

# Kane County Department of Employment and Education

## Request for Budget/Contract Modification

**Sub-Recipient/Contractor:** First Institute Training and Management (FITM)

**Sub-Award/Contract #:** FITM 712010 WIA-FY      **Modification Number:** 02

**Date of Request:** April 29, 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:

### 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) Student Training Services: \$94,500.00 2) Incentive Plan Expense: \$5,700.00 3) Student Supportive Services: \$3,750.00
<b>Amount of the Increase:</b>	\$103,950.00

**Justification:**

First Institute Training & Management is requesting to increase and expand their PY'10 WIA Formula Youth Contract with KCDEE. The total amount of this increase is \$103,950 and this expansion will extend the end date for FITM's PY'10 WIA Formula Youth Contract from 06/30/2011 to 06/30/2012.

FITM's youth expansion project will serve up to fifteen (15) new youth in their Medical Office Assistant youth program beginning in June 2011. The approved costs for this expansion include \$94,500 for tuition, books and fees (Medical Office Assistant Training Program) and \$9,450 for Supportive Services (transportation assistance) and program completion/employment retention incentives.

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

The remaining \$884 youth budget from FITM contract number 08 06-9252008Y (ARRA) is realigned to FITM contract number FITM 712010 WIA-FY (PY'10 WIA Formula Youth). Expenditures associated with this realigned budget will be paid in accordance with the terms of FITM contract number FITM 712010 WIA-FY.

**REQUEST FOR DATE CHANGES OR OTHER MODIFICATION**

**Justification:** N/A

**FOR PROVIDER:**

Submitted by: First Institute Training & Management

Date: June 06, 2011

Approved By: [Signature]

Date: 6-24-11

**FOR KCDEE:**

Reviewed/ Approved By: [Signature]

Date: 6-28-11