

South Central Workforce Development Area #7
South Central Workforce Council

Request for Proposal
Workforce Innovation and Opportunity Act
Youth Career Development Services

CONTENTS

- Section I. Application Information
- Section II. Application Instructions
- A. Signature Page
 - B. Proposal Abstract
 - C. Organization Description
 - D. Statement of Work
 - E. Budget Materials
 - F. Administrative Assurances
- Section III. Forms
- 1. Signature Page
 - 2. Proposal Abstract
 - 3. Activities and Services
 - 4. Cost Summary and Narrative
 - 5. Pre-award Risk Assessment
- Section IV. Attachments
- A. SC WorkForce Council Youth Employability Goals
 - B. KIDS COUNT Indicators
 - C. Activity Definitions
- Section V. Resources
- A. Workforce Innovation and Opportunity Act (WIOA)
<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
 - B. Definition of At-Risk Youth
<https://www.revisor.leg.state.mn.us/statutes/?id=116L.56>
 - C. Minnesota's WIOA Youth Policies
<https://mn.gov/deed/programs-services/office-youth-development/youth-programs/wioa-youth.jsp>
 - D. WIOA Youth Cost Matrix
https://mn.gov/deed/assets/wioa-chapter18_tcm1045-348169.docx
 - E. 2023 Local Youth Plan for WIOA and MYP
<http://www.workforcecouncil.org/area-plans/>
 - F. Minnesota Career Fields, Clusters & Pathways
<https://www.minnstate.edu/system/cte/programs/documents/POS-Framework-2019-one-pager-with-explanation.pdf>
 - G. Labor Market Information
[South Central's Regional Labor Market Profile](https://www.southcentralworkforcecouncil.org/Regional-Labor-Market-Profile)
Regional Labor Market Analyst: Amanda O'Connell, amanda.oconnell@state.mn.us
 - H. World's Best WorkForce
<https://education.mn.gov/MDE/dse/wbwf/>
 - I. Minnesota's Personal Finance Legislation
<https://www.house.mn.gov/comm/docs/7ccc2557-c518-4aa1-8b65-e3f05a6b30c5.pdf>
 - J. Guideposts for Success | U.S. Department of Labor (dol.gov)
www.dol.gov/agencies/odep/program-areas/individuals/youth/guide
 - K. Pre-ETS Services
<https://mn.gov/deed/job-seekers/disabilities/youth/pre-ets/pre-ets-services/>

Section I - Application Information

A. General Introduction

The South Central WorkForce Council and its Youth Council has been given the responsibility of identifying eligible providers to carry out youth career development activities funded under the Workforce Innovation and Opportunity Act (WIOA). This Request for Proposal (RFP) is being issued to solicit proposals for the operation of youth career development programs in the nine county area of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan Counties. This Workforce Development Area contracts for all services except administrative services, which includes: accounting, data management, monitoring, policy development and management, planning and marketing. The WorkForce Council will retain 15% of the funds to cover administration and oversight of WIOA. The start date for youth career development programs under the Workforce Innovation and Opportunity Act is April 1, 2024. The end date for all programs is March 31, 2028.

The application instructions and attachments are intended to assist organizations interested in responding to the RFP. The entire application should be reviewed to ensure that all the requirements are understood.

This RFP does not commit the SC WorkForce Council to award a contract or grant, or to reimburse any costs incurred by successful or unsuccessful bidders in the preparation of their proposal.

The SC WorkForce Council will provide limited technical assistance to those preparing a proposal. Assistance will be in the form of a Proposer's Conference to review the Workforce Innovation and Opportunity Act legislation, clarify the instructions and respond to questions. Proposers may contact the WorkForce Council prior to the Proposer's Conference with questions. Verbal instructions or explanations are not binding on the WorkForce Council. No assistance will be provided after the Proposer's Conference.

Applicants must complete all required forms, attachments and assurances.

The awarding of WIOA Youth funds to successful proposers will be contingent upon the satisfactory negotiation of a contract.

B. Funding Authority

The SC WorkForce Council is soliciting proposals for the operation of youth career development programs authorized under the Workforce Innovation and Opportunity Act. An estimated \$220,000 will be available in federal resources *annually* for youth programs in all nine counties. Youth served under this grant will be youth ages 14-24 (see eligibility requirements under section I. E.). A minimum of 75% of the funds must be used to provide services to out-of-school youth and a minimum of 20% of the funds must be spent on work experiences. Final allocations will be based on the

actual funds available. Actual fund availability should be known by April, 2024. In addition, successful responders will have access to state resources.

C. Eligible Applicants

Eligible applicants are organizations which have adequate administrative controls and personnel to provide services for the proposed youth programs, achieve the goals and objectives of their proposed program and the conditions of the contract. Eligible applicants may include public organizations/agencies; incorporated, private non-profit and for-profit organizations. Proposers may enter into partnership with other providers to deliver services throughout the nine-county area. Prior experience in working with low income youth is desirable.

D. Timeline

Issue Notice of RFP Availability October 13, 2023
Deadline to Notify WorkForce Council of Intent to Apply for Funds ... October 23, 2023
Proposer’s Conference 3:00 p.m., October 23, 2023
Proposals Due 4:00 p.m., November 15, 2023
Reviewer Ratings Completed..... November 22, 2023
Workforce Council & Joint Powers Board Approval Secured January, 2024
Contracting Completed..... March 31, 2024
Begin ImplementationApril 1, 2024

E. Purpose/Program Requirements

The purpose of these funds is to provide career development activities for eligible youth. Proposers must demonstrate the ability to establish integration between the Workforce Innovation and Opportunity Act and a broad range of State and local providers, including a commitment to Minnesota’s CareerForce system. The purpose and program requirements of the WIOA Youth Program is summarized below and described in Chapter 2 of the Workforce Innovation and Opportunity Act. The Workforce Innovation and Opportunity Act can be found at <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

All programs and services must be client driven; NOT program driven. Programs must be geared to the needs of the youth and the economy of the specific counties being served.

Youth Program Design (Section129(c)(1)) must include:

- an objective, individualized assessment of the academic levels, skill levels and service needs of each youth. Assessment should include a review of basic skills, work readiness skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth.

Recent assessments conducted pursuant to another education or training program may be utilized.

- development of Service Strategies for all youth served. The Service Strategy is an individual plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, taking into account the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.
- Services that provide:
 - Activities leading to the attainment of a secondary school diploma or recognized equivalent or a recognized postsecondary credential;
 - Preparation for postsecondary educational and training opportunities;
 - Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credentials;
 - Preparation for unsubsidized employment opportunities, in appropriate cases; and
 - Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Youth Program Elements (Section 129(c)(2)) (provided directly or through referrals to other resources) must include:

- Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences with an academic and occupational education component, including summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate;
- Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to post-secondary education and training.
- Financial literacy education;
- Entrepreneurial skills training;

- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for 12 months after the completion of participation;

The specific services a youth will receive is based upon the youth's objective assessment and individual service strategy.

Eligibility (Section 129 (a)(1)):

To be eligible the youth must be an out-of-school or in-school youth.

