

## PY 2009 WIA Youth Incentive Award Plan

### Funds Available

DEED's Office of Youth Development is pleased to announce the availability of \$ 200,000 in funding for Youth Incentive Awards based upon PY2009 WIA Youth Formula Grant Performance.

### Criteria/Eligible Applicants

Workforce Service Areas (WSAs) that meet all the following criteria are eligible to apply for funding:

1. WIA Youth Expenditures for the WSA are at or above 80% for PY2009.
2. WSA expends a minimum of 30% of WIA Youth funds on Out-of-School Youth in PY2009.
3. WSA meets or exceeds 80% of PY2009 negotiated performance level for a minimum of five of the seven WIA youth legacy measures.
4. The average of the WSA's PY2009 performance levels for four of the seven WIA youth legacy measures evaluated by the U.S. Department of Labor is at least 100%. The four measures evaluated include the Younger Youth Diploma Rate, the Younger Youth Retention Rate, the Older Youth Placement Rate and the Older Youth Retention Rate.

### Size of Grant Awards

The PY 2010 WIA allocation formula will be used to determine the amount for which each eligible WSA may apply.

### Allowable Activities

The incentive award funds must be used to enhance the WSA's ability to deliver services to youth. Examples of allowable activities include, but are not limited to:

- Collaborative projects targeting hard-to-serve youth populations, such as foster care or youth aging out of foster care, teen parents, juvenile offenders, homeless youth, dropouts, etc.
- Outreach to schools internships/activities
- "Green" work experiences/training or health care work experiences/training
- Mapping green educational and career pathways
- Specialized training (i.e. financial literacy, customer service, etc.) for youth participants
- Work readiness training for hard-to-serve youth populations
- Mentoring or leadership development activities
- Training/conference attendance for Youth Council members or youth staff
- Other project/activity/training developed by WSA and approved by DEED

Youth participants served **exclusively** with incentive funds will not be considered in determining local WSA performance.

**Duration of Funding**

Funding will be provided through the NGA process (attached to the Master Grant Agreement for each WSA) and will be available immediately upon approval of the plan. All funds must be fully expended by December 31, 2011.

**Plan Content**

Plans must include Form 1 (Cover Sheet), Form 2 (Narrative) and Form 3 (Budget).

**Timeline for Submittal**

Incentive award plans may be submitted to DEED no earlier than October 1, 2010. Submit plans to:

Kay Tracy, Director  
Office of Youth Development  
Minnesota Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101

Plans may be submitted electronically to: [Kay.Tracy@state.mn.us](mailto:Kay.Tracy@state.mn.us) but the original signed cover sheet must be mailed under separate cover.

**Technical Assistance**

Questions regarding preparation of the plan may be directed to Kay Tracy ([Kay.Tracy@state.mn.us](mailto:Kay.Tracy@state.mn.us) or 651-259-7555) or Lynn Douma ([Lynn.Douma@state.mn.us](mailto:Lynn.Douma@state.mn.us) or 651-259-7536).

## PY 2009 WIA Youth Incentive Award Plan

### Form 1 - Cover Sheet

<b>APPLICANT AGENCY</b> - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	<b>Contact Name and Address</b>
<b>Northwest Private Industry Council, Inc 1730 University Avenue Crookston, Minnesota 56716</b>	<b>Amanda Grzadzielewski NWPIC Executive Director 1730 University Avenue Crookston, Minnesota 56716</b>
Director Name: Amanda Grzadzielewski  Telephone Number: (218) 281-6020  FAX: (218) 281-6025  E-Mail: agrzadzielewski@nwpic.net	Contact Name: Amanda Grzadzielewski  Telephone Number: (218) 281-6020  FAX: (218) 281-6025  E-Mail: agrzadzielewski@nwpic.net

MN Tax ID #: 36885809 Federal Employer ID #: 36-34695532

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: \_\_\_\_\_

Title: Executive Director

Date: 9/28/11

**PY 2009 WIA Youth Incentive Award Plan  
Form 2 - Narrative**

1. How does the Workforce Service Area/Local Workforce Investment Board propose to use the incentive award?

The Northwest Workforce Service Area would like to send up to 4 youth and/or Youth Staff to the 2010 Youth Development Symposium in Chicago.

Airfare	\$1,833
Meals	\$710
Conference Registration	\$1,500
Hotel	\$837
Transportation/Misc Expenses	\$329

**Total Budget:      \$5,209**

The Northwest Workforce Service Area would like to use PY09 Incentive Funds to pay for the expenses of one Youth Staff to accompany a former Youth Participant on a trip to Washington D.C. This former youth participant was one of 19 individuals selected to go and meet First Lady Michelle Obama and attend President Obama's September 8 speech where he presented his new Jobs Act proposal to a joint session of congress.

Airfare	\$1,562
Meals	\$116
Transportation/Parking	\$23.00

**Total Budget      \$1701**

The Northwest Workforce Service Area proposes to use the remaining amount of the award to fund the activities of the Youth Council for Program Year 2010. Costs would include meeting space fees, meals, mileage, and stipends for Youth Council members.

**Total Budget:      \$2,702**

Any funds that are not spent on the 2010 Youth Development Symposium and the trip to Washington D.C would be added to the amount used for Youth Council activities.

2. How will the proposed use of the incentive award enhance the WSA/LWIB's ability to deliver employment and training services to youth or partner with other organizations to do so?

The 2010 Youth Development Symposium is a great opportunity for Professional Development. Youth Staff will obtain training and learn about programs and services that are being offered in other areas of the nation. This knowledge can be brought back to the Northwest Workforce Service area and used to improve current programming and to implement future projects. For youth attending this event, it is an excellent opportunity to participate in a professional event and learn more about the programs in which they are enrolled. Youth would also get to travel outside of the Northwest Workforce Service area and get to experience and interact in a large city. Past youth participants have commented on the tremendous learning opportunity that this experience has provided them.

The trip to Washington D.C. was unexpected. The former youth participant was notified of the trip just days before she was expected to leave for Washington D.C. Because this youth had very little experience traveling and she did not have a family member that was able to attend, the Northwest WSA made the decision to have a Youth staff attend with her. This Youth was representing the employment and training programs in the Northwest Workforce Service Area, and Program staff and NWPIC Administration felt that it was important to provide a suitable chaperone to assist her in making it safely to and from the event.

The use of the incentive award to fund the Youth Council will allow the Northwest Workforce Service area to continue holding bi-monthly meetings. This will allow greater continuity in the initiatives that are currently being worked on. The WIB strongly supports the work of the Youth Council and wants to see the Youth Council continue as a viable broker of youth activities within the Workforce Service Area.

**PY09 WIA Youth Incentive Award Plan  
Form 3: Budget**

BUDGET PERIOD: 10/1/10 TO 12/31/11

Project Name/Agency/Contact Person	Address/Phone/Fax/E-mail
<b>Northwest Private Industry Council Amanda Grzadzielewski, NWPIC Assistant Director</b>	<b>1730 University Avenue Crookston, MN 56716 Phone: (218) 281-6020 Fax: (218) 281-6025 Email: agrzadzielewski@nwpic.net</b>

Budget Category	Incentive Funds
Personnel/Salaries	
Fringe Benefits	
Travel	<b>\$4,171</b>
Supplies	
Contracted/Professional Services	
Space Costs/Rental	
Other Direct Costs (describe)	<b>\$3,163</b>
Indirect/Administrative Costs	<b>\$2,278</b>
<b>TOTAL</b>	<b>\$9,612</b>