

**Program Year 2010
Local Youth Plan
WIA Youth Formula Grant and the Minnesota Youth Program**

Form 1 - Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
City of Duluth Workforce Development Division 411 W. 1st Street, Room 332 Duluth, MN 55802	Don Hoag, Manager 411 W 1st Street, Room 332 Duluth, MN 55802
Director Name: Don Hoag Telephone Number: (218) 730-5770 FAX: (218) 730-5952 E-Mail: dhoag@duluthmn.gov	Contact Name: (same) Telephone Number: FAX: E-Mail:

MN Tax ID #: 000-8021696 Federal Employer ID #: 41-6005105

Local Website Address (if applicable): www.yesduluth.org

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: Manager, Workforce Development
 Date: 4/13/2010

Checklist of Items to be Submitted With Regular WIA/MYP Plan Prior to DEED Approval

Form 1:	Signed Cover Page	<u> X </u>
	List of Youth Council Members	<u> X </u>
	List of All CURRENT Youth Service Providers	<u> X </u>
	Current Youth Council Mission Statement and Work Plan	<u> X </u>
	Current Request For Proposal (RFP) Used to Select Youth Service Providers	<u> N/A </u>
	Copies of Best Practices Supporting Shared Vision For Youth	<u> X </u>
Form 2:	Completed 2010 Budget For Regular WIA Youth	<u> X </u>
Form 2a:	Completed 2010 Budget Backup For Regular WIA Youth	<u> X </u>
Form 3:	Completed SFY 2011 Budget for Minnesota Youth Program	<u> X </u>
Form 4:	Completed WIA Youth Performance Measures Chart	<u> X </u>
Form 5:	Completed WIA Common Youth Performance Measures Chart	<u> X </u>

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

YOUTH COUNCIL MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)
Chair: Tim Wigchers* Phone Number: (218) 726-4721 E-Mail: timwigchers@yahoo.com	American Lung Association (Individual with interest and expertise in youth issues)

Pat Hamon	Vocational Rehabilitation Services
Susan Jordan	Housing & Redevelopment Authority
Soren Larsen-Ravenfeather	Life House (community based organization serving youth)
Erik Mattson	Woodland Hills (juvenile justice system)
Kim Hall*	City of Duluth (parent)

*** denotes representatives of Duluth Workforce Council, Inc.**

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
Duluth Workforce Development, including YES (Youth Employment Services) Duluth Don, Hoag, Manager 411 W 1st Street, Room 332 Duluth, MN 55802 Phone: (218)730-5770 dhoag@duluthmn.gov	X	X

3. 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.

The Youth Council does not have a current Mission Statement. Several members of the group are new, so it is meeting on a monthly basis to continue its organizational work. If a mission statement and work plan are required, we will communicate this to the Youth Council at its next regular meeting, on Wednesday, April 28, 2010.

- How does the WSA procure youth services under regular WIA and MYP?
All services are provided by Duluth Workforce staff, with instruction services and tutoring provided by a licensed teacher under a professional services contract.
- Describe your WSA's program design for younger, in-school youth.
Younger, in-school youth are recruited through the school counselor's office, work experience coordinators, youth organizations, special education teachers and Vocational Rehabilitation counselors. All the elements of WIA are available to this population but most are interested in Summer Work Experience. Part of our summer work experience is the Safety Training Curriculum recommended by the State. This is taught by our licensed teacher.

Students are informed about MinnesotaWorks.net and ISEEK at their orientation. Labor Market information is also made available to students thru the state's website, periodicals and the youth job counselors. Worksites are selected based on student's interests, abilities and availability, and also are designed around any summer schooling the student is enrolled in.

Students are also required to complete program applications and provide copies of all necessary documentation for employers so they are ready to apply for unsubsidized jobs as they become available. Staff is available to assist when needed.

Each student interviews with the Worksite supervisor as a job interview. Students are evaluated on their work performance by supervisors during their work experience to identify strengths and areas that need improvement.

Students are strongly encouraged to learn about financial literacy and attend financial literacy classes taught by the Youth Zone staff or Community Action Duluth, which have robust financial literacy programs – this proved to be a very successful model in 2009. More employers are requiring direct deposit payroll, so we recommend students open an account and learn about payroll and banking. For many students this is their first paycheck and they learn how to fill out a timesheet, what payroll deductions are and paying taxes.