◆ **Out-of-School**

- Not attending any school (as defined under State law); and
- Not younger than age 16 or older than age 24 at the time of enrollment; and
- One or more of the following:
 - School dropout
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner
 - An offender
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth who meets the criteria defined in sec. 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway.
 - In foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by MN State Statute 116L.56
<https://www.revisor.leg.state.mn.us/statutes/?id=116L.56>

◆ In-School

- Attending school (as defined by state law); including secondary and postsecondary school; AND not younger than age 14 or older than age 21 at time of enrollment; and
- Low-income individual; and
- One of more of the following:
 - Basic skills deficient
 - English language learner
 - An offender
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth who meets the criteria defined in sec. 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway,
 - In foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. in foster care or has aged out of the foster care system, a child eligible for assistance under section 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Requires additional assistance to enter or complete an educational program or to secure or hold employment defined by MN State Statute 116L.56
<https://www.revisor.leg.state.mn.us/statutes/?id=116L.56>

Outcomes (Section 116)

Services for youth must result in:

- Achieving employment or involved in education/training activities or unsubsidized employment during second quarter after exit from program
- Achieving employment or involved in education/training activities or unsubsidized employment during fourth quarter after exit from program
- Median earnings of participants in unsubsidized employment during second full calendar quarter after exit from program
- Attainment of recognized post-secondary credential (including registered apprenticeship), a secondary school diploma or it's recognized equivalent either during program or within 1 year after program exit. *(only counts if individual has obtained/retained employment, or are in an education/training program leading to post-secondary credential within 1 year after exit from program)*
- Participation during a program year in education/training programs leading to: recognized postsecondary credential or employment and are achieving measurable skill gains toward such a credential or employment

F. South Central Youth Council/WorkForce Council Focus

The goal of our youth programs is to ensure that all youth have basic skills, work readiness skills and occupational skills to be successful in the workplace. Services should focus on career development providing the youth with an awareness of in-demand occupations in high growth industries in South Central Minnesota, career pathways to access these occupations, and an identification of area employers who hire these occupations. Training will be provided in demand occupations that have high-growth opportunities.

A minimum of 75% of the youth served must be out-of-school youth and will include strategies to engage disconnected youth to ensure that youth attain a high school diploma or equivalent, have an occupational skill (recognized postsecondary credential) as well as successful placement and retention in employment or education/training activities.

In-school youth services will include drop-out prevention strategies to ensure that youth attain their high school diploma or equivalent or recognized post-secondary credential as well as transition strategies to post-secondary education, employment, military service or apprenticeships.

Youth services should encompass the following goals of the Youth Council:

- Support career exploration opportunities that provide youth with knowledge of demand/STEM occupations.
- Support work experience opportunities that connect youth to local employers & teaches work readiness skills.
- Support community connections through service learning & civic engagement.
- Support all youth achieving a high school diploma, GED or equivalent.
- Support occupational training that leads to a credential.
- Identify service gaps for at-risk youth and leverage resources.

G. Proposal Requirements

- 1) Proposals must be consistent with the Workforce Innovation and Opportunity Act and applicable State and Federal regulations.
- 2) Keep your proposal as concise as possible. Use the format outlined in the RFP. Do not send reports, brochures or similar attachments.
- 3) 100% of the funds made available to proposers are Program dollars and must be spent on allowable program costs. See WIOA Youth Cost Matrix. https://mn.gov/deed/assets/wioa-chapter18_tcm1045-348169.docx
- 4) These funds may not be used to supplant funds or pay for services that are available through other funding sources. The Youth Council, in its local 2023 WIOA and MYP Youth Programs Plan (<http://www.workforcecouncil.org/area-plans/>), identified (but not limited to) resources available under each of the program elements.

- 5) Proposers must make services available in all nine counties. Providers are encouraged to enter into partnership with other providers to deliver services.
- 6) If any portion of these funds is to be subcontracted, it must be identified in the proposal. All sub-contracts require SC WorkForce Council approval and must meet State and Federal procurement policies and procedures (available by contacting the WorkForce Council).
- 7) One hard copy of the proposal and one electronic copy of the proposal must be received at the South Central WorkForce Council office no later than 4:00 p.m. on November 15, 2023. Proposals should be addressed to: South Central WorkForce Council, 706 North Victory Drive, Mankato, MN 56001. The electronic copy should be emailed to: sara@workforcecouncil.org.
- 8) Proposals not meeting all the requirements, not conforming to the application format or missing the submission deadline, will be eliminated from funding consideration.
- 9) The SC WorkForce Council retains the right to accept or reject any or all proposals, to negotiate with selected proposers and require revisions to applications as agreed to during negotiations.
- 10) Programs selected for funding must comply with approved client reporting requirements and computer management systems as required by the State.
- 11) Programs selected for funding are required to submit regular reports, including, but not limited to:
 - Service Provider Invoice
 - Final Invoices
 - Other reports required by the SC WorkForce Council, State of MN, and the Department of Labor (DOL)
- 12) Proposals selected for funding are required to comply with State financial management procedures.
- 13) Programs selected for funding are required to comply with SC WorkForce Council monitoring and oversight requirements.
- 14) Programs selected for funding may (based on meeting the federal, state and local performance standards and all other requirements stipulated in the contract) be granted continued funding through Program Year 2027. Continued funding is contingent on performance, continuation of current legislation and availability of funds.
- 15) Proposers selected to deliver services may need to fulfill service commitments to those persons who are currently enrolled and may not have finished their service plan as of March 31, 2024.

H. Evaluation Criteria

Proposals that meet all requirements will be evaluated based upon the following criteria:

1) Identified Need (10 points)

- Is the proposer sufficiently aware of the needs of eligible youth in the area?

- Is the proposer sufficiently aware of the local labor market?
- Has the proposer identified counties where different needs exist and explained why?
- Has the proposer included relevant demographic and/or survey data?

2) Services for Eligible Youth (30 points)

- Does the proposer describe methods for outreach and recruitment including strategies for in-school, out of school, BIPOC, youth in foster care, youth with disabilities and youth on public assistance?
- Is it clear how the proposer will identify and assess eligible youth and develop appropriate Service Strategies?
- Does the proposer describe their career services to help youth overcome barriers?
- Does the proposer describe how they will provide services to meet the differing needs of the counties?
- Does the proposer describe how they will provide comprehensive career counseling services that ensure that youth explore careers, receive labor marketing information regarding high-growth, in-demand careers, identify a career pathway and develop a career plan?
- Does the proposer describe how they will address work readiness (“soft skills”) and retention skills?
- Does the proposer describe how they will address basic skills including math and reading?
- Does the proposer describe how they will provide internship opportunities?
- Does the proposer address how they will provide/facilitate each of the 14 service elements?
- Does the proposer plan to use incentives/bonuses? Does the criteria for incentives appear to be appropriate?
- Does the proposer plan to use stipends? Does the criteria for stipends appear to be appropriate?
- Does the proposer describe service strategies to encourage youth to stay engaged in the following services: basic skills, work readiness skills, job search techniques, daily living, occupational skills, obtaining a high school or recognized equivalent or successfully completing credential training and successful program exits.
- Does the proposer have other resources that will be coordinate with WIOA resources?
- Is it clear how referrals for individuals who are not enrolled will be facilitated and documented?
- Does the proposer describe how they will provide Outreach to Schools and market these services? Does the proposer describe how these services connect with the “World’s Best Workforce and the personal finance graduation requirement?

- Does the proposer describe how they will align career exploration and career counseling services with the Minnesota Career Fields, Clusters and Pathways wheel?
- Does the proposer explain how they provide services to youth with disabilities and how the proposer incorporates Guideposts to Success and Pre-ETS Services in their service strategy?
- Do the planned services meet the needs of eligible youth?
- Does the proposer's program design provide:
 - Activities leading to the attainment of a secondary school diploma or recognized equivalent or a recognized postsecondary credential;
 - Preparation for postsecondary educational and training opportunities;
 - Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credentials;
 - Preparation for unsubsidized employment opportunities, in appropriate cases; and
 - Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

3) Performance Outcomes (15 points)

- Are the proposer's performance outcomes reasonable?
- Does the proposer indicate how they plan to achieve the outcomes?
- Based on the services described, can the proposer achieve the outcomes?
- Does the proposer describe how they will ensure the youth wages measure will be met? Are they reasonable?
- Does the proposer describe how customer satisfaction will be achieved and measured?
- Does the proposer describe how they will make continuous improvements to youth services?

4) Commitment to Partnership (15 points)

- Does the proposer have a relationship and commitment to the area's CareerForce System? Does the proposer describe what services will be provided at area CareerForce locations?
- Is it clear that there will be no duplication services?
- Is it clear that Workforce Innovation and Opportunity Act funds will not be used to pay for services covered by other funding sources?

5) Costs (15 points)

- Did the proposer complete all required forms?
- Were the costs submitted in sufficient detail to evaluate reasonableness of the costs?
- Is the cost per participant appropriate? Are the direct client costs versus staff/indirect costs reasonable?

