



Mississippi Valley Workforce Development Board

Finance Committee Meeting Agenda

Wednesday, May 25, 2022, at 3:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/85229165256?pwd=RHJ3VzcxNWVmVzVzM1JOMitoVXppUT09>

Meeting ID: 852 2916 5256 Passcode: 003759

Dial: 312-626-6799

Called to Order	Lori Bassow	
Roll Call	Phyllis Wood	
*Excused Absences	Lori Bassow	
*Approval of Agenda	Lori Bassow	page 1
*Approval of Previous Minutes	Lori Bassow	pages 2-4
Introductions	Lori Bassow	none
Financial Updates	Miranda Swafford	page 6
Fiscal Agent Memos	Lori Gilpin & Susan Coffey	pages 8-13
*April Program Invoice	Kendra Schaapveld	pages 15-21
*April One Stop Operator Invoice	Robert Ryan	page 23
*Fiscal Agent Invoice	Lori Gilpin	pages 25-27
Fiscal Agent April Reports	Lori Gilpin	pages 29-41
Financial Monitoring Update	Susan Coffey	pages 43-45
*Budget Transfer Request	Kendra Schaapveld	pages 47-48
*Support Services Policy	Miranda Swafford & Liz Rodriguez	pages 50-56
Work Experience Expenditures	Lori Bassow	pages 58-68
Bank Account	Miranda Swafford	none
Draft Admin Budget	Miranda Swafford	pages 70-72
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 Minutes

Wednesday, April 27, 2022, at 3:00 p.m.

Members Present: Lori Bassow, Cory Bergfeld, Angela Rheingans (late), Ali Debus

Members Absent: Joyce Stimpson and Kelley Brown

CEOs Present: Jim Irwin

Staff Present: Miranda Swafford, Executive Director, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

Fiscal Agent Staff: Lori Gilpin, Mike Norris, and Susan Coffey

Service Provider Staff: Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance, and Cheryl Tipsword, Project Accountant

CALL TO ORDER

Bassow called the meeting to order at 3:00 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Rheingans made a motion to approve Stimpson and Brown's absences, seconded by Bergfeld, the motion carried.

APPROVAL OF AGENDA

Bergfeld made a motion to approve the agenda, seconded by Debus, the motion carried.

APPROVAL OF PREVIOUS MEETING MINUTES

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

FINANCIAL UPDATES

Swafford reported the CEOs completed the Request for Bid process for fiscal agent services with Central Iowa Juvenile Detention Center (CIJDC). IWD is still processing the new agreement with CIJDC. The contract with CIJDC will overlap with current fiscal agent for the month of June. Swafford noted there is a \$40 other line item which is a fee from the result of a late payment for the board credit card. Norris provided that the payment was mailed a week ahead of time, but the fiscal agent can only write checks after the draw is received.

FISCAL AGENT MEMOS

Coffey reported the SEIRPC numbers for the WIOA grant from July 1, 2021, to date; Admin expenditures have spent all the PY20 and FY21 funds and \$39,769.78 of PY21 funds with all remaining funds eligible to carryover, Transition balance of \$0, DW expenses have spent all FY21 and PY21 and \$43,816.00 of FY22 funds with \$322,185.00 that can be carried over, Adult expenses have spent all FY21 and PY21 and \$448,469.63 of FY22 funds with \$524,630.37 that can be carried over, Youth expenses have spent all PY20 and \$148,064.51 of PY21 funding with \$1,066,270.49 that can be carried over, Youth Work Experience expended of \$95,743.07 is below the 20% required amount, RR \$64,852.83 in expenses to date with \$7,147.17 unspent that needs to be spent by June 30, 2022, and NDWG Program has \$23,547.11 expenses to date with \$252,090.06 that needs to be spent by June 30, 2022, and NDWG Admin has spent \$5,213.88 with \$8,567.95 unspent that needs to be spent by June 30, 2022. Gilpin reported there were no corrections to the budget columns, but they did have minor corrections to calculations of remaining funds, but the invoices presented have made those corrections, so they match the fiscal agent numbers.

MARCH PROGRAM INVOICE

Schaapveld informed the committee that salaries not split over programs last month have all been adjusted and corrected this month. Schaapveld reviewed the Equus March invoices showing expenses for the month as follows: Adult \$69,079.70, DW \$35,043.39, Youth \$91,538.19, Rapid Response \$0.00, and NDWG \$3,585.15. Schaapveld reported the WEX spending is below the 20% threshold required but expects the expenses will get above the threshold before June 30, 2022. Bergfeld asked if Rapid Response funds could be used for job fairs. Schaapveld clarified if the job fair is targeting DW participants then associated job fair expenses would qualify for Rapid Response dollars. Bergfeld motioned to approve the March invoices, seconded by Rheingans, the motion carried.

MARCH ONE STOP OPERATOR INVOICE

Tipsword presented the March OSO invoice for \$8,187.12. Debus motioned to approve the invoice, seconded by Bergfeld, the motion carried.

FISCAL AGENT INVOICE

Gilpin presented one invoice for March, the SEIRPC wages invoice for \$5,917.15 for 100.75 hours. Bergfeld motioned to approve the invoice, seconded by Rheingans, the motion carried.

FISCAL AGENT MARCH REPORTS

Gilpin reviewed the report noting there was \$190,859.34 written in checks to cover expenses with the bank balance ending at zero. The program activities are listed in the report for committee review.

BANK ACCOUNT

Swafford reported the account remains unchanged at \$24,745.40.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bergfeld made a motion to adjourn the meeting, seconded by Rheingans, the motion carried, and the meeting was adjourned by Bassow at 3:41 p.m.

Financial Updates

Financial Updates

May 19, 2022

- Work Experience (WEP) expenditure reporting was off between the months of February – April. Equus’s invoice reported an overage in March and was corrected, and SEIRPC March report included the overage, leading to an under representation on SEIRPC’s April report.
- Youth expenditure technical assistance session was held with IWD on May 11th and the spreadsheet was provided in advance of the meeting on May 10th. IWD’s spreadsheet showed that MVWA was not meeting the 20% WEP requirement for neither PY20 or PY21 funding streams. Some WEP expenditures had been reported incorrectly to PY21 funding that should have been reflected in the PY20 funding stream. SEIRPC has corrected the FIFO on their May FSR and provided the board with a copy of the current FSR and the final FSR for PY20. Should all remaining program year WEP expenses through June 30, 2022, be reported correctly there is no risk of not meeting the 20% WEP for PY20. However, this leaves a large amount of WEP expenditures for PY21 funding that will be required to be met in PY22 (July 1, 2022 – June 30, 2023).
- IWD has provided final PY22 funding levels and we have estimated the carryover amounts:

	Adult	DW	Youth	Admin
PY22 Funding	993,548.00	671,369.00	1,270,134	326,115.00
PY21 Carryover	180,000.00	150,000.00	770,000.00	200,000.00
Total Funding	1,173,548.00	821,369.00	\$2,040,134	526,115.00

Fiscal Agent Memos



Memo

To: Kendra Schaapveld, Miranda Swafford
 From: Susan Coffey, Lori Gilpin and Brittni Rahmus
 Date: 05/18/2022
 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
Grant	\$48,367.36	\$108,030.00	\$171,263.00	\$148,788.00
Expenditures to date	\$48,367.36	\$108,030.00	\$66,189.01	\$0
Balance as of 04/30/22	\$0	\$0	\$105,073.99	\$148,788.00
Unspent Funds	\$0	\$0	\$105,073.99	\$148,788.00
Obligated Funds	\$0	\$0	\$105,073.99	\$148,788.00
Funds that can be carried over	\$0	\$0	\$105,073.99	\$148,788.00

Admin - Transition:

Grant	\$2,059.66
Drawn Amount to date	\$2,059.66
Balance as of 04/30/22	\$0
Unspent Funds	\$0
Obligated Funds	\$0

Dislocated Workers:

	FY21 Carryover	PY21	FY22	Cumulative Totals
Grant	\$190,212.27	\$154,524.00	\$366,001.00	\$710,737.27
Unobligated Funds			\$25,048.00	\$25,048.00
Total Obligated Funds			\$340,953.00	\$685,689.27
Expenditures to date	\$190,212.27	\$154,524.00	\$95,003.53	\$439,739.80
Obligated Balance as of 04/30/22	\$0	\$0	\$245,949.47	\$245,949.47
Unspent Funds	\$0	\$0	\$245,949.47	\$245,949.47
Funds that can be carried over	\$0	\$0	\$270,997.47	\$270,997.47

Adult:

	FY21 Carryover	PY21	FY22	Cumulative Totals
Grant	\$115,348.64	\$172,519.00	\$973,100.00	\$1,260,967.64
Unobligated Funds			\$21,123.37	\$21,123.37
Total Obligated Funds			\$951,976.63	\$1,239,844.27
Expenditures to date	\$115,348.64	\$172,519.00	\$552,561.80	\$840,429.44
Obligated Balance as of 04/30/22	\$0	\$0	\$399,414.83	\$399,414.83
Unspent Funds	\$0	\$0	\$399,414.83	\$399,414.83
Funds that can be carried over	\$0	\$0	\$420,538.20	\$420,538.20

Youth Combined:

	PY20 Carryover	PY21
Grant	\$404,083.93	\$1,214,335.00
Unobligated Funds		\$23,268.09
Total Obligated Funds	\$404,083.93	\$1,191,066.91
Expenditures to date	\$404,083.93	\$244,156.67
Obligated Balance as of 04/30/22	\$0	\$946,910.24
Unspent Funds	\$0	\$946,910.24
Funds that can be carried over	\$0	\$970,178.33

Youth Work Experience:

	PY20 Expenses	PY21 Expenses
Drawn Amount to date	\$686,136.00*	\$244,156.67
Work Experience Expended by Equus	\$132,712.94**	\$0
Work Experience Required	\$137,227.20	\$48,831.33

*\$686,136.00 is a total of PY20 Year 1 Youth Budget (\$282,052.07) + PY20 Year 2 Budget (\$404,083.93).

**Work Experience Expended by Equus is \$23,333.35 (PY20 Year 1) + \$109,379.59 (PY20 Year 2)

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

Work Experience Requirements has NOT been met

Rapid Response:

Grant	\$72,000.00
Expenditures to date	\$64,852.83
Balance as of 04/30/22	\$7,147.17
Must be used by June 30, 2022	\$7,147.17
Funds that can be Carried overed	\$0

NDWG - Program:

Grant	\$275,637.17
Expenditures to date	\$32,017.57
Balance as of 04/30/22	\$243,619.60
Must be used by June 30, 2022	\$243,619.60
Funds that can be Carried overed	\$0

NDWG - Administration:

Grant	\$13,781.83
Expenditures to date	\$5,213.88
Balance as of 04/30/22	\$8,567.95
Must be used by June 30, 2022	\$8,567.95
Funds that can be Carried overed	\$0

memo

Southeast Iowa Regional Planning Commission

To: Mississippi Valley Workforce Development Board
From: Lori Gilpin
CC: Susan Coffey; Brittnei Rahmus; Mike Norris
Date: 5/18/2022
Re: April 2022 Financial Statements

Comments: On the review of the Equus invoices, I discovered mathematical footing errors on Dislocated Workers and One Stop Operator. These have been corrected and the corrected invoices have been received from Equus.

On the April financials, you can see the amounts on Administration, Transition, Rapid Response, and both Youth Programs that have been overspent in accordance with their budget, in red. The overspent funds can be rectified by reallocating other expense line items within each budget.

On the Youth Programs, the overspent board salaries will need to be adjusted either by reallocating Admin funds or adjusting hours worked in these programs.

Invoice #2022-441 for the month of April 2022 \$4,495.07 for 76.5 hours.

Equus Invoices

**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 WIO Grant - Adult ADULT 37026-0422-AD
GRANT PERIOD:	7/1/2021	6/30/2022	
REPORT PERIOD:	4/1/2022	4/30/2022	
WIOA SUMMARY - Total Grant	ADULT(AD) 886		

