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STATE OF MINNESOTA
DEPARTMENT OF ECONOMIC SECURITY

FISCAL YEAR 1983 ANNUAL PLAN
FOR THE
GREATER MN JOB TRAINING PROGRAMS

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1983

December 22, 1982

I. CERTIFICATION

The Minnesota Department of Economic Security, Greater Minnesota Job Training Programs certifies that the information contained in the Prime Sponsor Master Plan (Part I of its Comprehensive Employment and Training Plan) as approved by the Department of Labor is complete and accurate, as augmented by information contained in this Annual Plan. The Prime Sponsor further certifies that all program operations funded in whole or in part with funds made available under the Comprehensive Employment and Training Act will be in accordance with the approved Master Plan and Annual Plan, and that it will comply with the requirements of Section 676.16 of the CETA regulations in proposing and obtaining approval for any modifications to its Comprehensive Employment and Training Plan.

II. OVERVIEW OF PERFORMANCE

A. Monitoring and Evaluation

Program monitoring and evaluation activities indicated that in general program operators were adequately serving clients and resulted in findings and recommendations regarding:

- participant eligibility and participant files
- uniform application of regulations, procedures and policies
- participant progress monitoring
- performance of individual program operators

While monitoring information did not result in Annual Plan changes, the following procedural changes were initiated:

- Modifications were made in the GMJTP Policy and Procedure Manual which resulted in clarification of the interpretation of regulations, procedures and policies.
- A system was developed which implemented the cross-checking of MIS and Training Payments Unit participant files.

The results of program evaluation activities produced the following changes in the Annual Plan.

- Title IIB-C Annual Plan was modified to include specific references to enrollment and successful completions for classroom training and OJT.
- Special Title VII projects were initiated to increase participation of women and youth.
- Monthly Performance Reviews of individual program operators were initiated which monitor both fiscal and participant performance data at the activity level.

**SUMMARY OF PREVIOUS FISCAL YEAR'S PROGRAM
(FY82)**

	Title II-B/C	IV-YETP	IV-SYEP	VII	Total
Total Funds Available*	8,349,494	1,133,886	1,998,592	1,424,356	12,906,328
Total Accrued	6,821,929	1,074,897	2,067,804	1,247,046	11,211,676
Allowances Subtotal	1,740,414	89,105		28,224	1,857,743
Wages Subtotal	1,697,450	565,390	1,407,642		3,670,482
Fringe Benefits Subtotal	197,706	43,632	120,355		361,693
Training Subtotal	1,059,468	140,115	43,055	745,861	1,988,499
Services Subtotal	2,126,891	236,655	496,752	472,961	3,333,259
TOTAL ADMINISTRATIVE FUNDS AVAILABLE:	3,814,026		Expenditure of Funds in Admin. Cost Pool		3,542,375

PARTICIPANT INFORMATION

	Title II-B/C	IV-YETP	IV-SYEP	VII	Total
Number of Participants Served	5,644	1,200	1,931	853	9,628
Number of Participants Entering Unsubsidized Employment	1,592	82	18	398	2,090
Number of Handicapped Served	1,081	397	304	101	1,883
Number of Handicapped Entering Unsubsidized Employment	233	13	0	49	295

* Excludes contribution to the Administrative Cost Pool: Included in "Total Administrative funds" below.

- A third quarter evaluation of each JTO's performance served as the basis for the allocation of Title VII incentive funding for variable ratio, upgrading and OJT allocations.

B. Summary of Current Fiscal Year's Program

Table 1 (see page 1a) contains a summary of FY 1982 expenditures and results for all CETA Titles.

C. Service to Handicapped

Every effort is made to find appropriate CETA activities for handicapped persons; this includes assuring fully accessible worksites, and where the individual needs special training, working out a program with the Division of Vocational Rehabilitation (DVR). The enrollment and placement of handicapped, in-school participants in YETP is coordinated whenever possible with school personnel to ensure that services are designed to best meet the participant's special needs. A unified Employability Development Plan, bringing together the resources of both CETA and DVR, is prepared for participants. Through the fourth quarter of FY82 in Title IIB,C, the GMJTP served 1,081 handicapped participants and placed 233 in unsubsidized employment.

In addition, several innovative programs have been developed to serve handicapped individuals. Lakes and Pines Community Action Agency is operating a Special Grant project which focuses on special needs/handicapped youth. The job readiness of handicapped youth is determined, a special training plan developed, academic credit negotiated with the school district, and special support systems provided when the youth enters on-the-job training.

In Region 8, there is a subgrant with Service Industries Incorporated, to provide a job placement counselor to work with handicapped adults. Services include pre-project assessment and vocational counseling, job seeking and job retention skills training. Job development and placement are provided in cooperation with DVR, the Association for Retarded Citizens, Job Training Offices, Job Service, and private sector employers. Follow-up services and evaluation of on-the-job performance is also available. The project will provide services to 100 handicapped adults and a minimum of 25 individuals will be placed in unsubsidized jobs.

There is another project operating in Region 8 which focuses on developing and implementing a private sector employment component for 25 handicapped students enrolled in special education programs. This project is operated in cooperation with the Highland Vocational Cooperative Center and features the establishment of an advisory committee consisting of private sector employers, educators, CETA Center staff, and parents. The advisory group meets on a regular basis to provide direction for the project, identify potential private sector jobs, identify the skills required for these jobs, and assess each handicapped student's capabilities before referring them to private sector employers.

**PROGRAM COMPLETION RATE BY SCHOOL
FISCAL YEAR 1982**

<u>School</u>	<u>Number Completing</u>	<u>Number Enrolled</u>	<u>Completion Rate (%)</u>
Albert Lea	224	460	48.7
Alexandria	581	1,035	56.1
Anoka	837	1,873	44.7
Austin	249	657	37.9
Bemidji	173	430	40.2
Brainerd	296	886	33.4
Canby	168	333	50.5
Dakota County	623	1,484	42.0
Detroit Lakes	305	682	44.7
Duluth	561	1,216	46.1
East Grand Forks	322	613	52.5
Eveleth	229	341	67.2
Faribault	163	354	46.0
Granite Falls	205	426	48.1
Hibbing	191	489	39.1
Hutchinson	215	620	34.7
Jackson	210	394	53.3
Mankato	417	1,006	41.5
Minneapolis	399	2,065	19.3
Moorhead	354	771	45.9
916 AVTI	935	2,476	37.8
Pine City	90	321	28.0
Pipestone	192	370	51.9
Red Wing	250	563	44.4
Rochester	620	1,123	55.2
St. Cloud	712	1,393	51.1
St. Paul	1,019	2,205	46.2
Staples	168	363	46.3
Suburban Hennepin	1,445	3,124	46.3
Thief River Falls	212	477	44.4
Wadena	184	483	38.1
Willmar	509	1,307	38.9
Winona	324	562	57.7
TOTAL	13,382	30,902	43.3

The above data represents the total number of completions and enrollments at each Area Vocational Technical Institute (AVTI) in Minnesota at any time during Fiscal Year 1982. Enrollments include those students in programs of instruction which last more than one year, so the calculated completion rate does not represent the rate of positive terminations for all programs at each school. Those institutions with higher completion rates, as shown above, would tend to have a relatively higher proportion of one-year courses. A true completion rate would be found by dividing the number of students who completed each program by the number who enrolled at the beginning of the particular course of study; however, this data is not presented due to the multiplicity of programs of varying lengths at the different AVTI's.

D. Classroom Training - FY82

Most Classroom training that is conducted by Greater Minnesota Job Training Programs is undertaken through the Area Vocational Technical Institute (AVTI) system. The table on page 2(a) shows the number of positive terminations (graduates of all programs) and the number of enrollees at any time during the Fiscal Year at each of Minnesota's AVTI's. As is noted below the table, special care should be taken in the interpretation of this data because of the time frame for data collection and program length. Instructional programs which are greater than one year in length distort the calculated completion rates for each institution, causing them to be lower than they would be if all courses were completed during a given Fiscal Year. Hence, calculated positive termination rates vary among the State's AVTI's, depending on the number of programs which exceed one year at each particular AVTI.

E. Summary of Major Changes in Program Activities and Deliverers

The GMJTP does not anticipate any major changes in activities, deliverers, or procedures during the Fiscal Year 1983 transition year.

III. APPROACH

A. Objectives and Need for Assistance

Table 2 (see page 3a) summarizes the Prime Sponsor's plan to serve significant segments of the eligible population during FY83. Aggregates of regional estimates of general population and persons potentially eligible for CETA programs were computed by the Labor Market Information (LMI) Centers in the GMJTP area. LMI Centers used data from the 1980 United States Census (with projections for 1982), Research and Statistics Branch of the Minnesota Department of Economic Security, as well as data provided from the Lawrence Berkley Laboratory Projections Model and the methodology provided by the U.S. Department of Labor, Employment and Training Administration in Guidelines for the Development of Labor Market Information Needed for CETA Planning Purposes.

B. Targeting of Program Activities and Services Under the Annual Plan

1. Service to Veterans

CETA program deliverers will rely on close coordination with SESA Veteran's Employment Representatives and County Veterans Service officers in order to assure adequate service for disabled and Vietnam-era veterans. Veteran's representatives and Disabled Veterans Outreach representatives have been designated in each Job Training Office and have been charged with providing their Job Service counterparts with ongoing information relating to CETA eligibility requirements, training, and job opportunities. In turn, Job Service VERs and DVORs have been enlisted as a primary source of veteran's outreach and referral. In their regular contacts with veterans and local veteran's groups, SESA VERs and DVORs provide a unique capability for promoting CETA services to eligible veterans. To assure that veterans and other participants are afforded the fullest opportunity for apprenticeships, each Job Training Office utilizes

Proposed Annual Plan of Service to Significant Segments in Prime Sponsor Area

Demographic Groups		Estimated percent distrib. of persons eligible for II-B and VII	Percent distrib. of persons planned to be served in II-B	Percent distrib. of persons planned to be served in VII	Percent distrib. of persons planned to be served in II-C programs	Estimated percent distrib. of persons eligible for SYEP programs	Percentage distrib. of persons planned to be served in SYEP	Estimated percent distrib. of persons eligible for YETP programs	Percent distrib. of persons planned to be served in YETP
Sex	Male	52.20	52.20	52.20	52.20	52.20	52.20	52.20	52.20
	Female	47.80	47.80	47.80	47.80	47.80	47.80	47.80	47.80
Age	14 - 15	---	---	---	---	17.50	17.50	17.50	17.50
	16 - 19 (19 & under)	42.00	42.00	23.00	42.00	74.50	74.50	74.50	74.50
	20 - 21	9.20	9.20	9.20	9.20	8.00	8.00	8.00	8.00
	22 - 44	42.10	42.10	61.10	42.10	---	---	---	---
	45 - 54	4.40	4.40	4.40	4.40	---	---	---	---
	55 & over	2.30	2.30	2.30	2.30	---	---	---	---
Race/ Ethnic Group	White (non-Hispanic)	95.70	95.70	95.70	95.70	95.70	95.70	95.70	95.70
	Black (non-Hispanic)	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
	Hispanic	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
	American Indian or Alaskan Native	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16
	Asian or Pacific Islander	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85

information available from the Voluntary Apprenticeship Division, Department of Labor and Industry.

2. Summary of Activities Designed to Contribute to the Career Advancement of Participants

The primary goal is to equip each participant with entry level job skills and insight concerning methods utilized to enhance upward mobility. Institutional and on-the-job training activities are planned in occupational fields which are expected to expand primarily in the private sector. Also, skill training will be provided to individuals in occupations which traditionally have been limited to persons of the opposite sex. The Master Plan (Ref. Section VII, Pages 11-11e) contains information regarding those occupations in the GMJTP area where men and women represent less than 25 percent of the labor force. This information will assist the GMJTP to determine where special effort can be exerted to encourage the investigation of nontraditional career opportunities. Three major strategies are used to enable women to obtain nontraditional jobs: 1) providing job readiness assistance to participants in the program, 2) developing nontraditional job openings, nontraditional job training and educational experiences in the community, and 3) providing periodic career development workshops which feature panel presentations by individuals currently employed in nontraditional fields.