- Does the proposer identify other funds or in-kind resources that will be used to supplement Workforce Innovation and Opportunity Act funds?

6) Operational Capability (15 points)

- Does the staff proposed appear to be sufficient to support the program design?
- Has the proposer demonstrated previous success in operating employment & training programs?
- Has the proposer demonstrated success in serving low income youth?
- Has the proposer documented adequate fiscal administrative capabilities (Form 5)?
- Is the proposer accessible to participants? Can participants easily access services?

Providers currently funded through the SC WorkForce Council are eligible to apply. In addition to the above criteria, the actual performance of these providers will be assessed.

I. Proposal Review Process

All proposals will be evaluated individually and as a group, by a proposal review committee comprised of local elected officials, youth representatives, Youth Council/WorkForce Council members and staff. The committee will rate the proposals and a provider for youth services will be recommended for approval to the Youth Council, the South Central WorkForce Council and the Joint Powers Board for endorsement. All applicants will be notified of the results of the review process. Reviewer ratings and any comments will be provided upon request.

Section II - Grant Application Instructions

The grant application consists of the following sections: Signature Page; Proposal Abstract; Organization Description; Statement of Work; Costs; Outcomes; and Administrative Assurances. The proposal narrative should be concise. Complete each section as follows:

A. Signature Page

Complete the "Project Application Signature Page" (Form 1).

B. Proposal Abstract

Complete the "Proposal Abstract" form (Form 2). The information requested is limited to one side of each page and on the form provided. Instructions are provided on Form 2.2.

C. Organization Description

Describe the organization submitting the proposal, including experience in operating youth employment and training programs and experience providing services to low income youth. Describe your staff, including the number of staff, job descriptions, and background of staff providing youth services. DO NOT send annual reports - summarize their results in the text.

The South Central WorkForce Council desires organizations with staff that have either a State of MN Social Work License or the Global Career Development Facilitator Certification. Please indicate how many staff are currently licensed/certified and how you will ensure staff working with youth participants have this license/certification?

D. Statement of Work

A Program Narrative should be written as described below, and in the format outlined.

1. Need

Describe the needs of eligible youth in the Workforce Development area. Include supporting information about the local labor market. Identify counties where different needs exist and explain why. Include relevant demographic and/or survey data. The Need Statement should relate to the services you are providing. [South Central's Regional Labor Market Profile](#), Regional Labor Market Analyst: amanda.oconnell@state.mn.us

2. Services for Eligible Youth

Summarize the services which you will provide that will enable you to achieve the outcomes you identified in the Proposal Abstract. Please relate your services to your Need Statement and identify for each, as appropriate, the different service strategies you will utilize for in-school and out-of-school, as well as how those strategies differ for year round and summer youth.

- a. Describe your methods of outreach and recruitment of eligible youth and documentation of eligibility (age, income and barriers) for the Workforce Innovation and Opportunity Act. How are youth and community partners made aware of youth services? Include outreach and recruitment strategies for In-school youth, Out of School youth, BIPOC youth, youth in foster care, youth with disabilities, and youth on public assistance.
- b. Describe in detail your assessment methods for year round and summer youth. Include how you will assess basic skills, occupational skills, work readiness skills (see Attachment A), prior work experience, employability, interests, aptitudes (including interest & aptitudes for non-traditional jobs), support service needs and developmental needs of each participant. Identify the test(s) and other methods that will be used. How will assessment be administered, and the results documented? How will you coordinate assessment with other education and training programs the youth is involved in?
- c. Describe the methods you will use to develop Individual Service Strategies for year round and summer youth. Describe what the Service Strategies will include and how they are developed based on the assessments. Please be specific and attach a sample copy of the Individual Service Strategy that will be used. How will you make the ISS a motivational tool to drive the youth's career plans?
- d. Describe the career services you will provide/facilitate to help year round and summer youth overcome barriers to achieving their goal(s).
- e. What service strategies will you use to meet the differing needs of counties that were identified in the Needs Statement (D.1.) and the statistics provided through KIDS COUNT (Attachment B)? How will your strategies differ by county? How will your strategies differ for target populations?
- f. Describe the comprehensive career counseling services that will be provided to ensure that youth explore careers, identify a career pathway and develop a career plan to attain that occupation. How will labor market information on high-growth, in-demand occupations be incorporated in the comprehensive counseling services?

g. Employers have indicated that work readiness skills (“soft skills”), critical thinking skills, and taking initiative are a major consideration in hiring and retaining employees. Describe in detail how you will address work readiness skills and retention skills for in-school and out-of-school youth. How will those strategies differ for year round and summer youth?

h. Employers have also indicated that basic skills, including math and reading, are lacking in the current workforce. Describe in detail how you will address basic skills for in-school and out-of-school youth. How will those service strategies differ for year round and summer youth? What creative service strategies will you use to encourage conceptual learning for summer youth when their work experience is limited to a few weeks?

i. The purpose of a work experience is for youth to gain work readiness skills. Once a youth has successfully attained work readiness skills through a work experience, it is expected that they complete an internship in their career interest area. Describe how you will ensure that youth with work readiness skills will be given internship opportunities in their career interest area.

j. Describe how you will provide each of the following services and include whether you will provide the service directly or facilitate referrals to other organizations/ agencies serving youth. Include when each of the services are appropriate for youth.

- Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences with an academic and occupational education component, including summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate;
- Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate;
 - In addition, please describe how you will determine the amount of funding available to youth with an Individual Training Account.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to post-secondary education and training.

- Financial literacy education;
- Entrepreneurial skills training;
- Leadership development opportunities, which may include community service, volunteer opportunities and peer-centered activities encouraging responsibility and other positive social behaviors, such as;
 - Exposure to post-secondary education possibilities;
 - Community and service learning projects;
 - Peer-centered activities, including peer mentoring and tutoring;
 - Training in decision-making, including determining priorities and problem solving;
 - Citizenship training; including life skills training such as parenting or work behavior training; and
 - Other activities that place youth in leadership roles such as serving on a committee like Youth Council.
 - In addition, please explain partnerships that can provide this opportunity for youth.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate. Describe how youth are connected to mental health and chemical dependency services.
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months and must:
 - Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the mentee;
 - Include a mentor who is an adult other than the assigned youth case manager; and
 - Provide financial education that is age appropriate, timely and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings and;
 - Implement other approaches to help participants gain the knowledge, skills and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools and instruction.

Describe the strategies used to ensure youth receive a minimum of 12 months of mentoring. Explain how mentoring guidance, training and support is provided to mentors. If mentoring is not provided through a work experience supervisor, how is mentoring provided to youth?
- Follow-up services for 12 months after the completion of participation; Follow-up services are critical services provided following a youth's exit from the program that help ensure the youth is successful in employment or education as they progress along their career pathway.

How will you ensure follow-up services are being provided and tracked in the required computer management system? What follow-up services will you provide to assist youth in retaining or advancing in their employment or credentialed training?

Follow-up services may include:

- Leadership development and supportive services;
 - Regular contact with the youth's employer to address work related problems that arise;
 - Assistance in securing better paying jobs, career pathway development and further education or training;
 - Work-related peer support groups;
 - Adult mentoring and/or;
 - Services necessary to ensure the success of youth in employment or education/training.
- k. Describe how you will ensure that each youth is provided information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners; and referral to appropriate training and educational programs that have the capacity to serve youth either on a sequential or concurrent basis.
- l. Describe the service strategies you will implement to encourage youth to stay engaged in services in the following areas:
- Assistance with basic skills, work readiness skills, job search techniques, daily living and occupational skills.
 - Obtaining a high school or recognized equivalent or successfully completing credential training.
 - Successfully exit in the program by meeting the programs goals.
 - In-School youth: obtain a HS diploma or recognized equivalent and transition to post-secondary education training, military, apprenticeship or employment.
 - Out of School youth: obtain an occupational skill and transition to full-time employment, advance training, apprenticeship or military.
- m. If you would like to use incentives or bonuses, please describe. Identify what criteria you would use for incentives/bonuses.
- n. If stipends are used for WIOA youth or state funded youth programs, please describe. Identify what criteria you use for providing stipends.
- o. Identify any other resources that will be coordinated with the Workforce Innovation and Opportunity Act to serve area youth.
- p. Describe how you will facilitate and document referrals for youth who are not enrolled for services (Section 129(c)(3)).