Acct Code		CUMULATIVE COST TO DATE				Grant Balance Remaining	Grant Percentage expended
		(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
SECTION II. EXPENDITURES							
Administration:							
60110-60100 exclude 60100	Salaries	\$ 336,132.00	\$ 23,823.95	\$ 209,346.51	\$ 233,170.46	\$ 92,943.54	71.50%
	Transfer to Fringe and WorkComp	\$ (5,000.00)					
	Transfer to Fringe and WorkComp	\$ (5,000.00)					
60210-60200	Payroll Taxes	\$ 20,031.00	\$ 1,778.96	\$ 15,502.63	\$ 17,281.59	\$ 2,749.41	86.27%
60310-60300	Fringes and WorkComp	\$ 27,453.00	\$ 3,857.53	\$ 29,691.30	\$ 33,548.83	\$ 3,904.17	89.58%
	Transfer from Salaries	\$ 5,000.00					
	Transfer from Salaries	\$ 5,000.00					
	Total Personnel Expenses	\$ 383,616.00	\$ 29,460.44	\$ 254,540.44	\$ 284,000.88	\$99,615.12	74.03%
Operating Expenses:							
80850	Mileage & Travel	\$ 29,754.00	\$ 1,710.74	\$ 7,149.08	\$ 8,859.82	\$20,894.18	29.78%
82115	Telephone & Cell Phones	\$ 5,251.00	\$ 360.09	\$ 2,975.61	\$ 3,335.70	\$1,915.30	63.53%
85570	Postage	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
83110	Client Supplies & Assessments	\$ 150.00	\$ -	\$ -	\$ -	\$150.00	0.00%
83130	Office Supplies(excludes PPE)	\$ 2,946.79	\$ -	\$ 2,597.77	\$ 2,597.77	\$349.02	86.16%
82830	Outreach & Public Relations	\$ 8,942.00	\$ -	\$ 8,460.65	\$ 8,460.65	\$481.35	94.62%
82860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
85610	Reimbursable Equipment	\$ 7,461.00	\$ -	\$ 7,128.91	\$ 7,128.91	\$332.09	95.55%
80210-80200	Resource Sharing Allocation	\$ 9,073.00	\$ 1,318.88	\$ 5,634.78	\$ 6,953.66	\$2,119.34	76.64%
81745	Insurance	\$ 3,187.00	\$ 114.67	\$ 2,112.28	\$ 2,226.95	\$949.05	89.88%
84120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
85120	Annual Audit	\$ 1,167.00	\$ 112.20	\$ 225.31	\$ 337.51	\$829.49	28.92%
85541, 85520, 85530	Emp Background test drug screening, Training, Does & Subs, etc.	\$ 14,681.00	\$ 736.17	\$ 9,210.54	\$ 9,946.71	\$4,734.29	67.75%
85125, 85128, 85130	Other Professional Services(ACP App Hosting)	\$ 5,303.00	\$ 250.17	\$ 2,073.41	\$ 2,323.58	\$2,979.42	43.82%
	Subtotal Personnel & Operating expenses	\$ 471,531.79	\$ 34,063.36	\$ 302,108.78	\$ 336,172.14	\$135,359.65	71.29%
9.77%	Indirect Cost	\$ 46,069.16	\$ 3,327.99	\$ 28,396.91	\$ 31,724.90	\$14,344.26	68.66%
	Management Fee	\$ 51,553.30	\$ 5,845.25	\$ 34,017.56	\$ 39,862.81	\$11,690.49	77.12%
	Total Operating expenses	\$ 569,154.25	\$ 43,236.60	\$ 364,523.25	\$ 407,759.85	\$147,050.10	71.64%
Participant Expenses							
85602	Work Experience	\$ 136,602.72	\$ 8,055.22	\$ 60,394.51	\$ 68,449.73	\$68,152.99	90.11%
87408	Instructional Training	\$ 296,000.00	\$ 34,966.00	\$ 199,674.22	\$ 234,640.22	\$61,359.78	79.27%
87412	Customer Support service	\$ 81,600.00	\$ 7,783.80	\$ 33,870.12	\$ 41,853.92	\$39,746.08	51.53%
	Individual Career Services - New Service	\$ 20,000.00	\$ 119.00	\$ -	\$ 119.00	\$19,881.00	9.40%
87422	On The Job Training	\$ 30,557.00	\$ -	\$ 7,205.36	\$ 7,205.36	\$23,351.64	23.58%
	5% WEX Markup	\$ 6,830.03	\$ 402.76	\$ 3,019.72	\$ 3,422.48	\$3,407.50	50.11%
	Total Participant Expenses	\$ 571,589.75	\$ 51,326.78	\$ 304,163.93	\$ 355,490.71	\$216,099.54	62.14%
	Total	\$ 1,140,744.00	\$ 94,563.38	\$ 668,687.19	\$ 763,250.56	\$377,493.44	66.91%
	Total WIOA Adult GRANT COST	\$ 1,140,744.00	\$ 94,563.38	\$ 668,687.19	\$ 763,250.56	\$377,493.44	66.91%

WEX 5% Markup	Client Wage Subsidy & Client Wage Tax	\$ 8,055.22	\$ 60,394.51	\$ 68,449.73
	WEX Markup 5%	\$ 402.76	\$ 3,019.72	\$ 3,422.48
	Total WEP Expenditures	\$ 8,457.98	\$ 63,414.23	\$ 71,872.21

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: 5/9/2022

Approved By(signature): _____
 Typed Name & Title: Kendra M. Schaapveld, Project Director
 Date Signed: 5/11/22

**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 37026-0422-DW				
GRANT PERIOD: 7/1/2021 8/30/2022							
REPORT PERIOD: 4/1/2022 4/30/2022							
WIOA SUMMARY - Total Grant		Dislocated Worker(DW) 888					
SECTION II. EXPENDITURES							
Acct Code		(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
Administration:							
80110-80100-80100	Salaries	\$ 150,217.00	\$ 15,419.25	\$ 142,565.50	\$ 157,984.75	\$ 77,232.25	105.17%
	Transfer from DW Pass Through Instructional Training	\$ 70,000.00					
	Transfer from DW Pass Through Individualized Career Services	\$ 15,000.00					
80210-80200	Payroll Taxes	\$ 20,230.00	\$ 1,159.08	\$ 11,381.50	\$ 12,540.58	\$ 5,689.42	61.89%
	Adjustment for Indirect Cost and Management Fee	\$ (2,000.00)					
80810-80800	Fringes and WorkComp	\$ 27,451.00	\$ 2,028.55	\$ 16,084.23	\$ 19,112.78	\$ 9,328.22	69.99%
	Total Personnel Expenses	\$ 280,898.00	\$ 18,606.88	\$ 170,031.23	\$ 188,638.11	\$ 92,259.89	67.16%
Operating Expenses:							
60850	Mileage & Travel	\$ 21,308.00	\$ 2,050.24	\$ 5,995.04	\$ 7,745.28	\$ 11,262.72	36.38%
	Adjustment for Indirect Cost and Management Fee	\$ (2,300.00)					
62115	Telephone & Cell Phones	\$ 5,209.00	\$ 231.83	\$ 1,886.17	\$ 2,118.00	\$ 3,091.00	40.46%
	Adjustment for Indirect Cost and Management Fee	\$ (1,200.00)					
65570	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
63110	Client Supplies & Assessments	\$ 119.00	\$ -	\$ -	\$ -	\$ 119.00	0.00%
63130	Office Supplies(includes PPE)	\$ 3,909.00	\$ -	\$ 1,988.44	\$ 1,988.44	\$ 3,120.56	56.81%
	Adjustment for Indirect Cost and Management Fee	\$ (800.00)					
62830	Outreach & Public Relations	\$ 6,973.00	\$ -	\$ 4,489.99	\$ 4,489.99	\$ 683.01	64.39%
	Adjustment for Indirect Cost and Management Fee	\$ (1,800.00)					
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
65610	Reimbursable Equipment	\$ 14,182.00	\$ -	\$ 5,984.33	\$ 5,984.33	\$ 5,697.67	42.20%
	Adjustment for Indirect Cost and Management Fee	\$ (2,500.00)					
80210-80200	Resource Sharing Allocation	\$ 9,303.00	\$ 798.56	\$ 3,507.33	\$ 4,305.89	\$ 4,997.11	46.28%
61745	Insurance	\$ 2,520.00	\$ 69.43	\$ 1,998.10	\$ 2,067.53	\$ 452.47	82.04%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
65120	Annual Audit	\$ 923.00	\$ 67.94	\$ 56.16	\$ 124.10	\$ 798.90	13.48%
80244-80200-80200	Emp Background test (drug screening, Training, Dues & Subs, etc.	\$ 13,608.00	\$ 445.67	\$ 4,410.19	\$ 4,856.86	\$ 6,752.14	35.49%
	Adjustment for Indirect Cost and Management Fee	\$ (2,000.00)					
80120-80100-80100	Other Professional Services(esp. fee sharing)	\$ 6,322.55	\$ 149.21	\$ 1,929.17	\$ 2,078.38	\$ 2,229.29	32.87%
	Adjustment for Indirect Cost and Management Fee	\$ (2,004.88)					
	Subtotal Personnel & Operating expenses	\$ 352,689.67	\$ 22,419.78	\$ 201,976.15	\$ 224,396.91	\$128,277.76	63.63%
9.77%	Indirect Cost	\$ 27,578.09	\$ 2,190.41	\$ 19,148.19	\$ 21,338.60	\$ 32,317.20	0.00%
	Adjustment for Indirect Cost and Management Fee	\$ 6,877.61					
	Management Fee	\$ 30,777.36	\$ 4,383.29	\$ 25,355.98	\$ 29,739.27	\$ 6,749.36	0.00%
	Adjustment for Indirect Cost and Management Fee	\$ 7,727.27					
	Total Operating expenses	\$ 425,630.00	\$ 28,993.46	\$ 246,480.32	\$ 275,473.78	\$150,159.22	64.72%
Participant Expenses							
65602	Work Experience	\$ -	\$ -	\$ -	\$ -	\$ 80.00	0.00%
67408	Instructional Training	\$ 137,500.00	\$ 6,989.00	\$ 44,212.79	\$ 51,201.79	\$ 16,298.21	37.24%
	Transfer to DW Salaries	\$ (70,000.00)					
67412	Customer Support service	\$ 65,599.00	\$ 5,609.28	\$ 30,356.59	\$ 35,964.87	\$29,624.13	54.83%
	Individual Career Services - New Service	\$ 20,000.00	\$ 67.00	\$ -	\$ 67.00	\$ 4,923.00	0.24%
	Transfer to DW Salaries	\$ (15,000.00)					
67422	On The Job Training	\$ 22,890.00	\$ -	\$ -	\$ -	\$22,890.00	0.00%
	Total Participant Expenses	\$ 160,999.00	\$ 12,665.28	\$ 74,568.38	\$ 87,233.66	\$71,729.34	54.29%
	Total	\$ 588,589.00	\$ 41,858.74	\$ 321,048.70	\$ 362,707.44	\$223,991.94	61.91%
	Total WIOA DW GRANT COST	\$ 588,589.00	\$ 41,858.74	\$ 321,048.70	\$ 362,707.44	\$223,991.94	61.91%

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 Tipword, Project Accountant
	Date signed: 5/6/2022
Approved By(signature):	Typed Name & Title:
Kendra M. Schaapveld	Project Director Kendra Schaapveld
	Date Signed:

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 36192-0422-WIOA Youth
GRANT PERIOD: 7/1/2021 6/30/2022		
REPORT PERIOD: 4/1/2022 4/31/2022		
WIOA SUMMARY - Total Grant	YOUTH COMB ISY 890 & OSY 892/885	

Acct Code	SECTION II EXPENDITURES	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)		
	Administration:						
	Salaries	\$ 527,200.00	\$ 41,963.23	\$ 234,749.41	\$ 276,712.64	\$ 189,263.36	92.49%
	Payroll Taxes	\$ 42,397.00	\$ 3,110.17	\$ 17,249.20	\$ 20,359.37	\$ 18,827.63	48.02%
	Fringes and WorkComp	\$ 56,195.00	\$ 6,759.37	\$ 28,528.32	\$ 35,287.69	\$ 16,372.31	60.90%
	Total Personnel Expenses	\$ 565,723.00	\$ 51,832.77	\$ 280,526.93	\$ 332,359.70	\$ 223,463.30	59.78%
	Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 0.00	
	Mileage & Travel	\$ 35,988.00	\$ 2,839.27	\$ 6,195.45	\$ 9,034.72	\$ 22,493.28	28.12%
60850	Telephone & Cell Phones	\$ 9,569.00	\$ 962.83	\$ 4,448.81	\$ 5,411.24	\$ 7,757.76	16.53%
62115	Postage	\$ 7.00	\$ -	\$ -	\$ -	\$ 7.00	0.00%
65570	Client Supplies & Assessments	\$ 12,501.00	\$ -	\$ 8,928.80	\$ 8,928.80	\$ 3,572.20	71.42%
63110	Office Supplies (includes PPE)	\$ 7,862.00	\$ 216.62	\$ 4,040.35	\$ 4,256.97	\$ 2,285.03	54.15%
63130	Outreach & Public Relations	\$ 30,014.00	\$ 135.70	\$ 5,010.16	\$ 5,145.86	\$ 24,868.14	17.14%
62630	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0.00%
62660	Reimbursable Equipment	\$ 32,280.00	\$ 288.18	\$ 4,989.44	\$ 5,277.62	\$ 33,772.38	16.33%
65610	Resource Sharing Allocation	\$ 16,424.00	\$ 2,848.80	\$ 4,696.80	\$ 7,545.70	\$ 6,428.30	45.84%
60810-60820	Insurance	\$ 4,688.00	\$ 717.44	\$ 2,391.34	\$ 3,108.78	\$ 1,579.22	66.31%
61745	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0.00%
64120	Annual Audit	\$ 1,717.00	\$ 199.82	\$ 76.67	\$ 276.49	\$ 1,440.51	16.10%
65120	Emp Background test (drug screening, Training, Ours & Subs, etc)	\$ 31,037.00	\$ 1,046.95	\$ 10,040.86	\$ 11,087.81	\$ 13,289.19	35.12%
6554 - 65520 - 65530	Other Professional Services (for age meeting)	\$ 15,217.32	\$ 350.66	\$ 3,174.45	\$ 3,522.11	\$ 14,435.05	23.15%
65120 - 65120 - 65120	Subtotal Personnel & Operating expenses	\$ 720,417.16	\$ 61,438.84	\$ 334,516.95	\$ 395,955.80	\$ 224,461.24	54.88%
9.77%	Indirect Cost	\$ 80,416.52	\$ 9,002.57	\$ 30,881.77	\$ 36,964.34	\$ 23,220.43	45.84%
	Management Fee	\$ 89,984.18	\$ 7,831.98	\$ 55,217.16	\$ 63,049.16	\$ 18,663.93	70.07%
	Total Operating expenses	\$ 869,515.01	\$ 75,273.39	\$ 420,595.91	\$ 495,869.30	\$ 217,448.72	57.00%
	Participant Expenses						
	Work Experience	\$ 273,229.00	\$ 2,141.25	\$ 44,409.49	\$ 46,550.74	\$ 232,678.26	17.04%
65602	Instructional Training	\$ 80,949.00	\$ 3,490.00	\$ 2,715.50	\$ 6,205.50	\$ 74,743.50	7.47%
67408	Customer Support service	\$ 188,421.00	\$ 3,830.78	\$ 6,792.10	\$ 10,622.88	\$ 177,798.12	5.64%
67412	Individual Career Services - New Service	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	0.00%
67422	On The Job Training	\$ 37,239.00	\$ -	\$ 882.56	\$ 882.56	\$ 29,156.44	0.00%
67418	Client Awards / Incentives	\$ 35,121.00	\$ 1,615.00	\$ 2,065.00	\$ 3,680.00	\$ 32,441.00	10.48%
	5% WEX Markup	\$ 13,661.00	\$ 107.06	\$ 2,220.48	\$ 2,327.54	\$ 10,333.46	17.04%
	Total Participant Expenses	\$ 625,220.00	\$ 6,339.81	\$ 59,085.13	\$ 68,666.12	\$ 556,553.88	9.06%
	Total	\$ 1,494,735.01	\$ 86,457.49	\$ 479,681.05	\$ 479,681.05	\$ 686,053.96	32.53%
	Total YOUTH GRANT COST	\$ 1,494,735.01	\$ 86,457.49	\$ 479,681.05	\$ 479,681.05	\$ 686,053.96	32.53%