In the fall, students usually return to school and receive a monthly news letter with employment and life skills information.

- Describe your program design for older, out-of-school youth.
All the elements of WIA are available to this population but most are interested in GED training, Work Experience, Occupational training and Job Placement. These youth are tend to be active year around.

Older out of school youth are introduced to all elements of the program during their orientation, assessment and the development of their Individual Service Strategy.

If GED training is the identified as the starting point, it is provided by our licensed teacher who works with students in small groups or one on one whenever possible. Students must attend a minimum of 6 hours a week for 4 weeks to show their commitment before they receive a voucher for the GED test.

Students are informed about MinnesotaWorks.net and ISEEK at their orientation. Labor Market information is also made available to students thru the state's website, periodicals and the youth job counselors. Worksites are selected based on student's interests, abilities and availability.

Students are also required to complete program applications and provide copies of all necessary documentation for employers so they are ready to apply for unsubsidized jobs as they become available. Staff is available to assist when needed.

Each student interviews with the Worksite supervisor as a job interview. Students are evaluated on their work performance by supervisors during their work experience to identify strengths and areas that need improvement.

Students are strongly encouraged to learn about financial literacy and attend financial literacy classes taught by the Youth Zone staff or Community Action Duluth, which has robust financial literacy programs – this proved to be a very successful model in 2009. More employers are requiring direct deposit payroll, so we recommend students open an account and learn about payroll and banking. For many students this is their first paycheck and they learn how to fill out a timesheet, what payroll deductions are and paying taxes.

Occupational training is approved and funded based on the ISS, labor market information, and funding available.

Older youth also have the monthly news letter mailed to them. This serves two purposes. It delivers valuable information to participants, and it also helps keep our youth addresses current.

- Describe the WSA's process for monitoring youth services under WIA and MYP. Workforce Development monitors its own services by a review of programs and activities, the impacts on clients, and financial tracking. Since we do not have program subcontracts, we do not have to monitor the performance of other agencies, but only of our own staff. The licensed teacher works in regular contact with the youth job counselors. Monitoring is ongoing and achieved through regular discussions regarding customers she has served.

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

- Outreach and recruitment of participants:
Youth are recruited through some of the traditional methods such as the school counselors' offices, work experience coordinators, special education teachers, worksite supervisors and Vocational Rehabilitation counselors. Due to the availability of technology, we now are on Face book, My space, and have a website(www.YESDuluth.org) where the program application can be downloaded. Participants email addresses are on file so we may contact them in this manner.

Our other outreach activities include:

The Workforce Center, including the Youth Zone (applications are available in the Resource Area).

Collaboration with multiple community youth organizations including LifeHouse, Woodland Hills, Copeland/Valley Youth, Boys & Girls Club.

We have placed advertising on cash register receipts at retail outlets.

We have placed inserts into utility bills, reaching 30,000 households.

Duluth Workforce Development is sponsoring a booth at the Home & Builders Show, where attendance is expected to reach 40,000.

We also encourage current participants to help us recruit.

- Eligibility determination:
In addition to determining income and age eligibility, at-risk eligibility is determined by talking with the youth, parents, and/or school counselors to gain information about work history, school status/performance, disability status, IEP information, offender status, and other potential barriers to education and employment. We have also expanded an historically strong focus on youth who are aging out of foster care. We have direct links with county foster care staff, provide training to that staff on our services, and even receive referrals from foster parents directly.
- Assessment strategy:
Assessments are conducted in our vocational evaluation facility, and include reading and math testing, career interest and abilities inventories, GED pre-tests if necessary, as well as informational interviews with youth and sometimes parents to assess work and education history, interests, personal goals and motivation, disabilities, and current knowledge of job search techniques. Specifically, we use the TABE to determine reading and math levels for literacy/numeracy gain.

We also operate a Vision Lab. Participants who are assessed as deficient in binocular acuity perform a series of progressive eye exercises, which can significantly improve reading levels. In addition to such assessments of individuals, we have expanded our focus on business conditions and Labor Market Information (LMI) so that we are in touch with the regional economy and are able to deliver services to businesses in high-growth and demand sectors. We have conducted LMI training for staff.