Examples of programs targeted specifically for women include two Direct Placement projects funded under the Title VII, Private Sector Initiatives Program (PSIP):

1. Mora Job Training Office in Region 7E will enroll women participants in a vocational exploration program, Expanded Career Choices, taught by an instructor from the Pine Technical Institute. Following completion of the vocational exploration program, women participate in the self-directed Job Search component offered by the Mora Job Training Office. Participants are referred to private employers, who have expressed interest in the program, and who offer employment opportunities ranging from traditional to non-traditional jobs.
2. Crookston Job Training Office in Region 1 is operating a Small Business Upgrade and Retraining Program which offers non-traditional job opportunities for women. Participating employers design the training program to meet their needs in filling skill shortage occupations.

The PIC will fund a third program designed to provide classroom training for women in FY83. This program is titled, "Women in Trades and Technical Occupations" and is described in the Title VII Annual Plan.

3. Discretionary Funds

The Prime Sponsor may apply for any specific discretionary funds which become available during the Annual Plan period.

4. Linkage with Vocational Education Provided Under the Governor's Special Grant

The Prime Sponsor will recruit, identify and refer participants to classroom training at private and public training institutions. The Job Training Offices will provide services to these participants which include, but are not limited to: intake, orientation, assessment, composition of individualized EDPs, referrals to appropriate classroom training institutions, follow-up counseling and subsequent placement.

The area of training under this grant includes but is not limited to clerical, accounting, auto-truck diesel mechanics, machinists, electronics, drafting, medical technicians (including R.N.), teaching, welding and merchandise fields. Referrals to this training are normally done on an individual basis, though the possibility exists to refer a whole class if it is warranted.

5. Coordination With the State Employment Security Agency (SESA)

a. Maximum coordination of GMJTP Job Training services is facilitated administratively in Minnesota by the Organizational composition of the SESA Job Service (Wagner Peyser), Unemployment Insurance, and the GMJTP within the Minnesota Department of Economic Security (MDES). Under this single administrative authority all related employment assistance services are uniquely brought together, including job bank and placement services, job development, counseling, training, Disabled Veteran Outreach Program, Work Incentive Program, Food Stamps, Vocational Rehabilitation, along with a variety of other youth and training programs.

b. An agreement for operation of the Target Jobs Tax Credit (TJTC) program is in place. A management plan for implementation of the program has been developed in order to avoid duplication of contact for eligible applicants and potential employers of TJTC participants. The Minnesota Department of Economic Security (MDES) shall:

1. Identify a TJTC coordinator in the local labor market area to respond to agency, employer and applicant questions regarding the program.
2. Make all unfilled TJTC job openings available to all participating agencies within a reasonable period of time.
3. Review all forms submitted for certification and notify the agency if incomplete. Certification will be provided to employer and agency based on eligibility determination made by agency.
4. Monitor TJTC activities at the state and local levels.
5. Furnish sufficient copies of TJTC forms to participating agencies on a timely basis.
6. Provide technical assistance in implementing the TJTC program.

7. Notify employer and appropriate agency if certification is determined to be invalid.

The Greater Minnesota Job Training Programs shall:

1. Determine applicant eligibility by completing and processing required forms. The completion of these forms shall be required when an applicant is:
 - 1) Referred on a TJTC job order;
 - 2) Attempting to locate a job under the TJTC program through his/her own initiative; or
 - 3) Referred to agency by the employer for TJTC eligibility determination, whether or not the applicant is employed.
2. Provide MDES with unfilled TJTC job openings within a reasonable period of time for distribution to all participating agencies.
3. Notify employers in writing when voucher is invalidated before certification.
4. Identify a TJTC coordinator to work cooperatively with Job Service.
- c. The GMJTP utilizes the Minnesota Department of Economic Security unemployment benefits payment system for the payment of CETA allowances. Prime Sponsor assurance that CETA allowance requirements are met is accomplished by means of internal agency policy and procedure.
6. Special Credit for Participation in Title IV Programs

Attempts will be made in FY 1983 to secure academic credit for participation in activities funded under Title IV. The extent to which credit toward graduation is given for participation in CETA youth programs depends on the level of mutual trust and cooperation between local schools and CETA service deliverers. The strength of the linkages between CETA and education in the GMJTP area increased in FY1982 and it is anticipated that this trend will continue in FY1983, as CETA youth program operators develop new strategies for coordinating services designated to meet local priorities.

The type of credit varies according to the school program. Some participants receive credit through a vocational program and others receive elective credit toward graduation. The amount of credit varies from school to school.

7. Linkages Between Youth Programs and Other Agencies
 - a. State Employment Security Agencies

Job Service Offices assist youth program operators by providing referrals and placement services. In Region 10, WIN counselors act as referral sources and do cooperative planning with CETA staff for shared clients. The Department's Division of Vocational Rehabilitation also acts as a referral

source and assists in assessing and planning for shared clients. The co-location of the Job Service Office, Job Training Office, and Vocational Rehabilitation will facilitate existing referral systems and increase the sharing of knowledge concerning employment opportunities within the GMJTP area.

b. Local Educational Agencies

The most formal method of building and maintaining the relationship between CETA and education is through the LEA agreements used under the YETP.

The GMJTP uses both financial and non-financial agreements as detailed in the Master Plan. The involvement of the LEAs in the planning and implementation of YETP allows for more efficient use of funds, elimination of duplication of effort, and the development of quality educational career/work experience programs for youth.

Depending on the nature of the agreement (an ongoing cooperative relationship vs. a discrete program), the language will be broad or particular. Local educational agencies assist with recruitment, placement, identification of handicapped status, assist in development of special work stations, provide facilities as needed and help promote community cooperation.

c. Courts With Jurisdiction Over Youthful Offenders

Probation Officers working with young offenders act as referral sources and assist CETA staff in cooperative planning. In Region 7E, courts assist in the development of joint restitution projects.

The Region 1 Job Training Offices work closely with probation officers of area courts and with the staff of the Northwest Regional Corrections Center. Young people involved in the judicial system are referred to Region 1 Job Training Offices, and CETA staff actually participate at the Northwest Regional Correction Center's weekly staff sessions. Probation Officers participate in the Employability Development Planning (EDP) process for youthful offenders.

d. Public Assistance Agencies

The county welfare offices act as referral sources and assist in cooperative planning with regard to financing participant activities. Program Operators make a careful determination of services available from the public assistance programs so that services to youth are coordinated in the most effective manner possible.

e. Postsecondary Institutions

In Region 10, the area AVTIs act as referral sources, assist in assessment process and cooperate in meeting the academic, financial and personal needs of students enrolled in CETA youth programs. In Region 1, a system of information exchange has been developed and is maintained with post secondary school personnel, particularly with financial aids officers.

f. Neighborhood and Community-Based Organizations (CBOs)

The Prime Sponsor subgrants with several Community Action Agencies to provide for the direct delivery of services to youth.

g. Other Non-CETA Youth Programs

CETA youth program deliverers direct referrals and coordinate activities with operators of the Governor's Youth Program, Upward Bound, Area Recreational Programs, Half-way Houses, YWCA, Family Planning Centers, and other regional Non-CETA agencies serving youth.

h. Labor Organizations

Union concurrence is negotiated by the CETA Youth Program deliverer when establishing worksites for the SYEP and YETP.

i. Private Sector Businesses

Representatives of the private sector are involved in the Labor Market Information components and special Career Day Workshops sponsored by the local CETA Youth Program deliverers. Youth Program deliverers are in contact with private sector employers through the On-the-Job training portion of the YETP. Employers often refer prospective clients to Job Training Offices for services.

j. State Education Linkages Program

Youth Program operators in the GMJTP area have been extremely successful in competing for 1% CETA-Education Linkage funds. Using the 1% linkage money, GMJTP operators have designed innovative projects which developed needed services for youth that would not ordinarily be provided.

8. Multijurisdictional PIC

The GMJTP Prime Sponsor does not have a multijurisdictional Private Industry Council.

9. List of Items Available for Public Review

The GMJTP maintains in the Central Office in St. Paul the following items which are available for public review upon request:

- a. Description of the GMJTP/Economic Security Personnel Merit System.
- b. Description of the Retirement System.
- c. Description of the Allowance Payments Systems.
- d. Procedures for Bonding and Identification of Staff Members Currently Covered by Bonding Arrangements.

- e. Procedures to Assure Compliance with Maintenance-of-Effort Provisions.
- f. Procedures to Ensure Compliance with Average Wage, Maximum Wage Limits, etc.

10. Program Activities and Services

a. Targeting Services to Special Groups

The GMJTP will make every effort to serve the special needs of those groups within the eligible population who are experiencing severe handicaps in obtaining employment. CETA program deliverers are aware of the groups within the local population who have been designated by the Local Job Training Councils as target groups for FY 1983. The regional groups listed on page 9 will receive special consideration for the services provided in the adult CETA programs. Target groups for youth programs are contained in the YETP Annual Plan Subpart.

In FY 1983, more emphasis has been placed on providing target groups with specific activities and services. For example, Crookston and Thief River Falls Job Training Offices are operating Special Grant projects in which Region 1 target groups are placed in on-the-job training with private sector employers. Priority is given to persons who are members of two or more of the target groups. Tri-County Action Program in Region 7W has a program designed to place in-school youth who have been designated as regional target groups, in private sector on-the-job training.

(1) Target Groups for Adult CETA Programs

- Region 1
1. Public Offenders
 2. Persons 18+ with less than 12 years of education
 3. Females with Exceptional Barriers to Entering the Labor Market
- Region 6E
1. Public Assistance Recipients
 2. Individuals in Family Whose Income is Less than OBM Poverty Guidelines
- Region 6W
1. Unemployed
 2. Public Assistance Recipients
 3. Underemployed persons (with emphasis on women)
- Region 7E
1. A Single Parent or a Parent From a Two Parent Household
 2. Individuals With Less Than 12 Years of Education
 3. Individuals With Limited Work Experience or Skills
- Region 7W
1. Public Assistance Recipients
 2. Unemployed Heads of Household
 3. Handicapped Individuals
- Region 8
1. Disabled
 2. Older Workers Facing Barriers to Employment
 3. Displaced Homemakers
- Region 9
1. Long-term Unemployed
 2. Heads of Household
 3. Veterans
- Region 10
1. Long-term Unemployed Benefit Exhaustees
 2. Handicapped
 3. Female Heads of Household

I. NARRATIVE DESCRIPTION

The objective of the Prime Sponsor's Title IIB,C Program is to provide job training and employment opportunities for economically disadvantaged individuals who are unemployed, underemployed, or in-school and who are most in need of services. The network of Job Training Offices delivers all Title IIB-C services and activities for adults. In addition, the GMJTP contracts with several Community Action Agencies for provision of IIB In-School programs. (See Appendix B for a complete list of IIB-C Service Providers). In Regions 6E and 8, services for both adults and youth are provided through the local Job Training Offices.

A. Results & Benefits

1. Performance and Placement Goals

- a. 5,562 participants will be enrolled in Title IIB,C activities in FY83.
- b. 1,624 participants will enter employment, 179 as direct placements, and 1,445 as indirect placements.
- c. 1,632 participants will qualify as other positive terminations.

2. Performance Standards

Section 126 (a)(2) of the 1978 CETA amendments requires the Secretary of Labor to establish Prime Sponsor performance standards which take into account differences in local conditions. DOL has implemented five performance measures for the Title IIB,C program: entered employment rate; cost per entered employment; positive termination rate; cost per positive termination, and average wage at placement. The chart below provides a comparison of FY81 national averages with FY83 GMJTP planned performance. Also displayed is actual GMJTP performance for FY81 and FY82.