- q. Complete the Activity Form (Forms 3 - 3.3).
- r. Describe how you will provide Outreach to Schools to assist high school students in career exploration, career assessments, postsecondary paths to prepare for in-demand occupations, developing work readiness skills, job search techniques, and financial literacy.
 - i. How will you market these services to local secondary schools?
 - ii. How will these services connect to local high school plans to achieve goals for the "World's Best Workforce"?
<https://education.mn.gov/MDE/dse/wbwf/>
 - iii. Describe how these services can assist local high schools in meeting the graduation requirement of providing personal finance curriculum to students. <https://www.house.mn.gov/comm/docs/7ccc2557-c518-4aa1-8b65-e3f05a6b30c5.pdf>
- s. Describe how you will align career exploration and career counseling services for high school students with the Minnesota Career Fields, Clusters & Pathways wheel.
<https://www.minnstate.edu/system/cte/programs/documents/POS-Framework-2019-one-pager-with-explanation.pdf>
- t. Describe how you provide services to youth with disabilities. Explain how Guideposts for Success and Pre-Employment Transition activities are incorporated into your services.
<https://www.dol.gov/agencies/odep/program-areas/individuals/youth/guide>
<https://mn.gov/deed/job-seekers/disabilities/youth/pre-ets/pre-ets-services/>

3. Commitment to Partnership

- a. Describe in detail your relationship and commitment to the area's CareerForce locations. Describe what services will be provided at area CareerForce locations.
- b. Describe how you propose to coordinate funding sources to ensure that Workforce Innovation and Opportunity Act funds will not duplicate or supplant other sources of funding.

4. Customer Satisfaction

One of the primary objectives of the CareerForce System is ensuring that customer satisfaction and readily accessible services is achieved. Please describe:

- a. How you will achieve customer satisfaction for youth and employers?
- b. How customers will access your services in each of the nine counties?

5. Continuous Improvement

- a. The South Central WorkForce Council/Youth Council desires a proposer with prior experience working with low-income youth. Describe what new or additional strategies you will implement for continuous improvement of your youth services.

E. Cost Materials

Complete the Cost Summary and Budget Narrative using Forms 4, 4.1 and 4.2.

F. Outcomes

- 1) Describe for each of the performance outcomes identified on page 4, what steps will be taken to ensure you meet these outcomes.

G. Administrative Assurances

Complete the Pre-Award Risk Assessment (Form 5).

**Workforce Development Area #7
South Central
Project Application Signature Page**

1. _____
Applicant
- _____
- Address
- _____
- City/State/Zip
2. _____
Contact Person
- _____
- Telephone Number
- _____
- Email Address
3. Start Date: April 1, 2024 End Date: March 31, 2028

4. Projected Annual Funds Available: \$220,000 (Estimate)

5. Applicant Signature:

Application is made for a grant under the Workforce Innovation and Opportunity Act in the amount of _____ and for the purposes stated herein.

Name of Authorized Official

Title

Signature

Date

Project Application Signature Page Instructions

Item

1. Enter the name and address of the organization submitting the proposal.
2. Enter the name, telephone number and email address of a person to contact regarding questions on this proposal.
3. Start and End dates are provided.
4. Projected funds available are provided.
5. Enter the identifying information and signature of the person who has the authority to enter into a contract for the project.

Workforce Development Area #7
South Central
Proposal Abstract

1. Workforce Innovation and Opportunity Act Youth Career Development Services

2. Applicant Name

3. Summary of Needs and Services:

4. Cost Summary

Average Cost Per In-School Youth _____
 % Direct Client Costs _____
 % Staff/Indirect Costs _____
Average Cost Per Out-of-School Youth _____
 % Direct Client Costs _____
 % Staff/Indirect Costs _____

5. Program Outcomes

A. Total Participants Out of School _____ In School _____

B. % Entering Employment or Education/Training during second quarter _____

C. % Entering Employment or Education/Training during fourth quarter _____

D. Median earnings of youth in unsubsidized employment during second quarter _____

E. % Attaining a recognized credential relating to achievement of a secondary diploma (or equivalent) or an occupational skill. _____

F. % Achieving a Measurable Skills Gain _____

Proposal Abstract Instructions

Bidder must submit an abstract limited to the form provided.

1. The program this abstract form is for has been completed for you.
2. Applicant Name: Enter the name of the organization submitting the proposal.
3. Summary of Needs & Services: Summarize the need(s) based on information in the program narrative and the services you plan to provide to address those needs limited to the space provided.
4. Cost Summary: Identify the average cost per in-school youth and identify what percentage will be spent on: Direct Client Costs (i.e. youth wages, training, and support services) and Staff/Indirect Costs (i.e. staff, facility and indirect costs). Identify the average cost per out-of-school youth and identify what percentage will be spent on: Direct Client Costs (i.e. youth wages, training, and support services) and Staff/Indirect Costs (i.e. staff, facility and indirect costs).
5. Program Outcomes:
 - A. Enter the total number of in-school and out-of-school youth to be served annually.
 - B. Enter the % of youth you expect will be employed or involved in education/training activities during the second quarter after program completion.
 - C. Enter the % of youth you expect will be employed or involved in education/training activities during fourth quarter after program completion.
 - D. Enter the median earnings of participants in unsubsidized employment during second full calendar quarter after exit from program.
 - E. Enter the % of youth you anticipate will attain a recognized credential (i.e. diploma, GED, post-secondary diploma or credential).
 - F. Enter the % of youth you anticipate will achieve a measurable skills gain defined as a documented academic, technical, occupational, or other forms of progress towards a credential or employment.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT: Youth Career Development Programs
IN-SCHOOL**

Form 3

Activities and Services Chart

Below is a list of allowable activities and services for Youth Programs. Please complete the chart. You do not need to utilize all activities. Complete only those lines where you will be providing that Activity/Service (See Attachment D for definitions).

Activity/Service	Youth Age Group Served	% of Youth Served	Average Direct Client Costs	Avg. # of Staff Hours per Youth	Avg. Staff Cost Per Hour	Avg. Cost Per Youth Per Activity
Alternative Secondary School Services						
Basic Skills Training						
Career Counseling						
Classroom Training						
Community Involvement & Leadership Development						
Credential Attained without Training						
Entrepreneurial Training						
Financial Literacy Education						
Labor Market/In Demand Employment Info						
Mentoring						
Non-Credentialed Training						
Occupational Skills Training						
On-the-Job Training						

Activity/Service	Youth Age Group Served	% of Youth Served	Average Direct Client Costs	Avg. # of Staff Hours per Youth	Avg. Staff Cost Per Hour	Avg. Cost Per Youth Per Activity
Partnering						
Pre-Apprenticeship						
School-to-Work Transition						
Secondary School Classes						
Staff Assisted Assessment						
Staff Assisted Job Placement						
Staff Assisted Job Search in Area						
Staff Assisted Job Search Out of Area						
Study Skills Training/Tutoring						
Transition to Post-Secondary						
Work Experience						
Work Readiness Skills Training						
Workforce Preparation and Education						

**WORKFORCE INNOVATION AND OPPORTUNITY ACT: Youth Career Development Programs
OUT-OF-SCHOOL**

Form 3.2

Activities and Services Chart

Below is a list of allowable activities and services for Youth Programs. Please complete the chart. You do not need to utilize all activities. Complete only those lines where you will be providing that Activity/Service (See Attachment D for definitions).

