

County of Kane
Office of County Board
Kane County Government Center

Karen McConnaughay
Chairman
630-232-5930



719 Batavia Avenue
Geneva, Illinois 60134
Fax 630-232-9188

DOCUMENT VET SHEET

for

**Karen McConnaughay
Chairman, Kane County Board**

Name of Document: ARPA youth employment program award
for Elgin Community College

Submitted by: Sheila McCraven

Date Submitted: 5/10/11

Examined by: SHEILA MCCRAVEN
(Print name)

Sheila D McCraven
(Signature)

5/10/11
(Date)

Post on Web: Yes No Atty. Initials _____

Comments: allows ECC to keep youth in paid work
experience through 6/30/11 to spend remaining
ARPA dollars

Chairman signed: Yes No 5-16-11
(Date)

Document returned to: S. McCRAVEN

RECOVERY ACT
YOUTH EMPLOYMENT PROGRAM AWARD
ARRA INITIATIVE
TERM OF AGREEMENT: March 21, 2011 – June 30, 2011
Award #: 08-01-32111

This Award serves to provide necessary information for the implementation of a new sub-recipient agreement between ELGIN COMMUNITY COLLEGE and the KANE COUNTY DEPARTMENT OF EMPLOYMENT & EDUCATION, for the purpose of implementing a limited ARRA Recovery Act Youth Employment and Work Experience Program.

The budget attached herein for the amount of \$8,840.28 will be implemented, spent, and tracked separate and apart from any prior or current sub-contract agreements between the two parties named above. Specific line items approved are for the term of the agreement noted above. This Recovery Act budget must only be used for activities that have been presented in the ECC plan for services (attached herein) and approved for work experience. (Note: Recovery Act funding is to be spent concurrently with other WIA formula grant funds and should not be used to replace formula funding currently dedicated to workforce development and summer jobs.)

The Recovery Act Summer Youth Employment Program to be delivered by ELGIN COMMUNITY COLLEGE for the Northern Kane County area plans to serve 7 specific students so named in the attached proposal. At the conclusion of the students' ARRA experience, students must either be exited from the ARRA program, or closed in their ARRA activities and opened under the WIA formula program for any services deemed necessary for their successful completion under WIA.

The required activities for this ARRA Youth initiative with ELGIN COMMUNITY COLLEGE include:

- Eligibility pre-screening and documentation
- Priority of service to Veterans and Veterans' eligible spouses
- Student Orientation
- Implementation of Illinois workNet work readiness pre-assessment, work readiness activities, and work readiness post-assessment.
- Worksite development and Job Matching students to worksites, implementing supportive services as needed i.e. background checks, drug screens, required work materials or clothes, transportation assistance, and/or child care assistance, etc.
- Case management, monitoring student participation at worksites, time and attendance tracking, payroll processing, and
- Other services as necessary are made a part of this Award.

Below are the specific procedures to be followed in implementing this latest ARRA initiative:

1. An updated ISS/Case Note must be submitted to KCDEE Youth Staff for each youth that will be participating in this program. Each submitted Case Note must provide a thorough justification as to why the youth is in need of a work experience, what the plan is for the youth during their work experience, and what will happen after the completion of their work experience activities. Also, the ISS document should list all appropriate start dates and activities for each youth participant in order for KCDEE Youth Staff to enroll them into these 1YS activities in IWDS.
2. The ARRA summer rules and rates from the original ARRA summer youth program apply to this initiative.

