\$ (1,515.03)	\$ 1,917.89	\$ 402.86	\$3,309.03	10.89%
	\$ 7,251.00	\$ 235.58	\$ 6,245.15	\$ 6,480.73	\$770.27	89.38%
	\$ 12,675.98	\$ 5,086.19	\$ 11,848.36	\$ 16,934.55	\$4,256.57	133.60%
			\$ -	\$ -	\$0.00	0.00%
	\$ 15,577.00	\$ 124.73	\$ 15,092.95	\$ 15,217.68	\$359.32	97.69%
	\$ 5,473.00	\$ 1,887.84	\$ 3,500.12	\$ 5,387.96	\$85.04	98.45%
	\$ 2,505.00	\$ 327.36	\$ 2,023.79	\$ 2,351.15	\$153.85	93.86%
			\$ -	\$ -	\$0.00	0.00%
			\$ -	\$ -	\$0.00	0.00%
	\$ 9,437.64	\$ 255.30	\$ 6,878.06	\$ 7,133.36	\$2,304.28	75.58%
	\$ 4,596.00	\$ 14.83	\$ 4,080.76	\$ 4,095.59	\$500.41	89.11%
	\$ 409,252.00	\$ 30,829.24	\$ 333,456.25	\$ 384,285.49	\$44,966.51	89.01%
	\$ 42,294.67	\$ 3,184.66	\$ 34,446.03	\$ 37,630.69	\$4,663.98	88.97%
	\$ 46,698.44	\$ 10,891.24	\$ 35,807.20	\$ 46,698.44	\$0.00	100.00%
	\$ 498,245.11	\$ 44,905.14	\$ 403,709.48	\$ 448,614.62	\$49,630.49	90.04%
<b>Participant Expenses</b>						
	\$ 64,094.19	\$ 6,207.39	\$ 13,560.13	\$ 19,767.52	\$44,326.67	30.84%
	\$ 108,517.31	\$ 21,160.50	\$ 103,574.00	\$ 124,734.50	\$918,217.19	114.94%
	\$ 81,491.02	\$ 3,054.10	\$ 39,000.47	\$ 42,054.57	\$39,436.45	51.61%
			\$ -	\$ -	\$0.00	0.00%
	\$ 20,000.00	\$ 8,916.28	\$ 12,797.57	\$ 21,713.85	\$3,719.85	108.57%
	\$ 1,652.35	\$ 310.37	\$ 678.01	\$ 988.38	\$663.97	59.82%
	\$ 275,754.87	\$ 39,648.64	\$ 169,610.18	\$ 209,258.82	\$66,496.05	75.89%
	\$ 773,999.98	\$ 84,553.78	\$ 573,319.66	\$ 657,873.44	\$116,126.54	85.00%
	\$ 773,999.98	\$ 84,553.78	\$ 573,319.66	\$ 657,873.44	\$116,126.54	85.00%

<b>WEX 5% Markup</b>	Client Wage Subsidy & Client Wage Tax	\$ 6,207.39	\$ 13,560.13	\$ 19,767.52
	WEX Markup 5%	\$ 310.37	\$ 678.01	\$ 988.38
	<b>Total WEP Expenditures</b>	\$ 6,517.76	\$ 14,238.14	\$ 20,755.90

**SECTION V.**  
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Brian Brown, Regional Business Manager
	Date signed	7/9/2021
Approved By(signature):	Typed Name & Title:	Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	7/13/21

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

<b>GRANTEE NAME:</b> Equus Workforce Solutions <b>ADDRESS:</b> 805 N Whittington Parkway Louisville, KY 40222		<b>Grantor</b> <b>GRANT NO:</b> <b>PROJECT/ACTIVITY</b>  <b>Invoice Number</b>	<b>Mississippi Valley Workforce Area</b>  <b>WIOA Grant - DW</b>  <b>37026-0621-DW</b>
<b>GRANT PERIOD:</b>	<b>7/1/2020</b>	<b>6/30/2021</b>	
<b>REPORT PERIOD:</b>	<b>6/1/2021</b>	<b>6/30/2021</b>	
<b>WIOA SUMMARY - Total Grant</b>	<b>Dislocated Worker(DW)</b> <b>888</b>		

Acct Code	CUMULATIVE COST TO DATE				Grant Balance Remaining	Grant Percentage expended
	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
<b>SECTION II. EXPENDITURES</b>						
<b>Administration:</b>						
60110-60190 exclude 60190	Salaries	\$ 188,235.00	\$ 15,912.55	\$ 115,835.26	\$ 131,747.81	\$56,487.19 69.99%
60310-60330	Payroll Taxes	\$ 13,572.90	\$ 1,207.24	\$ 7,513.19	\$ 8,720.43	\$4,852.47 64.25%
60610-60660	Fringes and WorkComp	\$ 22,576.85	\$ 1,420.69	\$ 9,284.79	\$ 10,705.48	\$11,871.37 47.42%
	<b>Total Personnel Expenses</b>	<b>\$ 224,384.75</b>	<b>\$ 18,540.48</b>	<b>\$ 132,633.24</b>	<b>\$ 151,173.72</b>	<b>\$73,211.03 67.37%</b>
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 2,210.81	\$ 775.45	\$ 1,691.06	\$ 2,466.51	(\$255.70) 111.57%
62115	Telephone & Cell Phones	\$ 2,367.00	\$ 89.26	\$ 1,266.90	\$ 1,356.16	\$1,010.84 57.29%
65570	Postage	\$ 1.98	\$ -	\$ 1.98	\$ 1.98	\$0.00 100.00%
63110	Client Supplies & Assessments	\$ 205.00	\$ 13.57	\$ 35.12	\$ 48.69	\$156.31 23.75%
63130	Office Supplies(includes PPE)	\$ 4,214.00	\$ 93.44	\$ 3,452.75	\$ 3,546.19	\$667.81 84.15%
62830	Advertising Public Relations	\$ 6,500.00	\$ 1,849.52	\$ 5,647.87	\$ 7,497.39	(\$997.39) 115.34%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65610	Reimbursable Equipment	\$ 6,418.00	\$ 85.22	\$ 6,315.62	\$ 6,400.84	\$17.16 99.73%
62510-62520	Resource Sharing Allocation	\$ 2,427.00	\$ 703.14	\$ 1,826.00	\$ 2,529.14	(\$102.14) 104.21%
61745	Insurance	\$ 1,306.00	\$ 223.67	\$ 906.99	\$ 1,130.66	\$175.34 86.57%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 4,198.00	\$ 78.85	\$ 3,839.54	\$ 3,918.39	\$279.61 93.34%
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 1,912.00	\$ 10.12	\$ 1,515.76	\$ 1,525.88	\$386.12 79.81%
	<b>Subtotal Personnel &amp; Operating expenses</b>	<b>\$ 256,144.54</b>	<b>\$ 22,462.72</b>	<b>\$ 159,132.83</b>	<b>\$ 181,595.55</b>	<b>\$74,548.99 70.90%</b>
10.33%	Indirect Cost	\$ 26,459.42	\$ 2,320.40	\$ 16,455.30	\$ 18,775.70	\$7,883.72 70.96%
	Management Fee	\$ 28,476.02	\$ 116.48	\$ 28,359.54	\$ 28,476.02	\$0.00 100.00%
	<b>Total Operating expenses</b>	<b>\$ 311,079.98</b>	<b>\$ 24,899.60</b>	<b>\$ 203,947.67</b>	<b>\$ 228,847.27</b>	<b>\$82,232.71 73.57%</b>
<b>Participant Expenses</b>						
65602	Work Experience	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67408	Instructional Training	\$ 79,042.51	\$ 6,834.00	\$ 67,094.50	\$ 73,928.50	\$6,114.01 93.53%
67412	Customer Support service	\$ 45,540.01	\$ 678.41	\$ 11,058.72	\$ 11,737.13	\$33,802.88 25.77%
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67422	On The Job Training	\$ 70,000.00	\$ -	\$ -	\$ -	\$70,000.00 0.00%
	<b>Total Participant Expenses</b>	<b>\$ 194,582.52</b>	<b>\$ 7,512.41</b>	<b>\$ 78,153.22</b>	<b>\$ 85,665.63</b>	<b>\$108,916.89 44.03%</b>
	<b>Total</b>	<b>\$ 505,662.50</b>	<b>\$ 32,412.01</b>	<b>\$ 282,100.89</b>	<b>\$ 314,512.90</b>	<b>\$191,149.60 62.20%</b>
	<b>Total WIOA DW GRANT COST</b>	<b>\$ 505,662.50</b>	<b>\$ 32,412.01</b>	<b>\$ 282,100.89</b>	<b>\$ 314,512.90</b>	<b>\$191,149.60 62.20%</b>