- **Development of an individual service strategy:**
After basic skills assessment, career evaluation, and discussion of work and education history (including strengths and barriers), all of this assessment information is used to develop an individual plan which outlines the steps to achieve goals. Participants are directly involved in developing the goals, steps required to achieve, and the services available through YesDuluth or elsewhere. The strategy is developed through one-on-one counseling with the participant, with goals and services mutually agreed upon.
- **Follow-up services:**
Follow up begins at intake. Available services are explained, and participants are informed of the requirement to provide staff with current on-going contact information. Follow-up services include continuing contact between the job counselor and participant to provide assistance with problem-solving at work or in school, or other issues identified by the participant. Other follow up services include continuation of needed support services, job search assistance, and monthly newsletters highlighting job search tips, upcoming job fairs, community resources, success stories and program happenings. Follow up services to be utilized are agreed upon during the development of the Individual Service Strategy. As noted above, we use email and newsletters, and also post information on Facebook and MySpace.

5. Describe 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)**
The WSA budgets 50% of allowable program funds to serve out-of-school youth, which exceeds the federal requirement of 30%. We also have a contract with a licensed teacher to serve as a “private tutor” for program participants. She provides flexible hours and offers individual tutoring for GED preparation. Participants are also referred to the Area Learning Center for diploma completion and GED testing. In addition, we were a founding partner in the “School Outside of a School” program which also included the school district and LifeHouse as partners. Although we are no longer a direct partner in this program, we work to maintain a close working relationship with LifeHouse and use them as a source of referrals for this segment of the youth population.
- **youth with language or cultural barriers**
Youth with language barriers are referred to ESL training available at the ALC. Cultural barriers can sometimes be eased through participation with community cultural groups. Also, Lifehouse offers a “Multi Culture” class designed to foster awareness and acceptance of a variety of cultures. Several referrals from there have completed this class.
- **youth who have been adjudicated, or children of incarcerated parents**
We network with local agencies serving such youth, including Northwoods treatment facility, Arrowhead Juvenile Center and Woodland Hills. These agencies also serve youth with other significant barriers. A significant percentage of our caseload has been adjudicated. Finally, a representative from Woodland Hills is a member of the

Youth Council.

- youth with disabilities
Job counselors attend high school IEP meetings with in-school youth who have disabilities, and visit local high school work experience classes to present WIA Youth Program information and services. As appropriate, participants with significant disabilities are referred to WorkForce Center partners for services. We have developed a working relationship with the Vocational Rehabilitation counselor who works on the school transition program, and she sits on the Youth Council. We had several examples of youth with disabilities who were served in our summer employment program in 2009, including the success story which was included in the state's summer youth employment report. In the past, our job counselors have also attended the "Working with People with Disabilities" training offered by the Pacer Center. At the present, Duluth is one of the locations which has a Disability Navigator. This person has supported us in the development of our Youth Zone at the Workforce Center, and has close working relationships with youth program staff. She also supervises a youth participant working as an intern in the Youth Zone.
- homeless youth
LifeHouse Youth Center, which serves homeless youth and other significantly at-risk youth, is one of our principal recruitment sources for homeless youth. In the past, WIA job counselors have been at LifeHouse on a weekly basis. One of our goals in the coming months is to have a joint staff meeting between our program and LifeHouse to strengthen the working relationship. This connection will help us serve current WIA youth participants already utilizing the Center, as well as to recruit new WIA participants, some of whom are homeless.
- youth in foster care (and aging out of foster care)
We have provided training for St. Louis County Foster Care Dept. staff to explain services available to foster youth, including those aging out of foster care, and this is reinforced through periodic meetings and updates with them. Due to our history of service to foster youth, we have also developed a network of relationships with foster parents, some of whom contact us directly for information regarding youth aging out.
- migrant/seasonal farmworker youth
Due to the small presence of agriculture in the local economy, we have not encountered youth who would be in this category.
- Native American youth
Our Youth program staff have contact with social workers from the Center for American Indian Resources, who refer Native American youth to our programs.
- Teen parents
Duluth Workforce Development provides employment services to MFIP participants via a contract with St. Louis County. We receive referrals from our own MFIP counselors. We are in close contact with St. Louis County's financial workers who also assist with referrals of new and existing parents. We also receive referrals from

the LifeHouse Teen Parent Center, school counselors and community youth organizations.