Performance Measure	FY81 National Average	FY83 Planned Performance	FY81 Actual	FY82 Actual
Entered Employment Rate	43%	45%	39.9%	45%
Cost Per Entered Employment	\$6526	\$4,800	\$4406	\$4285
Positive Termination Rate	68%	85%	79.7%	84%
Cost Per Positive Termination	\$3755	\$2,394	\$1980	\$2098
Average Wage at Placement	NA	\$4.79	\$4.49	\$4.79

3. Non-Quantifiable Goals

- a. To equitably serve the significant segments of the CETA-eligible population, and to serve target groups locally identified as most in need.
- b. To strengthen linkages and partnerships with the private sector that will lead to expanded and improved services to the unemployed through improved coordination and communication.
- c. To emphasize utilization of the self-directed Job Search component and to develop jobs in expanding industries.
- d. To prepare participants for unsubsidized employment by providing training in fields with potential career opportunities, GED preparation, vocational career planning, apprenticeship preparatory training, training which leads to licensing and certification, and to obtain academic credit for CETA training, where possible.
- e. To develop non-traditional job openings, educational experience and job-readiness assistance for individuals interested in seeking non-traditional jobs and to reduce wage differentials between men and women at time of placement.

B. Approach

1. Program Activities and Services

GMJTP encourages linkages between Title IIB-C components in tailoring employability plans to meet individual trainee needs.

The GMJTP will provide in FY 1983 the basic services and activities currently authorized under Title IIB-C. The number of participants planned to be enrolled in various program activities is enumerated in the PPS.

a. Classroom Training - Occupational Training

Classroom training is an integral part of the Prime Sponsor's plan to meet the skill training needs of CETA participants. Vocational training in specific job skills is provided through the Area Vocational Technical Institutes in the GMJTP. Course offerings are designed according to labor market demand, occupational areas, and the skill requirements of area employers. Although the area AVTIs are the primary providers of classroom training, private trade schools, college and/or university facilities are also utilized for individual slotting. Classroom training enrollments, under the individual referral mechanism, are based upon the individual participant's vocational goals as documented in the Employability Development Plan (EDP). Listed below are typical occupational training courses offered at vocational-technical schools in which GMJTP participants have been enrolled:

1. Auto-mechanics
2. Licensed Practical Nurse

3. General Secretary
4. Accounting
5. Business Office Clerk
6. Welding
7. Nurse Assistant
8. Sales - Marketing & Management
9. Electronics - Technician
10. Food Preparation - Cooking

b. Classroom Training - Other

Classroom training activities designed to enhance the employability of participants are provided on an as needed basis. Primary reliance is placed upon the Employability Development Plan (EDP) in an individualized training program which will ultimately lead to unsubsidized employment.

c. On-the-Job Training

On-the-Job Training enables the participant to learn a job skill or qualify for a specific occupation through demonstration and practice. OJT will be provided to those participants who are seeking occupational skill acquisition which is readily available from employers and for whom OJT would be a more efficient method of obtaining skills than classroom training. On-the-Job training opportunities may be developed in the private, public, and private non-profit sectors. Training will be conducted in a broad range of occupations according to existing labor market demand, with full consideration of the individual participant's training needs. The skill level of the occupation in which training is to occur will serve as a guideline for the allowable duration of training.

The length of the contract with the OJT employer varies depending on the length of time necessary to train a participant in specific jobs skills. Training contract duration depends on the difficulty of the job skills to be achieved and the needs of the individual participant. Reimbursement to the employer is provided at a rate of up to 50 percent of the entry level wage. Listed below are typical occupational groups in which GMJTP participants satisfactorily completed on-the-job training during FY82:

1. Stenography, Typing
2. Construction Workers (Carpenters, Roofers, Insulators)
3. Managers and Officials (Retail, Insurance, Real Estate)
4. Computing and Account - Recording
5. Food and Beverage Services
6. Mechanics and Machine Repairs
7. Building Service Occupations
8. Administrative Specializations (Accounting, Purchasing, Personnel)
9. Metal Fabrication - Structural
10. Professional, Technical and Managerial

The GMJTP also offers part-time On-the-Job Training for participants who are enrolled in post-secondary school or other in-school programs. It is often the case that these students are given the opportunity to work part-time in positions

related to their chosen job goal.

d. Work Experience - In-School

Work Experience is designed to enhance the employability of young workers through the development of basic work skills and habits. Work maturity, educational, and occupational competencies are attained through program participation. Eligible in-school enrollees work anywhere from 5 to 25 hours per week at public and private non-profit worksites. The component is designed to match the career interests of eligible youth with appropriate exposures in work environments. The Prime Sponsor encourages local school districts to grant academic credit for this activity. Continuation in school is a primary outcome.

e. Work Experience - Other

Individualized Employability Development Plans (EDPs) are utilized in determining the type and necessary duration of the Work Experience for adult participants who are not appropriate skill training candidates (classroom training or OJT) and are not likely to succeed in unsubsidized employment if placed immediately. The purpose of the work experience will be an adjustment to the work world through the acquisition of appropriate work habits and behavior. See Appendix A for Request for Waiver of Work Experience Time Limitation for American Indian and Older Worker participants under Title IIB-C.

f. Upgrading and Retraining

Upgrading and Retraining programs offer additional opportunities to groups who are frequently locked into low paying, dead-end jobs. Classroom training and on-the-job training are the only allowable program activities.

Upgrading Programs - The positions for which participants are being upgraded are those which would not otherwise have been available to entry-level employees. Positions will provide opportunities in highly skilled jobs or for upward mobility beyond the occupation for which training is provided and for which adequately trained personnel are not currently available within the employing organization. The education and skill content of the upgrading program will provide participants with qualifications for positions of greater skill, responsibility, remuneration or career advancement with the same employer.

Retraining Programs - Participants are taught new skills distinct from those possessed upon entering the program, and will be for those occupations in which skill shortages exist. The skill training will be for those occupations which provide a reasonable expectation of continued employment.

g. Services to Participants

1. Employment and Training Services will be provided to participants for the purpose of bringing CETA-eligible participants into the CETA system, assessing participants interests and skills, and preparing enrollees for movement into unsubsidized employment which will enhance their self

sufficiency and provide opportunities for career advancement. Specific employment and training services to be provided include but are not limited to:

- Outreach
- Intake
- Assessment
- Orientation
- Counseling
- Job Search
- Job Development
- Job Placement
- Follow-up

2. Supportive Services

Supportive services will be provided to individuals to assist them in overcoming personal and environmental handicaps which create barriers to employment. The supportive services offered will vary according to the particular needs of individual clients during participation in the CETA activities specified in the participant's employability plan. Supportive services include but are not limited to:

- Child Care
- Medical/Dental Care
- Transportation
- Relocation Expenses
- Clothing Needed for Specific Job
- Housing

II. PROGRAM PLANNING SUMMARY (PPS)

The PPS for this subpart follows on the page 13. A study of this schedule will confirm the Prime Sponsor's intent to address the performance and placement goals listed above.

III. BUDGET INFORMATION SUMMARY (BIS)

The BIS for this subpart follows on page 14.

IV. SUMMARY OF SUBRECIPIENTS

The Summary of Subrecipients for Title IIB,C appears on page 15.

APPENDIX A

Request for Work Experience Time Limitation Waiver for GMJTP Indian Population

The GMJTP requests a waiver to extend the maximum allowable period of enrollment in work experience under Title IIB-C from 1,000 to 2,000 hours for American Indians. No participant would maintain eligibility for work experience activities for more than 2,000 hours in a five year period. The request for a waiver is supported by the following documentation.

A. Population and Unemployment Rates

1980 census figures show that 3,402 American Indians reside in the GMJTP area. Approximately two out of every five of this group live on one of the four reservations located in the GMJTP area.

The unemployment rates for the four American Indian reservations located in the GMJTP area for the most recent month available were.^{1/}

<u>Reservation</u>	<u>August 1981 Unemployment Rate</u>
Mille Lacs	50.7%
Upper Sioux	52.9%
Lower Sioux	46.9%
Prairie Island	42.5%

The figures above show that the unemployment rates are extremely high in every GMJTP reservation. The rates are also very high compared to other Minnesota jurisdictions, as evidenced below:^{2/}

<u>Area</u>	<u>Unemployment Rates</u>	
	<u>August 1981</u>	<u>June 1982</u>
GMJTP	4.4%	7.0%
Minnesota	4.4%	7.3%

B. Employment Growth in the GMJTP Area

In addition to the particularly severe barriers to employment experienced by American Indians in the GMJTP, there is a slow employment growth in the area in recent months.

The employment growth rate shows a decline in employed persons over a twelve month period (June 1981-June 1982) for the GMJTP area. The decline translates into a negative employment growth rate (-2.11%) for the GMJTP area over the most recent twelve months for which figures are available.

^{1/} Source: United States Department of the Interior, Bureau of Indian Affairs.

^{2/} Source: United States Department of Labor, Bureau of Labor Statistics.

C. American Indians in The GMJTP Area

Economically disadvantaged and unemployed American Indians in the GMJTP area face severe barriers to employment and to improving their relatively low economic and social status in the local communities. American Indians who are presently enrolled in (all) GMJTP activities are more likely to be economically disadvantaged, unemployed or underemployed, school dropouts, veterans, and dependent upon public assistance than are their white GMJTP participant counterparts.^{3/} For example, present figures show that while one out of every eight white GMJTP participants is a school dropout, the comparable proportion is one out of three for American Indian participants. Limited education and the other characteristics listed above are normally perceived to be serious barriers to employment. The simultaneous existence of so many barriers to employment compounds the problem of developing employability in the private labor market among American Indian GMJTP participants, and it increases the length of time required to achieve such success.

D. Terminations and Placements Among American Indian Work Experience Participants

Through August 31, 1982 of fiscal year 1982 there were 57 total American Indian participants in the Title IIB-C GMJTP Work Experience component. Of those 57 persons, 35 terminated from the component. Twenty-six, or 74%, were positively terminated. In addition, 9 American Indian Work Experience terminees entered unsubsidized employment during the period above. This translates into an entered employment rate of 31%.

E. Efforts to Place American Indian Work Experience Participants into Unsubsidized Employment

Transition efforts to place American Indian Work Experience participants into unsubsidized employment continue as part of an overall effort to develop employability among this subgroup of GMJTP participants.

Each participant's Employability Development Plan (EDP) documents that insufficient job options exist for the individual. The EDP also specifies the participant's barriers to employment and the plan to try to overcome such barriers. All work experience participants are jointly registered with Job Service. In addition, the Job Search component of GMJTP is used in conjunction with work experience in order to enhance the potential for permanent employment in the private labor market. Another approach that is used at local centers involves encouraging work experience participants to set up job interviews during the period of work experience participation. They are paid for the time spent at the interviews. In addition, such participants gain valuable experience through interviewing, even if the immediate result is not an offer of employment.

Another effort aimed at American Indians in particular is to attempt to provide work experience participants with employment on Indian reservations. In addition, JTOs in the GMJTP area often attempt to place work experience participants in on-the-job training opportunities in order to enhance the possibility of long-term unsubsidized employment.

^{3/} As of August 31, 1982. The figures for Americans may be slightly distorted due to the inclusion of Alaskan Natives in the category.

Request for Work Experience Time Limitation Waiver for GMJTP Older Workers

The GMJTP requests a waiver to extend the time limitation for persons 55 and older. The request is to extend the maximum allowable period of enrollment in work experience activities under IIB-C from 1,000 to 1,300 hours per year and from 2,000 to 2,600 hours for the five year period beginning October 1, 1978. The waiver is sought for FY83, and documentation justifying the request follows.

A. Unemployment Rate Comparisons

The table below compares the most recent and revised unemployment rate of the GMJTP area to that of Minnesota and of other jurisdictions in the state.

	<u>April</u> <u>1982</u>	<u>May</u> <u>1982</u>	<u>June</u> <u>1982</u>
Bos Prime Sponsor	7.4%	6.7%	7.0%
Minnesota	7.0%	6.7%	7.3%
Dakota County	5.1%	6.0%	6.0%
Hennepin County	5.3%	5.6%	6.5%
Ramsey County	5.5%	6.0%	6.5%
City of Minneapolis	6.2%	6.5%	7.4%
City of St. Paul	6.0%	6.6%	7.2%

The table shows that the GMJTP area has an equal or a higher rate of unemployment than that of all jurisdictions above for almost every month in which final unemployment figures are available. Therefore the BOS area has a severe unemployment circumstance relative to other jurisdictions in the state.

