



Mississippi Valley Workforce Development Board

Finance Committee Meeting Agenda

Wednesday, August 25, 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
Financial Updates/Admin Budget	Miranda Swafford
Equus PY21 New Budgets	Kendra Schaapveld
*Equus July Invoice	Kendra Schaapveld
*Fiscal Agent Invoice	Lori Gilpin
Fiscal Agent July Reports	Lori Gilpin
Ticket to Work	Miranda Swafford
Bank Account	Miranda Swafford
*Travel Policy	Miranda Swafford
*Credit Card 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 or at 319-759-8980



Mississippi Valley Workforce Development Board

Finance Committee Meeting

Wednesday, July 28th, 2021 at 4:00 p.m., via Zoom

Members Present: Cory Bergfeld, Lori Bassow, Bob Bartles, and Joyce Stimpson

Members Absent: Angela Rheingans, Roger Pavey, Joni Dittmer

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 4:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Excused Absences – Angela Rheingans, Roger Pavey, Joni Dittmer
Bergfeld motioned to excuse, seconded by Stimpson, motion carried.

APPROVAL OF AGENDA

Bassow requested agenda amendment to have Fiscal Agent Invoice and June Reports to go prior to Equus June Invoice. Bartles made a motion to accept the amended agenda, seconded by Bergfeld, motion carried.

APPROVAL OF PREVIOUS MEETING MINUTES

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

FISCAL AGENT INVOICE

Gilpin presented two invoices: Contractual time (87.5 hrs) for May 2021 \$6646.86 and contractual time (56.25 hrs) for June 2021 \$3249.11. The reduced hours were credited to the supplemental documentation provided by Equus. Bergfeld motioned to approve, seconded by Bartles, motion carried.

FISCAL AGENT JUNE REPORTS

Gilpin presented a memo regarding variances in the year-to-date comparison with Equus, noting ideally the two would match 100%. Gilpin reporting variances for the board to address. Adult variance was less than \$1.00. DW variance was \$160.43 mostly outreach expense but there were twelve line items with variances of less than \$1.00. Gilpin acknowledge a variance of less than one dollar is acceptable as they are most likely due to rounding errors in spreadsheet calculations but concerning because unsure exactly why the variances are occurring. Gilpin stated the variance in DW could have resulted in an overpayment of \$162.95 to Equus. NDWG variance of \$3286.42 no longer. OSY variance of \$75.00 which Equus showed in Work Experience but was not reported to the state. ISY variance of less than \$1.00. Rapid Response variance of \$394.79 offset in payroll tax and fringe benefits line items. July all starting at zero and SEIRPC will submit memo monthly of any noted variances. Price-Wells said she, the project accountant, and Schaapveld are going back through their general ledger reconciling the variances. State their group would be willing to participate in a phone call with the fiscal agents to clarify and remedy any variances. Bartles asked when an audit would take place and if Equus does the audit. Price-Wells stated Equus does do an audit and when final it determines the indirect rate. The board will get money back for the second half of the board fiscal year due to lower indirect rate. Equus uses a provisional rate based on expected but the final rate may be higher or lower. Swafford stated the Regional Planning's audit would be 2022 for year ending June 30, 2021. Gilpin further explained the auditor comes in the fall following year end and wrap up in December. Then their board will approve and pay in Jan 2022. Bryan McCaffrey, Regional Business Manager with Equus, explained the Equus fiscal year is the calendar year. Provisional indirect rate is used for half of the MVWDB fiscal year while their audit is completed. July 2020 through December 2020, the actual indirect was higher than the provisional rate by ~\$270, but the January 2021 through June 2021, the actual indirect rate was lower and will result in a refund of ~\$3500. The board can choose to pay the overage or not but will receive the refund. Swafford felt the topic of paying the difference should be placed on the agenda for a future meeting once the documentation of the indirect rate is finalized and available. Gilpin reports on SEIRPC June cumulative reports. Cumulative expenditures to date were as follows; Admin \$172,944.43, Transition \$25,440.34, Adult \$608,102.90, DW \$351,783.80, NDWG \$9,980.78, OSY \$460,595.30, ISY \$96,343.53, and RR \$57,133.80. Approximately 1.2 million will be carried over. The SEIRPC FSR report submitted matched with IWDs numbers. Bartles asked if we keep the 1.2M, Swafford replied that there is some youth funding that will not carryover again. Bassow asked about documentation of the lost funds, Swafford explained the SEIRPC report indicated there was still \$32,858.16 in PY19 which isn't slated to carryover but have not received confirmation from the state.

EQUUS JUNE INVOICE

Schaapveld gave an overview of the Equus June Financial Status Reports for the Rapid Response, Adult/DW and Youth program. Equus's expenses for the month of June were as follows: Adult \$84,553.78, DW \$32,412.01, Youth \$69,494.59, Rapid Response \$7,357.65, and NDWG \$3,745.48. Irwin asked about what Rapid Response funds can be used for, Schaapveld

responded the goal is to assist companies experiencing layoffs and provide services to the impacted workforce. Irwin expressed appreciation for the level of detail of the financial information provided and said thank you to Lori (Gilpin) and Kendra (Schaapveld). Bergfeld made a motion to approve Equus's invoices, seconded by Bartles, motion carried.

BOARD BANK ACCOUNT

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

SUMMARY OF FUNDING

Swafford reported on PY21 MVWA Budget: Youth \$1,618,418.93, Adult \$1,100,967.64, Dislocated Worker \$870,737.27, NDWG \$277,946.94, Rapid Response \$14,866.20 (until Dec 31, 2021), Transition \$2,059.66. Total Budget is \$4,358,723.18. Expenses for One Stop Operator and Sub-Leases are unknown at this time because we do not have a one-stop operator contract and the sub-lease will remain influx until Equus is fully staffed.

NEW BUDGET

Swafford presented PY21 Board Admin Budget. Total of \$473,726.54. Decrease in legal fees. Increase for staff due to hiring executive assistant and the outreach line item to participate in chamber of commerce events throughout MVWA.

UPDATE ON TRANSFER DISCUSSION

Irwin stated the CEOs were trying to understand the budget and transfers. As CEOs, their county budgets are set and change very infrequently. The summary of the transfers made provided by Equus made it much easier for fiscal agent. The CEOs met with Equus and learned some movement is normal and decided to continue to allow transfers but with better documentation. Swafford added Equus has some historical data now to budget better and will include additional documentation with their invoices which has demonstratively made the fiscal agents job less time consuming, while reiterating the ability to transfer in necessary to ensure timely service delivery.

INPUT ON TRAVEL POLICY

Swafford asked specifically about reasonable accommodation language in the policy. Bassow offered that the example should be removed. Mather agreed with utilizing less specific language as accommodations would be considered on a case-by-case basis. Once an accommodation is approved then that becomes the basis for further utilization. Mather added that all travel expenses should have some approval level. Bartles suggested it be kept simple with either Dennis (Duke) or Lori (Gilpin) signing off on travel expenses. Gilpin added Mike Norris currently reviews expenses prior to paying. Bassow suggested the approved tipping amount be upto 20%, Bergfeld agreed, and Swafford said she would make that change. Swafford said all policies go before either the full board or the Executive committee before approval.

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 Bartles, meeting was adjourned by Bassow at 5:13 p.m.

Financial Updates

August 18,2021

- Equus paid an internship over by 22.5 hours. The state policy states that internships cannot be longer than 500 hours and in this particular situation it was 522.5. Due to the contract between Equus and the employer not specifically identifying which party is responsible for overages, IWD has stated that Equus will have to repay these funds to the board out of non-federal funds. Equus has not billed the board for this overage and has added it to their internal disallowed cost category.
- SEIRPC incorrectly reported end of year expenditures for total youth and work experience, email attached from Wendy Greenman at IWD. They will be correcting this error on their final Financial Status Report submitted to IWD. A copy of their final Financial Status Report has been requested to ensure expenditures for PY20 are reported correctly.

Contract Modifications

- A9 - IWD to Board for PY21 Adult, DW and Youth Funding – Completed
- A3 – Board to Equus Adding Youth Funding – In Progress
- A7 – Board to Equus Adding Adult/DW Funding – In Progress



Mississippi Valley Workforce Development Board

Program Year 21 Board Admin Budget

Approved: July 26, 2021

Income

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

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
Total	473,726.54

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.

