



Mississippi Valley Workforce Development Board

Finance Committee Meeting Agenda

Wednesday, September 22, 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 August Invoice	Kendra Schaapveld
*Fiscal Agent Invoice	Lori Gilpin
Fiscal Agent August Report	Lori Gilpin
Bank Account	Miranda Swafford
Financial Updates	Miranda Swafford
Monitoring	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, August 25, 2021 at 4:00 p.m., via Zoom

Members Present: Cory Bergfeld, Lori Bassow, Bob Bartles, Joyce Stimpson, Angela Rheingans (arrived late), and Roger Pavey

Members Absent: Joni Dittmer

CEOs Present: 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 –Joni Dittmer. Bergfeld motioned to excuse, seconded by Stimpson, motion carried.

APPROVAL OF AGENDA

Bartles made a motion to approve the 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.

FINANCIAL UPDATES/ADMIN BUDGET

Swafford provided financial updates related to an internship that exceed state allowed hours by 22.5. IWD determined Equus would have to repay the funds, however Equus had not billed for the overage and has added it to their internal disallowed cost category. Swafford relayed that SEIRPC had incorrectly reported year end expenses for total youth and work experience. SEIRPC reports those have been corrected in the final, final FSR submitted. A copy of the final FSR has been requested for PY20. Swafford provided updates on contract modifications with A9 complete while A3 and A7 are still in progress.

EQUUS PY21 NEW BUDGETS

Schaapveld provided an overview of the total budget as she reviewed the July invoices.

EQUUS JULY INVOICE

Schaapveld gave an overview of the Equus July Financial Status Reports for the Rapid Response, Adult/DW and Youth program. Equus's expenses for the month of July were as follows: Adult \$53,649.63, DW \$29,076.06, Youth \$44,698.22, Rapid Response \$0, and NDWG \$2,405.18. Bergfeld made a motion to approve Equus's invoices, seconded by Bartles, motion carried.

FISCAL AGENT INVOICE

No invoices were presented.

FISCAL AGENT JULY REPORTS

Gilpin reviewed the WIOA Financial Report for July 2021. There were 13 checks issued for a total of \$213,748.68. The SEIRPC cumulative reports are just July expenditures as it is the first month of the fiscal year and were as follows; Admin \$18,244.37, Transition \$0, Adult \$56,229.27, DW \$32,189.94, NDWG \$4,137.11, OSY \$42,229.14, ISY \$6,232.66, and RR \$0.

TICKET TO WORK

Swafford reported Brian Dennis sent an email for Ticket to Work funds for PY2021 with the MVWA receiving \$13,558. The MVWDB will continue in its role as Designated Fiscal Agent of these funds for PY 2021.

BOARD BANK ACCOUNT

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

TRAVEL POLICY

Swafford reported the addition the Credit Card Usage and Travel Request Process and Procedure sections to the Travel Policy reviewed last month by the committee. Bergfeld made a motion to approve the Travel Policy as presented for Executive Committee review, seconded by Bartles, motion carried.

CREDIT CARD POLICY

Swafford presented a Credit Card Policy as the Executive Committee had voted to acquire a credit card for board staff to use. Discussion was raised about the board bank account and the debit feature being shut off on the credit card. The credit card is not connected to the board bank account or any bank account, the board bank account is not budgeted, and the card is to cover the initial expenditure for items included and approved within the admin budget. Swafford had been covering all those costs and then waiting for reimbursement. Rheingans spoke in support of the credit card. The policy covered the expectation of documentation for all expenses which is what the fiscal agent would require. Bergfeld made the motion to approve the Credit Card Policy as presented, seconded by Bartles, motion carried.

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 4:54 p.m.


**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 - Adult ADULT 37026-0821-AD
GRANT PERIOD:	7/1/2021	6/30/2022	
REPORT PERIOD:	8/1/2021	8/31/2021	
WIOA SUMMARY - Total Grant		ADULT(AD)	886

Acct Code	SECTION II. EXPENDITURES				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)					
	Administration:								
60110-60190 exclude 60150	Salaries	\$ 219,479.00	\$ 37,577.88	\$ 24,756.45	\$ 62,334.33	\$157,144.67	28.40%		
60310-60330	Payroll Taxes	\$ 18,678.00	\$ 2,808.43	\$ 1,833.22	\$ 4,641.65	\$14,036.35	24.85%		
60610-60650	Fringes and WorkComp	\$ 25,459.00	\$ 4,635.05	\$ 3,795.32	\$ 8,430.37	\$17,028.63	33.11%		
	Total Personnel Expenses	\$ 263,616.00	\$ 45,021.36	\$ 30,384.99	\$ 75,406.35	\$188,209.65	28.60%		
	Operating Expenses:								
60850	Mileage & Travel	\$ 30,754.00	\$ 440.05	\$ 675.89	\$ 1,115.94	\$29,638.06	3.63%		
62115	Telephone & Cell Phones	\$ 4,601.00	\$ 443.63	\$ 377.57	\$ 821.20	\$3,779.80	17.85%		
65570	Postage	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%		
63110	Client Supplies & Assessments	\$ 150.00	\$ -	\$ -	\$ -	\$150.00	0.00%		
63130	Office Supplies(includes PPE)	\$ 3,679.00	\$ 720.33	\$ 409.39	\$ 1,129.72	\$2,549.28	30.71%		
62830	Outreach & Public Relations	\$ 12,942.00	\$ 4,830.33	\$ 138.56	\$ 4,968.89	\$7,973.11	38.39%		
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%		
65610	Reimbursable Equipment	\$ 3,961.00	\$ 2,387.76	\$ -	\$ 2,387.76	\$1,573.24	60.28%		
62510-62520	Resource Sharing Allocation	\$ 7,623.00	\$ 2,014.41	\$ 734.33	\$ 2,748.74	\$4,874.26	36.06%		
61745	Insurance	\$ 3,187.00	\$ 275.06	\$ 281.90	\$ 556.96	\$2,630.04	17.48%		
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%		
65120	Annual Audit	\$ 1,167.00	\$ -	\$ 168.95	\$ 168.95	\$998.05	14.48%		
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 11,921.00	\$ 217.87	\$ 3,563.50	\$ 3,781.37	\$8,139.63	31.72%		
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 5,053.00	\$ 292.92	\$ -	\$ 292.92	\$4,760.08	5.80%		
	Subtotal Personnel & Operating expenses	\$ 348,654.00	\$ 56,643.72	\$ 36,735.08	\$ 93,378.80	\$255,275.20	26.78%		
9.77%	Indirect Cost	\$ 34,064.00	\$ 5,534.09	\$ 3,589.02	\$ 9,123.11	\$24,940.89	26.78%		
	Management Fee	\$ 38,065.00	\$ 3,189.58	\$ 3,189.58	\$ 6,379.16	\$31,685.84	16.76%		
	Total Operating expenses	\$ 420,783.00	\$ 65,367.39	\$ 43,513.68	\$ 108,881.07	\$311,901.93	25.88%		
	Participant Expenses								
65602	Work Experience	\$ 63,622.00	\$ 3,762.61	\$ 2,728.99	\$ 6,491.60	\$57,130.40	10.20%		
67408	Instructional Training	\$ 231,000.00	\$ 25,170.00	\$ 2,139.00	\$ 27,309.00	\$203,691.00	11.82%		
67412	Customer Support service	\$ 81,600.00	\$ 2,339.61	\$ 2,938.84	\$ 5,278.45	\$76,321.55	6.47%		
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%		
67422	On The Job Training	\$ 80,557.00	\$ 671.31	\$ 2,192.67	\$ 2,863.98	\$77,693.02	3.56%		
	5% WEX Markup	\$ 3,182.00	\$ 188.13	\$ 136.45	\$ 324.58	\$2,857.42	10.20%		
	Total Participant Expenses	\$ 459,961.00	\$ 32,131.66	\$ 10,135.95	\$ 42,267.61	\$417,693.39	9.19%		
	Total	\$ 880,744.00	\$ 97,499.05	\$ 53,649.63	\$ 151,148.68	\$729,595.32	17.16%		
	Total WIOA Adult GRANT COST	\$ 880,744.00	\$ 97,499.05	\$ 53,649.63	\$ 151,148.68	\$729,595.32	17.16%		

WEX 5% Markup	Client Wage Subsidy & Client Wage Tax	\$ 3,762.61	\$ 2,728.99	\$ 6,491.60
	WEX Markup 5%	\$ 188.13	\$ 136.45	\$ 324.58
	Total WEP Expenditures	\$ 3,950.74	\$ 2,865.44	\$ 6,816.18

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 Tipsword, Project Accountant
	Date signed	9/10/2021
Approved By(signature):	Typed Name & Title:	Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	09 / 15 / 2021

**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 WIOA Grant - DW
		Invoice Number	37026-0821-DW
GRANT PERIOD:	7/1/2021	6/30/2022	
REPORT PERIOD:	8/1/2021	8/31/2021	
WIOA SUMMARY - Total Grant		Dislocated Worker(DW)	888