- Attach best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth. (see www.positivelyminnesota.com/youth/syv/syv.htm for sample best practices).

We were a founding partner in Project SOS (School Outside of a School) which won our Youth Council Chair at that time an award from the Governor. Although LifeHouse now employs the teacher, rather than utilizing the YESDuluth teacher, we maintain a connection to that program as a referral source. Our current contract teacher used to be the SOS teacher, so she is completely familiar with the program.

We were also a founding member of The Northland Works, which was the pioneering regional career information website in the state.

In 2009, we placed a SCSEP participant in a work assignment to develop a website. YESDuluth was the first project, and the website was instrumental in our ability to obtain work sites and participants so that we were able to serve over 250 participants in the ARRA Youth program (more than 160% of our goal to serve 155). One of the key features was the online availability of work site and participant applications. Two other best practices were also employed in 2009. First, we hired older youth under the ARRA program to serve as summer supervisors, helping our staff implement the summer program. Second, we worked with Community Action Duluth to obtain financial literacy training for our participants, which had a direct impact on our ability to serve the neediest youth.

We have also developed a presence on FaceBook and MySpace.

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.

Rehabilitation Services/State Services for the Blind: See response to providing services to youth with disabilities above. WF Center staff are familiar with services offered by each partner due to ongoing Resource Room Representative training, and a Vocational Rehabilitation counselor is a member of the Youth Council. Our job counselors refer to partner services when appropriate. In cases of milder disabilities, we are able to work with our partners to brainstorm ideas.

Local Education Providers: We have noted above the strong connections to local education providers through membership on the Workforce Council. We also have strong programmatic links, such as regular work with the ALC, Project SOS, and

other examples noted in the text of our responses.

Health and Human Service Providers (including CBOs and FBOs): We have established a marketing, recruiting and referral network with a number of community health and human service providers as already noted, including Life House, Lutheran Social Services, Human Development Center, Northwoods, Woodland Hills, neighborhood youth programs, Boys and Girls club, and others. We also have close connections with the St. Louis County Social Services Department. Staff from LifeHouse and Woodland Hills are members of the Youth Council.

Job Corps: Job Corps no longer has a presence in Duluth.

Foster Care: See text above which describes our ongoing relationship with County Foster Care Staff and foster parents.

Juvenile Justice: This is accomplished through representation on the Youth Council, and our network with local agencies including Northwoods, Woodland Hills, and Arrowhead Juvenile Center.

Employers: we had significant contact with public and private employers as a result of our extensive summer work experience program in 2009. In 2010, we have added a part time job developer to the YESDuluth team to enhance our employer contacts.

Overall, we conduct cross training on three levels to ensure that service delivery is part of an array of services. At level one, we ensure that Workforce Center staff are cross trained to understand each other's programs and services. At the second level, we conduct cross training with WIA-mandated community partners. At the highest level, we conduct cross training with other community partners, and are sometimes involved together in non-WIA/MYP projects such as Project SOS and "Duluth At Work." This is a project in which community agencies receive CDBG or foundation funding to provide comprehensive services to low income individuals. One of the projects is a youth focused, operated by Neighborhood Youth Services (a division of Woodland Hills). Duluth Workforce Development has co-enrolled many participants across Duluth at Work projects, and is a member of the advisory committee.

- Fits into the overall vision and strategic direction for workforce development established by the LWIB in its most recent plan. Youth activities have been a key component of our strategic direction for years, as evidenced by our participation in the development of projects such as Project SOS, The Northland Works (TNW), and the Regional Applied Math Project (RAMP). More recently, the region was awarded a US Department of Labor Regional Innovation Grant (RIG) for the purpose of developing a comprehensive economic and workforce development strategic plan. Among the strategies identified in that document to contribute to our regional talent development are expansions of TNW and RAMP.

7. Describe 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 2009).

We teach participants how to get information regarding careers and labor market information using various websites such as The Northland Works, ISEEK, and MCIS. We also send out information to youth and parents on labor market trends and hot jobs. Our regional labor market analyst conducts LMI training for job counselors from time to time. While the poor economic conditions have been disruptive, as noted earlier a renewed push behind The Northland Works is planned as a regional strategic activity.

