

County of Kane
Office of County Board
Kane County Government Center

Karen McConnaughay
Chairman
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Geneva, Illinois 60134
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DOCUMENT VET SHEET

for

**Karen McConnaughay
Chairman, Kane County Board**

Name of Document: ARPA youth employment program
award for First Institute

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 First Institute to continue
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 #: 08-03-32111

This Award serves to provide necessary information for the implementation of a new sub-recipient agreement between FIRST INSTITUTE TRAINING AND MANAGEMENT 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 \$2,851.61 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 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 FIRST INSTITUTE TRAINING AND MANAGEMENT for the Southern Kane County area plans to serve one (1) specific student 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 FIRST INSTITUTE TRAINING AND MANAGEMENT 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.**

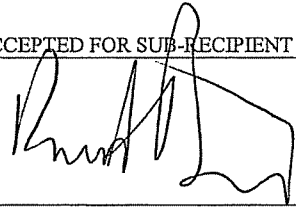

Implementing summer work experience component: FIRST INSTITUTE TRAINING AND MANAGEMENT will abide by and enforce the terms and conditions set forth in the written Recovery Act Worksite Agreement. FIRST INSTITUTE TRAINING AND MANAGEMENT will only place students in the worksites that have been formally approved by KCDEE in written agreements. FIRST INSTITUTE TRAINING AND MANAGEMENT will be a party to such agreements, along with KCDEE and the employer worksite. Upon approval, these agreements will be turned over to FIRST INSTITUTE TRAINING AND MANAGEMENT, who will be responsible for matching and placing students at sites and in positions that are age appropriate for the students. FIRST INSTITUTE TRAINING AND MANAGEMENT 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.

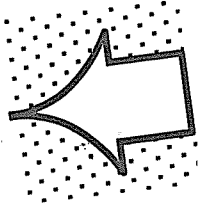
Student's work schedules must fall within the approved work hours and schedule contained in the worksite agreement. Once each student's individual work schedule has been finalized, a copy of the Participant Schedule for each approved student must be supplied to KCDEE and an approved copy attached to the worksite agreement. These Participant Schedules should be used in reviewing time and attendance sheets submitted for payment to FIRST INSTITUTE TRAINING AND MANAGEMENT, and subsequent reimbursement from KCDEE. FIRST INSTITUTE TRAINING AND MANAGEMENT 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 FIRST INSTITUTE TRAINING AND MANAGEMENT staff will be

required to enforce. FIRST INSTITUTE TRAINING AND MANAGEMENT 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:
	





Sub-Recipient: FIRST INSTITUTE TRAINING & MNG. County/Area Served: Southern Kane County
 Activity: Paid Work Experience (ARRA-funded) Program Period: March 21, 2011 to June 04, 2011
 Number of Youth to be Served: 01 Total Budget: \$2,851.61

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
1	6	40	\$9.00	\$ 2,160.00
Total Line Item Amount				\$ 2,160.00

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
1	Employee Capital Payroll Service Rate	\$ 2,160.00	18.13%	\$ 391.61
Total Line Item Amount				\$ 391.61

Participant Supportive Services

Number of Participants	Category of SS			Total Cost
1	Transportation-Mileage Reimbr. @ \$0.51/mile			\$ 300.00
Total Line Item Amount				\$ 300.00

Participant Stipend/Incentive Expenses

Number of Participants	Category of SS	Hourly Rate		Total Cost
Total Line Item Amount				

BUDGET SUMMARY

Expenditure Line Item	Budget Amount
Participant Wages	\$ 2,160.00
Participant Fringes	\$ 391.61
Participant Supportive Services	\$ 300.00
Participant Stipend/Incentive Expenses	\$ -
Total Budget Requested	\$ 2,851.61