WEP - 20% Expected Expenditure	Staff Wages - March 2022	\$ 9,773.21	\$ 46,499.45	\$ 56,272.66
	Client Wage Subsidy (WEP)	\$ 1,961.28	\$ 40,747.81	\$ 42,709.07
	Client Wage Taxes	\$ 179.99	\$ 3,941.93	\$ 4,021.92
	WEX Markup 5%	\$ 107.06	\$ 2,291.32	\$ 2,338.38
	On The Job Training	\$ -	\$ 882.56	\$ 882.56
	Client Awards / Incentives	\$ 1,615.00	\$ 1,540.00	\$ 3,155.00
	Credit Back to Board for WEX	\$ -	\$ -	\$ -
WEP - 20% Expected Expenditure	Total WEP Expenditures	\$ 13,636.52	\$ 95,743.07	\$ 109,379.59
				\$ 113,227.71
				\$ (3,848.11) 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 Tipword, Project Accountant
Date signed:	5/9/2022
Approved By (signature):	Typed Name & Title:
Kendra M. Schaapveld	Project Director Kendra Schaapveld
Date Signed:	

**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 36192-0422-WIOA Youth
GRANT PERIOD: 7/1/2021	8/30/2022		
REPORT PERIOD: 4/1/2022	4/30/2022		
WIOA SUMMARY - Total Grant	YOUTH ISY ISY 890 & 884		

Acct Code	SECTION II. EXPENDITURES				CUMULATIVE COST TO DATE	
	(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:					
8011-80130 subdus 80130	Salaries	\$ 105,568.00	\$ 9,839.44	\$ 54,252.77	\$ 64,092.21	\$41,475.79 60.71%
80210-80220	Payroll Taxes	\$ 7,979.00	\$ 727.73	\$ 4,096.00	\$ 4,823.73	\$3,155.27 60.46%
80910-80920	Fringe and WorkComp	\$ 10,506.00	\$ 1,503.81	\$ 6,010.47	\$ 7,514.08	\$2,991.92 71.52%
	Total Personnel Expenses	\$ 124,053.00	\$ 12,071.98	\$ 64,359.24	\$ 76,430.02	\$47,622.98 61.61%
	Operating Expenses:					
80850	Mileage & Travel	\$ 7,905.00	\$ 691.70	\$ 1,395.45	\$ 2,087.15	\$5,817.85 26.40%
82115	Telephone & Cell Phones	\$ 1,512.00	\$ 194.06	\$ 655.30	\$ 849.36	\$662.64 56.17%
85570	Postage	\$ -	\$ -	\$ -	\$ -	\$2.00 0.00%
83110	Client Supplies & Assessments	\$ 2,583.00	\$ -	\$ 2,222.09	\$ 2,222.09	\$360.91 86.21%
83130	Office Supplies(excludes PPE)	\$ 1,194.00	\$ 52.79	\$ 1,463.93	\$ 1,516.72	(\$52.73) 127.01%
82830	Outreach & Public Relations	\$ 4,203.00	\$ 33.07	\$ 1,188.00	\$ 1,221.07	\$2,981.93 29.05%
82960	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$2.00 0.00%
85610	Reimbursable Equipment	\$ 3,868.00	\$ 70.23	\$ 1,240.11	\$ 1,310.34	\$2,557.66 33.88%
8019-80200	Resource Sharing Allocation	\$ 2,777.00	\$ 893.98	\$ 1,143.03	\$ 1,837.01	\$939.99 66.15%
81745	Insurance	\$ 839.00	\$ 174.81	\$ 526.76	\$ 701.57	\$137.43 83.62%
84120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$2.00 0.00%
85120	Annual Audit	\$ 307.00	\$ 48.67	\$ 21.06	\$ 69.73	\$237.27 22.71%
8044, 85520, 85530	Emp Background test (drug screening, Training, Does & Subs, etc.	\$ 4,139.00	\$ 255.10	\$ 1,414.79	\$ 1,669.89	\$2,469.11 60.15%
80125, 80128, 80130	Other Professional Services(ACF, App Hoarding)	\$ 2,182.49	\$ 85.43	\$ 1,005.12	\$ 1,090.55	\$1,091.94 49.97%
	Subtotal Personnel & Operating expenses	\$ 155,562.49	\$ 14,370.62	\$ 76,834.88	\$ 91,005.50	\$64,556.99 58.50%
9.7796	Indirect Cost	\$ 15,198.33	\$ 1,404.01	\$ 7,212.70	\$ 8,616.71	\$6,581.62 56.70%
	Management Fee	\$ 17,002.18	\$ 1,811.61	\$ 11,967.38	\$ 13,378.99	\$3,623.19 78.49%
	Total Operating expenses	\$ 187,763.00	\$ 17,586.24	\$ 95,414.96	\$ 113,001.20	\$74,761.80 68.18%
	Participant Expenses					
85602	Work Experience	\$ 35,806.00	\$ -	\$ 3,160.92	\$ 3,160.92	\$32,645.08 83.11%
87408	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$2.00 0.00%
87412	Customer Support service	\$ 40,618.00	\$ 500.00	\$ 740.00	\$ 1,240.00	\$39,378.00 30.83%
	Individual Career Services - New Service	\$ 5,000.00	\$ -	\$ -	\$ -	\$5,000.00 0.00%
87422	On The Job Training	\$ 3,200.00	\$ -	\$ -	\$ -	\$3,200.00 0.00%
87418	Client Awards / Incentives	\$ 8,758.00	\$ -	\$ 175.00	\$ 175.00	\$8,583.00 2.59%
	5% WEX Markup	\$ 1,790.00	\$ -	\$ 158.05	\$ 158.05	\$1,631.95 9.10%
	Total Participant Expenses	\$ 93,172.00	\$ 500.00	\$ 4,233.97	\$ 4,733.97	\$88,438.03 5.09%
	Total	\$ 280,835.00	\$ 18,086.24	\$ 99,648.83	\$ 117,735.17	\$181,189.83 65.10%
	Total WIOA YOUTH ISY GRANT COST	\$ 280,835.00	\$ 18,086.24	\$ 99,648.83	\$ 117,735.17	\$181,189.83 65.10%

WEP - 20%					
Expected Expenditure	Staff Wages	\$ 3,254.96	\$ 15,891.84	\$ 19,146.80	
	Client Wage Subsidy (WEP)	\$ -	\$ 3,137.21	\$ 3,137.21	
	Client Wage Taxes	\$ -	\$ 23.71	\$ 23.71	
	WEX Markup 5%	\$ -	\$ 158.05	\$ 158.05	
	On the Job Training	\$ -	\$ -	\$ -	
WEP - 40%					
Expected Expenditure	Total WEP Expenditures	\$ 3,254.96	\$ 19,210.81	\$ 22,465.57	19.08%

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: 5/8/2022
Kendra M. Schaapveld	Typed Name & Title: Project Director
	Date Signed:

**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 PERIOD: 7/1/2021 to 6/30/2022		GRANT NO: WIOA Grant - Out of School Youth					
REPORT PERIOD: 4/1/2022 to 4/30/2022		PROJECT/ACTIVITY: YOUTH					
		Invoice Number: 38192-0422-WIOA Youth					
WIOA SUMMARY - Total Grant		YOUTH OSY OSY 892 & 885					
SECTION II. EXPENDITURES							
Acct Code		(1)	(2)	(3)	(4)	Grant Balance Remaining	Grant Percentage expended
		Cost Reimb as spent Budget	Current Expenditures	Per Last Report Cumulative	Current Cum. Cost (2+3)		
Administration:							
	Salaries	\$ 389,408.00	\$ 32,123.79	\$ 180,496.64	\$ 212,620.43	\$155,787.57	57.54%
	Payroll Taxes	\$ 31,208.00	\$ 2,382.44	\$ 13,153.20	\$ 15,535.64	\$18,672.36	49.78%
	Fringes and WorkComp	\$ 41,054.00	\$ 5,255.76	\$ 22,517.85	\$ 27,773.61	\$13,280.39	67.65%
	Total Personnel Expenses	\$ 441,670.00	\$ 39,761.99	\$ 216,167.69	\$ 255,929.68	\$188,740.32	57.93%
Operating Expenses:							
60850	Mileage & Travel	\$ 23,583.00	\$ 2,147.57	\$ 4,800.00	\$ 6,947.57	\$18,635.43	29.44%
62115	Telephone & Cell Phones	\$ 6,857.00	\$ 788.57	\$ 3,793.31	\$ 4,561.88	\$2,295.12	66.53%
65570	Postage	\$ 7.00	\$ -	\$ -	\$ -	\$7.00	0.00%
63110	Client Supplies & Assessments	\$ 9,918.00	\$ -	\$ 6,706.71	\$ 6,706.71	\$3,211.29	67.62%
63130	Office Supplies (includes PPE)	\$ 5,443.00	\$ 183.83	\$ 2,578.42	\$ 2,740.25	\$2,702.75	90.24%
62830	Outreach & Public Relations	\$ 15,811.00	\$ 102.63	\$ 3,822.16	\$ 3,924.79	\$11,886.21	24.83%
62860	Job Fairs	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
65610	Reimbursable Equipment	\$ 15,187.00	\$ 217.95	\$ 3,749.33	\$ 3,967.28	\$11,219.72	26.13%
60910-60901	Resource Sharing Allocation	\$ 11,197.00	\$ 2,154.82	\$ 3,553.87	\$ 5,708.69	\$5,488.31	50.99%
61745	Insurance	\$ 3,849.00	\$ 542.63	\$ 1,864.58	\$ 2,407.21	\$1,441.79	62.34%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%
65120	Annual Audit	\$ 1,410.00	\$ 151.15	\$ 55.61	\$ 206.78	\$1,203.24	14.64%
6034 - 6032, 6030	Emp Background test (drug screening, Training, Dues & Subv, etc.	\$ 20,148.00	\$ 791.85	\$ 8,626.07	\$ 9,417.92	\$10,730.08	46.74%
60705, 60708, 60710	Other Professional Services (not All training)	\$ 9,874.67	\$ 285.23	\$ 2,186.33	\$ 2,431.56	\$7,443.11	24.39%
	Subtotal Personnel & Operating expenses	\$ 664,854.67	\$ 47,068.22	\$ 257,882.08	\$ 304,850.30	\$359,004.37	52.93%
9 77%	Indirect Cost	\$ 55,186.43	\$ 4,598.57	\$ 23,849.06	\$ 28,247.63	\$26,938.80	55.19%
	Management Fee	\$ 61,710.91	\$ 6,020.37	\$ 43,849.80	\$ 49,670.17	\$12,040.74	60.49%
	Total Operating expenses	\$ 681,752.01	\$ 57,687.16	\$ 325,180.94	\$ 382,868.10	\$386,943.21	56.18%
Participant Expenses							
65602, 65603	Work Experience	\$ 213,423.00	\$ 2,141.25	\$ 41,248.57	\$ 43,389.82	\$170,033.18	20.33%
67408	Instructional Training	\$ 80,949.00	\$ 3,490.00	\$ 2,715.50	\$ 6,205.50	\$74,743.50	7.61%
67412	Customer Support service	\$ 147,803.00	\$ 3,330.78	\$ 6,052.08	\$ 9,382.86	\$138,420.14	6.35%
	Individual Career Services - New Service	\$ 25,000.00	\$ -	\$ -	\$ -	\$25,000.00	0.00%
67422	On The Job Training	\$ 25,839.00	\$ -	\$ 882.56	\$ 882.56	\$24,956.44	3.43%
67418, 67420	Client Awards / Incentives	\$ 28,363.00	\$ 1,615.00	\$ 1,890.00	\$ 3,505.00	\$24,858.00	12.35%
	5% WEX Markup	\$ 10,671.00	\$ 107.06	\$ 2,062.43	\$ 2,169.49	\$8,501.51	20.33%
	Total Participant Expenses	\$ 532,048.00	\$ 10,884.09	\$ 54,851.14	\$ 65,535.23	\$466,512.77	12.32%
	Total	\$ 1,213,800.01	\$ 68,371.25	\$ 380,032.08	\$ 448,403.33	\$765,396.68	38.64%
	Total WIOA YOUTH OSY GRANT COST	\$ 1,213,800.01	\$ 68,371.25	\$ 380,032.08	\$ 448,403.33	\$765,396.68	38.64%

WEP - 20%							
Expected Expenditure	Staff Wages	\$	6,518.25	\$	30,607.81	\$	37,126.06
	Client Wage Subsidy (WEP)	\$	1,961.26	\$	37,810.85	\$	39,772.11
	Client Wage Taxes	\$	179.99	\$	3,618.26	\$	3,798.25
	WEX Markup 5%	\$	107.06	\$	2,073.27	\$	2,180.33
	On the Job Training	\$	-	\$	882.56	\$	882.56
	Client Awards / Incentives	\$	1,615.00	\$	1,540.00	\$	3,155.00
	Credit Back to Board for WEX	\$	-	\$	-	\$	-
WEP - 20%	Total WEP Expenditures	\$	10,381.56	\$	76,532.75	\$	86,914.31
Expected Expenditure							19.38%

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: 5/8/2022
Kendra M. Schaapveld	Typed Name & Title: Project Director Kendra Schaapveld
	Date Signed:

One Stop Operator Invoice

**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 - One Stop Operator One Stop Operator 36347-0422-OSO
GRANT PERIOD:	9/15/2021	9/15/2022	
REPORT PERIOD:	4/1/2022	4/30/2022	
WIOA SUMMARY - Total Grant		OSO	
		898	

Acct Code	CUMULATIVE COST TO DATE				Grant Balance Remaining	Grant Percentage expended
	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)		
SECTION II. EXPENDITURES						
Administration:						
60110-60190 exclude 60150	Salaries	\$ 63,100.00	\$ 4,853.46	\$ 34,067.64	\$ 38,921.10	\$24,178.90 61.68%
60310-60330	Payroll Taxes	\$ 4,827.00	\$ 359.11	\$ 2,543.46	\$ 2,902.57	\$1,924.43 60.13%
60610-60650	Fringes and WorkComp	\$ 7,239.00	\$ 592.48	\$ 4,001.70	\$ 4,594.18	\$2,644.82 63.46%
	Total Personnel Expenses	\$ 75,166.00	\$ 5,805.05	\$ 40,612.80	\$ 46,417.85	\$28,748.15 61.75%
Operating Expenses:						
60850	Mileage & Travel	\$ 4,864.00	\$ 314.96	\$ 1,668.41	\$ 1,983.37	\$2,880.63 40.78%
62115	Telephone & Cell Phones	\$ 900.00	\$ 75.12	\$ 450.57	\$ 525.69	\$374.31 58.41%
65570	Postage	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
63110	Client Supplies & Assessments	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
63130	Office Supplies(includes PPE)	\$ 420.00	\$ -	\$ 119.70	\$ 119.70	\$300.30 28.50%
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	\$ 557.00	\$ 46.75	\$ 250.13	\$ 296.88	\$260.12 53.30%
64120	Business Taxes & Licenses	\$ -	\$ -	\$ -	\$ -	\$0.00 0.00%
65120	Annual Audit	\$ 200.00	\$ 7.37	\$ 3.67	\$ 11.04	\$188.96 5.52%
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 531.00	\$ 28.25	\$ 121.53	\$ 149.78	\$ 381.22 29.60%
	Transfer to Other Professionals Services	\$ (25.00)	\$ -	\$ -	\$ -	\$0.00 0.00%
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 82.00	\$ 6.43	\$ 79.17	\$ 85.60	\$ 21.40 80.00%
	Transfer from Emp Background test drug screening, training dues etc	\$ 25.00	\$ -	\$ -	\$ -	\$0.00 0.00%
	Subtotal Personnel & Operating expenses	\$ 82,720.00	\$ 6,283.93	\$ 43,305.98	\$ 49,589.91	\$33,130.09 59.95%
9.77%	Indirect Cost	\$ 8,082.00	\$ 613.94	\$ 4,230.99	\$ 4,844.93	\$3,237.07 59.95%
	Management Fee	\$ 9,080.00	\$ 756.67	\$ 4,918.34	\$ 5,675.01	\$3,404.99 62.50%
	Total Operating expenses	\$ 99,882.00	\$ 7,654.54	\$ 52,455.31	\$ 60,109.85	\$39,772.15 60.18%
	Total WIOA OSO GRANT COST	\$ 99,882.00	\$ 7,654.54	\$ 52,455.31	\$ 60,109.85	\$39,772.15 60.18%

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: 5/9/2022
Approved By(signature):	Typed Name & Title:
Robert Ryan - One Stop Operator. 	One Stop Operator Robert Ryan
	Date Signed: 5/9/2022

Fiscal Agent Invoice

Southeast Iowa Regional Planning Commission

211 N Gear Avenue, Suite 100
 West Burlington, IA 52655

Invoice

Date	Invoice #
4/30/2022	2022-441

Bill To
Iowa Workforce - WIOA Grant

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			4/30/2022			
Quantity	Item Code	Description			Price Each	Amount
	WIOA Admin	SEIPRC - April 2022 time - 76.5 hours			4,495.07	4,495.07
Total						\$4,495.07

Southeast Iowa Regional Planning Commission
SEIRPC Personnel Expenses

Accrual Basis

April 2022

Type	Date	Num	Memo	Class	Debit	Credit	Balance
700.00 · Personnel Expenses							
701.00 · Salaries							
General Journal	04/30/2022	22-0406	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	2,397.81		2,397.81
Total 701.00 · Salaries					2,397.81	0.00	2,397.81
702.00 · FICA - Employer's Share							
General Journal	04/30/2022	22-0406	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	171.67		171.67
Total 702.00 · FICA - Employer's Share					171.67	0.00	171.67
703.00 · IPERS - Employer's Share							
General Journal	04/30/2022	22-0406	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	222.20		222.20
Total 703.00 · IPERS - Employer's Share					222.20	0.00	222.20
705.00 · Employee Benefits							
General Journal	04/01/2022	22-0408	Monthly dental, vision, life, std, lt...	90 LOCAL:95.0 WIOA:95.10 A...	33.35		33.35
General Journal	04/30/2022	22-0406	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	588.41		621.76
Total 705.00 · Employee Benefits					621.76	0.00	621.76
Total 700.00 · Personnel Expenses					3,413.44	0.00	3,413.44
900.00 · SEIRPC INDIRECT COSTS							
General Journal	04/30/2022	22-0406	Monthly Payroll Wages & Benefits	90 LOCAL:95.0 WIOA:95.10 A...	1,081.63		1,081.63
Total 900.00 · SEIRPC INDIRECT COSTS					1,081.63	0.00	1,081.63
TOTAL					4,495.07	0.00	4,495.07

76.5 hours

Fiscal Agent Report

Financial Report ***April 2022***



Dear Mississippi Valley Workforce Area Board:

The accompanying statements of **Mississippi Valley Workforce Area** for Revenue and Expenses with Budgets for the ten months ended **April 30, 2022**.

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 May 18, 2022

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Summary
For the Ten Months Ending April 30, 2022

	Administration	Transition Funding	Adult Program	Dislocated Worker Program	NDWG Program	Youth Program Out of School	Youth Program In School	Rapid Response	One Stop Operator	Total thru April 2022	Total Annual Budget	Remaining Budget
WIOA Grant Revenues												
· WIOA Grant - Administration	222,586.37	-	-	-	-	-	-	-	-	222,586.37	476,448.36	253,861.99
· WIOA Grant - Transition Funding	-	2,059.66	-	-	-	-	-	-	-	2,059.66	2,059.66	0.00
· WIOA Grant - Adult	-	-	820,392.83	-	-	-	-	-	20,036.61	840,429.44	1,260,967.64	420,538.20
· WIOA Grant - Dislocated Workers	-	-	-	419,703.19	-	-	-	-	20,036.61	439,739.80	710,737.27	270,997.47
· WIOA Grant - NDWG	-	-	-	-	37,231.45	-	-	-	-	37,231.45	289,419.00	252,187.55
· WIOA Grant - Youth Out of School	-	-	-	-	-	492,451.74	-	-	15,027.47	507,479.21	1,298,239.45	790,760.24
· WIOA Grant - Youth In School	-	-	-	-	-	-	135,752.23	-	5,009.16	140,761.39	320,179.48	179,418.09
· WIOA Grant - Rapid Response	-	-	-	-	-	-	-	64,852.83	-	64,852.83	72,000.00	7,147.17
Total	222,586.37	2,059.66	820,392.83	419,703.19	37,231.45	492,451.74	135,752.23	64,852.83	60,109.85	2,255,140.15	4,430,050.86	2,174,910.71
WIOA Expenses												
· Board Salaries and Benefits	104,541.58	-	21,918.18	21,771.66	5,213.88	17,867.41	6,684.25	-	-	177,996.96	206,051.55	28,054.59
· Salaries	-	-	233,170.46	157,984.75	17,391.50	212,620.43	64,092.21	37,753.58	38,921.10	761,934.03	1,180,500.01	418,565.98
· Payroll Taxes	-	-	17,281.59	12,540.58	1,322.13	15,535.64	4,823.73	2,464.43	2,902.57	56,870.67	88,413.98	31,543.31
· Fringes and Worker's Comp	-	-	33,548.83	18,112.78	410.37	27,773.61	7,514.08	1,565.57	4,594.18	93,519.42	134,115.44	40,596.02
· Personnel Expenses	-	-	9,946.71	4,855.86	-	9,417.92	1,669.89	1,035.03	149.78	27,075.19	52,197.26	25,122.07
· Audit	-	-	337.51	124.10	-	206.76	69.73	-	11.04	749.14	4,007.00	3,257.86
· Fiscal Agent Costs	59,175.51	-	-	-	-	-	-	-	-	59,175.51	72,500.00	13,324.49
· Contractual Expenses	953.75	-	2,323.58	2,078.38	(0.03)	2,431.56	1,090.55	412.42	85.60	9,375.81	25,438.83	16,063.02
· Information Technology	4,011.50	-	-	-	-	-	-	-	-	4,011.50	2,801.99	(1,209.51)
· Legal Expenses	600.00	-	-	-	-	-	-	-	-	600.00	5,000.00	4,400.00
· Dues and Subscriptions	2,910.75	-	-	-	-	-	-	-	-	2,910.75	10,000.00	7,089.25
· Equipment Under \$5,000	3,194.33	-	7,128.91	5,984.33	-	3,967.28	1,310.34	7,696.37	-	29,281.56	48,900.22	19,618.66
· Administration/Management Fees	5,292.08	-	39,862.81	29,739.27	4,309.50	49,670.17	13,378.99	-	5,675.01	147,927.83	189,632.65	41,704.82
· Insurance	2,019.00	-	2,226.95	2,067.53	-	2,407.21	701.57	344.12	296.88	10,063.26	13,511.51	3,448.25
· Outreach Expense	13,782.53	1,555.03	8,460.65	4,489.99	-	3,924.79	1,221.07	9,941.46	-	43,375.52	78,726.17	35,350.65
· Meeting Expenses	1,564.24	-	-	-	-	-	-	-	-	1,564.24	2,500.00	935.76
· Postage and Printing	848.97	-	-	-	-	-	-	-	-	848.97	7,007.00	6,158.03
· Rent	586.84	-	35,224.09	35,224.09	-	26,181.01	11,332.81	-	-	108,548.84	132,657.76	24,108.92
· Client Supplies & Assessments	-	-	-	-	-	6,706.71	2,222.09	-	-	8,928.80	12,770.00	3,841.20
· Supplies	947.43	-	2,597.77	1,988.44	21.91	2,740.25	1,516.72	1,150.23	119.70	11,082.45	18,201.56	7,119.11
· Telephone Expense	152.28	-	3,335.70	2,118.00	-	4,561.88	849.36	1,120.86	525.69	12,663.77	19,689.86	7,026.09
· Resource Sharing Allocation	-	-	6,953.66	4,305.89	-	5,708.69	1,837.01	555.33	-	19,360.58	34,760.00	15,399.42
· Mileage & Travel Expenses	16,982.45	-	8,859.82	7,745.28	6.25	6,947.57	2,087.15	813.43	1,983.37	45,425.32	108,094.00	62,668.68
· Conferences and Training	4,983.13	504.63	-	-	-	-	-	-	-	5,487.76	15,371.86	9,884.10
· Participant Expenses												
· Work Experience	-	-	68,449.73	-	-	43,606.60	3,160.92	-	-	115,217.25	385,831.72	270,614.47
· Instructional Training	-	-	234,640.22	51,201.79	-	6,205.50	-	-	-	292,047.51	444,449.00	152,401.49
· Customer Support Service	-	-	41,653.92	35,964.87	-	9,166.08	1,240.00	-	-	88,024.87	335,620.00	247,595.13
· Incumbent Worker Training	-	-	-	-	-	-	-	-	-	-	-	0.00
· Individual Career Services	-	-	119.00	67.00	-	-	-	-	-	186.00	55,000.00	54,814.00
· On The Job Training	-	-	7,205.36	-	6,684.77	882.56	-	-	-	14,772.69	292,456.00	277,683.31
· Tuition	-	-	-	-	-	-	-	-	-	-	-	0.00
· Other Participant Education	-	-	-	-	-	-	-	-	-	-	-	0.00
· Incentives	-	-	-	-	-	3,505.00	175.00	-	-	3,680.00	35,121.00	31,441.00
· WEX 5% Mark-Up	-	-	3,422.48	-	-	2,169.49	158.05	-	-	5,750.02	19,291.03	13,541.01
· Other Expenses	40.00	-	-	-	-	-	-	-	-	40.00	165,415.62	165,375.62
· Indirect Costs	-	-	31,724.90	21,338.60	1,871.17	28,247.62	8,616.71	-	4,844.93	96,643.93	164,578.38	67,934.45
· Unobligated/Unbudgeted Grant	-	-	-	-	-	-	-	-	-	-	69,439.46	69,439.46
Total	222,586.37	2,059.66	820,392.83	419,703.19	37,231.45	492,451.74	135,752.23	64,852.83	60,109.85	2,255,140.15	4,430,050.86	2,174,910.71
Net	-	-	-	-	-	-	-	-	-	-	-	-

* Note: Life to date expenses for grants Rapid Response and NDWG

Southeast Iowa Regional Planning Commission
Check Register - WIOA
April 2022

Type	Date	Num	Name	Amount
Bill pmt - check	04/01/2022	10197	Equus Workforce Solutions	223,309.45
Bill pmt - check	04/01/2022	10198	Miranda Swafford	47.00
Bill pmt - check	04/01/2022	10199	Southeast Iowa Regional Planning	8,153.75
Bill pmt - check	04/08/2022	10200	Chase Credit Card Services	2,528.77
Bill pmt - check	04/08/2022	10201	Lee County Economic Dev. Group, Inc.	185.78
Bill pmt - check	04/15/2022	10202	Miranda Swafford	536.50
Bill pmt - check	04/29/2022	10203	Elizabeth Rodriguez	599.61
Bill pmt - check	04/29/2022	10204	Miranda Swafford	519.57
Bill pmt - check	04/29/2022	10205	Muscatine County	22,060.74
Bill pmt - check	04/29/2022	10206	Phyllis Wood	385.52
Bill pmt - check	04/29/2022	10207	Twin State Technical Services, LTD.	662.50
Bill pmt - check	04/29/2022	10208	Wapello Republican	319.20
				259,308.39