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

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

GRANT PERIOD:
7/1/2021 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	ADULT(AD)
	886

SECTION II. EXPENDITURES

Acct Code		(1) Approved Budget
	Administration:	
60110-60190 exclude 60150	Salaries	\$ 219,479.00
60310-60330	Payroll Taxes	\$ 18,678.00
60610-60650	Fringes and WorkComp	\$ 25,459.00
	Total Personnel Expenses	\$ 263,616.00
	Operating Expenses:	
60850	Mileage & Travel	\$ 30,754.00
62115	Telephone & Cell Phones	\$ 4,601.00
65570	Postage	
63110	Client Supplies & Assessments	\$ 150.00
63130	Office Supplies(includes PPE)	\$ 3,679.00
62830	Outreach & Public Relations	\$ 12,942.00
62860	Job Fairs	
65610	Reimbursable Equipment	\$ 3,961.00
62510-62520	Resource Sharing Allocation	\$ 7,623.00
61745	Insurance	\$ 3,187.00
64120	Business Taxes & Licenses	
65120	Annual Audit	\$ 1,167.00
65544 , 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 11,921.00
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 5,053.00
	Subtotal Personnel & Operating expenses	\$ 348,654.00
9.77%	Indirect Cost	\$ 34,064.00
	Management Fee	\$ 38,065.00
	Total Operating expenses	\$ 420,783.00
	Participant Expenses	
65602	Work Experience(includes 5%WEX mrkup)	\$ 66,804.00
67408	Instructional Training	\$ 231,000.00
67412	Customer Support service	\$ 81,600.00
67405	Incumbent Worker training	
67422	On The Job Training	\$ 80,557.00
	5% WEX Markup	
	Total Participant Expenses	\$ 459,961.00
	Total	\$ 880,744.00
	Total WIOA Adult GRANT COST	\$ 880,744.00

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

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

GRANT PERIOD:
7/1/2021 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	Dislocated Worker(DW)
	888

SECTION II. EXPENDITURES

Acct Code		(1) Approved Budget
	Administration:	
60110-60190 exclude 60150	Salaries	\$ 235,367.00
60310-60330	Payroll Taxes	\$ 20,030.00
60610-60650	Fringes and WorkComp	\$ 26,126.00
	Total Personnel Expenses	\$ 281,523.00
	Operating Expenses:	
60850	Mileage & Travel	\$ 18,023.00
62115	Telephone & Cell Phones	\$ 3,639.00
65570	Postage	
63110	Client Supplies & Assessments	\$ 119.00
63130	Office Supplies(includes PPE)	\$ 2,909.00
62830	Outreach & Public Relations	\$ 6,473.00
62860	Job Fairs	
65610	Reimbursable Equipment	\$ 3,132.00
62510-62520	Resource Sharing Allocation	\$ 6,678.00
61745	Insurance	\$ 2,520.00
64120	Business Taxes & Licenses	
65120	Annual Audit	\$ 923.00
65544 , 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 9,428.00
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 4,880.00
	Subtotal Personnel & Operating expenses	\$ 340,247.00
9.77%	Indirect Cost	\$ 33,242.00
	Management Fee	\$ 37,141.00
	Total Operating expenses	\$ 410,630.00
	Participant Expenses	
65602	Work Experience(includes 5%WEX mrkup)	
67408	Instructional Training	\$ 137,500.00
67412	Customer Support service	\$ 65,599.00
67405	Incumbent Worker training	
67422	On The Job Training	\$ 82,860.00
	Total Participant Expenses	\$ 285,959.00
	Total	\$ 696,589.00
	Total WIOA DW GRANT COST	\$ 696,589.00

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

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

GRANT PERIOD:
7/1/2021 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	YOUTH OSY
	OSY 892 & 885

SECTION II. EXPENDITURES

Acct
Code

	(1)
	Cost Reimb as spent Budget
	Administration:
60110-60190 exclude 60150	Salaries \$ 337,246.00
60310-60330	Payroll Taxes \$ 28,700.00
60610-60650	Fringes and WorkComp \$ 37,434.00
	Total Personnel Expenses \$ 403,380.00
	Operating Expenses:
60850	Mileage & Travel \$ 21,083.00
62115	Telephone & Cell Phones \$ 5,557.00
65570	Postage \$ 7.00
63110	Client Supplies & Assessments \$ 9,918.00
63130	Office Supplies (includes PPE) \$ 4,443.00
62830	Outreach & Public Relations \$ 7,811.00
62860	Job Fairs
65610	Reimbursable Equipment \$ 4,787.00
62590	Resource Sharing Allocation \$ 9,197.00
61745	Insurance \$ 3,849.00
64120	Business Taxes & Licenses
65120	Annual Audit \$ 1,410.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc. \$ 14,398.00
65125, 65128, 65130	Other Professional Services (ADP, App Hosting) \$ 7,475.00
	Subtotal Personnel & Operating expense: \$ 493,315.00
9.77%	Indirect Cost \$ 48,197.00
	Management Fee \$ 53,858.00
	Total Operating expenses \$ 595,370.00
	Participant Expenses
65602, 65603	Work Experience (includes 5% WEX mrkup) \$ 203,094.00
67408	Instructional Training \$ 80,949.00
67412	Customer Support service \$ 147,803.00
67405	Incumbent Worker training
67422	On The Job Training \$ 20,839.00
67418, 67420	Client Awards / Incentives \$ 15,745.00
	Total Participant Expenses \$ 468,430.00
	5% WEX Markup
	Total \$ 1,063,800.00
	Total WIOA YOUTH OSY GRANT COST \$ 1,063,800.00

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

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

GRANT PERIOD:
7/1/2021 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	YOUTH ISY
	ISY 890 & 884

SECTION II. EXPENDITURES

Acct
Code

	(1)
	Cost Reimb as spent Budget
	Administration:
60110-60190 exclude 60150	Salaries \$ 85,506.00
60310-60330	Payroll Taxes \$ 7,277.00
60610-60650	Fringes and WorkComp \$ 9,491.00
	Total Personnel Expenses \$ 102,274.00
	Operating Expenses:
60850	Mileage & Travel \$ 5,905.00
62115	Telephone & Cell Phones \$ 1,212.00
65570	Postage
63110	Client Supplies & Assessments \$ 2,583.00
63130	Office Supplies (includes PPE) \$ 969.00
62830	Outreach & Public Relations \$ 2,203.00
62860	Job Fairs
65610	Reimbursable Equipment \$ 1,043.00
62510-62520	Resource Sharing Allocation / Rentals \$ 2,327.00
61745	Insurance \$ 839.00
64120	Business Taxes & Licenses
65120	Annual Audit \$ 307.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc. \$ 3,139.00
65125, 65128, 65130	Other Professional Services (ADP, App Hosting) \$ 1,622.00
	Subtotal Personnel & Operating expense \$ 124,423.00
9.77%	Indirect Cost \$ 12,156.00
	Management Fee \$ 13,584.00
	Total Operating expenses \$ 150,163.00
	Participant Expenses
65602	Work Experience (includes 5% WEX mrkup) \$ 33,396.00
67408	Instructional Training
67412	Customer Support service \$ 40,618.00
67405	Incumbent Worker training
67422	On The Job Training
67418	Client Awards / Incentives \$ 6,758.00
	Total Participant Expenses \$ 80,772.00
	5% WEX Markup
	Total \$ 230,935.00
	Total WIOA YOUTH ISY GRANT COST \$ 230,935.00

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: \$877,599

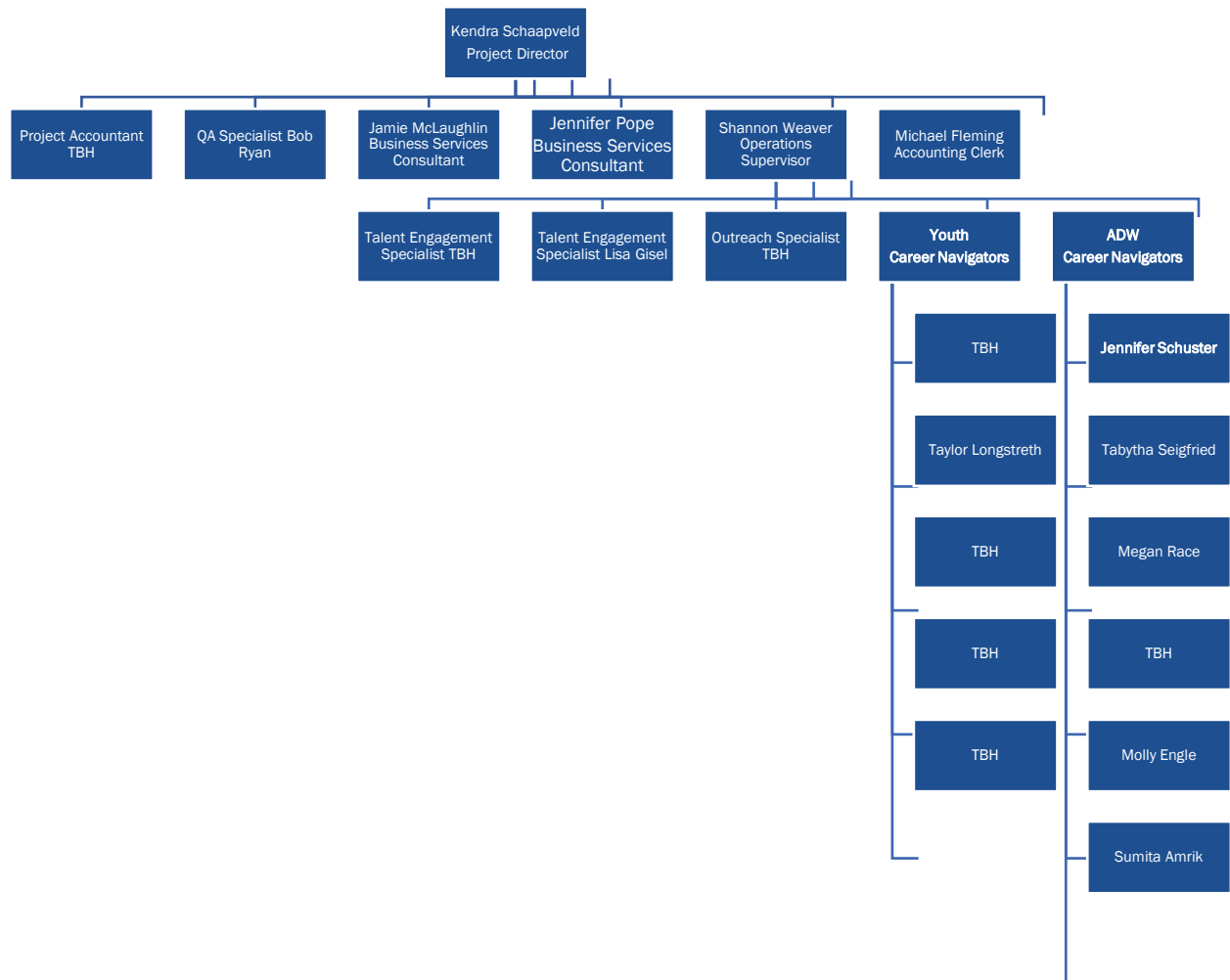
Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus’ talent delivery model, emphasizing our commitment to delivering talent to business and increasing community 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	1	75,000.00
Project Accountant	1	62,000.00
Operations Supervisor	1	61,000.00
Business Service Representative	1	47,008.00
Business Service Representative	1	43,992.00
Quality Assurance	1	49,920.00
Accounting Specialist	1	31,928.00
Talent Engagement Specialist (Shared)	1	40,000.00
DW Talent Engagement Specialist	1	35,360.00
DW Career Navigator	1	