B. Employment Growth in the GMJTP Area

The table below shows the rate of employment growth in the GMJTP Prime Sponsor area over the period June 1981 - June 1982.

<u>Area</u>	<u>Employment Growth Rate</u> <u>June 1981 - June 1982</u>
GMJTP	-2.11%

The EGR shows a decline in employed persons over the 12 month period for the Prime Sponsor area. The decline translates into a negative employment growth rate (-2.11%) for the GMJTP area over the most recent 12 months for which final figures are available.

C. Older Persons in the GMJTP Area

Older unemployed persons in the GMJTP area typify older unemployed persons in general, in that they face severe barriers to employment. Such barriers include physical limitations associated with aging and obsolete skills in new and changing labor markets. Often there is a lack of appropriately structured jobs to accommodate older persons who are unemployed due to lack of skills, or who are displaced from work

in an industry which is suffering from the adverse conditions of our economy. Moreover, older persons who are eligible for CETA services also have low incomes. The poverty or low-income status of CETA-eligible older individuals increases the severity of their unemployment status and compounds their barriers to employment.

The table below compares the GMJTP area to the entire state with respect to three population groups.

1983 Population Figures*

<u>Area</u>	<u>All Persons</u>	<u>Persons Aged 55+</u>	<u>CETA Eligible Persons Aged 55+</u>
1. GMJTP	1,309,152	297,898	5,170
2. State of Minnesota	4,084,586	825,045	13,767
Percentage (1-2)	32.1%	36.1%	37.5%

The percentages above show two major points. First, more (36.1%) of the state's older persons live in the GMJTP area than would be expected from the total persons who live in the area (32.1%). Second, the GMJTP area has an even higher representation (37.5%) of CETA-eligible older persons than would be expected from the proportion of older persons in the state who reside in the area. Therefore, the figures above show that poverty and unemployment have particularly negative impacts upon older persons in the GMJTP.

D. Efforts to Place Older Work Experience Participants Into Unsubsidized Employment

Transition efforts for older workers in general and for those who are work experience participants involve cooperative efforts with the federal Green Thumb program, use of GMJTP Job Search activities, joint registration with Job Service, and the formulation of Employability Development Plans (EDP). The Minnesota Department of Economic Security has a non-financial agreement with the Minnesota Green Thumb program, which is funded under Title V of the Older Americans Act. The purpose of the agreement is to coordinate federal, state, and local employment and training programs which primarily serve older individuals. For this reason, Senior Worker Outreach/Recruitment Aides are based in 11 JTOs in the GMJTP area to recruit applicants for and provide service to participants in GMJTP, Green Thumb, and Job Service. Such a cooperative arrangement increases the potential for placing older workers, including those who participate in work experience activities, into unsubsidized employment.

Each individual's EDP documents that insufficient job options exist for the participant due to the participant's age or to the existing labor market conditions of the local area. All work experience participants are jointly registered with Job Service, and they use the job search component to enhance the possibility of permanent unsubsidized employment.

An extension of the time limitations for work experience activities under GMJTP to 1,300 hours per year (2,600 hours over five years) would coincide

* Based upon population projections and GMJTP-eligible population estimates.

with the time limitation of the Green Thumb program. Therefore, the waiver would permit compatible program planning and cross referral of older workers between the two programs. The goal of coordination among existing employment and training activities is recognized in both GMJTP and Older Americans Act legislation.

APPENDIX B

FISCAL YEAR 1983
GREATER MINNESOTA JOB TRAINING OFFICES

<u>Region</u>	<u>Address</u>	<u>Counties Served</u>
1*	Crookston Job Trng. Office P.O. Box 626 Hwy. 75 So. - Hillview Offs. Crookston, MN 56716	Polk, Red Lake, Norman
	Thief River Falls Job Training Office P.O. Box 507 318 North Knight Ave. Thief River Fall, MN 56701	Kittson, Roseau, Marshall Pennington
6E	Willmar Job Trng. Office 2015 South First Street Willmar, MN 56201	Meeker, Kandiyohi, Renville, McLeod
6W*	Montevideo Job Trng. Office P.O. Box 675 1319 Grove Avenue Montevideo, MN 56265	Big Stone, Swift, Lac qui Parle, Yellow Medicine, Chippewa
7E*	Mora Job Trng. Office P.O. Box 4 47 North Park Mora, MN 55051	Pine, Mille Lacs, Kanabec, Chisago, Isanti
7W*	St. Cloud Job Trng. Office P.O. Box 1433 2700 first Street North St. Cloud, MN 56302	Benton, Stearns, Sherburne, Wright
8	Marshall Job Trng. Office P.O. Box 245 Woitalewicz Building 700 North 7th Street Marshall, MN 56258	Lincoln, Lyon, Redwood, Pipestone
	Worthington Job Trng. Office 511 - 10th Street Worthington, MN 56187	Murray, Cottonwood, Rock, Nobles, Jackson
9*	South Central Job Trng. Office P.O. Box 3145 709 North Front Street Mankato, MN 56001	LeSueur, Waseca

* See the YETP Annual Plan for identification of Community Action Agency(s) responsible for IIB In-School program(s) in this region.

<u>Region</u>	<u>Address</u>	<u>Counties Served</u>
9*	New Ulm Job Trng. Office P.O. Box 696 1200 South Broadway New Ulm, MN 56073	Brown, Sibley, Nicollet
	South Central Job Trng. Office 932 East 10 Street Fairmont, MN 56031	Martin
10*	Owatonna Job Trng. Office 1929 South Cedar Owatonna, MN 55060	Rice, Steele, Freeborn, Mower
	Rochester Job Trng. office 1200 South Broadway Rochester, MN 55901	Dodge, Olmsted, Goodhue, Wabasha
	Winona Job Trng. Office P.O. Box 803 58 East Fifth Street Winona, MN 55987	Winona, Fillmore, Houston

* See the YETP Annual Plan for identification of Community Action Agency(s) responsible for IIB In-School program(s) in this region.

U.S. DEPARTMENT OF LABOR * Employment and Training Administration
BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

MN Dept. of Economic Security
 690 American Center Bldg.
 150 E. Kellogg
 St. Paul, MN 55101

B. GRANT NUMBER

27-3409-10

C. TYPE OF PROGRAM ("X" one)

- II - B,C VI
 II - D VII
 III Other
 IV

FOR REGIONAL OFFICE USE ONLY	CONTRACT KEY										Mod. No.	MOD. DATE						Mod. Ty.											
	TRANS.	OPER.	SEC.	Prog. Code	Reg.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code		M	M	D	D	Y	Y												
	G	0																											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS		NEW OR REVISED FEDERAL BUDGET					f. TOTAL
	b. Total	c. YETP In-School	d. Total			e. YETP In-School		
			1	2	3			
1. Administration			G					
2. Allowances						35	1,912,084	
3. Wages						44	1,497,729	
4. Fringe Benefits						53	153,571	
5. Work Site Supervision								
6. Training						62	1,753,289	
7. Services						71	2,479,073	
8. Totals			G			35	7,795,746	44

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	1			2			3			4			5			6		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
	G			G			G			G			G			G		
1. Prime Sponsor Obligations			3 26			3 26			3 26			3 26			3 26			3 26
2. Total Projected Expenditures by Program			35			35			35			35			35			35
a. Classroom Training, Prime Sponsor			44			44			44			44			44			44
b. On-the-Job Training			53			53			53			53			53			53
c. PSE			62			62			62			62			62			62
(1) Subsidized Employ. (Wages/Fringes)																		
(2) Trng. (Wages/Fringes or Allow.)			71			71			71			71			71			71
(3) Services (Wages/Fringes or Allow.)	G		4 26	G		4 26	G		4 26	G		4 26	G		4 26	G		4 26
(4) Trng. Costs (No compensation)			35			35			35			35			35			35
(5) Services Costs (No compensation)			44			44			44			44			44			44
d. Work Experience			53			53			53			53			53			53
e. Services to Participants			62			62			62			62			62			62
f. Other Activities			71			71			71			71			71			71
g. Career Employment Experience	G		5 26	G		5 26	G		5 26	G		5 26	G		5 26	G		5 26
h. Transition Services			35			35			35			35			35			35
i. Vocational Exploration Program			44			44			44			44			44			44
j. Summer Entitlement			53			53			53			53			53			53
3. Projected Expenditures of Non-Fed. Fund:			62			62			62			62			62			62
4. a. Upgrading			71			71			71			71			71			71
b. Retraining	G		6 26	G		6 26	G		6 26	G		6 26	G		6 26	G		6 26

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER
27-3409-10

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL Richard Hokanson, Director Greater Minnesota Job Training Programs SIGNATURE <i>Richard Hokanson</i>		3. TYPE OF PROGRAM ("X" one) a. <input checked="" type="checkbox"/> II - B,C b. <input type="checkbox"/> II - D c. <input type="checkbox"/> III (Specify) d. <input type="checkbox"/> IV - YETP e. <input type="checkbox"/> VI f. <input type="checkbox"/> VII g. <input type="checkbox"/> Other (Specify)		
4. SUBRECIPIENT OR CONTRACTOR	5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED	7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
Inter-County Community Council, Inc.	Community Based Organization	In-School Work Experience & OJT	\$100,228	10/1/82 to 9/30/83
Lakes & Pines Community Action Council	Community Based Organization	In-School Work Experience & OJT	70,613	10/1/82 to 9/30/83
Tri-County Action Programs, Inc.	Community Based Organization	In-School Work Experience & OJT	145,257	10/1/82 to 9/30/83
Prairie Five Community Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	79,841	10/1/82 to 9/30/83
Goodhue-Rice-Wabasha Citizens Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	115,043	10/1/82 to 9/30/83
Minnesota Valley Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	76,461	10/1/82 to 9/30/83
Southeastern Minnesota Community Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	223,318	10/1/82 to 9/30/83

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I. OBJECTIVES AND NEEDS FOR ASSISTANCE

A. Program Purpose

1. Through the Youth Employment and Training Program (YETP), the Prime Sponsor provides a full range of training, career exploration, and employment services designed to improve the employability of youth. The GMJTP serves as both Prime Sponsor and delivery agent. In addition, the GMJTP has subgrants with seven Community Action Agencies for provision of services under YETP (See Appendix A for a complete list of YETP service providers). The YETP is targeted for 14-21 year old in-school, underemployed or unemployed youth from families whose current family income is less than 85 percent of the Lower Living Standard Income Level. The Prime Sponsor places emphasis on serving those most in need, that is, disadvantaged youth with the least chance of finding assistance from other sources. Classroom training, on-the-job training, work experience, career exploration, special services and occupational and labor market information are all available under YETP.

In planning for the implementation of the FY83 program, the Prime Sponsor has chosen to exercise the following provision: \$447,461 of the GMJTP's FY83 SYEP allocation has been transferred to the YETP. For a detailed breakdown of the SYEP funds contributed to the FY83 YETP, see the Budget Information Summary (BIS) on page 14.

2. The resources provided through the YETP allow the GMJTP to focus its energies and expertise on the employment problems facing rural Minnesota youth in a number of ways. YETP's comprehensive approach and the broad range of allowable activities under YETP make it possible for the Prime Sponsor to reach an increased number of youth.

YETP provides in-school youth with labor market information, career and job search counseling, and vocational exploration services in addition to on-the-job training and work experience. Potential high school dropouts are encouraged to remain in school through the incentive of part time employment and academic credit for skills learned on the job.

Youth who are from low income families often lack the financial resources to continue their secondary educations. The income generated by YETP helps disadvantaged youth to stay in school and is also beneficial to youth who assist their low-income families through their own earnings.

The YETP work experience positions are developed in mainstream work areas where enrollees frequently work with permanent employees and share the same supervisors. A good supervisor is a valuable role model for disadvantaged youth who lack good work habits and need training in the whole range of work activities.

