

**Program Year 2009  
Local Youth Planning Update  
WIA Youth Formula Grant and the Minnesota Youth Program**

**Form 1 - Cover Sheet/Signature Page**

<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>Rodger L. Coauette, Executive Director Northwest Private Industry Council, Inc. 1730 University Avenue Crookston, MN 56716</b>
Director Name: Rodger L. Coauette  Telephone Number: (218) 281-6020  FAX: (218) 281-6025  E-Mail: <a href="mailto:Rodger.coauette@state.mn.us">Rodger.coauette@state.mn.us</a>	Contact Name: Rodger L. Coauette  Telephone Number: (218) 281-6020  FAX: (218) 281-6025  E-Mail: <a href="mailto:Rodger.coauette@state.mn.us">Rodger.coauette@state.mn.us</a>

MN Tax ID #: 36885809

Federal Employer ID #: 36-34695532

Local Website Address (if applicable): [www.nwpic.net](http://www.nwpic.net)

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: \_\_\_\_\_

Date: \_\_\_\_\_

**1. Attach a Current Youth Council Membership List (see below for sample format).**

<b>YOUTH COUNCIL MEMBER NAME</b>	<b>ORGANIZATION/REPRESENTING</b> (Examples: business, education, community-based organizations, youth, parent, etc.)
<b>Chair: Dixie Holen</b> <b>Phone Number:</b> (218) 563-2502 <b>E-Mail:</b> <a href="mailto:dholen@yahoo.com">dholen@yahoo.com</a>	Northwest WIB Chairperson/Business
Beverly Arnston	Education/Carl Perkins Coordinator
Kathy Giannonatti	Housing
Betty Halvorson	Community Based Organization/Youth Program Operator
Brittany Hesse	Youth Participant
Mary Kuske	Youth Participant
Lori Melbye	Foster Parent
Daryl Meyer	Tri-Valley Community Corrections/Juvenile Justice
Dawn Newton	Education/Alternative Learning Center
Murray Turner	Education/Carl Perkins Coordinator

2. Please provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly.

Youth Service Provider/Contact	WIA	MYP
Department of Employment and Economic Development 1730 University Avenue Crookston, Minnesota 56716 (218) 281-6020 Carolyn Toupin, Field Operations Manager 4 <a href="mailto:Carolyn.toupin@state.mn.us">Carolyn.toupin@state.mn.us</a>	X	
Inter-County Community Council P.O. Box 189 Oklee, Minnesota 56542 (218) 796-5144 Betty Halvorson, E & T Program Director <a href="mailto:bettyhalvorson@yahoo.com">bettyhalvorson@yahoo.com</a>	X	X

**3. Provide an update on Youth Council activities and accomplishments in the last 12 months. Attach a current Mission Statement and Work Plan for the Youth Council. Attach a current copy of the Request for Proposal (RFP) issued by the WSA/LWIB/Youth Council to select youth service providers. Examples of coordinated planning across youth development resources (beyond WIA and MYP) may include:**

In the past 12 months the Youth Council has been involved in a number of activities that promote the development of youth in careers and occupations that are in demand within the Northwest Workforce Service Area that have had positive outcomes.

**Distribution of 2008 Northwest Region MnCareers Supplement:** The Northwest WSA has produced an 8 page supplement to the Minnesota Careers publication entitled, “Exploring High-Demand, High-Pay Occupations in the Northwest Region of Minnesota”. The supplement has been updated each year by the DEED Regional LMI Analyst and a 2009 edition will be distributed for Program Year 2009. The Tech-Prep Coordinators serving on the Youth Council, as well as, the youth program staff distribute the supplement. In addition, the supplements are a key part of the Outreach to Schools initiative.

**Youth Incentive Funds:** The Youth Council decided to use the incentives for program year 2006 performance to fund the Youth Council as there have been fewer administrative dollars available each year. The program year 2007 Youth Incentive award is being used to compile a list of all programs and degrees offered by Northland Community and Technical College and the University of Minnesota, Crookston that meet the occupation in demand criteria. This would also serve to identify gaps in training that higher education has not met locally. This information will be distributed to students through the Outreach to Schools program.

**Outreach to Schools:** The goal of the Outreach to Schools program has been to provide high school students with good career exploration resources and to provide them with current labor market information to assist them in their selection of career choices. The project also serves to help the student make a successful transition from high school to post-secondary education or work. Over 20 high school districts are partners in this effort and 750 students were target to receive career information.