		38,000.00
A/DW Career Navigator	1	38,001.60
A/DW Career Navigator	1	40,040.00
A/DW Career Navigator	1	37,960.00
A/DW Career Navigator	1	37,960.00
Youth Career Navigator	1	39,520.00
Youth Career Navigator	1	40,040.00
Youth Career Navigator	1	40,040.00
Youth Career Navigator	1	40,040.00
Youth Career Navigator	1	40,040.00
Youth Career Navigator	1	40,040.00
Youth TES (Outreach)	1	35,360.00

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$21,257. 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.

Staff Organization follows:



IF FRINGE BENEFITS: \$176,486

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 \$877,599 The cost of fringe benefits represents 20.11% of personnel costs.

- FICA payroll taxes are calculated as 7.65% of total wages and equal \$67,136.
- Federal unemployment is calculated as 0.60% of the first \$7,000 of wage per FTE and equals \$1,680.
- State unemployment is calculated as 1.63% of the first \$9,000 of wage per FTE and equals \$5,868.
- Medical benefits/health insurance is calculated as 7.90% of total wages and equals \$69,330 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 0.50% of total wages and equals \$4,388.

- Workers' Compensation is calculated as 2.70% of total wages and equals \$23,695.
- Tuition Reimbursement is calculated as 0.50% of total wages and equals \$4,388.

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: \$75,764

Annually, Equus hosts an annual conference and a New Leader Academy for 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, we anticipate sending the Youth Career Navigators, Youth Outreach Specialist and Operations Supervisor to the Annual Youth Conference in Chicago, the Project Director to the Equus Annual Meeting in Las Vegas, 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 Las Vegas, and 2 Career Navigators to the annual conference of Association of Iowa Workforce Partners in Des Moines. Costs include airfare, lodging, and meals equaling \$28,984.

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 \$0.40 per mile. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 9,745 miles per month. This equal \$46,780 for 12 months.

EQUIPMENT \$12,920

Planned purchase of MIFI equipment for mobile wifi access which cost \$265 each for 8, a total of \$2,120. Replacement computers at \$1,500 each for 6, a total of \$9,000. Four Scanners at \$350 each, a total of \$1,400. One mobile scanner at a cost of \$400.

ASSESSMENT \$490

200 assessments at \$2.45 each.

COMMUNICATIONS: \$15,007

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 16 stipends at \$75per month for 12 months.

Total communications equals \$15,007.

OFFICE SUPPLIES: \$12,000

Equus has estimated the cost of office supplies at \$1,000 per month for 12 months.

CLIENT SUPPLIES: \$11,560

Equus estimates the cost of furniture for the Youth Space at \$11,560.

RESOURCE SHARING ALLOCATION: \$17,900

Equus has estimated the cost of renting space to house all project employees to be \$17,900. Based on the current resource sharing agreements in place.

INSURANCE: \$10,625

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 and equals \$10,265.

OUTREACH: \$29,430

Outreach includes the expense associated with outreach to businesses and job seekers as well as information regarding the services offered by the Board. This includes the design and printing of brochures, flyers, posters, and other materials, expansion of social media awareness campaign, bus wraps, bus shelters, and radio spots.

OTHER COSTS \$38,886

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™.

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

To stay abreast of national and local workforce development industry trends, we included costs related to registration for Motivational Interviewing at \$200 per attendee. We anticipate sending the new hires of Career Navigators and Talent Engagement Specialists.

Planned expenditures are estimated at \$3,240.50 per month for 12 months.

PROFESSIONAL SERVICES: \$20,845

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 \$3,760.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE

for 24 paychecks for 19.4FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$1,395.

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 19.4 users for 12 months and equals \$8,140.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$182 per year for 20 licenses and equals \$3,640.

Language Line is a premier interpretive service hosting 250 languages and is available 24/7 via phone. They also provide American Sign Language interpretation via video interface. Equus has a Master Service Agreement offering discounted pricing for their services. This is estimated at \$243.75 per month for 12 months and equals \$2,925.

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 100 verifications and equals \$985.

INDIRECT COSTS: \$134,222

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 utilizes an indirect rate of 9.77% of subtotal direct cost and equals \$134,222

MANAGEMENT FEE: \$143,356

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as \$11,946 per month for 12 months and equals \$143,356.

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$705,139

We have budgeted for 67 ITAs at \$5,500 each, for a total cost of \$368,500.

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 \$800 per adult participant and \$789.33 per youth participant for 424 participants and equals \$336,639.

DIRECT CLIENT WORK EXPERIENCE \$303,294

Equus estimates 109 participants to engage in work experience. We have budgeted wages at \$12.00 per hour. Participants would work 40 hours per week for 5 weeks. This comes to

a total of \$2,400 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 \$27,076. This equals a total cost of \$288,676 for work experience.

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 \$14,434.

DIRECT CLIENT AWARDS/INCENTIVES \$22,503

Youth Job seekers will have the opportunity to earn incentives as they complete major milestones in the program and after exiting the program that are tied directly to the performance outcomes of the contract. Incentives will be dispersed via check or paycard to encourage ongoing program participation and job retention. This is calculated as \$250 per job seeker for 90 job seekers and equals \$22,503.

DIRECT CLIENT TUITION: \$80,949

We have budgeted for Youth Tuition opportunities estimated at \$5500 per job seeker for 14 job seekers and equals \$80,949.

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DIRECT CLIENT ON THE JOB TRAINING: \$184,483

Equus anticipates coordinating OJT opportunities for 43 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$4,290.30.

We have dedicated 45% of the budget to training activities.

TOTAL BUDGET AMOUNT **\$2,873,099**

BUDGET FY22 FISCAL AGENT

	FY22 BUDGET	FY21 BUDGET
95 Fiscal Agent		
4500 Federal/State Income		
450.03 EDA Technical Assistance	0	0
451.00 IARC Funding	0	0
456.00 State Assistance	0	0
453.01 Homeland Security	0	0
458.00 Housing Draws	0	0
4700.00 Local Income		
470.00 Per Capita	0	0
472.00 Local Contracts	72,500	63,276
473.00 Grant Administration	0	0
479.00 RLF Admin	0	0
4900.00 Miscellaneous Income		
492.00 Lease Income	0	0
495.00 Insurance Proceeds	0	0
496.00 Interest Income Bank	0	0
497.00 Miscellaneous Revenues	0	0
Total Income	72,500	63,276
Expense		
700.00 Personnel Expenses		
701.00 Salaries	38,915	32,000
702.00 FICA	2,788	2,400
703.00 IPERS	3,674	3,020
705.00 Employee Benefits	7,311	7,150
Total Personnel Expenses	52,688	44,570
704.00 Unemployment	0	0
707.00 Uniform Expense	0	0
709.00 Personnel Expenses-Other	0	0
710.00 Payroll Services	0	0
712.00 Advertising	0	0
717.00 Audit	1,000	1,000
725.00 Consulting	0	0
726.00 Contractual Expenses	0	0
728.00 Information Technology	0	0
729.00 Copier Expense	0	0
730.00 Legal Expense	0	0
738.00 Depreciation Expense	0	0
740.00 Dues & Subscriptions	0	0
741.00 Public Notices	0	0
745.00 Land, Structures, Rights-of-way, etc.	0	0
746.00 Leased Equipment	0	0
747.00 Equipment under \$5000	500	574
748.00 Capital Equipment	0	0
749.00 Principle Expense	0	0
750.00 Lead Testing Expense	0	0
751.00 Housing Expense	0	0
752.00 Admin Expense	0	0
754.00 Insurance	300	474
756.00 Mortgage Filing Expense	0	0
757.00 Interest Expense	0	0
758.00 Loan Closing Expense	0	0
766.00 Bldg. Maintenance & Repairs	0	0
767.00 Vehicle Maintenance & Repairs	0	0