YETP provides another chance for high school dropouts who are attitudinally and educationally ill prepared to assume employment. Dropouts who have not felt success and have not developed a positive self image are given the opportunity in YETP to sample the world of

work and discover their personal strengths. Through the YETP, dropouts gain valuable work experience and training along with assistance through an alternative education program or GED training.

Young people need information about jobs and careers, but they also need support and assistance during the increasingly difficult transition from school to work. The Transition Services component of YETP provides that essential assistance youth need in order to get a start on the world of work. Employers have observed that youth who receive transition services adapt to procedures and rules on the job more quickly than youth who have not received such additional counseling.

The involvement of local educational agencies (LEAs) in the planning and implementation of YETP allows for more efficient use of funds, elimination of duplication of effort, and the development of a quality educational career/work experience program for youths. The YETP offers a unique way to learn skills and concepts for teenagers who feel unsuccessful and alienated in the traditional school setting. While holding paid jobs at worksites, disadvantaged youth obtain counseling and remedial academic and career-related instruction through YETP.

3. In Fiscal Year 1983, YETP service providers will design programs which will allow them to maximize their resources in anticipation of budget restraints. The program operators have built a productive partnership with the Department of Education and with local educational agencies and will continue to develop strategies for providing complementary services. YETP program operators have also developed active partnerships at the local level, bringing together the business community, unions, Job Service, Vocational Rehabilitation, Welfare and Corrections. It has become increasingly important for YETP service providers to become more aware and familiar with the other youth serving agencies in each area. The collaborative relationship between local YETP program deliverers and other youth serving agencies helps to sustain a broad range of services for youth despite diminishing resources.
4. YETP program deliverers are encouraged by the increased emphasis on the award of academic credit for satisfactory completion of quality education work and classroom experience. Not only has credit for work experience prevented students from dropping out of school, it has been an effective device for stimulating CETA-LEA discussions. Individual school districts have the discretion to determine the amount of credit awarded to youth in their jurisdiction. For example, to receive credit for the school term, the participant enrolled in Prairie Five Community Action Council's YETP program in Region 6W must have a passing grade on all classroom activities and at least 320 hours of successful employment on the job. Tri-County Action Program, and other YETP program deliverers, have vocationally-certified program coordinators who can, with the approval of the local school district, award academic credit for the successful completion of classroom training and related work experience.

B. Analysis of Needs

1. The significant segment chart contained in the General Narrative Subpart contains the best current data available showing estimated persons to be served in the standard demographic groups for the Youth Employment and Training Program (YETP) funded in Fiscal Year 1983.

The Job Training Councils in all eight of the GMJTP's economic development regions have identified regional target groups that represent those groups most in need within the local youth population who will receive priority for service. YETP program operators provide priority for service to target groups in the following ways: 1) Special ongoing outreach and recruitment efforts are undertaken to acquaint target groups with available services; 2) Target groups receive preference in enrollment; and 3) Special programs and activities are often designed to meet particular needs.

Target Group

- | | |
|------------|---|
| REGION 1: | <ol style="list-style-type: none">1. Public Offenders2. Handicapped3. Actual or Potential Dropouts |
| REGION 6E: | <ol style="list-style-type: none">1. Handicapped2. Public Assistance Recipients |
| REGION 6W: | <ol style="list-style-type: none">1. Handicapped2. Public Assistance Recipients3. Parents |
| REGION 7E: | <ol style="list-style-type: none">1. Females2. Handicapped3. Potential School Dropouts |
| REGION 7W | <ol style="list-style-type: none">1. Potential High School Dropouts2. Handicapped Individuals3. Minorities |
| REGION 8: | <ol style="list-style-type: none">1. Handicapped2. Offender/Ex-Offender3. Economically and Culturally Disadvantaged |
| REGION 9: | <ol style="list-style-type: none">1. Secondary School Dropouts2. Chemically Dependent3. Handicapped |
| REGION 10: | <ol style="list-style-type: none">1. Offender/Ex-Offender2. Handicapped3. Potential High School Dropouts |

Minnesota Valley Action Council (MVAC) and other YETP operators conduct special outreach and recruitment efforts designed to alert youth-serving agencies who work with Region 9 target group populations of the potential services available from MVAC. MVAC contacts key senior high school counselors, special education and work experience personnel, alternative schools and vocational cooperatives in an effort to maintain a network of interested and active youth advocates.

C. Special Group Waivers

The Prime Sponsor will not, at this time, request a waiver to the limitation on total participation for any special groups of youth to be served under the YETP in Fiscal Year 1983.

II. RESULTS AND BENEFITS

A. Goals

1. Performance and Placement Goals by Program Activity

- a. It is expected that a total of 1,106 youth will be served in the YETP in FY 1983.
- b. It is expected that 56 youth will be served in classroom training, 96 in work experience, 75 in on-the-job training, and 811 in career employment experience in YETP in FY 1983.
- c. It is anticipated that a total of 114 youth will be placed in unsubsidized jobs following participation in the YETP.
- d. The YETP positive termination rate will be 87% and the cost per positive termination will be \$1,257.

2. Other Participant Goals

- a. Each YETP participant will have an individualized Employability Development Plan (EDP) that identifies vocational interests, vocational barriers and helps to match interest to available worksites. Program operators will endeavor to place participants in jobs which will provide for the best match of youth desires and future goals. Agency staff, worksite supervisors, participants, and appropriate school personnel meet to discuss the training plans. The employability development plan forms a realistic plan of action. The EDP charts strategies vital to achieving a goal. Those strategies may include: educational skills, life/survival skills, training programs, employment experience, occupational exploration or information, and others as appropriate.
- b. For youth, as well as for adults, program deliverers are looking to a stronger link with the business community. The YETP program operators have expanded the number of private sector on-the-job training sites available to eligible youth. YETP participants are placed in job situations within the private or public sector that most nearly

match their levels of maturity, aptitude, interest, and employability development. The specific needs of each participant determine the type and amount of services to be provided. Complementary services will be packaged together more deliberately so that participants are able to spend time in pre-employment components before they are placed in private sector training. Participants also spend time in career exploration components learning about different occupational requirements and how labor markets work.

- c. The GMJTP is sensitive to the fact that the unemployment problems of young women receive inadequate attention. Young women with children face even lower probabilities of finding employment. In the GMJTP, local program operators have developed outreach, intake and counseling programs which are geared to overcome sex-stereotyping. Educational materials are distributed to participants and to worksite contacts. Efforts will be made in FY 1983 to increase the placement of young men and women in non-traditional jobs.
- d. Many special segments of the youth population--single parents, the handicapped, delinquents, dropouts--require individually tailored services in order to sustain themselves in employment programs. Keeping a job is especially tough for them. A job alone is a set-up for failure without the supportive services necessary to help them cope with the pressures of working. Youth with special needs for compensatory education, coping skills and specialized skill training will receive individual counseling to assist them to meet program and societal expectations. Since many of the services needed by these groups are indispensable but expensive, the role of the CETA program operator has been to establish linkages with agencies and institutions that are able to provide those services. For example, local school districts and the program operators work jointly in providing on-the-job training and job shadowing for the handicapped.
- e. Other nonquantifiable benefits resulting from participation in YETP are: improved self image, more effective communication with employers and co-workers, a refinement in decision-making ability and the discovery of the viability of academic preparation.

B. Outcomes

1. The individual program operators and local educational agencies within the GMJTP are responsible for monitoring the progress of participants and documenting the competencies acquired by youth as a result of participation in the YETP.
 - a. SEMCAC and other YETP program operators are working on the concept of benchmarking, which is a systematized plan of assessing the participant on a regular basis to determine if progress is being made towards specific goals. Tied closely to this is periodic evaluation of how well the participant has met the goals specified in his or her Employability Development Plan (EDP).

- b. In Region 7E, competencies acquired under Lakes and Pines CAC's YETP are measured in two ways:

Academic competencies are measured through the grading system utilized by the parent school district and applied to the student's transcript, and

Employability competencies are measured through supervisor/counselor evaluations which are shared with the participant. Proficiency levels are measured on a developmental basis in conjunction with entry level standards for the particular job.
 - c. The primary documentation of competencies acquired by YETP Out-of-School participants will occur in the youth's employability development plan (EDP).
2. Transitioning of youth who are not returning to school will consist of at least three options: 1) Referral to the Job Training Office for services in another CETA Title, or 2) Referral to the Job Service for private sector placement, or 3) Referral to an educational/training facility for advanced training. This includes the identification of financial assistance, loans, grants, and work study programs. Transitioning is done on an individual basis and will be coordinated closely with assessment.

III. APPROACH

A. Participant Assessment

Participant assessment will occur at intake and during the first phase of participation. Initial assessment will identify barriers to employment and the need for services. A primary assessment will be made at that point identifying possible employment, education or service strategies. If participation is identified as a strategy, the youth will be enrolled in the appropriate activity or referred to the appropriate resources. The second phase of assessment involves development of employability goals and objectives.

Program operators utilize various assessment instruments:

Ideas (Interest, Determination, Exploration, and Assessment System)

Tri-County Action Program, Prairie Five Community Action Council and Lakes and Pines Community Action Council use the Ideas (Interest, Determination, Exploration and Assessment System) to help participants identify their interests and match them with a wide variety of careers.

MOIS (Minnesota Occupational Information System)

Several program operators use the MOIS, a system which allows youth to explore careers and educational programs. The information in this system is regional in nature and is continuously updated to reflect significant changes in the labor market.

Wide Range Achievement Test (WRAT)

The purpose of this instrument is to assess basic academic skills in reading,

mathematics and spelling to determine whether or not a participant has the basic entry level academic skills to succeed in his/her training or employment goals.

General Aptitude Test Battery (GATB)

The instrument is used to identify areas of aptitude. The results of the GATB, combined with data from other assessment techniques are used to develop appropriate individualized Employability Development Plans (EDPs) for YETP participants.

The Self Directed Search

SEMCAC uses this guide to educational and vocational planning for all YETP in-school participants.

English as a Second Language (ESL) Testing

In Region 10, this is administered by the AVTI-Special Needs Departments and consists of 1) John Oral Interview (ability to communicate); 2) Flynn ETP (grammar); 3) Lado Test (English comprehension). The information is used to develop EDPs for Vietnamese YETP participants.

DOL Interest Checklist

Kuder Preference Record

An attempt to determine major areas of interest is undertaken with the administration of the Kuder Preference Record. This instrument is self-administered and self-scored.

If special academic testing is required, local AVTIs, Adult Basic Education operators, and GED Refresher Course operators have cooperated in supplying program operators with further information and assistance. In Region 1, the Career Education Center at the University of Minnesota at Crookston provides assessment services for youth enrolled in Inter-County Community Council's program. In Region 6W, the West Central Needs Assessment and Career Exploration Center assists Prairie Five Community Action Council by providing assessment services.

Non-Academic Assessment Techniques include:

- a. County Mental Health Facilities assess and counsel YETP participants in areas of chemical dependency and personal problems.
- b. Department of Vocational Rehabilitation has assisted the program operators in developing EDPs for handicapped YETP participants.
- c. Services for the Blind and Visually Handicapped in Region 10 assess and assist CETA program operators in developing EDPs for visually impaired YETP participants.

Program operators seek to avoid excessive testing and prefer to rely on individual assessments. The purpose of all assessment is to determine special needs, interests and abilities of each YETP participant in relation to employment possibilities.

B. Program Activities

1. YETP In-School Program

Career Employment Experience (CEE): is a combination of well-supervised employment (work experience and on-the-job training) and transition services such as, career information, counseling, occupational information and placement services. Jobs are interrelated with the overall developmental process.