Activity/Service	Youth Age Group Served	% of Youth Served	Average Direct Client Costs	Avg. # of Staff Hours per Youth	Avg. Staff Cost Per Hour	Avg. Cost Per Youth Per Activity
Alternative Secondary School Services						
Basic Skills Training						
Career Counseling						
Classroom Training						
Community Involvement & Leadership Development						
Credential Attained without Training						
Entrepreneurial Training						
Financial Literacy Education						
Labor Market/In Demand Employment Info						
Mentoring						
Non-Credentialed Training						

Activity/Service	Youth Age Group Served	% of Youth Served	Average Direct Client Costs	Avg. # of Staff Hours per Youth	Avg. Staff Cost Per Hour	Avg. Cost Per Youth Per Activity
Occupational Skills Training						
On-the-Job Training						
Partnering						
Pre-Apprenticeship						
School-to-Work Transition						
Secondary School Classes						
Staff Assisted Assessment						
Staff Assisted Job Placement						
Staff Assisted Job Search in Area						
Staff Assisted Job Search Out of Area						
Study Skills Training/Tutoring						
Transition to Post-Secondary						
Work Experience						
Work Readiness Skills Training						
Workforce Preparation and Education						

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH CAREER DEVELOPMENT SERVICES
COST SUMMARY**

Program Dollars

Total Direct Costs:

In-School Youth Work Experience Wage/Fringe _____
In-School Youth Work Experience Support _____
Out-of-School Youth Work Experience Wage/Fringe _____
Out-of-School Youth Work Experience Support _____

In-School Youth Training Services _____
In-School Youth Training Support _____
Out-of-School Youth Training Services _____
Out-of-School Youth Training Support _____

In-School Youth Support _____
Out-of-School Youth Support _____

Total Staff/Indirect Costs:

In-School Youth Work Experience Staff Costs: _____
 Salary/Fringe –Supervisor _____
 Salary/Fringe –Case Manager _____
 Salary/Fringe –Support Staff _____

Out-of-School Youth Work Experience Staff Costs: _____
 Salary/Fringe –Supervisor _____
 Salary/Fringe –Case Manager _____
 Salary/Fringe –Support Staff _____

In-School Youth Staff Costs: _____
 Salary/Fringe –Supervisor _____
 Salary/Fringe –Case Manager _____
 Salary/Fringe –Support Staff _____
 Indirect Costs (Non-Salary) _____

Out-of-School Youth Staff Costs: _____
 Salary/Fringe –Supervisor _____
 Salary/Fringe –Case Manager _____
 Salary/Fringe –Support Staff _____
 Indirect Costs (Non-Salary) _____

TOTAL _____

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH CAREER DEVELOPMENT SERVICES
BUDGET NARRATIVE – Direct Costs**

Please provide a detailed description of what is included under each amount listed on the Cost Summary (Form 4) and how you calculated the amounts.

Program Dollars

Direct Costs:

In-School Youth Work Experience Wage/Fringe & Work Experience Support

Out-of-School Youth Work Experience Wage/Fringe & Work Experience Support

In-School Youth Training Services & Training Support

Out-of-School Youth Training Services & Training Support

In-School Youth Support Services

Out-of-School Youth Support Services

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH CAREER DEVELOPMENT SERVICES
BUDGET NARRATIVE – Indirect Costs**

Please provide a detailed description of what is included under each amount listed on the Cost Summary (Form 4) and how you calculated the amounts.

Staff/Indirect Costs:

In-School Youth Work Experience Staff Costs:

- Salary/Fringe –Supervisor
- Salary/Fringe –Case Manager
- Salary/Fringe –Support Staff

Out-of-School Youth Work Experience Staff Costs:

- Salary/Fringe –Supervisor
- Salary/Fringe –Case Manager
- Salary/Fringe –Support Staff

In-School Youth Staff Costs:

- Salary/Fringe –Supervisor
- Salary/Fringe –Case Manager
- Salary/Fringe –Support Staff
- Indirect Costs (Non-Salary)

Out-of-School Youth Staff Costs:

- Salary/Fringe –Supervisor
- Salary/Fringe –Case Manager
- Salary/Fringe –Support Staff
- Indirect Costs (Non-Salary)



Pre-Award Risk Assessment

INTRODUCTION

Note: The applicant/grantee needs to fill out only the questions designated at the beginning of each section, starting with the phrase, “Applicant/Grantee Answer Questions” written in italic, red font.

The field to enter your answer has instructions written in dark blue font. A gray background will show when you hover over it.

APPLICANT/GRANTEE INFORMATION

Applicant/Grantee Answer Questions 1-14

1. Organization Name and Address: _____
2. Employer Identification Number: _____
3. Unique Entity Identifier (UEI) Number (12 Characters): _____
4. SWIFT Supplier ID: _____
5. Number of Full-time Employees: _____
6. Number of Part-time Employees: _____
7. Does your organization have 501(c)3 status? Yes No N/A
 - a. If yes, when was the 501(c)3 status received? _____
8. Does your organization have a current business registration with the Minnesota Secretary of State?

Yes No N/A [Staff will verify this information]
9. Is your organization affiliated with or managed by any other organization, for example, regional, or national office? Yes No
 - a. If yes, provide details:
10. Does your organization receive managerial or financial assistance from any other organizations?

Yes No

 - a. If yes, provide details:

11. What is your organization's total revenue in the most recent accounting period (12 months)?
- Does total revenue exceed total expenses? Yes No
 - If expenses are greater than revenue, please explain:
12. How many different funding sources does the total revenue come from?
- Are any of those different funding sources from other DEED areas? Yes No
 - If yes, how many, and what areas of DEED?
13. Does your organization have written policies and procedures for the following business practices? **(If yes, please attach a copy of the table of contents from the policy.)**
- Accounting Yes No
 - Purchasing Yes No
 - Payroll Yes No
 - Conflict of Interest Yes No
14. Are the officials of your organization bonded? Yes No
- If no, does your organization conduct background checks? Yes No
- Comments:

GENERAL ASSESSMENT

Applicant/Grantee Answer Questions 1-4

1. Within the last three years, is your organization new to operating and managing state and/or federal funds? Yes No
- Comments:
2. Has your organization managed any DEED programs for less than three years? Yes No
- If yes, please list these programs and provide any comments you might have:

3. Within the last year, has there been high staff turnover or reorganization that has affected DEED programs? Yes No

a. If yes, please explain in the comment section.

Comments:

4. Do any of the staff assigned to DEED programs have less than two years of experience with these grants?
 Yes No

If yes, please list the DEED programs and provide any comments:

Internal Use Only – DEED Answer Questions 5-8

5. If the applicant has a history with DEED, has the applicant been untimely in the submission of the following:

a. Applications: Yes No

b. Vendor Number: Yes No

c. Contract Documents: Yes No

d. Amendments/Modifications: Yes No N/A

e. Budget Revisions (outside amendments/modifications): Yes No N/A

f. Fiscal reporting, e.g., FSR/RPRs, CAPRs, invoices, other program fiscal reporting requirements:
 Yes No

g. Draw Downs: Yes No

h. Progress reports: Yes No

i. Responses to correspondence or requests for information: Yes No N/A

Comments on question 5a-i:

6. Has the applicant been untimely in responding to program/fiscal questions when being monitored?

Yes No N/A

Comments:

7. Is the applicant approaching DEED with an unusually complex request (e.g., program, funding, matching requirements)?

Yes No

Comments:

8. Has DEED or any other state agency, auditors, or staff employed by the organization alerted us of previous problems with this organization? (Check the [MN Transparency website](#) to see if there is a history of funding from the State.) Request information from other agencies.

Yes No N/A

Comments:

Make sure to check DEED [grant closeout evaluations](#) for previous results from DEED grants. Reach out to assigned DEED program staff with any questions.

LEGAL ASSESSMENT

Applicant/Grantee Answer Questions 1-5. Attach Additional Pages if Needed

1. List all lawsuits that are pending or have been filed against the entity in the past five years. Provide the case number, the plaintiff in each suit, the cause of action(s), and the final judgment, if any. If no such lawsuits exist, please respond "N/A."

2. List all consent judgments or assurances of discontinuance the entity entered into with any state or federal agency in the past 10 years. Provide the terms of any such judgment. If no such judgments or assurances exist, please respond "N/A."

