

877—10.5(84A) Young adult component.

10.5(1) Objectives. The objectives of the young adult program are to accomplish meaningful and productive work on public lands and to provide gainful employment for 18- through 24-year-old, unemployed persons. The corps shall provide opportunities in the areas of park maintenance and restoration, soil conservation, wildlife and land development, energy savings, community improvement projects, tourism, economic development, and work benefiting human service programs.

10.5(2) Participating agencies. Nonprofit private and public agencies will be chosen to operate 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.

10.5(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.

10.5(4) Youth served. To be eligible for the young adult program, persons shall be at least 18 years of age and no older than 24 years of age at time of application; be unemployed; possess a minimum level of work skills; and have not been convicted of a felony in the past two years.

10.5(5) Project period. Projects will be funded for all or part of the four-month period beginning May 15 and ending September 15 each year. Under extenuating circumstances, such as natural disasters or unusual weather conditions, the project period may begin earlier than May 15 or end after September 15 with the written permission of the department of workforce development.

10.5(6) Local contribution. Fifty percent of the total project cost shall be provided from local sources. Twenty-five percent shall be in the form of cash and 25 percent may be in the form of in-kind services directly to the operation of the project.

10.5(7) Program requirements.

a. Recruiting for corps members shall be conducted in such a manner that persons who are eligible have equal opportunity to apply for positions available.

b. Corps members shall be paid the prevailing minimum wage for 40 hours per week. Eligible persons employed as lead workers may be paid an additional 35 cents per hour.

c. Corps members and staff are required to wear a uniform consisting of a safety helmet, hard-toed shoes, blue jeans and blue work shirt or a uniform consistent with the agency's personnel policies.

d. Participating agencies will assume responsibility for any tort claims related to their project and shall maintain workers' compensation and liability insurance covering their operations; or, in the case of state agencies, provide assurances that alternative arrangements are made to cover such liabilities.

e. Corps members are exempted from the provisions of Iowa Code chapters 19A, 96, and 97B. Corps members shall follow all personnel policies of the participating agency.

f. All contracts for the operation of the young adult program shall be on a reimbursement basis.

g. All participating 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.

h. Corps members may be allowed up to five hours per week of nonpaid release time to attend graduate equivalency diploma (GED) classes.

i. Participating agencies shall prepare written work project plans for each project that is performed. Plans shall include projected and actual costs of labor and materials, special equipment needs, time line to perform project, and safety hazards.

j. Participating agencies shall designate a project supervisor and ensure that corps members will receive appropriate supervision at all times.

k. During the last three weeks of employment, corps members may be granted eight hours of paid time each week to search for permanent employment.

l. Personnel files shall be maintained for each person enrolled in the program; the files shall include a standardized application form, state and federal withholding forms, federal immigration form (Form I-9), time sheets signed by the corps member and supervisor, evaluation reports, any disciplinary actions and termination form.

m. The director of the department of workforce development or designee retains the right to monitor the project, including a review of personnel files, work project plans and financial report, for program compliance.

10.5(8) *Allowable costs.* Allowable program costs include:

a. Corps members' wages based on the minimum wage for an average of 40 hours per week. One hundred percent of state funds awarded shall be allocated to corps members' wages and fringe benefits.

b. Corps members' fringe benefits, including FICA, workers' compensation insurance, and liability insurance. Enrollees who successfully complete the program may be paid a bonus, not to exceed \$200, to reimburse the cost of work boots, work clothing, and other extraordinary work-related costs.

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

d. Travel and per diem for staff travel directly related to the operation of the program; work-related travel, such as travel to and from work sites.

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

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

g. Educational costs, including the cost of enrollment in a GED program.

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

10.5(9) *Grant awards.* Rescinded IAB 7/15/98, effective 7/1/98.

10.5(10) *Program reporting.* Participating agencies shall submit monthly financial reports and a final performance report as required by the department and the regional advisory board.