768.00 Marketing	0	0
769.00 Meeting Expense	0	0
782.00 Printing/Postage	100	300
791.00 Rent	0	0
806.00 Supplies	526	750
807.00 Bank Charges	0	0
808.00 Fuel/Oil	0	0
810.00 Telecommunications	0	0
811.00 Utilities	0	0
812.00 Real Estate Taxes	0	0
815.00 Mileage Expense	0	0
816.00 Travel	0	200
817.00 Conferences and Training	0	0
820.00 Use Allowance	0	700
890.00 Matching Expenditures	0	0
900.00 Indirect Costs	17,386	14,708
Total Expense	72,500	63,276
90 LOCAL	NET INCOME (LOSS)	-

WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 989 N Wilmington Parkway Louisville, KY 40222

GRANTOR: Grantor
GRANT NO: PROJECT/ACTIVITY
INVOICE NUMBER: Invoice Number

Mississippi Valley Workforce Area
WIOA Grant - Adult
ADU11
37028-0721-AD

GRANT PERIOD: 7/1/2021 - 6/30/2022
REPORT PERIOD: 7/1/2021 - 7/31/2021

WIOA SUMMARY - Total Grant ADU11(AD) 886

SECTION II. EXPENDITURES

Act Code	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	CUMULATIVE COST TO DATE		Grant Balance Remaining	Grant Percentage expended
				(4) Current Cum. Cost (2+3)			
Administration:							
Salaries	\$ 219,479.00	\$ 24,756.45	\$ -	\$ 24,756.45	\$ 194,722.55	11.28%	
Payroll Taxes	\$ 18,678.00	\$ 1,833.22	\$ -	\$ 1,833.22	\$ 16,844.78	9.82%	
Fringe and WorkComp	\$ 25,456.00	\$ 3,795.32	\$ -	\$ 3,795.32	\$ 21,660.68	14.74%	
Total Personnel Expenses	\$ 263,613.00	\$ 30,384.99	\$ -	\$ 30,384.99	\$ 233,228.01	11.53%	
Operating Expenses:							
Management & Travel	\$ 30,754.00	\$ 675.99	\$ -	\$ 675.99	\$ 29,978.01	2.20%	
Telephone & Cell Phones	\$ 4,601.00	\$ 377.57	\$ -	\$ 377.57	\$ 4,223.43	8.21%	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Client Supplies & Assessments	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0.06%	
Office Supplies (includes prep)	\$ 3,679.00	\$ 409.39	\$ -	\$ 409.39	\$ 3,269.61	11.13%	
Outreach & Public Relations	\$ 12,942.00	\$ 138.56	\$ -	\$ 138.56	\$ 12,803.44	1.07%	
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reimbursable Equipment	\$ 3,961.00	\$ -	\$ -	\$ -	\$ 3,961.00	0.29%	
Resource Sharing Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Insurance	\$ 7,623.00	\$ 734.33	\$ -	\$ 734.33	\$ 6,888.67	9.62%	
Business Taxes & Licenses	\$ 3,187.00	\$ 281.90	\$ -	\$ 281.90	\$ 2,905.10	8.82%	
Annual Audit	\$ 1,167.00	\$ 168.95	\$ -	\$ 168.95	\$ 998.05	14.44%	
Emp Background test (drug screening, Training, Drive & Sdkn, etc.)	\$ 11,921.00	\$ 3,563.50	\$ -	\$ 3,563.50	\$ 8,357.50	29.43%	
Other Professional Services (Out-App training)	\$ 5,053.00	\$ -	\$ -	\$ -	\$ 5,053.00	0.20%	
Subtotal Personnel & Operating expenses	\$ 346,654.00	\$ 36,735.08	\$ -	\$ 36,735.08	\$ 309,918.92	10.02%	
Indirect Cost	\$ 34,064.00	\$ 3,589.02	\$ -	\$ 3,589.02	\$ 30,474.98	10.24%	
Management Fee	\$ 38,095.00	\$ 3,189.56	\$ -	\$ 3,189.56	\$ 34,905.44	8.24%	
Total Operating expenses	\$ 420,783.00	\$ 43,513.66	\$ -	\$ 43,513.66	\$ 397,269.34	10.14%	
Participant Expenses							
Work Experience	\$ 63,822.00	\$ 2,728.99	\$ -	\$ 2,728.99	\$ 61,093.01	4.24%	
Instructional Training	\$ 231,000.00	\$ 2,139.00	\$ -	\$ 2,139.00	\$ 228,861.00	9.74%	
Customer Support service	\$ 81,800.00	\$ 2,938.84	\$ -	\$ 2,938.84	\$ 78,861.16	9.64%	
Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
On The Job Training	\$ 80,557.00	\$ 2,192.67	\$ -	\$ 2,192.67	\$ 78,364.33	9.72%	
Total Participant Expenses	\$ 3,182.00	\$ 136.45	\$ -	\$ 136.45	\$ 2,995.55	4.24%	
Total	\$ 459,961.00	\$ 10,136.95	\$ -	\$ 10,136.95	\$ 449,824.05	2.22%	
Total WIOA Adult GRANT COST	\$ 880,744.00	\$ 53,649.63	\$ -	\$ 53,649.63	\$ 827,094.37	6.08%	
Payback of Indirect rate change for 2021 10.25% to 9.77% Jan-Jun21	\$ (1,119,411)	\$ (1,119,411)	\$ -	\$ (1,119,411)	\$ 67,684.74	8.08%	
Net Adjusted Invoice amount due	\$ 62,830.52	\$ 62,830.52	\$ -	\$ 62,830.52	\$ 62,830.52	100.00%	

WEX 5% Markup Client Wage Subsidy & Client Wage Tax
WEX Markup 5%
Total WEP Expenditures \$ 2,995.44

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): Cheryl Triswood, Project Accountant
Typed Name & Title: Cheryl Triswood, Project Accountant
Date signed: 8/16/2021

Approved By (signature): Kendra M. Schappeld
Typed Name & Title: Kendra Schappeld, Reg Director
Project Director: Kendra Schappeld
Date Signed: 8/17/21

WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT

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

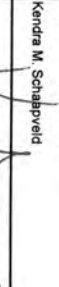
Grantor: Grant NO: PROJECT/ACTIVITY Invoice Number
Mississippi Valley Workforce Area WIOA Grant - DW 37028-0721-DW

GRANT PERIOD: 7/1/2021 - 6/30/2022
REPORT PERIOD: 7/1/2021 - 7/31/2021
WIOA SUMMARY - Total Grant: Dislocated Worker(DW) 888

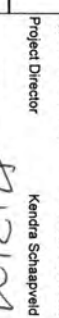
Acct Code	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	CUMULATIVE COST TO DATE		Grant Balance Remaining	Grant Percentage Expended
				Current Cum Cost (2+3)			
Administration:							
60850 Salaries	\$ 235,967.00	\$ 11,328.16	\$ -	\$ 11,328.16	\$ 224,638.84	4.81%	
60850 Payroll Taxes	\$ 20,030.00	\$ 854.84	\$ -	\$ 854.84	\$ 19,175.16	4.23%	
60850 Fringes and WorkComp	\$ 26,128.00	\$ 1,020.06	\$ -	\$ 1,020.06	\$ 25,107.94	3.50%	
Total Personnel Exp	\$ 282,125.00	\$ 13,203.06	\$ -	\$ 13,203.06	\$ 250,921.94	4.61%	
Operating Expenses:							
60850 Mileage & Travel	\$ 18,023.00	\$ 607.21	\$ -	\$ 607.21	\$ 17,415.79	3.33%	
60850 Telephone & Cell Phones	\$ 3,639.00	\$ 191.77	\$ -	\$ 191.77	\$ 3,447.23	5.23%	
60850 Postage	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%	
60850 Client Supplies & Assessments	\$ 119.00	\$ -	\$ -	\$ -	\$ 119.00	0.00%	
60850 Office Supplies(excludes prep)	\$ 2,909.00	\$ 312.52	\$ -	\$ 312.52	\$ 2,596.48	10.74%	
60850 Outreach & Public Relations	\$ 6,473.00	\$ 124.48	\$ -	\$ 124.48	\$ 6,348.52	1.93%	
60850 Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%	
60850 Reimbursable Equipment	\$ 3,132.00	\$ -	\$ -	\$ -	\$ 3,132.00	0.00%	
60850 Resource Sharing Allocation	\$ 6,678.00	\$ 641.72	\$ -	\$ 641.72	\$ 6,036.28	9.01%	
60850 Insurance	\$ 2,520.00	\$ 259.84	\$ -	\$ 259.84	\$ 2,260.16	10.31%	
60850 Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%	
60850 Annual Audit	\$ 923.00	\$ -	\$ -	\$ -	\$ 923.00	0.00%	
60850 Other Professional Services(excl. legal fees)	\$ 9,428.00	\$ 96.19	\$ -	\$ 96.19	\$ 9,331.81	1.00%	
60850 Other Professional Services(excl. legal fees)	\$ 4,880.00	\$ 334.73	\$ -	\$ 334.73	\$ 4,545.27	6.86%	
Subtotal Personnel & Operating expenses	\$ 440,247.00	\$ 18,771.82	\$ -	\$ 18,771.82	\$ 421,475.18	4.72%	
60850 Indirect Cost	\$ 33,242.00	\$ 1,540.88	\$ -	\$ 1,540.88	\$ 31,701.12	4.72%	
60850 Management Fee	\$ 37,141.00	\$ 3,105.96	\$ -	\$ 3,105.96	\$ 34,035.04	8.24%	
Total Operating expenses	\$ 410,630.00	\$ 20,418.58	\$ -	\$ 20,418.58	\$ 389,216.42	4.79%	
Participant Expenses							
65602 Work Experience	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%	
67408 Instructional Training	\$ 137,500.00	\$ 7,746.00	\$ -	\$ 7,746.00	\$ 129,754.00	5.63%	
67412 Customer Support Service	\$ 65,599.00	\$ 911.70	\$ -	\$ 911.70	\$ 64,687.30	1.23%	
67405 Incumbent Worker Training	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%	
67422 On The Job Training	\$ 82,860.00	\$ -	\$ -	\$ -	\$ 82,860.00	0.00%	
Total Participant Expenses	\$ 266,959.00	\$ 8,657.70	\$ -	\$ 8,657.70	\$ 259,207.30	3.03%	
Total WIOA DW GRANT COST	\$ 696,598.00	\$ 28,076.06	\$ -	\$ 28,076.06	\$ 668,521.94	4.17%	