**Southeast Iowa Regional Planning Commission
WIOA Balance Sheet**

**Cash Balance - WIOA
As of April 30, 2022**

Balance per Bank Statement @	4/30/2022		\$ 13,629.56
Outstanding Deposits:			
4/29/2022	State of Iowa		24,547.14
Outstanding Checks:			
3/18/2022	10190	Keokuk Area Chamber	200.00
3/25/2022	10194	Iowa Workforce Dev.	13,429.56
4/29/2022	10203	Elizabeth Rodriguez	599.61
4/29/2022	10204	Miranda Swafford	519.57
4/29/2022	10205	Muscatine County	22,060.74
4/29/2022	10206	Phyllis Wood	385.52
4/29/2022	10207	Twin State Technical Services	662.50
4/29/2022	10208	Wapello Republican	319.20
			38,176.70
Checking Account Balance @ 4/30/2022			-

**A/R Aging Summary - WIOA
As of April 30, 2022**

	<u>Administration & Transition</u>	<u>Adult Program</u>	<u>Dislocated Worker Programs</u>	<u>Youth Programs</u>	<u>Rapid Response</u>	<u>TOTAL</u>
State of Iowa - WIOA Grant	29,313.48	175,900.90	101,015.57	190,359.39	0.00	496,589.34
	29,313.48	175,900.90	101,015.57	190,359.39	0.00	496,589.34

**A/P Aging Summary - WIOA
As of April 30, 2022**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Chase Credit Card Services	3,737.33	-	-	-	-	3,737.33
Equus Workforce Solutions	446,238.15	-	-	-	-	446,238.15
Iowa Workforce Development Sublease	13,429.56	-	-	-	-	13,429.56
Matthew Nicol	253.69	-	-	-	-	253.69
Muscatine County	22,227.14	-	-	-	-	22,227.14
Southeast Iowa Regional Planning	10,412.22	-	-	-	-	10,412.22
Twin State Technical Services, LTD.	291.25	-	-	-	-	291.25
	496,589.34	-	-	-	-	496,589.34

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Administration
(Fiscal Agent, Board Staff & Board Expenses)
For the Ten Months Ending April 30, 2022

	Activity for July - Apr 2022	Administration Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	222,586.37	476,448.36	253,861.99	53%
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>222,586.37</u>	<u>476,448.36</u>	<u>253,861.99</u>	
WIOA Expenses				
· Board Salaries and Benefits	104,541.58	129,478.08	24,936.50	19%
· Salaries	-	-	-	
· Payroll Taxes	-	-	-	
· Fringes and Worker's Comp	-	-	-	
· Personnel Expenses	-	-	-	
· Audit	-	-	-	
· Fiscal Agent Costs	59,175.51	72,500.00	13,324.49	18%
· Contractual Expense	953.75	3,000.00	2,046.25	68%
· Information Technology	4,011.50	2,800.00	(1,211.50)	
· Legal Expenses	600.00	5,000.00	4,400.00	88%
· Dues and Subscriptions	2,910.75	10,000.00	7,089.25	71%
· Equipment Under \$5,000	3,194.33	3,000.00	(194.33)	
· Administration/Management Fees	5,292.08	5,814.66	522.58	9%
· Insurance	2,019.00	2,200.00	181.00	8%
· Outreach Expense	13,782.53	30,000.00	16,217.47	54%
· Meeting Expenses	1,564.24	2,500.00	935.76	37%
· Postage and Printing	848.97	7,000.00	6,151.03	88%
· Rent	586.84	-	(586.84)	
· Client Supplies & Assessments	-	-	-	
· Supplies	947.43	2,500.00	1,552.57	62%
· Telephone Expense	152.28	240.00	87.72	37%
· Resource Sharing Allocation	-	-	-	
· Mileage & Travel Expenses	16,982.45	20,000.00	3,017.55	15%
· Conferences and Training	4,983.13	15,000.00	10,016.87	67%
· 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	40.00	165,415.62	165,375.62	100%
· Indirect Costs	-	-	-	
· Unbudgeted Grant	-	-	-	
Total	<u>222,586.37</u>	<u>476,448.36</u>	<u>253,861.99</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Transition Funding
(Fiscal Agent, Board Staff & Board Expenses)
For the Ten Months Ending April 30, 2022
fully expended

	Activity for July - Apr 2022	Transition Funding Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	2,059.66	2,059.66	-	0%
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>2,059.66</u>	<u>2,059.66</u>	<u>0.00</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	1,555.03	1,677.26	122.23	7%
· 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	504.63	371.86	(132.77)	
· 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	-	-	-	
· Unbudgeted Grant	-	-	-	
Total	<u>2,059.66</u>	<u>2,059.66</u>	<u>-</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Adult Program
For the Ten Months Ending April 30, 2022

	<u>Activity for July - Apr 2022</u>	<u>Adult Program Budget</u>	<u>Remaining Budget</u>	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	820,392.83	1,227,673.64	407,280.81	33%
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>820,392.83</u>	<u>1,227,673.64</u>	<u>407,280.81</u>	
WIOA Expenses				
· Board Salaries and Benefits	21,918.18	22,375.54	457.36	2%
· Salaries	233,170.46	326,132.00	92,961.54	29%
· Payroll Taxes	17,281.59	20,031.00	2,749.41	14%
· Fringes and Worker's Comp	33,548.83	37,453.00	3,904.17	10%
· Personnel Expenses	9,946.71	14,681.00	4,734.29	32%
· Audit	337.51	1,167.00	829.49	71%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	2,323.58	5,303.00	2,979.42	56%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	7,128.91	7,461.00	332.09	4%
· Administration/Management Fees	39,862.81	51,553.30	11,690.49	23%
· Insurance	2,226.95	3,187.00	960.05	30%
· Outreach Expense	8,460.65	8,942.00	481.35	5%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	35,224.09	43,430.73	8,206.64	19%
· Client Supplies & Assessments	-	150.00	150.00	100%
· Supplies	2,597.77	2,946.79	349.02	12%
· Telephone Expense	3,335.70	5,251.00	1,915.30	36%
· Resource Sharing Allocation	6,953.66	9,073.00	2,119.34	23%
· Mileage & Travel Expenses	8,859.82	29,754.00	20,894.18	70%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	68,449.73	136,602.72	68,152.99	50%
· Instructional Training	234,640.22	296,000.00	61,359.78	21%
· Customer Support Service	41,653.92	81,600.00	39,946.08	49%
· Incumbent Worker Training	-	-	-	
· Individual Career Services	119.00	20,000.00	19,881.00	99%
· On The Job Training	7,205.36	30,557.00	23,351.64	76%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	3,422.48	6,830.03	3,407.55	50%
· Other Expenses	-	-	-	
· Indirect Costs	31,724.90	46,069.16	14,344.26	31%
· Unobligated/Unbudgeted Grant	-	21,123.37	21,123.37	100%
Total	<u>820,392.83</u>	<u>1,227,673.64</u>	<u>407,280.81</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 Ten Months Ending April 30, 2022

	<u>Activity for July - Apr 2022</u>	<u>DWP Budget</u>	<u>Remaining Budget</u>	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	419,703.19	677,443.27	257,740.08	38%
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>419,703.19</u>	<u>677,443.27</u>	<u>257,740.08</u>	
WIOA Expenses				
· Board Salaries and Benefits	21,771.66	22,375.54	603.88	3%
· Salaries	157,984.75	235,217.00	77,232.25	33%
· Payroll Taxes	12,540.58	18,230.00	5,689.42	31%
· Fringes and Worker's Comp	18,112.78	27,451.00	9,338.22	34%
· Personnel Expenses	4,855.86	11,608.00	6,752.14	58%
· Audit	124.10	923.00	798.90	87%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	2,078.38	4,317.67	2,239.29	52%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	5,984.33	11,682.00	5,697.67	49%
· Administration/Management Fees	29,739.27	38,504.63	8,765.36	23%
· Insurance	2,067.53	2,520.00	452.47	18%
· Outreach Expense	4,489.99	5,173.00	683.01	13%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	35,224.09	43,430.73	8,206.64	19%
· Client Supplies & Assessments	-	119.00	119.00	100%
· Supplies	1,988.44	3,109.00	1,120.56	36%
· Telephone Expense	2,118.00	4,009.00	1,891.00	47%
· Resource Sharing Allocation	4,305.89	9,303.00	4,997.11	54%
· Mileage & Travel Expenses	7,745.28	19,008.00	11,262.72	59%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	-	-	-	
· Instructional Training	51,201.79	67,500.00	16,298.21	24%
· Customer Support Service	35,964.87	65,599.00	29,634.13	45%
· Incumbent Worker Training	-	-	-	
· Individual Career Services	67.00	5,000.00	4,933.00	99%
· On The Job Training	-	22,860.00	22,860.00	100%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	-	-	
· Indirect Costs	21,338.60	34,455.70	13,117.10	38%
· Unobligated/Unbudgeted Grant	-	25,048.00	25,048.00	100%
Total	<u>419,703.19</u>	<u>677,443.27</u>	<u>257,740.08</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 Life to Date Ending April 30, 2022
expires June 30, 2022

	<u>Life to Date Activity</u>	<u>NDWG Budget</u>	<u>Remaining Budget</u>	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	-	-	-	
· WIOA Grant - Dislocated Workers	-	-	-	
· WIOA Grant - NDWG	37,231.45	289,419.00	252,187.55	87%
· WIOA Grant - Youth	-	-	-	
· WIOA Grant - Rapid Response	-	-	-	
Total	<u>37,231.45</u>	<u>289,419.00</u>	<u>252,187.55</u>	
WIOA Expenses				
· Board Salaries and Benefits	5,213.88	9,446.84	4,232.96	45%
· Salaries	17,391.50	43,321.43	25,929.93	60%
· Payroll Taxes	1,322.13	3,313.98	1,991.85	60%
· Fringes and Worker's Comp	410.37	5,859.02	5,448.65	93%
· Personnel Expenses	-	-	-	
· Audit	-	-	-	
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	(0.03)	-	0.03	0%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	-	-	-	
· Administration/Management Fees	4,309.50	5,966.97	1,657.47	28%
· 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	6,684.77	210,000.00	203,315.23	97%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	-	-	-	
· WEX 5% Mark-Up	-	-	-	
· Other Expenses	-	-	-	
· Indirect Costs	1,871.17	5,586.77	3,715.60	67%
· Unbudgeted Grant	-	-	-	
Total	<u>37,231.45</u>	<u>289,419.00</u>	<u>252,187.55</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 Ten Months Ending April 30, 2022

	Activity for July - Apr 2022	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	492,451.74	1,281,592.45	789,140.71	62%
· WIOA Grant - Response	-	-	-	
Total	<u>492,451.74</u>	<u>1,281,592.45</u>	<u>789,140.71</u>	
WIOA Expenses				
· Board Salaries and Benefits	17,867.41	16,781.66	(1,085.75)	
· Salaries	212,620.43	369,408.00	156,787.57	42%
· Payroll Taxes	15,535.64	31,208.00	15,672.36	50%
· Fringes and Worker's Comp	27,773.61	41,054.00	13,280.39	32%
· Personnel Expenses	9,417.92	20,148.00	10,730.08	53%
· Audit	206.76	1,410.00	1,203.24	85%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	2,431.56	9,974.67	7,543.11	76%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	3,967.28	15,187.00	11,219.72	74%
· Administration/Management Fees	49,670.17	61,710.91	12,040.74	20%
· Insurance	2,407.21	3,849.00	1,441.79	37%
· Outreach Expense	3,924.79	15,811.00	11,886.21	75%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	7.00	7.00	100%
· Rent	26,181.01	33,559.75	7,378.74	22%
· Client Supplies & Assessments	6,706.71	9,918.00	3,211.29	32%
· Supplies	2,740.25	5,443.00	2,702.75	50%
· Telephone Expense	4,561.88	6,657.00	2,095.12	31%
· Resource Sharing Allocation	5,708.69	11,197.00	5,488.31	49%
· Mileage & Travel Expenses	6,947.57	23,583.00	16,635.43	71%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	43,606.60	213,423.00	169,816.40	80%
· Instructional Training	6,205.50	80,949.00	74,743.50	92%
· Customer Support Service	9,166.08	147,803.00	138,636.92	94%
· Incumbent Worker Training	-	-	-	
· Individual Career Services	-	25,000.00	25,000.00	100%
· On The Job Training	882.56	25,839.00	24,956.44	97%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	3,505.00	28,363.00	24,858.00	88%
· WEX 5% Mark-Up	2,169.49	10,671.00	8,501.51	80%
· Other Expenses	-	-	-	
· Indirect Costs	28,247.62	55,186.42	26,938.80	49%
· Unobligated/Unbudgeted Grant	-	17,451.04	17,451.04	100%
Total	<u>492,451.74</u>	<u>1,281,592.45</u>	<u>789,140.71</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 Ten Months Ending April 30, 2022

