

**Modification to Program Year 2008 Local Youth Plan
Addition of WIA Youth Recovery Act Funds**

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
<p>Southwest Minnesota Private Industry Council, Inc. 607 W Main St Lyon County Government Center 3rd Floor Marshall, MN 56258</p>	<p>Juanita Lauritsen Executive Director Southwest Minnesota Private Industry Council, Inc. 607 W Main St Lyon County Government Center 3rd Floor Marshall, MN 56258</p>
<p>Director Name: Juanita Lauritsen</p> <p>Telephone Number: 507-537-6987</p> <p>FAX: 507-537-6997</p> <p>E-Mail: Juanita.Lauritsen@state.mn.us</p>	<p>Contact Name: Juanita Lauritsen</p> <p>Telephone Number: 507-537-6987</p> <p>FAX: 507-537-6997</p> <p>E-Mail: Juanita.Lauritsen@state.mn.us</p>

MN Tax ID #: 3012698

Federal Employer ID #: 411487964

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

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this modification on behalf of the Workforce Service Area (WSA).

Signature: _____

Title: Executive Director

APRIL 9, 2009

Date: _____

Please provide a list of service providers who will be serving youth using WIA youth Recovery Act funds (see below for sample format). Youth Service Provider/Contact 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	Est. No. of Youth Served Using Recovery Act Funds ONLY	Est. Number of Youth Served in Summer of 2009	Est. Number of Youth Served in Year-Round Activities
Southwest Minnesota Private Industry Council, Inc. 607 W Main Street Lyon County Government Center Marshall, MN 56258 Kati Birhanzl, Youth Program Specialist 320-269-5561 Kati.Birhanzl@state.mn.us (Big Stone, Chippewa, Lac qui Parle, Swift, Yellow Medicine & Redwood Counties) Eriann Faris, Youth Program Specialist 507-537-6236 Eriann.Faris@state.mn.us (Lincoln, Lyon, Murray, Pipestone, Rock, Cottonwood, Jackson & Nobles Counties)	150	130	20
TOTALS:	150	130	20

Questions:

1. Describe program components of the WSA's summer youth employment program funded through WIA youth Recovery Act funds.

The WIA Youth Recovery Act funds will be used in WSA 6 to provide the following summer youth employment program components:

- Work Experience – Average Placement – \$3,000 - \$3,500/slot
- Career Exploration
- Short-term classroom training assistance (i.e. – Certified Nursing Assistance)
- On-the-Job Training – a potential option for post-high school participants
- Job Search Assistance

2. Describe program components of the WSA's year-round youth services funded through WIA youth Recovery Act funds.

The WIA Youth Recovery Act funds will be used in WSA 6 to provide the following year-round youth services program components:

- Work Experience – Average Placement - \$2,500/slot
- Career Exploration

- Short-term classroom training assistance
- Job Search Assistance

3. Describe the WSA’s strategy for assuring maintenance of effort/obtaining concurrence from organized labor for worksites covered by collective bargaining agreements.

WSA6 will utilize language in the Worksite Agreement that will provide for union concurrence at any worksites that are covered by collective bargaining agreements. The sign off will include:

Union Concurrence	
If the position is covered by a collective bargaining agreement, the union must sign off on the Work Experience.	
_____	Union Organization Name
_____	Concurs _____ Does Not Concur _____ Has no opinion on the activities proposed
_____	Collective Bargaining Agent Sign-off

4. Describe the WSA’s plans to deliver youth safety training to participants and new worksite supervisors.

Youth Safety Training is a critical component of the information provided to participants and worksite supervisors in WSA 6. The initial training is provided during the worksite orientation and incorporated into the WSA 6 Youth/Worksite Handbook, which is maintained at each worksite. The safety orientation materials covered include, but are not limited to, the following areas:

- Child Labor Laws
- Right-to-Know
- Blood Borne Pathogens
- Teen Drive for Employment Act
- Injury Procedures
- Evacuation/Disaster Plans
- Protective Equipment/Clothing

5. Describe the WSAs plans to measure Work Readiness Outcomes for youth funded through WIA youth Recovery Act funds.

WSA 6 will utilize a bi-weekly evaluation process to measure the Work Readiness Outcomes for the youth participating in the WIA Youth Recovery Funds program. The evaluation process is incorporated into the bi-weekly payroll system and is based on SCANS criteria. Each time card contains the following work readiness categories:

- Dependability (attendance, punctuality, etc)
- Relationships (supervisors, co-workers, public, etc)
- Work Quality (neatness, attention to detail, timeliness, etc)
- Communications (following instructions, asking & responding to questions, etc)
- Stability (maturity, stress management, decision making, etc)

- **Appearance (grooming, hygiene, neatness, etc)**
- **Attitude (interest, initiative, positive approach, etc)**

The worksite supervisor scores the work readiness criteria each pay period.