Acct Code	SECTION II. EXPENDITURES				CUMULATIVE COST TO DATE	
	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
Administration:						
60110-60190 exclude 60150	Salaries	\$ 235,367.00	\$ 4,912.91	\$ 11,328.16	\$ 16,241.07	\$219,125.93 6.90%
60310-60330	Payroll Taxes	\$ 20,030.00	\$ 371.83	\$ 854.84	\$ 1,226.67	\$18,803.33 6.12%
60610-60650	Fringes and WorkComp	\$ 26,126.00	\$ 464.84	\$ 1,020.06	\$ 1,484.90	\$24,641.10 5.68%
	Total Personnel Expenses	\$ 281,523.00	\$ 5,749.58	\$ 13,203.06	\$ 18,952.64	\$262,570.36 6.73%
Operating Expenses:						
60850	Mileage & Travel	\$ 18,023.00	\$ 29.30	\$ 607.21	\$ 636.51	\$17,386.49 3.53%
62115	Telephone & Cell Phones	\$ 3,639.00	\$ 96.84	\$ 191.77	\$ 288.61	\$3,350.39 7.93%
65570	Postage	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
63110	Client Supplies & Assessments	\$ 119.00	\$ -	\$ -	\$ -	\$119.00 0.00%
63130	Office Supplies(includes PPE)	\$ 2,909.00	\$ 118.55	\$ 312.52	\$ 431.07	\$2,477.93 14.82%
62830	Outreach & Public Relations	\$ 6,473.00	\$ 790.47	\$ 124.48	\$ 914.95	\$5,558.05 14.13%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65610	Reimbursable Equipment	\$ 3,132.00	\$ 392.77	\$ -	\$ 392.77	\$2,739.23 12.54%
62510-62520	Resource Sharing Allocation	\$ 6,678.00	\$ 329.92	\$ 641.72	\$ 971.64	\$5,706.36 14.55%
61745	Insurance	\$ 2,520.00	\$ 95.22	\$ 259.84	\$ 355.06	\$2,164.94 14.09%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit	\$ 923.00	\$ -	\$ -	\$ -	\$923.00 0.00%
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 9,428.00	\$ 33.39	\$ 96.19	\$ 129.58	\$9,298.42 1.37%
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 4,880.00	\$ 56.26	\$ 334.73	\$ 390.99	\$4,489.01 8.01%
	Subtotal Personnel & Operating expenses	\$ 340,247.00	\$ 7,692.30	\$ 15,771.52	\$ 23,463.82	\$316,783.18 6.90%
9.77%	Indirect Cost	\$ 33,242.00	\$ 751.54	\$ 1,540.88	\$ 2,292.42	\$30,949.59 6.90%
	Management Fee	\$ 37,141.00	\$ 3,105.96	\$ 3,105.96	\$ 6,211.92	\$30,929.08 16.73%
	Total Operating expenses	\$ 410,630.00	\$ 11,549.80	\$ 20,418.36	\$ 31,968.16	\$378,661.85 7.79%
Participant Expenses						
65602	Work Experience	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67408	Instructional Training	\$ 137,500.00	\$ 2,599.00	\$ 7,746.00	\$ 10,345.00	\$127,155.00 7.52%
67412	Customer Support service	\$ 65,599.00	\$ 5,525.36	\$ 911.70	\$ 6,437.06	\$59,161.94 9.81%
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67422	On The Job Training	\$ 82,860.00	\$ -	\$ -	\$ -	\$82,860.00 0.00%
	Total Participant Expenses	\$ 285,959.00	\$ 8,124.36	\$ 8,657.70	\$ 16,782.06	\$269,176.94 5.87%
	Total	\$ 696,589.00	\$ 19,674.16	\$ 29,076.06	\$ 48,750.22	\$647,838.79 7.00%
	Total WIOA DW GRANT COST	\$ 696,589.00	\$ 19,674.16	\$ 29,076.06	\$ 48,750.22	\$647,838.79 7.00%

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 FOR AUDIT.

Prepared By(signature):	Typed Name & Title: Cheryl Tipsword, Project Accountant
	Date signed: 9/10/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
<i>Kendra M. Schaapveld</i>	Date Signed:

09 / 15 / 2021

**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 37026-0821-WIOA Youth
GRANT PERIOD: 7/1/2021 6/30/2022		
REPORT PERIOD: 8/1/2021 8/31/2021		
WIOA SUMMARY - Total Grant	YOUTH COMB	
	ISY 890 & OSY 892/885	

Acct Code

SECTION II. EXPENDITURES	(1) Cost Reimb as spent Budget	(2) Current Expenditures	(3) CUMULATIVE COST TO DATE		(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
			Per Last Report	Cumulative			
Administration:							
Salaries	\$ 422,752.00	\$ 11,186.92	\$ 20,125.81	\$ -	\$ 31,312.73	\$331,439.27	7.41%
Payroll Taxes	\$ 35,977.00	\$ 816.55	\$ 1,493.75	\$ -	\$ 2,310.30	\$33,666.70	6.42%
Fringes and WorkComp	\$ 46,925.00	\$ 1,312.78	\$ 3,192.49	\$ -	\$ 4,505.27	\$42,419.73	9.60%
Total Personnel Expenses	\$ 505,654.00	\$ 13,316.25	\$ 24,812.05	\$ -	\$ 38,128.30	\$467,525.70	7.54%
Operating Expenses:							
Mileage & Travel	\$ 26,988.00	\$ -	\$ 563.58	\$ -	\$ 563.58	\$26,424.42	2.09%
Telephone & Cell Phones	\$ 6,769.00	\$ 234.62	\$ 387.15	\$ -	\$ 621.77	\$6,147.23	9.19%
Postage	\$ 7.00	\$ -	\$ -	\$ -	\$ -	\$7.00	0.00%
Client Supplies & Assessments	\$ 12,501.00	\$ -	\$ -	\$ -	\$ -	\$12,501.00	0.00%
Office Supplies (includes PPE)	\$ 5,412.00	\$ 525.27	\$ 359.91	\$ -	\$ 885.18	\$4,526.82	16.36%
Outreach & Public Relations	\$ 10,014.00	\$ -	\$ 136.96	\$ -	\$ 136.96	\$9,877.04	1.37%
Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
Reimbursable Equipment	\$ 5,830.00	\$ 355.25	\$ -	\$ -	\$ 355.25	\$5,474.75	6.09%
Resource Sharing Allocation	\$ 11,524.00	\$ 24.07	\$ 711.28	\$ -	\$ 735.35	\$10,788.65	6.38%
Insurance	\$ 4,688.00	\$ 217.49	\$ 283.98	\$ -	\$ 501.47	\$4,186.53	10.70%
Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
Annual Audit	\$ 1,717.00	\$ -	\$ -	\$ -	\$ -	\$1,717.00	0.00%
Emp Background test (drug screening, Training, Dues & Subs, etc.)	\$ 17,537.00	\$ 235.13	\$ 3,828.11	\$ -	\$ 4,063.24	\$13,473.76	23.17%
Other Professional Services (Exp. Also Health)	\$ 9,097.00	\$ 129.12	\$ 583.94	\$ -	\$ 713.06	\$8,383.94	7.84%
Subtotal Personnel & Operating expenses	\$ 617,738.00	\$ 15,037.20	\$ 31,666.96	\$ -	\$ 46,704.16	\$571,033.84	7.56%
Indirect Cost	\$ 60,352.99	\$ 1,469.13	\$ 3,093.86	\$ -	\$ 4,563.00	\$55,789.99	7.56%
Management Fee	\$ 67,442.00	\$ 5,650.46	\$ 5,650.46	\$ -	\$ 11,300.92	\$56,141.08	16.76%
Total Operating expenses	\$ 745,532.99	\$ 22,156.79	\$ 40,411.28	\$ -	\$ 62,568.08	\$682,964.92	8.39%
Participant Expenses							
Work Experience	\$ 225,229.00	\$ 4,841.22	\$ 3,368.50	\$ -	\$ 8,209.72	\$217,019.28	3.65%
Instructional Training	\$ 80,949.00	\$ -	\$ -	\$ -	\$ -	\$80,949.00	0.00%
Customer Support service	\$ 188,421.00	\$ 790.81	\$ 200.00	\$ -	\$ 990.81	\$187,430.19	0.53%
Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
On The Job Training	\$ 20,839.00	\$ -	\$ -	\$ -	\$ -	\$20,839.00	0.00%
Client Awards / Incentives							
5% WEX Markup	\$ 11,261.00	\$ 242.06	\$ 168.43	\$ -	\$ 410.49	\$10,850.51	3.65%
Total Participant Expenses	\$ 549,202.00	\$ 6,049.09	\$ 4,286.93	\$ -	\$ 10,336.02	\$538,865.98	1.88%
Total	\$ 1,294,735.00	\$ 28,205.88	\$ 44,698.22	\$ -	\$ 72,904.11	\$1,221,830.90	5.63%
Total YOUTH GRANT COST	\$ 1,294,735.00	\$ 28,205.88	\$ 44,698.22	\$ -	\$ 72,904.11	\$1,221,830.90	5.63%

WEP - 20%
Expected Expenditure

Staff Wages - August 2021	\$ 4,463.06	\$ 4,968.47	\$ 9,431.53
Client Wage Subsidy (WEP)	\$ 4,364.68	\$ 3,037.91	\$ 7,402.59
Client Wage Taxes	\$ 476.54	\$ 330.59	\$ 807.13
WEX Markup 5%	\$ 242.06	\$ 168.43	\$ 410.49
On The Job Training	\$ -	\$ -	\$ -
Client Awards / Incentives	\$ 175.00	\$ 200.00	\$ 375.00
Credit Back to Board for WEX	\$ -	\$ -	\$ -

WEP - 40%
Expected Expenditure

Total WEP Expenditures	\$ 9,721.34	\$ 8,705.40	\$ 18,426.74	25.28%
			\$ 14,580.82	20%
			\$ 3,845.92	over(shortage)

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 Tipsword, Project Accountant
	Date signed: 9/10/2021
Approved By (signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
	Date Signed:

Kendra M. Schaapveld 09 / 15 / 2021

**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 - IN School Youth YOUTH 37026-0821-WIOA Youth
GRANT PERIOD: 7/1/2021 6/30/2022		
REPORT PERIOD: 8/1/2021 8/31/2021		
WIOA SUMMARY - Total Grant	YOUTH ISY	
	ISY 890 & 884	

