



Workforce Alliance (WA) Local Workforce Development Board (LWDB)

Executive Committee Meeting Agenda

Wichita Workforce Center, 2021 N. Amidon, Suite 1100

OR

Zoom: <https://us02web.zoom.us/j/82676373792>

Wednesday, June 14, 2023

11:30 a.m. – 1:00 p.m.

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1. **Welcome and Introductions:** Melissa Musgrave (11:30)
 2. **U.S. Department of Agriculture’s Supplemental Nutrition Assistance Program Education and Training (SNAP E&T):** Denise Houston (11:35) (pp. 2-8)
The Workforce Alliance is developing a pilot SNAP Employment and Training project (SNAP: AKA food stamps) in partnership with the Department of Children and Families (DCF), the United States Department of Agriculture and a number of local partners.
Recommended Action: Approve agreement with DCF to implement SNAP E&T pilot project.
 3. **Program Year 2022 (PY22) Budget Review and Program Year 2023 (PY23) Budget Presentation:** Keith Lawing (11:50) (pp. 9-15)
The budget for the current program year will be reviewed and the proposed budget for Program Year 2023 will be presented.
Recommended Action: Approve the proposed budget and recommend adoption to the Chief Elected Officials Board (CEOB), with authorization for staff to adjust once final carry over funding is known.
 4. **2023-2025 Workforce Alliance Strategic Plan Report:** Keith Lawing (12:05) (p. 16)
The Executive Committee will be given the opportunity to review and comment on the draft strategic plan in advance of the full Board meeting.
Recommended Action: Take appropriate action.
 5. **Brookings Institution Growth Intermediary Opportunity:** Keith Lawing (12:15) (pp. 17-18)
[Brookings Metro](#) and the [Center for Economic Inclusion](#) are launching a Growth Intermediary Practitioner Network in 2023. This 18-month collaborative learning Network seeks both to learn from and inform the work of Growth Intermediaries in up to eight regions.
Recommended Action: Take appropriate action.
 6. **Consent Agenda:** Keith Lawing (12:30)
 - A. Approval of Meeting Minutes for May 10, 2023 (pp.19-20)
 - B. Tax Return for Program Year 2021 (PY21) July 1, 2021 – June 30, 2022 (p. 21)
 - C. A-133 Audit for Program Year 2021 (PY21) July 1, 2021 – June 30, 2022 (p. 22)
 - D. Cost Allocation Plan Policy Update (pp. 23-32)
 - E. Lease Space for Butler Workforce Center in El Dorado (p. 33)
 - F. On-the-Job (OJT) Contract for Global Aviation Technologies (p. 34)**Recommended Action:** Approve the Consent Agenda as presented.
 7. **Adjourn:** Melissa Musgrave (1:00)

The next LWDB Executive Committee Meeting is scheduled for Wednesday, July 12, 2023 at 11:30 a.m.

Item:

U.S. Department of Agriculture's Supplemental Nutrition Assistance Program Education and Training (SNAP E&T)

Background:

A common way for a State to leverage Supplemental Nutrition Assistance Program Education and Training (SNAP E&T) is by partnering with third parties to deliver services. Organizations can use non-Federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50 percent reimbursement through the State's SNAP E&T program. Since State funding is often limited, third-party partnerships can allow States to grow their programs, reach more SNAP participants and improve their program outcomes by tapping into existing high-quality providers that serve the community.

The Workforce Alliance (WA) is developing a local collaborative to implement a pilot SNAP E&T project in South Central Kansas. Key partners include:

- Kansas Department of Children and Families (DCF)
- United States Department of Agriculture (USDA)
- Goodwill of Kansas / NexStep Alliance
- City of Wichita
- Sedgwick County
- Cerebral Palsy Research Foundation (CPRF)

By leveraging Workforce Innovation and Opportunity Act (WIOA) funds, the goal of this collaborative is to connect those on public assistance to quality employment at higher rates than the system currently in place. Similar strategies led by the Workforce Alliance have been successful in serving Justice Involved Individuals, low wage workers and out of school youth.

One of the key advantages to becoming a SNAP E&T Intermediary is the ability to generate local matching funds to increase the number of persons that can be served. It is also an opportunity to better align services with DCF at the state level, along with programs managed by local governments in the region.

Analysis:

A pilot project is being developed with the initial structure of the WA serving as a SNAP E&T Provider beginning on July 1, 2023. Through the pilot project both the WA and DCF will receive assistance and support from USDA on administration and operations that will then evolve to an Intermediary 50/50 model after October 1, 2023, with local non-federal funds identified to help sustain and grow the scale and outcomes of SNAP E&T in this region.

A summary of the project design and proposed agreement with DCF are attached. The members of the local collaborative will meet regularly to develop the SNAP E&T Intermediary strategy and model. The WA will receive \$50,000 in funding for initial operations as a SNAP E&T Provider.

Recommended Action:

Approve agreement with DCF to implement SNAP E&T pilot project.



SNAP E&T Pilot Project

The Workforce Alliance of South Central Kansas, the Kansas Department of Children and Families and the United States Department of Agriculture have developed a pilot project for a SNAP E&T project to be implemented in Sedgwick County in 2023. The tentative implementation date is July 1, 2023.

Project Includes:

- Serve Able Bodied Adults Without Dependents ages 18 to 49 years of age who reside in Sedgwick County
- Focus on justice involved individuals, but will accept other referrals as well
- Referral process
 - Utilize both Direct Referral and Reverse Referral processes
- Services offered individually or in group setting
 - Depending on number of individuals needing services at one time and barriers of participants
- Workshops, Digital Labs, etc. would be for SNAP E&T participants only
- Services offered
 - Assessments
 - My Next Move
 - EBSCO Learning Express
 - Aspiring Minds
 - Career, Benefits, and Labor Market Information
 - CLIFF Dashboard
 - CLIFF Planner
 - ONET
 - LightCast
 - EBSCO Learning Express
 - Job Searching
 - Resume Creation/Review
 - Digital Labs for working on resume, assessments, assigned activities
 - Workshops
 - Case Management
 - Business Team coordination on job leads and connections
 - Referral/Connection to other programs in the Workforce Center
 - Job Retention
- Explore including On-the-Job Training, Incumbent Worker, and Transitional Job services in the future



ECONOMIC & EMPLOYMENT SERVICES (EES) SERVICE AGREEMENT

Form OGC-3005.3
Rev 5/18

Effective Date: _____

Initial (First-time Providers)

Renewal

Amendment

Specify: _____

Provider Name: Workforce Centers of Kansas
Provider Signature
DCF Authorized Signature

1. SERVICES PROVIDED

The Wichita DCF Region is purchasing the following services (s) from the provider identified above. DCF Regional Program staff will check the services to be purchased, designate the counties in which the provider has agreed to provide each service and negotiate the rates (if applicable).

X	EES Services	County/Countries Served	Payment Rate
<input type="checkbox"/>	Adult Education		
<input type="checkbox"/>	CASAS Diagnostic		
<input type="checkbox"/>	Combined Job Club/Life Skills		
<input type="checkbox"/>	Community Service Site Development		
<input type="checkbox"/>	Domestic Violence/Sexual Assault Intervention Services		
<input type="checkbox"/>	Customized Placement		
	<input type="checkbox"/> Component 1: Job Development Action Plan		
	<input type="checkbox"/> Component 2: Placement in permanent, paid, integrated employment		
	<input type="checkbox"/> Component 3: 45 days of continuous successful placement in permanent, paid, integrated employment		
	<input type="checkbox"/> Component 4: 90 days consecutive days of employment		
<input type="checkbox"/>	Interpretation/Translation Services		
<input type="checkbox"/>	Job Club		
<input type="checkbox"/>	Job-Readiness Case Management (no new services)		
<input type="checkbox"/>	Job-Retention Case Management (no new services)		
<input type="checkbox"/>	Job Search/Job Seekers		
<input type="checkbox"/>	Job Skills Training		
<input type="checkbox"/>	Learning Disability Diagnostic		
<input type="checkbox"/>	Legal Representation		

X	EES Services	County/Counties Served	Payment Rate
<input type="checkbox"/>	Life Skills		
<input type="checkbox"/>	Medical Assessment		
<input type="checkbox"/>	Mentoring		
<input type="checkbox"/>	On-The-Job Training (OJT)		
<input type="checkbox"/>	Parenting		
<input type="checkbox"/>	Psychological Evaluation/Mental Status Examination		
<input type="checkbox"/>	SASSI Screening		
<input type="checkbox"/>	Substance Abuse Education		
<input type="checkbox"/>	Transportation		
<input type="checkbox"/>	Vocational Assessment/Evaluation		
<input type="checkbox"/>	Pilot Projects (Specify):		
<input type="checkbox"/>	Special Projects (Specify):		
<input checked="" type="checkbox"/>	Other (Specify): Assessments; Career, Benefits, and Labor Market Information; Job Search; Resume creation/Review; Access to Digital Labs; Workshops; Case Management; Business Team Coordination on job leads/connections; Referral to other Workforce Center programs; Job Retention	Sedgwick County	See Below

2. For service additions/deletions or payment rate changes, use the Service Agreement form and indicate amendment. Specify the purpose of the amendment, the effective date and obtain signatures. This form becomes a part of the Provider Agreement.
3. Coordination between DCF Regional Offices, DCF Programs and the provider is described below or attached as a separate page. Include the referral process, planned frequency of meetings, joint training, notification of client need for emergency services, service-related transportation arrangements, etc.