- a. Work Experience: Eligible in-school enrollees work anywhere from 5-25 hours per week at public and private non-profit worksites. Eligible youth are between the ages of 14-21 and are enrolled in a regular educational program within the LEA. All jobs will pay the federal minimum wage. Although 15 hours per week is the average, the number of hours which a youth will be allowed to work depends on the participant's age and individual circumstances. Orientation and training is provided to participants and supervisors, including information regarding Affirmative Action, complaint procedures, Child Labor Laws, employability plans, payroll forms, as well as safety rules and basic program information. Agency staff visit each worksite on a routinely scheduled basis to assess the participant's progress. The participant's performance is also evaluated by the worksite supervisor. Tri-County Action Program offers Pre-Employment classes taught by vocationally certified instructors to all 14 and 15 year olds prior to placement in a work experience component.
- b. On-the-Job Training: YETP In-School program deliverers have placed increased emphasis in FY83 on private sector cooperation. A student-worker can be placed in an on-the-job training component where the employer pays one-half of the participant's salary while he or she is engaged in productive work which provides knowledge or skills essential to the adequate performance of the job. YETP program operators also advocate the use of the Targeted Jobs Tax Credit (TJTC) which benefits the employer, the participant, and the program operator. The benefits to the employer can be sizable reductions in Federal income tax liabilities. The TJTC is a cost effective way of providing employers with direct incentives to make more and better jobs available to the disadvantaged.
- c. Transition services: The coordination of work education and work experience is more fully brought about through the transition services component. Short-term guidance and placement services are useful for those youth whose primary deficit is a lack of labor market information and job search skills. Seminars which focus on job search techniques, personal budgeting, resume writing, and other basic life skills are offered.

2. YETP Out-of-School Program

The majority of individuals enrolled in the YETP out-of-school activities are youth who have left the regular school program. These youth are

confronted with employment barriers which often appear to them insurmountable. The YETP program seeks to reverse the negative trend among those youth who simply drop out of job competition. These youth are often allowed to work longer hours due to their economic need (many are supporting themselves) and their availability for employment. In Region 7E, YETP out-of-school participants averaged 24 hours per week of work. Work hours have been staggered to accommodate youth who have academic and/or family obligations that require flexible scheduling. In Region 1, out-of-school participants worked up to 40 hours per week.

Many of these youth will be involved in academic programs such as GED training, alternative high school curriculum and special evening programs. Work experience positions are developed in mainstream work areas where participants frequently work side by side with permanent employees and share the same supervisors. YETP work experience activities are related to vocational and occupational interests. YETP out-of-school activities may include enrollment in the on-the-job training component or in the classroom training component. Each youth acquires job securing skills that they did not have prior to training. The key ingredient of the out-of-school program is its focus on the Employability Development Plan (EDP) which will identify, during participation, individual goals, objectives and strategies for accomplishing specific objectives related to individual needs. The Out-of-School program is also characterized by the strong support system provided to youth who are placed in on-the-job training in the public and private sectors.

IV. PROGRAM PLANNING SUMMARY

The Program Planning Summary for YETP follows on page 13.

V. BUDGET INFORMATION SUMMARY (BIS)

The Budget Information Summary for YETP follows on page 14.

VI. SUMMARY OF SUBRECIPIENTS

The Summary of Subrecipients for YETP follows on page 15.

APPENDIX A

FISCAL YEAR 1983

YOUTH EMPLOYMENT AND TRAINING PROGRAM (YETP)
SERVICE PROVIDERS

<u>REGION</u>	<u>AGENCY</u>	<u>PROGRAM</u>
1	Inter-County Community Council P.O. Box 187 Oklee, MN 56742 (218) 796-5144	YETP In-School for up to Post-Secondary School Enrollees
1	Crookston Job Training Office P.O. Box 626 Hwy. 75 S & Hillview Offs. Crookston, MN 56715 (218) 281-5135	YETP In-School for Post-Secondary School Enrollees
1	Thief River Falls Job Training Office P.O. Box 507 318 North Knight Avenue Thief River Falls, MN 56701 (218) 681-7350	YETP In-School for Post-Secondary School Enrollees
6E	Willmar Job Training Office 2015 S First Street Willmar, MN 56201 (612) 231-5173	YETP In-School YETP Out-of-School
6W	Prairie Five Community Action Council Community Services Center Montevideo, MN 56265 (612)269-8408	YETP In-School
6W	Montevideo Job Training Office P.O. Box 675 1319 Grove Avenue Montevideo, MN 56265 (612) 296-5561	YETP Out-of-School
7E	Lakes and Pines Community Action Council 129 West Forest Mora, MN 55051 (612) 679-1800	YETP In-School YETP Out-of-School

YETP SERVICE PROVIDERS Cont'd

<u>REGION</u>	<u>AGENCY</u>	<u>PROGRAM</u>
7W	Tri-County Action Program 728 South Benton Sauk Rapids, MN 56379 (612) 251-1612	YETP In-School
7W	St. Cloud Job Training Office P.O. Box 1433 2700 First Street N St. Cloud, MN 56301 (612) 255-4262	YETP Out-of-School
8	Marshall Job Training Office P.O. Box 245 Woitatewicz Building 700 North 7th Street Marshall, MN 56258 (507) 537-7166	YETP In-School
8	Worthington Job Training Office 511 - 10th Street Worthington, MN 56187 (507) 376-3113	YETP In-School YETP Out-of-School
9	Minnesota Valley Action Council 709 South Broad P.O. Box 3327 Mankato, MN 56001 (507) 387-4135	YETP In-School
9	New Ulm Job Training Office P.O. Box 696 1200 South Broadway New Ulm, MN 56073 (507) 359-2031	YETP Out-of-School
9	South Central Job Training Office P.O. Box 3145 709 North Front Street Mankato, MN 56001 (507) 389-6073	YETP In-School
10	SEMCAC, Inc. Tew Memorial Library Bldg. P.O. Box 549 Rushford, MN 55971 (507) 864-7741	YETP In-School

YETP SERVICE PROVIDERS Cont'd

<u>REGION</u>	<u>AGENCY</u>	<u>PROGRAM</u>
10	Goodhue-Rice-Wabasha Citizen's Action Council 281 Main Street P.O. Box 157 Zumbrota, MN 55971 (507) 732-7391	YETP In-School
10	Rochester Job Training Office 1200 South Braodway Rochester, MN 55901 (507) 285-7286	YETP Out-of-School
10	Owatonna Job Training Office 1929 South Cedar Owatonna, MN 55060 (507) 451-8906	YETP Out-of-School
10	Winona Job Training Office P.O. Box 803 58 East Fifth Street Winona, MN 55987 (507) 457-2003	YETP Out-of-School

U.S. DEPARTMENT OF LABOR - Employment and Training Administration
BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

State of Minnesota
 Dept. of Economic Security
 690 American Center Bldg.
 150 E Kellogg Blvd.
 St. Paul, MN 55101

B. GRANT NUMBER

27-3409-1

C. TYPE OF PROGRAM (Check one)

- I - II
 II - 5
 III
 IV - YETP
- VI
 VII
 Other

CONTRACT RLY											MOD. DATE									
Prog. Code	Req.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code	Mod. No.	M	M	D	D	Y	Y	M	M	D	D	Y	Y	

E. BUDGET SUMMARY COST CATEGORIES

A. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS			NEW OR REVISED FEDERAL BUDGET			F. TOTAL
	b. Total	c. YETP In-School		d. Total	e. YETP In-School		
1. Administration							
2. Allowances							
3. Wages							
4. Fringe Benefits							
5. Work Site Supervision							
6. Training							
7. Services							
8. Totals							

Amount transferred out to SYEP

Amount transferred in from SYEP \$447,461

\$ 1,115,864

\$ 1,115,864

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	21					22					23					24					25				
	1	2	3	26	35	1	2	3	26	35	1	2	3	26	35	1	2	3	26	35	1	2	3	26	35
1. Prime Sponsor Obligations																									
2. Total Projected Expenditures by Program																									
a. Classroom Training, Prime Sponsor																									
b. On-the-Job Training																									
c. FSE																									
(1) Subsidized Employ. (Wages/Fringes)																									
(2) Trng. (Wages/Fringes or Allow.)																									
(3) Services (Wages/Fringes or Allow.)																									
(4) Trng. Costs (No compensation)																									
(5) Services Costs (No compensation)																									
d. Work Experience																									
e. Services to Participants																									
f. Other Activities																									
g. Career Employment Experience																									
h. Transition Services																									
i. Vocational Exploration Program																									
j. Summer Entitlement																									
3. Projected Expenditures of Non-Fed. Fund																									
a. YCCIP																									
b. Retraining																									

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER

27-3409-48

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL Richard Hokanson, Director Greater Minnesota Job Training Programs SIGNATURE <i>Richard Hokanson</i>		3. TYPE OF PROGRAM ("X" one)		
		a. <input type="checkbox"/> II - B,C	b. <input type="checkbox"/> II - D	c. <input type="checkbox"/> III (Specify)
		d. <input checked="" type="checkbox"/> IV - YETP	e. <input type="checkbox"/> VI	f. <input type="checkbox"/> VII
		g. <input type="checkbox"/> Other (Specify)		
4. SUBRECIPIENT OR CONTRACTOR	5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED	7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
Inter-County Community Council, Inc.	Community Based Organization	In-School Work Experience & OJT	\$ 55,269	10/1/82 to 9/30/83
Lakes & Pines Community Action Council	Community Based Organization	In-School/Out-School Experience & OJT	82,528	10/1/82 to 9/30/83
Tri-County Action Programs, Inc.	Community Based Organization	In-School Work Experience & OJT	149,997	10/1/82 to 9/30/83
Prairie Five Community Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	35,039	10/1/82 to 9/30/83
Goodhue-Rice-Wabasha Citizens Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	96,752	10/1/82 to 9/30/83
Minnesota Valley Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	35,513	10/1/82 to 9/30/83
Southeastern Minnesota Community Action Council, Inc.	Community Based Organization	In-School Work Experience & OJT	138,082	10/1/82 to 9/30/83

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I. SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) PRE-PLAN

The purpose of the Summer Youth Employment Program (SYEP) is to provide eligible youth with useful work and sufficient basic education and institutional training or on-the-job training to assist these youth to develop their maximum occupational potential and to obtain employment not subsidized under CETA. In order to carry out the purpose of the SYEP, the Greater Minnesota Job Training Programs agrees that the expenditures under this Annual Plan subpart will be consistent with the allowable cost provisions in Sections 672.40 and 676.41 of the Federal Regulations and the current implementation regulations for the SYEP.

The GMJTP also agrees that SYEP funds will be expended solely for the purposes described below:

1. Report and record preparation and submittal;
2. Completion of followup activities;
3. Completion of evaluations and assessments;
4. Audits;
5. Development of the SYEP Annual Plan subpart;
6. Hiring of staff;
7. Publication and clearance;
8. Worksite development;
9. Recruitment, intake and selection of participants;
10. Arrangements for support services;
11. Dissemination of program information, including orientation;
12. Development of coordination between schools and other services; and,
13. Staff training.

In performing the activities authorized under this subpart, every effort shall be made to coordinate with similar activities in other youth programs under Title IV and youth activities authorized under Title II of the CETA amendments of 1978.

BUDGET INFORMATION SUMMARY

FOR REGIONAL OFFICE USE ONLY	CONTRACT KEY																			MOD. DATE	MOD. TY									
	G	I	T	R	A	N	S	P	R	O	S	C	M	O	D	A	T	Y	M			D	Y							
																								Prog. Code	Reg.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

A. GRANTEE'S NAME AND ADDRESS
 Dept. of Economic Security
 Balance of State CETA Office
 690 American Center Bldg.
 150 E. Kellogg
 St. Paul, MN 55101

B. GRANT NUMBER:
27-3409-32

C. TYPE OF PROGRAM ("X" one)

II - B,C VI
 II - D VII
 III Other
 IV SYEP.....