3. Pre and post workNet assessments are required for all participating youth.
4. Pay Rate – The student pay rate will be determined by the breadth of duties and responsibilities outlined in the job description found in the Worksite Agreement for this initiative.
5. Worksite Agreement – The standard site approval/agreement process used for prior programs will apply. Providers will be forwarded the ARRA worksite agreement documents. A new worksite agreement is needed, including an updated job description and current supervisory page. Please be sure the span of supervisor hours on site is articulated appropriately in these documents as approval of student schedules may be delayed if time scheduled does not coincide with supervisor work hours. No student may begin their work experience until number 1. above has been accepted by the KCDEE Youth staff.
6. Employer evaluations will be required.
7. The last possible day of work for these youth participants must be **no later than June 30, 2011.** Additionally, KCDEE must receive the sub-recipients' final Reimbursement Requests for **any and all costs** associated with this ARRA-funded project no later than **July 15, 2011** in order to be reimbursed. This will allow KCDEE sufficient time to review and process these RRs to ensure they can be paid out to the sub-recipient from the ARRA funds prior to the closeout date for ARRA funding. **NO ARRA FUNDS CAN BE PAID OUT IF ALL COSTS HAVE NOT BEEN CLAIMED BY July 15, 2011.**

Implementing summer work experience component: ELGIN COMMUNITY COLLEGE will abide by and enforce the terms and conditions set forth in the written Recovery Act Worksite Agreement. ELGIN COMMUNITY COLLEGE will only place students in the worksites that have been formally approved by KCDEE in written agreements. ELGIN COMMUNITY COLLEGE will be a party to such agreements, along with KCDEE and the employer worksite. Upon approval, these agreements will be turned over to ELGIN COMMUNITY COLLEGE, who will be responsible for matching and placing students at sites and in positions that are age appropriate for the students. ELGIN COMMUNITY COLLEGE staff will be responsible for preparing the WIA-eligible students for work specific to the worksite's needs. This may include, but is not limited to obtaining background checks, drug screens, and other employment-related requirements such as clothes or supplies. Regardless of worksite requirements, WIA participants that are hired into a supervisory position must have a background check conducted prior to being allowed to perform any supervisory activities.

Student's work schedules must fall within the approved work hours and schedule contained in the worksite agreement. Once each student's individual work schedule has been finalized, a copy of the Participant Schedule for each approved student must be supplied to KCDEE and an approved copy attached to the worksite agreement. These Participant Schedules should be used in reviewing time and attendance sheets submitted for payment to ELGIN COMMUNITY COLLEGE, and subsequent reimbursement from KCDEE. ELGIN COMMUNITY COLLEGE will be responsible for abiding by and implementing all LWIA #5 ARRA youth policies including classroom-based stipend rate, work experience wage rates, time and attendance policies, and the LWIA #5 supportive services policy.

All criteria referenced within the DCEO WIA Policy Letter No. 08-ARRA-01 has been incorporated into the worksite agreements which ELGIN COMMUNITY COLLEGE staff will be required to enforce. ELGIN COMMUNITY COLLEGE is also responsible for ensuring their summer staff are oriented to all provisions of these worksite agreements as well as to federal and state work rules, child labor laws, work restrictions involving hazardous occupations, etc. During provider staff interaction with youth and worksites, the provider staff are responsible for ensuring these agreements and rules are being upheld.

Upon any instance of concern, the staff must immediately advise the service provider management who in turn will advise appropriate KCDEE staff. A review of the concern will be conducted and addressed appropriately.

Upon completion of the WIA youth employment program activities, students must be provided a minimum of 12 months follow-up services.

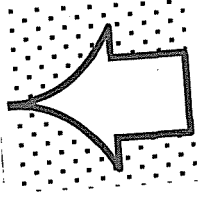


ACCEPTED FOR SUB-RECIPIENT BY:

ACCEPTED FOR WIA GRANTEE BY:

D. Sam
President, ECC

Karen Blomquist



2011 ARRA SUMMER YOUTH EMPLOYMENT PROGRAM (ARRA SYEP)

Sub-Recipient: ELGIN COMMUNITY COLLEGE	County/Area Served: Northern Kane County
Activity: Paid Work Experience (ARRA-funded)	Program Period: March 21, 2011 to May 29, 2011
Number of Youth to be Served: 07	Total Budget: \$8,840.28

YOUTH PARTICIPANT EXPENSES

Participant Wages (All payroll processing and related filings are the responsibility of the Sub-Recipient)