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Brian Brown, Regional Business Manager
	Date signed	7/9/2021
Approved By(signature):	Typed Name & Title:	Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	7/13/21

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

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

**Grantor**  
**GRANT NO:**  
**PROJECT/ACTIVITY**  
  
**Invoice Number**

**Mississippi Valley Workforce Area**  
**WIOA Grant - ISY & OSY**  
**YOUTH**  
**37026-0621-WIOA Youth**

**GRANT PERIOD:** 7/1/2020 6/30/2021

**REPORT PERIOD:** 6/1/2021 6/30/2021

**WIOA SUMMARY - Total Grant** **YOUTH COMB**  
ISY 890 & OSY 892/885

**SECTION II. EXPENDITURES**

**CUMULATIVE COST TO DATE**

Acct Code

60110-60190 exclude 60150  
60210-60330  
60610-60690

60850  
62115  
65570  
63110  
63130  
62830  
62860  
65610

60210-60330  
61745  
64120  
65120

65544 65520 65530  
65125 65128 65130

10.33%

65602  
67408  
67412  
67405  
67422  
67418

WEP - 20%  
Expected  
Expenditure

WEP - 40%  
Expected  
Expenditure

	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
<b>Administration:</b>						
Salaries	\$ 258,465.16	\$ 23,532.38	\$ 211,266.08	\$ 234,798.46	\$23,666.70	90.84%
Payroll Taxes	\$ 22,089.57	\$ 1,714.50	\$ 13,876.20	\$ 15,590.70	\$6,498.87	70.58%
Fringes and WorkComp	\$ 34,948.00	\$ 3,022.22	\$ 26,414.02	\$ 29,436.24	\$5,511.76	84.23%
<b>Total Personnel Expenses</b>	<b>\$ 315,502.73</b>	<b>\$ 28,269.10</b>	<b>\$ 251,556.30</b>	<b>\$ 279,825.40</b>	<b>\$35,677.33</b>	<b>88.69%</b>
<b>Operating Expenses:</b>						
Mileage & Travel	\$ 19,151.05	\$ 1,121.81	\$ 2,563.18	\$ 3,684.99	\$15,466.06	19.24%
Telephone & Cell Phones	\$ 4,501.44	\$ 394.18	\$ 3,214.08	\$ 3,608.26	\$893.18	80.16%
Postage	\$ 6.66	\$ -	\$ 6.66	\$ 6.66	\$0.00	100.00%
Client Supplies & Assessments	\$ 4,807.98	\$ 1,569.30	\$ 410.59	\$ 1,979.89	\$2,828.09	41.18%
Office Supplies(includes PPE)	\$ 11,375.11	\$ 95.42	\$ 5,608.36	\$ 5,703.78	\$5,671.33	50.14%
Advertising Public Relations	\$ 50,000.00	\$ 4,811.91	\$ 16,107.81	\$ 20,919.72	\$29,080.28	41.84%
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
Reimbursable Equipment	\$ 52,852.00	\$ 140.65	\$ 22,390.58	\$ 22,531.23	\$30,320.77	42.63%
Resource Sharing Allocation	\$ 19,735.00	\$ 1,378.92	\$ 9,079.64	\$ 10,458.56	\$9,276.44	52.99%
Insurance	\$ 2,461.05	\$ 369.16	\$ 1,844.30	\$ 2,213.46	\$247.59	89.94%
Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
Emp Background test /drug screening, Training, Dues & Subs, etc	\$ 25,087.26	\$ 240.66	\$ 7,740.34	\$ 7,981.00	\$17,106.26	31.81%
Other Professional Services(ADP, App Hosting)	\$ 6,905.19	\$ 65.34	\$ 2,726.82	\$ 2,792.16	\$4,113.03	40.44%
<b>Subtotal Personnel &amp; Operating expenses</b>	<b>\$ 512,385.47</b>	<b>\$ 38,456.45</b>	<b>\$ 323,248.66</b>	<b>\$ 367,705.11</b>	<b>\$150,680.36</b>	<b>70.59%</b>
Indirect Cost	\$ 52,929.03	\$ 3,972.55	\$ 33,730.01	\$ 37,702.56	\$15,226.47	71.23%
Management Fee	\$ 57,970.57	\$ 12,958.73	\$ 45,011.84	\$ 57,970.57	\$0.00	100.00%
<b>Total Operating expenses</b>	<b>\$ 623,285.07</b>	<b>\$ 55,387.73</b>	<b>\$ 401,990.51</b>	<b>\$ 457,378.24</b>	<b>\$165,906.63</b>	<b>73.38%</b>
<b>Participant Expenses</b>						
Work Experience	\$ 193,360.00	\$ 10,241.45	\$ 21,560.30	\$ 31,801.75	\$161,558.25	16.45%
Instructional Training	\$ 35,418.84	\$ 570.00	\$ 9,515.50	\$ 10,085.50	\$25,333.34	28.47%
Customer Support service	\$ 43,624.77	\$ 1,237.09	\$ 8,589.17	\$ 9,826.26	\$33,798.51	22.52%
Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
On The Job Training	\$ 20,000.00	\$ 1,481.25	\$ 1,879.69	\$ 3,360.94	\$16,639.06	16.80%
Client Awards / Incentives	\$ 32,227.43	\$ 65.00	\$ 2,045.00	\$ 2,110.00	\$30,117.43	6.55%
5% WEX Markup	\$ 2,781.50	\$ 512.07	\$ 1,078.52	\$ 1,590.59	\$1,190.91	57.18%
<b>Total Participant Expenses</b>	<b>\$ 327,412.54</b>	<b>\$ 14,106.86</b>	<b>\$ 44,668.18</b>	<b>\$ 58,775.04</b>	<b>\$268,637.50</b>	<b>17.95%</b>
<b>Total</b>	<b>\$ 950,697.61</b>	<b>\$ 69,494.59</b>	<b>\$ 446,658.68</b>	<b>\$ 516,153.28</b>	<b>\$434,544.33</b>	<b>54.29%</b>
<b>Total YOUTH GRANT COST</b>	<b>\$ 950,697.61</b>	<b>\$ 69,494.59</b>	<b>\$ 446,658.68</b>	<b>\$ 516,153.28</b>	<b>\$434,544.33</b>	<b>54.29%</b>