	Activity for July - Apr 2022	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	135,752.23	303,532.48	167,780.25	55%
· WIOA Grant - Response	-	-	-	
Total	<u>135,752.23</u>	<u>303,532.48</u>	<u>167,780.25</u>	
WIOA Expenses				
· Board Salaries and Benefits	6,684.25	5,593.88	(1,090.37)	
· Salaries	64,092.21	105,568.00	41,475.79	39%
· Payroll Taxes	4,823.73	7,979.00	3,155.27	40%
· Fringes and Worker's Comp	7,514.08	10,506.00	2,991.92	28%
· Personnel Expenses	1,669.89	4,139.00	2,469.11	60%
· Audit	69.73	307.00	237.27	77%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	1,090.55	2,182.49	1,091.94	50%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	1,310.34	3,868.00	2,557.66	66%
· Administration/Management Fees	13,378.99	17,002.18	3,623.19	21%
· Insurance	701.57	839.00	137.43	16%
· Outreach Expense	1,221.07	4,203.00	2,981.93	71%
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	11,332.81	11,186.55	(146.26)	
· Client Supplies & Assessments	2,222.09	2,583.00	360.91	14%
· Supplies	1,516.72	1,194.00	(322.72)	
· Telephone Expense	849.36	1,512.00	662.64	44%
· Resource Sharing Allocation	1,837.01	2,777.00	939.99	34%
· Mileage & Travel Expenses	2,087.15	7,905.00	5,817.85	74%
· Conferences and Training	-	-	-	
· Participant Expenses				
· Work Experience	3,160.92	35,806.00	32,645.08	91%
· Instructional Training	-	-	-	
· Customer Support Service	1,240.00	40,618.00	39,378.00	97%
· Incumbent Worker Training	-	-	-	
· Individual Career Services	-	5,000.00	5,000.00	100%
· On The Job Training	-	3,200.00	3,200.00	100%
· Tuition	-	-	-	
· Other Participant Education	-	-	-	
· Incentives	175.00	6,758.00	6,583.00	97%
· WEX 5% Mark-Up	158.05	1,790.00	1,631.95	91%
· Other Expenses	-	-	-	
· Indirect Costs	8,616.71	15,198.33	6,581.62	43%
· Unobligated/Unbudgeted Grant	-	5,817.05	5,817.05	100%
Total	<u>135,752.23</u>	<u>303,532.48</u>	<u>167,780.25</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - Rapid Response
For the Life to Date Ending April 30, 2022
expires June 30, 2022

	Life to Date Activity	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	64,852.83	72,000.00	7,147.17	10%
Total	<u>64,852.83</u>	<u>72,000.00</u>	<u>7,147.17</u>	
WIOA Expenses				
· Board Salaries and Benefits	-	-	-	
· Salaries	37,753.58	37,753.58	-	
· Payroll Taxes	2,464.43	2,825.00	360.57	13%
· Fringes and Worker's Comp	1,565.57	4,553.42	2,987.85	66%
· Personnel Expenses	1,035.03	1,115.26	80.23	7%
· Audit	-	-	-	
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	412.42	554.00	141.58	26%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	7,696.37	7,696.37	-	0%
· Administration/Management Fees	-	-	-	
· Insurance	344.12	359.51	15.39	4%
· Outreach Expense	9,941.46	9,919.91	(21.55)	
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	-	-	-	
· Client Supplies & Assessments	-	-	-	
· Supplies	1,150.23	1,612.09	461.86	29%
· Telephone Expense	1,120.86	1,120.86	-	0%
· Resource Sharing Allocation	555.33	2,410.00	1,854.67	77%
· Mileage & Travel Expenses	813.43	2,080.00	1,266.57	61%
· 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	-	-	-	
· Unbudgeted Grant	-	-	-	
Total	<u>64,852.83</u>	<u>72,000.00</u>	<u>7,147.17</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Southeast Iowa Regional Planning Commission
WIOA Statement of Revenue and Expenses - One Stop Operator (OSO)
For the Ten Months Ending April 30, 2022

	Activity for July - Apr 2022	One Stop Operator Budget	Remaining Budget	
WIOA Grant Revenues				
· WIOA Grant - Administration	-	-	-	
· WIOA Grant - Transition Funding	-	-	-	
· WIOA Grant - Adult	20,036.61	33,294.00	13,257.39	40%
· WIOA Grant - Dislocated Workers	20,036.61	33,294.00	13,257.39	40%
· WIOA Grant - NDWG	-	-	-	
· WIOA Grant - Youth	20,036.63	33,294.00	13,257.37	40%
· WIOA Grant - Response	-	-	-	
Total	<u>60,109.85</u>	<u>99,882.00</u>	<u>39,772.15</u>	
WIOA Expenses				
· Board Salaries and Benefits	-	-	-	
· Salaries	38,921.10	63,100.00	24,178.90	38%
· Payroll Taxes	2,902.57	4,827.00	1,924.43	40%
· Fringes and Worker's Comp	4,594.18	7,239.00	2,644.82	37%
· Personnel Expenses	149.78	506.00	356.22	70%
· Audit	11.04	200.00	188.96	94%
· Fiscal Agent Costs	-	-	-	
· Contractual Expenses	85.60	107.00	21.40	20%
· Information Technology	-	-	-	
· Legal Expenses	-	-	-	
· Dues and Subscriptions	-	-	-	
· Equipment Under \$5,000	-	-	-	
· Administration/Management Fees	5,675.01	9,080.00	3,404.99	37%
· Insurance	296.88	557.00	260.12	47%
· Outreach Expense	-	-	-	
· Meeting Expenses	-	-	-	
· Postage and Printing	-	-	-	
· Rent	-	-	-	
· Client Supplies & Assessments	-	-	-	
· Supplies	119.70	420.00	300.30	72%
· Telephone Expense	525.69	900.00	374.31	42%
· Resource Sharing Allocation	-	-	-	
· Mileage & Travel Expenses	1,983.37	4,864.00	2,880.63	59%
· 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	4,844.93	8,082.00	3,237.07	40%
· Unbudgeted Grant	-	-	-	
Total	<u>60,109.85</u>	<u>99,882.00</u>	<u>39,772.15</u>	
Net	<u>-</u>	<u>-</u>	<u>-</u>	

Monitoring Reports

Service Provider Monitoring

Program Year 2021-2022

Date: May 12, 2022

Type of Monitoring: Monitoring Equus' Insurance Line Item for Adult, Dislocated Worker, Youth in School, and Youth out of School

Monitors: Susan Coffey and Lori Gilpin

Activities Monitored

1. January 2022 Adult, Dislocated Workers, Youth in School, and Youth out of School Insurance Line Item

On February 22, 2022, we requested the Insurance Policy and Calculations for the Adult, Dislocated Workers, Youth in School, and Youth out of School for the Insurance Line Item listed on Equus' January Adult, Dislocated Workers and Youth in School and Youth out of School invoices.

Systems Monitored: Insurance Policy and Calculations for each of the programs mentioned above.

Identification of Best Practices (if applicable)

Received a spreadsheet that Equus' sends to Cheryl and Kendra that shows the amount they pay for that month along with Certificate of Liability Insurance.

Monitoring Findings (if applicable)

Equus does not get monthly/annual Insurance Invoices, stating they are self-insured and premiums are paid up front. The spreadsheets they provided show the amount they are charged and how they allocate it to the invoices by the total hours of that program for that month. We did not receive any actual invoices to show the amount that was charged to them, just the spreadsheets they provided to us.

Recommended Action

Provide monthly/annual invoices to show how much the insurance total is and how it is divided between all the programs.

Equus Response

As a wholly owned subsidiary, Equus is included in the general and liability policies of the entire company, and at the beginning of each fiscal year, an assessment is performed of prior loss history, open claims, estimation of future claims, and other insurance related

expenses for BrightSpring Health Services to arrive at a percentage rate utilized to allocated insurance costs.

Areas of Concerns

There are no outside invoices from the insurance company to show the amounts Equus is billed.

Final Recommendations

Monthly/annual invoices to show how much the insurance total for that month, then they can use their spreadsheets they provided to determine how they charge each program.

Service Provider Monitoring

Program Year 2021-2022

Date: May 12, 2022

Type of Monitoring: Monitoring Equus' Dislocated Worker Support Services Line Item

Activities Monitored

1. February 2022 Dislocated Worker, Support Services Line Item

February 22, 2022, we requested Support Services Information and Calculations for the Dislocated Worker Invoice Support Services Line Item listed on Equus' February 2022 invoice.

Systems Monitored: Support Service Vouchers and proof of payment for that service.

Identification of Best Practices

Received a spreadsheet from Cheryl and Kendra that shows the Participant's Name and amount they received to help them to attend school along with Participant's Support Service Voucher showing amount, approval and proof of payment. The spreadsheet shows the type of support services each participant received that equals the amount listed on the Dislocated February Invoice under Support Services.

Monitoring Findings

None, Equus provided everything I requested and everything equals out to the Equus February Invoice.

Recommended Corrective Action

None

Equus Corrective Action Plan

None

Areas of Concerns

None

Final Recommendations

None

Budget Transfer Request

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

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

GRANT PERIOD:
6/1/2022 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	Modified Budget	New Budget total	Rationale:	
Administration:					
60110-60190 exclude 60150	Salaries	\$ 369,408.00	(85,000.00)	284,408.00	Transfer to Reimbursable Equipment to purchase Headsets
60310-60330	Payroll Taxes	\$ 31,208.00	-	31,208.00	
60610-60650	Fringes and WorkComp	\$ 41,054.00	-	41,054.00	
	Total Personnel Expenses	\$ 441,670.00	(85,000.00)	356,670.00	
Operating Expenses:					
60850	Mileage & Travel	\$ 23,583.00	-	23,583.00	
62115	Telephone & Cell Phones	\$ 6,657.00	-	6,657.00	
65570	Postage	\$ 7.00	-	7.00	
63110	Client Supplies & Assessments	\$ 9,918.00	-	9,918.00	
63130	Office Supplies(includes PPE)	\$ 5,443.00	-	5,443.00	
62830	Out Reach & Public Relations	\$ 15,811.00	-	15,811.00	
62860	Job Fairs		-	-	
65610	Reimbursable Equipment	\$ 15,187.00	85,000.00	100,187.00	Transfer from Salaries to purchas headsets.
62510-62520	Resource Sharing Allocation	\$ 11,197.00	-	11,197.00	
61745	Insurance	\$ 3,849.00	-	3,849.00	
64120	Business Taxes & Licenses		-	-	
65120	Annual Audit	\$ 1,410.00	-	1,410.00	
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 20,148.00	-	20,148.00	
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 9,974.67	-	9,974.67	
	Subtotal Personnel & Operating expenses	\$ 564,854.67	\$ -	\$ 564,854.67	
9.77%	Indirect Cost	\$ 55,186.43	-	55,186.43	
	Management Fee	\$ 61,710.91	-	61,710.91	
	Total Operating expenses	\$ 681,752.01	\$ -	\$ 681,752.01	
Participant Expenses					
65602, 65603	Work Experience	\$ 213,423.00	-	213,423.00	
67408	Instructional Training	\$ 80,949.00	-	80,949.00	
67412	Customer Support service	\$ 147,803.00	-	147,803.00	
	Individual Career Services	\$ 25,000.00	-	25,000.00	
67422	On The Job Training	\$ 25,839.00	-	25,839.00	
67418, 67420	Client Awards / Incentives	\$ 28,363.00	-	28,363.00	
	Total Participant Expenses	\$ 521,377.00	-	521,377.00	
	5% WEX Markup	\$ 10,671.00	-	10,671.00	
	Total	\$ 1,213,800.01	\$ -	\$ 1,213,800.01	
	Total WIOA YOUTH OSY GRANT COST	\$ 1,213,800.01	-	1,213,800.01	

Support Services Policy



Mississippi Valley Workforce Development Board

Support Services Policy

Approved Date: August 23, 2021

Effective Date: August 23, 2021

Amended Date: April 25, 2022

A. Purpose

To provide MVWA contractors of WIOA, Adult, Dislocated Worker and Youth with guidelines and restrictions on supportive services.

B. Background

1. Support services are available to WIOA Adult, Dislocated Workers, and Youth who meet WIOA eligibility requirements as described below.
2. As WIOA programs are not an entitlement, supportive service payments are made on a case-by-case basis only when determined necessary and allowable.
3. Due to funding limitations, WIOA supportive services are always the last resort.
4. All other sources of funding must be sought first and documented to avoid duplication of services.
5. All attempts to find other supportive service funding and the reasons for needing WIOA funding must be documented in the state case management system.
6. Potential sources for other funding may include state-funded sources, Pell Grants, or Trade Adjustment Assistance (TAA).

C. Eligibility

1. Supportive services, including needs-related payments, may only be provided to participants who:
 - a. Are participating in Career services or Training services approved by WIOA Title I.
 - b. Are unable to obtain supportive services via their support network or through other programs including community agencies that provide these services; and
 - c. Require those services to enable him/her to participate in WIOA Title I activities.
2. A review of the Adult, Dislocated Worker participant's budget shall be completed to determine need. Details of the budget will be provided into the state case management system. In all cases, staff must review service notes prior to making any supportive service payments to avoid duplicate payments from multiple sources and to ensure the participant has not exceeded any limits set forth in this policy.
3. The supportive service(s) must be necessary for the customer to achieve the goals outlined in their Employment Plan (EP).
4. The Comprehensive and Affiliate Job Centers must keep an up-to-date listing of available community resources (paper and/or electronic) and make available to participants prior to any

WIOA payment for supportive services. Providing information about the availability of, and referrals to, alternate supportive services sources is required by 20 CRF 678.430 (a) (9).

Support Payments

A. Overview

1. The MVWA has a per participant support cap maximum of \$6,000.00 per program year.
2. The board has a 60-day limit for supportive services after a customer completes training or is no longer participating in an approved WIOA activity, excluding Youth participants.
3. Youth participants are provided support services through follow-up.
4. Following are the allowable types of Support Service Payments and a description of each. Payments may be made directly to vendors on behalf of a participant, or as a reimbursement to the individual unless otherwise noted below.

B. Clothing (CHG)

1. Payments for items such as clothes and shoes that are necessary for participation in WIOA Title 1 activities, including interviewing, employment or work experience are allowable.
2. Items such as uniforms and safety equipment are generally allowable.
3. Maximum expenditure is \$300.00 per activity.