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)		
	SECTION II. EXPENDITURES					
	Administration:					
60110-60190 exclude 60190	Salaries	\$ 85,506.00	\$ 4,463.05	\$ 755.57	\$ 5,218.62	\$80,287.38 6.10%
60310-60330	Payroll Taxes	\$ 7,277.00	\$ 321.34	\$ 56.26	\$ 377.60	\$6,899.40 5.19%
60610-60660	Fringes and WorkComp	\$ 9,491.00	\$ -	\$ 94.72	\$ 94.72	\$9,396.28 1.00%
	Total Personnel Expenses	\$ 102,274.00	\$ 4,784.39	\$ 906.55	\$ 5,690.94	\$96,583.06 5.96%
	Operating Expenses:					
60850	Mileage & Travel	\$ 5,905.00	\$ -	\$ 67.45	\$ 67.45	\$5,837.55 1.14%
62115	Telephone & Cell Phones	\$ 1,212.00	\$ -	\$ 34.09	\$ 34.09	\$1,177.91 2.81%
65570	Postage	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
63110	Client Supplies & Assessments	\$ 2,583.00	\$ -	\$ -	\$ -	\$2,583.00 0.00%
63130	Office Supplies(includes PPE)	\$ 969.00	\$ 67.02	\$ 311.57	\$ 378.59	\$590.41 39.07%
62830	Outreach & Public Relations	\$ 2,203.00	\$ -	\$ 16.40	\$ 16.40	\$2,186.60 0.74%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65610	Reimbursable Equipment	\$ 1,043.00	\$ 48.65	\$ -	\$ 48.65	\$994.35 4.66%
62510-62520	Resource Sharing Allocation	\$ 2,327.00	\$ 3.30	\$ 172.58	\$ 175.88	\$2,151.12 7.56%
61745	Insurance	\$ 839.00	\$ 27.69	\$ 2.02	\$ 29.71	\$809.29 3.54%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit	\$ 307.00	\$ -	\$ -	\$ -	\$307.00 0.00%
65644, 65620, 65630	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 3,139.00	\$ -	\$ 18.85	\$ 18.85	\$3,120.15 0.60%
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 1,622.00	\$ 61.80	\$ 401.29	\$ 463.09	\$1,158.91 28.55%
	Subtotal Personnel & Operating expenses	\$ 124,423.00	\$ 4,992.85	\$ 1,930.80	\$ 6,923.65	\$117,499.35 5.56%
9.77%	Indirect Cost	\$ 12,156.00	\$ 487.80	\$ 188.64	\$ 676.44	\$11,479.56 5.56%
	Management Fee	\$ 13,584.00	\$ 1,134.86	\$ 1,134.88	\$ 2,269.76	\$11,314.24 16.71%
	Total Operating expenses	\$ 150,163.00	\$ 6,615.53	\$ 3,254.32	\$ 9,869.85	\$140,293.15 6.57%
	Participant Expenses					
65602	Work Experience	\$ 31,806.00	\$ 1,119.04	\$ 335.62	\$ 1,454.66	\$30,351.34 4.57%
67408	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67412	Customer Support service	\$ 40,618.00	\$ -	\$ -	\$ -	\$40,618.00 0.00%
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67422	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67418	Client Awards / Incentives	\$ 6,758.00	\$ -	\$ -	\$ -	\$6,758.00 0.00%
	5% WEX Markup	\$ 1,590.00	\$ 55.95	\$ 16.78	\$ 72.73	\$1,517.27 4.57%
	Total Participant Expenses	\$ 80,772.00	\$ 1,174.99	\$ 352.40	\$ 1,527.39	\$79,244.61 1.89%
	Total	\$ 230,935.00	\$ 7,790.52	\$ 3,606.72	\$ 11,397.24	\$219,537.76 4.94%
	Total WIOA YOUTH ISY GRANT COST	\$ 230,935.00	\$ 7,790.52	\$ 3,606.72	\$ 11,397.24	\$219,537.76 4.94%

WEP - 20% Expected Expenditure	Staff Wages	\$	1,741.53	\$	1,764.73	\$	3,506.26
	Client Wage Subsidy (WEP)	\$	1,040.00	\$	311.91	\$	1,430.95
	Client Wage Taxes	\$	79.04	\$	23.71	\$	23.71
	WEX Markup 5%	\$	55.95	\$	16.78	\$	72.73
	On the Job Training	\$	-	\$	-	\$	-
WEP - 44.7% Expected Expenditure	Total WEP Expenditures	\$	2,916.52	\$	2,117.13	\$	5,033.65
							44.17%

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 Tipsword, Project Accountant
	Date signed	9/10/2021
Approved By(signature):	Typed Name & Title:	Cherisa Price-Wells, Req Director
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	

Kendra M. Schaapveld 09 / 15 / 2021

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

GRANTEE NAME: Equus Workforce Solutions ADDRESS: 805 N Whittington Parkway Louisville, KY 40222		Grantor: Mississippi Valley Workforce Area GRANT NO: WIOA Grant - Out of School Youth PROJECT/ACTIVITY: YOUTH Invoice Number: 37026-0721-WIOA Youth
GRANT PERIOD:	7/1/2021	6/30/2022
REPORT PERIOD:	7/1/2021	7/31/2021
WIOA SUMMARY - Total Grant	YOUTH OSY OSY 892 & 885	

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)		
SECTION II. EXPENDITURES						
Administration:						
60110-60190 ex0406 60150	Salaries	\$ 337,246.00	\$ 6,723.87	\$ 19,370.24	\$ 26,094.11	\$311,151.89 7.74%
60310-60330	Payroll Taxes	\$ 28,700.00	\$ 495.21	\$ 1,437.49	\$ 1,932.70	\$26,767.30 6.53%
60610-60650	Fringes and WorkComp	\$ 37,434.00	\$ 1,312.78	\$ 3,097.77	\$ 4,410.55	\$33,023.45 11.78%
	Total Personnel Expenses	\$ 403,380.00	\$ 8,531.86	\$ 23,905.50	\$ 32,437.36	\$370,442.64 8.64%
Operating Expenses:						
60850	Mileage & Travel	\$ 21,083.00	\$ -	\$ 498.13	\$ 498.13	\$20,584.87 2.35%
62115	Telephone & Cell Phones	\$ 5,557.00	\$ 234.62	\$ 353.06	\$ 587.68	\$4,969.32 10.28%
65570	Postage	\$ 7.00	\$ -	\$ -	\$ -	\$7.00 0.00%
63110	Client Supplies & Assessments	\$ 9,918.00	\$ -	\$ -	\$ -	\$9,918.00 0.00%
63130	Office Supplies(includes PPE)	\$ 4,443.00	\$ 458.25	\$ 48.34	\$ 506.59	\$3,936.41 11.40%
62830	Outreach & Public Relations	\$ 7,811.00	\$ -	\$ 120.56	\$ 120.56	\$7,690.44 1.34%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65610	Reimbursable Equipment	\$ 4,787.00	\$ 306.60	\$ -	\$ 306.60	\$4,480.40 6.40%
62510-62520	Resource Sharing Allocation	\$ 9,197.00	\$ 20.77	\$ 538.70	\$ 559.47	\$8,637.53 6.98%
61745	Insurance	\$ 3,849.00	\$ 189.80	\$ 281.96	\$ 471.76	\$3,377.24 12.26%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit	\$ 1,410.00	\$ -	\$ -	\$ -	\$1,410.00 0.00%
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 14,398.00	\$ 235.13	\$ 3,809.26	\$ 4,044.39	\$10,353.61 28.08%
65126, 65128, 65130	Other Professional Services(ACP, App, Hearing)	\$ 7,475.00	\$ 67.32	\$ 182.65	\$ 249.97	\$7,225.03 3.24%
	Subtotal Personnel & Operating expenses	\$ 493,375.00	\$ 10,044.35	\$ 29,736.76	\$ 39,780.51	\$453,594.49 8.26%
9.77%	Indirect Cost	\$ 48,197.00	\$ 981.33	\$ 2,905.22	\$ 3,886.56	\$44,310.44 8.26%
	Management Fee	\$ 53,858.00	\$ 4,515.58	\$ 4,515.58	\$ 9,031.16	\$44,826.84 16.77%
	Total Operating expenses	\$ 995,370.00	\$ 15,541.26	\$ 37,156.96	\$ 52,698.23	\$542,671.77 8.85%
Participant Expenses						
65602, 65603	Work Experience	\$ 193,423.00	\$ 3,722.18	\$ 3,032.88	\$ 6,755.06	\$186,667.94 3.49%
67408	Instructional Training	\$ 80,949.00	\$ -	\$ -	\$ -	\$80,949.00 0.00%
67412	Customer Support service	\$ 147,803.00	\$ 790.81	\$ 200.00	\$ 990.81	\$146,812.19 6.67%
67405	Incumbent Worker training	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
67422	On The Job Training	\$ 20,839.00	\$ -	\$ -	\$ -	\$20,839.00 0.00%
67418, 67420	Client Awards / Incentives	\$ 15,745.00	\$ 175.00	\$ 550.00	\$ 725.00	\$15,020.00 4.60%
	5% WEX Markup	\$ 9,671.00	\$ 186.11	\$ 151.64	\$ 337.75	\$9,333.25 3.49%
	Total Participant Expenses	\$ 468,430.00	\$ 4,874.10	\$ 3,934.52	\$ 8,808.62	\$459,621.38 1.88%
	Total	\$ 1,063,800.00	\$ 20,415.36	\$ 41,091.49	\$ 61,506.85	\$1,002,293.15 5.78%
	Total WIOA YOUTH OSY GRANT COST	\$ 1,063,800.00	\$ 20,415.36	\$ 41,091.49	\$ 61,506.85	\$1,002,293.15 5.78%

WEP - 20%
Expected Expenditure

Staff Wages	\$ 2,721.53	\$ 3,203.74	\$ 5,925.27
Client Wage Subsidy (WEP)	\$ 3,324.68	\$ 2,726.00	\$ 6,050.68
Client Wage Taxes	\$ 397.50	\$ 308.68	\$ 704.38
WEX Markup 5%	\$ 186.11	\$ 151.64	\$ 337.75
On the Job Training	\$ -	\$ -	\$ -
Client Awards / Incentives	\$ 175.00	\$ 200.00	\$ 375.00
Credit Back to Board for WEX	\$ -	\$ -	\$ -
Total WEP Expenditures	\$ 6,804.82	\$ 6,588.26	\$ 13,393.08
			21.77%

WEP - 20%
Expected Expenditure

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 Tipsword, Project Accountant
Approved By(signature):	Date signed: 9/10/2021
Kendra M. Schaapveld	Typed Name & Title: Cherisa Price-Wells, Req Director
	Project Director: Kendra Schaapveld
	Date Signed:

Kendra M. Schaapveld 09/15/2021

**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 RAPID RESPONSE - Grant RAPID RESPONSE 37026-0821-RAPID RESPONSE
GRANT PERIOD: 9/1/2020 8/31/2021			
REPORT PERIOD: 8/1/2021 8/31/2021			
RAPID RESPONSE - Total Grant	Rapid Response 894		