The SW MN PIC Youth Specialists review the results. A participant is required to achieve an evaluation score of at least a “3” (meets requirements) or higher at least 75% of the time.

Areas identified as deficient will be addressed with the participant and a continuous improvement plan will be developed between the supervisor, youth and PIC Youth Specialist. Plan progress will be reviewed on a bi-weekly basis.

Form 2 –

**Summer Youth Budget Information Summary: WIA Youth Recovery Act Funds
(See page 5 for definitions of cost categories)**

WSA:	6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Juanita Lauritsen
E-Mail Address:	Juanita.Lauritsen@state.mn.us
Phone:	507-537-6987
Date Submitted (or Modified):	April 6, 2009
Grant Number:	8063605

Dollar Amounts Shown in Columns 2-5 Must Be Cumulative					
Cost Category*	(1) Total Recovery Act Funds Available	(2) 2/17/09 to 3/31/09	(3) 4/1/09 to 6/30/09	(4) 7/1/09 to 9/30/09	(5) 10/1/09 to 12/31/09
Administration (Up to 10 percent)	\$54,508	\$0	\$7,200	\$38,750	\$47,422
Youth Participant Wages and Fringe Benefits**	\$385,078	\$0	\$97,500	\$345,017	\$345,017
Direct Services to Youth**	\$102,500	\$0	\$32,500	\$79,000	\$87,736
Support Services**	\$3,000	\$0	\$1,000	\$2,200	\$2,200
TOTAL:	\$545,086	\$0	\$138,200	\$464,967	\$482,375

*Allowable use of WIA youth Recovery Act funds is consistent with established WIA Youth Formula Grant policy.

**At least 30 percent of WIA youth Recovery Act funds must be expended on out-of-school youth.

Summer Youth Only Estimated Number of Youth Served (ages 14 to 24) (5/1/09 to 12/31/09)			
	TOTAL	In-School Youth	Out-of-School Youth
Youth 14 to 15	0	0	0
Youth 16 to 18	80	60	20
Youth 19 to 21	35	0	35
Youth 22 to 24	15	0	15
TOTAL	130		80

Form 3 –

Year-Round Youth Budget Information Summary: WIA Youth Recovery Act Funds
(See page 5 for definitions of cost categories)

WSA:	6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Juanita Lauritsen
E-Mail Address:	Juanita.Lauritsen@state.mn.us
Phone:	507-537-6987
Date Submitted (or Modified):	April 6, 2009
Grant Number:	

Dollar Amounts Shown in Columns 2-7 Must Be Cumulative							
Cost Category*	(1) Total Recovery Act Funds Available	(2) 2/17/09 to 3/31/09	(3) 4/1/09 to 6/30/09	(4) 7/1/09 to 9/30/09	(5) 10/1/09 to 12/31/09	(6) 1/1/10 to 3/31/10	(7) 4/1/10 to 6/30/10
Administration (Up to 10 percent)	\$54,508	\$0	\$0	\$2,300	\$4,750	\$6,750	\$7,086
Youth Participant Wages and Fringe Benefits**	\$377,578	\$0	\$0	\$0	\$15,860	\$32,300	\$40,061
Direct Services to Youth**	\$110,000	\$0	\$0	\$0	\$4,950	\$9,575	\$14,764
Support Services**	\$3,000	\$0	\$0	\$0	\$300	\$650	\$800
TOTAL:	\$545,086	\$0	\$0	\$2,300	\$25,860	\$49,275	\$62,711

*Allowable use of WIA youth Recovery Act funds is consistent with established WIA Youth Formula Grant policy.

**At least 30 percent of WIA youth Recovery Act funds must be expended on out-of-school youth.

Year-Round Youth Only Estimated Number of Youth Served (ages 14 to 24) (4/1/09 to 6/30/10)			
	TOTAL	In-School Youth	Out-of-School Youth
Youth 14 to 15	0	0	0
Youth 16 to 18	20	15	5
Youth 19 to 21	0	0	0
Youth 22 to 24	0	0	0
TOTAL	20	15	5

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.

WIA Youth Recovery Act Funding by WSA

WSA	PY 2008 WIA Stimulus Allocation
WSA 1 - Northwest	\$559,469
WSA 2 - RMCEP	\$2,572,652
WSA 3 - Northeast	\$1,187,890
WSA 4 - Duluth	\$504,430
WSA 5 - CMJTS	\$1,649,478
WSA 6 - Southwest	\$545,086
WSA 7 – South Central	\$833,108
WSA 8 - Southeast	\$1,443,734
WSA 9 – Hennepin/Carver	\$610,124
WSA 10 - Minneapolis	\$1,566,363
WSA 12 - Anoka	\$345,661
WSA 14 – Dakota/Scott	\$543,442
WSA 15 - Ramsey	\$1,724,980
WSA 16 - Washington	\$275,367
WSA 17 – Stearns/Benton	\$601,656
WSA 18 – Winona	\$157,356