Staff Wages - May 2021	\$ 5,978.12	\$ 26,370.65	\$ 32,348.77
Client Wage Subsidy (WEP)	\$ 9,222.06	\$ 19,310.90	\$ 28,532.96
Client Wage Taxes	\$ 1,019.39	\$ 2,259.40	\$ 3,278.79
WEX Markup 5%	\$ 512.07	\$ 859.27	\$ 1,371.35
On The Job Training	\$ 1,481.25	\$ 1,879.69	\$ 3,360.94
Client Awards / Incentives	\$ -	\$ 75.00	\$ 75.00
<b>Credit Back to Board for WEX</b>	<b>\$ -</b>	<b>\$ (10.00)</b>	<b>\$ (10.00)</b>

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title: Brian Brown, Regional Business Manager
	Date signed: 7/9/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
	Date Signed: 7/13/21

**Total WEP Expenditures** \$ 18,212.89 \$ 50,744.91 \$ 68,957.80 **13.36%**

\$ 89,331.74 \$ 103,230.66 **20%**

\$ (38,586.83) \$ (34,272.85) **over(shortage)**

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

<b>GRANTEE NAME:</b> Equus Workforce Solutions <b>ADDRESS:</b> 805 N Whittington Parkway Louisville, KY 40222		<b>Grantor</b> <b>GRANT NO:</b> <b>PROJECT/ACTIVITY</b> <b>Invoice Number</b>	<b>Mississippi Valley Workforce Area</b> <b>WIOA Grant - IN School Youth</b> <b>YOUTH</b> <b>37026-0621-WIOA Youth</b>
<b>GRANT PERIOD:</b> 7/1/2020	6/30/2021		
<b>REPORT PERIOD:</b> 6/1/2021	6/30/2021		
<b>WIOA SUMMARY - Total Grant</b>		<b>YOUTH ISY</b> ISY 890 & 884	

Acct Code	SECTION II. EXPENDITURES					Grant Balance Remaining	Grant Percentage expended
	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	CUMULATIVE COST TO DATE		
<b>Administration:</b>							
60110-60190 include 60150	Salaries	\$ 51,005.00	\$ 3,673.39	\$ 30,165.26	\$ 33,838.65	\$17,166.35	66.34%
60310-60330	Payroll Taxes	\$ 4,332.00	\$ 278.90	\$ 2,253.45	\$ 2,532.35	\$1,799.65	58.46%
60610-60650	Fringes and WorkComp	\$ 6,989.00	\$ 382.61	\$ 3,457.32	\$ 3,839.93	\$3,149.07	54.94%
	<b>Total Personnel Expenses</b>	<b>\$ 62,326.00</b>	<b>\$ 4,334.90</b>	<b>\$ 35,876.03</b>	<b>\$ 40,210.93</b>	<b>\$22,115.07</b>	<b>64.52%</b>
<b>Operating Expenses:</b>							
60850	Mileage & Travel	\$ 4,375.50	\$ 200.33	\$ 489.82	\$ 690.15	\$3,685.35	15.77%
62115	Telephone & Cell Phones	\$ 581.00	\$ 11.38	\$ 198.57	\$ 209.95	\$371.05	36.14%
65570	Postage	\$ 0.50	\$ -	\$ 0.50	\$ 0.50	\$0.00	100.00%
63110	Client Supplies & Assessments	\$ 1,098.00	\$ 2.04	\$ 53.29	\$ 55.33	\$1,042.67	5.04%
63130	Office Supplies(includes PPE)	\$ 1,633.00	\$ 11.45	\$ 887.75	\$ 899.20	\$733.80	55.06%
62830	Advertising Public Relations	\$ 10,000.00	\$ 777.43	\$ 1,126.36	\$ 1,903.79	\$8,096.21	19.04%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
65610	Reimbursable Equipment	\$ 10,370.00	\$ 17.87	\$ 9,728.73	\$ 9,746.60	\$623.40	93.99%
62510-62920	Resource Sharing Allocation	\$ 4,027.00	\$ 105.47	\$ 587.50	\$ 692.97	\$3,334.03	17.21%
61745	Insurance	\$ 489.00	\$ 46.92	\$ 275.61	\$ 322.53	\$166.47	65.96%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
65120	Annual Audit	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
	Emp Background test/drug screening, Training, Dues & Subs, etc.	\$ 4,810.00	\$ 9.45	\$ 1,426.00	\$ 1,435.45	\$3,374.55	29.84%
65644, 65520, 65530	Other Professional Services(ADP, App Hosting)	\$ 1,339.00	\$ 21.13	\$ 272.53	\$ 293.66	\$1,045.34	21.93%
65125, 65128, 65130	<b>Subtotal Personnel &amp; Operating expenses</b>	<b>\$ 101,049.00</b>	<b>\$ 5,639.37</b>	<b>\$ 50,922.69</b>	<b>\$ 56,461.06</b>	<b>\$44,587.94</b>	<b>55.87%</b>
10.33%	Indirect Cost	\$ 10,437.75	\$ 572.11	\$ 5,260.31	\$ 5,832.42	\$4,605.33	55.88%
	Management Fee	\$ 11,844.77	\$ 4,121.60	\$ 7,723.17	\$ 11,844.77	\$0.00	100.00%
	<b>Total Operating expenses</b>	<b>\$ 123,331.52</b>	<b>\$ 10,232.08</b>	<b>\$ 63,906.17</b>	<b>\$ 74,138.25</b>	<b>\$49,193.27</b>	<b>60.11%</b>
<b>Participant Expenses</b>							
65602	Work Experience	\$ 39,549.00	\$ -	\$ -	\$ -	\$39,549.00	0.00%
67408	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
67412	Customer Support service	\$ 9,556.05	\$ 315.00	\$ 1,265.00	\$ 1,580.00	\$7,976.05	16.53%
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
67422	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
67418	<b>Client Awards / Incentives</b>	<b>\$ 8,030.00</b>	<b>\$ 65.00</b>	<b>\$ 130.00</b>	<b>\$ 195.00</b>	<b>\$7,835.00</b>	<b>2.43%</b>
	5% WEX Markup	\$ 800.15	\$ -	\$ -	\$ -	\$800.15	0.00%
	<b>Total Participant Expenses</b>	<b>\$ 57,735.20</b>	<b>\$ 380.00</b>	<b>\$ 1,395.00</b>	<b>\$ 1,775.00</b>	<b>\$55,960.20</b>	<b>3.07%</b>
	<b>Total</b>	<b>\$ 181,066.72</b>	<b>\$ 10,612.08</b>	<b>\$ 65,301.17</b>	<b>\$ 75,913.25</b>	<b>\$105,153.47</b>	<b>41.93%</b>
	<b>Total WIOA YOUTH ISY GRANT COST</b>	<b>\$ 181,066.72</b>	<b>\$ 10,612.08</b>	<b>\$ 65,301.17</b>	<b>\$ 75,913.25</b>	<b>\$105,153.47</b>	<b>41.93%</b>