Acct Code

Acct Code	(1) Cost Reimb as spent Budget	(2) Current Expenditures	CUMULATIVE COST TO DATE		Grant Balance Remaining	Grant Percentage expended
			(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
SECTION II. EXPENDITURES						
Administration:						
60110-60190 excl305 60150	Salaries	\$ 36,933.00	\$ -	\$ 37,753.58	\$ 37,753.58	102.22%
60310-60330	Payroll Taxes	\$ 2,825.00	\$ -	\$ 2,069.64	\$ 2,069.64	73.26%
60610-60650	Fringes and WorkComp	\$ 5,374.00	\$ -	\$ 1,960.36	\$ 1,960.36	36.48%
	Total Personnel Expenses	\$ 45,132.00	\$ -	\$ 41,783.58	\$ 41,783.58	92.58%
Operating Expenses:						
60850	Mileage & Travel	\$ 2,080.00	\$ -	\$ 813.43	\$ 813.43	39.11%
62115	Telephone & Cell Phones	\$ 1,120.86	\$ 71.39	\$ 1,049.47	\$ 1,120.86	100.00%
65570	Postage		\$ -	\$ -	\$ 0.00	0.00%
63110	Client Supplies & Assessments		\$ -	\$ -	\$ 0.00	0.00%
63130	Office Supplies(includes PPE)	\$ 1,612.09	\$ -	\$ 1,150.23	\$ 1,150.23	71.35%
62830	Outreach & Public Relations	\$ 2,288.89	\$ 935.00	\$ 2,293.82	\$ 3,228.82	141.06%
62830	Reclass from Reimbursable Equipment	\$ 935.00	\$ -	\$ -	\$ -	0.00%
62860	Job Fairs		\$ -	\$ -	\$ 0.00	0.00%
65610	Reimbursable Equipment	\$ 14,827.39	\$ -	\$ 7,696.37	\$ 7,696.37	51.91%
65610	Reclass to Outreach	\$ (935.00)	\$ -	\$ -	\$ -	0.00%
62510-62520	Resource Sharing Allocation	\$ 2,910.00	\$ -	\$ 555.33	\$ 555.33	19.08%
61745	Insurance	\$ 359.51	\$ -	\$ 344.12	\$ 344.12	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	\$ -	\$ 1,035.03	\$ 1,035.03	92.81%
65125, 65128, 65130	Other Professional Services(ACP, App Hosting)	\$ 554.00	\$ -	\$ 412.42	\$ 412.42	74.44%
	Subtotal Personnel & Operating expense:	\$ 72,000.00	\$ 1,006.39	\$ 57,133.80	\$ 58,140.19	80.75%
9.77%	Indirect Cost	\$ -	\$ -	\$ -	\$ -	0.00%
	Management Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Operating expenses	\$ 72,000.00	\$ 1,006.39	\$ 57,133.80	\$ 58,140.19	80.75%
Participant Expenses						
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	Client Awards / Incentives	\$ -	\$ -	\$ -	\$ 0.00	0.00%
	Total Participant Expenses	\$ -	\$ -	\$ -	\$ 0.00	0.00%
	Total	\$ 72,000.00	\$ 1,006.39	\$ 57,133.80	\$ 58,140.19	80.75%
	Total RAPID RESPONSE GRANT COST	\$ 72,000.00	\$ 1,006.39	\$ 57,133.80	\$ 58,140.19	80.75%

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 Tipsword, Project Accountant
	Date signed: 9/10/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Req Director
Kendra M. Schaapveld	Project Director: Kendra Schaapveld
	Date Signed:

Kendra M. Schaapveld 09/15/2021

Credit Reflecting Indirect Cost					
Nov-20	Indirect Credit for RR	\$ -	\$ (216.77)	\$ (216.77)	
Dec-20	Indirect Credit for RR	\$ -	\$ (336.41)	\$ (336.41)	
Jan-21	Indirect Credit for RR	\$ -	\$ (696.68)	\$ (696.68)	
		\$ -	\$ (1,249.86)	\$ (1,249.86)	
Credit Reflecting Management Fee					
Nov-20	Management Fee for RR	\$ -	\$ (231.52)	\$ (231.52)	
Dec-20	Management Fee for RR	\$ -	\$ (359.31)	\$ (359.31)	
Jan-21	Management Fee for RR	\$ -	\$ (744.09)	\$ (744.09)	
		\$ -	\$ (1,334.92)	\$ (1,334.92)	

**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
37026-0821-NDWG

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

REPORT PERIOD:
8/1/2021 8/31/2021

NATIONAL DISLOCATED WORKER GRAN **NDWG**

SECTION II. EXPENDITURES

CUMULATIVE COST TO DATE

Acct Code	(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
Administration:						
60110-60190 exclude 60150	Salaries	\$ 43,320.00	\$ 593.34	\$ 3,540.08	\$ 4,133.42	\$39,186.58 9.54%
60310-60330	Payroll Taxes	\$ 3,313.98	\$ 44.53	\$ 268.52	\$ 313.05	\$3,000.93 9.45%
60610-60650	Fringes and WorkComp	\$ 5,859.02	\$ 62.35	\$ 154.50	\$ 216.85	\$5,642.17 3.70%
	Total Personnel Expenses	\$ 52,493.00	\$ 700.22	\$ 3,963.10	\$ 4,663.32	\$47,829.68 8.89%
Operating Expenses:						
60850	Mileage & Travel	\$ 900.00	\$ 6.25	\$ -	\$ 6.25	\$893.75 0.69%
62115	Telephone & Cell Phones		\$ -	\$ -	\$ -	\$0.00 0.00%
65570	Postage		\$ -	\$ -	\$ -	\$0.00 0.00%
63110	Client Supplies & Assessments		\$ -	\$ -	\$ -	\$0.00 0.00%
63130	Office Supplies(includes PPE)	\$ 689.00	\$ 21.91	\$ -	\$ 21.91	\$667.09 3.18%
62830	Outreach & Public Relations		\$ -	\$ -	\$ -	\$0.00 0.00%
62860	Job Fairs		\$ -	\$ -	\$ -	\$0.00 0.00%
65610	Reimbursable Equipment		\$ -	\$ -	\$ -	\$0.00 0.00%
62510-62520	Resource Sharing Allocation		\$ -	\$ -	\$ -	\$0.00 0.00%
61745	Insurance		\$ -	\$ -	\$ -	\$0.00 0.00%
64120	Business Taxes & Licenses		\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit		\$ -	\$ -	\$ -	\$0.00 0.00%
	Emp Background test /drug screening, Training, Dues & Subs, etc.		\$ -	\$ -	\$ -	\$0.00 0.00%
65544, 65520, 65530	Other Professional Services(ADP, App Hosting)		\$ -	\$ (0.03)	\$ (0.03)	\$0.03 0.00%
65125, 65128, 65130	Subtotal Personnel & Operating expenses	\$ 54,082.00	\$ 728.38	\$ 3,963.07	\$ 4,691.45	\$49,390.55 8.67%
9.77%	Indirect Cost	\$ 5,586.77	\$ 71.16	\$ 405.19	\$ 476.35	\$5,110.42 8.53%
	Management Fee	\$ 5,966.97	\$ 331.50	\$ 1,326.00	\$ 1,657.50	\$4,309.47 27.78%
	Total Operating expenses	\$ 65,635.74	\$ 1,131.04	\$ 5,694.26	\$ 6,825.30	\$58,810.44 10.40%
Participant Expenses						
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	\$ 210,000.00	\$ 560.09	\$ 5,097.45	\$ 5,657.54	\$204,342.46 2.69%
67418	Client Awards / Incentives		\$ -	\$ -	\$ -	\$0.00 0.00%
	Total Participant Expenses	\$ 210,000.00	\$ 560.09	\$ 5,097.45	\$ 5,657.54	\$204,342.46 2.69%
	Total	\$ 275,635.74	\$ 1,691.13	\$ 10,791.71	\$ 12,482.84	\$263,152.90 4.53%
	Total NDWG GRANT COST	\$ 275,635.74	\$ 1,691.13	\$ 10,791.71	\$ 12,482.84	\$263,152.90 4.53%

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 Tipsword, Project Accountant
	Date signed 9/10/2021
Approved By(signature):	Typed Name & Title: Cherisa Price-Wells, Reg Director
Kendra M. Schaapveld	Project Director Kendra Schaapveld
	Date Signed:

Kendra M. Schaapveld 09 / 15 / 2021

TITLE	invoice
FILE NAME	Aug 2021 customer invoice.pdf
DOCUMENT ID	7c7eaa41196f6e11d2486acca6cc14559f8ba658
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

09 / 15 / 2021

15:56:27 UTC

Sent for signature to Kendra Schaapveld
 (kendra.schaapveld@equusworks.com) from
 kendra.schaapveld@equusworks.com
 IP: 64.201.131.142



VIEWED

09 / 15 / 2021

15:56:38 UTC

Viewed by Kendra Schaapveld
 (kendra.schaapveld@equusworks.com)
 IP: 64.201.131.142



SIGNED

09 / 15 / 2021

15:57:00 UTC

Signed by Kendra Schaapveld
 (kendra.schaapveld@equusworks.com)
 IP: 64.201.131.142



COMPLETED

09 / 15 / 2021

15:57:00 UTC

The document has been completed.

WIOA ACCOUNTS PAYABLE PAYMENT REQUEST

Vendor Name: SEIRPC **Invoice Date:** 7/31/2021
Vendor Address: 211 N Gear Ave, Ste 100
West Burlington, IA 52655

Description: SEIRPC wages, benefits and indirect costs for July 2021

✓
9/16

ACCOUNT	DESCRIPTION	CLASS		AMOUNT
		#	NAME	
899.710	Contractual Time July 2021 - 116.1 hrs	95.10	Admin	4,621.30
TOTAL				4,621.30

Please note this will not be drawn until 9/24/2021

Be sure all supporting documents (invoices) included.

SEIRPC Executive Director Signature

XX Lori
Susan

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

July 2021

Accrual Basis

Type	Date	Num	Memo	Class	Debit	Credit	Balance
700.00 · Personnel Expenses							
701.00 · Salaries							
General Journal	07/31/2021	22-0706	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	2,654.12		2,654.12
Total 701.00 · Salaries					2,654.12	0.00	2,654.12
702.00 · FICA - Employer's Share							
General Journal	07/31/2021	22-0706	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	193.78		193.78
Total 702.00 · FICA - Employer's Share					193.78	0.00	193.78
703.00 · IPERS - Employer's Share							
General Journal	07/31/2021	22-0706	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	247.43		247.43
Total 703.00 · IPERS - Employer's Share					247.43	0.00	247.43
705.00 · Employee Benefits							
General Journal	07/01/2021	22-0708	Monthly dental, vision, life, std, fl..	90 LOCAL:95.0 WIOA:95.10 A...	23.40		23.40
General Journal	07/31/2021	22-0706	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	387.93		411.33
Total 705.00 · Employee Benefits					411.33	0.00	411.33
Total 700.00 · Personnel Expenses					3,506.66	0.00	3,506.66
900.00 · INDIRECT COSTS							
General Journal	07/31/2021	22-0706	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	1,114.64		1,114.64
Total 900.00 · INDIRECT COSTS					1,114.64	0.00	1,114.64
TOTAL					4,621.30	0.00	4,621.30

WIOA ACCOUNTS PAYABLE PAYMENT REQUEST

Vendor Name: SEIRPC **Invoice Date:** 7/31/2021
Vendor Address: 211 N Gear Ave, Ste 100
West Burlington, IA 52655

Description: Drake Hardware - VMWare (IWD TM1) issues on Susan and Lori's computers

✓

9/16

ACCOUNT	DESCRIPTION	CLASS		AMOUNT
		#	NAME	
899.713	IT Expense	95.10	Admin	174.17
TOTAL				174.17

Be sure all supporting documents (invoices) included.