Number of Participants	Estimated Number of Weeks in Paid Work Experience	Estimated Number of Paid Hours Per Week	Estimated Hourly Rate <small>(Actual hourly rates range from \$8.25 - \$10.00/hr depending on job duties)</small>	Total Cost
7	6	20	\$9.00	\$ 7,560.00
Total Line Item Amount				\$ 7,560.00

Participant Fringes (Employer Contributions/Payroll Taxes)

Number of Participants	Categories of Taxes/Costs	Total Cost of Participant Wages	Total Percentage Rate for all Taxes/Costs	Total Cost
7	FICA, Workmen's Comp, Unemployment Comp.	\$ 7,560.00	8.07%	\$ 610.24
Total Line Item Amount				\$ 610.24

Participant Supportive Services

Number of Participants	Category of SS			Total Cost
7	Transportation- 2 Gas Cards for each youth @ \$25/card			\$ 350.00
Total Line Item Amount				\$ 350.00

Participant Stipend/Incentive Expenses

Number of Participants	Classroom Hours	Hourly Rate		Total Cost
7	6	\$ 7.62		\$ 320.04
Total Line Item Amount				\$ 320.04

BUDGET SUMMARY

Expenditure Line Item	Budget Amount
Participant Wages	\$ 7,560.00
Participant Fringes	\$ 610.24
Participant Supportive Services	\$ 350.00
Participant Stipend/Incentive Expenses	\$ 320.04
Total Budget Requested	\$ 8,840.28



Elgin
Community
College

1700 Spartan Drive • Elgin, IL 60123-7193 • P 847-697-1000 • elgin.edu

February 25, 2011

Ms. Deborah Banker
Kane County Department of Employment and Education
One Smoke Tree Office Complex, Suite A
North Aurora, IL 60542

Dear Ms. Banker:

Please accept this letter as Elgin Community College's intent to request additional ARRA Youth funding to support work experience opportunities for some of our currently enrolled youth. We anticipate participating students will work the equivalent of 20 hours per week for six (6) weeks at \$9.00 per hour.

As of this date, we intend to provide the above work experience for seven (7) students with a total salary expenditure of \$7,560 and taxes of \$610, totaling **\$8,170**. A sheet with the names of the students, tentative worksites, and budget is enclosed.

We are requesting funds of **\$3,369.85** to support the cost of a Blueprint Reading for Welders class. An outline detailing the costs is enclosed.

We are also requesting funds of **\$1,470** to support the cost of forklift training for 15 students, 11 of whom are currently enrolled in the Welding Occupational Bridge Program. The rationale and budget is enclosed.

As stated above, three (3) separate sheets outlining the funds requested for youth work experience, blueprint reading, forklift training, and the rationale for each are enclosed with this letter. If you should have any questions, please give me a call.

Thank you for providing us with the additional opportunities for our students.

Sincerely,

Anne Hauca

Director – Workforce Transitions

Enclosures

Student Names and Tentative Worksites

<u>Names</u>	<u>Location</u>
1. Violet Ahrens	School District 300
2. Olivia Garner	School District 300
3. Katlyn Herrera	School District 300
4. Martha Ramos	ECC/ABEC
5. Kelsi Dziejwior	Senior Services
6. Cristina Rangel	Carpentersville Thrift and Resale Shop
7. Racqell Kramlinger	School District 300

Budget

\$10,847

Work Experience Wages

7 students X \$9.00/hr x 20 hrs/wk* x 6 weeks = \$7,560

Employer taxes @ 8.072% = \$ 610.24

Classroom Stipends

7 (18 and over) students x 6 hrs x \$7.62 = \$320.04

Gas Cards

7 students x 2 each x \$25/card = \$ 350

TOTAL AMOUNT REQUESTED **\$8,840.28**

***Some students may be unable to work 20 hours each week because of their class schedule. We anticipate extending their work time beyond the six weeks to expend all of the funds. No student work experience will extend beyond our cutoff payroll date of May 29, 2011.**