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS		NEW OR REVISED FEDERAL BUDGET					f. TOTAL
	b. Total	c. YETP In-School	d. Total			e. YETP In-School		
			1	2	3			
1. Administration			G	2	3			
2. Allowances								
3. Wages								
4. Fringe Benefits								
5. Work Site Supervision								
6. Training								
7. Services								
8. Totals			G	1	26	35	65,000	44 65,000

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	Q1					Q2					Q3					Q4								
	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25
	1. Prime Sponsor Obligations	G	3	26						G	3	26						G	3	26				
2. Total Projected Expenditures by Program			35	5,000							35	25,000							35	65,000				
a. Classroom Training, Prime Sponsor			44								44								44					
b. On-the-Job Training			53								53								53					
c. PSE			62								62								62					
(1) Subsidized Employ. (Wages/Fringes)			71								71								71					
(2) Trng. (Wages/Fringes or Allow.)			71								71								71					
(3) Services (Wages/Fringes or Allow.)	G	4	26						G	4	26								G	4	26			
(4) Trng. Costs (No compensation)			35								35								35					
(5) Services Costs (No compensation)			44								44								44					
d. Work Experience			53	5,000							53	25,000							53	65,000				
e. Services to Participants			62								62								62					
f. Other Activities			71								71								71					
g. Career Employment Experience	G	5	26						G	5	26								G	5	26			
h. Transition Services			35								35								35					
i. Vocational Exploration Program			44								44								44					
j. Summer Entitlement			53								53								53					
3. Projected Expenditures of Non-Fed. Fund			62								62								62					
4. a. Upgrading			71								71								71					
b. Retraining	G	6	26						G	6	26								G	6	26			

I. NARRATIVE DESCRIPTION

A. Results and Benefits

The objective of the Private Sector Initiatives Program (PSIP) under Title VII is primarily to demonstrate the effectiveness of various approaches that will increase the involvement of the business community in employment and training activities. These initiatives will be implemented through the Greater Minnesota Private Industry Council to assist the Prime Sponsor in its goal of training and securing employment for the economically disadvantaged.

1. Performance and Placement Goals (Quantified)

- a. 687 participants will be employed in PSIP activities.
- b. 416 participants will enter employment following PSIP participation.

2. Performance Standards

CETA Letter No. 81-39 and Field Memorandum No. 174-81 set forth three performance-based indicators for review of Title VII annual plans: Positive termination rate, entered employment rate, and private sector placement rate. The chart below provides a comparison of FY81 national averages with FY83 GMJTP planned performance. Also displayed is actual GMJTP performance for FY81, and FY82 and FY82 State Averages.

	<u>FY81 National Average</u>	<u>FY82 State Average</u>	<u>FY83 Planned Performance</u>	<u>FY81 Actual</u>	<u>FY82 Actual</u>
Positive Termination Rate	68%	86%	89%	84%	90%
Entered Employment Rate	53%	69%	80%	75%	70%
Private Sector Placement Rate	NA	92%	94%	90%	89%

3. Non-Quantifiable Goals

The Private Industry Council is continuing to develop its role as the point of contact between the private sector and the local CETA delivery system in the GMJTP. The PIC directed its Planning Committee to review and recommend goals and objectives for Fiscal Year 1983. At its meeting in May, the Planning Committee developed the following goals which were adopted by the full PIC:

- a. Strengthen economic development within the Greater Minnesota Private Industry Council boundaries.

- b. Better prepare CETA-eligible individuals for placement and retention in private sector employment.
- c. Actively market Greater Minnesota Private Industry Council programs.
- d. Improve program linkages with other business, education, and employment and training programs.
- e. Stimulate private sector participation to open up occupations once closed to the disadvantaged.

B. Approach

1. Planned Activities

The PIC began program planning for FY 1983 during its May 1982 meeting. At this meeting the PIC reviewed FY82 projects against FY82 goals and objectives and selected projects which could be extended into FY83 or replicated. The PIC has established the goals and objectives (see 2 a-e above) which it will operate under during FY83. All programs will be evaluated against these goals and objectives prior to consideration for funding. These operating goals are grouped in five general categories and proposed activities related to each goal appear under each category. Following the proposed activity, is a reference to the PIC committee which has been assigned the task of developing and monitoring this activity in FY83:

a. Economic Development

- Seminars (Small Business and Public Relations Committees)

The PIC plans to consider sponsoring small business seminars that will help such businesses retain disadvantaged workers, topics such as "Dealing with Difficult People" and "Hiring, Evaluating and Firing". Such seminars that are readily purchased by big business are seldom available to small businesses at reasonable costs.

- 503 Development (Public Relations Committee/Staff)

The PIC plans to assist, non-financially, those regions in GMJTP that are applying to organize Small Business Administration (SBA) 503 Development corporations. Some PIC representatives have expressed an interest in serving on such corporations.

b. Training CETA Participants for Private Sector Jobs

- On-the-Job Training, upgrading, and retraining programs operated by the network of Job Training Centers (Training Committee)

A percentage of Title VII direct placement funds will be allocated by

the PIC to the Job Training Offices in the GMJTP for the provision of:

On-the-Job Training - In addition to the standard OJT component (described in detail in the GMJTP Annual Plan, Subpart B, for Title IIB,C), the PIC has urged the Job Training Offices to utilize the Variable Ratio OJT program. The program is targeted for participants who have greater barriers to employment or where training would provide the participant with unusually high skills. The variable aspect of the OJT refers to the flexibility that job developers have in determining the wage reimbursement to the employer. The job developer may set the initial rate of reimbursement up to 75% of the training wage. While the initial rate of reimbursement may be higher than the standard OJT, the overall cost of the OJT may not exceed 50% of the wage. Employers are reimbursed for all job-related education and supportive services costs.

Upgrading and Retraining - Upgrading and retraining programs offer additional opportunities to groups who are frequently locked into low paying, dead-end jobs. Classroom training and on-the-job training are the only allowable program activities in upgrading and retraining programs. Supportive and employment and training services are the only allowable services to participants. No more than 15% of Title VII new obligational authority will be used for upgrading and retraining programs.

Upgrading Programs

- The positions for which participants are being upgraded are those which would not otherwise have been available to entry-level employees. Positions will provide opportunities in highly skilled jobs or for upward mobility beyond the occupation for which training is provided and for which adequately trained personnel are not currently available within the employing organization.
- The education and skill content of upgrading programs will provide participants with qualifications for positions of greater skill, responsibility, remuneration or career advancement in the employer's own enterprise.
- The upgrading program must clearly qualify trainees to work at a particular occupation, identified prior to the start of training.
- The training period shall be consistent with periods customarily required for comparable training.
- The PIC and the Prime Sponsor will make every effort to ensure that participants, upon completion, are placed in the occupation for which training was provided, and at not less than the prevailing wage rate for the occupation.
- The PIC and the Prime Sponsor will give first consideration to those employers who indicate that for every employee to receive

upgrading, at least one new individual is to be hired into unsubsidized employment at the entry level. At a minimum, employers must agree that at least half of their new entry level hires during the period of the upgrading program will be economically disadvantaged. The total number of economically disadvantaged new hires, however, need not exceed the number of employees enrolled in the upgrading program. Employers will hire from the Prime Sponsor's pool of eligible applicants or from those individuals currently enrolled in activities funded under any of the other titles.

Retraining Programs

- Retraining programs must teach participants new skills distinct from those possessed upon entering the programs, and will be for those occupations in which skill shortages exist.
- The skill training shall be for those occupations which provide a reasonable expectation of continued employment.
- Where an individual's current employer expresses no interest in retraining programs, the individual may seek retraining services elsewhere in anticipation of securing employment with another employer.
- Customized Training Programs (Training Committee)

The PIC has set aside \$100,000 to provide small group or class-sized industry-based skill training to industries/businesses particularly when there are no appropriate public or private training institutions that can readily meet the company's needs. Depending upon the skill requirements and the trainees background, customized training will include classroom and/or on-the-job training. The effort will be buoyed some by a planned cooperative arrangement with the vocational-technical institutes and the lessons learned through the Business Options Network project.
- Women in Trades and Technical Occupations (Training Committee)

The PIC has set aside \$100,000 for projects to be operated through the Job Training Offices which offer women classroom training which is designed to lead to employment in non-traditional occupations.
- School-to-Work Transition Projects (Training Committee)

The PIC has reserved \$100,000 to solicit proposals for School-to-Work Transition Projects which would assist disadvantaged highschool seniors who plan to enter full-time, private sector jobs upon graduation.

c. Marketing

● Public Relations (Public Relations Committee)

The goal of public relations efforts in FY83 will be to create an awareness of PIC programs and services among employers, job seekers, community leaders, and the general public in order:

- to generate employer inquiries and job orders
- to recruit potential trainees
- to promote a positive image of PIC private sector opportunities and PIC-screened or trained workers
- to provide marketing support for field staff

Specific activities include:

1. Bottom Line Quarterly Newsletter
2. Annual Report
3. Membership Letter - Writing Campaign
4. Publicity Support
5. Sales Presentation Folder and Handout
6. Market Survey
7. Newspaper Advertising
8. Marketing Support for Employer Seminars
9. Staff Communication Workshops

d. Agri-Business Training and Development Programs

● Rural Venture (Training Committee)

The PIC will contract with Rural Venture, Inc. to continue a small farm vegetable production training and business development project in a five-county area of east-central Minnesota. The project is designed to implement successful, profitable small vegetable farms and farmers in this depressed area. Efforts will be made to help advance project from its demo phase to a self-supporting new industry for the area by strengthening the markets and strengthening the participation in terms of both farms and funding.

e. Projects Extended into FY83

The programs summarized below were initiated in FY82 and extended into FY83:

- Small Business Upgrade and Retraining Program for Women

Crookston Job Training Office in Region 1 is operating an upgrade and retraining program for women in non-traditional occupations. Participating employers design the training program to meet their needs in filling skill shortage occupations.

- Employment Opportunities for Women

Mora Job Training Office in Region 7E will enroll women participants in a vocational exploration program, Expanded Career Choices, taught by an instructor from the Pine Technical Institute. Following completion of the vocational exploration program, women participate in the self-directed Job Search component offered by the Mora Job Training Office. Participants are referred to private employers, who have expressed interest in the program, and who offer employment opportunities ranging from traditional to non-traditional jobs.

- Natural Way Mills

The PIC has approved fund for a project to enable a small food processing firm to develop a new product. Customized training, including classroom training and OJT is offered participants. In addition, training is provided to upgrade the leadership skills of supervisors.

- KWCM TV

The PIC has provided funding which will enable a public television station in Appleton, Minnesota (Region 6W) to develop a Business Training Network. The network will deliver information and provide training to small business operators, their employees, and job seekers in the workplace, in their homes and other appropriate sites.

- Business Contact Projects

Area Vocational-Technical Institutes will be selected on a competitive basis to identify current and future training needs for business and industry and devise methods of delivering the training. The projects will be designed to develop sound, productive employment opportunities for the economically disadvantaged.

f. Employment Generating Services

The primary thrust of planned Employment Generating Services activities in FY83 will center around the items listed under a, c, and d above.

The PIC will devote approximately 20% of its FY83 NOA funds to EGS activities.

2. Procedures and Standards for Selection of Occupations for Training

The PIC Training Committee has been assigned to review procedures for identifying skill shortage occupations. The PIC working with local Job Training councils, will seek to ensure that the development of all types of training adequately meet the special needs of the disadvantaged.

C. Private Industry Council (PIC)

1. PIC Membership

The list of current PIC members and their membership category is contained on pages 14-17.

2. PIC Staff Support

Staff support for the PIC is provided through a financial agreement between the PIC, an incorporated entity, and the Greater Minnesota Job Training Programs. The PIC employs an Executive Director and an Executive Secretary/Treasurer and has established a separate administrative office. This office provides direct staff support to the PIC and its Board of Directors.

The Department of Economic Security provides additional staff support in the areas of planning, contracting, reporting, and public relations.

3. Responsibilities and Functions

a. Planning

The PIC, in conjunction with the Prime Sponsor, has a direct role in the design and development of the Title VII Annual Plan.

b. Projects

Before the PIC approves program concepts or projects, they are reviewed against such criteria as:

- Availability of adequate labor supply
- The need for the program in the local community
- The potential success of the project
- The feasibility of replication
- That the project does not duplicate other activities in the GMJTP area.

c. Review, Assessment, and Modification

The PIC reviews ongoing projects to determine whether the program is meeting its stated goals and objectives.

4. PIC/Prime Sponsor Relationship

The PIC meets monthly and has at present four standing committees: Small Business, Public Relations, Planning, and Training. The work of the committees is coordinated by an Executive Committee which in turn forwards its recommendations to the full Council. Chairs of the eight Job Training Councils are represented on the Private Industry Council.