SEIRPC Executive Director Signature

XX Lori
Susan

VMIOA

Invoice Time Detail

Invoice Number: 17928
Company: Southeast Iowa Regional Planning Commission

Date: 4/22/2021 Member: Kolkman, Alex

Staff Agreement Notes Bill Hours Rate Ext Amt

Kolkman, Alex Service Ticket:43043 Y 2.75 95.00 261.25

Summary:Bi-Weekly Maintenance - 04/22/21
-Arrived onsite and spoke with Lori.
-She has access to the same VMWare Horizon application as Susan, and she said that she could not login to hers.
-Susan had already mentioned that she was having issues again, and it will likely involve a call to their tech support.
-Planned to inquire about Lori's login issues if/when the tech support was called.
-Began troubleshooting on Susan's system, as she said that she had reinstalled the client again and the printers discontinued working.
-Attempted to install *almost* all current different versions of the VMWare Horizon client.
-Two consistencies were found:
1: Anything on version 8 would work completely except for the local printer mapping.
2: Anything prior to version 8 would map local printers, however it would cause the local workstation to get a BSOD.

-After various troubleshooting, it turned out that the solution was to uninstall an update via Windows Update that causes the BSOD printing issue.
-Sherri mentioned whilst working on this that they would need a new user setup (summer intern).
-Asked her to email me with the new user's information.
-Moved on to Chris Crowner's office, as she was having issues casting to the AndroidTV in her office.
-Solution appeared to be to put the TV on the SEIRPC-Private wireless, instead of the SEIRPC-WiFi.
-Headed offsite, will work on new user setup this afternoon.

95.10 174.17
85 87.08

9:15 AM - 12:00 PM

WIOA ACCOUNTS PAYABLE PAYMENT REQUEST

Vendor Name: SEIRPC **Invoice Date:** 8/31/2021
Vendor Address: 211 N Gear Ave, Ste 100
 West Burlington, IA 52655

Description: SEIRPC wages, benefits and indirect costs for August 2021

✓
9/16

ACCOUNT	DESCRIPTION	CLASS		AMOUNT
		#	NAME	
899.710	Contractual Time August 2021 - 105.5 hrs	95.10	Admin	4,699.88
TOTAL				4,699.88

Please note this will not be drawn until 9/24/2021

Be sure all supporting documents (invoices) included.

SEIRPC Executive Director Signature

XX Lori
Susan

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

August 2021

Accrual Basis

Type	Date	Num	Memo	Class	Debit	Credit	Balance
700.00 · Personnel Expenses							
701.00 · Salaries							
General Journal	08/31/2021	22-0806	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	2,569.42		2,569.42
Total 701.00 · Salaries					2,569.42	0.00	2,569.42
702.00 · FICA - Employer's Share							
General Journal	08/31/2021	22-0806	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	181.57		181.57
Total 702.00 · FICA - Employer's Share					181.57	0.00	181.57
703.00 · IPERS - Employer's Share							
General Journal	08/31/2021	22-0806	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	236.94		236.94
Total 703.00 · IPERS - Employer's Share					236.94	0.00	236.94
705.00 · Employee Benefits							
General Journal	08/01/2021	22-0808	Monthly dental, vision, life, std, fl...	90 LOCAL:95.0 WIOA:95.10 A...	33.94		33.94
General Journal	08/31/2021	22-0806	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	556.86		590.80
Total 705.00 · Employee Benefits					590.80	0.00	590.80
Total 700.00 · Personnel Expenses					3,568.73	0.00	3,568.73
900.00 · INDIRECT COSTS							
General Journal	08/31/2021	22-0806	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	1,131.15		1,131.15
Total 900.00 · INDIRECT COSTS					1,131.15	0.00	1,131.15
TOTAL					4,699.88	0.00	4,699.88

memo

Southeast Iowa Regional Planning Commission

To: Mississippi Valley Workforce Development Board
From: Lori Gilpin
CC: Susan Coffey; Mike Norris
Date: 9/17/2021
Re: August 2021 Financials

Comments: The August 2021 financial statements are completed with the following notations:

2 checks were written during the month of August for a total of \$207,459.48. The outstanding receivable and accounts payables at 8/31/2021 were \$330,856.60, each, with the majority being payable to Equus for both July and August expenditures.

The NDWG cumulative column 3 on their invoice does not agree with the July amounts. Until this has been rectified, I can not tell if there are any discrepancies with our amounts.

Our Adult, DW and both Youth schedules do not tie out to Equus' budget for Other Professional Services and Indirect Costs. It looks like they reallocated an amount from one to the other. I've changed our reports to correspond to their change.

The Adult, DW and both Youth schedules do not tie out for the cumulative amounts (their cumulative should equal our year to date activity column). Detail follows:

Adult, Indirect Expense, increased (on their reports) \$1,119.11

DW, Indirect Expense, increased \$584.87

Youth Out of School, Customer Support Participant Expense, increased \$216.78

Youth Out of School, Indirect Expense, increased by \$1,546.03

Youth In School, Indirect Expense, increased by \$274.53

This represents to us that they are claiming more in expenses but did not submit for those same expenses on their invoices, therefore we did not draw for them or reimburse for them.

We need further explanation from Equus.

I have not seen the budgets that include the lease agreements for the Davenport and Burlington locations therefore, those amounts appear in red on the Adult, DW, and Youth Programs.



Memo

To: Kendra Schaapveld, Miranda Swafford

From: Susan Coffey and Lori Gilpin

Date: 09/17/2021

Re: WIOA Numbers

Below are the numbers for the WIOA grant from July 1, 2021, to date to show where we are at with each Program and the amount of money that has been spent on those Programs. If you have any questions, or see some differences, please do not hesitate to contact me by phone at (319) 753-4302 or e-mail at scoffey@seirpc.com.

Administration:

	PY20 Carryover	FY21 Carryover	PY21	FY22
Budget	\$45,645.54	\$108,030.00	\$171,263.00	\$148,788.00
Expenditures to date	\$34,942.68	\$0	\$0	\$0
Balance as of 08/31/21	\$10,702.86	\$108,030.00	\$171,263.00	\$148,788.00
Unspent Funds	\$10,702.86	\$108,030.00	\$171,263.00	\$148,788.00
Obligated Funds	\$10,702.86	\$108,030.00	\$171,263.00	\$148,788.00

Admin - Transition:

Budget	\$27,500.00
Drawn Amount to date	\$25,440.34
Balance as of 06/22/21	\$2,059.66
Must be used by December 31, 2021	\$2,059.66
Funds that can be Carried overed	\$0

Dislocated Workers:

	PY21
Budget	\$154,524.00
Expenditures to date	\$57,219.84
Balance as of 08/31/21	\$97,304.16
Unspent Funds	\$97,304.16
Obligated Funds	\$97,304.16

Adult:

	PY21
Budget	\$172,519.00
Expenditures to date	\$159,084.06
Balance as of 08/31/21	\$13,434.94
Unspent Funds	\$13,434.94
Obligated Funds	\$13,434.94

Youth in School:

	PY21
Budget	\$303,583.75
Expenditures to date	\$16,949.93
Balance as of 08/31/21	\$286,633.82
Unspent Funds	\$286,633.82
Obligated Funds	\$286,633.82

Youth out of School:

	PY21
Budget	\$910,751.25
Expenditures to date	\$65,571.26
Balance as of 08/31/21	\$845,179.99
Unspent Funds	\$845,179.99
Obligated Funds	\$845,179.99

Youth Work Experience:

	PY21 Expenses
Drawn Amount to date	\$82,521.19
Work Experience Expended by Equus	\$18,426.73
Work Experience Required	\$16,504.24

*Work Experience Requirements is 20% of the Total Youth Expended

Rapid Response:

Budget	\$72,000.00
Expenditures to date	\$58,140.19
Balance as of 08/31/21	\$13,859.81
Must be used by Dec. 2021	\$13,859.81
Funds that can be Carried overed	\$0

NDWG - Program:

Budget	\$275,637.17
Expenditures to date	\$12,482.84
Balance as of 08/31/21	\$263,154.33
Must be used by June 30, 2022	\$263,154.33
Funds that can be Carried overed	\$0

NDWG - Administration:

Budget	\$13,781.83
Drawn Amount to date	\$4,567.78
Balance as of 08/31/21	\$9,214.05
Must be used by June 30, 2022	\$9,214.05
Funds that can be Carried overed	\$0

Financial Report ***August 2021***



Dear Mississippi Valley Workforce Area Board:

The accompanying statements of **Mississippi Valley Workforce Area** for Revenue and Expenses with Budgets for the two months ended **August 31, 2021**.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. The statements have not been audited.

