

# Kane County Department of Employment and Education

## Request for Budget/Contract Modification

**Sub-Recipient/Contractor:** Education Service Network (ESN)

**Sub-Award/Contract #:** ESN 712010 WIA-FY      **Modification Number:** 03

**Date of Request:** April 27, 2011

**Type of Modification:**

- Transfer approved costs to a new line item
- Increase total amount of the sub award  
(Any request greater than 10% of the original sub award or \$5000 must have WIB approval)
- Defoliation (subrecipient will be notified by certified letter)
- Extension of Sub-Award or contract end date from 06/30/2011 to 06/30/2012
- Other: Increase to Program Staff Salaries/Fringes— Effective 07/01/2011, ESN is requesting a pay increase to \$24.00 per hour for both the Program Coordinator position and the Case Manager/Teacher position for their PY'10 WIA Formula Youth Program Contract. This request also increases Program Staff Fringes proportionally.

### REQUEST FOR TRANSFER OF FUNDS TO NEW LINE ITEM(S)

<b>Budget Line Item(s) Transferring Funds From:</b>	N/A
<b>Budget Line Item(s) Transferring Funds To:</b>	N/A
<b>Amount of the Transfer:</b>	N/A
<b>Justification:</b> N/A	

### REQUEST FOR AN INCREASE IN THE TOTAL SUB-AWARD AMOUNT

<b>Budget Line Item(s) to be Increased:</b>	1) Staff Salaries: \$49,920 2) Staff Fringes: \$14,530 3) Program Staff Travel: \$500 4) Other- Office Expense: \$1,218 5) Program Materials: \$200 6) Student Training Services: \$300 7) Student Supportive Services: \$4,000 8) Student Incentive Plan Expenses: \$1,700 9) Indirect Cost/Administrative: \$1,132
<b>Amount of the Increase:</b>	<b>\$73,500</b> (See attached budget documents for details)

**Justification:**

Education Service Network is requesting to increase and expand their PY'10 WIA Formula Youth Contract with KCDEE. The total amount of this increase is \$73,500 and this expansion will extend the end date for ESN's PY'10 WIA Formula Youth Contract from 06/30/2011 to 06/30/2012.

ESN's youth expansion project will serve a total of 10 new Out-of-School youth in their year-round program. Additionally, ESN will serve 35 currently enrolled youth who will be carried-in to the next Program Year in order to wrap-up services and be successfully exited from the program. ESN deals with a youth population that has significant barriers to employment. For their Expansion project, ESN will continue to provide all 10 of the WIA Program Elements for these new and carry-over youth participants. ESN will continue to emphasize job placement, career exploration, and training services in order to ensure positive WIA Performance outcomes for these youth. Students will also be able to earn incentives for meeting various benchmarks that directly correlate with the WIA Youth Performance Measures. Students will also be assessed for Supportive Service needs and offered/provided with these services (transportation, childcare, etc.), if deemed appropriate.

ESN's expansion project will be staffed by one Program Coordinator at 20-hours per week and one Case Manager/Teacher (certified learning behavior specialist and experienced GED instructor) at 20-hours per week. ESN has also included appropriate office, staff travel, program materials, student training and Administrative expenses in their budget for this expansion project.

On 05/11/2011, the River Valley Workforce Investment Board (RVWIB) approved to move forward with ESN's Expansion proposal, contingent upon successfully negotiations with KCDEE and available Youth funding.

**REQUEST FOR DATE CHANGES OR OTHER MODIFICATION**

**Justification:**

Increase to Program Staff Salaries/Fringes--- Effective 07/01/2011, ESN is requesting a pay increase to \$24.00 per hour for both the *Program Coordinator* position and the *Case Manager/Teacher* position for their PY'10 WIA Formula Youth Program Contract. Near the end of Program Year 2010, both of these positions were reassessed and, as a result, are being brought into alignment with other comparable positions under the Grundy/Kendall Regional Office of Education and the Will County Regional Office of Education. Additional satisfactory justification has been submitted by the Grundy/Kendall Regional Office of Education and attached to this Modification document to validate the appropriateness of the pay increase request for these two positions under ESN's PY'10 WIA Formula Youth Contract. This request also increases Program Staff Fringes proportionally.

**FOR PROVIDER:**

Submitted by: Education Service Network

Date: June 27, 2011

Approved By: *D. R. Nordstrom*

Date: *June 28, 2011*

**FOR KCDEE:**

Reviewed/  
Approved By: *Karen McConamy*

Date: *6-28-11*