REFERRALS: Will be emailed to Rachel Campbell at rcampbell@workforce-ks.com. Only E&T clients may be referred for services.

ATTENDANCE: Workforce Centers will provide a weekly attendance report on each client's attendance. Weekly Attendance forms will be provided by the Provider Agreements team. Weekly attendance must be submitted via email to DCF.WROAttendance@ks.gov no later than Tuesday, following the week's attendance.

**Once the Provider Portal is open to all Providers, referrals will come through the Provider Portal and weekly attendance will be reported through the Provider Portal. Provider Portal training will be provided by the Provider Agreements team.

4. Other (Specify):

UNIT OF SERVICE/MAXIMUM PAYMENT RATE: 50/50 reimbursement of allowable expenses for E&T clients

COURSES/PROGRAMS AVAILABLE TO DCF E&T CLIENTS: Assessments, Career and Benefits Information, Labor Market Information, Job Searching, Resume Creation and Review, Digital Labs, Workshops, Case Management, Coordination with Business Services Team, Referral to other programs in the Workforce Center, and Job Retention.

ANNUAL BACKGROUND CHECK REQUIREMENTS:

As part of Workforce Center's Provider Agreement: Provider Staff Information sheet, KBI, Child Abuse Registry, and Adult Protection Services Registry are completed and verified annually for all staff working with DCF clients. The results of all screenings must be immediately reported to the DCF monitor to be reviewed by the DCF Regional Director or their designee.

1-800-CHILDREN REGISTRATION:

If Workforce Centers offers any services to non-DCF clients, please register your organization on the 1-800-CHILDREN website. This website is an easily accessible, reliable, and organized system of community resources which ensures Kansas families and communities are connected to the information, services and support they need, when they need them. DCF expects Providers to establish and maintain an updated listing in the 1-800-CHILDREN Resource Directory and ensure they update their 1-800-CHILDREN listing at least annually. Providers should confirm their agency/program is listed in the directory. This Quick Reference Guide for Providers video outlines step-by-step instructions on how to update, add, or claim your program in the 1-800-CHILDREN Resource Directory. When working alongside families, Providers are encouraged to assist them in accessing 1-800-CHILDREN. Providers and families can download the free 1-800-CHILDREN Resource Directory app by searching 1800childrenks in their iOS or Android app store or can visit <https://1800childrenks.org/>.

50/50 E&T PROGRAM FUNDING PROVISIONS:

- SNAP E&T is a reimbursement program- not a matching program.
- Provider participating in the 50/50 FAE&T service shall only utilize non-Federal funds for reimbursement, except Community Development Block Grant funding.
- To be eligible for payment, non-Federal funds for allowable activities must be expended up front by the Provider. After which, FNS reimburses the State for 50% of expenditures. DCF shall record total outlays (total cost of the service provided) when expended and not when received, FNS will reimburse the State agency 50% of the total outlays. Reimbursement is then passed to the Provider.

*****Through September 2023, Workforce Centers is eligible for 100% reimbursement of allowable expenses. After 09/30/2023, Workforce Centers will receive 50% reimbursement for allowable expenses.

- Provider participating in the 50/50 FAE&T service shall not be committed as a match for other federally funded programs.
- Provider participating in the 50/50 FAE&T service shall be able to provide upfront costs to support the 50/50 FAE&T program. Once the services are complete the Provider may then bill for reimbursable incurred expenses.
- Provider participating in the 50/50 FAE&T service shall be able to track Federal funds and guarantee that all matching funds are non-Federal and therefore allowable, except Community Development Block Grant funding as the only Federal source that is eligible for reimbursement.

- Provider participating in the 50/50 FAE&T service shall be able to utilize 50/50 reimbursement for the following: planning, implementation or operation of the E&T program, cost of E&T staff salaries/benefits of Providers, can include hiring a consultant to improve administration, marketing the E&T program.
- The State must reimburse E&T participants for expenses that are reasonable and necessary and directly related to their participation in the E&T program.
- Provider participating in the 50/50 FAE&T service shall not be able to utilize reimbursed funds for the following: Food, most medical costs for participants, counseling (substance abuse/mental health), purchasing or renting a vehicle (including tags, title, traffic fines, or impound fees), stipends and incentive payments.
- Allowable Funding Sources for 50/50 E&T services: State, County, or City funds, donations from private firms or non-profits, Foundation funds, social venture funds (ex. Goodwill store revenues), in-kind donations (government entities only), Community Development Block Grants (CDBG), State need grants (ex. Help for low-income college students), state worker retraining dollars, State Opportunity Grants, Tuition set-aside resources, and other State training funds (ex. Ex-offender, homeless, non-custodial parents, etc.).

50/50 E&T PROGRAM BILLING/INVOICE PROVISIONS:

- Client eligibility should be verified before payment(s) for services can be made by DCF.
- Provider participating in the 50/50 FAE&T service shall utilize a cost allocation method to track costs and allocate expenses consistent with the 50/50 FAE&T program.
- Provider participating in the 50/50 FAE&T service shall track and invoice for staff time spent with the 50/50 FAE&T program recipients.
- Provider participating in the 50/50 FAE&T service shall prepare and submit monthly invoices based on FAE&T participation and program expenditure data.
- Provider participating in the 50/50 FAE&T service shall provide name of funding source(s) on monthly invoice each month. Provider will identify the total amount of the qualifying expense from that specific source of 50/50 funding.

50/50 E&T GENERAL PROGRAM PROVISIONS:

- Provider participating in the 50/50 FAE&T service shall have the capacity to store agency records for up to seven years (or as mandated by law) for audits, monitoring, and review by State and/or Federal agencies.
- Provider participating in the 50/50 FAE&T service shall be willing to participate in any required Federal audits, visit, or other mandated reporting requirements.
- Provider participating in the 50/50 FAE&T service shall submit weekly attendance for DCF participants for tracking purposes. All attendance procedures outlined on page 2 of the Service Agreement.
- Provider participating in the 50/50 FAE&T service shall hold DCF participants to the same requirements as all other class participants, and they should receive the same benefits as all other class participants.

- Provider participating in the 50/50 FAE&T service shall notify the FAE&T Career Navigator within 48 hours if an FAE&T referred client does not begin the class they were referred to or if a client stops attending class.
- Provider participating in the 50/50 FAE&T service shall notify the FAE&T Career Navigator within 24 hours if it is identified that the client has a barrier that might interfere with their ability to successfully complete the class.
- Provider participating in the 50/50 FAE&T service shall notify the FAE&T Career Navigator within 48 hours of a client completing a class.
- Provider participating in the 50/50 FAE&T service shall notify the FAE&T Career Navigator within 48 hours of becoming aware that a client has obtained new employment.
- Provider participating in the 50/50 FAE&T service shall give prior notice to the DCF Employment Services Provider Agreement Team if the reimbursement cost, class participation hours, curriculum, or other fundamental requirements of the contracted 50/50 program changes.
- Provider participating in the 50/50 FAE&T service may make a reverse referral to the FAE&T program if they have a client that they think may qualify for FAE&T services.