Lori Gilpin
Finance Director, SEIRPC
Fiscal Agent, WIOA - MVWA
Completed September 17, 2021

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Summary
For the Two Months Ending August 31, 2021

	Administration	Transition Funding	Adult Program	Dislocated Worker Program	NDWG Program	Youth Program Out of School	Youth Program In School	Rapid Response	Total Activity thru August 2021	Total Annual Budget	Remaining Budget
WIOA Grant Revenues											
· WIOA Grant - Administration	34,942.68	-	-	-	-	-	-	-	34,942.68	473,726.54	438,783.86
· WIOA Grant - Transition Funding	-	-	-	-	-	-	-	-	-	2,059.66	2,059.66
· WIOA Grant - Adult	-	-	159,084.06	-	-	-	-	-	159,084.06	900,071.52	740,987.46
· WIOA Grant - Dislocated Workers	-	-	-	57,219.84	-	-	-	-	57,219.84	715,916.53	658,696.69
· WIOA Grant - NDWG	-	-	-	-	7,069.84	-	-	-	7,069.84	279,438.22	272,368.38
· WIOA Grant - Youth Out of School	-	-	-	-	-	65,571.26	-	-	65,571.26	1,073,463.77	1,007,892.51
· WIOA Grant - Youth In School	-	-	-	-	-	-	16,949.93	-	16,949.93	240,598.77	223,648.84
· WIOA Grant - Rapid Response	-	-	-	-	-	-	-	1,006.39	1,006.39	14,866.20	13,859.81
Total	34,942.68	0.00	159,084.06	57,219.84	7,069.84	65,571.26	16,949.93	1,006.39	341,844.00	3,700,141.21	3,358,297.21
WIOA Expenses											
· Board Salaries and Benefits	19,510.72	-	3,996.60	3,996.60	2,973.53	2,610.44	2,610.44	-	35,698.33	195,314.52	159,616.19
· Salaries	-	-	62,334.33	16,241.07	1,277.73	26,094.11	5,218.62	-	111,165.86	917,241.73	806,075.87
· Payroll Taxes	-	-	4,641.65	1,226.67	96.89	1,932.70	377.60	-	8,275.51	78,538.18	70,262.67
· Fringes and Worker's Comp	-	-	8,430.37	1,484.90	74.35	4,410.55	94.72	-	14,494.89	107,640.16	93,145.27
· Personnel Expenses	-	-	3,781.37	129.58	-	4,044.39	18.85	-	7,974.19	38,966.23	30,992.04
· Audit	-	-	168.95	-	-	-	-	-	168.95	3,807.00	3,638.05
· Fiscal Agent Costs	9,495.35	-	-	-	-	-	-	-	9,495.35	72,500.00	63,004.65
· Contractual Expenses	-	-	292.92	390.99	-	249.97	463.09	-	1,396.97	22,171.61	20,774.64
· Information Technology	848.71	-	-	-	-	-	-	-	848.71	2,801.99	1,953.28
· Legal Expenses	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
· Dues and Subscriptions	954.50	-	-	-	-	-	-	-	954.50	10,000.00	9,045.50
· Equipment Under \$5,000	-	-	2,387.76	392.77	-	306.60	48.65	-	3,135.78	23,059.87	19,924.09
· Administration/Management Fees	1,070.95	-	6,379.16	6,211.92	663.00	9,031.16	2,269.76	-	25,625.95	153,435.13	127,809.18
· Insurance	2,019.00	-	556.96	355.06	-	471.76	29.71	-	3,432.49	12,610.39	9,177.90
· Outreach Expense	-	-	4,968.89	914.95	-	120.56	16.40	935.00	6,955.80	64,101.33	57,145.53
· Meeting Expenses	63.35	-	-	-	-	-	-	-	63.35	2,500.00	2,436.65
· Postage and Printing	73.12	-	-	-	-	-	-	-	73.12	7,007.00	6,933.88
· Rent	-	-	5,057.89	5,057.89	-	3,216.78	3,216.78	-	16,549.34	1,050.00	(15,499.34)
· Client Supplies & Assessments	-	-	-	-	-	-	-	-	-	12,770.00	12,770.00
· Supplies	-	-	1,129.72	431.07	21.91	506.59	378.59	-	2,467.88	15,938.54	13,470.66
· Telephone Expense	45.99	-	821.20	288.61	-	587.68	34.09	71.39	1,848.96	15,440.39	13,591.43
· Resource Sharing Allocation	-	-	2,748.74	971.64	-	559.47	175.88	-	4,455.73	28,179.67	23,723.94
· Mileage & Travel Expenses	860.99	-	1,115.94	636.51	6.25	496.13	67.45	-	3,183.27	97,931.57	94,748.30
· Conferences and Training	-	-	-	-	-	-	-	-	-	15,371.86	15,371.86
· Participant Expenses											
· Work Experience	-	-	6,491.60	-	-	6,755.06	1,454.66	-	14,701.32	288,851.00	274,149.68
· Instructional Training	-	-	27,309.00	10,345.00	-	-	-	-	37,654.00	449,449.00	411,795.00
· Customer Support Service	-	-	5,278.45	6,437.06	-	774.03	-	-	12,489.54	335,620.00	323,130.46
· Incumbent Worker Training	-	-	-	-	-	-	-	-	-	-	0.00
· On The Job Training	-	-	2,863.98	-	1,811.87	-	-	-	4,675.85	390,410.33	385,734.48
· Tuition	-	-	-	-	-	-	-	-	-	-	0.00
· Other Participant Education	-	-	-	-	-	-	-	-	-	-	0.00
· Incentives	-	-	-	-	-	725.00	-	-	725.00	22,503.00	21,778.00
· WEX 5% Mark-Up	-	-	324.58	-	-	337.75	72.73	-	735.06	14,443.00	13,707.94
· Other Expenses	-	-	-	-	-	-	-	-	-	162,573.98	162,573.98
· Indirect Costs	-	-	8,004.00	1,707.55	144.31	2,340.53	401.91	-	12,598.30	132,913.73	120,315.43
Total	34,942.68	-	159,084.06	57,219.84	7,069.84	65,571.26	16,949.93	1,006.39	341,844.00	3,700,141.21	3,358,297.21
Net	-	-	-	-	-	-	-	-	-	-	-

**Southeast Iowa Regional Planning Commission
Check Register - WIOA
August 2021**

Type	Date	Num	Name	Amount
Bill pmt - check	08/06/2021	10103	Equus Workforce Solutions	197,563.51
Bill pmt - check	08/06/2021	10104	Southeast Iowa Regional Planning	9,895.97
				<u>207,459.48</u>

Southeast Iowa Regional Planning Commission

**Cash Balance - WIOA
As of August 31, 2021**

Two Rivers Bank - checking account

-

**A/R Aging Summary - WIOA
As of August 31, 2021**

	Administration & Transition	Adult Program	Dislocated Worker Programs	Youth Programs	Rapid Response	TOTAL
State of Iowa - WIOA Grant	32,229.95	156,756.81	61,962.43	78,901.02	1,006.39	330,856.60
	<u>32,229.95</u>	<u>156,756.81</u>	<u>61,962.43</u>	<u>78,901.02</u>	<u>1,006.39</u>	<u>330,856.60</u>

**A/P Aging Summary - WIOA
As of August 31, 2021**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Chase Credit Card Services	333.81	-	-	-	-	333.81
Equus Workforce Solutions	148,076.61	126,087.76	-	-	-	274,164.37
Greater Muscatine Chamber	225.50	-	-	-	-	225.50
Iowa Workforce Development	8,274.67	-	-	-	-	8,274.67
Miranda Swafford	209.26	626.24	-	-	-	835.50
Muscatine County Administration	15,208.19	21,561.09	-	-	-	36,769.28
Phyllis Wood	29.12	-	-	-	-	29.12
Quad Cities Chamber of Comm	729.00	-	-	-	-	729.00
Southeast Iowa Regional Planning	4,699.88	4,795.47	-	-	-	9,495.35
	<u>177,786.04</u>	<u>153,070.56</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>330,856.60</u>