- The WSA's approach to assuring work readiness skill attainment for youth participants through WIA or MYP. Are work readiness certificates/credentials available to youth?

Work readiness components currently in use include:

Weekly job club

Supervisory work evaluations and monitoring of skill attainment

Staff work with supervisors on skill areas to improve

Financial literacy training

Safety: pre-test, completion of state designed training, post-test

Participant orientations stress work maturity skills

- Work experience, on-the-job training, and/or internships in high-growth, in-demand occupations (public and private sector).
Health Care and manufacturing continue to be our two highest priority occupations, although hiring has been impacted by the recession, particularly in manufacturing. In order to provide the number of work experiences we did in 2009, many employment settings were utilized, not just those in high-demand occupations.
- Work experience, internships or training which focuses on "green" jobs and Minnesota's "green economy."
Community Action Duluth employed 10-12 YESDuluth participants on its "green team." These participants went house to house in targeted neighborhoods to educate homeowners about funding options for energy improvements to their homes.
- Youth safety training information and/or curriculum.
As noted previously, our licensed teacher conducted safety training using the state developed curriculum. In addition, safety training was provided by supervisors at worksites where appropriate and necessary.

8. Describe the WSA's method(s) for recruiting and retaining a sufficient number of age-appropriate worksites for youth, including steps taken to assure that workplace supervisors receive training as appropriate.

All worksite supervisors are required to attend an orientation conducted by Workforce Development before they are selected as a worksite. Age appropriate assignments are discussed, and supervisors are reminded that many of the participants are fairly young, and this may be their first ever work experience. All are instructed to consider the participants as “trainees” and not merely temporary employees.

9. 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.

Private sector employers provided several work experience sites for our 2009 program. YES Duluth worked with 23 employers last summer. Many of the sites were specifically chosen and tailored to the individual youth working there. Examples include a sales clerk at Petco, a stocker/bagger at Super One, store clerk at 4th Street Market, a stocker/cashier at TradeHome Shoes, a pizza maker at Papa Murphy’s, an auto body assistant at Arrowhead Auto Body, a barista assistant at Beaners, and a skate board repairer at Damage Board Shop. Twelve of the work experience placements led to regular unsubsidized employment. We also have had a youth work and internship at Midwest Communications, the owner of a number of radio stations. This intern works on website development, coordination of special events, and is learning how to work with radio communication equipment. As noted earlier, we have added a placement specialist/job developer to expand our contact with private employers. Finally, in 2009, we marketed our summer youth program through the private sector representatives on the Workforce Council, the Duluth Area Chamber of Commerce, and the Area Partnership on Economic Expansion.

10. Describe the WSA’s plans to provide financial literacy training, youth entrepreneurship training, and/or life skills training to participants.

We have already noted our partnership with Community Action Duluth to provide financial literacy training, and how a first work experience teaches participants about payroll, banking, payroll deductions and taxes. Financial literacy training has also been provided through the Youth Zone, and the Duluth Workforce Center is in the process of adding a seminar on financial literacy. In addition, YESDuluth staff conduct life skills sessions such as “Strategies on Getting the Job you Desire”

11. Describe plans to refer youth to apprenticeship opportunities as follow-up to services offered under WIA and MYP.

We receive mailings from several unions in the region regarding apprenticeships, and this information is shared with all job counselors. Information on local apprenticeship opportunities is also available at the Workforce Center. We have had occasions where apprenticeships have been offered as a result of work experiences. We always encourage on the job training whether part of a formal apprenticeship program or not.

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

GED STUDENTS

- \$5 - Completing a GED workbook.
- \$10- Completing GED pre-tests.
- \$10 - Passing a GED test (score of 45 or better).
- \$50 - Receiving GED.

DIPLOMA STUDENTS

- \$5 - Completing at least 30 units at the end of each month. \$.10 for each additional unit beyond 30.
- \$10 - Each diploma credit completed.
- \$50 - Receiving diploma.