Payback of indirect rate change for 2021: 10.33% to 9.77% Jan-Jan 21
Net Adjusted Invoice amount due: \$ 28,481.19

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

Prepared By (signature):  Typed Name & Title: Cherry Tidswold, Project Accountant

Date signed: 8/18/2021

Approved By (signature):  Typed Name & Title: Kendra M. Schaepeveld, Project Director

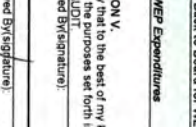
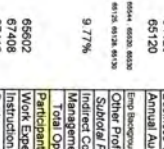
Date signed: 8/17/21

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

GRANTOR NAME: Equus Workforce Solutions
 ADDRESS: 805 N Whittington Parkway, Louisville, KY 40222
 MISSISSIPPI VALLEY WORKFORCE AREA
 GRANT NO.: WIOA Grant - ISY & OSY
 PROJECT ACTIVITY: YOUTH
 INVOICE NUMBER: 37028-0721-WIOA Youth

GRANT PERIOD: 7/1/2021 to 6/30/2022
 REPORT PERIOD: 7/1/2021 to 7/31/2021
 WIOA SUMMARY - Total Grant: YOUTH COMB
 ISY 890 & OSY 892/895

Acct Code	SECTION II - EXPENDITURES	CUMULATIVE COST TO DATE		Grant Balance Remaining	Grant Percentage expended
		(1) Cost Reimb as spent Budget	(2) Current Expenditures		
60850	Salaries	\$ 422,752.00	\$ 20,125.81	\$ 382,626.19	4.74%
60850	Payroll Taxes	\$ 35,977.00	\$ 1,493.75	\$ 34,483.25	4.15%
60850	Fringe and WorkComp	\$ 46,925.00	\$ 3,192.49	\$ 43,732.51	6.08%
60850	Total Personnel Expenses	\$ 505,654.00	\$ 24,812.05	\$ 480,841.95	6.23%
60850	Operating Expenses	\$ -	\$ -	\$ 0.00	0.00%
60850	Message & Travel	\$ 26,988.00	\$ 563.98	\$ 26,424.02	7.28%
60850	Telephone & Cell Phones	\$ 6,789.00	\$ 387.15	\$ 6,401.85	5.72%
60850	Client Supplies & Assessments	\$ 12,501.00	\$ -	\$ 12,501.00	0.00%
60850	Office Supplies (includes exp)	\$ 5,412.00	\$ 359.91	\$ 5,052.09	4.50%
60850	Outreach & Public Relations	\$ 10,014.00	\$ 136.96	\$ 9,877.04	5.11%
60850	Job Fairs	\$ -	\$ -	\$ 0.00	0.00%
60850	Reimbursable Equipment	\$ 5,830.00	\$ -	\$ 5,830.00	0.00%
60850	Resource Sharing Allocation	\$ 11,524.00	\$ 711.28	\$ 10,812.72	6.12%
60850	Insurance	\$ 4,688.00	\$ 283.98	\$ 4,404.02	0.54%
60850	Business Taxes & Licenses	\$ -	\$ -	\$ 0.00	0.00%
60850	Annual Audit	\$ 1,717.00	\$ -	\$ 1,717.00	0.00%
60850	Other Professional Services (i.e. training, Training Data & Show, etc.)	\$ 17,597.00	\$ 3,828.11	\$ 13,768.89	21.84%
60850	Subtotal Personnel & Operating Expenses	\$ 617,228.00	\$ 31,662.84	\$ 585,565.16	5.21%
60850	Indirect Cost	\$ 60,352.99	\$ 3,093.86	\$ 57,259.13	5.21%
60850	Management Fee	\$ 67,442.00	\$ 6,650.46	\$ 60,791.54	6.14%
60850	Total Operating expenses	\$ 745,022.99	\$ 40,411.28	\$ 704,611.71	6.42%
60850	Participant Expenses	\$ -	\$ -	\$ 0.00	0.00%
60850	Work Experience	\$ 225,229.00	\$ 3,368.50	\$ 221,860.50	1.20%
60850	Instructional Training	\$ 80,949.00	\$ -	\$ 80,949.00	0.20%
60850	Customer Support service	\$ 188,421.00	\$ 200.00	\$ 188,221.00	0.11%
60850	Incumbent Worker training	\$ -	\$ -	\$ 0.00	0.00%
60850	On The Job Training	\$ 20,839.00	\$ -	\$ 20,839.00	0.04%
60850	Client Awards / Incentives	\$ 22,503.00	\$ 550.00	\$ 21,953.00	0.24%
60850	5% WEX Markup	\$ 11,291.00	\$ 168.43	\$ 11,122.57	0.14%
60850	Total Participant Expenses	\$ 499,202.00	\$ 4,286.93	\$ 494,915.07	0.78%
60850	Total WIOA GRANT COST	\$ 1,294,735.00	\$ 44,698.22	\$ 1,250,036.78	3.45%
60850	Subtotal of Indirect rate charge for 2021: 10.33% to 9.77% Jan-June 21	\$ -	\$ (1,820.55)	\$ 1,820.55	0.14%
60850	Subtotal of Direct Costs of OSY Support Services	\$ -	\$ (41,869.18)	\$ 41,869.18	0.32%
60850	Net Adjusted Invoice amount due	\$ -	\$ 43,088.83	\$ 43,088.83	0.33%
60850	WEP - 20% Expected Expenditure	\$ -	\$ 4,988.47	\$ 4,988.47	0.04%
60850	Staff Wages - July 2021	\$ -	\$ 3,037.91	\$ 3,037.91	0.02%
60850	WEX Subsidy (WEP)	\$ -	\$ 188.43	\$ 188.43	0.00%
60850	Client Wages	\$ -	\$ 188.43	\$ 188.43	0.00%
60850	WEX Markup 5%	\$ -	\$ 200.00	\$ 200.00	0.00%
60850	On The Job Training	\$ -	\$ -	\$ 0.00	0.00%
60850	Client Awards / Incentives	\$ -	\$ -	\$ 0.00	0.00%
60850	Credit Back to Board for WEX	\$ -	\$ -	\$ 0.00	0.00%
60850	Total WEP Expenditures	\$ -	\$ 8,706.40	\$ 8,706.40	0.07%
60850	Expected Expenditure	\$ -	\$ 8,938.44	\$ 8,938.44	0.07%
60850	over/(shortage)	\$ -	\$ (234.25)	\$ 234.25	0.00%

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.
 Approved By (signature):  Cheryl Forward, Project Accountant
 Date signed: 8/18/2021
 Project Director: Kendra M. Schaepeid
 Date signed: 

WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT

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

Grantor: Mississippi Valley Workforce Area
GRANT NO.: WIOA Grant - JH School Youth
PROJECT/ACTIVITY: YOUTH ISY
Invoice Number: ISY 890 & 884