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Administration
(Fiscal Agent, Board Staff & Board Expenses)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	Administration Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	34,942.68	473,726.54	438,783.86	93%
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>34,942.68</u>	<u>473,726.54</u>	<u>438,783.86</u>	
WIOA Expenses				
· Board Salaries and Benefits	19,510.72	129,479.33	109,968.61	85%
· Salaries	-	-	-	
· Payroll Taxes	-	-	-	
· Fringes and Worker's Comp	-	-	-	
· Personnel Expenses	-	-	-	
· Audit	-	-	-	
· Fiscal Agent Costs	9,495.35	72,500.00	63,004.65	87%
· Contractual Expense	-	3,000.00	3,000.00	100%
· Information Technology	848.71	2,800.00	1,951.29	70%
· Legal Expenses	-	5,000.00	5,000.00	100%
· Dues and Subscriptions	954.50	10,000.00	9,045.50	90%
· Equipment Under \$5,000	-	3,000.00	3,000.00	100%
· Administration/Management Fees	1,070.95	5,814.66	4,743.71	82%
· Insurance	2,019.00	2,200.00	181.00	8%
· Outreach Expense	-	30,000.00	30,000.00	100%
· Meeting Expenses	63.35	2,500.00	2,436.65	97%
· Postage and Printing	73.12	7,000.00	6,926.88	99%
· Rent	-	-	-	
· Client Supplies & Assessments	-	-	-	
· Supplies	-	2,500.00	2,500.00	100%
· Telephone Expense	45.99	360.00	314.01	
· Resource Sharing Allocation	-	-	-	
· Mileage & Travel Expenses	860.99	20,000.00	19,139.01	96%
· Conferences and Training	-	15,000.00	15,000.00	100%
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	-	-	-	
· Customer Support Service	-	-	-	
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	-	-	
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	162,572.55	162,572.55	100%
· Indirect Costs	-	-	-	
Total	<u>34,942.68</u>	<u>473,726.54</u>	<u>438,783.86</u>	
Net	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Transition Funding
(Fiscal Agent, Board Staff & Board Expenses)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	Transition Funding Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	2,059.66	2,059.66	100%
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>0.00</u>	<u>2,059.66</u>	<u>2,059.66</u>	
WIOA Expenses				
· Board Salaries and Benefits	-	0.01	0.01	100%
· Salaries	-	-	-	
· Payroll Taxes	-	-	-	
· Fringes and Worker's Comp	-	-	-	
· Personnel Expenses	-	-	-	
· Audit	-	-	-	
· Fiscal Agent Costs	-	-	-	
· Contractual Expense	-	-	-	
· Information Technology	-	1.99	1.99	100%
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	-	5.85	5.85	100%
· Administration/Management Fees	-	-	-	
· Insurance	-	-	-	
· Outreach Expense	-	1,677.26	1,677.26	100%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	-	-	-	
· Client Supplies & Assessments	-	-	-	
· Supplies	-	2.69	2.69	100%
· Telephone Expense	-	-	-	
· Resource Sharing Allocation	-	-	-	
· Mileage & Travel Expenses	-	-	-	
· Conferences and Training	-	371.86	371.86	100%
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	-	-	-	
· Customer Support Service	-	-	-	
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	-	-	
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	-	-	
· Indirect Costs	-	-	-	
Total	<u>-</u>	<u>2,059.66</u>	<u>2,059.66</u>	
Net	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Adult Program
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	Adult Program Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	159,084.06	900,071.52	740,987.46	82%
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>159,084.06</u>	<u>900,071.52</u>	<u>740,987.46</u>	
WIOA Expenses				
· Board Salaries and Benefits	3,996.60	19,327.52	15,330.92	79%
· Salaries	62,334.33	219,479.00	157,144.67	72%
· Payroll Taxes	4,641.65	18,678.00	14,036.35	75%
· Fringes and Worker's Comp	8,430.37	25,459.00	17,028.63	67%
· Personnel Expenses	3,781.37	11,921.00	8,139.63	68%
· Audit	168.95	1,167.00	998.05	86%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	292.92	5,053.00	4,760.08	94%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	2,387.76	3,961.00	1,573.24	40%
· Administration/Management Fees	6,379.16	38,065.00	31,685.84	83%
· Insurance	556.96	3,187.00	2,630.04	83%
· Outreach Expense	4,968.89	12,942.00	7,973.11	62%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	5,057.89	-	(5,057.89)	
· Client Supplies & Assessments	-	150.00	150.00	100%
· Supplies	1,129.72	3,679.00	2,549.28	69%
· Telephone Expense	821.20	4,601.00	3,779.80	82%
· Resource Sharing Allocation	2,748.74	7,623.00	4,874.26	64%
· Mileage & Travel Expenses	1,115.94	30,754.00	29,638.06	96%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	6,491.60	63,622.00	57,130.40	90%
· Instructional Training	27,309.00	231,000.00	203,691.00	88%
· Customer Support Service	5,278.45	81,600.00	76,321.55	94%
· Incumbent Worker Training	-	-	-	
· On The Job Training	2,863.98	80,557.00	77,693.02	96%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	324.58	3,182.00	2,857.42	90%
· Other Expenses	-	-	-	
· Indirect Costs	8,004.00	34,064.00	26,060.00	77%
Total	<u>159,084.06</u>	<u>900,071.52</u>	<u>740,987.46</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Dislocated Worker Program (DWP)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	DWP Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	57,219.84	715,916.53	658,696.69	92%
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>57,219.84</u>	<u>715,916.53</u>	<u>658,696.69</u>	
WIOA Expenses				
· Board Salaries and Benefits	3,996.60	19,327.53	15,330.93	79%
· Salaries	16,241.07	235,367.00	219,125.93	93%
· Payroll Taxes	1,226.67	20,030.00	18,803.33	94%
· Fringes and Worker's Comp	1,484.90	26,126.00	24,641.10	94%
· Personnel Expenses	129.58	9,428.00	9,298.42	99%
· Audit	-	923.00	923.00	100%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	390.99	4,880.00	4,489.01	92%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	392.77	3,132.00	2,739.23	87%
· Administration/Management Fees	6,211.92	37,141.00	30,929.08	83%
· Insurance	355.06	2,520.00	2,164.94	86%
· Outreach Expense	914.95	6,473.00	5,558.05	86%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	5,057.89	-	(5,057.89)	
· Client Supplies & Assessments	-	119.00	119.00	100%
· Supplies	431.07	2,909.00	2,477.93	85%
· Telephone Expense	288.61	3,639.00	3,350.39	92%
· Resource Sharing Allocation	971.64	6,678.00	5,706.36	85%
· Mileage & Travel Expenses	636.51	18,023.00	17,386.49	96%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	10,345.00	137,500.00	127,155.00	92%
· Customer Support Service	6,437.06	65,599.00	59,161.94	90%
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	82,860.00	82,860.00	100%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	-	-	
· Indirect Costs	1,707.55	33,242.00	31,534.45	95%
Total	<u>57,219.84</u>	<u>715,916.53</u>	<u>658,696.69</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - National Dislocated Worker Grant (NDWG)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	NDWG Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	7,069.84	279,438.22	272,368.38	97%
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>7,069.84</u>	<u>279,438.22</u>	<u>272,368.38</u>	
WIOA Expenses				
· Board Salaries and Benefits	2,973.53	7,852.59	4,879.06	62%
· Salaries	1,277.73	40,464.31	39,186.58	97%
· Payroll Taxes	96.89	3,097.82	3,000.93	97%
· Fringes and Worker's Comp	74.35	5,716.52	5,642.17	99%
· Personnel Expenses	-	-	-	
· Audit	-	-	-	
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	-	0.03	0.03	100%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	-	-	-	
· Administration/Management Fees	663.00	4,972.47	4,309.47	87%
· Insurance	-	-	-	
· Outreach Expense	-	3,000.00	3,000.00	100%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	-	1,050.00	1,050.00	100%
· Client Supplies & Assessments	-	-	-	
· Supplies	21.91	973.99	952.08	98%
· Telephone Expense	-	-	-	
· Resource Sharing Allocation	-	-	-	
· Mileage & Travel Expenses	6.25	900.00	893.75	99%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	-	-	-	
· Customer Support Service	-	-	-	
· Incumbent Worker Training	-	-	-	
· On The Job Training	1,811.87	206,154.33	204,342.46	99%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	1.43	1.43	100%
· Indirect Costs	144.31	5,254.73	5,110.42	97%
Total	<u>7,069.84</u>	<u>279,438.22</u>	<u>272,368.38</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Youth Program Out of School (YPOS)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	Out of School Youth Program Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	65,571.26	1,073,463.77	1,007,892.51	94%
· WIOA Grant - Response	-	-	-	
Total	<u>65,571.26</u>	<u>1,073,463.77</u>	<u>1,007,892.51</u>	
WIOA Expenses				
· Board Salaries and Benefits	2,610.44	9,663.77	7,053.33	73%
· Salaries	26,094.11	337,246.00	311,151.89	92%
· Payroll Taxes	1,932.70	28,700.00	26,767.30	93%
· Fringes and Worker's Comp	4,410.55	37,434.00	33,023.45	88%
· Personnel Expenses	4,044.39	14,398.00	10,353.61	72%
· Audit	-	1,410.00	1,410.00	100%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	249.97	7,475.00	7,225.03	97%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	306.60	4,787.00	4,480.40	94%
· Administration/Management Fees	9,031.16	53,858.00	44,826.84	83%
· Insurance	471.76	3,849.00	3,377.24	88%
· Outreach Expense	120.56	7,811.00	7,690.44	98%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	7.00	7.00	100%
· Rent	3,216.78	-	(3,216.78)	
· Client Supplies & Assessments	-	9,918.00	9,918.00	100%
· Supplies	506.59	4,443.00	3,936.41	89%
· Telephone Expense	587.68	5,557.00	4,969.32	89%
· Resource Sharing Allocation	559.47	9,197.00	8,637.53	94%
· Mileage & Travel Expenses	496.13	21,083.00	20,586.87	98%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	6,755.06	193,423.00	186,667.94	97%
· Instructional Training	-	80,949.00	80,949.00	100%
· Customer Support Service	774.03	147,803.00	147,028.97	99%
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	20,839.00	20,839.00	100%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	725.00	15,745.00	15,020.00	95%
· WEX 5% Mark-Up	337.75	9,671.00	9,333.25	97%
· Other Expenses	-	-	-	
· Indirect Costs	2,340.53	48,197.00	45,856.47	95%
Total	<u>65,571.26</u>	<u>1,073,463.77</u>	<u>1,007,892.51</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Youth Program In School (YPIS)
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	In School Youth Program Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	16,949.93	240,598.77	223,648.84	93%
· WIOA Grant - Response	-	-	-	
Total	<u>16,949.93</u>	<u>240,598.77</u>	<u>223,648.84</u>	
WIOA Expenses				
· Board Salaries and Benefits	2,610.44	9,663.77	7,053.33	73%
· Salaries	5,218.62	85,506.00	80,287.38	94%
· Payroll Taxes	377.60	7,277.00	6,899.40	95%
· Fringes and Worker's Comp	94.72	9,491.00	9,396.28	99%
· Personnel Expenses	18.85	3,139.00	3,120.15	99%
· Audit	-	307.00	307.00	100%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	463.09	1,622.00	1,158.91	71%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	48.65	1,043.00	994.35	95%
· Administration/Management Fees	2,269.76	13,584.00	11,314.24	83%
· Insurance	29.71	839.00	809.29	96%
· Outreach Expense	16.40	2,203.00	2,186.60	99%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	3,216.78	-	(3,216.78)	
· Client Supplies & Assessments	-	2,583.00	2,583.00	100%
· Supplies	378.59	969.00	590.41	61%
· Telephone Expense	34.09	1,212.00	1,177.91	97%
· Resource Sharing Allocation	175.88	2,327.00	2,151.12	92%
· Mileage & Travel Expenses	67.45	5,905.00	5,837.55	99%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	1,454.66	31,806.00	30,351.34	95%
· Instructional Training	-	-	-	
· Customer Support Service	-	40,618.00	40,618.00	100%
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	-	-	
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	6,758.00	6,758.00	100%
· WEX 5% Mark-Up	72.73	1,590.00	1,517.27	95%
· Other Expenses	-	-	-	
· Indirect Costs	401.91	12,156.00	11,754.09	97%
Total	<u>16,949.93</u>	<u>240,598.77</u>	<u>223,648.84</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Rapid Response
For the Two Months Ending August 31, 2021

	Activity for July - Aug 2021	Rapid Response Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	1,006.39	14,866.20	13,859.81	93%
Total	<u>1,006.39</u>	<u>14,866.20</u>	<u>13,859.81</u>	
WIOA Expenses				
· Board Salaries and Benefits	-	-	-	
· Salaries	-	(820.58)	(820.58)	
· Payroll Taxes	-	755.36	755.36	100%
· Fringes and Worker's Comp	-	3,413.64	3,413.64	100%
· Personnel Expenses	-	80.23	80.23	100%
· Audit	-	-	-	
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	-	141.58	141.58	100%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	-	7,131.02	7,131.02	100%
· Administration/Management Fees	-	-	-	
· Insurance	-	15.39	15.39	100%
· Outreach Expense	935.00	(4.93)	(939.93)	
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	-	-	-	
· Client Supplies & Assessments	-	-	-	
· Supplies	-	461.86	461.86	100%
· Telephone Expense	71.39	71.39	-	0%
· Resource Sharing Allocation	-	2,354.67	2,354.67	100%
· Mileage & Travel Expenses	-	1,266.57	1,266.57	100%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	-	-	-	
· Customer Support Service	-	-	-	
· Incumbent Worker Training	-	-	-	
· On The Job Training	-	-	-	
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	-	-	
· Indirect Costs	-	-	-	
Total	<u>1,006.39</u>	<u>14,866.20</u>	<u>13,859.81</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	