ALL STUDENTS

- \$10- Completing the reading post-test if needed
- \$10- Completing the math post-test if needed
- \$10- Increasing reading level on post-test
- \$10- Increasing math level on post-test
- \$10 - Recruiting a person who successfully completes YES! assessment.
- \$10 - Completing a competency (there all 11 total, includes resume, interviewing skills)
- \$50 - Getting a job which allows you to exit from YES! program
- \$50- Attaining a credential while in our program (i.e. GED, AA degree, CNA, etc.)-for 1st one received only.
Need to bring copy of certificate/degree to job counselor

VISION LAB

- \$10- Assessment + one session
- \$15- Completion of 4th session
- \$20- Completion of 10th session
- \$25- Completion of 20th session
- \$30- Completion of program (usually around 30 sessions)

New: \$50 for turning in copy of paystub or school enrollment 3rd quarter after exit

13. 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.”

The WSA has defined this criterion to include youth who face the barriers noted below.

- a. youth with disabilities
- b. poor work history
- c. truancy
- d. poor school performance
- e. need assistance in attaining their GED
- f. lack of supportive relationships
- g. chemical dependency
- h. poor social skills and conflict resolution skills
- i. lack of work maturity skills
- j. lack of pre-employment skills
- k. lack of self-esteem/self-worth and motivation
- l. public assistance recipient/lack of financial resources
- m. in addition, although foster youth comprise one of the other criteria, we have a particular focus on youth who are aging out of foster care

14. 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 your WSA's use of the "5% window" for non-income eligible youth and any WSA/LWIB/Youth Council policies governing any targeting of specific subgroups that meet local priority of service.

The City of Duluth does not actively seek to enroll individuals under the "5% window." We instead use this category on a discretionary basis to assist those whom we have identified that do not meet the income requirements but who do have barriers to achieving their educational and employment goals, and who could benefit from our services. We are also careful not to deny other eligible youth services or place them on a waiting list due to enrollment of individuals under the "5% window."

15. If your area (or service providers within your area) intends to use Individual Training Accounts (ITAs) 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)?

We do not use ITAs, we have found that our participants who are interested in receiving training are eligible for full Pell Grants. We do use program funds to assist with gaps in funding for tuition and books.

Form 2 – 2010 Budget Information Summary: Regular WIA Youth
(See page 14 for definitions of cost categories)

WSA:	WSA 4, City of Duluth
Contact:	Don Hoag
E-Mail Address:	dhoag@duluthmn.gov
Phone:	(218) 730-5770
Date Submitted (or Modified):	04/13/10
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration	5,000	39,367	44,367	11,000	22,000	33,000	44,367
WIA Youth Program Financial Information							
Youth Participant Wages and Fringe Benefits	83,706	98,500	182,206	100,000	175,000	182,206	182,206
Direct Services to Youth	20,000	226,000	246,000	61,500	123,000	184,500	246,000
Support Services	9,000	29,809	38,809	9,700	19,400	29,100	38,809
TOTAL:	117,709**	393,676	511,382	182,200	339,400	428,806	511,382

Pct. Of Funds Expended on Out of School Youth:	50
Pct. Of Funds Expended on Administration Costs:	10

Estimated Number of Youth Served (4/1/10 – 3/31/11)	
Younger Youth	100
Older Youth	60
TOTAL	
In-School	80
Out-of-School	80

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

** estimated 30% carry-in is requested; the additional 10% = \$39,236; we currently have 59 participants enrolled in Work Experience with obligations for wages, FICA and Workers Comp through mid-July totaling [\\$144,851.86](#).

**Form 2a – 2010 Budget Backup: Regular WIA Youth
(Cost Categories Consistent With DEED Monthly Financial Status Reports)**

WSA:	WSA 4 City of Duluth
Contact:	Don Hoag
E-Mail Address:	dhoag@duluthmn.gov
Phone:	(@18) 730-5770
Date Submitted (or Modified):	04/13/2010
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration	5,000	39,367	44,367	11,000	22,000	33,000	44,367
In-School Youth	14,502	70,855	85,355	31,330	58,100	72,433	85,355
Summer In-School Youth	41,853	106,300	148,153	54,270	100,600	125,470	148,153
Out of School Youth	14,501	70,854	85,355	31,330	58,100	72,433	85,355
Summer Out of School Youth	41,853	106,300	148,152	54,270	100,600	125,470	148,152
TOTAL:	117,709	393,676	511,382	182,200	339,400	428,806	511,382

Pct. Of Funds Expended on Out of School Youth:	50
Pct. Of Funds Expended on Administration Costs:	10

*No more than 20 percent of local WIA Youth funds may be carried over into the next year.
See carry-in note above on Form 2