GRANT PERIOD: 7/1/2021 - 6/30/2022
REPORT PERIOD: 7/1/2021 - 7/31/2021

SECTION II. EXPENDITURES

Acct Code	Description	(1)		(2)		(3)		(4)		Grant Balance Remaining	Grant Percentage expended
		Cost	Reimb as spent Budget	Current Expenditures	Report Cumulative	Current Cum. Cost (2+3)	Per Last				
60950	Salaries	\$ 65,906.00	\$ 755.57	\$ 755.57	\$ -	\$ 755.57	\$ -	\$ 331,165.61	0.48%		
60950	Payroll Taxes	\$ 9,277.00	\$ 56.26	\$ 56.26	\$ -	\$ 56.26	\$ -	\$ 37,422.74	0.77%		
60950	Fringe and WorkComp	\$ 9,491.00	\$ 94.72	\$ 94.72	\$ -	\$ 94.72	\$ -	\$ 39,798.28	1.08%		
60950	Total Personnel Expenses	\$ 102,274.00	\$ 906.55	\$ 906.55	\$ -	\$ 906.55	\$ -	\$ 110,176.63	0.88%		
60950	Operating Expenses:										
62115	Message & Travel	\$ 5,905.00	\$ 67.45	\$ 67.45	\$ -	\$ 67.45	\$ -	\$ 25,837.55	1.14%		
62115	Response & Cell Phones	\$ 1,212.00	\$ 34.09	\$ 34.09	\$ -	\$ 34.09	\$ -	\$ 1,177.91	2.81%		
63110	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%		
63110	Client Supplies & Assessments	\$ 2,883.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,883.00	0.00%		
63130	Office Supplies (excl. Inv)	\$ 899.00	\$ 311.57	\$ 311.57	\$ -	\$ 311.57	\$ -	\$ 899.43	32.15%		
62830	Contract & Public Relations	\$ 2,203.00	\$ 16.40	\$ 16.40	\$ -	\$ 16.40	\$ -	\$ 2,186.60	0.74%		
66910	Job Aids	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%		
66910	Removable Equipment	\$ 1,043.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,043.00	0.00%		
66910	Resource Sharing Allocation	\$ 2,927.00	\$ 172.58	\$ 172.58	\$ -	\$ 172.58	\$ -	\$ 2,754.42	7.42%		
66910	Insurance	\$ 639.00	\$ 2.02	\$ 2.02	\$ -	\$ 2.02	\$ -	\$ 386.86	0.24%		
66910	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201.00	0.00%		
66910	Annual Audit	\$ 307.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297.00	0.00%		
66910	Emp. Background and Drug Screening, Training, Chair & Sign, etc.	\$ 3,139.00	\$ 18.85	\$ 18.85	\$ -	\$ 18.85	\$ -	\$ 1,120.14	0.52%		
66910	Other Professional Services (excl. Adv. Fees)	\$ 1,822.00	\$ 401.29	\$ 401.29	\$ -	\$ 401.29	\$ -	\$ 1,122.51	24.41%		
66910	Subtotal Personnel & Operating expenses	\$ 124,423.00	\$ 1,830.80	\$ 1,830.80	\$ -	\$ 1,830.80	\$ -	\$ 12,522.62	4.41%		
66910	Indirect Cost	\$ 12,156.00	\$ 188.64	\$ 188.64	\$ -	\$ 188.64	\$ -	\$ 1,267.58	1.51%		
66910	Management Fee	\$ 13,984.00	\$ 1,134.88	\$ 1,134.88	\$ -	\$ 1,134.88	\$ -	\$ 1,134.88	8.30%		
66910	Total Operating expenses	\$ 150,163.00	\$ 3,254.32	\$ 3,254.32	\$ -	\$ 3,254.32	\$ -	\$ 116,208.68	2.17%		
66902	Participant Expenses										
66902	Work Experience	\$ 31,808.00	\$ 335.62	\$ 335.62	\$ -	\$ 335.62	\$ -	\$ 311,475.38	1.68%		
66902	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	0.00%		
66902	Customer Support service	\$ 40,818.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,818.00	0.00%		
66902	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	0.00%		
66902	On the Job Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%		
66902	Client Awards / Incentives	\$ 6,758.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,758.00	0.00%		
66902	5% WEX Markup	\$ 1,590.00	\$ 16.78	\$ 16.78	\$ -	\$ 16.78	\$ -	\$ 1,573.22	1.03%		
66902	Total Participant Expenses	\$ 80,172.00	\$ 352.40	\$ 352.40	\$ -	\$ 352.40	\$ -	\$ 80,413.60	0.44%		
66902	Total WIOA YOUTH ISY GRANT COST	\$ 230,535.00	\$ 3,606.72	\$ 3,606.72	\$ -	\$ 3,606.72	\$ -	\$ 227,128.28	1.58%		

Payments of indirect rate change for 2021 10.53% to 9.77% 3/8/21-6/30/21
Net Adjusted Invoice amount due **\$ 3,332.18**

WEP - 20% Expected Expenditure	Start Wages	Client Wage Subsidy (WEP)	Client Wage Taxes	WEX Markup 5%	On the Job Training	Total WEP Expenditures
	\$ 1,764.73	\$ 311.91	\$ 23.71	\$ 16.78	\$ -	\$ 2,117.13
	\$ 1,764.73	\$ 311.91	\$ 23.71	\$ 16.78	\$ -	\$ 2,117.13
						\$ 58.70%

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): Cheryl Lipsword, Project Accountant

Approved By (Signature): Kendra M. Schaeppel, Project Director
Date Signed: 8/16/2021
Typed Name & Title: Cheryl Lipsword, Project Accountant
Date Signed: 8/16/2021
Typed Name & Title: Kendra Schaeppel, Project Director

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

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 609 N Wilmington Parkway Louisville, KY 40222

GRANT NO.: 37026-0721-WIOA Youth

REPORT PERIOD: 7/1/2021 - 7/31/2021

WIOA SUMMARY - Total Grant

YOUTH OSY
OSY 892 & 885

Grantor: MISSISSIPPI VALLEY WORKFORCE AREA
PROJECT/ACTIVITY: Out of School Youth
Invoice Number: 37026-0721-WIOA Youth

SECTION II. EXPENDITURES

Act Code	Description	(1)		(2)		(3)		(4)		Grant Balance Remaining	Grant Percentage Expended
		Cost	Reimb as spent Budget	Current Expenditures	Report Cumulative	Current Cum Cost (2+3)	Grant Balance Remaining				
	Administration:										
60150	Salaries	\$	337,246.00	\$	19,370.24	\$	19,370.24	\$	311,875.76	5.74%	
60150	Payroll Taxes	\$	37,434.00	\$	3,097.77	\$	3,097.77	\$	34,336.23	8.27%	
60150	Fringes and WorkComp	\$	37,434.00	\$	3,097.77	\$	3,097.77	\$	34,336.23	8.27%	
	Total Personnel Expenses	\$	402,114.00	\$	25,565.78	\$	25,565.78	\$	376,548.22	6.35%	
	Operating Expenses:										
60150	Mileage and Travel	\$	21,083.00	\$	496.13	\$	496.13	\$	20,586.87	2.35%	
60150	Telephone & Cell Phones	\$	5,557.00	\$	353.06	\$	353.06	\$	5,203.94	6.09%	
60150	Postage	\$	7.00	\$	-	\$	-	\$	7.00	0.03%	
60150	Client Supplies & Assessments	\$	9,918.00	\$	-	\$	-	\$	9,918.00	0.03%	
60150	Office Supplies (includes prep)	\$	4,443.00	\$	48.34	\$	48.34	\$	4,394.66	1.00%	
60150	Outreach & Public Relations	\$	7,811.00	\$	120.56	\$	120.56	\$	7,690.44	1.44%	
60150	Job Fairs	\$	-	\$	-	\$	-	\$	-	0.00%	
60150	Reimbursable Equipment	\$	4,787.00	\$	-	\$	-	\$	4,787.00	0.00%	
60150	Resource Sharing Allocation	\$	9,197.00	\$	538.70	\$	538.70	\$	8,658.30	9.46%	
60150	Insurance	\$	3,849.00	\$	281.96	\$	281.96	\$	3,567.04	7.33%	
60150	Business Taxes & Licenses	\$	-	\$	-	\$	-	\$	-	0.00%	
60150	Annual Audit	\$	1,410.00	\$	-	\$	-	\$	1,410.00	0.00%	
60150	Emp Background Test (including Training, OSHA & Safety, etc)	\$	14,388.00	\$	3,809.26	\$	3,809.26	\$	10,578.74	26.48%	
60150	Other Professional Services (not approved)	\$	7,415.00	\$	182.65	\$	182.65	\$	7,232.35	2.43%	
	Subtotal Personnel & Operating expenses	\$	493,316.00	\$	29,726.16	\$	29,726.16	\$	463,589.84	6.03%	
	Indirect Cost	\$	48,197.00	\$	2,905.22	\$	2,905.22	\$	45,291.78	6.03%	
	Management Fee	\$	53,858.00	\$	4,515.58	\$	4,515.58	\$	49,342.42	9.28%	
	Total Operating expenses	\$	99,253.00	\$	37,156.96	\$	37,156.96	\$	62,096.04	6.28%	
	Participant Expenses										
65902	Work Expenses	\$	193,423.00	\$	3,032.88	\$	3,032.88	\$	190,390.12	1.57%	
65902	Classroom Training	\$	60,949.00	\$	-	\$	-	\$	60,949.00	0.00%	
65902	Customer Support Service	\$	147,803.00	\$	200.00	\$	200.00	\$	147,603.00	0.14%	
65902	On the Job Training	\$	20,871.00	\$	-	\$	-	\$	20,871.00	0.00%	
65902	Client Awards / Incentives	\$	16,726.00	\$	560.00	\$	560.00	\$	16,166.00	0.20%	
65902	5% WEX Markup	\$	9,671.00	\$	151.64	\$	151.64	\$	9,519.36	0.16%	
	Total Participant Expenses	\$	468,430.00	\$	3,894.52	\$	3,894.52	\$	464,535.48	0.84%	
	Total WIOA YOUTH OSY GRANT COST	\$	1,063,800.00	\$	41,091.49	\$	41,091.49	\$	1,022,708.51	3.86%	
	Net Adjusted Invoice amount due	\$		\$		\$		\$			

