

Kane County Department of Employment and Education

Request for Budget/Contract Modification

Sub-Recipient/Contractor: Quad County Urban League (QCUL)

Sub-Award/Contract #: Urban League 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:
 - 1) QCUL is requesting to increase the cap on the number of work experience hours their youth participate in from 240 hours to 500 hours as a standard, with flexibility as needed.
 - 2) QCUL is requesting to add a Graduation Celebration for their YES participants who will be graduating in June 2011 (High School Diploma or GED attainment).

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

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

REQUEST FOR AN INCREASE IN THE TOTAL SUB-AWARD AMOUNT

Budget Line Item(s) to be Increased:	1) Staff Salaries: \$17,000 2) Staff Fringes: \$2,660.50 3) Program Staff Travel: \$300 4) Other- Office Expense: \$509.33 5) Student Wages: \$32,400 6) Student Fringes: \$2,802.60 7) Student Supportive Services: \$2,850 8) Student Incentive Plan Expenses: \$5,700 9) Indirect Cost/Administrative: \$3,996.98
Amount of the Increase:	\$68,219.41 (See attached budget documents for details)

Justification:

The Quad County Urban League is requesting to increase and expand their PY'10 WIA Formula Youth Contract with KCDEE. The total amount of this increase is \$68,219.41 and this expansion will extend the end date for QCUL's PY'10 WIA Formula Youth Contract from 06/30/2011 to 06/30/2012.

QCUL's youth expansion project will serve a total of 15 new youth in their year-round Youth Employment Services (YES) program. These youth will participate in workshops and work experience opportunities that are designed to promote development of good work habits and basic work skills, based on the needs of the youth. In addition, these youth will also be provided with services to increase their basic education levels and occupational skills. 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, if deemed appropriate.

QCUL's expansion project will be staffed by one 40-hour per week Case Manager/Job Developer whose time will be 100% dedicated to this project. QCUL has also included appropriate office, staff travel, and Indirect Cost Rate expenses in their budget for this expansion project.

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

The remaining \$16,805 youth budget from QCUL contract number 08 04-9172008Y (ARRA) is realigned to QCUL contract number *Urban League 712010 WIA-FY* (PY'10 WIA Formula Youth). Expenditures associated with this realigned budget will be paid in accordance with the terms of QCUL contract number *Urban League 712010 WIA-FY*.

REQUEST FOR DATE CHANGES OR OTHER MODIFICATION

Justification:

- 1) QCUL is requesting that the 240-hour restriction for the youth work experiences be removed to allow students a longer work experience opportunity. This would vary depending on the needs of the student. QCUL would use 500 hours as a standard, with flexibility as needed. The new 500-hour standard would be effective immediately and will extend through the duration of QCUL's PY'10 expansion project, which will end 06/30/2012.
- 2) QCUL is requesting to add a Graduation Celebration for their YES participants who will be graduating in June 2011. This event will be held to celebrate each youth's accomplishment (High School Diploma or GED Certificate) and as an incentive for these youth to bring in a copy of their credential (for attainment of WIA Youth Performance Measures). The cost for this event will be deducted from QCUL's Program Materials line item for their PY'10 WIA Formula Youth Contract (no additional costs are being requested for this event). QCUL proposes the following spending for approximately 35 of their youth that will be participating in this event:
 - ◆ Food and Drinks (Domino's Pizza), Cake and Ice Cream, Plastic ware, decorative items: \$275

FOR PROVIDER:

Submitted by: Quad County Urban League

Date: June 22, 2011

Approved By: *Theodora Belesque*

Date: 6-23-11

FOR KCDEE:

Reviewed/ Approved By: *Karen McManis*

Date: 6-28-11