**Manufacturing First!:** Manufacturing First! is a unique collaboration of manufacturers, post-secondary schools, high schools and the WIB. ANI Pharmaceuticals, Polaris Industries, and Marvin Windows & Doors, public high schools in Badger, Baudette, Greenbush/Middle River, Roseau and Warroad, Bemidji State University, Pine Technical College and the Northwest WIB. The project has two goals; to change the general perceptions regarding work in a manufacturing environment and to develop an integrated strategy for workforce development, economic development and education based on business and industry needs. Although this is primarily an incumbent worker training program, the project has two elements that impact youth in the participating high schools. teachers will be trained in the why, what and how of a particular manufacturing concept that can be used as examples in a classroom and internships will be created within the participating firms to provide high school students with the opportunity to learn more

about the world of manufacturing and the science, technology, engineering and math is applied at the work level.. Due to the recent economic turndown, the manufacturers are struggling to retain their current employees. This has led to the plans for the youth interns being pushed back.

**The Mission Statement for the Northwest Youth Council is “Investing Today’s Resources in Tomorrow’s Workers.”**

The Youth Council has an outline for a work plan to be followed for Program Year 2009. This document is developed based on the input from Youth Council members. The work plan is attached.

The Youth Council issued an RFP for Program Year 2009 training providers. The Youth Council and the WIB has elected to retain the current program providers for Program Year 2009 with an option for two additional years. A copy of the RFP and the RFP rating worksheet are attached.

- A resource map of available federal, state, local and private programs and resources available in the local area to support youth services.

[ X] No change from PY 2008

- An inventory or assessment of the type and availability of youth services available in the local area (identification of service gaps, and designation of shortages).

[ X] No change from PY 2008

- Attach best practices which support the Shared Youth Vision (see [www.positivelyminnesota.com/youth/syv/syv.htm](http://www.positivelyminnesota.com/youth/syv/syv.htm) for sample best practices).

The local Youth Council/WIB has for sometime recognized the need of providing current career information to the high school students within the WSA. The continuing out migration of the youth from Northwest Minnesota has been of particular concern to the Youth Council/WIB while employers have been faced with an aging workforce and have been having difficulty finding skilled labor. At the same time these same employers can't understand why they are having difficulty recruiting youth into their workforce. The Youth Council/WIB has felt that it is important to keep as many of the youth as possible in the area and at the same time utilizing this group to fill some of the high-wage job vacancies that exist within the WSA or in this period of economic turndown to prepare the youth so they will be ready to enter the workforce when an upturn in the economy occurs.

It continues to be the strategic goal of the Youth Council/WIB to make every effort to educate the secondary students and their parents of high-demand and

high-pay occupations within the workforce service area. This has been a three step process; gathering information, disseminating the information and increasing awareness of the opportunities available within the WSA.

The DEED Regional Analyst, has completed another update of the “Exploring High-Demand, High-Pay Occupations in Northwest Minnesota” and the 2009 edition will be distributed to students and their parents throughout program year 2009. The supplement not only lists the high-demand, high-pay occupations in the northwest Region of Minnesota but also the amount of education needed to work in a specific occupation and the interest codes for the occupation that can be matched up with the student’s interest profile. A project is now in the works to identify where in the WSA a student can go to get the training necessary to work in one of the identified careers. This project may also serve to identify any gaps that exist in the training currently offered by the post-secondary institutions in Northwest Minnesota. The original information developed for the supplement led to the creation of the Regional Career Information website at [www.iseek.org/northwest](http://www.iseek.org/northwest).

Distribution of the labor market information has been done several ways. The Tech Prep Coordinators have taken a leadership role in delivering copies of the MnCareers booklet and the Northwest Minnesota supplements to all the schools in the WSA. In addition, the Outreach to Schools project has utilized the supplements as a key part of their presentations to the school districts participating in that project. This information is also an essential part of the assessment process and is given to all WIA/MYP participants during the objective required for program participation. This information is also provided to WIA adult and Dislocated Workers and is available to all the WorkForce Center customers. Building awareness of the availability of this labor market information and the efforts to improve the material has been on-going. It will continue to be the mission of the Youth Council to have good information about career opportunities in Northwest Minnesota and that this information reach as many students and parents as possible.