3. List all state and federal regulatory actions that are pending or have been filed against the entity in the past 10 years, including actions related to any license, permit, or other authorization. Identify the agency that filed the action, the cause of action(s), and the final judgment in the matter. If no such actions exist, please respond "N/A."

4. Is the entity currently, or has it previously been, suspended or debarred from a state or federal agency? (Check the Suspended/Debarred Vendor Report (state.mn.us). If no such actions exist, please respond "N/A." If yes, when and why?
5. List all convictions for any felony offenses or any offense involving a dishonest act or false statement committed by the entity's officers or board of directors in the past 10 years. Provide the case number, the criminal charge, the sentence, and any terms of probation that are still in effect. If no such convictions exist, please respond "N/A".

ACCOUNTING SYSTEMS ASSESSMENT

Applicant/Grantee Answer Questions 1-6

1. Which of the following best describes your organization's accounting system?
 Manual Automated Combination
2. Does your organization's accounting system identify the receipts and expenditures of program funds separately for each award?
 Yes No
3. Will your organization's accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget? Yes No
4. Is your organization's staff's time allocated among the various programs they work on? Yes No
5. Does your organization have an indirect cost rate that is federally approved and current? Yes No
 a. If yes, who approved the rate? _____
 b. If yes, what is the rate? _____
6. Are the federal base dollars of this indirect cost rate calculation comparable to the rate calculation of other organizations of similar size, purpose, and budget? Yes No N/A

FINANCIAL ASSESSMENT

Applicant/Grantee Answer Questions 1-7

1. Is this grant large in terms of percentage of overall funding for your organization? Yes No
 a. What is the percent of DEED's funding compared to your overall funding?

2. Does your organization have unpaid tax liabilities with the Minnesota Department of Revenue or the Internal Revenue Service? Yes No [Staff will verify this information]

Comments:

3. Does your organization have outstanding unemployment insurance debt? Yes No [Staff will verify this information]

4. Does your organization have any other major contingent liabilities? Yes No

a. If yes, please list them here.

5. Are your organization's actual expenditures within approved budgets? Yes No

a. If no, please explain.

6. Has your organization incurred any large or unusual debt in the last 12 months? Yes No

a. If yes, what was the cause of the new debt?

b. If yes, what is the funding source for paying back the new debt?

7. Does your organization have an emergency line of credit at a banking institution? Yes No

a. If yes, how much and with whom?

b. If yes, how much of the emergency line of credit is currently in use?

Internal Use Only – DEED Answer Questions 8-14

8. Has the applicant returned significant unspent funds to DEED or other funders? Yes No

9. Does the applicant have a large amount of budget carryover into the next year? Yes No

a. If yes, please explain:

10. Does the applicant have reasonable non-program expenses as indicated in audit reports, tax returns, or financial statements? Yes No

11. What is the applicant's current amount of unrestricted funds?

12. Is the applicant's "current ratio" of assets to liabilities 1:1 or less? Yes No

The formula is: Current Assets divided by Current Liabilities. Current ratio is designed to tell if an organization can pay its bills.

13. Is the applicant's "acid test ratio" less than 1:1? Yes No

The formula is: (Current Assets minus Inventories) divided by Current Liabilities. Acid Test Ratio is designed to tell if an organization is at risk of not having enough liquid assets to pay for current liabilities.

14. Is the applicant's debt to equity ratio less than 2:1? Yes No

The formula is: Total Liabilities divided by Total Equity. Debt to Equity Ratio is designed to determine if the organization might have trouble repaying debt.

MONITORING/AUDIT ASSESSMENT

Applicant/Grantee Answer Questions 1 and 2

1. For federal awards, has it been more than one year since your organization received a single audit?

Yes No N/A

a. If yes, why?

2. Did an independent certified public accountant (CPA) ever examine your organization's financial statements? Yes No N/A

a. If yes, were there findings? Yes No

b. If there were findings, what were the number and extent of finding(s), and does your organization have a corrective action plan for correcting the finding(s)?

Internal Use Only – DEED Answer Questions 3-5

3. If DEED has an existing relationship with this applicant, have monitoring visits occurred in accordance with Office of Grants Management (OGM) policy (one monitoring visit before final payment on grants over \$50k; One each year on those grants over \$250k)?

Yes No N/A

Comments:

4. Were there finding/corrective actions in prior monitoring visits? Yes No

a. If yes, what were the number and extent of finding/corrective actions in the prior visit?

5. If DEED has an existing relationship with this applicant, has financial reconciliation taken place in accordance with DEED and Office of Grants Management (OGM) policy 08-10?

Yes No N/A

ADDITIONAL COMMENTS

Applicant/Grantee State Additional Comments if Necessary

State any additional comments:

CERTIFICATION

Applicant/Grantee Fill Out Signature, Job Title, and Date

APPLICANT/GRANTEE (Signature of authorized staff person) The applicant/grantee certifies that the appropriate person(s) has provided information for this assessment on behalf of the applicant/grantee, and that, to the best of the applicant's/grantee's knowledge, this information is current and accurate. The applicant/grantee understands that if the applicant/grantee has any compliance issues; items of significant concern; performance issues; unemployment insurance back-taxes owed or associated penalties; interest, fees, outstanding debt, or disputed financial obligations to a local state, or federal government entity; or is not current on wage-detail reporting requirements the issues must be resolved prior to any grant award.

Signed: _____ Date: _____

Job Title: _____

Internal Use Only - Department of Employment and Economic Development Authorized Representative

(Select one of the paragraphs below that best represents your review of the organization in this risk assessment.)

I completed the risk assessment on behalf of the Department of Employment and Economic Development and I certify that, to the best of my knowledge and based on the information provided by the applicant/grantee, the organization has no compliance issues; items of significant concern; performance issues; unemployment insurance back-taxes owed or associated penalties; interest, fees, outstanding debt, or disputed financial obligations to a local state, or federal government entity; and is current on wage-detail reporting requirements.

I completed the risk assessment on behalf of the Department of Employment and Economic Development and, in accordance with PPM 521, am bringing this risk assessment to the attention of my Division Director and DEED's Internal Auditor so they can further assess the situation and, where possible, help develop effective supports.

Signed: _____ Date: _____

Job Title: _____

YOUTH GOALS

Work Readiness Skills

Career Exploration

- Career Decision
- Labor Market Information

Pre-Assessment

Competent

____ Career Decision &

____ Career Interest Area
Labor Market knowledge
documented on ISS or
attached.

Needs Service Strategy

Initial _____

Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

____ Career Decision &

____ Career Interest Area
Labor Market
knowledge documented
on ISS or attached.

Initial _____

Date _____

Work Readiness Skills

Job Search Techniques

- Resumes
- Applications/Cover Letter
- Interviewing/Follow-up Letter

Pre-Assessment

Competent

____ Copy of resume &
application/cover letter
attached.

____ Successfully completed
(mock) interview/follow-up
letter.

Needs Service Strategy

Initial _____

Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

____ Copy of resume &
application/cover letter
attached.

____ Successfully completed
(mock) interview/follow-up
letter.

Initial _____

Date _____

YOUTH GOALS

Work Readiness Skills

Positive Work Habits

- Punctual
- Attendance
- Positive Attitude
- Appearance
- Interpersonal Relations
- Task Completion

Pre-Assessment

Competent

Has maintained successful employment for 90 days & exhibited positive work habits as evidenced in employment history & case notes.

Needs Service Strategy

Initial _____ Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

Has maintained successful employment for 90 days as documented in case notes or post-assessment form.

Initial _____
Date _____

Work Readiness Skills

Daily Living Skills

- Budgeting/Banking
- Driver's License/Transportation
- Community Resources

Pre-Assessment

Competent

_____ Has developed budget/ has had instruction in managing finances

_____ Has Driver's License/utilizes public transportation.

_____ Accesses community resources.

Needs Service Strategy

Initial _____ Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

_____ Developed budget/ manages finances

_____ Has Driver's License/utilizes public transportation.

_____ Accesses community resources.

Initial _____
Date _____

YOUTH GOALS

Basic Skills

- Reading
- Writing
- Math

Pre-Assessment

Competent

Reading, Writing and Math scores at or above 9th grade level as documented on MIS.