PIC members are continuing to define their general role as intermediaries between the private sector and the local employment and training delivery system in the GMJTP area. Roles that could be undertaken in FY 1983 include but are not limited to:

- Communicating about job training programs to the private sector (e.g., successful programs, benefits to business, such as TJTC)
- Promoting linkages between employment and training and economic development in GMJTP areas.
- Emphasizing how job training can help the private sector
- Working with and within the private sector by holding orientation and training sessions.
- Involving business actively in identifying employment competencies
- Business selling programs to business

Coordination and consultation with the following groups is accomplished through their representation on the PIC and local Job Training Councils: Job Service, Vocational Rehabilitation, Welfare, Education, Labor, Community Based Organizations, Economic Development Agencies, et. al. The PIC will continue to coordinate its activities with the Governor's Rural Development Council (GRDC). A PIC representative will be on the GRDC again in FY 1983.

5. Target Jobs Tax Credit Program

The PIC publicizes the Target Jobs Tax Credit Program (TJTC) in a variety of ways. The PIC and the Prime Sponsor coordinate their efforts with the Job Service to promote information on TJTC at Employer Seminars.

II. PROGRAM PLANNING SUMMMARY (PPS)

The PPS for PSIP follows on page 10.

III. BUDGET INFORMATION SUMMARY (BIS)

The BIS for PSIP follows on page 11.

IV. SUMMARY OF SUBRECIPIENTS

The Summary of Subrecipients for PSIP follows on page 12.

V. STATEMENT OF CONCURRENCE

A Statement of Concurrence, indicating the Private Industry Council's review and approval of the Prime Sponsor's Title VII plan for FY 1983, appears on page 13.

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER
27-3409-27

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL		3. TYPE OF PROGRAM ("X" one)			
4. SUBRECIPIENT OR CONTRACTOR		5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED	7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
Richard Hokanson, Director Greater Minnesota Job Training Programs		a. <input type="checkbox"/> II - B,C b. <input type="checkbox"/> II - D c. <input type="checkbox"/> III (Specify) d. <input type="checkbox"/> IV - YETP e. <input type="checkbox"/> VI f. <input checked="" type="checkbox"/> VII g. <input type="checkbox"/> Other (Specify)			
Rural Venture, Inc. Mora, MN	Private Business	Classroom Training	\$ 62,000	10/1/82 - 9/30/82	
KWCM TV, Appleton, MN	Television Station	Employment Generating Services	\$ 51,431	10/1/82 - 9/30/82	

12

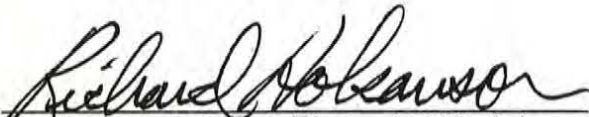
Statement of Concurrence

Pursuant to Section 703 (b) (6) of the Comprehensive Employment and Training Act, this is to certify that both the Prime Sponsor and the Private Industry Council (PIC) concur in the

- attached Annual Plan Subpart for Title VII,
 - attached major modification to the Annual Plan Subpart for Title VII,
- (Check as applicable)

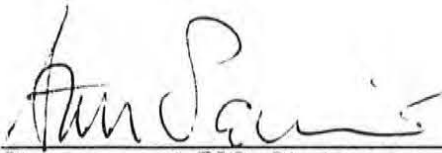
and the activities proposed to be funded under Title VII.

The Prime Sponsor is ultimately accountable for activities conducted and funds expended under Title VII. Only where the PIC receives funds from the Prime Sponsor is it financially liable to the Prime Sponsor.



Signature of Chief Elected Official

12/14/82
Date



Signature of PIC Chairperson

12/13/82
Date

GREATER MINNESOTA PRIVATE INDUSTRY COUNCIL

FY 1983

BUSINESS AND INDUSTRY

<u>Regional Representative</u>	<u>Region</u>	<u>Business Address/Phone</u>
Betty Walton	1	Mr. Duane's 214 Labree Avenue North Thief River Falls, MN 56701 (218) 681-1946
Maury Finney	1	Maury's TV and Appliances East Grand Forks, MN 56271 (218) 773-2466
Leroy Scharmer	6E	Scharmer's, Inc. Buffalo Lake, MN 55314 (612) 833-5394
Ron Stone	6W	Boyd Services Boyd, MN 56218 (612) 855-2490
Sylvan Stepp	7E	Stepp Manufacturing Company Route 2 North Branch, MN 55056 (612) 674-4491
Maurine Pederson	7W	Pederson's Unlimited 114 Washburne Avenue Paynesville, MN 56362 (612) 243-3404
Harold Birkeland	7W	Birkeland Architects 1111 Hwy. 25 North Buffalo, MN 55313 (612) 682-1782
Steve Perkins*	8	Earl Perkins Realty 214 N.W. 2nd Street Pipestone, MN 56164 (507) 825-2525

* Chairperson of PIC

BUSINESS AND INDUSTRY Cont'd

Vance Ebert	8	Farmer's Coop. Elevator Luverne, Mn 56156 (507) 283-4418
Al Spaeth	9	Star Bulk Transport, Inc. 821 North Front Street New Ulm, MN 56073 (507) 354-8505
Pauline Denzer	9	Pillsbury/Green Giant - 2064 200 South 6th Street Minneapolis, MN 55402 (612) 330-7276
Marilyn Johnson	10	Crenlo 1600 N.W., 4th Avenue Rochester, MN 55901 (507) 289-3371
Pete Connor	10	Owatonna Tool Company Owatonna, MN 55060 (507) 451-5310
John Meinke	10	Formgraphics 166 West 2nd Street Winona, MN 55987 (507) 454-6600

COMMUNITY BASED ORGANIZATIONS (At Large Representative)

William Fitzsimmons	MN Valley Action Council MVAC Building P.O. Box 3327 Mankato, MN 56001 (507) 387-4135
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EDUCATION (At Large Representative)

Don Ingram	Austin Area Voc-Tech Institute 1900 8th Avenue N.W. Austin, MN 55912 (507) 433-0605
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LABOR
(At Large Representative)

Emery Jackson

Hotel, Restaurant Employment
Local 21
Box 847
Rochester, MN 55903
(507) 288-2021

LOCAL ECONOMIC DEVELOPMENT
(At Large Representative)

Don Volkmuth

Volkmuth Printers, Inc.
East Hwy. 23
P.O. Box 1007
St. Cloud, MN 56301
(612) 252-6500

Jerome Sandstrom

Thief River Falls Chamber of Commerce
Soo Line Department
P.O. Box 514
Thief River Falls, MN 56710
(218) 681-3720

MINORITY BUSINESS ENTERPRISES
(At Large Representative)

David Clobes

D&K Landscaping Company
291 Kingway Drive
North Mankato, MN 56001
(507) 625-1900

STATE ECONOMIC DEVELOPMENT
(At Large Representative)

Mike Mulrooney

Minnesota Department of Energy,
Planning and Development
480 Cedar Street
St. Paul, MN 55102
(612) 296-5010

CHAIRS OF LOCAL JOB TRAINING COUNCILS

<u>Representative</u>	<u>Region</u>	<u>Address/Phone</u>
Don Cavalier	1	Director Counseling, Career Planning & Placement Bede Hall U of M Technical College Crookston, MN 56715 (218) 281-6510
Pat Bonniwell	6E	City Clerk's Office Dassel, MN 55325 (612) 275-2454
Morris Benson	6W	County Commissioner 1044 Walnut P.O. Box 382 Dawson, MN 56232 (612) 275-2454
Andy Holzemer	7E	Dept. of Natural Resources Route 1 Onamia, MN 56232 (612) 532-3137
Larry Johnson	7W	Office of County Coordinator Benton County Courthouse Foley, MN 56329 (612) 968-6206
David Freiborg	8	Director Highland Voc Cooperative Center 237 Willow Street Tyler, MN 56178 (507) 247-5528
Sylvester Priem	9	Priem Service (Ag Chemical) Janesville, MN 56048 (507) 234-5137
Pete Connor*	10	Personnel Manager Owatonna Tool Company Owatonna, MN 55060 (507) 451-5310

* Mr. Connor also serves as business and industry representative.

The Budget Information Summary (BIS) and the Backup for the FY 1983 Administrative Cost Pool appear on the following pages 1 and 2 .

BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

State of Minnesota
 Department of Economic Security
 690 American Center Bldg.
 150 E. Kellogg Blvd.
 St. Paul, MN 55101

B. GRANT NUMBER

27-3409-1

C. TYPE OF PROGRAM ("X" one)

- II - B,C VI
 II - D VII
 III Other Admin
 IV Cost Pool

FOR REGIONAL OFFICE USE ONLY	TRANS.	OPER.	SEC.	CONTRACT KEY																	MOD. DATE	MOD. TY								
				Prog. Code	Reg.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code	Mod. No.	MOD. DATE																		
												M	M	D	D	Y	Y													
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS		NEW OR REVISED FEDERAL BUDGET					f. TOTAL
	b. Total	c. YETP In-School	d. Total			e. YETP In-School		
			1	2	3			
1. Administration			G	2	3			
2. Allowances						26	2,608,293	
3. Wages						35		
4. Fringe Benefits						44		
5. Work Site Supervision						53		
6. Training						62		
7. Services						71		
8. Totals	1	2	3	26		35	\$ 2,608,293	44 \$ 2,608,293

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	Q1					Q2					Q3					Q4									
	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	
1. Prime Sponsor Obligations	G	3	26						G	3	26								G	3	26				
2. Total Projected Expenditures by Program			35	775,000							35	1,455,000								35	2,235,000				35 2,608,293
a. Classroom Training, Prime Sponsor			44								44									44					44
b. On-the-Job Training			53								53									53					53
c. PSE			62								62									62					62
(1) Subsidized Employ. (Wages/Fringes)			71								71									71					71
(2) Trng. (Wages/Fringes or Allow.)			71								71									71					71
(3) Services (Wages/Fringes or Allow.)	G	4	26						G	4	26								G	4	26				G 4 26
(4) Trng. Costs (No compensation)			35								35									35					35
(5) Services Costs (No compensation)			44								44									44					44
d. Work Experience			53								53									53					53
e. Services to Participants			62								62									62					62
f. Other Activities			71								71									71					71
g. Career Employment Experience	G	5	26						G	5	26								G	5	26				G 5 26
h. Transition Services			35								35									35					35
i. Vocational Exploration Program			44								44									44					44
j. Summer Entitlement			53								53									53					53
3. Projected Expenditures of Non-Fed. Fund.			62								62									62					62
4. a. Upgrading			71								71									71					71
b. Retraining	G	6	26						G	6	26								G	6	26				G 6 26

**BUDGET INFORMATION SUMMARY BACKUP
FOR THE ADMINISTRATIVE COST POOL**

27-3409-05

NAME AND ADDRESS OF GRANTEE (No., Street, City, State, ZIP Code)

MN Dept. of Economic Security
690 American Center Bldg.
150 E. Kellogg
St. Paul, MN 55101.

TITLE OR ANNUAL PLAN SUBPART (A)	ADMINISTRATIVE CONTRIBUTION (B)	ANNUAL ALLOCATION (NOA + Reallocation) (C)
II. B,C	\$ 1,648,936	\$ 8,244,682
II. D		
II. Special Grant to Governors		
Vocational Education		
III. Section 302		
IV. YETP	167,101	835,504
IV. YCCIP		
IV. SYEP	557,702	2,788,510
IV. Governors' Statewide Youth Program		
VI.		
VII.	234,554	1,172,768
Others (Specify):		
Carry In		
TOTAL ADMINISTRATIVE CONTRIBUTION	2,608,293	

The administrative cost percentages are listed below :

TITLE	MAXIMUM ALLOWABLE PERCENTAGE	FEDERAL REGISTER REFERENCE
All titles except those noted below	20	676.40-2
II - Special Grant to Governors Vocational Education	Not limited to 20 20	677.40 677.39
II - D	10	677.58
VI - PSE	15	678.8
IV - YCCIP	5 for Prime Sponsors 9.5 for Projects	680.113