Item

Program Year 2023 (PY23) July 2023 – June 2024 Budget

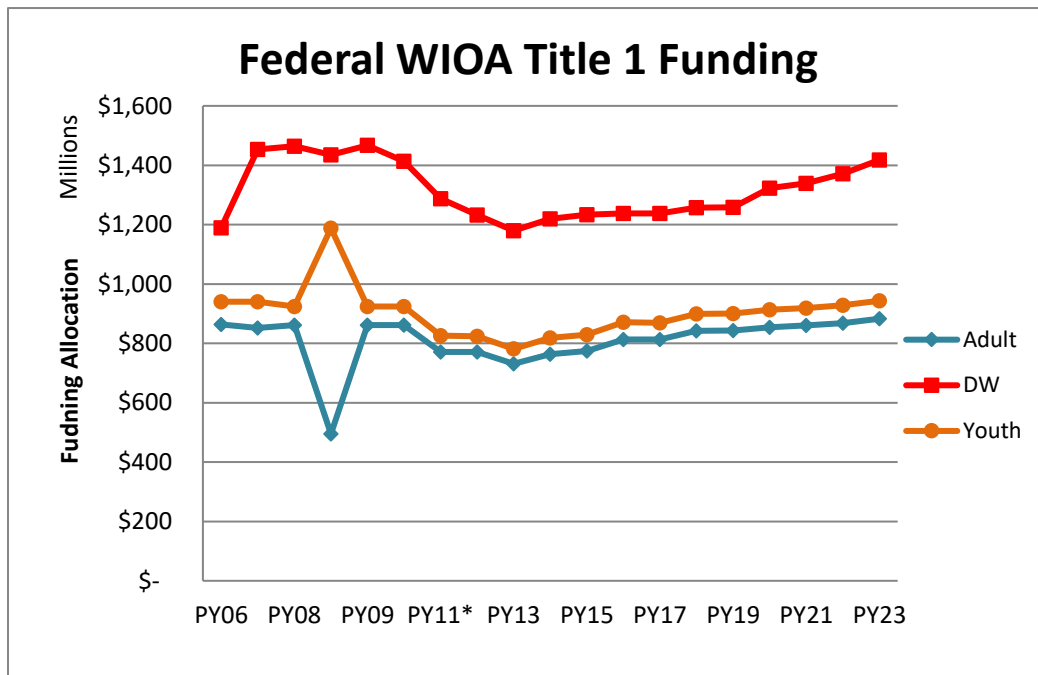
Background

WA received its planning allocation for WIOA for our program/fiscal year that starts July 1, 2023. WA will see a cut in WIOA of about \$284,000 or about 9% in funding after two years of increases.

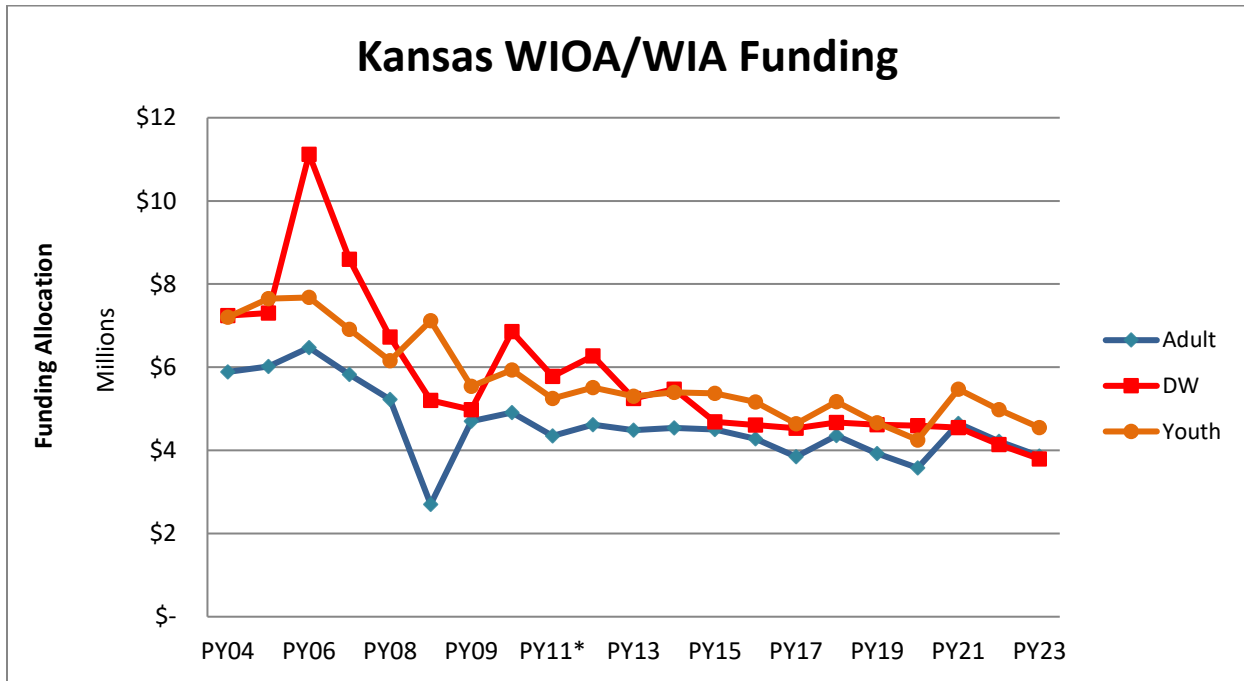
The LWDB Finance Committee met on May 31, 2023 to review the budget and recommended approval to the LWDB Executive Committee and the Chief Elected Officials Board.

Analysis

Funding for the WIOA Title I programs at the federal level will have an \$75.4 -million-dollar increase for PY23 or roughly 1.6%. Funding for the individual programs is Adult at \$8.8 million, Dislocated Worker \$1.4 billion, and Youth \$9.4 million.

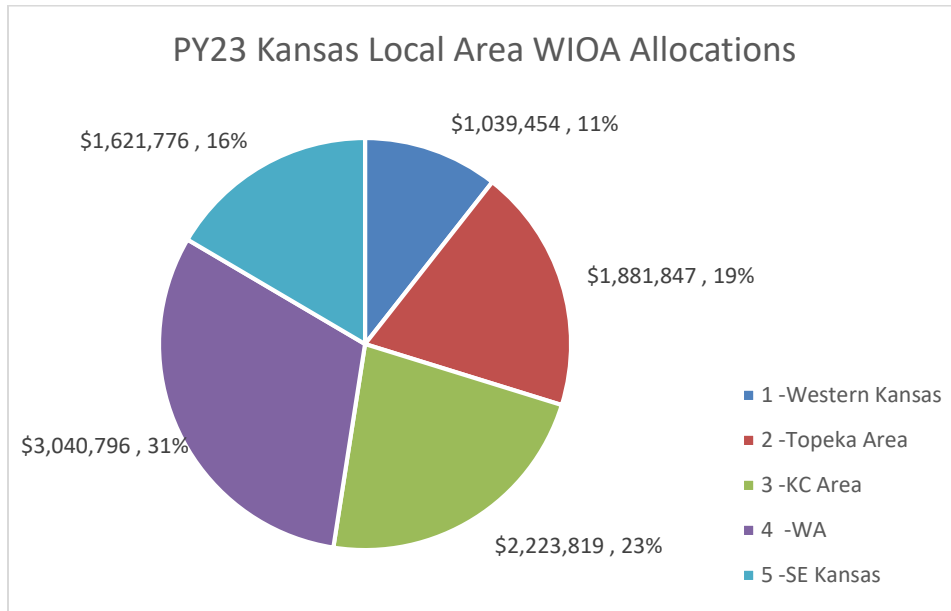


WIOA funding for the State of Kansas for all funding streams is being reduced by almost 9%. Adult is decreasing from \$4.2 to \$3.79 million. Dislocated Worker is decreasing from \$4.14 million to \$3.79 million. Youth funding is decreasing from \$4.97 to \$4.55 million. For Kansas the total WIOA allocation is decreasing by \$1,124,551 or about 8.8%.