Needs Service Strategy

Initial _____ Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

Reading Level _____

Writing Level _____

Math Level _____

Initial _____

Date _____

YOUTH GOALS

Occupational Skills

Pre-Assessment

Competent

Has an employable occupational skill.

Occupational Skill Area

Needs Service Strategy

Initial _____ Date _____

Strategies

Indicate Strategy

Post-Assessment

Competent

Has an employable occupational skill.

Occupational Skill Area

Initial _____
Date _____

177MN KIDS COUNT INDICATORS

County	Child (0-18) Population	Children in Poverty (%)	Four Year High School Dropout Rate (%)	Youth Arrested for Serious Crime (#)	Youth Out-of-Home Placements (#)	Students Receiving Special Education Services	Students with Limited English Proficiency
Minnesota	1,303,157	10.8%	4.1%	3,277	13,442	16.9%	8.4%
Blue Earth	13,476	12.1%	4.1%	71	163	18.3%	4.8%
Brown	5,452	10.9%	7.5%	5	67	20.8%	1.6%
Faribault	3,004	16.4%	4.3%	3	152**	16.8%	4.0%
Le Sueur	6,905	7.6%	4.9%	6	57	17.1%	4.8%
Martin	4,315	14.9%	6.2%	34	152**	18.6%	4.8%
Nicollet	7,523	10.1%	4.3%	18	61	18.4%	6.1%
Sibley	3,487	10.2%	5.5%	5	23	22.0%	8.2%
Waseca	4,319	11.0%	3.7%	42	177*	18.6%	2.0%
Watonwan	2,643	15.2%	9.4%	5	44	17.4%	22.4%

* Number listed under Waseca County is a combined figure representing the sum of the MN Prairie consortium.

**Number listed under Faribault County and Martin County is a combined figure representing the sum of cases in both counties.

* Youth in Poverty changes to children in poverty – title

o Youth dropping out of school to Four-Year Dropout Rate

Enrollment in school by race & ethnicity 21-22 data (from MDE)

Enrollment In School By Race & Ethnicity

Child Population by Race	Am. Indian or Alaskan Native	Asian	Native Hawaiian or Pacific Islander	Black or African American	Hispanic	White
Blue Earth	.5%	1.7%	.2%	10.6%	6.4%	75.5%
Brown	.1%	.5%	0%	.6%	12.3%	85.0%
Faribault	.2%	.2%	.1%	1.1%	15.5%	80.0%
Le Sueur	.4%	.3%	.1%	1.1%	15.5%	79.3%
Martin	.2%	.5%	.1%	1.0%	14.9%	80.0%
Nicollet	.3%	1.2%	.1%	8.7%	11.1%	74.1%
Sibley	.4%	.4%	0%	1.1%	22.9%	72.1%
Waseca	.1%	.6%	.1%	2.5%	11.4%	81.3%
Watsonwan	.3%	.6%	0%	.4%	54.0%	43.7%

ATTACHMENT C: YOUTH PROGRAM ACTIVITY DEFINITIONS

REVISED: Sept. 11, 2020

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

ALTERNATIVE SECONDARY SCHOOL SERVICES* – A specialized, structured curriculum offered inside or outside of the public school system which may provide work/study and/or GED preparation. Under WIOA, a young person enrolled in an Alternative School at the time of enrollment is an in-school youth.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: YES

Named WIOA Youth Activity: YES

(PIRL 1402 – Educational Skills Training and PIRL 1403 – Alternative Secondary School Services)

APPROVED LOCAL YOUTH ACTIVITY (IN CONJUNCTION WITH ANOTHER ACTIVITY) – In order for a local service provider to use this code under WIOA Youth and/or MYP, it must have been specified and described in the local WDA Youth Plan and approved by DEED prior to use.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

BASIC SKILLS TRAINING* – This activity involves services provided to participants who are identified as being “basic skills deficient” and may include (but is not limited to) helping participants improve study skills, reading, math and/or writing skills.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: YES

(PIRL 1402 – Educational Skills Training)

CAREER COUNSELING* – A participant receives one-on-one counseling that provides current information about career pathways and relevant labor market information. Activities may also include more comprehensive and specialized skill assessments of the participant to help identify skills, career interests, goals and potential barriers.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: YES

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: YES

(PIRL 1414 – Labor Market Information and Employment Information)

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

CLASSROOM TRAINING – This activity should include all types of classroom training a participant is taking. This can be secondary or post-secondary classes, short-term or longer-term training, etc. The outcome of successfully completing classroom training may (or may not) result in a recognized credential.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: YES

Named WIOA Youth Activity: NO

COMMUNITY INVOLVEMENT AND LEADERSHIP DEVELOPMENT* – Under this activity, participants learn the importance of being involved with their community, assisting others through volunteerism and leveraging their skills. Other activities may be included that are designed to enhance the self-esteem and confidence of participants.

Staff Assisted, Basic Career Service: YES

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: YES

(PIRL 1408, Leadership Development Opportunities)

CREDENTIAL ATTAINED WITHOUT TRAINING - Use when participant training costs are funded through other sources where only tests and/or licensing fees are paid by the local service provider. The training typically occurs during program participation.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: YES

Named WIOA Youth Activity: NO

ENTREPRENEURIAL TRAINING* – This activity provides training to help participants start their own business.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: YES

Named WIOA Youth Activity: YES

(PIRL 1413, Entrepreneurial Skills Training)

ATTACHMENT C: YOUTH PROGRAM ACTIVITY DEFINITIONS

REVISED: Sept. 11, 2020

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

FINANCIAL LITERACY EDUCATION* – This may be individualized or in a classroom setting that is designed to help the participant understand how to manage their personal finances, household budgeting, managing credit responsibly, and other related topics.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: YES

(PIRL 1206, Financial Literacy Services)

HOLDING – This “nonactivity” temporarily places a participant in hiatus for no more than 90 days. Holding is typically used to allow some time to pass before anticipated entry into another activity. Please be aware that this is not a federal-recognized activity but was requested by local partners in Minnesota to assist in managing clients. **VERY IMPORTANT: Under WIOA, a participant who has not had any open activities after 90 consecutive days is automatically exited, dating back to the date the last activity was closed.**

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

LABOR MARKET/IN-DEMAND EMPLOYMENT INFORMATION* – Unlike the “Career Counseling” activity where the participant receives services on a one-on-one basis, this activity should be used in instances where information is being presented in a group setting.

Staff Assisted, Basic Career Service: YES

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: YES

(PIRL 1414, Labor Market Information and Employment Information)

LOCAL FLAG – This activity is available and used exclusively by local partner agencies for their own internal use.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

MENTORING* – Youth participants who have been paired with adult mentors who provide advice or share experiences should use this activity. Note that case managers can provide mentoring if circumstances warrant [See 20 CFR 681.490 (a)(3)]

Staff Assisted, Basic Career Service: NO
Individualized Career Service: YES
Training Activity: NO
May Lead Towards a Recognized Credential: NO
Named WIOA Youth Activity: YES
(PIRL 1410, Adult Mentoring Services)

NONCREDENTIALLED TRAINING - Training to generally increase employability. Examples of this may include one- or two-day computer software classes, first aid training, OSHA classes, forklift training, etc.

Staff Assisted, Basic Career Service: NO
Individualized Career Service: NO
Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator
May Lead Towards a Recognized Credential: NO
Named WIOA Youth Activity: NO

OCCUPATIONAL SKILLS TRAINING* – An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

- (1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- (2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- (3) Lead to the attainment of a recognized postsecondary credential.

Staff Assisted, Basic Career Service: NO
Individualized Career Service: NO
Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator
May Lead Towards a Recognized Credential: YES
Named WIOA Youth Activity: YES
(PIRL 1300, 1302, 1303, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, "Training"-related)

*Denotes an activity correlating to one of 14 WIOA-mandated activities and PIRL reporting. At least one of these activities MUST be opened at the time of enrollment for federal reporting purposes. There are 15 activities with asterisks because "Career Counseling" and "Labor Market/In-Demand Employment Information" are reported together under "Labor Market Information and Employment Information" to DOL.