C. Dependent Care (DPC)

1. The costs of dependent care from licensed daycare providers or from private sources agreed upon by the participant are an allowable expense.
2. Dependent care assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been linked to an activity.
3. Dependent care includes child or adult care for which the participant would normally be responsible.
4. If an unemployed parent of the child resides in the home, no childcare support will be provided.
5. DPC payments are paid directly to the participant after verification by the case manager.
6. The case manager will verify:
 - a. the childcare provider form identifying the person(s) for whom they are providing care,
 - b. the provider is not being paid by other sources (or verification of participant co-pay),
 - c. documentation of the days/hours the care is provided, and the attendance/progress form from the training provider verifying that the childcare is necessary.
7. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, childcare assistance through DHS/Promise Jobs.
8. A maximum of ~~\$2.50~~ \$4 hour per person or the rate of the provider, whichever is less. ~~\$20~~ \$40 a day maximum per person or ~~\$35~~ \$70 a day maximum for family.
9. Maximum expenditure per participant is ~~\$1000.00~~ \$2500 per program year.

D. Educational Assistance (EST)

1. Assistance with books, fees, school supplies, laptops, internet access, and other necessary items

The maximum rate of payment by age of child and type of provider for a half-day of care is shown in the tables that follow:

Age Group	No Quality Rating		Quality Rating 1 Or 2		Quality Rating 3 Or 4		Quality Rating 5	
	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs
Infant And Toddler	\$19.30	\$51.94	\$20.50	\$51.94	\$21.50	\$51.94	\$23.21	\$51.94
Preschool	\$17.00	\$30.43	\$18.00	\$30.43	\$18.98	\$30.43	\$20.00	\$30.43
School Age	\$13.50	\$30.34	\$14.75	\$30.34	\$15.00	\$30.34	\$16.00	\$30.34

Age Group	No Quality Rating		Quality Rating 1 Or 2		Quality Rating 3 Or 4		Quality Rating 5	
	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs
Infant And Toddler	\$12.98	\$19.47	\$13.50	\$20.25	\$13.75	\$20.63	\$14.00	\$21.00
Preschool	\$12.50	\$18.75	\$12.75	\$19.13	\$13.00	\$19.50	\$13.75	\$20.63
School Age	\$10.82	\$16.23	\$11.25	\$16.88	\$12.00	\$18.00	\$12.50	\$18.75

Age Group	No Quality Rating		Quality Rating 1 Or 2		Quality Rating 3 Or 4		Quality Rating 5	
	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs	Basic	Special Needs
Infant and Toddler	\$14.00	\$21.00	\$14.50	\$21.75	\$15.00	\$22.50	\$15.25	\$22.88
Preschool	\$13.75	\$20.63	\$14.50	\$21.75	\$14.75	\$22.13	\$15.00	\$22.50
School Age	\$11.25	\$16.88	\$12.50	\$18.75	\$13.00	\$19.50	\$14.50	\$21.75

Commented [LR1]: Revision 1 – These revisions are requested to get amount reflective of current costs – these were originally created around 2015. Using DHS provider rates as a comparison.

for students enrolled in high school, alternative high school, high school equivalent, or post-secondary education classes are allowable.

Commented [LR2]: Revision 2 - Assistance was previously only provided for those enrolled in postsecondary education classes – this revision expands assistance to cover eligible participants enrolled in hi-Set, high school completion, alternative high school all secondary school options – enabling us to better serve broader range of participant needs as it relates to educational assistance

2. In the event a program participant has been awarded a Pell Grant, the Pell Grant must be applied against the cost of allowable educational expenses before WIOA funds are utilized.
3. Participants that need laptops, internet service, and other supportive services must provide written documentation from the training site indicating the need for these services.
4. The laptop may be retained by the participant after the completion of training and will only be provided one time per participant-program year.
5. Services for internet are limited to the time that the individual is in a training activity.
6. Maximum expenditure is \$1500.00 per program year.

E. Educational Testing (EDT)

7. Assistance with educational testing required for participation in WIOA Title 1 activities is allowable.
8. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing.
9. If required for employment, the costs for licenses and application fees are allowable, examples include nursing boards.
10. Maximum expenditure is \$450.00 per participant-program year.

F. Health Care (HLC)

1. Health care assistance can be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, or if it is a requirement of an educational program.
2. Allowable expenses include but are not limited to:
 - a. physical exams,
 - b. drug tests, and
 - c. co- pays for prescription drugs.
3. This supportive service should be used only when there are no other resources available to the participant.
4. Maximum expenditure is \$300.00 per participant-program year.

G. Services for Individuals with Disabilities (SID)

1. The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity are allowable.
2. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements.
3. Maximum expenditure is \$1000.00 per participant-program year.

H. Transportation (TRN)

1. The cost of transportation necessary to participate in WIOA Title 1 activities and services, including job searching and job interviews, is allowable.

Commented [LR3]: Revision 3 - This revision has been requested to include ride share in covered transportation and increase reimbursements for Title I participants' transportation costs associated with getting to and from covered job seeking and/or employment activities.

2. Assistance can consist of:
 - a. Per mile reimbursement,
 - b. fuel purchase orders,
 - c. ride share and
 - d. bus and/or taxi passes.
 - e. Bicycle purchases capped at \$250.
3. Bus passes must not be provided for more than 30 days in advance, 1-day bus passes are also allowable.
4. Transportation expenses must be supported with a map from a web mapping service.
5. Daily travel reimbursements are limited to one round trip per day per activity, capped at \$23.00 per day.
6. Maximum mile reimbursement is \$0.23/mile.
7. Maximum amount per participant is \$2880.00 per program year paid directly to the individual.

Commented [LR4]: Added ride share as previously not covered – limited bus routes/times of bus travel offered makes ride share an option that can better support our participants

Commented [LR5]: Can committee consider looking at the cost of a quality bike – one that might take someone to and from work on a regular basis – and see if we can raise this cap amount?

Commented [LR6]: Can committee consider raising this to reflect any changes made in maximum mile reimbursement

Commented [LR7]: Can committee consider raising this to federal re-imbusement or consider % increase to reflect inflation effects

I. Housing/Rent/Utilities

1. The participant must indicate a need and sign an applicant statement requesting the assistance.
2. Deposits are not allowable since the amount may be reimbursed to a participant at a later date.
3. Payment of late fees or interest fees or charges associated with payments not made on time are not allowable.
4. Required documentation for payment includes a copy of a signed lease with the participant's signature and monthly amount due or proof of a mortgage in the participants name. and a notice of late payment from the landlord.
5. If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.
6. Payments will be based on actual rent expense minus any subsidies.
7. Rent or mortgage assistance is limited to one time per household per program year.
 - a. Maximum for rent \$850, maximum for mortgage \$1,000.
8. Utilities are allowed up to \$500 per program year and must be supported by actual bills.

Commented [LR8]: Revision 4 – originally this policy limited ability to pay for principal + interest fees that comprise a mortgage payment – clarification here to establish the specific type of interest fees that are not allowable; those associated with a late payment.

Commented [LR9]: Revision 5 - We want to get this paid before it's late – this also gets rid of late fees. If we are requiring notice of late payment, we are requiring participants to wait when we can address the issue before this is issued/sent/received.

J. Car Repairs/Insurance

1. Vehicle repair costs may be provided but must be directly linked to an allowable activity.
2. Required documentation includes:
 - a. copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle;
 - b. proof of car insurance.
3. No cosmetic repairs will be paid using WIOA funds.
4. Vehicle insurance premiums for up to 6 months are also an allowable expense and is a one-time only payment. Two quotes for repairs are required unless the vehicle has to be towed.
5. The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid.
6. Maximum per participant is \$1,000 per program year.

K. Tools or Equipment

1. The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training.
2. The participant must submit documentation from the employer or training institute that the items are required.
3. The maximum amount per participant is \$500 per enrollment.

L. Employment Related Expenses

1. Employment related expenses include various fees not covered in other categories that are related to education and/or employment, including licensing, bonding, background checks for work-based learning, and application fees.
2. The cost of required identification documents for education or employment is allowed.
3. The cost of a laptop for a participant doing a remote work-based learning activity is allowed.
4. The maximum amount per participant is \$500 per enrollment.

M. Supported Employment and Training (SET)

1. Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-to-one instruction and with the support necessary to enable them to complete occupational skill training and/or obtain and retain competitive employment.
2. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. An example of SET use in conjunction with an occupational skills training would be hiring a tutor to assist with classes.
3. SET may be conducted in conjunction with experiential learning activities. An example of SET use in this situation would be the hiring of a job coach to assist an individual who has been placed in competitive employment.
4. The length of a Supported Employment and Training contract may not exceed six months per enrollment.
5. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services.

Needs Related Payments

A. Overview

1. Needs Related Payments (NRP) are cash payments to WIOA participants for general living expenses to enable them to continue and succeed in the WIOA Program.
2. Needs-related supportive services must be approved by the WIOA Project Director and paid directly to the participant.
3. The maximum for a Need Related Payment per participant is \$500 per program year.
4. NPR's are one of the supportive services authorized by WIOA.
5. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.
6. NRPs are available for the following fund sources:

- a. Adult,
- b. Dislocated Worker,
- c. Out-of-School Youth, and
- d. In-School Youth.

B. Adult Eligibility

- 1. Participants enrolled in the Adult program must meet the following criteria to receive needs-related payments:
 - a. Be unemployed,
 - b. Not qualify for, or have ceased qualifying for, unemployment compensation,
 - c. Be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.

C. Dislocated Worker Eligibility

- 1. Participants enrolled in the Dislocated Worker program must meet the following criteria to receive needs-related payments:
 - a. Be unemployed, and
 - b. Have ceased to qualify for unemployment compensation or Trade Readjustment Allowance, and;
 - c. Be enrolled in a program of training services under WIOA Title I by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
 - d. Be unemployed and not qualify for unemployment compensation or Trade Readjustment Allowance (TRA) under TAA and be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.
- 2. For dislocated workers, payments must not exceed the greater of either of the following levels:
 - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff.
 - c. The weekly payment level must be adjusted to reflect changes in total family income, as determined by Local WDB policies.
 - d. At least quarterly, the amount of family income must be reviewed to determine if adjustments must be made in the amount of NRP payments.

D. Youth Eligibility

- 1. Participants enrolled in the Youth program must meet the following criteria to receive needs-related payments:
 - a. Be unemployed
 - b. Not qualify for, or have ceased qualifying for unemployment compensation.

E. Approval of Support Payments

1. A WIOA Project Director and/or Operations Supervisor in each center will be responsible for reviewing and approving support payment request for WIOA Adults, Dislocated Workers, and Youth to ensure all WIOA requirements have been met, and the request is appropriate and to ensure sufficient funds are available.
2. In the event that any supportive service not previously outlined in this policy is requested or requires more than the allowable maximum amount or cap, as stated in policy a waiver may be submitted to the board Executive Director. In consultation with the appropriate committee chairs and authorization to exceed the maximum will be awarded on a case-by-case basis. Proper justification must be outlined on the waiver. Written justification from the customer is required prior to making the payment.

Commented [LR10]: Revision 6 – adding this best practice language to all policies where exemptions are needed.

F. Related Information

N/A

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

Work Experience Expenditures

From: [Susan Coffey](#)
To: [Miranda Swafford](#); [Lori Gilpin](#)
Cc: [Lori Bassow](#); d Duke@carlanelsonco.com; [Liz Rodriguez](#); [Jack Willey](#); [Kendra Schaapveld](#); [Mike Norris](#)
Subject: RE: WEP Requirement
Date: Wednesday, May 11, 2022 2:10:12 PM
Attachments: [image001.jpg](#)

Miranda,

Per your request, the WEP expenditures will be corrected on the next FSR that is due May 20, 2022 by moving the WEP Expenditures from PY21 to PY20. Since I am moving the WEP Expenditures from PY21 to PY20 to meet the required 20% WEP expenditures. We want to make sure that you and the board and Equus understands they will have to meet the required 20% WEP expenditures on the PY21 Budget amount of \$1,214,335.00 by the next fiscal year ending June 30, 2023, the 20% WEP required for that amount is \$242,867.00.

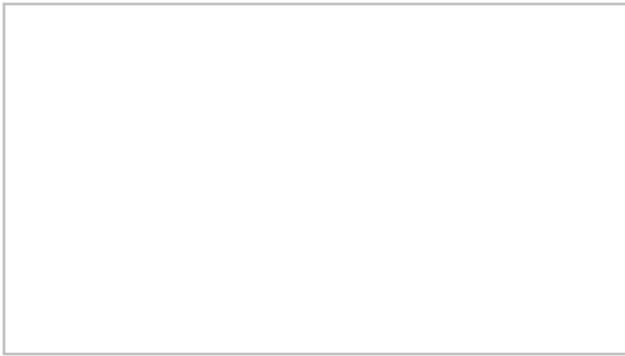
The 20% WEP number I report on my spreadsheet every month in the Fiscal meetings comes from the total amount of invoices expended to date. The invoices are comprised of Equus, Lease, and Board Salaries. When Equus submits their invoices each month, they may show that they are meeting the 20% WEP, but when you add the Lease and Board Salaries invoices, they do not.

If you have any questions, please do not hesitate to contact me by phone at (319) 753-4302, or e-mail at scoffey@seirpc.com.

Thank you,

Susan Coffey
SEIRPC
211 N. Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-4302
(319) 754-4763 (FAX)

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“I feel I’ve had a consistent career, but I could only be as good as the team.”

- Ken Anderson

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Wednesday, May 11, 2022 11:28 AM
To: Susan Coffey <SCoffey@seirpc.com>; Lori Gilpin <LGilpin@seirpc.com>
Cc: Lori Bassow <lbassow@sterilite.com>; dduke@carlanelsonco.com; Liz Rodriguez <associate@mississippivalleyworkforce.org>; Jack Willey <jcbos@co.jackson.ia.us>
Subject: RE: WEP Requirement

Susan,

The board needs confirmation that the WEP expenditures have been corrected and reported accurately, I am not sure what types of reports you can pull or have access to in the TM1 system to provide this to the board. If these are not corrected properly the board would not meet the 20% federal mandatory requirement for 2 consecutive years. The board also had \$32,000 recaptured last year due to expenditures not being FIFO’d and is another red mark against the board.

Once documentation confirming these changes has been received the board will consult with IWD to ensure everything is good moving forward.