**4. Describe the service delivery design for each of the following youth activities:**

- Eligibility determination:

[ X] No change from PY 2008

- Objective Literacy/Numeracy assessment. Identify the assessment(s) instrument that the WSA will use to assess basic skills deficiencies for out-of-school youth:

[ X] No change from PY 2008

- Development of an individual service strategy:

[ X] No change from PY 2008

- Follow-up services:

[ X] No change from PY 2008

**5. Update the WSA/LWIB/Youth Council's strategy to serve youth who have significant barriers to employment, including:**

- out-of-school youth (including high school dropouts)

[ X] No change from PY 2008

- youth with language or cultural barriers

[ X] No change from PY 2008

- youth who have been adjudicated, or children of incarcerated parents

[ X] No change from PY 2008

- youth with disabilities

[ X] No change from PY 2008

- homeless youth

[ X] No change from PY 2008

- youth in foster care (and aging out of foster care)

[ X] No change from PY 2008

- migrant/seasonal farmworker youth  
[ X] No change from PY 2008
- Native American youth  
[ X] No change from PY 2008

**6. Describe how the local youth services strategy:**

- Assures that WIA Youth and MYP activities are provided not as a stand alone activity, but as part of an array of services available in the workforce service area. This response may include reference to Rehabilitation Services, State Services for the Blind, local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Youthbuild, Apprenticeship, Minnesota Conservation Corps, etc.

[ X] No change from PY 2008

- Fits into the overall vision and strategic direction for workforce development established by the LWIB in its most recent plan.

[ X] No change from PY 2008

**7. Update WSA/LWIB/Youth Council strategies for providing youth and parents with:**

- Current labor market information regarding high-growth, in-demand occupations within your service area and/or region. This response can include a synopsis of your Outreach to Schools Initiative (for the WSAs operating the project during PY 2008).

The Youth Council wants to continue to build on the progress made the past three years with the Outreach to Schools program. The Outreach to Schools program will continue the group presentations as well as completing as many one-on-one sessions, as possible, with individual students in need of career information. The WIB/Youth Council has identified that priority should be given to the individual student who does not plan on attending a four year post-secondary institution. Service will be provided to all students but the focus will be on the individual student who does not plan on continuing their education or who plans on attending a vocational program. All staff activity is coordinated with school administrators, school counselors, career teachers and Tech-Prep Coordinators.

An emphasis has been placed on informing students about occupations in demand within the Workforce Service Area and the educational requirements needed to obtain these jobs. The Youth Council/WIB has printed an update of the eight page supplement to the 2008 MnCareers magazine entitled, "Exploring High-

Demand, High-Pay Occupations in Northwest Minnesota”. The utilization of this document has been well received by students, parents and employers. As a result, the Youth Council/WIB has authorized the printing of a 2009 update of the supplement.

It is anticipated that staff will have reached approximately 750 students through the group presentations and 200 students through the one-on-one career assessment and exploration sessions. All participating students receive the 2008 MnCareers Booklet and the Northwest Minnesota Supplement. It is hoped that the students will take these home and share this information with their parents. By working closely with the high school counselors and the career education teachers, staff will serve to raise the awareness of these school personnel on the extent of the career exploration resources available through the Workforce Center system in Northwest Minnesota.

The Youth Council/WIB anticipates that all the parties involved in this endeavor will come away with a better understanding of the careers that have been identified within the key industries in the Northwest Workforce Service Area. In particular, it is hoped that high school students will be made aware of growth industries and in-demand occupation, jobs with above average earnings, and the education or training needed to obtain these jobs. The Youth Council/WIB believes that by providing local youth with good career information about the opportunities available to them within the Workforce Service Area may result in some of the youth deciding to stay in the area to work, rather than relocating to obtain employment. In addition, some of the youth may also return to Northwest Minnesota once they have completed their education or training outside of the area.

- Identify any nationally-recognized work readiness credentials or certificates which are available for youth participants through WIA or MYP. (Examples of “nationally-recognized work readiness credentials” include the National Work-Readiness Credential, WorkKeys Work-Readiness Credential and/or the Customer Service Representative credential available through the National Retail Federation.)

The WSA currently does not utilize and nationally-recognized work readiness credentials or certificates.

- Work experience, on-the-job training, career development, or internships in high-growth, in-demand occupations.

[ X] No change from PY 2008

- **Work experience, on-the-job training, career development, or internships which support green jobs and Minnesota’s green economy.**

Work experience jobs that involve green jobs will revolve around jobs with cities, counties and state parks that involve such activities as grounds maintenance, flower planting, and mowing. There may be some summer jobs with flood

recovery efforts due to the high water this spring in Northwest Minnesota. This would revolve around cleaning up sandbags from dikes and around public buildings and general clean-up of parks and public facilities. Most of the recycling efforts in this WSA have been conducted by units of County government and the recycling centers have served as worksites in the past and it is anticipated these sites will provide continued opportunities for youth this summer. There are plans for a youth crew and supervisor to work with the Community Action Agency Housing program rehabilitating existing housing. The youth do much of demolition and prep work prior to the weatherization program weatherizing the house. Other efforts will be made to identify “green jobs” within the area to serve as a career resource for job seekers or in identifying career training paths.