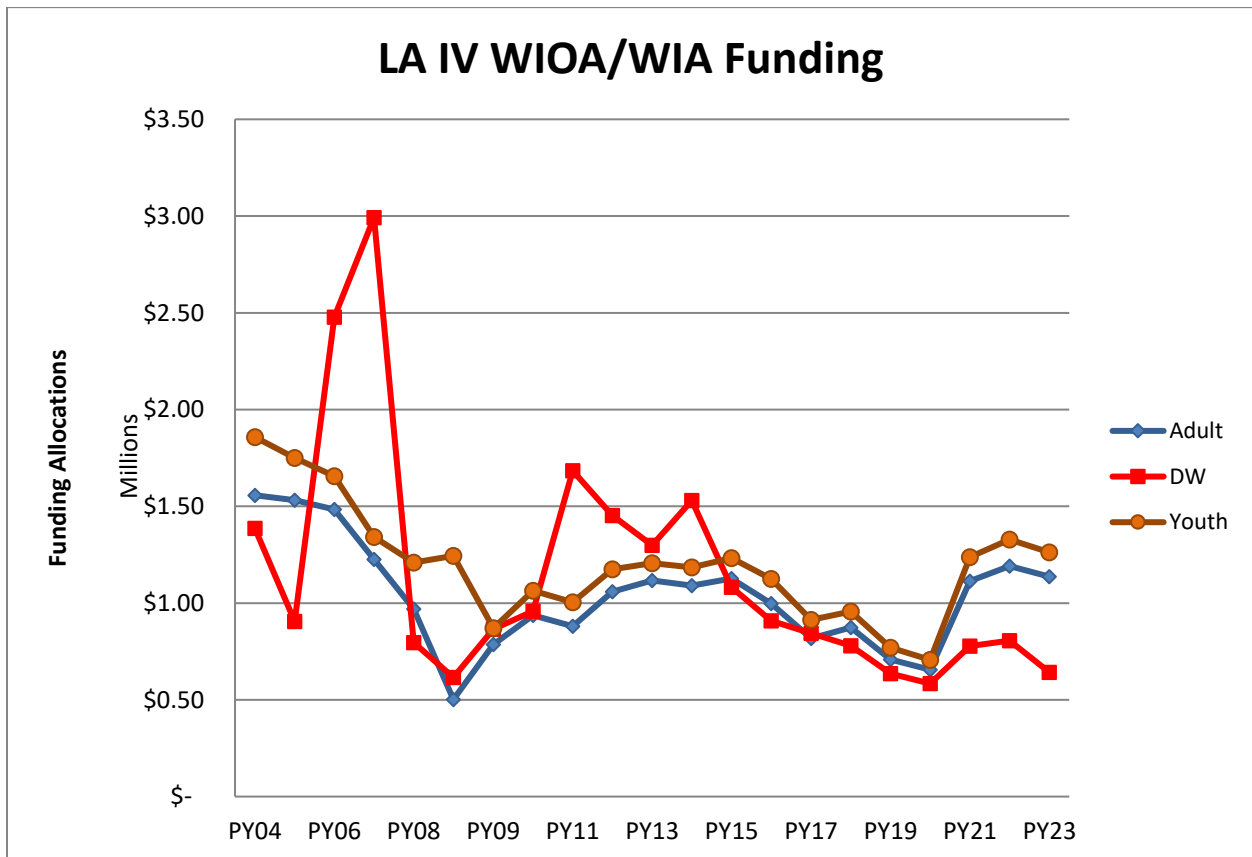


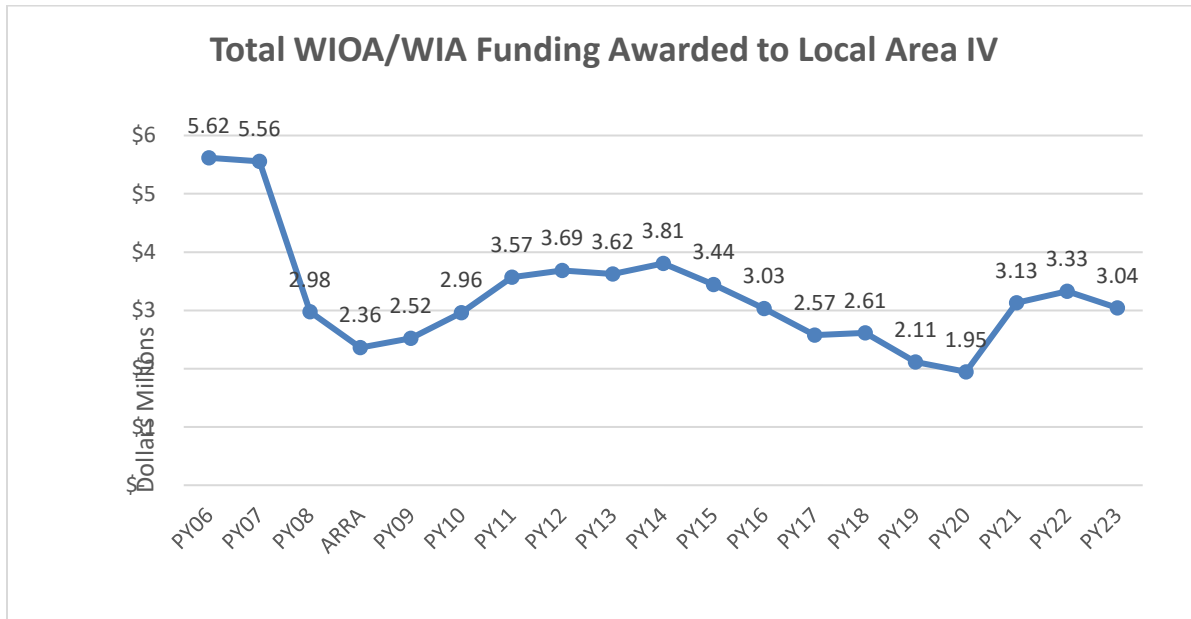
WIOA funding across Kansas is decreasing overall in all areas, with our area absorbing the biggest decrease overall.

PY23 WIOA Allocations by Local Area and Program					
Local Area	Adult	Dislocated Worker	Youth	Total	Change from Previous Year
1 - Western Kansas	\$ 264,810.00	\$ 458,078.00	\$ 316,566.00	\$ 1,039,454	\$ (175,251.00)
2 - Topeka Area	\$ 572,862.00	\$ 481,488.00	\$ 827,497.00	\$ 1,881,847	\$ (115,493.00)
3 - KC Area	\$ 702,228.00	\$ 781,781.00	\$ 739,810.00	\$ 2,223,819	\$ (131,316.00)
4 - WA	\$ 1,135,921.00	\$ 642,268.00	\$ 1,262,607.00	\$ 3,040,796	\$ (284,337.00)
5 - SE Kansas	\$ 606,092.00	\$ 293,769.00	\$ 721,915.00	\$ 1,621,776	\$ (197,998.00)
Total	\$ 3,281,913.00	\$ 2,657,384.00	\$ 3,868,395.00	\$ 9,807,692.00	\$ (904,395.00)



In total for PY23 LAIV is receiving \$3.040, million, which is \$284,337 less than last year or about a 9% decrease.





Other Planned Revenue Sources for PY23

- Senior Community Services Community Services Program- \$765,000
- Rapid Response- \$46,043
- RETAIN- \$403,443
- Work Based Learning- \$169,163
- PACES- \$19,576
- Pathways Home \$147,323
- YEP- \$125,000
- MUS DWG- \$653,315
- REAP- \$248,908
- One Workforce- \$3,126,325
- OKEP- \$133,983
- Home Base Wichita \$515,554
- Evergy \$243,325
- Digital Skills \$102,305
- Total Other Planned Revenue for PY22 \$6,011,450

Overall the PY23 Budget for the organization is increasing next year from \$9,052,246 million to \$10,460,561 million. There is an increase in wages and fringe, due to wage increases required to keep up with wage increases and a few expansions of positions for new grants that are being implemented. Reductions to client services are largely tied to the decrease in carry over for the WIOA Youth Program. WA is implementing three new line items, to better track IT expenses. Reductions in Supplies and Contracts is due to the addition of the three new IT budget line items. The planned budget allocates 37% of funds to direct client services which include work experience, training and supportive services.

Recommended Action:

Approve the proposed budget and recommend adoption to the Chief Elected Officials Board (CEOB), with authorization for staff to adjustment once final carry over funding is known.