<b>WEP - 20% Expected Expenditure</b>	Staff Wages	\$ 1,798.96	\$ 8,116.85	\$ 9,915.81	
	On the Job Training	\$ -	\$ -	\$ -	
<b>WEP - 20% Expected Expenditure</b>	<b>Total WEP Expenditures</b>	<b>\$ 1,798.96</b>	<b>\$ 8,116.85</b>	<b>\$ 9,915.81</b>	<b>13.06%</b>

**SECTION V.**  
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title: Brian Brown, Regional Business Manager
	Date signed: 7/9/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
	Date Signed: 7/13/21



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

<b>GRANTEE NAME:</b> Equus Workforce Solutions		<b>Grantor:</b> Mississippi Valley Workforce Area
<b>ADDRESS:</b> 805 N Whittington Parkway Louisville, KY 40222		<b>GRANT NO:</b> 14 822
		<b>PROJECT/ACTIVITY:</b> WIOA Grant - Out of School Youth YOUTH
		<b>Invoice Number:</b> 37026-0621-WIOA Youth
<b>GRANT PERIOD:</b>	7/1/2020	6/30/2021
<b>REPORT PERIOD:</b>	6/1/2021	6/30/2021
<b>WIOA SUMMARY - Total Grant</b>	<b>YOUTH OSY OSY 892 &amp; 885</b>	

Acct Code	CUMULATIVE COST TO DATE				Grant Balance Remaining	Grant Percentage expended
	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum Cost (2+3)		
<b>SECTION II. EXPENDITURES</b>						
<b>Administration:</b>						
	\$ 207,460.16	\$ 19,858.99	\$ 181,100.82	\$ 200,959.81	\$ 6,500.25	96.87%
	\$ 17,757.57	\$ 1,435.60	\$ 11,622.75	\$ 13,058.35	\$ 4,699.22	73.54%
	\$ 27,959.00	\$ 2,639.51	\$ 22,956.70	\$ 25,596.31	\$ 2,362.69	91.55%
	\$ 253,176.73	\$ 23,934.20	\$ 215,680.27	\$ 239,614.47	\$13,562.26	94.64%
<b>Operating Expenses:</b>						
	\$ 14,775.55	\$ 921.48	\$ 2,073.36	\$ 2,994.84	\$11,780.71	20.27%
	\$ 3,920.44	\$ 382.80	\$ 3,015.51	\$ 3,398.31	\$522.13	86.68%
	\$ 8.16	\$ -	\$ 6.16	\$ 6.16	\$0.00	100.00%
	\$ 3,709.98	\$ 1,567.26	\$ 357.30	\$ 1,924.56	\$1,785.42	51.88%
	\$ 9,742.11	\$ 83.97	\$ 4,720.61	\$ 4,804.58	\$4,937.53	49.32%
	\$ 40,000.00	\$ 4,034.48	\$ 14,981.45	\$ 19,015.93	\$20,984.07	47.54%
	\$ 42,482.00	\$ 122.78	\$ 12,661.85	\$ 12,784.63	\$29,697.37	30.08%
	\$ 15,708.00	\$ 1,273.45	\$ 8,492.14	\$ 9,765.59	\$5,942.41	62.17%
	\$ 1,972.05	\$ 322.24	\$ 1,568.69	\$ 1,890.93	\$81.12	95.89%
	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
	\$ 20,277.26	\$ 231.21	\$ 6,314.34	\$ 6,545.55	\$13,731.71	32.28%
	\$ 5,566.19	\$ 44.21	\$ 2,454.29	\$ 2,498.50	\$3,067.69	44.89%
	\$ 411,326.47	\$ 32,918.08	\$ 272,325.97	\$ 305,244.05	\$106,992.42	74.21%
	\$ 42,491.28	\$ 3,400.44	\$ 28,469.70	\$ 31,870.14	\$10,621.14	75.00%
	\$ 46,125.80	\$ 8,837.13	\$ 37,288.67	\$ 46,125.80	\$0.00	100.00%
	\$ 499,953.55	\$ 45,155.65	\$ 338,084.34	\$ 383,239.99	\$116,713.56	78.66%
<b>Participant Expenses</b>						
	\$ 153,811.00	\$ 10,241.45	\$ 21,560.30	\$ 31,801.75	\$122,009.25	20.48%
	\$ 35,418.84	\$ 570.00	\$ 9,515.50	\$ 10,085.50	\$25,333.34	28.47%
	\$ 34,068.72	\$ 922.09	\$ 7,324.17	\$ 8,246.28	\$25,822.46	34.20%
	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
	\$ 20,000.00	\$ 1,481.25	\$ 1,879.69	\$ 3,360.94	\$16,639.06	16.80%
	\$ 24,197.43	\$ 512.07	\$ 1,915.00	\$ 1,915.00	\$22,282.43	7.91%
	\$ 2,181.35	\$ 512.07	\$ 1,078.52	\$ 1,590.59	\$590.76	72.92%
	\$ 269,877.34	\$ 13,726.86	\$ 43,273.18	\$ 57,000.04	\$212,877.30	21.14%
	\$ 769,630.89	\$ 58,882.51	\$ 381,357.51	\$ 440,240.02	\$329,390.86	57.20%
	\$ 769,630.89	\$ 58,882.51	\$ 381,357.51	\$ 440,240.02	\$329,390.86	57.20%
	\$ 859,097.91					
<b>Total WIOA YOUTH OSY GRANT COST</b>						
<b>WEP - 20% Expected Expenditure</b>						
	\$ 4,179.16	\$ 18,253.80	\$ 22,432.96	\$ 22,432.96		
	\$ 9,222.06	\$ 19,310.90	\$ 28,532.96	\$ 28,532.96		
	\$ 1,019.39	\$ 2,259.40	\$ 3,278.79	\$ 3,278.79		
	\$ 512.07	\$ 859.27	\$ 1,371.35	\$ 1,371.35		
	\$ 1,481.25	\$ 1,879.69	\$ 3,360.94	\$ 3,360.94		
	\$ -	\$ 75.00	\$ 75.00	\$ 75.00		
	\$ -	\$ (10.00)	\$ (10.00)	\$ (10.00)		
	\$ -	\$ -	\$ -	\$ -		
	\$ 16,413.93	\$ 42,628.06	\$ 59,042.00	\$ 59,042.00		13.41%
<b>SECTION V.</b>						
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.						
Prepared By (signature):	Typed Name & Title:	Brian Brown, Regional Business Manager				
Approved By (signature):	Date signed:	7/9/2021				
Kendra M. Schaapveld	Typed Name & Title:	Cherisa Price-Wells, Reg Director				
	Project Director:	Kendra Schaapveld				
	Date Signed:	7/13/21				