WEP - 20%
Expected Expenditure
Staff Wages
Client Wage Subsidy (WEP)
Client Wage Taxes
WEX Markup 5%
On the Job Training
Client Awards / Incentives
Credit Back to Board for WEX

Total WEP Expenditures	\$	6,588.28	\$	6,588.28	\$	6,588.28	\$	6,588.28	16.03%
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SECTION V
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays and 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):
Approved By (Signature):

Date signed	8/16/2021	Cherry (password, Protect Accountant)
Type Name & Title	Project Director	Cherissa Price-Weiss, Reg Director
Date Signed	8/17/21	Kendra Schaepeid

WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT

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

Grantor: Missisippi Valley Workforce Area
GRANT NO.: PROJECT/ACTIVITY
RAPID RESPONSE - Grant
Invoice Number: 37026-0721-RAPID RESPONSE

GRANT PERIOD: 9/1/2020 - 8/31/2021
REPORT PERIOD: 7/1/2021 - 7/31/2021

RAPID RESPONSE - Total Grant: 894
Rapid Response: 894

Acct Code	SECTION II EXPENDITURES	(1) Cost Reimb as spent Budget	(2) Current Expenditures	CUMULATIVE COST TO DATE		(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
				(3) Per Last Report Cumulative	(4) Per Last Report Cumulative			
60950	Administration:	\$ 36,933.00	\$ -	\$ 37,753.58	\$ -	\$ 37,753.58	\$ 1,035.03	102.22%
60950	Salaries	\$ 2,825.00	\$ -	\$ 2,089.64	\$ -	\$ 2,089.64	\$ 735.36	73.26%
60950	Payroll Taxes	\$ 3,175.00	\$ -	\$ 1,960.38	\$ -	\$ 1,960.38	\$ 1,214.62	60.16%
60950	Fringe and WorkComp	\$ 451,132.00	\$ -	\$ 471,783.58	\$ -	\$ 471,783.58	\$ 1,035.03	102.22%
60950	Total Personnel Expenses	\$ 467,125.00	\$ -	\$ 475,827.04	\$ -	\$ 475,827.04	\$ 1,035.03	102.22%
60950	Operating Expenses:	\$ 2,090.00	\$ -	\$ 813.43	\$ -	\$ 813.43	\$ 1,276.57	39.31%
60950	Mileage & Travel	\$ 1,120.86	\$ -	\$ 1,049.47	\$ -	\$ 1,049.47	\$ 710.53	62.53%
60950	Telephone & Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108.00	0.00%
60950	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86.00	0.00%
60950	Client Supplies & Assessments	\$ 1,612.09	\$ -	\$ 1,150.23	\$ -	\$ 1,150.23	\$ 461.86	34.84%
60950	Office Supplies(includes prep)	\$ 2,286.89	\$ -	\$ 2,293.82	\$ -	\$ 2,293.82	\$ 6.97	0.30%
60950	Outreach & Public Relations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	0.00%
60950	Job Fairs	\$ 14,827.39	\$ -	\$ 7,696.37	\$ -	\$ 7,696.37	\$ 7,131.02	47.91%
60950	Reimbursable Equipment	\$ 2,910.00	\$ -	\$ 555.33	\$ -	\$ 555.33	\$ 2,354.67	18.74%
60950	Resource Sharing Allocation	\$ 359.51	\$ -	\$ 344.12	\$ -	\$ 344.12	\$ 15.39	3.72%
60950	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Temp assistance(see training statement, "TRAINING TOOLS" tab, etc.)	\$ 1,115.26	\$ -	\$ 1,035.03	\$ -	\$ 1,035.03	\$ 80.23	9.01%
60950	Other Professional Services(see "TRAINING TOOLS" tab, etc.)	\$ 554.00	\$ -	\$ 412.42	\$ -	\$ 412.42	\$ 141.58	74.44%
60950	Subtotal Personnel & Operating Expenses	\$ 72,000.00	\$ -	\$ 57,133.80	\$ -	\$ 57,133.80	\$ 1,035.03	79.35%
60950	Indirect Cost:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	0.00%
60950	Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	0.00%
60950	Total Operating Expenses	\$ 72,000.00	\$ -	\$ 57,133.80	\$ -	\$ 57,133.80	\$ 1,095.03	79.35%
60950	Participant Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Work Experience	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Customer Support service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Client Awards / Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Total Participant Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.00	0.00%
60950	Total RAPID RESPONSE GRANT COST	\$ 72,000.00	\$ -	\$ 57,133.80	\$ -	\$ 57,133.80	\$ 1,177.03	79.35%

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): Cheryl Troward, Project Accountant
Typed Name & Title: Cheryl Troward, Project Accountant
Date signed: 8/16/2021
Approved By:(signature): Cherisa Price-Weiss, Reg Director
Typed Name & Title: Cherisa Price-Weiss, Reg Director
Date signed: 8/16/2021
Kendal M. Schaapfeld, Project Director
Date signed: 8/16/2021

Account Code	Description	Amount	Balance	Percentage
60950	Credit Refunding Indirect Cost	\$ (216.77)	\$ (216.77)	0.00%
60950	Nov-20 Indirect Credit for RR	\$ (326.41)	\$ (543.18)	0.00%
60950	Dec-20 Indirect Credit for RR	\$ (988.88)	\$ (1,532.06)	0.00%
60950	Jan-21 Indirect Credit for RR	\$ (1,248.88)	\$ (2,780.94)	0.00%
60950	Nov-20 Management Fee for RR	\$ (231.52)	\$ (231.52)	0.00%
60950	Dec-20 Management Fee for RR	\$ (359.31)	\$ (590.83)	0.00%
60950	Jan-21 Management Fee for RR	\$ (744.09)	\$ (1,334.92)	0.00%

**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
NDWG - Grant
National Dislocated Worker Grant
37028-0721-NDWG

GRANT PERIOD: 1/1/2021 - 6/30/2022
REPORT PERIOD: 7/1/2021 - 7/31/2021
NATIONAL DISLOCATED WORKER GRANT - NDWG

Acct Code	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	CUMULATIVE COST TO DATE		Grant Balance Remaining	Grant Percentage expended
				(4) Current Cum. Cost (2+3)			
SECTION II. EXPENDITURES							
Administration:							
60110-00190 salaries	\$ 43,320.00	\$ 684.39	\$ 2,140.25	\$ 2,824.64	\$40,495.36	6.52%	
60100	\$ 3,313.98	\$ 52.36	\$ 161.43	\$ 213.79	\$3,100.19	6.48%	
60310-00230	\$ 5,859.02	\$ 12.00	\$ 97.40	\$ 109.40	\$5,749.62	1.87%	
60910-00000	\$ 62,493.00	\$ 748.75	\$ 2,399.08	\$ 3,147.83	\$57,345.17	6.00%	
Operating Expenses:							
60850	\$ 900.00	\$ -	\$ -	\$ -	\$900.00	0.00%	
62115	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
65570	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
63110	\$ 689.00	\$ -	\$ -	\$ -	\$689.00	0.00%	
63130	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
62830	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
62860	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
65610	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
62310-02200	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
61745	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
64120	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
65120	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
6004, 60020, 60030	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
60120, 60128, 60130	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
9.77%	\$ 54,082.00	\$ 748.75	\$ 2,399.05	\$ 3,147.80	\$50,934.20	5.83%	
Subtotal Personnel & Operating expense							
Indirect Cost							
Management Fee \$ 5,986.97 \$ 73.15 \$ 247.82 \$ 320.97 \$8,265.87 5.73%							
Total Operating expenses \$ 65,635.74 \$ 1,163.40 \$ 3,309.87 \$ 4,463.27 \$74,000.00 6.80%							
Participant Expenses							
65602	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
67408	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
67412	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
67405	\$ 210,000.00	\$ 1,251.78	\$ 1,331.18	\$ 2,582.96	\$207,417.04	1.23%	
67422	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
67418	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	
Client Awards / Incentives							
Total Participant Expenses \$ 210,000.00 \$ 1,251.78 \$ 1,331.18 \$ 2,582.96 \$212,582.96 1.23%							
Total NDWG GRANT COST							
Total \$ 275,635.74 \$ 2,405.18 \$ 4,641.05 \$ 7,046.23 \$282,681.97 2.58%							
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:		Cheryl Trisword, Project Accountant			
Approved By (signature):		Date signed:		8/16/2021			
Kendra M. Schaapveld		Typed Name & Title:		Cherisa Price-Weils, Reg Director			
Date Signed:		Project Director		Kendra Schaapveld			

(Handwritten signature)

(Handwritten signature)

From: [Dennis, Brian \[IWD\]](#)
To: director@mississippivalleyworkforce.org
Subject: PY 2021 Ticket to Work Funds: Mississippi Valley LWDA
Date: Friday, August 6, 2021 11:48:45 AM
Attachments: [TTW Fiscal Agent Designation Template.docx](#)

Good morning,

The PY 2021 Ticket to Work incentives received for your Local Workforce Development Area is below:

LWDA	Total Incentives	State Admin (5%)	Area Disbursement (95%)
Mississippi Valley	\$14,272	\$714	\$13,558

The PY 2020 Designated Fiscal Agent was Mississippi Valley Workforce Development Board. Please complete the attached TTW Fiscal Agent Designation Letter to identify the Fiscal Agent for PY 2021 funds.