**Proposed Workforce Alliance PY23 Budget
July 2023 - June 2024**

Planned Revenues

Revenue Stream	PY22 Carry Over	PY23 Allocation	Transfer (up to 100%)*	Total PY23 Funding	% of Budget
Adult	\$ 275,000	\$ 1,022,329	\$ 220,797	\$ 1,518,126	14.51%
Dislocated Worker	\$ 85,000	\$ 578,042	\$ (220,797)	\$ 442,245	4.23%
RRAA/Set A Side	\$ -	\$ -		\$ -	0.00%
Youth	\$ 300,000	\$ 1,136,347		\$ 1,436,347	13.73%
Admin	\$ -	\$ 304,078		\$ 304,078	2.91%
Senior	\$ -	\$ 765,000		\$ 765,000	7.31%
Rapid Response*	\$ 10,000	\$ 46,043		\$ 56,043	0.54%
KHPOP	\$ -	\$ -		\$ -	0.00%
KAMP	\$ -	\$ -		\$ -	0.00%
REAP	\$ -	\$ 248,908		\$ 248,908	2.38%
PACES	\$ -	\$ 19,576		\$ 19,576	0.19%
YEP	\$ -	\$ 125,000		\$ 125,000	1.19%
Home Base Wichita	\$ -	\$ 515,554		\$ 515,554	4.93%
Apprentice	\$ -	\$ -		\$ -	0.00%
United Way	\$ -	\$ -		\$ -	0.00%
Evergy	\$ 50,000	\$ 193,325		\$ 243,325	2.33%
RETAIN	\$ -	\$ 403,443		\$ 403,443	3.86%
One Workforce	\$ -	\$ 3,126,325		\$ 3,126,325	29.89%
OKEP	\$ 35,000	\$ 98,983		\$ 133,983	1.28%
Work Based Learning	\$ -	\$ 169,163		\$ 169,163	1.62%
MUS DWG	\$ 653,315	\$ -		\$ 653,315	6.25%
Pathway Home	\$ -	\$ 147,323		\$ 147,323	1.41%
Digital Skills	\$ -	\$ 102,305		\$ 102,305	0.98%
General	\$ -	\$ 50,505		\$ 50,505	0.48%
	\$ 1,408,315	\$ 9,052,246	\$ -	\$ 10,460,561	100.00%

Planned Expenditures

Category	PY23 Proposed	PY22 Budget	PY22 Exp. Thru March	PY22 % of Expenditures	Budget Difference PY22/PY23
Wages	\$ 3,892,900	\$ 3,499,702	\$ 2,429,712	69%	\$ 393,198
Fringe	\$ 944,856	\$ 920,676	\$ 527,293	57%	\$ 24,180
Facilities	\$ 440,150	\$ 487,703	\$ 327,124	67%	\$ (47,553)
Contract/Pro Fees	\$ 349,089	\$ 474,035	\$ 225,059	47%	\$ (124,946)
Supplies/Equipment	\$ 109,915	\$ 160,960	\$ 92,359	57%	\$ (51,045)
IT-Supplies/Hardware/Licenses	\$ 293,400	\$ -	\$ 49,819	#DIV/0!	\$ 293,400
Outreach/Meetings	\$ 156,573	\$ 131,193	\$ 140,729	107%	\$ 25,380
Travel/Conference	\$ 85,033	\$ 87,054	\$ 61,341	70%	\$ (2,022)
Grants Awarded	\$ 283,877	\$ 281,600	\$ 231,771	82%	\$ 2,277
Staff Development	\$ 44,550	\$ 36,050	\$ 10,441	29%	\$ 8,500
Misc/Dep/Int	\$ 27,050	\$ 51,050	\$ 47,349	93%	\$ (24,000)
Youth Work Experience	\$ 290,000	\$ 363,649	\$ 149,769	41%	\$ (73,649)
Adult WX/Incumbent	\$ 1,045,786	\$ 891,051	\$ 523,423	59%	\$ 154,735
OJT	\$ 580,000	\$ 476,800	\$ 131,431	28%	\$ 103,200
Incentives	\$ 19,000	\$ 35,000	\$ 9,570	27%	\$ (16,000)
Education & Training	\$ 1,518,383	\$ 1,766,282	\$ 517,702	29%	\$ (247,899)
Supportive Services	\$ 380,000	\$ 372,500	\$ 132,977	36%	\$ 7,500
	\$ 10,460,561	\$ 10,035,304	\$ 5,607,868	56%	\$ 425,257

	PY23		PY22		YTD Expenditures
Operations/Overhead	\$ 6,627,392	63%	\$ 6,130,023	\$ 4,142,996	74%
Direct Client	\$ 3,833,169	37%	\$ 3,905,282	\$ 1,464,872	26%

Workforce Alliance Consolidated Budget PY22 Comp PY23

July 2022- June 2024

Category	WIOA						Community Impact Funds					PY22 Expenditures Through 03/31/2023				
	PY22		PY23		PY22 YTD		% Budget	PY22		PY22-PY23		PY22 YTD	% Budget	Consolidated		
	Budget	Expenditures	Budget	Expenditures				Budget	Expenditures	Budget	Expenditures			Budget	Expenditures	Remaining
Wages	\$ 2,077,500	\$ 1,963,900	\$ (113,600)	\$ 1,402,582	32%	\$ 1,422,202	\$ 1,929,000	\$ 506,798	\$ 1,027,131	28%	\$ 3,499,702	\$ 3,892,900	\$ 393,198.00	\$ 2,429,713	31%	
Fringe	\$ 534,054	\$ 468,238	\$ (65,816)	\$ 322,739	40%	\$ 386,622	\$ 476,619	\$ 89,996	\$ 204,555	47%	\$ 920,676	\$ 944,856	\$ 24,180.25	\$ 527,294	43%	
Facilities	\$ 283,950	\$ 269,800	\$ (14,150)	\$ 264,922	7%	\$ 203,753	\$ 170,350	\$ (33,403)	\$ 62,202	69%	\$ 487,703	\$ 440,150	\$ (47,553.00)	\$ 327,124	33%	
Contract/Pro Fees	\$ 263,234	\$ 164,638	\$ (102,466)	\$ 157,514	40%	\$ 210,801	\$ 184,451	\$ (26,350)	\$ 67,545	68%	\$ 474,035	\$ 349,089	\$ (124,946.00)	\$ 225,059	53%	
Supplies/Equipment	\$ 80,710	\$ 63,830	\$ (16,880)	\$ 55,838	31%	\$ 80,250	\$ 46,085	\$ (23,665)	\$ 34,622	57%	\$ 160,960	\$ 109,915	\$ (51,045.00)	\$ 90,460	44%	
IT	\$ -	\$ 249,900	\$ 249,900	\$ 48,039	0%	\$ -	\$ 43,500	\$ 43,500	\$ 1,779	0%	\$ -	\$ 293,400	\$ 293,400	\$ 49,818	0%	
Outreach/Meetings	\$ 40,645	\$ 54,075	\$ 17,300	\$ 32,888	19%	\$ 90,548	\$ 102,498	\$ 9,240	\$ 107,840	-19%	\$ 131,193	\$ 156,573	\$ 25,380.00	\$ 140,728	-7%	
Travel/Conference	\$ 48,320	\$ 52,083	\$ 3,763	\$ 35,544	26%	\$ 38,734	\$ 32,950	\$ (5,784)	\$ 25,797	33%	\$ 87,054	\$ 85,033	\$ (2,021.50)	\$ 61,341	30%	
Grants Awarded	\$ 88,100	\$ 128,377	\$ 40,277	\$ 93,814	-6%	\$ 193,500	\$ 155,500	\$ (38,000)	\$ 137,957	29%	\$ 281,600	\$ 283,877	\$ 2,277.00	\$ 231,771	18%	
Staff Development	\$ 16,600	\$ 20,600	\$ 4,000	\$ 7,750	53%	\$ 19,450	\$ 23,950	\$ 4,500	\$ 2,691	86%	\$ 36,050	\$ 44,550	\$ 8,500.00	\$ 10,441	71%	
Misc	\$ -	\$ -	\$ -	\$ -	0%	\$ 51,050	\$ 27,050	\$ (24,000)	\$ 47,349	7%	\$ 51,050	\$ 27,050	\$ (24,000.00)	\$ 47,349	7%	
Youth Work Experience	\$ 363,649	\$ 290,000	\$ (73,649)	\$ 149,769	59%	\$ 18,653	\$ 31,388	\$ 118,000	\$ -	100%	\$ 382,301	\$ 321,388	\$ (60,913.68)	\$ 149,769	61%	
Adult WX/Incumbent	\$ 614,398	\$ 614,398	\$ -	\$ 338,053	45%	\$ 258,000	\$ 400,000	\$ 241,200	\$ 185,370	28%	\$ 872,398	\$ 1,014,398	\$ 142,000.00	\$ 523,423	40%	
OJT	\$ -	\$ -	\$ -	\$ -	0%	\$ 476,800	\$ 580,000	\$ 103,200	\$ 131,431	72%	\$ 476,800	\$ 580,000	\$ 103,200.00	\$ 131,431	72%	
Incentives	\$ 25,000	\$ 2,000	\$ (23,000)	\$ 500	98%	\$ 10,000	\$ 17,000	\$ 7,000	\$ 9,070	9%	\$ 35,000	\$ 19,000	\$ (16,000.00)	\$ 9,570	73%	
Education & Training	\$ 307,066	\$ 140,000	\$ (167,066)	\$ 61,682	80%	\$ 1,459,216	\$ 1,378,383	\$ (80,833)	\$ 456,020	69%	\$ 1,766,282	\$ 1,518,383	\$ (247,899.35)	\$ 517,702	71%	
Supportive Services	\$ 55,000	\$ 40,000	\$ (15,000)	\$ 34,365	38%	\$ 317,500	\$ 340,000	\$ 22,500	\$ 98,611	69%	\$ 372,500	\$ 380,000	\$ 7,500.00	\$ 132,976	64%	
Total	\$ 4,798,226	\$ 4,521,839	\$ (276,388)	\$ 3,005,999	37%	\$ 5,237,078	\$ 5,938,723	\$ 913,899	\$ 2,599,970	50%	\$ 10,035,304	\$ 10,460,561	\$ 425,257	\$ 5,605,969	44%	