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

<b>GRANTEE NAME:</b> Equus Workforce Solutions <b>ADDRESS:</b> 805 N Whittington Parkway Louisville, KY 40222		<b>Grantor</b> <b>GRANT NO:</b> <b>PROJECT/ACTIVITY</b> <i>Invoice Number</i>	<b>Mississippi Valley Workforce Area</b> <b>RAPID RESPONSE - Grant</b> <b>RAPID RESPONSE</b> <b>37026-0621-RAPID RESPONSE</b>
<b>GRANT PERIOD:</b> 9/1/2020	8/31/2021		
<b>REPORT PERIOD:</b> 6/1/2021	6/30/2021		
<b>RAPID RESPONSE - Total Grant</b>	<b>Rapid Response</b> 894		

Acct Code	SECTION II. EXPENDITURES				Grant Balance Remaining	Grant Percentage expended
	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
	<b>Administration:</b>					
60110-60190 exclude 60190	Salaries	\$ 36,933.00	\$ 5,407.43	\$ 32,346.15	\$ 37,753.58	(8925.58) 102.22%
60310-60330	Payroll Taxes	\$ 2,825.00	\$ 409.86	\$ 1,659.78	\$ 2,069.64	\$755.36 73.26%
60610-60650	Fringes and WorkComp	\$ 5,374.00	\$ 277.02	\$ 1,683.34	\$ 1,960.36	\$3,413.64 95.48%
	<b>Total Personnel Expenses</b>	<b>\$ 45,132.00</b>	<b>\$ 6,094.31</b>	<b>\$ 35,689.27</b>	<b>\$ 41,783.58</b>	<b>\$3,348.42 92.58%</b>
	<b>Operating Expenses:</b>					
60850	Mileage & Travel	\$ 2,080.00	\$ 265.44	\$ 547.99	\$ 813.43	\$1,266.57 39.11%
62115	Telephone & Cell Phones	\$ 1,120.86	\$ 178.61	\$ 870.86	\$ 1,049.47	\$71.39 93.63%
65570	Postage					\$0.00 0.00%
63110	Client Supplies & Assessments					\$0.00 0.00%
63130	Office Supplies (includes PPE)	\$ 1,612.09	\$ 48.14	\$ 1,102.09	\$ 1,150.23	\$461.86 71.35%
62830	Advertising Public Relations	\$ 2,288.89	\$ 584.93	\$ 1,708.89	\$ 2,293.82	(84.93) 100.22%
62860	Job Fairs					\$0.00 0.00%
65610	Reimbursable Equipment	\$ 14,827.39	\$ 32.24	\$ 7,664.13	\$ 7,696.37	\$7,131.02 91.91%
62910-62920	Resource Sharing Allocation	\$ 2,910.00	\$ 45.78	\$ 509.55	\$ 555.33	\$2,354.67 19.08%
61745	Insurance	\$ 359.51	\$ 84.61	\$ 259.51	\$ 344.12	\$15.39 95.72%
64120	Business Taxes & Licenses					\$0.00 0.00%
65120	Annual Audit					\$0.00 0.00%
6554, 65520, 65530	Emp background test drug screening, Training, Dues & Subs, etc.	\$ 1,115.26	\$ 19.77	\$ 1,015.26	\$ 1,035.03	\$80.23 92.81%
65125, 65128, 65130	Other Professional Services (Adp. App Hosting)	\$ 554.00	\$ 3.82	\$ 408.60	\$ 412.42	\$141.58 74.44%
	<b>Subtotal Personnel &amp; Operating expense:</b>	<b>\$ 72,000.00</b>	<b>\$ 7,357.65</b>	<b>\$ 49,776.15</b>	<b>\$ 57,133.80</b>	<b>\$14,866.20 79.35%</b>
10.33%	Indirect Cost					\$0.00 0.00%
	Management Fee					\$0.00 0.00%
	<b>Total Operating expenses</b>	<b>\$ 72,000.00</b>	<b>\$ 7,357.65</b>	<b>\$ 49,776.15</b>	<b>\$ 57,133.80</b>	<b>\$14,866.20 79.35%</b>
	<b>Participant Expenses</b>					
65602	Work Experience					\$0.00 0.00%
67408	Instructional Training					\$0.00 0.00%
67412	Customer Support service					\$0.00 0.00%
67405	Incumbent Worker training					\$0.00 0.00%
67422	On The Job Training					\$0.00 0.00%
67418	<b>Client Awards / Incentives</b>					\$0.00 0.00%
	<b>Total Participant Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0.00 0.00%</b>
	<b>Total</b>	<b>\$ 72,000.00</b>	<b>\$ 7,357.65</b>	<b>\$ 49,776.15</b>	<b>\$ 57,133.80</b>	<b>\$14,866.20 79.35%</b>
	<b>Total RAPID RESPONSE GRANT COST</b>	<b>\$ 72,000.00</b>	<b>\$ 7,357.65</b>	<b>\$ 49,776.15</b>	<b>\$ 57,133.80</b>	<b>\$14,866.20 79.35%</b>

**SECTION V.**  
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By (signature):	Typed Name & Title: Brian Brown, Regional Business Manager
	Date signed: 7/9/2021
Approved By (signature):	Typed Name & Title: Chersa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
	Date Signed: 7/13/21

<b>Credit Reflecting Indirect Cost</b>	Nov-20 Indirect Credit for RR	\$ (218.77)
	Dec-20 Indirect Credit for RR	\$ (336.41)
	Jan-21 Indirect Credit for RR	\$ (696.69)
	<b>Total</b>	<b>\$ (1,249.86)</b>

<b>Credit Reflecting Management Fee</b>	Nov-20 Management Fee for RR	\$ (231.52)
	Dec-20 Management Fee for RR	\$ (359.31)
	Jan-21 Management Fee for RR	\$ (744.09)
	<b>Total</b>	<b>\$ (1,334.92)</b>

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

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

Grantor  
GRANT NO:  
PROJECT/ACTIVITY

Mississippi Valley Workforce Area  
NDWG - Grant  
National Dislocated Worker Grant  
37026-0621-NDWG

GRANT PERIOD:  
1/1/2021 6/30/2022

Invoice Number

REPORT PERIOD:  
6/1/2021 6/30/2021

**NATIONAL DISLOCATED WORKER GRANT NDWG**

**SECTION II. EXPENDITURES**

**CUMULATIVE COST TO DATE**

Acct Code

60110-60190 exclude  
60150  
60310-60330  
60610-60650

60850  
62115  
65570  
63110  
63130  
62830  
62860  
65610  
62510-62520  
61745  
64120  
65120