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



BANK ACCOUNT STATEMENT

Statement Date: **08/31/2021**

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

FREE BUSINESS CHECKING SUMMARY

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 07/30/21		11,187.00
Deposits	1	13,558.40+
Debits		0.00
Ending Balance On 08/31/21		24,745.40
Average Balance (Ledger)	13,305.50+	

ALL CREDIT ACTIVITY

Date	Type	Amount	Date	Type	Amount	Date	Type	Amount
08/27/21	Deposit	13,558.40						

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 07/30/21 was 11,187.00

Date	Balance	Date	Balance	Date	Balance
08/27/21	24,745.40				

This Statement Cycle Reflects 32 Days



IMAGE STATEMENT



TWO RIVERS Bank & Trust **CHECKING DEPOSIT**

DATE: 8/27/21

CURRENCY: 13558.40

CUSTOMER NAME: Mississippi Valley

CUSTOMER SIGNATURE: Workplace

ACCOUNT NUMBER: 28404033

AMOUNT: \$ 13558.40

⑆555501510⑆

AM: 13,558.40 CK: DT: 08/27 SQ: 60902260 Deposit

TWO RIVERS BANK AND TRUST
MAKING DEPOSIT FOR 08/27/21
\$658 0100000110

08/27/21 13558.40 DEPOSIT
08 1 15 28404033 Deposit

\$13,558.40

AM: 13,558.40 CK: DT: 08/27 SQ: 60902260 Deposit





Mississippi Valley Workforce Development Board

Financial Updates

SEIRPC May financial monitoring is still open and not complete.

Contract Updates

- A3 Youth amendment fully executed
- A7 Adult/DW amendment is fully executed
- One Stop Operator master contract is fully executed

Technical Assistance

IWD will be providing MVWA a technical assistance session on the 20% Work experience requirement.

IWD PY21 Monitoring

Desk Review: 9/16/2021 – 10/4/2021

Onsite Visit: October 5 and 6th

Interviews Sessions Needed:

- * LWDB Executive Director
- * Operations Manager
- * Adult Career Planner
- * Youth Career Planner
- * Dislocated Worker Participant
- * NDWG Participant (If participating in an NDWG)
- * Service Provider
- * Co-Located Partner Program(s)
- * Dislocated Worker Career Planner
- * Adult Participant
- * Youth Participant

Additional Forms

- ADA Self-Evaluation Form 6 pages
- EO and Non-Discrimination Form 6 pages
- Internal Controls Spreadsheet

Documentation Requested by September 15th

LWDB Composition Worksheet, to include plans to fulfill membership requirements if not not currently met
LWDB Alternates Roster
LWDB Member Nomination Forms
LWDB Member Conflict of Interest Attestation Forms
LWDB staff employment contracts
LWDB Executive Director objective qualifications
LWDB budget
LWDB schedule of meeting dates for PY21
LWDB Certification
LWDB By-Laws
Local Plan
Local Plan 2 Year Review
Local Plan Modifications
CEO Conflict of Interest Attestation Form
CEO Agreement/Shared Liability Agreement
Fiscal Agent Agreement
Written agreement with the LWDB and the CLEO if the one-stop operator and service provider are the same organization
One-Stop Operator Contract
Written documentation of the sole source selection process if used for the procurement of the one-stop operator
Service Provider Contracts
Written documentation of the sole source selection process if used for the procurement of the service provider
Standing Committees to include rosters (title, position, and role), committee structure and assignments, mission/vision/goals, and meeting schedule
Fully executed MOUs with signatures, and their associated IFA and/or Additional Cost Funding Agreement
Documentation of the annual review of the MOUs, IFAs and other costs sharing agreements
Spreadsheet listing all active contracts and agreements for contractors and subrecipients, including columns for: contractor name; contractor type (contractor or subrecipient); activity/service (youth service provider, fiscal agent, marketing, etc.); term (start and end dates); total costs; and payment terms (cost reimbursement, fixed unit price, etc.)
All other active contracts as listed in the contract spreadsheet
Spreadsheet listing active MOUs for WIOA partnerships, including columns for: partner name; activity/service; term; and total infrastructure funding agreement (IFA) and/or Additional Cost Funding Agreement amount
Current organizational chart showing the chain-of-command for the Admin/Fiscal/Management team from the LWDB Chair downward. Include all staff-to-the-board (e.g. admin, fiscal, operations, program, etc) OSO, fiscal agent, and service provider management. Show the full name, job title, and employer for each individual.
Current organizational chart showing the chain-of-command for the Program Operations team from the Chief Operations Officer/Director of Operations downward. Include all staff involved in formal and functional supervising or delivering client services. Show the full name, job title, and employer for each individual.
Spreadsheet listing all LWDB and LWDA employees (e.g. executive, admin, fiscal, EO, operations, program/case managers, service providers, etc) that can be cross-referenced with organizational charts and payroll records. Include columns for employee name, job title, annual salary, and frequency of payroll
Hyperlinks to social media pages
Submission of Nominations to the Local Workforce Development Board - Chief Elected Officials must establish policies and procedures to facilitate all nominations, including a policy for selecting and rotating membership
Local Board Membership Requirements - Local WDBs must develop policies and procedures, as appropriate, to comply with local membership requirements.
Local Board Chairperson - Local WDBs must develop additional policies and procedures, as appropriate, to comply with the requirements of ensuring that the Local WDB functions properly
Firewalls - Proper firewalls must be in place to ensure a complete separation of duties. Firewalls must also be in place to ensure the transparency and integrity of staff fulfilling multiple roles and multiple functions. With respect to the procurement process of the One-Stop Operator, proper firewalls must demonstrate to the public, as well as to Iowa Workforce Development, that the selection process was impartial and that no preferential treatment was given to the awardee at any stage in the process.
Allowable Methods for Competitive Procurement of the One-Stop Operator - The Local WDB must follow its local sole source policies and procedures, the Uniform Guidance, and State policy when selecting a one-stop operator through sole source selection. Local WDBs must use a competitive process to select a one-stop operator that is based on local procurement policies that are consistent with the procurement standards within this policy.

Geographical Preference - It is the responsibility of the LWDB to establish and follow geographical preference for enrollment policy and procedures. The criteria in the written policy and procedures must provide a fair and equitable method for selection among the eligible applicants, as well as a process by which to document fair and equitable determination.

Eligibility Determination - The LWDB must define in policy "other responsible adults" appropriate to authorize program participation for minors.

Ineligibility - The LWDB must develop policies and procedures for informing individuals of ineligibility to receive services.

Closing Services Due to Fraud - The LWDB must develop policies and procedures for informing individuals of closing services due to fraud.

Adult Mentoring - LWDBs should ensure appropriate policies and procedures are in place to adequately screen and select mentors.

Objective Assessment - LWDBs must develop policies and procedures identifying which assessment tools will be utilized during the OBA process.

Follow-Up Services - LWDBs must define circumstances when follow up services may be provided beyond 12 months. LWDBs must have policies in place to establish how to document and record when a youth participant cannot be located or contacted.

Additional Assistance - In addition to those identified in state policy, LWDBs must locally define in policy youth who require additional assistance to complete an educational program to secure or hold employment.

Dislocated Worker Program Eligibility - The LWDB must define unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Economic Self-Sufficiency - LWDBs who choose to define their own higher standard must develop, within their local policies, economic self-sufficiency standards for local factors, or activities to adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and sub-state geographical considerations.

Underemployed Individuals - LWDBs must develop policies and procedures for identifying underemployment for both the adult and dislocated worker programs.

Individualized Career Services - LWDBs must have policies identifying assessments to be used to determine eligibility and ensure eligibility determination procedures are consistent with state policies.

Conducting a pre-award financial review or on-site post-award monitoring of contract service providers no later than 120 calendar days after the award of the contract.

Individual Training Account

Laptop Check out Policy

On-the-Job Training

Participant Grievance

Priority of Services

Social Media

Selective Service

Transitional Jobs

Youth Incentive and Stipend

Youth Work Experience

Pre-award financial review or the onsite post-award monitoring of contract service providers conducted no later than 120 calendar days after the award of the contract to include the tools used for each oversight activity and the final monitoring report

LWDB annual, onsite monitoring of all contracted service providers and Title I Programs, to include the tools used for each oversight activity and the final monitoring report

Fiscal agent annual monitoring of all contracted service providers to include the tools used for each oversight activity and the final monitoring report

Annual assessment of the physical and programmatic accessibility of all AJCs in the local area, to include the tools used for each oversight activity and the final monitoring report

AJC Certifications (once every three years)

Biennial monitoring of the one-stop operator, to include the tools used for each oversight activity and the final monitoring report

Technical assistance, policy guidance, sharing of best practices, and training provided to service providers

Complete the Internal Control Matrix

Accounting and finance policies and procedures

Chart-of-funds and chart-of-accounts for all WIOA-issued funds

Cost Allocation Plan or Approved Indirect Cost Rate in effect for current year

Cumulative detailed general ledger through end of last FSRs submitted on TM1. This should reconcile to the submitted FSRs for received funds and expenses.

Spreadsheet listing all procurements qualifying as a small purchase (greater than or equal to \$5,000.00 but less than or equal to \$250,000.00) or exceeding the \$250,000.00 simplified acquisition threshold (request for select documentation), including columns for: Item description; Date or term (i.e. beginning and ending dates for service provided); Total costs, and Payment terms (i.e. cost reimbursement or fixed unit price)

Pre-approval documents for all special purpose equipment purchases with a unit cost of greater than or equal to \$5,000.00

Documentation of any grant funding the LWDB receives outside of IWD

Category 7: Property Leases

Complete and provide copies of fiscal documents. Upon completion, select "Yes" in the Provided column.
If the requested documentation is not available or does not apply to your LWDA, select "No or NA" in the Provided column and provide an explanation and plan for submittal.

Spreadsheet listing all property leases or office space agreements held within the LWDA by the LWDB, OSO, or service providers. Include columns for:

- Office name and location
- Office designation/type (LWDB office, comprehensive, affiliate, access point, business outreach, etc.)
- Lease holder name
- Monthly or annual cost
- Term (start and end dates)