- 8. Describe the role that private sector employers play in developing/providing services for youth. Include information on the type and number of private sector employers providing internships, on-the-job training, tours, mentors, job shadowing opportunities, etc.**

[ X] No change from PY 2008

- 9. Describe any incentive policies which will be used to reward individual participants for excellence in work and academics.**

[ X] No change from PY 2008

- 10. Describe how the WSA/LWIB/Youth Council currently defines the sixth criteria for youth eligibility under WIA: “An individual who requires additional assistance to complete an education program, or to secure and hold employment.”**

[ X] No change from PY 2008

- 11. Up to five percent of youth participants served by WIA youth programs in a local area may be individuals who do not meet the income criteria for eligible youth, provided that they fall within one or more of the categories as described in WIA §129(c)(5). Describe whether your area will use this “5% window” for non-income eligible youth.**

[ X] No change from PY 2008

- 12. If your area (or service providers within your area) intends to use Individual Training Accounts (ITA’s) for serving older youth and/or out-of-school youth, please describe the following:**

- Who will be an appropriate candidate for an ITA?
- Who will be required to sign off on an ITA?
- What will be the pay mechanism (e.g. vouchers, electronic fund transfer, consumer “smart cards,” or other methods)?
- What processes or procedures will be used to track ITA payments?

- Will the ITA be for a specific amount or time period?
- Will the ITA include anything other than tuition, books, fees and supplies (such as supportive services)?

No change from PY 2008

**Form 2 – 2009 Budget Information Summary: WIA Youth Formula Grant**  
**(See page 16 for definitions of cost categories)**

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coauette
E-Mail Address:	<a href="mailto:Rodger.coauette@state.mn.us">Rodger.coauette@state.mn.us</a>
Phone:	(218) 281-6020
Date Submitted (or Modified):	11 May 2009
Grant Number:	

Cost Category	Carryover From 2008	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/09 to 6/30/09	7/1/09 to 9/30/09	10/1/09 to 12/31/09	1/1/10 to 3/31/10
Administration		43,517	45,517	10,880	21,759	32,638	43,517
<b>WIA Youth Program Financial Information</b>							
Youth Participant Wages and Fringe Benefits	16,952.32	201,411	218,363.32	45,132.16	108,594.32	163,379.32	218,363.32
Direct Services to Youth		176,246	176,246	32,076	80,192	128,131	176,246
Support Services		14,001	14,001	2,548	6,370	10,179	14,001
<b>TOTAL:</b>	16,952.32	435,175	452,127.32	90,636.12	216,315.32	334,327.32	452,127.32

<b>Pct. Of Funds Expended on Out of School Youth:</b>	30%
<b>Pct. Of Funds Expended on Administration Costs:</b>	70%

Estimated Number of Youth Served (4/1/09 – 3/31/10)	
Younger Youth	175
Older Youth	41
<b>TOTAL</b>	216
In-School	166
Out-of-School	50

\*No more than 20 percent of local WIA Youth funds may be carried over into the next year.

**Form 3 – SFY 2010 Budget Information Summary: Minnesota Youth Program\***  
 (See page 16 for definitions of cost categories)

WSA:	Northwest – WSA #1
Contact:	Betty Halvorson
E-Mail Address:	<a href="mailto:bettyhalvorson@yahoo.com">bettyhalvorson@yahoo.com</a>
Phone:	(218) 796-5144
Date Submitted (or Modified):	05/20/2009
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2010**					Carry Over to SFY11*
	Total Funds Available	7/1/09 to 9/30/09	10/1/09 to 12/31/09	1/1/10 to 3/31/10	4/1/10 to 6/30/10	
Administration	7,858	1,965	3,929	5,893	7,858	0
<b>Minnesota Youth Program Financial Information</b>						
Youth Participant Wages and Fringe Benefits	47,149	2,000	12,376	37,131	47,149	0
Direct Services to Youth	23,425	1,000	6,215	10,957	23,425	0
Support Services	150	150	150	150	150	0
<b>TOTAL:</b>	<b>78,252</b>	<b>5,115</b>	<b>22,670</b>	<b>54,131</b>	<b>78,252</b>	<b>0</b>

\*MYP funds can be carried over between the first and second year of the biennium, if approved in local Youth Plan\Budget.