65644, 65620, 65630  
65125, 65128, 65130

10.333%

65602  
67408  
67412  
67405  
67422  
67418

	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
<b>Administration:</b>						
Salaries	\$ 43,320.00	\$ 715.44	\$ 2,140.25	\$ 2,855.69	\$40,464.31	6.59%
Payroll Taxes	\$ 3,313.98	\$ 54.73	\$ 161.43	\$ 216.16	\$3,097.82	6.52%
Fringes and WorkComp	\$ 5,859.02	\$ 45.10	\$ 97.40	\$ 142.50	\$5,716.52	2.43%
<b>Total Personnel Expenses</b>	<b>\$ 52,493.00</b>	<b>\$ 815.27</b>	<b>\$ 2,399.08</b>	<b>\$ 3,214.35</b>	<b>\$49,278.65</b>	<b>6.12%</b>
<b>Operating Expenses:</b>						
Mileage & Travel	\$ 900.00	\$ -	\$ -	\$ -	\$900.00	0.00%
Telephone & Cell Phones		\$ -	\$ -	\$ -	\$0.00	0.00%
Postage		\$ -	\$ -	\$ -	\$0.00	0.00%
Client Supplies & Assessments		\$ -	\$ -	\$ -	\$0.00	0.00%
Office Supplies(includes PPE)	\$ 689.00	\$ -	\$ -	\$ -	\$689.00	0.00%
Advertising Public Relations		\$ -	\$ -	\$ -	\$0.00	0.00%
Job Fairs		\$ -	\$ -	\$ -	\$0.00	0.00%
Reimbursable Equipment		\$ -	\$ -	\$ -	\$0.00	0.00%
Resource Sharing Allocation		\$ -	\$ -	\$ -	\$0.00	0.00%
Insurance		\$ -	\$ -	\$ -	\$0.00	0.00%
Business Taxes & Licenses		\$ -	\$ -	\$ -	\$0.00	0.00%
Annual Audit		\$ -	\$ -	\$ -	\$0.00	0.00%
Emp Background test /drug screening, Training, Dues & Subs, etc.		\$ -	\$ -	\$ -	\$0.00	0.00%
Other Professional Services(ADP, App Hosting)		\$ -	\$ (0.03)	\$ (0.03)	\$0.03	0.00%
<b>Subtotal Personnel &amp; Operating expense</b>	<b>\$ 54,082.00</b>	<b>\$ 815.27</b>	<b>\$ 2,399.05</b>	<b>\$ 3,214.32</b>	<b>\$50,867.68</b>	<b>5.94%</b>
Indirect Cost	\$ 5,586.77	\$ 84.22	\$ 247.82	\$ 332.04	\$5,254.73	5.94%
Management Fee	\$ 5,966.97	\$ 331.50	\$ 683.00	\$ 994.50	\$4,972.47	16.67%
<b>Total Operating expenses</b>	<b>\$ 65,635.74</b>	<b>\$ 1,230.99</b>	<b>\$ 3,309.87</b>	<b>\$ 4,540.86</b>	<b>\$61,094.88</b>	<b>6.92%</b>
<b>Participant Expenses</b>						
Work Experience		\$ -	\$ -	\$ -	\$0.00	0.00%
Instructional Training		\$ -	\$ -	\$ -	\$0.00	0.00%
Customer Support service		\$ -	\$ -	\$ -	\$0.00	0.00%
Incumbent Worker training		\$ -	\$ -	\$ -	\$0.00	0.00%
On The Job Training	\$ 210,000.00	\$ 2,514.49	\$ 1,331.18	\$ 3,845.67	\$206,154.33	1.83%
<b>Client Awards / Incentives</b>		\$ -	\$ -	\$ -	\$0.00	0.00%
<b>Total Participant Expenses</b>	<b>\$ 210,000.00</b>	<b>\$ 2,514.49</b>	<b>\$ 1,331.18</b>	<b>\$ 3,845.67</b>	<b>\$206,154.33</b>	<b>1.83%</b>
<b>Total</b>	<b>\$ 275,635.74</b>	<b>\$ 3,745.48</b>	<b>\$ 4,641.05</b>	<b>\$ 8,386.53</b>	<b>\$267,249.21</b>	<b>3.04%</b>
<b>Total NDWG GRANT COST</b>	<b>\$ 275,635.74</b>	<b>\$ 3,745.48</b>	<b>\$ 4,641.05</b>	<b>\$ 8,386.53</b>	<b>\$267,249.21</b>	<b>3.04%</b>

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title: Brian Brown, Regional Business Manager
	Date signed 7/9/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director Kendra Schaapveld
	Date Signed: 7/13/21

**WIOA ACCOUNTS PAYABLE PAYMENT REQUEST**

**Vendor Name:** SEIRPC  
**Vendor Address:** 211 N Gear Ave, Ste 100  
 West Burlington, IA 52655

**Invoice Date:** 5/31/2021

**Description:** SEIRPC wages, benefits and indirect costs for May 2021

✓  
7/16

ACCOUNT	DESCRIPTION	CLASS		AMOUNT
		#	NAME	
899.710	Contractual Time May 2021 - 87.5 hrs	95.10	Admin	6,646.86

**TOTAL** 6,646.86

Please note this won't be drawn until 7/30/2021

Be sure all supporting documents (invoices) included.

\_\_\_\_\_  
SEIRPC Executive Director Signature

✓ XX to Susan  
 ✓ XX to Lori  
 ✓ Scan to Miranda

**Southeast Iowa Regional Planning Commission  
SEIRPC Personnel Expenses  
May 2021**

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
<b>700.00 · Personnel Expenses</b>								
<b>701.00 · Salaries</b>								
General Journal	05/31/2021	21-0506		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	3,695.76		3,695.76
Total 701.00 · Salaries						3,695.76	0.00	3,695.76
<b>702.00 · FICA - Employer's Share</b>								
General Journal	05/31/2021	21-0506		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	267.11		267.11
Total 702.00 · FICA - Employer's Share						267.11	0.00	267.11
<b>703.00 · IPERS - Employer's Share</b>								
General Journal	05/31/2021	21-0506		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	343.58		343.58
Total 703.00 · IPERS - Employer's Share						343.58	0.00	343.58
<b>705.00 · Employee Benefits</b>								
General Journal	05/01/2021	21-0508	Principal Financial Gr...	Monthly dental...	90 LOCAL:95.0 WIOA:95.10 Administration	38.15		38.15
General Journal	05/31/2021	21-0506		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	662.51		700.66
Total 705.00 · Employee Benefits						700.66	0.00	700.66
Total 700.00 · Personnel Expenses						5,007.11	0.00	5,007.11
<b>900.00 · INDIRECT COSTS</b>								
General Journal	05/31/2021	21-0506		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	1,639.75		1,639.75
Total 900.00 · INDIRECT COSTS						1,639.75	0.00	1,639.75
<b>TOTAL</b>						<b>6,646.86</b>	<b>0.00</b>	<b>6,646.86</b>

**WIOA ACCOUNTS PAYABLE PAYMENT REQUEST**

**Vendor Name:** SEIRPC **Invoice Date:** 6/30/2021  
**Vendor Address:** 211 N Gear Ave, Ste 100  
West Burlington, IA 52655

**Description:** SEIRPC wages, benefits and indirect costs for June 2021

ACCOUNT	DESCRIPTION	CLASS		AMOUNT
		#	NAME	
899.710	Contractual Time <del>May</del> <sup>June</sup> 2021 - 56.25 hrs	95.10	Admin	3,249.11
<b>TOTAL</b>				<u>3,249.11</u>