We are looking for confirmation of the following changes:

“Currently you have 12,825.51 allocated to PY21 WEP that needs to be transferred to PY20 carryover WEP, everything has to be FIFO’d. So the 13,636.52 that Equus billed in April (invoice was just received today) will also need to be allocated to the PY20 carryover. This will leave 4514.26 from the May invoice that will need to be allocated to the PY20 carryover for Equus to meet the 20% requirement for PY20. In May the excess WEP expenditures will then flow over to the PY21 stream.”

PY20 Carryover Shortfall	30976.29
Correction	12825.51
New April Invoice	13636.52
Allocate from May	

Invoice 4514.26
total 30976.29

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



www.mississippivalleyworkforce.org

www.iowaworks.gov

Phone: 1-844-967-5365

Cell: 319-759-8980

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From: Susan Coffey <SCoffey@seirpc.com>

Sent: Wednesday, May 11, 2022 10:55 AM

To: Miranda Swafford <director@mississippivalleyworkforce.org>; Lori Gilpin <LGilpin@seirpc.com>

Subject: RE: WEP Requirement

Miranda,

What kind of response are you looking from me, my approval, yes I will complete this, not sure what you are looking for.

Thank you,

Susan Coffey
SEIRPC
211 N. Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-4302
(319) 754-4763 (FAX)

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“I feel I’ve had a consistent career, but I could only be as good as the team.”

- Ken Anderson

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Wednesday, May 11, 2022 9:04 AM
To: Susan Coffey <SCoffey@seirpc.com>; Lori Gilpin <LGilpin@seirpc.com>
Subject: RE: WEP Requirement

I already received this breakdown from IWD and only need a response to the email sent to you after this one that includes the spreadsheet.

Thanks

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



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From: Susan Coffey <SCoffey@seirpc.com>
Sent: Wednesday, May 11, 2022 9:02 AM
To: Miranda Swafford <director@mississippivalleyworkforce.org>; Lori Gilpin <LGilpin@seirpc.com>

Subject: RE: WEP Requirement

Miranda,

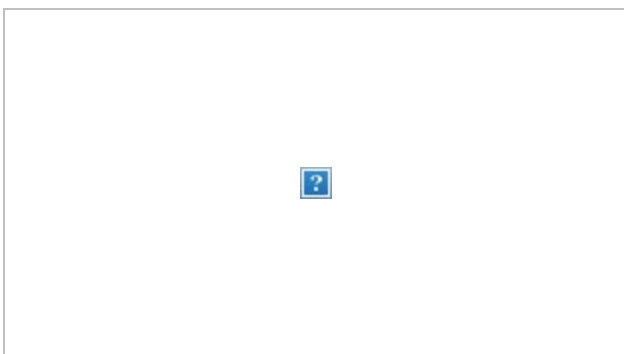
I am confused by the numbers you have given me, can you please send me your spreadsheets that IWD sent you?

If you have any questions, please do not hesitate to contact me by phone at (319) 753-4302, or e-mail at scoffey@seirpc.com.

Thank you,

Susan Coffey
SEIRPC
211 N. Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-4302
(319) 754-4763 (FAX)

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"I feel I've had a consistent career, but I could only be as good as the team."

- Ken Anderson

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Tuesday, May 10, 2022 11:22 AM
To: Lori Gilpin <LGilpin@seirpc.com>; Susan Coffey <SCoffey@seirpc.com>
Subject: WEP Requirement

Good morning,

ON the July Equus invoice last year they reported a total of \$68,957.80 for the period of (July 1, 2020

– June 30, 2021) in WEP expenditures. I need to know how much of this was allocated to PY19 carryover funding and how much was allocated to PY20 funding as soon as possible. We received a spreadsheet for a Youth technical assistance session for WEP from IWD and the numbers are not adding up.

Thank you

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



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From: [Lori Bassow](#)
To: [Miranda Swafford](#)
Subject: RE: Work Experience Expenditures
Date: Monday, May 2, 2022 9:46:43 AM
Attachments: [image003.jpg](#)
[image005.png](#)
[SteriliteSignature_7694aa6c-b75b-4649-9df3-69a02cad247c1.png](#)

Hi Miranda, please add this to the Finance Committee packet – they need to see the issues...



Lori Bassow | Human Resources Manager

Sterilite Corporation, 2021 Slopertown Road, Davenport, IA, 52806

T: 1-563-232-5116 x79110 | lbassow@sterilite.com

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Monday, May 2, 2022 9:23 AM
To: Susan Coffey <SCoffey@seirpc.com>; Lori Gilpin <LGilpin@seirpc.com>
Cc: kendra.schaapveld@iwd.iowa.gov; Lori Bassow <lbassow@sterilite.com>; Elizabeth Rodriguez <associate@mississippivalleyworkforce.org>; dduke@carlanelsonco.com
Subject: RE: Work Experience Expenditures

Warning - This message originated from a source outside Sterilite. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Thanks Susan. I have reviewed the different invoices and am having Kendra look into the differences.

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



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From: Susan Coffey <SCoffey@seirpc.com>
Sent: Sunday, May 1, 2022 10:42 AM
To: Miranda Swafford <director@mississippivalleyworkforce.org>; Lori Gilpin <LGilpin@seirpc.com>

Cc: kendra.schaapveld@iwd.iowa.gov; Lori Bassow <lbassow@sterilite.com>; Elizabeth Rodriguez <associate@mississippivalleyworkforce.org>; dduke@carlanelsonco.com

Subject: Re: Work Experience Expenditures

I do not match the the Equus Youth Combined, I just match the Equus Youth Out of School and Equus Youth In School individual invoices and report that on my Youth Combined spreadsheet.

Susan Coffey
SEIRPC

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Friday, April 29, 2022 4:23:10 PM
To: Susan Coffey <SCoffey@seirpc.com>; Lori Gilpin <LGilpin@seirpc.com>
Cc: kendra.schaapveld@iwd.iowa.gov <kendra.schaapveld@iwd.iowa.gov>; Lori Bassow <lbassow@sterilite.com>; Elizabeth Rodriguez <associate@mississippivalleyworkforce.org>; dduke@carlanelsonco.com <dduke@carlanelsonco.com>
Subject: RE: Work Experience Expenditures

Hi Susan,

So you are saying next month both will match? Your report says \$95,743.07 and the invoice I have from Equus Youth combined says \$95,824.62, unless I do not have the latest invoice version. After some further information from Equus about the error in February I am seeing where the MEMO numbers came from. Thank you for the clarification so we can try to address the 20% WEP requirement before the end of PY21!

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



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From: Susan Coffey <SCoffey@seirpc.com>

Sent: Friday, April 29, 2022 12:44 PM

To: Miranda Swafford <director@mississippivalleyworkforce.org>; Lori Gilpin <LGilpin@seirpc.com>

Cc: kendra.schaapveld@iwd.iowa.gov; Lori Bassow <lbassow@sterilite.com>; Elizabeth Rodriguez <associate@mississippivalleyworkforce.org>; dduke@carlanelsonco.com

Subject: RE: Work Experience Expenditures

Miranda,

For my reports I took the numbers right off of Equus' invoice, but I started my own spreadsheet so it would make it easier for me when I complete the FSR, when I did put my spreadsheet together, I realized that the Youth Out of School WEP numbers were off. I e-mailed Cheryl on 4/14/2022, which you were copies on this e-mail to let her know the numbers were off. She replied back and said she would fix them. So when you look on last month's numbers that I provided they were from Equus' invoices, and this month's and moving forward will be from my spreadsheet and will make sure Equus matches them.

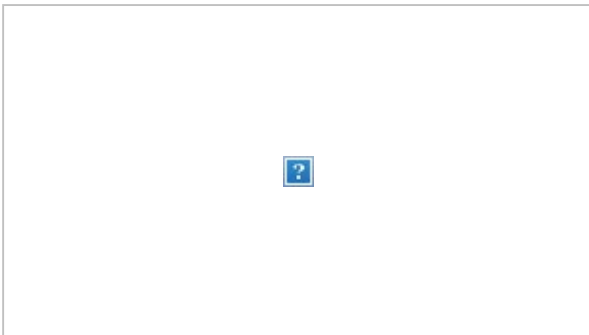
I have attached a copy of my spreadsheet to show these figures.

If you have any questions, please do not hesitate to contact me by phone at (319) 753-4302, or e-mail at scoffey@seirpc.com.

Thank you,

Susan Coffey
SEIRPC
211 N. Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-4302
(319) 754-4763 (FAX)

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"I feel I've had a consistent career, but I could only be as good as the team."

- Ken Anderson

From: Miranda Swafford <director@mississippivalleyworkforce.org>
Sent: Friday, April 29, 2022 11:48 AM
To: Lori Gilpin <LGilpin@seirpc.com>; Susan Coffey <SCoffey@seirpc.com>
Cc: kendra.schaapveld@iwd.iowa.gov; Lori Bassow <lbassow@sterilite.com>; Elizabeth Rodriguez <associate@mississippivalleyworkforce.org>; dduke@carlanelsonco.com
Subject: Work Experience Expenditures

Good afternoon,

I have some questions regarding the calculation of the work experience requirement. Up until this last MEMO Equus was reported meeting the 20% WEP requirement.

Fiscal Agent	February MEMO	March MEMO	April MEMO		
Drawn Amount to date	\$349,695.06	450,710.21	552,148.44		
Work Experience Expended by Equus	\$76,327.06	94,624.87	95,743.07		
Work Experience Required	\$69,939.01	90,142.04	110,429.69		
Reported Work Experience 20% Met	Yes	Yes	No		
		Feb-March Increase	March- April	Total Increase	
Total Increase of WEP From Feb - April		\$18,297.81	1,118.20	\$19,416.01	
	Jan Invoice	Feb Invoice	March Invoice		
Equus reported WEP expenditures	76583.32	85881.13	95824.62		

Note that SEIRPC MEMO's follow the month after the invoice.

According to the SEIRPC MEMO from March to April there was only an increase in work experience expenditures of \$1,118.20. Equus March Invoice that should be represented in the April MEMO shows work experience expenditures in the amount of \$10,118.49. Which would make Work Experience expended by Equus \$104,743.36 and at a percentage of 19% if SEIRPC's March MEMO numbers was correct.

However, Equus only reports a total of \$95,824.62 for work experience expenditures and last month reported total of \$85,706.13 that would have been reflected on the March MEMO. I am unsure of why the numbers reported from Equus do not match the numbers on the MEMO. To date no other work experience expenditures have been reported. Moving forward though we will have a line item on board staff timesheets representing time billed to work experience as well.

Please let me know if I am missing something in my calculations.
 Thank you for the clarifications.

Sincerely,
 Miranda Swafford, MPA
 Executive Director
 Mississippi Valley Workforce Development Board



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Phone: 1-844-967-5365

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Draft Admin Budget

Draft Admin Budget Narrative

PY22 (July 1, 2022 – June 30, 2023)

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

Fiscal Agent - The CEOs approved a rate of \$59,796.00 with Central Iowa Juvenile Detention Center to perform the Fiscal Agent functions for a 13-month contract. The 12-month cost budgeted in PY22 is \$55,196.31.

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, Squarespace, Zoom subscriptions, DocoSign, Adobe, Microsoft 365 Business, DoodlePoll, Dropbox, IT support and mobile internet.

Legal Expenses - Fees associated with the review of contracts, agreements, and other legal documents.

Dues and Subscriptions - Dues and Subscriptions– This includes memberships to all of the 13 Chambers of Commerce throughout the 8-county area, National Association of Workforce Boards (NAWB), National Association of Workforce Development Professionals (NAWDP), the United States Workforce Alliance and other workforce related organizations.

Equipment Under \$5,000 - Purchase of computer, printers, monitors, other office equipment, and items with a serial number.

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

Outreach - Costs for radio ads, 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 are covered under this line item.

Meeting Expenses - Fees for regularly scheduled workforce meetings including the cost of facilities, presenters, printing, supplies etc. Regular meetings can include but are not limited to CEOs, board, committees, core partner meetings or in-service days.

Postage and Printing - Cost of printing materials for meetings and record keeping purposes, along with brochures and other outreach material. Printing of board manuals and IowaWORKS resource guides are also covered. Monthly HP instant ink included for board staff printers.

Rent - None identified at this time.

Supplies - Office supplies including binders, paper, pens, etc.

Telephone - Cost of a 1-800 board phone number that provides a professional messaging and options that direct to staff cell phones and centers. Cost of monthly cell for stipend for board staff (3 staff, \$60 a month X 12).

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, USWA, NAJA, NAWB conferences and other related workforce related events. Travel within the MVWA for board staff and board members is also covered for board related activities. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at \$0.58.5.

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

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

Unobligated Funds – Other funds that have not been budgeted at this time.

**Mississippi Valley Workforce Development Board
Draft PY22 Admin Budget
July 1, 2022 - June 30, 2023**

Approved mm/dd/yyyy

Estimated Income Stream

FY22 Carryover	303,755.00
PY22/FY23	200,000.00
Total Admin	503,755.00

Expense	PY21 Budget	PY22 Budget	
Board Staff	156,628.78	195,000.00	Need final PY22 staff salaries to insert
Fiscal Agent	72,500.00	<u>55,196.31</u>	
Professional Fees	3,000.00	3,000.00	
Information Technology	4,300.00	6,000.00	
Legal Expenses	2,000.00	2,000.00	
Dues and Subscriptions	10,000.00	7,500.00	
Equipment Under \$5,000	7,000.00	5,000.00	
Insurance	2,200.00	2,500.00	
Outreach	15,000.00	15,000.00	
Meeting Expenses	2,500.00	4,000.00	
Postage and Printing	7,000.00	4,000.00	
Rent	1,470.00	0.00	
Supplies	2,500.00	2,500.00	
Telephone	240.00	2,500.00	
Mileage and Travel	27,000.00	30,000.00	
Conferences and Trainings	15,000.00	15,000.00	
Special Initiatives	15,000.00	15,000.00	
Unobligated Funds	133,109.58	139,558.69	
Total	476,448.36	503,755.00	