\*\*All quarterly figures must be cumulative.

Estimated Number of Youth Served (7/1/09 - 06/30/10)	
Summer	2
Year-Round	3
<b>TOTAL</b>	<b>35</b>

## **Definitions of Cost Categories**

**Administration** – Costs are defined by WIA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system.

**Youth Participant Wages and Fringe Benefits** – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category.

**Direct Services to Youth** – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

**Support Services** – Items that are necessary for a youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

## FORM 4: WIA Youth Performance Measures

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coquette
E-Mail Address:	<a href="mailto:Rodger.coquette@state.mn.us">Rodger.coquette@state.mn.us</a>
Phone:	(218) 281-6020
Date Submitted (or Modified):	
Grant Number:	

Younger Youth Performance Measures	Local Level of Performance				
	PY 2005 (ACTUAL)	PY 2006 (ACTUAL)	PY 2007 (ACTUAL)	PY 2008 (PLANNED)	PY 2009 (PLANNED)
Basic Skills Attainment Rate	99.0%	97.4%	98.6%	90.0%	90.0%
Younger Youth Diploma Rate	83.0%	86.1%	92.7%	76.0%	76.0%
Younger Youth Retention Rate	69.0%	83.7%	86.0%	73.0%	73.0%

Older Youth Performance Measures	Local Level of Performance				
	PY 2005 (ACTUAL)	PY 2006 (ACTUAL)	PY 2007 (ACTUAL)	PY 2008 (PLANNED)	PY 2009 (PLANNED)
Older Youth Placement Rate	100.0%	100.0%	85.7%	79.0%	79.0%
Older Youth Retention Rate	100.0%	85.7%	90.0%	83.0%	83.05
Older Youth Six-Month Wage Gain	\$6,360	\$2,616	\$5,455	\$3,600	\$3,600
Older Youth Credential/Diploma Rate	50.0%	50.0%	57.1%	55.0%	55.0%

**Note:** WSAs will have an option to revise planned performance levels for PY 2009 when DOL negotiates statewide performance goals for PY 2009.

## FORM 5: WIA Common Youth Performance Measures

WSA:	Northwest – WSA #1
Contact:	Rodger L. Coauette
E-Mail Address:	<a href="mailto:Rodger.coauette@state.mn.us">Rodger.coauette@state.mn.us</a>
Phone:	(218) 281-6020
Date Submitted (or Modified):	
Grant Number:	

OMB Youth Common Measure	PY 2007 (ACTUAL)	PY 2008 (PLANNED)	PY 2009 (PLANNED)
Placement in Employment or Education	92.2%	65.0%	65.0%
Degree or Certificate Attainment	87.2%	55.0%	55.0%
Literacy/Numeracy Gains	0.0%	20.0%	20.0%

**NOTE:** This is a planning document meant to be used to create local baseline data for the Common Youth Measures.

## Attachment A

WSA	PY 2009 WIA Planning Estimate	SFY 2010 MYP Planning Estimate
WSA 1 - Northwest	\$366,002	\$78,582
WSA 2 - RMCEP	\$1,751,948	\$388,292
WSA 3 - Northeast	\$777,101	\$200,358
WSA 4 - Duluth	\$329,962	\$87,102
WSA 5 - CMJTS	\$1,078,226	\$283,591
WSA 6 - Southwest	\$300,456	\$131,197
WSA 7 – South Central	\$510,162	\$163,502
WSA 8 - Southeast	\$704,124	\$267,793
WSA 9 – Hennepin/Carver	\$322,493	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,024,620	\$338,634
WSA 12 - Anoka	\$166,922	\$176,751
WSA 14 – Dakota/Scott	\$284,945	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,164,141	\$375,943
WSA 16 - Washington	\$144,157	\$89,597
WSA 17 – Stearns/Benton	\$312,259	\$131,891
WSA 18 – Winona	\$99,274	\$35,143

**PY 2009 WIA Youth (April 1, 2009 to March 31, 2010):**

**Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2009. The planning estimates provided above are based on each WSA's PY 2008 Youth Formula Grant allocation. WSAs will not be required to submit a Budget Information Summary for WIA Youth funds until final allocations are released.**

**SFY 2010 MYP Funds (July 1, 2009 to June 30, 2010):**

**The MYP estimates are based on the SFY 2009 MYP allocations. Final MYP allocations for SFY 2010 will be made based on action by the 2009 Minnesota Legislature.**