Form 3 – SFY 2011 Budget Information Summary: Minnesota Youth Program*
(See page 14 for definitions of cost categories)

WSA:	WSA 4 City of Duluth
Contact:	Don Hoag
E-Mail Address:	dhoag@duluthmn.gov
Phone:	(@18) 730-5770
Date Submitted (or Modified):	04/13/2010
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2011**					Carry Over to SFY12*
	Total Funds Available	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11	4/1/11 to 6/30/11	
Administration	8,710	6,535	7,260	7,985	8,710	
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits	39,196	29,397	32,663	35,929	39,196	
Direct Services to Youth	30,486	22,865	25,405	27,945	30,486	
Support Services	8,710	6,535	7,260	7,985	8,710	
TOTAL:	87,102	65,332	72,588	79,844	87,102	

*MYP funds CANNOT be carried over into the next biennium (SFY 2012), beginning on July 1, 2011.

**All quarterly figures must be cumulative.

Estimated Number of Youth Served (7/1/10 - 06/30/11)	
Summer	75
Year-Round	25
TOTAL	100

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:	WSA 4 City of Duluth
Contact:	Don Hoag
E-Mail Address:	dhoag@duluthmn.gov
Phone:	(@18) 730-5770
Date Submitted (or Modified):	04/13/2010
Grant Number:	

Younger Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Basic Skills Attainment Rate	90.8	85.7	90%	87	90
Younger Youth Diploma Rate	81.5	80	75%	70	75
Younger Youth Retention Rate	71	72.4	70%	72	70

Older Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Older Youth Placement Rate	85	90.9	75%	69	75
Older Youth Retention Rate	93.3	89.5	78%	75	78
Older Youth Six-Month Wage Gain	3,330.90	3,474.80	\$3,800	2,900	3,800
Older Youth Credential/Diploma Rate	57.7	71.4	55%	50	55

FORM 5: WIA Common Youth Performance Measures (PLANNING ONLY)

WSA:	,
Contact:	Don Hoag
E-Mail Address:	dhoag@duluthmn.gov
Phone:	(@18) 730-5770
Date Submitted (or Modified):	04/13/2010
Grant Number:	

OMB Youth Common Measure	PY 2008 (ACTUAL)	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Placement in Employment or Education	93.9	60	59.0
Degree or Certificate Attainment	81.8	40	49.9
Literacy/Numeracy Gains	35.7	20	22.2

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

Government Performance Results Act (GPRA) National Performance Goals for Employment and Training Programs (per TEG L 9-08, Change 1)

Common Youth Measure	RESULTS	TARGETS		
	2007	2008	2009	2010
Placement	62%	59.4%	58.5%	59.0%
Attainment	57%	50.9%	48.8%	49.9%
Literacy	30%	23.2%	21.2%	22.2%

PLANNING ESTIMATES

Attachment A

WSA	PY 2010 WIA Planning Estimate	SFY 2011 MYP Planning Estimate
WSA 1 - Northwest	\$435,175	\$78,582
WSA 2 - RMCEP	\$2,001,101	\$388,292
WSA 3 - Northeast	\$923,983	\$200,358
WSA 4 - Duluth	\$392,364	\$87,102
WSA 5 - CMJTS	\$1,283,023	\$283,591
WSA 6 - Southwest	\$423,987	\$131,197
WSA 7 – South Central	\$648,021	\$163,502
WSA 8 - Southeast	\$1,122,988	\$267,793
WSA 9 – Hennepin/Carver	\$474,576	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,218,373	\$338,634
WSA 12 - Anoka	\$268,868	\$176,751
WSA 14 – Dakota/Scott	\$422,709	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,341,752	\$375,943
WSA 16 - Washington	\$214,190	\$89,597
WSA 17 – Stearns/Benton	\$467,990	\$131,891
WSA 18 – Winona	\$122,397	\$35,143

PY 2010 WIA Youth (April 1, 2010 to March 31, 2011):

Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2010. The planning estimates provided above are based on each WSA’s PY 2009 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 2011 MYP Funds (July 1, 2010 to June 30, 2011):

The MYP estimates are based on the SFY 2010 MYP allocations. Final MYP allocations for SFY 2011 will be issued pending action by the Minnesota Legislature.