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

ON-THE-JOB TRAINING (PUBLIC OR PRIVATE) – Participants in this activity obtain job skills in a “real world” job setting. This training can occur in the private or public sector. The employer provides training to the participant based on a written contract negotiated and approved between the employer and the service provider. In return, the participant receives full time wages through the employer. Service provider reimburses employer an agreed upon percentage of wages during the OJT timeframe.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

PARTNERING – This activity code should be used when a WIOA participant is either: A) receiving other coordinated services or activities simultaneously from another agency and that partnering agency is paying the cost for those services; or B) the participant continues to be enrolled by the local service provider that originally enrolled them but the current services are being provided and paid for by the partner agency.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

PLANNED EXTENDED LEAVE – Use this activity if the participant experiences a planned gap in service that is greater than 89 days due to a delay before the beginning of training (for instance, the participant cannot get into a post-secondary class until the next term) or the participant has a health/medical reason that precludes participation, but the participant would like to resume his/her activities within a reasonable timeframe.

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: NO

May Lead Towards a Recognized Credential: NO

Named WIOA Youth Activity: NO

PRE-APPRENTICESHIP* – Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). **NOTE: In the past, “apprenticeship” was an activity; under WIOA, it is now treated as a positive exit.**

Staff Assisted, Basic Career Service: NO

Individualized Career Service: NO

Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator

May Lead Towards a Recognized Credential: YES

Named WIOA Youth Activity: NO

(PIRL 1205, Type of Work Experience; PIRL 1405)

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

SCHOOL-TO-WORK TRANSITION – This activity is for youth who complete an educational program and are planning to enter full-time employment. Transition services may include (but are not limited to) occupational information, short-term job search assistance, job clubs, placement and job development and/or follow-up services.

Staff Assisted, Basic Career Service: YES
 Individualized Career Service: NO
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: NO

SECONDARY SCHOOL CLASSES – This activity should be used for in-school youth who are pursuing a secondary school diploma in a traditional high school setting (versus an alternative school learner). It may also be used when a (former) high school dropout chooses to return to a traditional high school setting. In both instances, the expected outcome is a secondary school diploma (or equivalent).

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: NO
Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator
 May Lead Towards a Recognized Credential: YES
 Named WIOA Youth Activity: NO

STAFF ASSISTED ASSESSMENT* – Objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: YES
 (PIRL 1411, Includes Comprehensive Guidance Counseling)

STAFF-ASSISTED JOB PLACEMENT – For this activity, the participant is primarily involved with finding a job. Referral by program staff to job openings and independent job seeking would be included in this activity, including job development.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: NO

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

STAFF-ASSISTED JOB SEARCH IN-AREA – The participant is looking for work within 50 miles of their current residence. These activities are designed to help the participant plan and carry out a successful job-hunting strategy. Services may include (but are not necessarily limited to) resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: NO

STAFF-ASSISTED JOB SEARCH OUT-OF-AREA – Same as “Staff assisted Job Search In-Area” but is being conducted in a geographic area that is considered to be generally beyond reasonable daily commuting distance (more than 50 miles) and would more than likely require immediate or future relocation.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: NO

STUDY SKILLS TRAINING/TUTORING* - Tutoring, study skills training, and instruction that helps the participant to earn a recognized credential are reported under this activity. Such services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, through resources and workshops.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: YES
 (PIRL 1402, Educational Achievement Services)

TRANSITION TO POST-SECONDARY* – Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the FAFSA as well as other financial aid applications and connecting youth to postsecondary education programs and services that may be beneficial to them.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: YES
 (PIRL 1415, Postsecondary Transition and Preparatory Services)

*Denotes an activity correlating to one of 14 WIOA-mandated activities and PIRL reporting. At least one of these activities MUST be opened at the time of enrollment for federal reporting purposes. There are 15 activities with asterisks because “Career Counseling” and “Labor Market/In-Demand Employment Information” are reported together under “Labor Market Information and Employment Information” to DOL.

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

WORK EXPERIENCE* - Work experience is defined as a planned, structured learning experience that takes place in a workplace during program participation. Work experience may be paid or unpaid, full-time or part-time, summer only or for longer periods of time as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: YES
 Training Activity: NO
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: YES
 (PIRL 1205, Type of Work Experience; PIRL 1405)

WORK READINESS SKILLS TRAINING - Work readiness skills training provides participants with the knowledge they need in order to seek out employment (resume development, appropriate dress, etc.) and to retain employment (arriving at work on time, conflict resolution skills, working with others, etc.). Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: NO
Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator
 May Lead Towards a Recognized Credential: YES
 Named WIOA Youth Activity: NO

WORKFORCE PREPARATION AND EDUCATION* - This program activity brings together education and training, workforce preparation activities, basic academic skills, and hands-on occupational skills training within the same time frame and are connected towards training in a specific occupation, occupational cluster, or career pathway.

Staff Assisted, Basic Career Service: NO
 Individualized Career Service: NO
Training Activity: YES; Participant should be included in WIOA Measurable Skills Gain denominator
 May Lead Towards a Recognized Credential: NO
 Named WIOA Youth Activity: YES
 (PIRL 1407, Education Offered Concurrently With Workforce Preparation)

*Denotes an activity correlating to one of 14 WIOA-mandated activities and PIRL reporting. At least one of these activities MUST be opened at the time of enrollment for federal reporting purposes. There are 15 activities with asterisks because "Career Counseling" and "Labor Market/In-Demand Employment Information" are reported together under "Labor Market Information and Employment Information" to DOL.

Covering Workforce Innovation and Opportunity Act (WIOA) Youth Formula Grant and the Minnesota Youth Program (MYP)

RECENT CHANGES:

1-4-18: Added PIRL 1401 reference (enrolled in secondary education) to three activities: Alternative Secondary School Services, Basic Skills Training and Secondary School Classes. Under “Basic Skills Training” replaced “will NOT result” with “may NOT result.” Many service providers attach Basic Skills Training to those customers who are working on earning a secondary school diploma or equivalent. This change ensures that we will provide a more accurate count of the number of youth in secondary education.

5-3-18: Several changes are made in this update:

- 1) After changes made to the PIRL by DOL, WF1 activities now include specific PIRL references for reporting purposes.
- 2) “Apprenticeship” was renamed to “Pre-Apprenticeship” because:
 - a) “Pre-apprenticeship is named within the PIRL as one of the work experience subtypes;
 - b) The definition of “pre-apprenticeship” aligns with the U.S. Dept. of Labor definition; and,
 - c) “Apprenticeship” is positioned in WIOA as an exit or outcome. Pre-apprenticeship will now refer to those activities.
- 3) Each activity contains detail on how it is classified within WF1. If the activity maps directly to one of the 14 required WIOA Youth activities, the appropriate PIRL number is indicated.
- 4) The definition of “Occupational Skills Training” has also been revised to mirror the definition from the U.S. Dept. of Labor.

5-16-18: Removed “Structured Job Search activities are not to be recorded under this activity” from the Staff Assisted Job Placement definition.

9-11-20: Several changes were included to bring this list of activities in parallel with current WIOA and Workforce One policies. Specifically:

- 1) Updated “Work Readiness Skills Training” to show the activity MAY lead the participant towards a WIOA-recognized credential.
- 2) Updated and highlighted each instance where a specific activity is considered a “training” activity under WIOA for reporting purposes. Added language that use of the activity may also result in a WIOA Youth participant being included in the denominator for the Measurable Skills Gain indicator.
- 3) Clarified “Pre-apprenticeship” activity to remind users that “apprenticeship” is now considered to be a successful exit under WIOA, instead of an activity.
- 4) Clarified the “classroom training” activity definition.
- 5) Added asterisks and a correlating footnote reminding users that at least ONE of the 14 required WIOA Youth activities must be opened at the time of enrollment.