

**871—56.2(84A) Summer component.**

**56.2(1) Objectives.** The objectives of the summer employment program are to accomplish needed conservation work on public lands, to provide gainful employment for 15- through 18-year-old youth from all social, economic, ethnic, and racial backgrounds, and to develop in participating youth an understanding and appreciation of Iowa's natural environment and heritage.

**56.2(2) Participating agencies.** Nonprofit private and public agencies will be chosen to operate summer employment programs through a request for proposal process. For fiscal year 1999, regional advisory boards have the option of selecting participating agencies from the agencies that have been participating agencies of this component from previous fiscal years using sole source procurement procedures. Sole source procurement will ensure the timely implementation of the program during the summer of 1998.

**56.2(3) Selection system.** Each regional advisory board shall develop a regional request for proposal (RFP), including at a minimum the RFP selection criteria, work projects and environmental awareness activities to be conducted, health and safety plan, staff roles and responsibilities, and a detailed budget. The RFP will be widely distributed throughout the region to potential participating agencies.

**56.2(4) Youth served.** To be eligible for the summer employment program youth shall be at least 15 years of age as of June 1 of the year they wish to participate in the program and no older than 18 years of age as of August 31 of the year they wish to participate in the program and be able to participate in strenuous physical activity.

**56.2(5) Project period.** Projects will be funded for all or part of the three-month period beginning June 1 and ending August 31 of each year.

**56.2(6) Local contribution.** Fifty percent of the total project cost shall be provided from local sources. Up to a maximum of 25 percent of the total project costs may be in the form of in-kind services.

**56.2(7) Program requirements.**

a. Recruiting for program enrollees shall be conducted in a manner that youth of all social, economic, and ethnic backgrounds have equal opportunity in applying for positions available.

b. Youth shall be paid the prevailing minimum wage for 32 hours per week for six to eight weeks. Youth may be hired as youth leaders and may be paid an additional 25 cents per hour. An additional eight hours per week shall be nonpaid, environmental instruction.

c. Sponsoring agencies shall abide by federal and state child labor laws.

d. Youth and staff are required to wear a uniform consisting of a safety helmet, hard-toed shoes, blue jeans, and blue work shirts.

e. Staff may be paid for a maximum of 40 hours per week for ten weeks.

f. Sponsoring agencies will assume responsibility for any tort claims related to their project and shall maintain workers' compensation and liability insurance covering their operations.

g. All contracts for the operation of summer programs shall be on a reimbursement basis.

h. All sponsoring agencies are required to conduct an audit performed by a certified public accountant within 90 days following the termination date of the contract.

If an agency conducts an agencywide audit in accordance with the federal OMB Circular A-133, the audit shall be due within 90 days of the end of the agency's fiscal year. In the case of agencies utilizing the state auditor, the audit will be required 30 days after the state auditor issues the audit report.

**56.2(8) Allowable costs.** Allowable program costs include:

a. Enrollee wages based on the minimum wage for an average of 32 hours per week. Youth leaders may be paid an additional 25 cents per hour. A minimum of 85 percent of the state funds awarded shall be allocated to enrollee wages and benefits.

b. Enrollee fringe benefits including FICA, workers' compensation insurance and liability insurance. Enrollees who successfully complete the program may be paid a bonus, not to exceed \$100, to reimburse the cost of work boots, uniforms, and state camp fees.

c. Staff pay calculated at an hourly rate comparable to other similar temporary summer employment opportunities in the local area.

d. Staff fringe benefits including FICA, workers' compensation insurance, IPERS, health and life insurance and other benefits as provided by the applicant agency.

*e.* Travel and per diem for staff travel directly related to the operation of the ICC program; work-related travel, such as travel to and from work sites; and enrollee travel to state camp, for example.

*f.* Equipment items which are necessary for the completion of work projects may be purchased. Items with a unit cost of more than \$100 and used only on an occasional basis should be rented, rather than purchased.

*g.* Supplies, including safety equipment (for example, hard hats, goggles, first-aid kits), small hand tools, work-related supplies, environmental educational materials and supplies, office supplies (for example, paper, envelopes, stamps, pencils).

*h.* Other costs, including food and lodging costs for state camp, fiscal administration, audit, liability insurance, telephone and other costs deemed necessary for the efficient operation of the program.

**56.2(9)** Reserved.

**56.2(10)** *Program reporting.* Sponsoring agencies shall submit monthly financial reports and a final performance report as required by the department and the regional advisory board.

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