**Please note this won't be drawn until 7/30/2021**

**Be sure all supporting documents (invoices) included.**

\_\_\_\_\_ **SEIRPC Executive Director Signature**

✓ XX to Susan  
 ✓ XX to Lori  
 ✓ Scan to Miranda

## Southeast Iowa Regional Planning Commission SEIRPC Personnel Expenses

07/15/21

June 2021

Accrual Basis

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
<b>700.00 · Personnel Expenses</b>								
<b>701.00 · Salaries</b>								
General Journal	06/30/2021	21-0606		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	1,738.49		1,738.49
Total 701.00 · Salaries						1,738.49	0.00	1,738.49
<b>702.00 · FICA - Employer's Share</b>								
General Journal	06/30/2021	21-0606		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	123.45		123.45
Total 702.00 · FICA - Employer's Share						123.45	0.00	123.45
<b>703.00 · IPERS - Employer's Share</b>								
General Journal	06/30/2021	21-0606		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	160.89		160.89
Total 703.00 · IPERS - Employer's Share						160.89	0.00	160.89
<b>705.00 · Employee Benefits</b>								
General Journal	06/01/2021	21-0608	Principal Financial Gr...	Monthly dental...	90 LOCAL:95.0 WIOA:95.10 Administration	23.53		23.53
General Journal	06/30/2021	21-0606		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	402.42		425.95
Total 705.00 · Employee Benefits						425.95	0.00	425.95
Total 700.00 · Personnel Expenses						2,448.78	0.00	2,448.78
<b>900.00 · INDIRECT COSTS</b>								
General Journal	06/30/2021	21-0606		Monthly Payrol...	90 LOCAL:95.0 WIOA:95.10 Administration	800.33		800.33
Total 900.00 · INDIRECT COSTS						800.33	0.00	800.33
<b>TOTAL</b>						<b>3,249.11</b>	<b>0.00</b>	<b>3,249.11</b>



MISSISSIPPI VALLEY WORKFORCE  
DEVELOPMENT BOARD  
550 S GEAR AVE STE 35  
WEST BURLINGTON IA 52655-1040



**BANK ACCOUNT STATEMENT**

Statement Date: **06/30/2021**

Account No.: **28404033** Page: **1**

**FREE BUSINESS CHECKING SUMMARY**

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 05/28/21		11,187.00
Debits		0.00
Ending Balance On 06/30/21		11,187.00
Average Balance (Ledger)	11,187.00+	

**DAILY BALANCE SUMMARY**

Beginning Ledger Balance on 05/28/21 was 11,187.00

Date	Balance	Date	Balance	Balance
06/30/21	11,187.00			

**This Statement Cycle Reflects 33 Days**





**PY21 MVWA  
Budget**

**Youth**

PY20 Carryover 404,083.93

PY21 1,214,335.00

**Total** 1,618,418.93

**WEP Requirement** 323,683.79

**OSY Requirement** 1,213,814.20

**Expenses**

Contracted To Equus 1,294,735.14

One Stop Operator 33,333.00

Sub-Leases 40,000.00

Board Staff 19,327.53

**Total Expenses** 1,387,395.67

**Remaining Balance** 231,023.26

**Adult**

FY21 Carryover 115,348.64

PY21 172,519.00

FY22 813,100.00

**Total** 1,100,967.64

**Expenses**

Contracted To  
Equus 880,774.11

One Stop Operator 33,333.00

Sub-Leases 35,000.00

Board Staff 19,327.53

**Total Expenses** 968,434.64

**Remaining Balance** 132,533.00

**Dislocated Worker**

FY21 Carryover 190,212.27

PY21 154,524.00

FY22 526,001.00

**Total** 870,737.27

**Expenses**

Contracted To  
Equus 696,589.82

One Stop Operator 33,333.00

Sub-Leases 35,000.00

Board Staff 19,327.53

**Total Expenses** 784,250.35

**Remaining Balance** 86,486.92

**NDWG**

Program 267,250.64

Admin \$10,696.30

**Total** 277,946.94

**Rapid  
Response**

Program 14,866.20

**Transition**  
Admin 2,059.66

**Overall Budget**

Youth 1,618,418.93

Adult 1,100,967.64

DW 870,737.27

Admin 473,726.54

RR 14,866.20

NDWG 277,946.94

Transition 2,059.66

**Total Budget** 4,358,723.18

**Link to Equus G/L Summary**

<https://www.dropbox.com/scl/fi/cupwiulczjeamcomrkd6i/MS-Valley-IOWA-Equus-GL-Detail.xlsx?dl=0&rlkey=j5j5kgim9tknmo0om5vvn6q5b>



## Mississippi Valley Workforce Development Board

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### Program Year 21 Board Admin Budget

Approved: mm/dd/yyyy

#### Income

PY20 Carryover	45,645.54
FY21 Carryover	108,030.00
PY21	171,263.00
FY22	148,788.00
<b>Total Admin</b>	<b>473,726.54</b>

#### Expense

Board Staff	135,292.74
Fiscal Agent	72,500.00
Professional Fees	3,000.00
Information Technology	2,800.00
Legal Expenses	5,000.00
Dues and Subscriptions	10,000.00
Equipment Under \$5,000	3,000.00
Insurance	2,200.00
Outreach	15,000.00
Meeting Expenses	2,500.00
Postage and Printing	7,000.00
Supplies	2,500.00
Telephone	360.00
Mileage and Travel	20,000.00
Conferences and Training	15,000.00
Special Initiatives	15,000.00
Other	162,573.80
<b>Total</b>	<b>473,726.54</b>

## **PY21 Admin Budget Narrative**

**Board Staff** - The total amount of board staff salary and benefits equals \$199,636.65. \$6361.32 will come from the National Dislocated Worker Grant (NDWG). \$57,982.59 of staff time will be spent on program related activities and will be split across the Adult/DW and Youth funding streams. The remaining \$135,292.74 will be spent on board admin activities and charged to this board budget.

**Fiscal Agent – The** CEOs approved a rate of \$72,500 with Southeast Iowa Regional Planning Commission to perform the Fiscal Agent functions for period of July 1, 2021 – June 30, 2022.

**Professional Fees** - Fees related to filing annual IRS forms and other financial documents, or professional services needed.

**Information Technology** – Includes but is not limited to costs of website maintenance and email domain, Zoom subscriptions, Microsoft 365 Business, DoodlePoll, and IT support. Also, included is a hot spot monthly fee and device.

**Legal Fees** - Fees associated with review of contracts and legal documents, along with other unknown legal fees.

**Dues and Subscriptions**– This includes memberships to all of the Chambers of Commerce throughout the 8-county area, National Association of Workforce Boards (NAWB), National Association of Workforce Development Professionals (NAWDP), Association of Iowa Workforce Partners (AIWP) and other workforce related organizations.

**Equipment** - Purchase of computer, other office equipment, and items with a serial number.

**Insurance** – General Liability and Directors and Officers insurance to cover board members and CEOs.

**Outreach Expenses** – Costs for booths, Lunch and Learns, radio slots, print ads, social media campaigns etc. Two outreach efforts in each county will be conducted. Costs associated with the disability Access Awareness Campaign and other outreach initiatives outlined in the MOU.

**Meeting Expenses** – Fees for regularly scheduled workforce meetings including the cost of facilities, presenters, supplies etc.

**Postage and Printing** – Cost of printing materials for meetings and record keeping purposes, along with brochures and other outreach material. Printing of resource guides and board manuals. Cost of mailing board related materials and information.

**Supplies** – Office supplies including binders, paper, pens, etc.

**Telephone** – Cost of a 1-800 that provides a professional messaging and options that direct to staff cell phones and centers.

**Mileage and Travel** – Including flight, hotel, ground transportation, cost to cover meals and other out of town related expenses for quarterly GLETA and Iowa Association of Workforce Boards (IAWB) meetings, conferences including the Youth Symposium, NAWDP, AIWP,

NAWB conference and other related workforce related events. Travel within the MVWA to attend meetings for board staff and board members. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at \$0.56.