Let me know if you have any questions

Brian S. Dennis, M.S., CRC

Workforce Program Coordinator - Disability Services

[Iowa Workforce Development](#)

[1000 East Grand Avenue](#)

[Des Moines, IA 50319](#)

Phone: 515-725-3666

Brian.Dennis@iwd.iowa.gov

Connect with us on [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Youtube](#)



Mississippi Valley Workforce Development Board

Date: August 9, 2021

Brian Dennis
Ticket to Work Program Coordinator
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319

Dear Brian Dennis,

On behalf of the Mississippi Valley Workforce Area, the Mississippi Valley Workforce Development Board is designated as the Fiscal Agent for Program Year 2021 Ticket to Work funds generated through Social Security's Ticket to Work Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Duke", written over a light blue horizontal line.

Dennis Duke
Chair, Mississippi Valley Workforce Development Board

CC Mississippi Valley Workforce Development Board
Jack Willey, Jackson County Board of Supervisors



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



BANK ACCOUNT STATEMENT

Statement Date: **07/30/2021**

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

FREE BUSINESS CHECKING SUMMARY

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 06/30/21		11,187.00
Debits		0.00
Ending Balance On 07/30/21		11,187.00
Average Balance (Ledger)	11,187.00+	

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 06/30/21 was 11,187.00

Date	Balance	Date	Balance	Date	Balance
07/30/21	11,187.00				

This Statement Cycle Reflects 30 Days





Mississippi Valley Workforce Development Board

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.
- Written permission must be obtained from executive director or board chair prior to travel unless specifically related to normally scheduled board, committee, CEO meetings, trainings, or routine MVWDB business within the Local Area.
- 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. Additionally, all expenses are reviewed by the fiscal agent prior to processing.
- The executive directors out of town travel expenses will be approved by the board chair prior to submittal to the fiscal agent for processing.
- No reimbursement will be provided if the traveler receives reimbursement through other sources, double dipping is prohibited and subject to criminal and civil action to recover expenses
- All incurred expenses must be supported by adequate documentation. (Conference or meeting agendas, invoices, hotel bills, receipts, etc.) See 2 CFR Part 225

- 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. Reimbursements will be for actual cost incurred.
- Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.
- Only the cost of the lowest coach class fare available for direct, non-stop flights from the airport nearest the representative’s home or office to the airport nearest the destination will be allowed.
- 1 checked bag each way for a roundtrip fare is an allowable cost as well as the cost of a carry-on bag.
- 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 representatives 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 representatives home address as the ending point.
- The mileage reimbursement rate is calculated to assist with fuel costs as well as wear and tear on the automobile.
- The current GSA mileage per diem rate will be used <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
- 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 or designee 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.
- Representatives traveling on behalf of MVWDB may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the representative’s itinerary shall be considered in determining reasonableness.
- Any out of Local Area lodging must be approved at least 14 days in advance by the executive director or designee.

- 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 will be reviewed 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 20%
- No alcoholic beverages are permitted.
- [All meal receipts must be itemized.](#)
- Reasonableness of the cost of meals will be determined by comparing to the allowable GSA per diem rate for specific area.

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, lodging, 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. Laundry mats 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.
- Cost of shuttle or Uber/Lyft services to and from the airport or the cost of airport parking
- Taxi services, Uber, Tolls, garage, and parking fees as a result of conducting WIOA business are reimbursable with receipt.

Credit Card Usage

MVWDB staff have the authority to use the MVWDB credit card while on business travel as long as the expenditures are within the guidelines outlined in this document and receipts are provided. Should receipts not be furnished to MVWDB the staff will reimburse MVWDB for the associated costs within 30 days. .

When booking lodging, travel, conference fees, and other miscellaneous purchases, it may be necessary to use the MVWDB credit card. After written approval is received from the executive director for such expenses, the employee will be authorized to use the credit card information. It is imperative that the employee obtain a receipt at the time of purchase or at point of receiving the service. That receipt will be given to the Executive Director so he/she will be able to verify the credit card charges. Upon verification of all charges the executive director will include all receipts when submitting the credit card bill to the fiscal agent for payment requests.

Travel Request Process and Procedure

Expenses will not be reimbursed unless the representative requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel, if travel expense reimbursement is requested, must include:

- The representatives name.
- If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip, including a description of each MVWDB related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct MVWDB business.
- An itemized list of all expenses for which reimbursement is requested.

Non-Reimbursable Expenditures

MVWDB maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement

under federal grants and a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to

- Travel insurance
- First class tickets or upgrades
- Limousine travel.
- Movies, liquor, or bar costs.
- Spa or exercise charges.
- Clothing purchases.
- Valet service / car washes.
- Toiletry articles.
- Expenses for spouses, friends, or relatives.

Personal Travel

Representatives traveling on behalf of MVWDB may incorporate personal travel or business with their MVWDB related trips; however, Personnel shall not arrange MVWDB travel at a time that is less advantageous to MVWDB or involving greater expense to MVWDB order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the representative and will not be reimbursed by MVWDB. Expenses associated with travel of a representatives spouse, family or friends will not be reimbursed by MVWDB. When combining personal and business travel it should be clearly identified on the travel expense form required.

Reasonable Accommodations

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the MVWDB to comply with all Federal and state laws concerning the employment of persons with disabilities.

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

Travel Expense Form

Submitted by: _____ Date: _____

Dates of Travel From: _____ To: _____

Origin: _____ Destination: _____

Representatives for Whom Reimbursement is Being Requested

Reason for Travel:

Expenses (All expenses must be accompanied by receipts)

Mileage (\$0.56 per mile) \$ _____

Meals \$ _____

Airfare \$ _____

Lodging \$ _____

Miscellaneous Specify _____ \$ _____

Total \$ _____

Executive Director/Board Chair Approve Not Approved

Signature: _____ Date: _____

Comments:



Mississippi Valley Workforce Development Board

Credit Card Policy

The Mississippi Valley Workforce Development Board (MVWDB) will have one credit card and will be used for the purposes of purchasing office supplies, expenses incurred for business travel, and online purchases, registrations, and membership dues and other related expenses required to conduct MVWDB business. The credit card has a credit limit of \$19,000.00. Authorized users include the executive director and the executive assistant. Upon termination of either of the authorized users, the credit card will be cancelled and reissued based on the staffing change and the approval of the Executive Committee. All charges will be at the discretion of the executive director or the Executive Committee.

The executive director/executive assistant are responsible for retaining the credit card, and tracking credit card balances. The executive assistant is responsible for reconciling the statement each month before approval by the executive director and submitted to the fiscal agent for payment processing. Employees shall submit an invoice or other proof of purchase to the executive director/assistant at the time of purchase/use. The MVWDB utilizes direct billing where available; therefore, the credit card should be used as a last resort when billing cannot be established. MVWDB employees understand:

- The credit card is company property and when employees use the credit card, they are making a financial commitment on behalf of the company.
- The credit card is to be used for business purposes only and any personal, unauthorized, or illegal charges or misuse will result in disciplinary action up to and including termination of employment.
- Purchase of gasoline or alcohol are prohibited.
- An exception will be made if, while on business, an employee incurs a joint expense for themselves as well as their spouse, the employee will reimburse the cost of their spouses' expense on the next travel expense claim or within 30 days whichever occurs first.
- The MVWDB may review and investigate use of this credit card and there are no expectations of privacy concerning any charges incurred.
- The employee is responsible to reconcile his/her expenses and submit an expense report along with all supporting documentation/receipts within 10 days. If the employee cannot produce the supporting documentation/receipts, it will be at the executive director's discretion to determine whether or not the charges are allowable and payable by the MVWDB. The employee is responsible to make all efforts to obtain the documentation. If the charges are not approved without supporting documentation, the expense incurred will be the employee's responsibility to repay on the next travel expense claim or within 30 days whichever occurs first.
- Should the employee disagree with the executive director's decision the individual may file an appeal with the executive committee within 10 days. The individual may submit in writing a protest to the MVWDB Executive Committee. The Executive Committee will then have twenty (20) days to reach a formal written decision. A hearing is not a right under this MVWDB appeal process. No further appeals will be allowed. This does not prohibit the employee from seeking other resolutions in addition to those allowed by the Mississippi Valley Workforce Area (MVWA). Any further resolutions taken by the individual outside of this policy will be handled by the CEOs of the MVWA.
- The employee will repay any personal, unauthorized, or illegal charges made by the employee, including administrative fees and/or finance charges assessed in connection with such charges. The MVWDB may take appropriate legal action to collect the monies owed. If the MVWDB is required to take legal action to collect monies, the employee agrees to pay the MVWDB expenses, including attorney's fees incurred in the collection efforts.

I have read the above Credit Card Policy and understand my responsibilities as an employee of the MVWDB. I also understand the consequences should I violate the policy.

Employee Signature

Date