Workforce Alliance of South Central Kansas

2023—2025 Proposed Strategic Goals



Mission:

Growing the Regional Economy through a Skilled Workforce

Vision:

Supporting and Advancing a Competitive Workforce in South Central Kansas

Exceed Workforce Innovation and Opportunity Act (WIOA) Performance Goals in Program and One-Stop Operations

Tactical Focus:

- WIOA Title I
- Senior Community Employment Service Program (SCSEP)
- Integrated Service Delivery Model

Leverage Resources and Align Services to Create Community Impact Beyond Annual WIOA Allocations

Tactical Focus:

- Generate non-WIOA Funds
- Develop Creative and Innovative Partnerships
- Strategic Communication Plan

Support Youth Employment and Career Awareness through Work-Based Learning and Applied Learning Models

Tactical Focus:

- Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE)
- Work-Based Learning (WBL)
 - Roadtrip Nation



June 03, 2023

Dear friends,

In the [last edition](#) of Field Notes, we focused on the findings from [Metro Monitor 2023](#), which showed that many mid-sized metro areas were experiencing challenges related to inclusive economic growth. Over the last decade, only two of the nation's 139 mid-sized metro areas registered positive progress on each of Metro Monitor's indicators of growth, prosperity, and economic, racial, and geographic inclusion. Especially in small- and mid-sized cities—which have fewer large, well-resourced institutions—delivering inclusive growth requires building multi-sector coalitions that can marshal the collective commitment, capacity, and investment to achieve equitable development at a meaningful scale.

[Recent research](#) by [Brookings Metro](#) and others has documented why **Growth Intermediaries** are key actors in this process. Growth Intermediaries are organizations or partnerships that work with and through the business community to advance socially beneficial economic change. These entities can take on a variety of organizational forms, including economic development organizations, chambers of commerce, corporate leadership groups, civic leadership groups, or broader civic coalitions that seek to collaborate with the private sector to enact positive community change. In their role as stewards of the business community, they can [help](#) the private sector learn and adopt more equitable business models, practices, and norms. Likewise, in their role helping to set economic priorities on the civic agenda, they can help coordinate private sector commitments in equitable economic development.

Yet, to realize their potential on this front, Growth Intermediaries must further develop their goals, capabilities, and strategic investments to center economic and racial inclusion as key economic objectives. To help facilitate this shift, [Brookings Metro](#) and the [Center for Economic Inclusion](#) are launching a Growth Intermediary Practitioner Network in 2023, with generous support from the Robert Wood Johnson Foundation. This 18-month collaborative learning Network seeks both to learn from

and inform the work of Growth Intermediaries in up to eight regions—each anchored by a small- or mid-sized city (SMC)—that seek to advance greater economic and racial inclusion in their communities.

For each participating region, the Network will yield:

1. a locally relevant set of **diagnostics and solutions** that can compel attention and action toward racially inclusive growth;
2. a **process for engaging the business community** in building more racially equitable and inclusive workplaces and business models that contribute to economic inclusion and growth, both organizationally and regionally;
3. more **employers that understand the current state of their business practices** with respect to racial equity and a plan to act on that understanding; and
4. a **greater understanding** among government, nonprofit, and community-based leaders of how Growth Intermediaries—and the businesses with which they work—can contribute to racially inclusive prosperity in their city/region.

Participation in the Network will require significant local commitment over the 18-month period, and will be accompanied by a \$100,000 stipend. If you are interested in this opportunity, be sure to review the [request for information](#) that was released this week.

The Brookings Institution, 1775 Massachusetts Ave NW, Washington, DC 20036

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Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
May 10, 2023 – 11:30 AM

1. **Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Chair Melissa Musgrave welcomed Committee members and called the meeting to order.

2. **Contracts and Agreements**

The WA is seeking one year extensions to current contacts that end June 30, 2023 for the A-133 Audit Services with WIPFLI, Workforce Innovation & Opportunity Act (WIOA) Youth Contracts for Cerebral Palsy Research Foundation (CPRF) (WIOA Youth elements of case management, work experience, occupational skills training, leadership development, financial literacy, labor market data and follow up services), Butler Community College (Occupational Skills Training (OST) and Alternative Secondary Education for eligible WIOA Youth), WSU Tech (OST for eligible WIOA Youth and Alternative Secondary through the NexStep Alliance) and Allied Health (health studies for youth). In addition, the project agreement with Cowley Community College for providing access to WIOA services at Cowley College is up for renewal. WIPFLI is the current auditor for Kansas Local Area's I, II, IV, and V. The current contract has one more year of available extensions. There is a significant price increase due to a couple of changes in compliance standards, new lease standards and overall price and labor increases over the past four years. Staff are working with CPRF on a budget for their renewal and an estimate was provided for review. This contract may be presented again at a future meeting depending on final numbers. *Commissioner Jim Howell (Kathy Jewett) moved to approve the agreements as presented. Pat Jonas, Cerebral Palsy Research Foundation (CPRF) abstained from the vote. Motion adopted,*

3. **Addendum - On-the-Job (OJT) Contract for the Eligible Provider (ETP) List**

This item was added to the agenda after the meeting materials were originally sent to Committee members and was emailed prior to the meeting for review. Max Aerostructures submitted an application for addition to the ETP list for OJT. They are a growing company that works in the manufacturing sector and offers good wages and benefits.

Kathy Jewett (Commissioner Jim Howell) moved to approve the addition of Max Aerostructures to the On-the-Job (OJT) Eligible Training Provider (ETP) list. Motion approved.

4. **WIOA Memorandum of Understanding for Required Partners**

The required One Stop Partner Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) is being revised for PY23 to reflect changes requested by U.S. Department of Labor (USDOL). Staff have worked with the Kansas Department of Commerce (KDC) and USDOL to bring the MOU into compliance. The revised MOU with the proposed requested changes was provided to the Committee for review. WA believes the changes do not significantly change the current roles and operations in LAIV that required workforce center partners have agreed to. The partners met to review the changes and were given time to provide comments. Staff will also be updating the Service Delivery Grid for each partner for how services are delivered as well as finalizing a new budget for partners for the period beginning July 1, 2023. The Chief Elected Officials Board (CEOB) approved the MOU at its last meeting.

Kathy Jewett (Commissioner Jim Howell) moved to approve the Workforce Innovation and Opportunity Act (WIOA) One Stop Partner Memorandum of Understanding (MOU) as presented. Motion adopted.

5. **Action Item Review from LWDB Program Operations and Performance (POP) Committee Meeting**

The POP Committee met on May 4th and did an annual review of the WIOA Self Sufficient Wage policy and Demand Occupations list. An update of those reviews was provided to Committee members.

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Last year, the LWDB determined the self-sufficient wage would be reviewed annually with the Demand Occupations list. The self-sufficient wage for LAIV is currently \$15.60 for all WIOA programs. The living wage for a single adult with no children for each county in LAIV was researched. The POP Committee approved staff recommendations for the self-sufficient wage remain \$15.60 an hour for Local Area IV and maintain the current exceptions to the self-sufficient wage criteria.

For the Demand Occupation List review, the WA LWDB reviews and updates the list each year. The education programs for occupations on this list are eligible for training funds through WIOA and targeted grants. A review of participants in training since 2018, found there are dozens of training programs with little to no enrollments over the past five years. The majority of participants in training are in the Advanced Manufacturing/Advance Materials, Data Services/Information Technology, Healthcare, Registered Apprenticeship and Transportation and Logistics sectors. For PY23, staff recommended reducing the size of the list, which would allow the WA to focus its limited training funds on growing and emerging occupations in the region. An Administrative Exception can be made on a case by case basis if employers are seeking training support for jobs not on the list. With limited funding, the WA needs to focus on short term credentials, certificates and degrees that lead directly to employment opportunities. Should a customer be interested in training that the WA cannot fund, workforce professionals will make every effort to assist customers with other available funding, services, programs, resources and referrals as well as to meet employer demand in the region. The Committee approved the recommended action to remove Agriculture, Educational Services, Hospitality, Oil and Gas, and Social Services sectors from the Local Area IV Demand Occupations list, limit education and skills training funds to programs less than two years and add the proposed occupation, Cardiovascular Technologists and Technicians. Longwell asked if the Executive Committee should ultimately formally adopt the changes to the list. The Executive Committee has granted the POP Committee the authority to manage the list and staff will move forward with the actions taken by that Committee. This item will be on the agenda for the full board meeting in July for final ratification.

Report was received and filed.

6. Approval of Meeting Minutes for April 12, 2023

Matt Peterson (Michele Gifford) moved to approve the minutes from the April 12, 2023 LWDB Executive Committee meeting as presented. Motion adopted.

7. Announcements

There were no announcements.

8. Adjournment

The meeting was adjourned at 12:00 PM.

Attendees:

LWDB Executive Committee Members

Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Pat Jonas
Jeff Longwell
Melissa Musgrave
Matt Peterson
Gabe Schlickau

Staff/Guests

Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Erica Ramos, LWDB
Toni Porter, Wichita Regional Chamber

June 14, 2023

Submitted By: Chad Pettera

Item

Program Year 2021 (PY21) 990 Tax Return

Background

The PY20 July 2021 through June 2022 990 Tax Return was prepared by AGH after the completion of the A-133 Audit.

Analysis

The tax return is attached for Board review. The return was filed with the IRS on May 12, 2023, if changes need to be made an amendment can be filed.

The LWDB Finance Committee was provided a report and the return for review at its meeting on May 31, 2023.

Recommended Action

Receive and File

Item

Program Year 2021 (PY21) A-133 Audit

Background

The A-133 Audit for the period of July 2021 through June 2022 was completed in March of 2023.

Analysis

The A-133 Audit was a clean audit with no findings or recommendations. It has been filed with U.S. Department of Labor and the State of Kansas.

A report on the audit was provided to the LWDB Finance Committee at its meeting on May 31, 2023.

Recommended Action

Receive and File

Item

Cost Allocation Plan

Background

The U.S. Department of Labor (US DOL) is implementing changes to how costs are tracked for federal programs to comply with 2 CFR 200 for direct and indirect costs and WA must implement a new cost allocation plan.

Analysis

WA staff has worked with AGH and other entities to study the changes in 2 CFR 200 regarding cost allocation of direct and indirect costs. WA has drafted a new policy, has worked with AGH to implement new GL codes and has established a new process with AGH to cost pool indirect costs and then allocation them monthly based on labor hours to each funding code.

The Finance Committee reviewed the policy changes at its meeting on May 31st and approved recommendation those changes to the Executive Committee.

Recommended Action

Approve changes to the cost allocation policy.

Workforce Alliance of South Central Kansas, Inc.
Statement of Compliance with 2 CFR 200.430(a)(1)(2) & (3)

Each staff member will maintain time and effort documentation through timesheets that document actual work time that reflects the program/grant of work benefiting from the effort. Timesheets track hours worked by programs/grants daily during a two-week period. Timesheets are signed by each employee and are submitted every two weeks for review by their supervisor. If the supervisor approves the timesheet, the supervisor approves and signs it and sends it to Human Resources for review, processing, and approval by the Chief Operations Officer and the President and CEO. Once the payroll is approved, it is sent to our contracted payroll provider for review and approval for processing. If the vendor approves the payroll, it is processed for payment. Staff will also track leave time, whether it is either paid or unpaid leave. Employees submit request(s) for use of leave time to their supervisor through a leave request document. If the leave time is approved and taken, those leave documents are also submitted with their timesheets to ensure accurate tracking of leave benefits.

DRAFT

COST POLICY STATEMENT
Workforce Alliance of South Central Kansas, Inc.
(Workforce Alliance)
300 W Douglas, Suite 850, Wichita, KS 67202
316-771-6600

I. General Accounting Policies

- A. Is a Non-Profit 501(c)3 Organization
- B. Basis of Accounting - Accrual Basis
- C. Fiscal Period - July 1 through June 30
- D. Allocation Basis for Individual Cost Elements - Direct Allocation Basis
- E. Indirect Cost Rate Allocation Base – Direct Allocation Method
- F. Workforce Alliance of South Central Kansas, Inc. maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants, except as described below in specific situations.
- G. Workforce Alliance of South Central Kansas, Inc. outsources its accounting functions, and the CPA firm uses Sage 100 with modifications for its accounting system.
- H. Workforce Alliance of South-Central Kansas, Inc. accumulates all indirect costs and revenues in accounts titled, "Indirect Cost-Expense" and "Indirect Cost-Revenue" respectively. If the Indirect Cost-Expenses/Revenue is associated with a cost limited item, such as WIOA Administration, those costs will be categorized as such to identify and track those costs for compliance.

II. Description of Cost Allocation Methodology

A. Salaries and Wages

- a. Direct Costs- The majority of Workforce Alliance’s employees direct charge their salaries and wage costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization, such as providing specific grant funded services or conducting fund raising.
- b. Indirect Costs- The following staff charge 100% of their salary and wage costs indirectly:
 - i. IT Manager
 - ii. Help Desk Support
 - iii. Facilities Coordinator
- c. Mixed Charges- The following employees may charge their salary or wage costs both direct and indirectly:
 - i. President and CEO
 - ii. VP/Chief Operating Officer
 - iii. VP/Business Development Officer
 - iv. Fiscal Controller
 - v. HR Specialist
 - vi. Digital Media Specialist

The distinction between direct and indirect is primarily based on functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs, they are indirect. When functions are specific to one or more similar programs, they are direct because they do not benefit all programs.

If a program has specific cost limits for administrative services, those activities and limits will be tracked to ensure compliance.

Auditable labor distribution reports which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the President and CEO or his designee.

B. Fringe Benefits

Workforce Alliance contributes to the following fringe benefits for its employees:

- a. Unemployment insurance- Is filed and paid to the State of Kansas at rates established by the State of Kansas based on the organization's state balance and usage. Workforce Alliance's accounting system tracks fringe benefit costs by individual employee and charges those costs directly or indirectly in the same manner as salary and wage costs are recorded.
- b. Workers' compensation- Is paid directly to The Hartford based on premiums calculated according to past history of claims. Costs are charged direct or indirect based on the past month's labor charges.
- c. FICA- is a federal payroll tax that is split by each employee's labor charges and submitted biweekly electronically to the IRS.
- d. Health/Dental Insurance- The organization contributes to the health and dental insurance costs of each employee. Those costs are allocated in the same manner as their benefit withholdings during the previous month.
- e. AD&D/Life Insurance- The organization pays for each employee to have a \$25,000 in AD&D/Life Insurance policy. Those costs will be pro-rated based on the direct/indirect labor hours charged to the benefiting programs during the previous month.
- f. Matching Contributions to retirement plan- The organization provides a retirement contribution match of up to 3% of the employee's contribution (unless otherwise specified in an employment contract). Those costs will be pro-rated based on the direct/indirect labor hours charged to the payroll period of the match contribution.
- g. Health Membership- The organization provides a match for a health membership to the local YMCA as a benefit and to help reduce health care costs. The cost of the health membership is allocated direct and indirect based on the previous month's labor hours.

Treatment of Paid Absences- Paid Time Off, Long Term Sick Leave, Bereavement Leave and Holiday Pay are considered part of the wage and salary costs and are allocated in the same percentages as the individual's direct costs recorded during the same time period as the occurrence of the paid absence. Workforce Alliance's accounting system records paid absences as direct or indirect when used during a payroll period.

C. Rent

- a. Rent will be considered a direct or indirect cost depending on the function performed by the occupied space. Direct rent costs will be allocated by using square footage and direct labor hours of the employees occupying the space during the previous month. Indirect rent costs will be space used by the employees charging to indirect costs. The costs for indirect space will be charged to the indirect cost pool.
- b. The Workforce Alliance does sublet to other program partners; those costs are direct charged. Those reimbursements for rent will be posted as direct expense reduction.

D. Building Enhancement

Building Enhancement will be considered an indirect cost unless a specific program(s) benefits from the enhancement. If specific program(s) benefit from the expenditure, the cost will be allocated based on the labor hours charged to those programs during the previous month.

E. Security

Security is provided at one location in Wichita Kansas. Those costs will be considered a direct or indirect cost and allocated on the same basis as rent cost.

F. Utilities

Electricity, natural gas, trash, sewer, water, phone and data, when not included in a lease, is allocated as direct or indirect based on the location and is allocated on the same basis as rent.

G. Insurance

Officers and directors, general liability, and other insurance (other than employee benefits) is classified as an indirect cost.

H. Office Supplies

- a. To the maximum extent possible, office supplies and materials are directly charged to the contract/grant which uses the supplies or

materials. If more than one program benefits, the costs will be pro-rated based on the direct labor hours charged to the benefiting programs during the previous month.

- b. Supplies for which benefit is hard to establish, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

I. Office Equipment

To the maximum extent possible, office equipment costs are directly charged to the contract/grant which uses the equipment or materials. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month. Office equipment which benefits all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

J. Postage

- a. To the maximum extent possible, postage costs are directly charged to the contract/grant which uses the postage. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Postage which benefits all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

K. Dues and Subscriptions

- a. To the maximum extent possible, dues and subscriptions are directly charged to the contracts/grants which use or benefit from the item. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Dues or Subscriptions which benefit all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

L. IT Supplies

- a. To the maximum extent possible, IT supplies are directly charged to the contracts/grants which use or benefit from the item. If more than one contract/grant benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.

- b. IT Supplies for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

M. IT Licenses

- a. IT licenses that are for end users will be charged directly to contracts/grants based on the labor hours charged to the benefiting program during the previous month.
- b. IT Licenses that are for servers will be charged on an indirect basis.
- c. IT Licenses for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

N. IT Contracts

- a. IT Contracts that are for end users will be charged directly to contracts/grants based on the labor hours charged to the benefiting program during the previous month.
- b. IT Contracts that are for servers will be charged on an indirect basis.
- c. IT Contracts for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

O. Conferences

Conference attendance will be charged as either a direct or indirect cost depending on the purpose of the trip. If more than one program benefits from the conference attendance, the costs will be shared by the direct labor hours using an average of the past direct charges of the employee.

Example- If the President/CEO travels to attend a conference regarding a specific program, that specific program will be charged the cost. If the Vice President/COO travels to a Fiscal Training Conference that benefits all programs, those costs will be an indirect cost.

P. Job Fairs

Job Fairs will be hosted by specific programs and will be charged to those programs hosting the events. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.

Q. Meeting Expenses

- a. To the maximum extent possible, meetings expenses are directly charged to the contract/program which benefits from the function. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Meeting Expenses which benefit all programs, or hosted by staff who are engaged in indirect activities, will be charged on an indirect basis.

R. Outreach Expenses

- a. To the maximum extent possible, outreach expenses are directly charged to the contract/grant which benefits from the outreach. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs.
- b. Outreach expenses which benefit all programs will be charged on an indirect basis.

S. Staff Development

- a. To the maximum extent possible, staff development expenses are directly charged to the contract/grant which benefits from the activity or the staff wage allocation methodology. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Staff development expenses which benefit all programs will be charged on an indirect basis.
- c. Staff development expenses that are for an employee that charges to indirect costs will be considered an indirect cost.

T. Travel

- a. Travel will be charged as either a direct or indirect cost depending on the purpose of the trip and the staff member.
 - i. Example- The President travels to attend a conference regarding a specific program, that specific program will be charged the cost.
 - ii. Example- A staff member travels to meet with a program participant, the travel costs will be charged to the program in which the participant participates.
 - iii. Example- The Fiscal Specialist travels to conduct inventory, those travel costs will be allocated as indirect due to the employee's wage allocations for that function.

U. Contract Services

- a. To the maximum extent possible, contract expenses are directly charged to the contract/grant which benefits from the service. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs.

- b. Contract Services, such as Legal Fees/CPA Costs/Audit Costs/etc., will be charged as indirect costs. If a program has specific requirements, such as an administration cost limit for these services, the administration costs will also be tracked to ensure compliance with any limits that may be applicable.
- c. Leases for office equipment will be allocated directly to the contract/grant which benefits from this equipment based on labor hours charged to the benefiting programs.
- d. Monitoring Services are charged to the programs being monitored based on the past month's labor hours charged to the benefiting programs.
- e. Website costs are charged indirectly, unless a webpage exists for a specific purpose/contract. Website costs that specifically benefit one program will be charged directly to the benefiting program.
- f. Other contract services costs are charged indirectly, unless the services benefit a program directly, then the costs are allocated directly based on the past month's direct labor hours.

V. Subrecipient Grants Awarded

- a. Subrecipient grants awarded to support a specific grant(s) will be directly charged to those specific contract/grants(s). If more than one program benefits from the grant award, an allocation method will be determined that adequately and fairly shares the costs based on a cost benefit analysis of the specific subgrant.

W. Miscellaneous

- a. To the maximum extent possible, miscellaneous expenses are directly charged to the contract/grant which benefits from the activity or the staff wage allocation methodology. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Miscellaneous expenses which benefit all programs will be charged on an indirect basis.

X. Depreciation

The costs of capital items purchased with direct federal funds cannot be depreciated for indirect costs recovery purposes.

Y. Interest

Allowable Interest costs, as defined in 2 CFP 200.449, will be indirect costs unless not all programs benefit from the activities causing the interest expense. If the charge is direct, it will be allocated based on direct payroll hours of the contract/grant during the previous month.

Z. Program Participant Services

The costs of activities performed primarily as a service to program participant services will be classified as direct costs. Those activities include:

- i. Incumbent Worker Training
- ii. On the Job Training
- iii. Incentives
- iv. Occupational Education and Training
- v. Work Experience
- vi. Supportive Services (day care, housing assistance, mileage reimbursement, etc.)
- vii. Tutoring
- viii. Counseling
- ix. Leadership Development
- x. Customized Training
- xi. Assessments
- xii. Alternative Secondary School

AA. Unallowable Costs

The Workforce Alliance recognizes that unallowable costs, as defined in 2 CFR 200, Subpart E, cannot be charged to Federal Awards and has internal controls in place to ensure that this is followed. Examples of unallowable costs are:

- i. Advertising and public relations
- ii. Alcoholic beverages
- iii. Capital expenditures
- iv. Defense claims by or against the Federal Government
- v. Interest, as defined in 2 CFR 200.449
- vi. Fund raising

Signature: _____

Date: _____

Title: _____

Workforce Alliance of South Central Kansas, Inc.
300 W Douglas, Suite 850
Wichita, KS 67202

June 14, 2023

Submitted By: Chad Pettera

Item

Lease Space for Butler Workforce Center in El Dorado

Background

The office lease for the Butler Workforce Center in El Dorado expires on June 30, 2023, but has available extensions. The El Dorado Workforce Center has been at its current location at 524 N Main since 2014, and was re-procured in 2019 for terms available through 2025. Workforce Alliance leases approximately 2,433 square feet and pays \$4,631.00 in rent monthly.

Analysis

WA staff is recommending renewing the lease for a 12 month term for the period of July 1, 2023 through June 30, 2024 with all other terms remaining the same.

Strategic Goals Supported

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact
- Enhance youth employment opportunities by expanding partnerships with businesses, schools and other community organizations
- Increase the awareness of workforce programs and services throughout South Central Kansas

Recommended Action

Authorize the President/CEO execute a lease amendment to extend the term through June 30, 2024.

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	Global Aviation Technologies
Company Description:	Full service MRO/Maintenance, Manufacturing, Parts and Engineering.
Location:	Wichita, Sedgwick County
Occupation(s):	Logistics Clerk, Avionic Technician, A&P Mechanic, Production Technician/Electrical Assembler
Training Length:	Depends on specific on occupations
Average Wage Range:	\$18.00/hr is the current lowest rate for some experience, may consider a lower wage for no experience.
Benefits:	<ul style="list-style-type: none"> • Full benefit package available.
Comments:	<p>Global Aviation Technologies was a contracted partner for the CARES Act, but did not engage in any training reimbursements. GAT is currently exploring the Registered Apprenticeship program and the ability to upskill existing employees. They have engaged with Home Base Wichita, RETAIN as well as RA.</p> <p>Global Aviation Technologies was founded in 2002 as an Engineering firm, with an ability to provide the owners and operators of legacy aircraft real solutions that that work for them and their aircraft. GAT remains a privately owned and operated company that is AS9100D & ISO9001:2015 Certified, FAA PMA Certified and we are an FAA Certified Repair Station # 7GTR271C. GAT is able to provide complete avionics and components upgrades, repair and service. Their FAA certified maintenance technicians are capable of performing complete Aircraft Maintenance Services that cover the entire maintenance and aircraft inspection spectrum.</p>
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of Global Aviation Technologies to OJT ETP list.