**Conferences and Training** - Professional development opportunities for board staff and board members including but not limited to registration fees for the Youth Symposium, NAWDP, AIWP, and NAWB. Fees associated with professional development webinars for board staff. Fees to coordinate a minimum of two in-person board trainings each year including facilities, presenters, supplies, etc.

**Special Initiatives** – Funding to support sector initiatives, special projects in partnership with Chambers of Commerce, Economic Development entities, and other community partners.

**Other** – Other costs that do not fit into any of the above categories.

## **ROUGH DRAFT – SEEKING INPUT ONLY**

### **Travel Policy**

**Approved:**

**Effective Date:**

#### **Purpose**

Establish a travel policy for reimbursement of expenditures incurred in the performance of duties by the Mississippi Valley Workforce Development Board (MVWDB) for board staff, board members, committee members and CEOs, herein after referred to as “representatives”.

#### **Background**

The Workforce Innovation and Opportunity Act (WIOA) allows reimbursement of travel costs incurred in the performance of administrative functions. Reasonable travel costs necessary to effectively manage the grant, provide oversight, and measure program effectiveness are allowable.

#### **Policy**

It is the policy of the MVWDB to reimburse individuals for travel expenses incurred in the performance of duties under WIOA. Such reimbursement must meet requirements outlined in the Code of Federal Regulations (CFR).

#### **Guiding Principles**

- Reimbursement for travel is authorized for official MVWDB and nonprofit corporation business within the budgetary limits established in the annual budget.
- A travel expense form must be completed by anyone requesting reimbursement.
- The completed form should be submitted to the MVWDB Executive Director or their designee for approval and processing. Expense forms should be submitted no less frequently than monthly.
- No reimbursement will be provided if the traveler receives reimbursement through other sources.
- All incurred expenses must be supported by adequate documentation. (Conference or meeting agendas, invoices, hotel bills, receipts, etc.) See 2 CFR Part 225
- Obtain written permission from executive director or board chair prior to travel unless specifically related to normally scheduled meetings, trainings, or routine business.
- Guard against questionable costs (extravagant meals/hotels).
- The MVWDB is a fiscal recipient and is the custodian of federal funds, which must be safeguarded and used only for legitimate business purposes.
- “Reasonable costs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.” 2 CFR Part 225 Appendix A

#### **Mode of Travel**

- MVWDB representatives are expected to select a mode of transportation, which is least

expensive, taking into consideration both time and distance involved.

- A receipt will be required for travel by common carrier such as air, rail, or bus. Reimbursement will be for actual cost.
- Air travel, when necessary, should be obtained at the lowest possible customary standard (coach or equivalent fare). 1 checked bag is an allowable cost.
- The use of rental cars should only be used under very specific circumstances and must have prior written approval from the MVWDB Board Chair.

### **Mileage Reimbursement**

- Miles driven should be calculated using the individual's home address as the starting point and should exclude personal commute miles. Return trips should use the site of the MVWDB involved business as the starting point and the individual's home address as the ending.
- The mileage reimbursement rate is calculated to assist with fuel costs as well as wear and tear on the automobile.
- The current GSA per diem rate will be used
- A Google map showing actual miles must be submitted with the travel reimbursement form.

### **Lodging**

- If the event in question is hosted at a hotel, the negotiated conference rate may be acceptable but should be approved in advance by the MVWDB Executive Director if the rate exceeds the GSA per diem rate for lodging. Tips and room service fees are considered part of per diem and are not reimbursable.
- Any out of state lodging must be approved at least 14 days in advance by the Executive Director/Board Chair.
- The specific location rate will be determined using the GSA rate and adhered to whenever possible. When the GSA rate cannot be followed written explanation of why will be required.

### **Meals**

The costs of meals and refreshments are allowable with conditions. However, in accordance with the authorities cited above, costs can be incurred only when necessary and reasonable for the proper and efficient performance and administration of a grant award. While the allowability of such costs is determined on a case-by case basis, it is important to consider:

- The reasonableness of the aggregate costs to demonstrate that Boards have acted with due prudence in circumstances, considering their responsibilities to the government unit, its employees, the public at large, and state or Federal Government and;
- Aggregate costs periodically-e.g., over a 12-month period-to identify needed changes to the policies in order to avoid incurring individual and aggregate costs that appear excessive or lavish.
- Tips are allowable up to 15% and no alcoholic beverages are permitted.
- Meals will be reimbursed up to the GSA per diem rate for the specific location.

Examples of when a reasonable need arises to incur such costs include, but are not limited to, the following:

- Allowable costs of meals incidental to the cost of meetings and conferences where the

primary purpose is the dissemination of technical information.

- Costs of meals incidental to the cost of meetings and conferences are allowable when the grantee incurs such costs in the process of conducting meetings or conferences with external customers and other professional colleagues outside of the entity's organization.
- The cost of a "working lunch" with external customers and other colleagues is considered "reasonable and necessary" when there is adequate documentation on the reason of having the meeting during mealtime hours.

### **Miscellaneous Reimbursements:**

Like all disbursements of WIOA funds, reimbursements should be adequately documented, reasonable, directly or indirectly allocable to one or more grants. Miscellaneous expenses are those deemed necessary in the conduct of the official business of the MVWDB, which are not included in the categories of mode of travel, mileage, and meals. All miscellaneous expenses shall be claimed under the column heading "miscellaneous expense" on the travel form and be supported by sufficient documentation. A receipt for each and every transaction involving miscellaneous expenditures shall be provided. Receipts are required for such things as admission tickets, registration receipts, parking/taxi fees, stamp purchases, supplies, telephone calls and similar expenses. Some of the more common miscellaneous expenses are:

- *Fax copies* - Expenses incurred to send or receive information via fax for business purposes shall be allowed. An actual receipt must be attached to the travel payment.
- *Purchase of Supplies* - The purchase of stationery and all other similar supplies shall be allowed in emergencies warranting their use for handling of official business on official travel and shall be submitted and certified on a travel payment with the proper invoices or receipts attached.
- *Collision Damage Insurance* - When renting an auto for MVWDB business, collision damage insurance paid to the auto rental company is an allowable expense. To receive reimbursement, the actual receipt must be attached to the travel claim.
- *Laundry and Dry Cleaning* - Reasonable laundry and dry-cleaning expense is allowed when the employee's travel exceeds five (5) working days. Actual receipt or documentation on the hotel bill must be attached to the travel claim when it is the hotel facilities that are utilized. Laundromats may be used to save money. Use of the laundromat should be properly documented on the claim.
- *Internet Access* - Internet access charges shall include an explanation for the business purpose on the claim.
- Tolls, garage, and parking fees as a result of conducting WIOA business are reimbursable with receipt.

*The fiscal agent asked that the following section or something similar be included in the policy*

### **Reasonable Accommodations**

Employees with a variety of impairments may have difficulty traveling on the job. Employers must provide reasonable accommodations unless they can show that the accommodations pose undue hardship. An example of a reasonable accommodation may include paying for a driver's meal when driving an employee who is blind to conduct MVWDB business. Any accommodation that will cost over \$100 must be approved in writing by the MVWDB Board Chair.

*Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities*