

PY 2022 WIOA Youth Formula Funds
 SFY 2023 Minnesota Youth Program (MYP)
 Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
The City of Minneapolis Community Planning and Economic Development – Minneapolis Employment & Training 505 Fourth Avenue South Suite 320 Minneapolis, MN 55415	ShaVonda Allen 505 Fourth Avenue South Suite 320 Minneapolis, MN 55415
Director Name: Deb Bahr-Helgen Telephone Number: 612-673-6226 Fax: 612-673-5299 E-Mail: Deb.Bahr-Helgen@minneapolismn.gov	Contact Name: ShaVonda Allen Telephone Number: 612-673-6221 Fax: 612-673-5299 E-Mail: shavonda.allen@minneapolismn.gov

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-600-5275	9-8923907
DUNS Number:	SWIFT Vendor ID Number (if known):
0665304110000	0000194872 006

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature:	<i>Deb Bahr-Helgen</i>
Title:	Director, Minneapolis Employment and Training
Date:	3/26/22

Attachment 2

PY 2022 Budget Information Summary:

WIOA Youth Formula Grant Program (updated 11/23/21)

(For WDAs Opting to Increase ISY Funding For Homeless/Foster Youth)

(See following pages for definitions of cost categories)

WDA Number, Contact, E-Mail:	#10 shavonda.allen@minneapolismn.gov / 612-673-6221
Date Submitted (or Modified):	May 16, 2022

Cost Category	Carryover From PY21 <i>(Cannot exceed 20% of PY 21 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/22 to 9/30/22	Estimated Expenses 10/1/22 to 3/31/23	Estimated Expenses 4/1/23 to 9/30/23	Estimated Expenses 10/1/23 to 3/31/24
764/833 Administration <i>(Cannot Exceed 10%)</i>		\$160,771.00	\$160,771.00	\$24,115.65	\$64,308.40	\$72,346.95	\$160,771.00
841 In-School Youth Work Experience Wages/Fringe		\$150,000.00	\$150,000.00	\$22,500.00	\$60,000.00	\$67,500.00	\$150,000.00
825 Out-of-School Youth Work Experience Wages/Fringe		\$160,000.00	\$160,000.00	\$24,000.00	\$64,000.00	\$72,000.00	\$160,000.00
872 In-School Youth Work Experience Staff Costs		\$150,000.00	\$150,000.00	\$22,500.00	\$60,000.00	\$67,500.00	\$150,000.00
855 Out-of-School Youth Work Experience Staff Costs		\$160,000.00	\$160,000.00	\$24,000.00	\$64,000.00	\$72,000.00	\$160,000.00
874 In-School Youth Direct Services (Non-Work Exp.)		\$120,000.00	\$120,000.00	\$18,000.00	\$48,000.00	\$54,000.00	\$120,000.00
877 Out-of-School Youth Direct Services (Non-Work Exp.)		\$300,000.00	\$300,000.00	\$45,000.00	\$120,000.00	\$135,000.00	\$300,000.00
848 In-School Youth Support Services		\$83,700.00	\$83,700.00	\$12,555.00	\$33,480.00	\$37,665.00	\$83,700.00
862 Out-of-School Youth Support Services		\$135,000.00	\$135,000.00	\$20,250.00	\$54,000.00	\$60,750.00	\$135,000.00
860 In-School Youth Other Services		\$25,000.00	\$25,000.00	\$3,750.00	\$10,000.00	\$11,250.00	\$25,000.00
878 Out-of-School Youth Other Services		\$53,244.00	\$53,244.00	\$7,986.60	\$21,297.60	\$23,959.80	\$53,244.00
837 In-School Youth Training		\$50,000.00	\$50,000.00	\$7,500.00	\$20,000.00	\$22,500.00	\$50,000.00
838 Out-of-School Youth Training		\$60,000.00	\$60,000.00	\$9,000.00	\$24,000.00	\$27,000.00	\$60,000.00
Total:		\$1,607,715.00	\$1,607,715.00	\$241,157.25	\$643,086.00	\$723,471.75	\$1,607,715.00
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 60 percent*):							60%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							40%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							380

*To take advantage of the "lower" 60 percent out-of-school expenditure level, the WDA agrees to increase/enhance services to those in-school youth who are identified as "homeless" or foster care youth at the time of enrollment into WIOA.

Attachment 2
 SFY 2023 Budget Information Summary:
 Minnesota Youth Program
 (See following pages for definitions of cost categories)

WDA Number and Contact:	#10 LWDA City of Minneapolis – Tammy Dickinson
E-Mail Address/Phone No:	Tammy.dickinson@minneapolismn.gov/612-673-5041
Date Submitted (or Modified):	May 27, 2022

Cost Category	Total Funds Available	Estimated Expenses 7/1/22 to 9/30/22	Estimated Expenses 7/1/22 to 12/31/22	Estimated Expenses 7/1/22 to 3/31/23	Estimated Expenses 7/1/22 to 6/30/23
764/833 Administration (Cannot Exceed 10%)	43,623	26,000	38,000	38,000	43,623
881 Youth Participant Wages and Fringe Benefits	358,336	200,000	300,000	300,000	358,336
885 Direct Services to Youth	34,277	18,000	25,000	30,000	34,277
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)					
891 Support Services					
Total:	436,236	244,000	363,000	368,000	436,236

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	240
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	
Estimated Total Number of MYP Youth and Families Served:	240
Estimated Cost Per MYP Participant:	\$1,821
Estimated Cost Per OTS Participant-Family:	

If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Youth Work Experience Staff Costs – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for educational activities should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of

the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Other Services – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Training – The Training reporting line should consider all costs for training, including, but not limited to: all tuition costs and materials - books, tools, etc., as applicable. Stipends provided to participants for training activities should be included in this cost category. All forms of training must be accounted for, including but not limited to: occupational skills training; school equivalency (General Education Development/High School Equivalency Test/Testing Assessing Secondary Completion) training; Registered Apprenticeship Programs (RAPs); Industry Recognized Apprenticeship Programs (IRAPs); on-the-job training (OJT); incumbent worker training; and customized training. **Funds used for Individual Training Accounts (ITAs) by those WDAs using ITAs for youth should also be included.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

(MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair,

career event, and tours of businesses in strategic industries.

- Group and individual counseling including instruction and presentations on ISEEK, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

PY 2021-2023 WIOA Youth Performance
 (Definitions of Each Measure are on the Following Page)

WDA/Contact:	ShaVonda Allen
E-Mail Address/Phone Number:	shavonda.allen@minneapolismn.gov/612-673-6221
Date Submitted (or Modified):	7/18/2022

WIOA Youth Performance Measure	PY 2021 WDA PLANNED	PY 2022 STATE NEGOTIATED LEVEL	PY 2023 STATE NEGOTIATED LEVEL	PY 2022 WDA PLANNED	PY 2023 WDA PLANNED
Employment/Education/ Training 2nd Quarter After Exit:	75.0%	68.0%	69.0%	68.0%	69.0%
Employment/Education/ Training 4th Quarter After Exit:	74.0%	69.0%	69.0%	69.0%	69.0%
Credential Attainment:	62.5%	62.0%	62.0%	62.0%	62.0%
Median Earnings:	\$3,700	\$4,000	\$4,000	\$4,000	\$4,000
Measurable Skills Gain:	49.0%	41.0%	42.0%	41.0%	42.0%

WIOA Youth Performance Definitions

Employment/Education/Training 2nd Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

Employment/Education/Training 4th Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Youth Committee Information for PY 2022/SFY 2023

Provide a current Mission Statement and Work Plan for your Youth Committee

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	
Member Name: <i>{insert name here}</i> Phone Number: <i>{insert phone number here}</i> E-Mail: <i>{insert e-mail address here}</i>	NA	

Youth Service Provider Information For PY 2022/SFY 2023

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

Youth Service Provider/Contact	WIOA			MYP		
Name of Service Provider: Achieve Twin Cities Address: 2829 University Ave SE, #850 City, State, ZIP: Minneapolis, MN 55414 Contact Person: Jeremiah Brown Contact Person Phone: (612) 455-1530 Contact Person E-Mail: jbrown@achievempls.org Service Provider Website: https://www.achievempls.org/		Yes	No		Yes	No
	ISY:			Summer ONLY:		
	OSY:			Year-Round (incl. summer):	X	
				Outreach to Schools:		
Name of Service Provider: Project for Pride in Living Address: 1925 Chicago Ave S City, State, ZIP: Minneapolis, MN 55404 Contact Person: Amy Anlauf Contact Person Phone: (612) 872-3614 Contact Person E-Mail: amy.anlauf@ppl-inc.org Service Provider Website: www.ppl-inc.org		Yes	No		Yes	No
	ISY:			Summer ONLY:		
	OSY:			Year-Round (incl. summer):	X	
				Outreach to Schools:		
Name of Service Provider: CareerForce/DEED Address: 800 West Broadway City, State, ZIP: Minneapolis, MN 55411 Contact Person: Leona Martin Contact Person Phone: (612) 299-7119 Contact Person E-Mail: Leona.martin@state.mn.us Service Provider Website: www.careerforcemn.com		Yes	No		Yes	No
	ISY:			Summer ONLY:		
	OSY:			Year-Round (incl. summer):	X	
				Outreach to Schools:		

Youth Service Provider/Contact	WIOA			MYP		
Name of Service Provider: American Indian OIC Address: 1845 East Franklin Avenue City, State, ZIP: Minneapolis, MN 55404 Contact Person: Sean Gilligan Contact Person Phone: (612) 341-3358 x 117 Contact Person E-Mail: seang@takoda.org Service Provider Website: www.aioic.org		Yes	No		Yes	No
	ISY:	x		Summer ONLY:		
	OSY:	x		Year-Round (incl. summer):		
				Outreach to Schools:		
Name of Service Provider: Avivo Address: 900 20 th Avenue S. City, State, ZIP: Minneapolis, MN 55404 Contact Person: Becca Lopez Contact Person Phone: (612) 752-8826 Contact Person E-Mail: becca.lopez@avivomn.org Service Provider Website: www.avivomn.org		Yes	No		Yes	No
	ISY:	x		Summer ONLY:		
	OSY:	x		Year-Round (incl. summer):		
				Outreach to Schools:		
Name of Service Provider: East Side Neighborhood Services Address: 1700 2 nd Street NE City, State, ZIP: Minneapolis, MN 55413 Contact Person: Salah Ahmed Contact Person Phone: (612) 787-4043 Contact Person E-Mail: sahmed@esns.org Service Provider Website: www.esns.org/		Yes	No		Yes	No
	ISY:	x		Summer ONLY:		
	OSY:	x		Year-Round (incl. summer):		
				Outreach to Schools:		
Name of Service Provider: EMERGE Community Development Address: 1824 Emerson Avenue N. City, State, ZIP: Minneapolis, MN 55411 Contact Person: Mohamed Ali Contact Person Phone: (612) 236-0465 Contact Person E-Mail: alim@emerge-mn.org Service Provider Website: www.emerge-mn.org/		Yes	No		Yes	No
	ISY:	x		Summer ONLY:		
	OSY:	x		Year-Round (incl. summer):		
				Outreach to Schools:		

Name of Service Provider: HIRED/Youth Opportunity Center Address: 41 N. 12 th Street City, State, ZIP: Minneapolis, MN 55403 Contact Person: Kelley Eubanks Contact Person Phone: (612) 408-8527 Contact Person E-Mail: Kelley.Eubanks@HIRED.org Service Provider Website: www.HIRED.org		Yes	No		Yes	No
	ISY:	x				
	OSY:	x				
Name of Service Provider: HIRED/800 West Broadway Address: 800 West Broadway City, State, ZIP: Minneapolis, MN 55411 Contact Person: Tara Carlson Contact Person Phone: (612) 408-8319 Contact Person E-Mail: Tara.Carlson@HIRED.org Service Provider Website: www.HIRED.org		Yes	No		Yes	No
	ISY:	x				
	OSY:	x				
Name of Service Provider: Pillsbury United Communities-Waite House Address: 2323 11 th Avenue S. City, State, ZIP: Minneapolis, MN 55404 Contact Person: Autumn McDowell Contact Person Phone: (612) 455-0385 Contact Person E-Mail: mcdowella@puc-mn.org Service Provider Website: www.puc-mn.org		Yes	No		Yes	No
	ISY:	x				
	OSY:	x				
				Summer ONLY:		
				Year-Round (incl. summer):		
				Outreach to Schools:		

Workplan: Youth Program Service Delivery Design
(Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2022 WIOA Young Adult and SFY 2023 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.

- **WIOA Youth Services RFP (2017)**

2. Describe outreach and recruitment of:

Minneapolis Youth Works –

Out-of-School Youth: Minneapolis Youth Works (MYW) service providers have various methods of providing outreach and recruitment of out-of-school young adults. Outreach changed due to COVID-19 so we added more communication on various platforms in addition to finding safe ways to continue with our traditional methods, as best as we could.

- Facebook and Facebook messenger
- Instagram Messaging
- Shelters and community spaces where youth/young adults sought services
- Virtual speaking engagements in community forums/meetings
- Offering services by appointment
- Updated websites with messaging about ways to enroll
- Used library communication formats
- FaceTime phone calls

Also using our established partnerships with other agencies such as alternative and charter schools for many youth who have dropped out of school and programs that offer ABE and GED programs, Minneapolis CareerForce Centers, shelters, public libraries, and transitional housing programs. These partnerships allowed for us to continue outreach efforts through some of the traditional ways.

Minneapolis Youth Works –

In-School Youth: Minneapolis Youth Works service providers have strong partnerships with public, alternative and charter schools. When schools shut down these partnerships are enhanced around services and communication to ensure youth know programming is still being offered. The methods of providing outreach and recruitment of in-school young adults have shifted to some virtual connections through school staff including working with counselors, college and career centers, identifying students

through the attendance office, etc. Many ISY youth/young adults who enroll in MYW stay on track to earn diplomas, GEDs, and industry specific credentials and MYW staff wanted to make sure there were continued efforts in place to support this, in a virtual format. With schools reopening staff are still finding it to be in limited capacity to connect with youth/young adults in this manner but are working with the schools to identify best times to do recruitment.

MYP - Step Up participants are recruited in numerous ways; primarily within the schools via school announcements, classroom presentations, fliers, and Career and College Center coordinators. Step Up also partners with community providers on outreach. Partners and providers utilize their own methods of recruiting through a combination of brochures, posters and attendance at employment, education and career fairs. The Step Up application is online and is mobile friendly. Schools (public, public charter, and private), local Career and College Centers and CareerForce Centers assist with recruitment of youth. Over 90 community partners and numerous other youth-serving organizations (including Minneapolis Park and Recreation Board, Hennepin County Library, Minneapolis Public Schools, AchieveMpls and Project for Pride in Living) coordinate with the City of Minneapolis to recruit diverse youth applicants. Step Up also uses social media to recruit Minneapolis youth. The Step Up web page located on the City website at www.stepupmpls.org has the on-line application and instructions. Step Up also uses Facebook, Twitter, Nextdoor, and Instagram where staff can post information to communicate and interact with the community and youth.

3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

Minneapolis Youth Works – Eligibility determination is done at intake via a one-on-one session in which the Employment Coach makes a determination based on application information and documentation presented. Federal program guidelines are considered as well as the youths' goals and motivation for enrollment. WDA 10 will utilize the "5% window" for non-income eligible youth who face employment and education barriers and can benefit from WIOA services. Providers are required to maintain a list of the allotted number of 5% youth they are permitted to enroll each program year.

MYP - The Step Up application has a field for family size and a field for income information along with other eligibility determining factors. City of Minneapolis staff review submitted applications and make certain youth are properly enrolled according to eligibility.

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

Minneapolis Youth Works & MYP – WDA 10 conforms to Minnesota State Statute 124D.68 which defines eligibility for youth at-risk of dropping out of an educational program, or to secure and hold employment. In addition, youth with disabilities are included.

5. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

Minneapolis Youth Works – Youth career/employment case managers are required to complete an extensive objective assessment immediately following youth enrollment acceptance. The objective assessment period consists of math and reading level determinations, career and employment interest inventories, barrier(s) identification, short and long-term program goals, supportive service needs and completion of other program paperwork as required.

WDA 10 service providers have extensive experience providing youth with career exploration and planning services that aligns with current employment trends and demand. When responding to RFPs, proposers detail their experience in providing career planning services to youth, including how youth will explore careers and develop career plans.

WDA 10 Minneapolis Youth Works participants who speak English as their 1st language are pre-tested with the Test of Adult Basic Education (TABE) assessment at enrollment into the program whether the participant is in-school or out-of-school.

WDA 10 Minneapolis Youth Works participants whose 1st language is not English are pre-tested with the CASAS assessment at enrollment into the program whether the youth is in-school or out-of-school.

Since the pandemic testing has been flexible and providers have offered testing by appointment if they are not fully operating. There continues to be communication and planning on how we can proctor the test virtually to better support our participants.

MYP - Upon completion of the required online work readiness training in the spring, Step Up participants schedule attend a virtual intake day (for Level 2 interns) or an in

person placement appointment (for Level 1 interns). These sessions are done after a young person has completed an online questionnaire to provide information about their interests, goals, skills, abilities and availability. During the intake/placement day session, youth meet with Step Up staff to share more about their academic strengths and challenges, identify support services needed and consider job interests. This information is all brought together as the young person goes through the process of being matched with an internship that supports their goals and interests.

6. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate "Guideposts For Success" with some (or all) of your participants, please discuss when and how it is used.

Minneapolis Youth Works - Each participant's Individual Service Strategy (ISS) is created immediately following the objective assessment period. Participants play a main role in the development of their ISS by identifying goals and activities to be achieved with the assistance of the Employment Coach. The Employment Coach and youth work together to design and outline an action plan for the attainment of education and/or employment goals. Barriers and challenges are identified and wrap around support services deemed necessary are incorporated into the ISS to ensure youth success. For youth who have an Individualized Education Plan (IEP), the career/employment case manager reviews the goals and activities in the IEP and works with the youth to set short and long-term goals in the ISS that build on participants' strengths and areas where improvement is identified and to ensure WIOA goals and activities are aligned with annual IEP goals.

MYP - Upon completion of the required online work readiness training in the spring, Step Up participants schedule a virtual internship placement appointment. This session includes selection of job position and provision of worksite contact information so that the youth may contact the worksite supervisor. The youth and CareerForce Center staff also review academic strengths and challenges, identify support services needed and consider job interests. They also discuss interests and activities, current job skills and other assets that will assist in making the most appropriate summer job match. Interns attend an online professional development seminar during the summer to further develop their skills and goals and to reflect on their experiences. Job coaches touch base regularly with supervisors and interns to ensure that interns have all that they need to be successful. Additionally, supervisors create an intern growth plan with the intern that maps out the job duties and goals of the intern for the summer. Each intern is required to attend a professional development seminar during the first months of their internship. During this time, youth further develop their goals and growth plans for the internship.

7. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to the ongoing pandemic.

Minneapolis Youth Works – Providing youth with work experience to gain applied skills that are critical to current and future workplace needs continues to be a highlight of Minneapolis Youth Works programming. Minneapolis Youth Works, as part of the budgeting process, allocates funding for agencies to provide youth with paid internships and experiential learning opportunities that are built into industry specific occupational credential training programs. Employment Coaches develop criteria for selecting worksites that are a good fit for youth employment experiences.

Due to the pandemic, a lot of these opportunities became limited. However, we were able to offer opportunities to youth/young adults to continue working through virtual training opportunities. There were new employer relationships built that offered limited capacity for in-person work. Also kept participants informed of the many virtual career fairs to learn about new opportunities.

MYP - Step Up offers youth applicants the opportunity to participate in Work Readiness Training. Due to the pandemic, the training is now offered online over the span of two weeks. The work readiness training was completely redesigned to meet the need to support students in a virtual format and to be more engaging, project based and interactive. We also aligned the curriculum with the Minneapolis Public Schools career readiness seminar.

All interns participate in an online professional development seminar to further develop their skills during the summer. Eligible interns can earn elective high school credits for their training participation.

Youth who will be employed in a healthcare, legal, finance or IT field participate in specialized trainings and or professional development events based on their internship industry. The curriculum for the training is developed by industry professionals.

Step Up offers specialized training to enhance internships including: Technical Career Exposure and Training, Financial Literacy, College Exposure and Preparation, and exposure to Outdoor Careers.

8. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

Minneapolis Youth Works – Youth participate in an array of activities to help them create individual career plans including completing career inventories, academic assessments, researching colleges and professions, visiting worksites and post-

secondary institutions, assistance with completing the Free Application for Federal Student Aid (FAFSA) and identifying and applying for scholarships.

Youth service providers place a strong emphasis on informing youth about high growth industries and occupations to show participants job opportunities that are in-demand and have a strong future forecast including healthcare (hospitals, nursing, residential care facilities and ambulatory services), manufacturing, computer systems design and related services and transit focused on truck driving. Employment Coaches participate in Labor Market Information (LMI) sessions so they can provide youth and parents/guardians with the most current LMI.

MYP - Step Up targets employers who can offer Step Up participants work experiences in high-growth, in-demand occupations. Step Up has advisory boards and relationships with professional organizations that help the program succeed in this area. Some of the career pathways that are targeted include; IT, Finance, Healthcare, Trades and Design related fields. Fortunately, many of the work experiences developed within these areas are supported by the employer, thereby, allowing them to truly help develop their future workforce by making this financial investment. Public entities like Hennepin County and the City of Minneapolis also intentionally use Step Up as a strategy to lead the trends in their workforce development. Minneapolis Public Schools (MPS) and the finance industry are great supporters of Step Up's mission, employing many youths each summer. During our professional development seminars, we highlight high growth in demand careers and use the career wheel to teach about industries.

9. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Also indicate if your WDA intends to pursue a waiver allowing ITAs to be established for in-school youth (ISYs).

NA

10. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

Minneapolis Youth Works – Follow-up services are based upon an individual participants identified need. Typical follow-up services include but are not limited to: bus cards for employment retention, assisting youth with resume updates, providing uniforms for new employment, assistance with applying to colleges and/or training programs, completing the FAFSA and providing employment referrals. Providers track these services via case notes and in WF1.

At this time, there is no policy relating to extending beyond the statutory requirement of follow-up for at least 12 months after exit.

11. Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) "WIOA Youth Cost Matrix" for additional background.

See attached Minneapolis Youth Works Incentive Policy. It was increased in 2022 to keep up with inflation of primary needs.

12. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of the most recent WDA's Support Service Policy for Youth)

Minneapolis Youth Works providers have their own support service policies that they implement in their WIOA programming. Please see attached support service policies.

13. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are "braided or blended" with participants beyond WIOA Youth Formula Grant funds and MYP funds.

Minneapolis Youth Works - As with the WDA 10 MYP, we expect that co-enrollment will occur so that WIOA activities are provided not as a standalone activity, but as part of an array of services available in the workforce service area. WIOA youth may be connected with MFIP, SNAP, SSB, VRS, local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Hennepin County Juvenile Probation and Corrections, YouthBuild, Apprenticeships and Minnesota Conservation Corp. Activities are integrally connected in numerous ways, but mostly due to our efforts to coordinate services to provide for the greatest impact. The above-mentioned partners work in conjunction with WDA 10 while accounting for their own particular missions.

Providers track enrollment and funding streams so that no duplication of service occurs. Minneapolis Youth Works providers are required to enter youth names and social security numbers into WF1 prior to proceeding with youth application and enrollment forms to find out if youth are currently enrolled in other programs.

We are evaluating opportunities to braid and/or blend funds to enhance youth services.

MYP – Since recruitment and outreach efforts connect with youth who may be in other specialized programs, we expect that co-enrollment will occur. These interns may relate to MFIP, SNAP, SSB, VRS programs. The Step Up staff coordinate with the program counselors to make sure that all of the youth's needs, supports and goals are covered during the summer internship.

14. Describe local partnerships serving “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including (but not limited to):

Minneapolis Youth Works – WDA 10 has utilized a community-based delivery system for many years. We are fortunate to have highly experienced, professional partners who have a similar mission of serving youth with multiple challenges to achieving economic self-sufficiency, as well as youth who are under-served and under-represented in the workforce.

MYP - Step Up is designed to serve youth that are most in need of employment and training services. Having the appropriate partners around the table, those who share the same mission, makes it a true community-based collective of partners that utilize a developmental approach and recruits the most suitable candidates. Step Up staff members are experts in youth development, specifically in supporting youth with barriers to employment. Step Up partners have extensive experience in working with this population of youth and Minneapolis Employment and Training relies on this expertise to make the recruitment, training, and job experience successful for all involved. We provide training for employers to insure they can fully support the intern to be successful.

- Dropouts and potential dropouts

Minneapolis Youth Works – WDA 10 has utilized a community-based delivery system for many years. We are fortunate to have highly experienced, professional partners who have a similar mission of serving youth with multiple challenges to achieving economic self-sufficiency, as well as youth who are under-served and under-represented in the workforce.

MYP - Step Up partners with many alternative school programs and community-based organizations to reach this population of youth. Recruitment begins in November ends in February.

- Youth with language and/or cultural barriers to employment

Minneapolis Youth Works – The nature of WDA 10’s community-based delivery system allows youth with language challenges to access providers with the expertise to serve them or at a minimum, refer them to another organization who can meet their needs. There is a wealth of opportunity in Minneapolis for English Language learners and WDA 10 makes great effort to partner with culturally specific organizations that can provide these much-needed services to an ever-growing diverse Minneapolis population.

MYP – Annually, more than 10% of Step Up youth identify as English Language Learners. Step Up will continue to utilize our community partners for recruitment of this population of youth. Recruitment efforts most naturally occur in the schools, but also in the libraries, parks, CareerForce centers and within other youth serving organizations. Youth with language barriers are intentionally placed into positions that will support their language learning while also teaching them work skills.

- Youth in foster care and aging out of foster care

Minneapolis Youth Works – As with WDA 10 MYP, Hennepin County Foster Care case managers and Fostering Connections are our partners in outreach and recruitment of youth in foster care and aging out of foster care. Staff from these entities stay current on WIOA programming initiatives and present at meetings to inform agency provider staff about the best ways to connect their services to youth within the foster care system.

MYP - Hennepin County Foster Care case managers and Fostering Connections (a Hennepin County program) helps inform youth in foster care about Step Up. Their assistance helps provide foster care youth with the information they need to apply and be successful in Step Up. As much as 4% of youth who apply annually identify themselves as in foster care.

- Homeless youth or runaways

Minneapolis Youth Works – As with MYP, Minneapolis Youth Works providers will table at Project Homeless Connect events as well as YouthLink Job Fairs when this is a community practice again. These events are, in part, opportunities for the general public (primarily homeless individuals) to learn more about WIOA services that might benefit them as they build their capacity to become gainfully employed. HIREd employs a staff who offices out of YouthLinks's Youth Opportunity Center and other providers maintain office hours and/or provide outreach and recruitment at a variety of homeless shelters and transitional housing programs including: Avenues for Homeless Youth, Catholic Charities-Hope Street For Homeless Youth, St. Barnabus, Mary's Place, Lutheran Social Service of MN Safe House and Nicollet Square.

MYP – Step Up staff and partners attend events and meetings centering conversations on HHM youth for Step Up recruitment. Local youth shelters and youth serving organizations that serve homeless youth are also targeted to help promote Step Up to this population of youth. Minneapolis is fortunate to have real experts in the field of serving this important group of youth. Step Up has strategically targeted the recruitment of homeless youth in partnership with these professionals

- Youth offenders and at-risk of involvement with the juvenile justice system

Minneapolis Youth Works – Agency staff has connections with staff at the Link-Juvenile Supervision Center (JSC), where they provide outreach and recruitment and post WIOA marketing materials. JSC is a 24/7 safe and supervised space for youth who have been picked up for truancy, curfew, or low-level offenses. Youth are assessed for strengths and risk factors, connected to resources, returned to school or home, and given follow-up services when appropriate.

As with MYP, our service providers all have expertise in serving youth offenders and are required to serve youth offenders and those at-risk of involvement in the juvenile justice system. Many of our providers also have connections with Hennepin County Probation to ensure that youth from this population are served via WIOA.

MYP - The very nature of Step Up, with wide-spread recruitment of youth being conducted at all levels and through various entities, allows for this recruitment. In addition, community partners have developed expertise in serving youth offenders, therefore programming benefits from another specific, targeted connection.

Minneapolis Employment and Training Step Up staff are members of the City of Minneapolis Youth Violence Prevention Multi-Jurisdictional Team which meets bimonthly to discuss methods to reduce youth violence. Other members include representatives from Minneapolis Public Schools, Minneapolis Police Department, Juvenile Detention Center, Hennepin County Probation, City Public Health Department and Youth Coordinating Board. These professionals provide valued linkages and assist in Step Up recruitment of youth offenders and underrepresented youth.

- Youth with disabilities

Minneapolis Youth Works – We continue to partner with the MPS and their special needs high school programs, DEED Vocational Rehabilitation Services, Minneapolis Career Force Centers, MPS Transition Plus, and MPS ABE/GED programs to ensure that youth with special needs are made aware of WIOA services offered by WDA 10.

MYP - Step Up has a long-standing relationship with MPS and their special education program participants. Annually, 20- 25% of Step Up applicants identified as having some type of disability. Staff partner intentionally with programs like Transition Plus, a program for youth with disabilities.

- Teen parents

Minneapolis Youth Works - Many of our current WIOA youth service providers also have MFIP contracts with Hennepin County and share WIOA programming information about concurrent enrollment that can enhance education and employment and career opportunities for young teen parents.

MYP – Annually, as many as 4% of Step Up youth identified as pregnant or parenting. Step Up will continue to utilize our community partners for recruitment of this population of youth. In addition, targeted recruitment occurs within the schools and with those high school programs that serve pregnant or teen parents. A high level of coordination with the MFIP community has been established, and the 15 MFIP employment service providers receive a broadcast e-mail informing them of the opening/closing dates of Step Up application and procedures. This helps the MFIP employment counselor not only inform potential candidates of this opportunity, but they can assist the participants in the application process. In addition, the application and procedures are posted on the Hennepin County MFIP website, a public website for which the MFIP employment counselors visit daily and the community has access to this information as well. We work intensively across many partners to better support high school age parenting teens to recover credits and successfully work through Step Up while also having the childcare they need to be successful at both and return to school in the fall closer to on track to graduate. In 2019, Step Up program initiated a pilot program to offer work readiness training on site at Longfellow High School while removing barriers of childcare during training. This program continues in 2022.

- Youth of color and other under-served, under-represented youth populations

Minneapolis Youth Works – WDA 10 focuses outreach efforts on youth of color, underserved and under-represented youth in a variety of ways. Examples of targeted efforts to increase services to these populations are the 2014 and 2015 Minneapolis Youth Works RFPs that were issued to select providers to deliver WIOA services to the American Indian community and youth residing in the Cedar Riverside 55454 zip code area where there is a substantial Somali population.

MYP – Annually, more than 85% of Step Up participants identify as a person of color, while 89% partnership with diverse organizations in community to support target population engagement such as, the CareerForce Center in North Minneapolis, 90+ community based organizations and core Step Up partners. Most students are recruiting in their schools and Step Up recruits broadly at all schools serving underrepresented populations.

15. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants

Minneapolis Youth Works – Participants can earn the work readiness skill attainment by obtaining an industry specific occupational skills credential, successfully completing work readiness training, and/or via demonstrating employment skills through employer evaluations if the participant is involved in a work experience or internship.

See attached Minneapolis Youth Works Work Readiness Skills Assessment Tool. This tool is used for WIOA participants only.

MYP – Step Up employs work readiness training as the method of establishing both hard and soft skills for success in the workplace. We use the MHA Labs Hirability skills assessment to measure these skills during the internship. Our newly designed work readiness training outlines clear expectations based on the MHA building blocks for work experience and all participants are required to complete the training to be placed into an internship. Supervisors are encouraged to mentor their interns and provide a learning rich environment. Youth receive an Intern Handbook and supervisors are trained on mentoring and assessing interns based on the MHA tool. In addition, youth are encouraged to ask their supervisor to act as a reference for future employment and the handbook has a template to document the supervisor contact information. Training and exploration sessions are designed to enhance the work experience as well. All interns and supervisors celebrate the successes of the work experience at the year-end Step Up celebration event. A copy of the MHA Labs Hirability Skills Assessment is attached.

- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

Minneapolis Youth Works – Youth service providers are required to submit job descriptions developed by worksites to WDA 10 for review and approval prior to the youth being placed at a worksite. Job descriptions detail skills to be learned and evaluated by the worksite supervisor during pre and post work experience using Secretary's Commission on Achieving Necessary Skills criteria.

WDA 10 requires that youth pre and post work evaluations are completed by supervisors and that the evaluations are kept in participants files for review during the annual monitoring visit. In addition, WDA 10 requires service

providers to also document youth performance/progress via case notes and work with participants to develop portfolio items that verify work readiness skill attainment including resumes and obtaining letters of reference from employers.

MYP – Worksite supervisors participate in supervisor training sessions to ensure their understanding of the requirements of the program. The supervisors are given information about child labor laws, worker compensation, timesheets and safety. They are also trained in cultural competency, mentoring and adolescent development. Supervisors are given detail and guidance in how to administer the MHA Labs evaluation tool. This evaluation assesses; personal mindset, planning for success, social awareness, verbal communication, collaboration and problem solving. This evaluation is required to be submitted before the end of the work experience program.

16. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2023, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

MYP – WDA #10 is not planning to provide Outreach to Schools activities in SFY 2023

17. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 4)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

Minneapolis Youth Works – Providers develop and maintain their own private sector connections, utilizing employer worksites for paid and unpaid work experience training. During 2018, Minneapolis Youth Works providers developed over 90 worksites that are still being used, to provide youth with work experience, including: Minnesota Department of Transportation, Jerri’s Auto Sales, Tech Dump, Gatherings Café at the Minneapolis American Indian Center, Breaking Bread, Minneapolis VA Medical Center, Black Women’s Wealth Alliance, Minneapolis Public Schools, Wedge Table, LA Fitness, YMCA, Savers, Minneapolis Park and Recreation Board, YWCA, YouthLink, Lunds, Dairy Queen, North Side Child Care Center, St. Olaf Health Care Facility, Home Depot, Legal Rights Center and Hennepin County Libraries.

MYP - Private Sector Internships has been a hallmark of numerous WDA 10 youth programs, but the Step Up program continues to maintain the majority of private sector connections with local employers taking the lead in developing their future workforce by offering employment and many other benefits to Step

Up interns. Many of the nearly 82 companies engaged in Step up in 2021 were private sector employers. Employers are involved and engaged to a high degree in Step Up. Employers volunteer their time to conduct mock interviews during the Work Readiness training that interns must participate in and some offer financial contributions in order to help subsidize other employers who cannot provide full wages. Enrichment opportunities such as intern and supervisor focus groups, off-site experiences and service projects were also offered by some employers. The Workforce Development Board and Youth Council members, some of whom are private sector employers, also actively Step Up employers. Lastly, Step Up is championed by the newly appointed co-chair Jonathan Weinhagen with the Minneapolis Regional Chamber of Commerce, as well as our founder and R.T. Rybak. Our co-chairs have made it their personal mission to expand the reaches of Step Up so that more and more Minneapolis youth may benefit.

MYP- On-the-Job Training Step Up employers provide activities that allow interns to successfully integrate into their workplace. Given the short summer training experience, it is important that interns adapt and feel welcome early on in the on-the-job training experience. Supervisor training done in the spring prepares employers in providing the intern with an enriching and rewarding work experience. Employers often provide welcome breakfasts and/or lunches and may feature youth in their company newsletters. Employers may give other employees the opportunity to meet and mentor the Step Up intern. Many interns are given opportunities to dive deeper into specific components of the career. Mentoring is required, and the worksite supervisors are sent weekly topics to discuss with their intern in order to keep them engaged and provide continual development. Supervisors may act as the youth mentor, or another employee can play that role. Job Shadow: Many employers allow their intern to job shadow other employees, and provide leadership training or networking opportunities. Step Up employers understand the importance of quality work experiences and make sure they are close to “real-world” as possible for the youth to have a wellrounded internship.

- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
NA
- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.
NA

- Strategies for coordinating with after-school and out-of-school time programming.

MYP and Minneapolis Youth Works – WDA 10 and our community-based partners have strong connections with Minneapolis Youth Coordinating Board (YCB) and Ignite Afterschool Network who along with its public partners collaborates with community providers of youth services to leverage and coordinate out-of-school time resources and opportunities for Minneapolis youth.

- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Minneapolis Youth Works – As with MYP, Minneapolis Youth Works providers are connected to MFIP and SNAP partners to ensure that WIOA youth who may also be co-enrolled in these programs are in compliance with various program requirements. As previously mentioned, providers track enrollment and funding streams so that no duplication of service occurs. Minneapolis Youth Works providers enter youth names and social security numbers into WF1 prior to proceeding with youth application and enrollment forms to find out if youth are currently enrolled in other programs.

18. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:

- a. Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.
- b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.

Six service providers were competitively selected through a Request for Proposal issued in 2017 (attached). These competitively selected agencies are: Avivo, American Indian OIC, East Side Neighborhood Services, EMERGE, HIRED, and Pillsbury United Community. Services are provided under an annual contract agreement that is subject to renewal based upon funding availability, needs and priorities of the local area, and the service provider’s successful performance of the required activities and services.

- c. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.

WIOA youth funds are used to provide these services. No braiding or blending of funds are used to offset the costs of delivering particular services.

- d. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.

WDA #10 has a WIOA Youth service delivery system that extends beyond the one-stop CareerForce Center by contracting with community-based organizations to provide direct services throughout Minneapolis neighborhoods. See chart below for select special strategies and “best practices” to serve youth.

- e. The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:
 - i. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House and with MPS Adult Education, MN Literacy Council, local libraries, and relationships with charter/alternative schools	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House and with MPS Adult Education, TRIO, Minneapolis College and Hennepin Technical College	
HIRED	Y	In-House and with YOC and school and North Minneapolis CareerForce Center (800 West Broadway)	Strong partnerships with homeless programs to serve homeless youth. Enhanced programming with Juvenile Probation.
Pillsbury United Community	Y	In-House	

- ii. Program Element 2: Alternative secondary school services or dropout recovery services

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House and with MPS Adult Education, MN Literacy Council, local libraries, and relationships with charter/alternative schools	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House and with MPS Adult Education, TRIO, Minneapolis College and Hennepin Technical College	
HIRED	Y	In-House and with YOC and school and North Minneapolis CareerForce Center (800 West Broadway)	Strong partnerships with homeless programs to serve homeless youth. Enhanced programming with Juvenile Probation.
Pillsbury United Community	Y	In-House	

iii. Program Element 3: Paid and unpaid work experience

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House and with MPS Adult Education, MN Literacy Council, local libraries, and relationships with charter/alternative schools	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House and with MPS Adult Education, TRIO, Minneapolis College and Hennepin Technical College	
HIRED	Y	In-House and with YOC and school and North Minneapolis CareerForce Center (800 West Broadway)	Strong partnerships with homeless programs to serve homeless youth. Enhanced programming with Juvenile Probation.

Pillsbury United Community	Y	In-House	
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iv. Program Element 4: Occupational skill training

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House and with MPS Adult Education, MN Literacy Council, local libraries, and relationships with charter/alternative schools	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House and with MPS Adult Education, TRIO, Minneapolis College and Hennepin Technical College	
HIRED	Y	In-House and with YOC and school and North Minneapolis CareerForce Center (800 West Broadway)	Strong partnerships with homeless programs to serve homeless youth. Enhanced programming with Juvenile Probation.
Pillsbury United Community	Y	In-House	

v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House	
HIRED	Y	In-House	Workforce participation curriculum
Pillsbury United Community	Y	In-House	

vi. Program Element 6: Leadership development opportunities

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House	Youth in cohort-based programs focused on violence prevention
HIRED	Y	In-House and with YOC, Minneapolis College, and BCA Teen Hope Program	
Pillsbury United Community	Y	In-House	

vii. Program Element 7: Supportive services

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House with external referrals as needed and appropriate	
American Indian OIC	Y	In-House	
East Side Neighborhood Services E	Y	In-House	Client-centered supportive services to assist participants obtain required personal documents, such as ID's.
EMERGE	Y	In-House	
HIRED	Y	In-House	Providing transportation, interview clothes and help obtaining required ID's
Pillsbury United Community	Y	In-House	

viii. Program Element 8: Adult mentoring

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House	
HIRED	Y	In-House and with YOC and at CareerForce	
Pillsbury United Community	Y	In-House	

ix. Program Element 9: Follow-up services

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	Regular Counselor contact with participants
American Indian OIC	Y	In-House	Regular Counselor contact with participants
East Side Neighborhood Services	Y	In-House	Regular Counselor contact with participants
EMERGE	Y	In-House	Regular Counselor contact with participants
HIRED	Y	In-House	Regular Counselor contact with participants
Pillsbury United Community	Y	In-House	Regular Counselor contact with participants

x. Program Element 10: Comprehensive guidance and counseling

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	With MN Indian Women's Resource and NACC	
East Side Neighborhood Services	Y	In-House	

EMERGE	Y	In-House and with NorthPoint Health and Wellness and Hennepin County Human Services	Combination of employment counseling and health and wellness.
HIRED	Y	In-House	Promoting on-going rapport with participants and referrals are made as appropriate
Pillsbury United Community	Y	With Walk In Counseling and YouthLink	

xi. Program Element 11: Financial literacy education

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	With Bii Gii Wiin	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House	
HIRED	Y	In-House	
Pillsbury United Community	Y	With Wells Fargo and local credit unions	

xii. Program Element 12: Entrepreneurial skills training

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	With Neighborhood Development Center and Lutheran Social Services of Minnesota	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House	
HIRED	Y	In-House	
Pillsbury United Community	Y	With Sisterhood Boutique and Bonita's	

xiii. Program Element 13: Services that provide labor market information

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	In-House and with Wanted Analytics (Talent Neuron) and DEED Labor Market Information resources	
East Side Neighborhood Services	Y	In-House and DEED LMI	
EMERGE	Y	In-House and DEED LMI	
HIRED	Y	In-House and via DEED LMI resources	
Pillsbury United Community	Y	In-House	

xiv. Program Element 14: Postsecondary preparation and transition activities

Service Provider	Provides Service? (Y/N)	Service In-house or with another Partner	Special Delivery Strategy & Best Practice, if any
Avivo	Y	In-House	
American Indian OIC	Y	In-House	
East Side Neighborhood Services	Y	In-House	
EMERGE	Y	In-House and with Hennepin Technical College and Minneapolis College	Campus tours when available.
HIRED	Y	In-House	Assistance with college and FAFSA applications, and college registration
Pillsbury United Community	Y	In-House	

Workplan: Youth Program Service Delivery Design Addendum to
Enhance Services to In-School Youth (ISY) Who Are Homeless or in
Foster Care

(Applies to WIOA Youth funded programs ONLY)

IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. Please complete the following questions and send it to DEED for review and approval. Once approved, this will be incorporated into your existing workplan. A separate budget template is also included and must be used in place of the "regular" budget form traditionally used by WDAs.

Questions to be completed:

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.

Agencies staff have strong partnerships with public, alternative and charter schools in the Minneapolis School District. In addition to this they are also co-located at schools, homeless shelters, operate within community-based organizations and maintain partnerships with Hennepin County who serves a large population of homeless youth and youth in foster care.

2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.

Minneapolis Public School District (*MPS*)

3. What services would you anticipate may need to be provided above and beyond what you are already offering?
 - Resources for youth aging out of foster care
 - Family reunification support: Family strengthening
 - Housing resources for long/short term stability
 - Supportive and safe shelter
 - Short-term host home placements
 - Counseling services for:
 - housing management
 - safety protocols
 - housing education and preparation
 - homelessness intervention and prevention

[Attachment 4]

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH
 Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
<p>Juvenile Detention Center and Hennepin County Probation assist in outreach and recruitment of Step Up youth. In partnership with Step Up staff, they provide support throughout the work experience process. Step Up provides appropriate work experiences placing at-risk youth in supportive work sites.</p> <p>Minneapolis Youth Works – Agency staff have connections with staff at the Link-Juvenile Supervision Center (JSC) in Minneapolis City Hall, where they provide outreach and recruitment and post WIOA marketing materials.</p>	<p>Hennepin County Foster Care case managers and Fostering Connections (a Hennepin County program) helps inform youth in foster care about Step Up. Their assistance helps provide foster care youth with the information they need to apply and be successful in Step Up.</p> <p>Minneapolis Youth Works – Hennepin County Foster Care case managers and Fostering Connections are our main partners in outreach and recruitment of youth in foster care and aging out of foster care.</p>	<p>Minneapolis Public Schools, Transition Plus and Vocational Rehabilitation Services (VRS) all provide outreach, recruitment and support for the Step Up program.</p> <p>Minneapolis Youth Works continues to partner with Minneapolis Public Schools special needs programs, VRS, MN State Services for the Blind, Minneapolis CareerForce Center, Transition Plus and Minneapolis Public Schools ABE/GED programs.</p>	<p>Youthlink, and other agencies that serve homeless youth provide outreach, recruitment and support for the Step Up program.</p> <p>Minneapolis Youth Works service provider, HIREd, employs a staff who offices out of YouthLinks’s Youth Opportunity Center and other providers maintain office hours and/or provide outreach and recruitment at a variety of homeless shelters and transitional housing programs including Avenues for Homeless Youth, Catholic Charities-Hope Street For Homeless Youth, St. Barnabus, Mary’s Place, Lutheran Social Services of MN Safe House and Nicollet Square.</p>	<p>Step Up offers accepted applicants the opportunity to participate in the annual Step Up Work Readiness Training which provides contextual learning and assists interns in earning academic credits.</p> <p>We’ve successfully aligned our work readiness curriculum to align with the Minneapolis Public Schools Career readiness Seminar course so eligible students can earn academic credit. In 2020, 918 youth earned academic elective credit for their work readiness training experience.</p> <p>Minneapolis Youth Works provides program information at agencies that offer ABE and GED programs.</p> <p>Both Step Up and Minneapolis Youth Works coordinate and partner closely with Minneapolis Public Schools, charter and alternative schools.</p>

Request for Proposals



City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment and Training

WIOA Youth Services
January 9, 2017

Proposals Due by: February 10, 2017

January 9, 2017

Dear Minneapolis Employment and Training [Eligible Providers](#):

The mission of the City of Minneapolis Employment and Training is to grow a competitive workforce through programming aimed at helping youth learn academic, life and work skills, identify career paths, and achieve meaningful employment. Minneapolis Employment and Training uses a decentralized approach where services are delivered by community-based Provider Agencies at the neighborhood level. This neighborhood-based approach puts services by agencies skilled at providing culturally-competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community close to the job seekers and businesses that need workforce development support. The Provider Agencies are selected to deliver services through various competitive Requests for Proposals (RFP) that correspond to programmatic goals and funding sources.

It is with these values and service model that we release the following Request for Proposal to provide employment services to Minneapolis job seekers. It is the intent of this document to outline the specific services needing to be provided to job seekers in Minneapolis and the requirement of the funding source.

Please review the RFP for details. If any addenda are needed for this Request for Proposal, they will be posted on the City of Minneapolis web site at: http://www.ci.minneapolis.mn.us/cped/cped_rfp. It is the responsibility of the agency to check this City website for any addenda to the RFP.

Proposals are due by Friday, February 10 at 4:00 pm Central time.

We look forward to your response to this RFP.

Laura Beeth, Chair
Minneapolis Workforce Development Board

Deb Bahr-Helgen, Director
Minneapolis Employment and Training

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OPENING STATEMENT

The Minneapolis Workforce Development Board and City of Minneapolis Employment and Training are soliciting proposals from [Eligible Providers](#) to provide Workforce Innovation and Opportunity Act (WIOA) Youth comprehensive employment and training services, including work-based learning, an introduction to career pathways, attainment of recognized credentials and wraparound support services.

Minneapolis Employment and Training is a division of the City's Community Planning and Economic Development Department (CPED). CPED combines employment, training, planning, economic development, housing and some regulatory services into one City department. Minneapolis Employment and Training is the workforce development division of economic development, assisting Minneapolis residents, both youth and adult, prepare to enter the labor force. Yearly, City of Minneapolis Employment and Training delivers employment and training services to just under 5,000 Minneapolis residents through various targeted programs that focus attention on the core issues of joblessness and employment disparities. Minneapolis Employment and Training administers employment and training programs under the direction of the Mayor, City Council, and Workforce Development Board. Minneapolis Employment and Training is the administrative entity/staff to the Workforce Development Board. The Minneapolis Workforce Development Board provides strategic guidance to the local workforce development system. City programs under the oversight of the Workforce Development Board include services for low income adults, dislocated workers, welfare recipients, and youth. The operating principle of the Minneapolis Workforce Development Board and City of Minneapolis Employment and Training is partnership. Minneapolis Employment and Training uses a community-based service delivery model; partnering with both non-profit and state government employment service providers to offer employment services to Minneapolis youth, adults and dislocated workers.

WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Training is supported through a robust Eligible Training Provider List (ETPL), comprised of entities with a proven capability of securing quality employment outcomes for participants. WIOA calls for customer-focused services based on the needs of the individual participant including the creation of career pathways. Career pathways are the new way of doing business, and they operate at two levels—a systems level and an individual program level. At the systems level, career pathways development is a broad approach for serving populations that may experience significant barriers to employment and can substantively alter the way the workforce system delivers its services and its relationship with partner organizations and stakeholders. Career pathway programs offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies.

Career pathway programs make it easier for people to earn industry-recognized credentials through avenues that are more relevant; to provide opportunities for more flexible education and training; and to attain market identifiable skills that can transfer into work. These comprehensive education and training programs are suited to meet the needs of working learners and non-traditional students. Career pathways programs are designed to serve a diverse group of learners to include; adults, youth, dislocated workers, veterans, individuals with a disability, public assistance recipients, new immigrants, English language learners, and justice involved individuals. Up until now, career pathways systems and programs have been defined in multiple ways. WIOA now codifies the essential elements of career pathways into law.

SCOPE OF SERVICES

Minimum qualifications for a proposer are:

1. Must be on the Minneapolis Employment and Training's Eligible Providers List for 2016-2020. This list can be found here: <http://tinyurl.com/Eligible-Provider-List>.
2. Must be able to provide participant payroll services. Minneapolis Employment and Training will reimburse selected providers for participant wages, FICA/Medicare, worker compensation and service related costs through cost reimbursement.

In general the WIOA Youth services to be performed are:

- Outreach, eligibility determination, objective assessment, development of an Individual Service Strategy for youth ages 14-24; and
- Provide directly or through referral the following 14 required program elements:
 - 1) Tutoring, study skills training, and dropout recovery and prevention;
 - 2) Alternative secondary school services;
 - 3) Paid and unpaid work experience, including summer employment;
 - 4) Occupational skill training;
 - 5) Education offered with workforce preparation activities and training;
 - 6) Leadership development activities;
 - 7) Supportive services;
 - 8) Adult mentoring;
 - 9) Follow-up services;
 - 10) Comprehensive guidance and counseling;
 - 11) Financial literacy education;
 - 12) Entrepreneurial skills training;
 - 13) Labor market and employment information about in-demand industry sectors/occupations;
 - 14) Activities helping youth prepare for and transition to post-secondary education and training.
- At a minimum, 75% of youth served under this RFP must be out-of-school youth (see Attachment B); and
- Verified as not less than 14 and not more than age 24.

The expected results (subject to change) are at minimum meeting or exceeding the required WIOA Performance Indicators (as described in **Attachment B**) and detailed below:

STATE PERFORMANCE STANDARDS FOR WIOA YOUTH PROGRAM, PY 2017	
Employment or Placement Rate (2 nd Quarter after Exit)	74.2%
Employment or Placement Rate (4 th Quarter after Exit)	68.6%
Credential Attainment (within 4 Quarters after Exit)	49.7%

Minneapolis Employment and Training estimates up to \$900,000 per program year in WIOA Youth funding will be available for youth employment and training services April 1, 2017-March 31, 2018. **This funding is subject to change** consistent with allocation levels established by the State of Minnesota on an annual basis. Minneapolis Employment and Training will enter into a master contract agreement for cost reimbursement with selected providers for the period of April 1, 2017 through December 31, 2020. Service providers selected through this RFP process will be funded for these years, if agency performance remains satisfactory and adequate funds are available. The funding amount may be greater or lesser than planned, successful proposers must be prepared and have the capacity to adjust to changes in funding levels.

SPECIFIC TASKS

The specific tasks involved with the services are detailed in **Attachment B** and further described below:

- Minneapolis Employment and Training seeks agencies with the experience, capability and desire to perform the full range of services required as described in **Attachment B**. The "Operating Guidelines" will be part of any contract awarded in response to this RFP. Proposers should review the guidelines to ensure they can comply with the requirements if they are awarded a contract.

- Service location(s) must be within the City of Minneapolis and must be specified in the proposal (see attached Cover Page in **Attachment A**.) Staff assigned to this funding source must maintain full time office hours at this or these locations. WIOA services are a required part of the one-stop delivery system so the successful proposer must agree to establish and maintain a strong connection with the one-stop, including on-site recruitment as appropriate, in order to assure customer of seamless delivery. Successful proposers must recruit city-wide to ensure geographic coverage to serve the city's diverse populations.
- Proposers should ensure that all services are provided by competent staff who maintain the highest professional standards. Proposers should ensure, that during the term of the contract, it has adequate qualified staff to perform the service delivery and meet the performance measures outlined in their contract.
- Successful proposers will be required to keep auditable records. On December 26, 2013, new 2 CFR Part 200 regulations were published in the Federal Register. Your organization will be need to be in compliance with these new administrative and cost principles and have the capacity to comply with affirmative action, insurance requirements and any other requirements as specified in your master contract.
- Many details regarding the WIOA Youth program service structure, performance standards, policy, and definitions are subject to change. Proposers agree to accommodate any conditions that may be imposed as details are defined and adjusted.
- Proposers agree to participate fully in all training sessions and meetings hosted by State of MN or Minneapolis Employment and Training staff to provide policy/program updates and/or technical assistance. All participant forms will be provided by or must be approved by the Minneapolis Employment and Training contract manager.
- Successful proposers will be expected to participate actively as part of a Minneapolis Employment and Training work team that collaborates regularly to create a seamless, universally accessible, customer-centered service delivery system that is highly focused on continuous improvement.
- Successful proposers must make available to any community or neighborhood member at least some employment and training related service(s) provided for by resources other than those provided by Minneapolis Employment and Training.
- Sub recipient enrollment and exit goals are negotiated each program year based on funding. Proposers must accept this as a condition of the subcontract.
- Employment service providers are responsible for operating and maintaining program participant files in accordance with detailed parameters outlined in WIOA Youth Manual provided by the Minneapolis Employment and Training Contract Manager. Employment service providers selected through this RFP will be monitored by Minneapolis Employment and Training staff for compliance with all Minneapolis Employment and Training policies, including source funding financial parameters annually (at a minimum). State and/or Federal reviews may also be required.

SCHEDULE

The following is a listing of key proposal and project milestones:

RFP Release	<i>January 9, 2017</i>
Questions on RFP Due by	<i>January 18, 2017</i>
Responses to Questions posted by	<i>January 25, 2017</i>
Proposals due by	4:00 PM on February 10, 2017
Estimated provider selection	<i>March 22, 2017</i>
Estimated services start date	<i>April 1, 2017</i>
Estimated services end date	<i>December 31, 2020</i>

PROPOSAL DUE DATE and LOCATION

Proposals may be sent by certified mail or hand delivered to the 2nd floor reception desk. All applicants must submit one (1) original and four (4) copies of their completed proposals including the cover page to:

**City of Minneapolis Employment and Training
Crown Roller Mill
105 Fifth Ave. South – Suite 200 (Second Floor)
Minneapolis, MN 55401-2593**

Proposal must be received no later than **4:00 P.M. (Minneapolis Time), Friday, February 10, 2017.**
NOTE: Late proposals may not be accepted.

Additional Proposal Format and Submission Guidance:

- The cover page, original proposal, and four copies of each should be submitted in one envelope labeled: Request for Proposal: Minneapolis Employment and Training – **WIOA Youth**
- Proposals should not exceed ten (10) typed, double spaced pages with one (1) inch margins
- Font size should not be less than eleven (11) point
- Please do not send annual reports, brochures, or similar attachments
- Faxed or e-mailed proposals will not be accepted
- An applicant conference will not be held

REQUESTS FOR CLARIFICATION

Prospective responders shall direct inquiries/questions ***in writing only*** to: CPEDetyouthrfp@minneapolismn.gov

All questions are due no later than **4:00 pm (Minneapolis Time), January 18, 2017**. Responses to the Questions will be posted by **January 25, 2017** on City's RFP website at: www.minneapolismn.gov/cped/rfp

The email address (above) is the only method to obtain clarification of questions regarding the RFP before proposals are submitted. The Contract Manager cannot answer questions or vary the terms of the RFP. All requests for clarification should be submitted in writing as outlined in this RFP. Failure to follow this prohibition could result in the rejection of the proposal.

EVALUATION CRITERIA

Proposals submitted for this RFP will be reviewed and rated by a panel of impartial readers. The following are the key criteria that will be used to evaluate the responses to the technical proposal questions from **Attachment A**:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff (includes a review of references, if requested).
- C. How well the scope of services offered meets department objectives.
- D. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP. A pre-award Risk Assessment will be completed.
- E. Organization and management approach and involvement for a successful project.

Minneapolis Employment and Training may also require proposers to host site visit for the RFP review panel and receive a composite site visit score of at least eight (8) out of ten (10); (1 being the lowest and 10 being the highest), prior to awarding a contract.

The final selection of providers will be made by the Ad Hoc Youth Committee and approved by the Minneapolis Workforce Development Board.

GENERAL CONDITIONS

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this Request for Proposals.

Federal Funding Accountability and Transparency Act of 2006 (FFATA)
(Public Law 109-282; 31U.S.C. Section 6101, et. seq.)

The FFATA applies to direct federal grants received by the City which are provided as a sub award (sub grant, sub contract or sub recipient) to a first tier contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central Contractor Registry (CCR) and comply with the requirements of the Federal Subaward Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (DUNS) and report total compensation of certain executive level members of the company/entity (see www.fsr.gov for details).

This Request for Proposals does not commit Minneapolis Employment and Training to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of Minneapolis to do so. The City of Minneapolis Employment and Training may require the selected providers to participate in negotiation and to submit any fiscal, technical or other revisions of their proposal that may result from negotiations with Minneapolis Employment and Training.

Responding to this RFP does not guarantee that your organization will be selected to provide services.

Grant recipients new to Minneapolis Employment and Training-funded grants must complete a master contract agreement before Minneapolis Employment and Training will disburse any funds.

ADDENDUM TO THE RFP

If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at: www.minneapolis.gov/cped/rfp. The City reserves the right to cancel or amend the RFP at any time.

ATTACHMENT A

Proposal Format

**City of Minneapolis Employment and Training
WIOA Youth Services
Request for Proposals**

<i>Please complete this cover page and attach it to your proposal.</i>
RFP REQUIREMENTS: Must be able to reply "yes" to all red boxes.
<input type="checkbox"/> Yes, this agency provides services in a Minneapolis location at this address: <hr style="width: 30%; margin-left: 0;"/>

Applicant Agency: <input type="checkbox"/> Yes, this agency is on the Eligible Provider list for 2016-2020 - REQUIRED. <small>Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.</small>	Contact Name and Address: <small>(If different from the APPLICANT AGENCY)</small>
Agency Name: Director Name: Telephone: Fax: Email: Address:	Contact Name: Title: Telephone: Fax: Email: Address:
Federal Tax ID: (required) DUNS Number: (required)	Minnesota Tax ID: (required)

Applicants must submit one (1) original and four (4) copies of this completed cover page and proposal by 4:00 p.m. on Friday, February 10, 2017. Late proposals may not be considered

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date

City of Minneapolis Employment and Training use only

Date Received		Time Received		Staff Initials Received	
---------------	--	---------------	--	-------------------------	--

The technical proposal should be your responses to the following questions from the four (4) categories with a possible total of 100 points.

	Specific Questions
Organization History, Capacity and Relevant Experience (30 Points)	1. Describe your organization's mission, qualifications and experience in delivering comprehensive education and employment and training case management programs for economically, disadvantaged youth and young adults ages 14-24.
	2. Demonstrate specific results that detail your organization's success in assisting economically, disadvantaged youth and young adults to attain educational goals, earn diplomas or equivalent, obtain industry specific credentials, secure and retain employment and attend post-secondary or advanced training. Provide quantitative statistics about educational, credential and employment outcomes (subsidized and unsubsidized), wage detail, and retention to describe your agency's outcomes.
	3. Describe the diversity of the youth and young adult population your agency serves and explain how your organization reaches out to and serves diverse populations. Describe any populations your organization may be uniquely qualified to serve.
	4. Describe your agency's expertise and capacity in managing and monitoring grants or government-funded programs for performance results and contract compliance.
Service Design (35 Points)	5. What are the core aspects of your approach to providing individualized education and employment case management services to youth and young adults? What is unique or innovative about how your agency provides these services?
	6. Describe how your agency, on its own or in collaboration with others, addresses the complete range of a typical participant's needs (including needs beyond the scope of this program).
	7. Describe your organization's outreach and recruitment strategy or strategies to ensure access to eligible youth and young adults who live throughout the City of Minneapolis and how you propose to deliver services to diverse populations.
	8. Explain your agency's capabilities to provide payroll services for participant wage subsidies. Include previous history providing participant payroll services and/or creative payroll options your agency has implemented.
	9. List standardized assessment and testing tools you utilize in your case management model and describe how they are used.
	10. Demonstrate your organization's ability to deliver work readiness training including but not limited to resume writing, networking, interviewing techniques and job clubs.
	11. Explain your agency's 12 month follow-up/retention services for participants. Indicate how follow-up services will occur to support successful long-term outcomes for youth. Describe planned follow-up activities for participants.
Staff Expertise (15 Points)	12. Describe the educational background, credentials/qualifications, and experience that will be required for the case manager(s)/career planner(s) who will be providing services.
	13. Who would manage the case manager(s)/career planner(s) providing services? What are the manager's educational background, credentials/qualifications, and experience?
	14. Describe the cultural and linguistic capabilities of the staff at your organization that are available to assist youth and young adults, as needed.
Partnerships and Leverage (20 Points)	15. Describe relationships with private sector employers, both large and small, and methods by which the agency facilitates effective communication or employer needs as well as linkages that lead to job opportunities for youth and young adults.
	16. Describe partnerships or collaborations your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood, and/or community organizations.

ATTACHMENT B

APPENDIX

WIOA Youth Overview

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

The WIOA youth program is a required partner in the one-stop delivery system. WIOA made some significant reforms to how services are delivered in the one-stop delivery system for youth. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Training is supported through a robust Eligible Training Provider List (ETPL), comprised of entities with a proven capability of securing quality employment outcomes for participants.

The WIOA youth program emphasizes serving out-of-school and disconnected youth, high school dropout recovery and attainment of recognized postsecondary credentials. WIOA prepares opportunity youth and other young job seekers for successful employment through increasing the use of proven service models.

WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department of Labor's commitment to providing high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre- apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in postsecondary education, or a registered apprenticeship. Youth programs promote evidence-based strategies to assist in achieving high levels of performance, accountability, and quality in preparing young people for the workforce.

WIOA Youth Required Program Elements

WIOA identifies 14 required youth program elements that must be available to youth and delivered based on individual need as determined during the objective assessment period.

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
- 2) Alternative secondary school services or dropout recovery services, as appropriate;
- 3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job-shadowing; and
 - On-the-job training opportunities;
- 4) Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development activities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- 7) Supportive services;
- 8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
- 9) Follow-up services for not less than 12 months after the completion of participation;
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- 11) Financial literacy education;
- 12) Entrepreneurial skills training;
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Activities that help youth prepare for and transition to post-secondary education and training.

WIOA Youth Operating Guidelines

These guidelines supplement requirements specified in contracts, plans, fund availability notices, and other Minneapolis Employment and Training communications.

Responsibilities of sub-recipients/service providers include:

- Outreach and recruitment of WIOA eligible youth ages 14-24, targeting out-of-school youth in need of employment and training services;
- Documentation of eligibility as required by WIOA, state, and Minneapolis Employment and Training policy, and completion and data input of MIS paperwork according to procedures;
- Advise each applicant of appropriate employment, training and community services for which the individual may be eligible;
- Create an Objective Assessment for each youth registrant that evaluates the needs of the participant with regard to services or training programs available in the workforce service area;
- Develop an Individual Service Strategy (ISS) for each youth registrant that identifies appropriate employment and education goals as well as identifies barriers to these goals and needed supportive services. Update an individual's ISS as needed;
- Provision of services in a case management context;
- Each ISS created for a participant in a City of Minneapolis Employment and Training funded program must be reviewed and signed by an agency staff who possesses either an active Global Career Development Facilitator (GCDF) certification or a counseling-related Bachelor's or Master's degree (including but not limited to a degree in social work, counseling, psychology, or related fields), which will be subject to annual audit;
- Spend a minimum of 75% of the total allocation to serve out-of-school youth. Invoice Minneapolis Employment and Training monthly (by the 10th of the month) for services provided to youth;
- Provision of needed career services, support, and employment and training services;
- Must be able to provide participant payroll services. Minneapolis Employment and Training will reimburse selected providers for participant wages, FICA/Medicare, worker compensation and service related costs through cost reimbursement;
- Creation and retention of participant files containing all information collected about each participant and making this information available for City of Minneapolis or state/federal review;
- Must spend at least 20% of the total allocation for work experience activities such as internships, on-the-job training and pre-apprenticeship;
- Youth participants must receive some form of follow-up services for a minimum of twelve (12) months. The types of services provided must be determined based on the needs of the individual youth;
- Documentation of incentives must be kept in participant files if used;
- Adhere to enrollments and outcomes detailed in the approved Participant Plan and Budget;
- Provide all participants with information about educational training and employment opportunities in non-traditional occupations;
- Participate in bi-monthly meetings with Minneapolis Employment and Training and other youth provider staff.
- Deliver individually and/or in groups, effective work readiness instruction in job-seeking skills (resume preparation, interviewing skills, filling out applications, job search strategies, etc.);

- Consideration of a variety of sources of information on wages, demand, and trends, including the most current Occupations in Demand list from the Minnesota Department of Employment and Economic Development website, in order to guide participants toward occupations with appropriate wages and continuing demand;
- Compliance with WIOA rules and regulations, state law and policy, as well as Minneapolis Employment and Training policy;
- Cooperate in annual program monitoring review and agree that 90% of the provider's allocation will be based on performance and 10% on annual monitoring results.
90% performance formula: Ninety percent of the provider's contract dollars will be based on the prior program year quarterly evaluation results.
10% annual monitoring results formula: Ten percent of the contract dollars will be based on the agency's prior program year annual monitoring score. A provider that did not receive an average score of 90% or above will have their allocation reduced by 10%.
- Cooperate in City of Minneapolis financial audits if requested;
- Participate in City of Minneapolis financial monitoring training if requested;
- Regular review of participant progress (minimum, at least once every 30 days), and adjustment of the youths' ISS as necessary;
- Documentation of follow-up at specified intervals by contacting employers/workers and recording information as required;
- Retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for 6 years after the client exits the program;
- Adherence to Performance and Special Requirements detailed in Fund Availability Notices and attachments including handling and protection of Personally Identifiable Information; and
- Reference to the City of Minneapolis and/or Minneapolis Employment and Training (by the inclusion of the City's logo and/or by acknowledging the City as a funding source) in any advertising and/or public relations efforts related to activities funded through Minneapolis Employment and Training.

WIOA OUT-OF-SCHOOL YOUTH ELIGIBILITY REQUIREMENTS

The Workforce Innovation and Opportunity Act (WIOA) requires that an individual meet the following criteria at the time of enrollment to be eligible for services as an out-of-school youth:

1. Not attending any school; AND
2. Not younger than 16 nor older than 24; AND
3. One or more of the following:
 - a. School dropout (no diploma or equivalent);
 - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. Recipient of a secondary school diploma or its recognized equivalent who is low income and either basic skills deficient or an English language learner;
 - d. An individual who is subject to the juvenile or adult justice system;
 - e. A homeless youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Social Security Act section 477 (John Chaffee Foster Care Program), or in an out-of-home placement;
 - f. An individual who is pregnant or parenting;
 - g. A youth who is an individual with a disability;
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

WIOA IN-SCHOOL YOUTH ELIGIBILITY REQUIREMENTS

The Workforce Innovation and Opportunity Act (WIOA) requires that an individual meet the following criteria at the time of enrollment to be eligible for services as an in-school youth:

1. Attending school; AND
2. Not younger than age 14 or (unless an individual with a disability who is attending school) older than age 21; AND
3. A low-income individual; AND
4. One or more of the following:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. A homeless youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Social Security Act section 477 (John Chaffee Foster Care Program), or in an out-of-home placement;
 - e. An individual who is pregnant or parenting;
 - f. A youth who is an individual with a disability;
 - g. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

The FutureWorks Team has prepared the following chart of WIOA indicators to assist you in understanding the new indicators effective July 1, 2016. These are based on Final Rule. Total of 18 indicators (15 participant indicators, 3 employer indicators).

See: https://doleta.gov/performance/reporting/eta_default.cfm

Indicator	Definition	Comments
Adult, Dislocated Worker & Youth		
Employment Rate Q2	Number of exiters employed during the 2 nd quarter after exit <i>(NOTE: For Youth only – Numerator includes those employed or in education or training during Q2 post)</i>	Supplemental data allowable if not in wage records
	Total Number of exiters	
Employment Rate Q4	Number of exiters employed during the 4th quarter after exit <i>(NOTE: For Youth only – Numerator includes those employed or in education or training during Q4 post)</i>	Supplemental data allowable if not in wage records
	Total Number of exiters	
Median Earnings	The midpoint of wages earned during the 2 nd quarter after exit for all exiters with wages in the 2 nd quarter after exit	Supplemental data allowable if not in wage records
Credential Rate	Number of exiters enrolled in postsecondary education or training that obtained credential during participation or within 1 year after exit. OR number of exiters enrolled in secondary education program and obtained secondary school diploma or equivalent during participation or within 1 year of exit AND were also employed or enrolled in education/training leading to a credential within 1 year after exit. Number of exiters enrolled in postsecondary education or training program including the number of exiters that were in a secondary education program (at or above 9 th grade level) without a high school diploma or equivalent.	Denominator excludes exiters from OJT or customized training. Adult, Dislocated or Youth in High School Program must attain degree and be employed in Ed/training within 1 year of exit.
Skill Gains	Number of in-program participants in an education or training program that leads to a postsecondary credential or employment and are achieving skill gains in one of the following: <ol style="list-style-type: none"> 1. Educational Achievement 2. HS Diploma or equivalent 3. Secondary/post-secondary transcript/report card 4. Training milestone 5. Skills progression Number of in-program participants during the program year that are in education or training program that leads to a postsecondary credential or employment	Real Time indicator Includes those enrolled in secondary school programs

WIOA Indicators – Employer

Indicator	Definition	Comments
Employee Retention Rate	Number of participants employed with the same employer in Q2 and Q4 Post Number participants employed in Q2	States select 2 of 3 indicators
Employer Penetration Rate	Number of establishments that have received or continue to receive a service or other assistance during report period Number of establishments within state during final month or quarter of report period	Establishments as defined by Bureau of Labor Statistics Quarterly Census of Wages and Earnings Unlike other performance indicators, effectiveness in serving employers will be a shared outcome across the programs and not reported or tracked by program.
Repeat Business Customers Rate	Number of establishments that have received or continue to receive a service or other assistance during report period AND who utilized a service anytime within previous 3 years Number of establishments that have received a service over the last 3 years	For Penetration & Repeat Business Rate see list of allowable services/other assistance

Request for Proposals



City of Minneapolis
Department of Community Planning and Economic Development
Employment and Training

Step Up Academic Credits
and Summer Professional Development
Employment and Training Services

October 29, 2018

Proposals Due by: November 28, 2018

October 29, 2018

To whom it may concern

Attached is a Request for Proposal for Step Up Academic Credit and Summer Professional Development services. These services are needed for the Minneapolis Employment and Training's Step Up program. Please consider submitting a proposal to provide these services if your firm meets the qualifications and is available. Please review the RFP for details.

Thank you for your consideration.

Sincerely,

Deb Bahr-Helgen
Director
CPED-Employment and Training

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REQUEST FOR PROPOSALS
for
**Step Up Academic Credits
and Summer Professional Development Services**

- I. INVITATION:** It is the intention of the City to solicit proposals for Step Up Academic Credit and Professional Development Employment and Training Services.

This project has three related components:

1. Management and design for academic credit for Step Up work readiness training
2. Management and design for academic credit for Step Up work experiences
3. Management and design for one professional development day for all Step Up interns (whether to fulfill the requirements for academic credit or not)

The City of Minneapolis (hereinafter referred to as the City) makes this Request for Proposals (hereinafter referred to as the RFP) to select a qualified Consulting Firm (hereinafter referred to as the Consultant) for providing Academic Credit and Professional Development Services (hereinafter called the Project). The Project is generally described in the “Scope of Services” (Attachment B), contained within this RFP.

- II. ELIGIBILITY:** Eligible organizations must be an approved, accredited institution through the Minnesota Department of Education. Examples of eligible organizations include: school districts, state approved alternative programs (SAP) or contract alternative programs (CAP), charter schools or private schools.

- III. PROPOSAL DUE DATE and LOCATION:** The Consultant shall submit **one (1) electronic copy** of their proposal via email to the City of Minneapolis Procurement Office at the following email address: RFP.Responses@minneapolismn.gov. *It will not be necessary to submit hard copies of the proposal.*

The subject line should be labeled: **“Step Up Consulting Services.”**

The submittal shall be made at or before **4:00 P.M. (Minneapolis Time), November 28, 2018.**

NOTE: Late Proposals may not be accepted.

- IV. PROPOSAL FORMAT:** The Consultant shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in the Section titled “EVALUATION OF PROPOSALS”. **Proposal (not including cover page and budget/budget narrative) must be limited to 10 pages, double-spaced, with one-inch margins.**

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and appendices and be arranged in consecutive order.

1. Cover Page – The Consultant should complete the Cover Page in Appendix E.
2. Executive Summary – The Executive Summary should include a clear statement of the Consultant’s understanding of the RFP, including a brief summary of the Scope of Services. Include, at a minimum, an outline of the contents of the proposal, an identification of the proposed project team, a description of the responsibilities of the project team, and a summary of the proposed services.

3. Experience and Capacity - Describe background and related experience demonstrating ability to provide required services. Indicate if company expansion is required to provide service (See Attachment C).
4. Scope of Services - Describe in detail how services will be provided. Include a detailed listing and description of tasks and deliverables (see Attachment B and Attachment C).
5. Personnel Listing - Show involved individuals with resumes and specific applicable experience. Sub-consultants should also be listed, including the identification of any that are certified in the City of Minneapolis Small & Underutilized Business Program (See Attachment C).
6. Budget - Indicate proposed cost of service including a detailed description of how costs were determined, including: hourly rates; direct costs and payment billing schedule; list of charges per classification of employee; cost breakdown for each year of service (See Attachment C).
7. Grant-funded Services - Include a copy of the most recent audit report and management letter if vendor receives over \$50,000 in City contracts annually and if vendor is not an individual proprietor.

V. EVALUATION OF PROPOSALS – SELECTION OF CONSULTANT: Proposals will be reviewed by an Evaluation Panel made up of representatives of the City of Minneapolis, Department of Planning and Economic Development and other City staff assistance as they might require. The Evaluation Panel will then make a recommendation to the Youth Programs RFP Ad Hoc Committee of the Minneapolis Workforce Development Board, which will be responsible for the final selection of the Consultant.

Evaluations will be based on the required criteria listed in the previous Section titled “PROPOSAL FORMAT” and the following:

- A. The organization must be an accredited institution with Minnesota Department of Education.
- B. Quality, thoroughness, and clarity of proposal.
- C. Qualifications and experience of staff.
- D. How well the Scope of Services offered meets City of Minneapolis Employment and Training objectives (See Attachment B and Attachment C).
- E. Financial responsibility and capacity of company, including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP.
- F. Organization and management approach and involvement for a successful project.
- G. Cost of services proposed.
- H. Insurance coverage as defined for the services.

VI. SCHEDULE: The following is a listing of key Proposal and Project milestones:

RFP Release	<i>October 29, 2018</i>
Questions on RFP Due by	<i>Noon, November 5, 2018</i>
Responses to Questions posted by	<i>November 8, 2018</i>
Proposals due by	<i>4:00 PM on November 28, 2018</i>
Estimated Consultant selection	<i>December 20, 2018</i>

Estimated services start date	February 1, 2019
Estimated services end date	December 31, 2021

VII. CONTRACT: The contracting parties will be the City of Minneapolis and the Consultant selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated into a formal agreement after negotiations. It is the intent of the City to award a single contract for a term of three (3) years with the option to extend the contract, on an annual basis, at the sole option of the City, for up to two (2) additional years.

VIII. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION: The Consultant’s primary interface with the City will be with the Department Contact who will act as the City’s designated representative for the Project. Prospective responders shall direct inquiries/questions *in writing only* to:

Department Contact: EmploymentandTrainingRFP@minneapolismn.gov

All questions are due no later than **12:00 PM (Noon), Minneapolis Time, November 5, 2018.**

Responses to the questions will be posted by **Thursday, November 8, 2018** on City’s RFP website at: <http://www.minneapolismn.gov/rfp>

The Department Contact is the only individual who can be contacted regarding the Project before proposals are submitted. The Department Contact cannot vary the terms of the RFP.

IX. REJECTION OF PROPOSALS: The City reserves the right to reject any Consultant on the basis of the proposals submitted.

X. ADDENDUM TO THE RFP: If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at: <http://www.minneapolismn.gov/finance/procurement/rfp>

The City reserves the right to cancel or amend the RFP at any time.

ATTACHMENT A

RFP Terms & Conditions

General Conditions for Request For Proposals (RFP)

(Revised: Dec, 2015)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

1. City's Rights

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

2. Equal Opportunity Statement

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into a Contract.

3. Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are

sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.
- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

4. **Hold Harmless**

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the

Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

5. Subcontracting

The Consultant shall provide written notice to the City and obtain the City's authorization to subcontract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

6. Assignment or Transfer of Interest

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

7. General Compliance

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

8. Performance Monitoring

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9. Prior Uncured Defaults

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10. Independent Consultant

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at

all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

11. Accounting Standards

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12. Retention of Records

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13. Data Practices

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

14. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

15. Living Wage Ordinance

The Consultant may be required to comply with the “[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)” (http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf), Chapter 38 of the City’s Code of Ordinances (the “Ordinance”). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance’s requirement that the Consultant and its subcontractors pay their employees a “living wage” as defined and provided for in the Ordinance.

16. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

17. Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

18. Travel

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City’s [Consultant Travel Reimbursement Conditions](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf) (<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

19. Billboard Advertising

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

20. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City’s Code of Ordinances, both the City and the Consultant are required to comply with the City’s Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a “conflict of interest.” A “conflict of interest” will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City’s Code of Ethics will also apply to the Consultant in its role as an “interested person” since Consultant has a direct financial interest in this Agreement. The City’s Code of Ethics prevents “interested persons” from giving certain gifts to employees and elected officials.

21. Termination, Default and Remedies

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days' written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

22. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

23. Intellectual Property

All Work produced by the Consultant under this Contract is classified as "work for hire" and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does

not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

24. Audit Requirements for Cloud-Based Storage of City Data

If the Consultant's services include the storage of City data using a cloud based solution, then the Consultant agrees to secure the data as though it were "private data" as defined in Minnesota Statutes, Chapter 13. The Consultant shall provide the City with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 16 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Consultant agrees to provide a .pdf copy to the City's Contract Manager, upon the Consultant's receipt of the audit results.

25. Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50, apply to any professional or technical service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities, and availability of qualified MBEs/WBEs.

There are no specific SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" in the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Unified Certification Program (MnUCP), please visit <http://mnuccp.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

Special Conditions for Federal and State Grant Funded Contracts

(Revised: May, 2018)

I. General Compliance:

The Consultant agrees to comply with the requirements of all applicable Federal and State laws, regulations and policies issued pursuant to grant funds in this Contract. The Contractor further agrees to use funds available under this Contract to supplement rather than supplant funds otherwise available. By entering into this Contract with the City, the Consultant agrees to be bound by any and all requirements and obligations established by the Federal or State governmental entity that provided funds to the City which were used to pay for the Consultant's services.

A. Conduct:

Prohibition Against Lobbying - The Consultant is prohibited from using funds provided herein or personnel employed in the administration of the program or project for political activities, , lobbying, or political patronage, pursuant to 2 C.F.R. Section 326 and Section 450.

Prohibition Against Employee Activities – The Consultant is prohibited from using the funds provided herein for advocating unionization or anti-unionization activities (See 29 U.S.C. Sections 141, 157 and 158).

Conflicts of Interest Within the Consultant's Organization – The Consultant shall comply with 2 C.F.R. Section 318 (c) (2) which prohibits the sub-contracting of work or services to any parent, subsidiary, or affiliate of the Consultant unless an impartial, competitive procurement method has been used to award the sub-contract.

B. Materials Produced by Contractor

Grantor Recognition - The Contractor shall ensure recognition of the role of the Grantor Agency identified by the City in providing the scope of work or services through this contract. (2 C.F.R. Part 200 Appendix II). In addition, the City will either own or retain a license in any intellectual property developed by the Contractor as result of this Contract. (2 C.F.R. Section 315). Contractor may publish any research findings and will include a reference to the support provided herein in all publications made possible with funds made available under this Contract. (37 C.F.R. Part 401).

Basis for Payment – The payments to the Consultant shall be based upon the Consultant's satisfaction of specific requirements of the Grantor Agency and upon the production of Deliverables as indicated in the Scope of Services (See 31 U.S.C. Sections 6301 through 6308 and 2 C.F.R. Section 201, Section 301 and Section 328).

C. Employment Restrictions:

Notifications - The Contractor's executive management will ensure that a notice of its affirmative commitments in regards to the U.S. Occupational Safety and Health Act of 1970 (29

U.S.C. Section 651 et, seq, and 29 C.F.R. Part 1910) and the Minnesota's Occupational Safety and Health Act of 1973 and Minnesota's Employee Right to Know Act of 1983 (MINNESOTA STATUTES, SECTIONS 182.65-.676) and all regulations promulgated thereunder, as now or hereafter amended, is made available to Contractor's employees and any applicable labor unions or worker's representatives.

Infringement Upon CBAs - Contractors may not impair existing contracts for services or collective bargaining agreements nor displace currently employed workers, including no reduction in non-overtime, wages or benefits. Participants will not replace laid off employees nor infringe on other employees' promotional opportunities. (Refer to 29 U.S. C. Section 157 and 29 C.F.R. Part 5).

II. Administrative Restrictions

A. Fees. The Contractor is prohibited from charging an enrolled individual a fee for referral or program services. (45 C.F.R. Part 92).

B. Use of Economic Procurement Methods Which Avoid Duplicative Acquisitions - The Consultant shall comply with 2 C.F.R. Section 318(d) and maintain efficient and non-duplicative procurement methods.

III. General Federal and State Requirements

A. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794 et seq.) as now or hereafter amended, which prohibits discrimination against individuals with disabilities in any federally assisted program or activity.

B. Hatch Act (5 U.S.C Section 1501-1508, 7321-7326) (*See also* 18 U.S.C. Sections 210-211, 594 et seq.) as now or hereafter amended, which prohibits the use of funds provided or personnel employed under this contract from being used to conduct or engaging in certain political activities.

C. Endangered Species Act of 1973 (7 U.S.C. Section 136, 16 U.S.C. Section 1531 et seq.) as now or hereafter amended, which prohibits harm against plants, animals or habitats protected under the Act.

D. Fair Labor Standards Act of 1938 (29 U.S.C. Section 201 et seq.) as now or hereafter amended, which regulates wage, hour and other employment practices that govern the use of funds provided and the employment of personnel under this contract.

E. The Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et seq.), as now or hereafter amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

F. The Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.), as now or hereafter amended, which prohibits discrimination against qualified individuals on the basis of disability.

- G. Title IX of the Education Amendments of 1972** (20 U.S.C. Sections 1681-1688), as now or hereafter amended, which prohibits discrimination on the basis of sex in educational programs and in any activities receiving federal financial assistance.
- H. Title VI The Civil Rights Act of 1964** (42 U.S.C. Section 2000d et seq.), as now or hereafter amended, which prohibits discrimination against an individual on the basis of race, color or national origin in any program or activity receiving federal financial assistance. These regulations apply to all employers, including State and Local governments, public and private employment agencies, and labor organizations.
- I. Drug Free Workplace Act of 1988** (41 U.S.C. Sections 8102 et seq.) as now or hereafter amended, and all regulations promulgated thereunder, including 2 C.F.R. Part 182 (as adopted by HUD at 2 C.F.R. Part 2429.10 et seq.), which require each grantee or sub-grantee (an “employer”) to make a continuing good faith effort to maintain a drug free workplace, and mandate certain actions the “employer” must take to achieve this requirement.
- J. Promotion of Religion** (40 U.S.C. Section 121 et. seq.) which prohibits the promotion of religious activities or interests using federal grant funds.
- K. Regulations** – The Contractor agrees to comply with the requirements, as applicable, of:
- Executive Order 12291: “Federal Regulations” (46 Fed. Reg. 13193 (Feb. 17, 1981)).
 - Executive Order 12259: “Leadership and Coordination of Fair Housing in Federal Housing Programs” (46 Fed. Reg. 1253 (Dec. 31, 1981)).
 - Executive Order 12549: “Debarment and Suspension” (51 Fed. Reg. 6370 (Feb. 18, 1986)).
 - Executive Order 13132: “Federalism” (64 Fed. Reg. 43255 (Aug. 4, 1999)).
 - Executive Order 12926 and 42 U.S.C. Section 1971 et. seq. “Voter registration services for program participants”
 - Executive Order 13279 “Non-discrimination against Religious Organizations”
 - Local Governments and Non-Profit Organizations” (for HUD-funded contracts, see 24 C.F.R. Parts 84-85).
 - 2 C.F.R. Part 200 “Uniform Grant Guidance”
 - Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Section 3601 et seq.). (Also known as the Fair Housing Act).
 - 42 C.F.R. Chapter I, Subchapter D-“Grants.” (Department of Health & Human Services)
 - 31 C.F.R. Part 205: “Rules and Procedures for Efficient Federal-State Funds Transfers”.
 - 37 C.F.R. Part 401: “Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements”.
 - 49 C.F.R. Part 24: “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs”.
 - 29 C.F.R. Part 37: “Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA)”.
- L. Cost Certification.** Before the City releases any of the funds covered by this Contract, the Contractor shall sign the following certification statement:

ALL PAYMENTS REQUESTED ARE FOR APPROPRIATE PURPOSES AND ARE IN ACCORDANCE WITH THE PROVISIONS OF THE GRANT APPLICATION OR PROPOSAL AND THE CONTRACT.

M. Non-procurement Debarment and Suspension. The Contractor agrees to comply with 2 C.F.R. Part 180, Subpart C and to require each subcontractor, supplier or other party with whom the Contractor contracts regarding the funding received pursuant to “covered transactions” as defined in 2 C.F.R. Part 180, Subpart B.

If the funding agency is the U.S. Department of Housing and Urban Development, Contractor shall also comply with 2 C.F.R. Part 2424 and 2 C.F.R. Part 180, Subpart C.

If the funding agency is the U.S. Department of Health and Human Services, Contractor shall also comply with 2 C.F.R. Part 376, Subpart C.

N. Equal Employment Opportunity. The Contractor agrees to comply with Executive Order 11246, “Equal Employment Opportunity,” (30 Fed. Reg. 12319 (Sept. 24 1969)) as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” (32 Fed. Reg. 14303 (Oct. 13, 1967) as amended or supplemented) and as supplemented by regulations at 41 C.F.R. Chapter 60: “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

IV. Additional Conditions for Projects Involving Construction

A. Labor Standards

The Contractor agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.) as amended, (further regulations and requirements are found at: <http://www.wdol.gov/dba.aspx>), the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. § 3701 et seq.), the Copeland “Anti-Kickback” Act (18 U.S.C. Section 875), and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part and shall make such documentation available to the City for review upon request.

B. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and 24 C.F.R. Part 1. In regard to the sale, lease or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Contractor shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United State are beneficiaries of and entitled to enforce such covenants. The Contractor, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

C. Environmental Conditions

1) **Air and Water:** The Contractor agrees to comply with the following regulations insofar as they apply to the performance of this contract: 1) Clean Air Act (42 U.S.C. Section 7401 et seq.) as amended; 2) Federal Water Pollution Control Act (the Clean Water Act) (33 U.S.C. Sections 1251-1387), as amended, including regulations relating to inspection, monitoring, entry, and reports pursuant to 33 U.S.C. Section 1318, information and other requirements specified in the regulations and guidelines issued thereunder; 3) Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R. Part 745, as amended; 4) National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.) as amended; and 5) HUD Environmental Review Procedures (24 C.F.R. Part 58) as amended.

2) Lead-Based Paint:

- (a) Residential Structures - The Contractor agrees that any construction or rehabilitation of residential structures with assistance provided under this contract may be subject to HUD Lead-Based Paint Regulations (*see* 24 C.F.R. Part 35). Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning. The Contractor shall also comply with the regulations contained in 40 C.F.R. Part 745, Subpart E for any renovation, repair and paint (RRP) work that occurs at any residential property constructed prior to 1978.
- (b) Commercial and Public Structures – The Contractor shall comply with the regulations contained in 40 C.F.R. Part 745, Subpart L, including the licensing and work practices standards for public and commercial buildings, bridges and super structures.

D. Historic Preservation

The Contractor agrees to comply with the historic preservation requirements set forth in the National Historic Preservation Act of 1966 (16 U.S.C. § 470 et seq.) as amended, the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469-469c-1) as amended, Executive Order No. 11593, and the procedures set forth in 36 C.F.R. Part 800, insofar as they apply to the performance of this contract.

E. Progress Payments and Retainage

Unless otherwise prohibited by conditions for payment and receipt of the federal grant by the City, this contract shall be subject to the provisions for security for completion of performance provided in Minnesota Statutes, Sections 15.71 through 15.74.

V. Federal Funding Accountability and Transparency Act of 2006 (FFATA)

(31 U.S.C. Section 6101 et seq.)

The FFATA applies to direct federal grants received by the City, which are provided as a sub award (sub grant, sub contract or sub recipient) to a first tier contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central

Contractor Registry (CCR) and comply with the requirements of the Federal Sub-award Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (DUNS) and report total compensation of certain executive level members of the company/entity (see www.fsrs.gov for details).

VI. Certification Regarding Lobbying

Pursuant to 31 U.S.C. Section 1352, prior to the City's release of any of the funds covered by this Contract, the Contractor shall sign the following certification statement:

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

- 1) NO FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID, OR WILL BE PAID, BY OR ON BEHALF OF THE UNDERSIGNED, TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF AN AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THE AWARDING OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT.
- 2) IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID OR WILL BE PAID TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THIS FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT, THE UNDERSIGNED SHALL COMPLETE AND SUBMIT STANDARD FORM-LLL, "DISCLOSURE FORM TO REPORT LOBBYING," IN ACCORDANCE WITH ITS INSTRUCTIONS.
- 3) THE UNDERSIGNED SHALL REQUIRE THAT THE LANGUAGE OF THIS CERTIFICATION BE INCLUDED IN THE AWARD DOCUMENTS FOR ALL SUBAWARDS AT ALL TIERS (INCLUDING SUBCONTRACTS, SUBGRANTS, AND CONTRACTS UNDER GRANTS, LOANS, AND COOPERATIVE AGREEMENTS) AND THAT ALL SUBRECIPIENTS SHALL CERTIFY AND DISCLOSE ACCORDINGLY.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

IN WITNESS WHEREOF, I have set my hand this ____ day of _____, _____

BY: _____

TITLE: _____

FOR: _____

(Organization)

CDBG, ESG and HOME Special Conditions

(Revised 5/2015)

I. The following requirements apply to contracts using CDBG, ESG and Home funding:

A. Section 3 Requirements

1. **General** – The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u (“Section 3”). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. **Regulations** - The parties to the contract agree to comply with HUD’s regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. **Notifications** – The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker’s representative of the Contractor’s commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth a minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. **Subcontracts** – The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of regulations in 24 CFR Part 135.

5. **Certifications** – The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor’s obligations under 24 CFR Part 135.
6. **Enforcement** – Non-compliance with HUD regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.
7. **Indian Housing** – With respect to work performed in connection with Section 3 covered Indian Housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

B. Property Records

The Contractor shall maintain real property inventory records which clearly identify properties purchased and sold. Properties retained shall continue to meet eligibility criteria and shall conform with the "changes in use" restrictions specified in 24 CFR Section 570.505.

C. Acquisition & Relocation

The Contractor agrees to comply with 24 CFR Section 570.606 relating to the acquisition of all real property utilizing grant funds and for displacement of persons, businesses, nonprofit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds.

II. The following requirements apply *only* to CDBG funded contracts:

A. General Requirements

The Contractor agrees to comply with the requirements, as applicable, of:

1. Section 109 Of Title I Of The Housing And Community Development Act Of 1974 (The Fair Housing Act, 42 U.S.C. Section 5309; (24 CFR Part 6)).

2. 24 CFR Part 85 - Uniform Administrative Requirements for Grants and Cooperative Agreements To State, Local And Federally Recognized Indian Tribal Governments.

B. National Objectives

The Contractor agrees to maintain documentation that demonstrates that the activities carried out with funds provided under this contract meet one or more of the CDBG program's national objectives:

1. Benefit low/moderate income persons,
2. Aid in the prevention or elimination of slums or blight,
3. Meet community development needs having a particular urgency - as defined in 24 CFR Part 570.208.

C. Davis Bacon Applicability

Applicable for projects involving 8 or more housing units and \$2,000 or more for non-housing activities.

The Contractor agrees that, except with respect to the rehabilitation of residential property designed for residential use for less than eight (8) families, all contractors engaged in contracts of \$2,000 or more for construction, prosecution, completion or repair of any building or work financed in whole or in part with assistance provided under this Contract, shall comply with federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of 40 U.S.C. Section 3141 et. seq. and the regulations of the Department of Labor, as promulgated under 29 CFR, Subtitle A, Parts 1, 3, 5, 6 and 7 governing the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Contractor of its obligation, if any, to require payment of the higher wage. The Contractor shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph, and, for contracts in excess of \$2,000, 29 CFR Section 5.1 (a) and Section 5.5.

D. Reversion of Assets

The agreement shall specify that upon its expiration the Subrecipient shall transfer to the recipient any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. It shall also include provisions designed to ensure that any real property under the sub-recipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the subrecipient in the form of a loan) in excess of \$25,000 is either:

1. Used to meet one of the national objectives in 24 CFR Section 570.208 until five years after expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
2. Not used in accordance with paragraph 1 of this section, in which event the subrecipient shall pay to the recipient an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property. The payment is program income to the recipient. (No payment is required after the period of time specific in paragraph 1 of this section.)

E. Lead Based Paint Poisoning Prevention

Lead based paint poisoning prevention in certain residential structures (42 U.S.C Section 4852 d and 40 CFR Part 745). The Contractor shall comply with the regulations in Subpart L including the licensing and work practice standards for certain housing with child-occupied facilities. The Contractor shall comply with the regulations in Subpart E for residential property renovation, repair and painting (RRP) work.

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Consultant. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

City of Minneapolis Community Planning and Economic Development Minneapolis Employment & Training

Step Up Academic Credits and Summer Professional Development

This project has three related components:

1. Management and design for academic credit for Step Up work readiness training
2. Management and design for academic credit for Step Up work experiences
3. Management and design for one professional development day for all Step Up interns (whether to fulfill the requirements for academic credit or not)

The expected Step Up services are:

- Manage academic credit alignment for elective credits, career readiness seminar credits and work experience credits for all eligible Step Up interns in all grade levels.
- Process academic credits with Minnesota Department of Education (MDE) following all requirements and guidelines put forth by MDE.
- Split MDE reimbursement for academic credits between City of Minneapolis Employment and Training and the Consultant.
- Develop or modify all Step Up curriculum to align for spring and summer in class training sessions and differentiate appropriately with credit requirements and intern needs.
- Recruit, hire and train teachers required for curriculum delivery to align with state standards
- Provide one class session per youth to include specific requirements for work-based learning credit for to up 1,600 youth during their summer internships.
- Provide professional and/or personal development opportunities on the same day in addition to the requirements for credit earning. Examples include career exploration, preparing for your future, youth leadership and engagement, youth empowerment, personal finance, goal setting.
 - The training must take place between June 15 – July 31 in years 2019, 2020, and 2021.
 - Training must take place at locations that are reasonably safe, secure, and accessible by public transportation.
- Send letters and emails to all students who earn credit outlining what they earned and clear directions on how to receive academic credits on their transcripts.
- Work closely and collaboratively with Step Up partners to ensure all program partners and initiatives align with each partners' goals.
- Collaborate on shared programming to ensure clear communication and success, specifically on credit alignment and work experience credits, professional development classes and Intern Advisory Council.

ATTACHMENT C

The technical proposal should be your responses to the following questions from four (4) categories with a possible total of 100 points. Please provide concise and complete responses to each of the following questions. Project narrative should be less than ten (10) double-spaced pages (not including budget).

Topics	Specific Questions
Organization History, Experience, and Capacity (10 points)	Describe your organization’s mission, qualifications and relevant experience in delivering youth employment and training services.
	Describe specific results that detail your organization’s success in youth academic support and development including methods and success in assisting youth to earn credits using nontraditional methods. Provide quantitative statistics to support the youth outcomes supported by your agency.
	What is unique about how your organization provides these services?
Service Design/Scope of Services (60 points)	Professional Development Minneapolis Employment & Training requires all level 1 Step Up interns to fulfill state of Minnesota requirements to receive credit for their summer work training and work experience and offers this option to all level 2 Step Up interns in high school. All level 2 students will attend a professional development session even if they do not need or choose to earn credits. The selected provider would be expected to fulfill all curriculum and assessment requirements for each youth as well as provide one enriching summer professional development session for all. Please outline specific outcomes for successful completion of similar sessions your agency has led in the past. How you would coordinate to ensure that each youth (up to 1,600 youth) would attend one session (approximately 4-6 hours)? How will interns be assessed to earn credits for their work experiences? How would you staff the effort? When and where would the trainings take place? How would you follow up and offer training to youth who miss their session?
	Data Management The provider will manage the data and coordinate with Step Up partners and the Minnesota Department of Education (MDE) to ensure proper credit delivery and processing. Describe your organization’s capacity to coordinate and manage the data in coordination with MDE for successful credit completion.
	Program Enhancements Whenever youth are together in a classroom with adults, we have the opportunity to offer differentiated programming that young people will enjoy and from which they will uniquely benefit. Describe how your organization would bring creative programming to the project
	(This row is empty in the original image, likely a placeholder for a fourth question.)

	that may enhance the experience of the youth in their classroom session - above and beyond the basics requirements for the credit earning. Examples include career exploration, preparing for your future, youth leadership and engagement, youth empowerment, personal finance, goal setting, etc...
Staff Expertise (10 points)	Provide brief job descriptions and qualifications for current staff or staff that will be hired to fill any newly created positions for this project. What is or will be their educational background, credentials/qualifications, and experience?
	Describe the diversity of the staff who will directly work with the youth on the Step Up project.
	Describe the cultural and linguistic capabilities of the staff at your organization who are available to assist with services, as needed.
Partnerships and Leverage (10 points)	Describe partnerships and/or collaboration your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood and/or community organizations.
	Describe relationships with other organizations, both large and small, and methods by which the agency facilitates effective communication with these partners to support youth.
	Will your organization provide any “in-kind” support or funds in addition to the Minneapolis Employment & Training contract to augment the program? If so, list those sources on the budget page under “In-Kind” and describe here the how the support or funds will be used to augment the program.
Budget & Budget Narrative (10 points)	Indicate proposed cost of service including a detailed description of how costs were determined for each year of service. <i>The budget and budget narrative <u>do not</u> count toward the 10-page maximum limit.</i>

ATTACHMENT D

Step Up Program Operating Guidelines (revised June 2016)

These guidelines supplement requirements specified in contracts, plans, fund availability notices, and other Minneapolis Employment & Training communications.

Responsibilities of sub-recipients/service providers include:

- Identification of, outreach to and recruitment of program-eligible youth;
- Documentation of eligibility as required by state, and Minneapolis Employment & Training policy, and completion and data input of paperwork according to procedures;
- Creation and retention of participant files containing all information collected about each participant and making this information available for City of Minneapolis or state/federal review;
- Consideration of a variety of sources of information on wages, industry demand, and trends, including the most current Occupations in Demand list from the Minnesota Department of Employment and Economic Development website, in order to expose participants regarding occupations with continuing demand;
- Compliance with funding rules and regulations, state law and policy, as well as Minneapolis Employment & Training policy;
- Programmatic and financial monitoring by Minneapolis Employment & Training and/or city or state/federal staff;
- Retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for 6 years after the client exits the program;
- Submission to Minneapolis Employment & Training by the 10th of each month, Cost Reimbursement invoices for expenses incurred in the previous month;
- Adherence to Performance and Special Requirements detailed in Fund Availability Notices and attachments including handling and protection of Personally Identifiable Information; and
- Reference to the City of Minneapolis and/or Minneapolis Employment & Training (by the inclusion of the City's logo and/or by acknowledging the City as a funding source) in any advertising and/or public relations efforts related to activities funded through Minneapolis Employment & Training.

ATTACHMENT E

City of Minneapolis Employment and Training Step Up Services

Please complete this cover page and attach it to your proposal.

Applicant Agency:	Contact Name and Address: <small>(If different from the APPLICANT AGENCY)</small>
Agency Name: Director Name: Telephone: Fax: Email:	Contact Name: Title: Telephone: Fax: Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)
DUNS Number: (required)	

Applicants must submit one (1) electronic copy of this completed cover page and proposal by 4:00 p.m. on November 28, 2018.

Submit Proposal Materials to: RFP.Responses@minneapolismn.gov

Late or incomplete proposals may not be considered

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date

**Minneapolis Employment and Training
Minneapolis Youth Works
Workforce Innovation and Opportunity Act (WIOA)
Participant Incentives**

WIOA youth program funds may be used to provide participant incentives for recognition and achievement that directly ties to training activities and work experiences.

While incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, Federal funds must not be spent on entertainment costs (such as movie or sporting event tickets or other venues whose sole purpose is entertainment) **or** for attendance related goal attainments.

Common activities that are incentivized:

- Earned GED/H.S. Diploma
- Secured unsubsidized employment
- Positive 90 and 180 day employment retention
- Accepted to college/technical school/advanced training
- Earned occupational skills credential
- Completed work readiness curriculum
- Improved reading and/or math test score(s)
- Completion of group workshops such as financial literacy and/or career planning
- Successful internship completion
- Training or credential completion

Typical incentives issued but not limited to:

- Target, Walmart, Holiday, Super America

Incentive amounts:

- Gift card amounts range between \$25-\$150

Minneapolis Youth Works

Participants Stipend Policy

(Local Policy June 2020)

For Minneapolis Youth Work (MYW) participants it may be appropriate to be compensated for training time, even when they are not engaging in a formal paid work experience that further develops their occupational or educational skills. In these situations, participants would be compensated for their time with a stipend. The purpose of this policy is to provide guidance to program staff on how to administer stipends to Minneapolis Youth Works participants.

POLICY:

Stipends may be offered to Minneapolis Youth Work participants to compensate for their time engaging in approved classroom training, on-the-job training, occupational training, or other training activities. The decision to offer stipends for a specific training program will be made by the Minneapolis Youth Works management team prior to the initiation into the specific program model. When approved, a stipend amount will be pre-determined and will be the same for all participants who complete the specific program. At this time the pre-determined stipend amount will be set at \$15/hour. Stipends are considered taxable income to program participants. The expectation is that participants will be notified of IRS implications by their Case Manager.

PROCESS:

In the planning of any training programs, Minneapolis Youth Works management team will determine if a stipend for participants is appropriate. If appropriate, MYW management team will determine the payment structure (lump sum or multiple payments – determined after the training has been reviewed and approved by MYW management team) for the specific program and obtain applicable approvals from relevant Local, State, or Federal agencies. Once these determinations are made, they will be communicated to MYW staff involved in the program.

When a participant receives a stipend for classroom training, on-the-job training, occupational training, or other training activities, employment counselors will:

- Ensure that the use of stipend is detailed in the participant's Individual Employment Plan (IEP)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion and save documents in the participant's file
- Ensure that participants meet program requirements to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipends are income and they will need to consider this in regard to their personal income taxes

CITY OF MINNEAPOLIS EMPLOYMENT AND TRAINING
2022- 2023 MINNEAPOLIS YOUTH WORKS PROGRAM
INTERNSHIP WORK READINESS SKILL ASSESSMENT TOOL

WIOA YOUTH INTERN'S NAME:		EMPLOYER:			
WIOA INTERNSHIP JOB TITLE:		WORKSITE SUPERVISOR/REVIEWER NAME:			
INTERN'S START DATE:	REVIEW DATE #1:	REVIEW DATE #2:			
Evaluation of Skills (check appropriate box)					
*E = Exceeds Minimum Standard *M = Meets Minimum Standard *WIP = Work in Progress				*E	
				*M	
				*WIP	
ATTENDANCE: Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.					
PUNCTUALITY: Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time and calling supervisor prior to being late.					
WORKPLACE APPEARANCE: Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.					
TAKING INITIATIVE: Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.					
QUALITY OF WORK: Giving best effort, evaluating own work, utilizing feedback to improve work performance and striving to meet quality standards.					
COMMUNICATION SKILLS: Speaking clearly and communicating effectively both verbally and non-verbally. Listening attentively. Using language appropriate for work environment.					
RESPONSE TO SUPERVISION: Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.					
TEAMWORK: Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture.					
PROBLEM-SOLVING/CRITICAL-THINKING: Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.					
WORKPLACE CULTURE POLICY AND SAFETY: Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.					
Additional Comments Welcome:					
<u>To meet the WIOA Minneapolis Youth Works Measurable Skills Gain:</u>					
1) The intern will earn at least seven (7) *Exceeds Minimum Standards and/or *Meets Minimum Standards checked boxes by Review Date #2.					
2) Intern must not have been fired from this internship experience.					
3) Supervisor/Reviewer MUST verify that performance on the job was satisfactory at internship completion by checking Yes and initializing below:					
_____ Yes _____ Supervisor/Reviewer Initials					
WIOA Youth Intern's Signature:		Date:	Supervisor/Reviewer Signature:		Date:

The Hirability Assessment

Winning At Work

The MHA Labs Hirability Assessment includes 12 skill items proven to drive employer satisfaction in summer jobs, internships and year-round employment programs. MHA Labs employer research revealed a strong correlation between 12 core work skills and whether or not an employer would rate youth as hireable. Employees and interns who receive ratings of 'strongly agree' on these 12 hirability skills will receive 'strongly agree' ratings on **three important hirability statements:**



I would seek out this person to be on my next project.



If I had a job opening, I would hire this employee.



I would recommend this employee to a colleague, for a similar position.

HIRABILITY SKILL ITEMS

Supervisors will assess employees and interns on 12 skill items:

Professional Attitude

- Brings energy and enthusiasm to the workplace
- Takes responsibility for his or her actions and does not blame others
- Stays calm, clearheaded and unflappable under stress
- Graciously accepts criticism

Time Management

- Manages time and does not procrastinate
- Gets work done on time
- Arrives on time and is rarely absent without cause

Team Work Ethic

- Actively looks for additional tasks when own work is done
- Actively looks for ways to help other people

Problem Solving

- Unpacks problems into manageable parts
- Generates multiple potential solutions to problems
- Identifies new and more effective ways to solve problems

VALIDATION INFORMATION:

The correlation between the predicted and actual value of employer ratings for this 12 item work core profile is $R=0.89$ ($R^2 =0.79$). This means that a youth rated poorly on these 12 skills will end up nearly always receiving a poor average employer hirability rating. People who rate 'strongly agree' on all 12 will end up nearly always receiving a high average employer hirability rating.

WINNING AT WORK

For Employees and Interns:

The more you successfully demonstrate hirability skills on the job, the more supervisors will be satisfied with your skills performance. At the beginning, give your supervisor examples of how well you excel at these skills. Then ask your supervisor

For Supervisors:

his/her expectations for how these skills should be applied to your job position. Request feedback on skills you want to grow or when you are unsure if you are meeting expectations.



Provide clear expectations and examples for how the hirability skills apply to your worksite. Provide real-time coaching and break-ins to give feedback on skills

The Hirability Assessment

performance. At the end of the employment period or as an annual review, conduct the formal Hirability Assessment to provide a debrief of their entire performance to date. Use the assessment to communicate strengths and growth areas.

The Hirability Assessment

Survey Design

MHA Labs is a survey design partner for summer job and internship programs across the United States. We provide a core set of validated skill survey questions that can be used for workforce development and impact measurement goals. Partners are able to include additional questions to the core survey to meet their local and program needs. The survey is administered primarily online with additional paper-based solutions.

SURVEY RANDOMIZATION

MHA Labs validation studies revealed that randomizing the survey items significantly increased the validity of the instrument. Therefore print and online survey tools do NOT include section headers such as Problem Solving, and survey items are randomized.

Hirability Core	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	NOT OBSERVED
Actively looks for ways to help other people						
Identifies new and more effective ways to solve problems						
If I had a job opening, I would hire this employee						
Actively looks for additional tasks when own work is done						
Brings energy and enthusiasm to the workplace						
Stays calm, clearheaded and unflappable under stress						
Arrives on time and is rarely absent without cause						
I would seek out this person to be on my next project						
Unpacks problems into manageable parts						
Gets work done on time						
Takes responsibility for his or her actions and does not blame others						
I would recommend this employee to a colleague, for a similar position						
Manages time and does not procrastinate						
Graciously accepts criticism						
Generates multiple potential solutions to problems						

SURVEY REPORTING

MHA Labs advocates for three levels of reporting. Youth receive a Hirability Scorecard for use in college and career planning. Program staff and agencies receive individual scorecards and aggregate impact reports for continuous improvement and additional job placement. Citywide Collective Impact Initiatives receive aggregate impact reports.



American Indian OIC

Support service requests originate through a case manager/ counselor / student representative after they have enrolled in an AIOIC program. All requests are subject to supervisory/program director review and approval and are dependent upon available funds and contract regulations.

AIOIC issues supportive services for the following:

Transportation – Bus passes, tokens, and gas cards can be issued job search, for the first few weeks of employment, to attend education/training courses, program meetings, or for medical appointments or to acquire housing, child care, etc. AIOIC will provide support for licensure reinstatement, driver's education, behind the wheel classes, permit fees, driver's fees, and fines for driving offenses, car insurance or minor car repairs on a case by case basis. Uber/Lift and cabs can be used for transportation as needed to get in-school youth to meetings/trainings during school hours on a case by case basis.

Education/Training – GED testing fees, GED pre/post-test, tuition, prep tools (work books, college prep testing supplies, etc.), college books, study supplies, school supplies, entrance fees, etc.

Housing – Support for housing may include deposit, a month's rent, utility bills/deposits, fees for Bridging (furniture support), household or children's items (cribs, beds, bedding, etc.) for individuals transitioning to employment. Emergency housing will be allowable as a last resort to temporarily house someone who is homeless depending on funds available in program after other housing resource have been researched. This support is reviewed on a case by case basis and is subject to the regulations that accompany funding sources regarding this supportive service.

Family Care – AIOIC provides long-term child care support through the Hennepin County MFIP contract once child care applications have been processed to attend education, training, job search or employment according to regulations. However, AIOIC also provides access to short-term child care support for transitional support for education, training or employment-related activities. Again, this support is reviewed on a case by case basis and is subject to the regulations that accompany funding sources regarding this supportive service. In any case, payment is submitted directly to the provider only after verification of attendance has been received.

Counseling – AIOIC provides help with co-pays or enrollment in personal, financial, legal counseling on a case-by-case basis.

Health – the organization can support only emergency health situations that offer only temporary support for situations such as a prescription co-pay, COBRA insurance co-pay, etc. or health exams or items such as glasses that relate specifically to acquiring/maintaining employment.

Tools and Clothing – Tools and work related equipment required by employers/schools such as tools, boots, supplies, technology, etc. for work/training as well as items to start work such as work clothes, uniforms, etc. as allowed by funding sources.

Occupational Licensing/Credentials – Training, tuition, testing/occupational exam fees required to meet, update or renew special licensing requirements to meet industry qualifications and is based on a case by case basis according to allowances of the funding source.

Personal/Family Needs – hygiene products, telephone support, food, journals, etc. Family support also includes diapers, baby/children’s car seats, clothing, etc. as allowable.

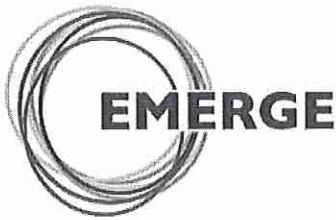
Legal Support – AIOIC can help with reasonable court fees, warrants, support for expungement, minor legal support, etc. as funding allows.

Basic Needs Assistance – Special requests not covered by the above categories can be submitted and will be approved on a case-by-case basis and depend on the guidelines associated with funding sources.

All provision of supportive services is subject to the following conditions:

- Supportive services are not an entitlement, and may be offered at the discretion of the program staff, and
- Other supportive services aren’t available at the time of need or not available at all, and
- The rationale for requesting services must relate directly to the probability of reaching education, training, or employment related goals.

Requests for supportive services to education, training, and employment should be documented in case notes in both the hard copy file and the tracking system associated with the funding source.



EMERGE Workforce Support Service Policy

- If the funds are divided among the programs should we monitor usage on a quarterly basis for possible re-allocation of funds or monthly? *We should Monitor it on Yearly basis*
- Should there be a maximum amount an individual participant may receive? *It depends on the budget, but usually it shouldn't be more than \$150 per participant*
- Will we need to track the outcomes for all participants who receive support funds? *Yes, we need to track them in both ClientTRACK and WF1*

General:

- Participants need to be program eligible (CDBG, NJC, WIOA and UOC)
- Support services are not an entitlement and may be offered at the discretion of the case manager
- Services may be provided to participants who are actively seeking employment at the discretion of the case manager.
- Support services are to be related to the participant's job and be employment related. Needs such as rent, food, cable, phone etc. are beyond the scope of our assistance in Support Services. We have no budget for that, but we should provide resources to the participants needing those services.
- Transportation assistance will be in the form of bus cards/tokens and/or gas cards.
- Helping a participant update a license or certificate to help in job search is an appropriate use of these funds.
- Case managers will need to maintain participant files for all clients and the receipt of support services and amount is to be documented.
- Situations will arise where the use of support service funds will be questioned-in this event contact your supervisor for advice.
- Always contact your supervisor for guidance and answers.

Transportation Support in Job Placements & retentions:

Support once enrolled and started employment

- 1 one time ride \$20.50 bus card for first week of job placement, followed by same card on the 2nd week of employment.
- After two weeks of employment, monthly \$90 bus card will be issued to job placements.
- 1 \$30 Gas card for first two weeks of job placement with verification of car & insurance.

Once working, Emerge can provide up to \$150 in employment support for uniforms, tools, Bus Cards, and Gas Cards.

Remember that support services for any one client **cannot exceed \$150** in any calendar year.

EMERGE Workforce Participant (CDBG, WIOA or UOC) is eligible for a \$45 gas card or \$90 monthly bus pass for each month they are employed full time & verified with verification.

- EMERGE Workforce staff will inform clients the number of bus or gas cards they're eligible for upon enrollment
- If a client loses a card, we will cancel the lost card and can give them a new card after verifying that it is actually lost and not on use.. We will inform them that they've used up one more in the series of the total amount they are eligible for

\$10 bus card/\$10 gas card are available (if participant requests) under the following circumstances:

- Participant's job search goes past one month and they are active in their job search (coming into EMERGE at least twice per week and applying for positions)
- An unexpected financial need arises that impacts their job search, they are compliant with program requirements, and they are no longer eligible for monthly passes/gas cards

EMERGE Workforce recognizes that each participant has a different financial situation, that different industries require different tools and supplies to ensure success, and that some individuals will encounter barriers that will affect their ability to successfully find employment, while others will not.

Because of this, *EMERGE Workforce Development* staff utilize their judgment to provide needs-based financial support under the following guidelines:

- Support services issued to participants cannot exceed \$150 without director's approval (Face value of bus cards, and gas cards included towards total)
- Staff must take responsibility for keeping a close watch on program budgets and make sure participants have appropriate documentation before issuing payment for needs-based support services
- Participants must be in compliance with all program requirements before receiving assistance including:
 - Having a signed completed file.
 - Remaining an active participant in their program and placed in a job.
 - Meeting with EMERGE staff at least once per month while in working, twice per week while in job search, and once per quarter for the first 3 months of new job
- *EMERGE Workforce Development* staff does not advertise that \$150.00 is available to each participant as the department would quickly exhaust its support service budget if that dollar amount were to be used by each participant. However, *EMERGE Workforce Development* recognizes that as situations arise with participants, always look for other supports such as Hennepin County for RENT Assistances or Emergency Assistances, Having flexibility in our support service budget is critical to ensuring participant and programmatic success.

Rental Assistance

Participants must apply for Emergency Assistance through the county if there is the possibility that they meet the basic eligibility requirements of that program (typically proof that an unexpected financial hardship will be resolved before the next month's rent is due).

Our Support Services will not allow us to pay rent due to the limited funds.

East Side Neighborhood Services

Employment Program

Distribution of Employment Support Services

1. Support Services are distributed to Employment Program Participants as needed to support job search efforts, attaining training goals, and assistance needed to begin new jobs, such as work clothes and work boots.
2. Program Managers, in consultation with the Employment Director, are responsible for the distribution of Support Services as needed.
3. Program Managers, in consultation with the Employment Director, ensure that Support Service distribution meets requirements and restrictions of the individual contract or grant the services will be billed against.
4. Program Managers, in consultation with the Employment Director, will review distribution of Support Services against monthly Financial Reports, ensure funds are available throughout the funding period.
5. Program Managers are required to keep record of distribution, including name of the client, description of the service provided, cost of the service and client signature of receipt. These will be compared monthly to required data base records (Workforce One or SPARQ) before billing.
6. Program Managers ensure that Support Services are recorded in require data bases (Work Force One and SPARQ) and in ESNS' Client Track data base.
7. Support Services are distributed equitably to all clients, regardless of race, ethnicity, age, gender, sexual orientation or ability status. Data from Client Track will be reviewed quarterly against demographic data to monitor equitable distribution.
8. Common support services include transportation assistance, work clothes or equipment. Depending of program requirements and limitations, incentives for obtaining goals, such as gift cards, may be distributed.
9. The Director of Employment Services reviews billing requests to funders monthly with the ESNS' Lead Account to monitor spending against contracted funds.
10. Requests for special assistance, such as car repair or rental assistance, will be determined by individual contract requirements. In questionable cases, questions will be directed to the appropriate Contract Manager.
11. These policies will be reviewed annually for updates and modifications by Employment Program Managers, the Director of Employment Services, and the Vice President of Programing.
12. These policies are available to clients, funding agencies and other partners on request.

Last reviewed October 11th, 2020



*Youth Program Youth WIOA/ MYP
Support Services Procedures*

Authorized by:

Rachel Grosskurth

Effective Date: 11/01/2021
Last Review Date: 11/17/2021

Youth Program Director

Procedure Title: Support Services

Purpose: Support Services are those services which enable a participant to continue to participate in youth programming activities.

Distribution: All Youth Program Staff and WIOA/MYP Youth Programs Staff, Accounting Staff

Context/Statutory Requirements: [WIOA Young Adult Program / Minnesota Department of Employment and Economic Development \(mn.gov\)](#)

Procedure Statement: Hired will utilize support services to encourage and help youth to stay on track with their program activities in order to reach their specific goals and obtain positive outcomes. Support Services will be provided to youth who are in compliance with their Employment Guidance Counselor (EGC) and have shown positive progress at achieving their program goals.

Definitions: **Employment Plan (ISS)** - An employment plan identifies a participant's employment goals, appropriate achievement objectives (i.e., action steps) and combination of services that will help the individual achieve their employment goals, which include supportive services.

Support Services – Supportive services are one of the three types of services provided to Youth (MYP/WIOA) program participants. They provide participants with the resources they need to overcome barriers to successful participation in the two other types of services – career and training services. Services may include referrals to local resources such as a local food pantry or program-funded support.

Action Required Support services are provided to participants on a case-by- case basis and are documented within each individual's Employment Plan. Funding amounts are based on budget and client need and budgetary guidelines are communicated to staff by management.

All Support Service cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School

Action Required

Youth cards are to be kept in an individual folder, and it shall have sections for bus cards, gas cards, Target cards, etc. WIOA

Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

Workforce One (WF1) Coding:

The transfer of the Support Service between the EGC and participant shall be case noted using the Subject Line "Support Service." The amount, type of support service, and the need/reason for the support service, shall all be included in the case note in WF1.

The Support Service shall also be recorded under the Support Service tab in WF1, including the Service, Date the transaction took place, and the total amount.

A few examples of community partner referral and program- funded support services are included below.

Referrals to community programs/services

- food pantries and soup kitchens
- homeless shelters
- counseling
- domestic violence intervention
- parenting resources
- clothing assistance
- free and low-cost medical clinics
- legal aid providers
- state and federal assistance programs (i.e., SNAP, MFIP, TANF)

Transportation assistance

- mileage reimbursement
- access to public transportation (i.e., bus cards)
- parking passes or reimbursement
- vehicle registration fees
- driver license fees
- payment towards vehicle repairs

Housing assistance

- mortgage/rent reimbursement

Child-care and dependent care assistance

- help with identifying care options
- payment towards the costs of care

Educational testing assistance

- payment of test-related fees
- test preparation workbooks and other study aids
- tutoring

Action Required

Uniforms, work attire, and work-related equipment

- Eyeglasses
- protective eye gear, steel toed boots, and other safety equipment
- uniforms or other clothing suitable for work or interview

Books, fees, and school supplies

- textbooks (hard copy or electronic) or other required material

Reasonable accommodations

- funding of assistive technology/equipment

Payments/fees for employment and training related applications, tests, and certifications.

- fees for medical exams, fingerprinting, vision exams etc. required by employers or training providers
- license and certification exam fees
- license issuance and renewal fees
- professional membership fees

Employment Counselors complete the following steps below for supportive services:

Step 1: Document Supportive Services on the Individual Service Strategy (ISS)

Employment Counselors work with each individual at the time of their enrollment to identify whether the participant has any barriers or challenges that may inhibit their ability to complete training and/or a successful job search. The Individual Employment Plan (ISS) must document the supportive services needed (information/referral and program-funded) as well as summarize how the needs will be addressed.

Step 2: Enter a Case Note into Workforce One

Employment Counselor enters a Case Note into Workforce One to document each information/referral as well as program funded supportive services provided. The case note should include the need as well as how the need was addressed.

Step 3: Enter a "Support Service" for each Program-Funded Supportive Service into Workforce One

All program-funded supportive services must be entered into Workforce One under "Support." Enter the type of service, date of service, amount, and funding stream.

The Process for EGC:

When the EGC gives the support service to the youth participant, the participant will sign a paper receipt, which shall then be put in the participant's file. That paper receipt shall be checked as either a Support Service or an Incentive, and the reason for either shall be indicated on the space provided on the receipt.

Action Required

The Process for Supervisor and EGC:

Purchases:

- Cards are bought in build from local vendors (Target, etc.)
- Purchases from multiple cost codes can occur simultaneously- if the inventory is checked and deemed necessary to support the purchase requests.

Storage:

- Cards are treated as cash and stored in locked safes.
- Cards are stored in their original boxes in numerical order
- Cards are distributed to staff following the Support card policies and procedures.

The manager will verify:

- A Case Note has been entered into WF1
- A Support Service has been entered into WF1

Related Policies, Procedures, Forms, & Web links



Supportive Services Policy

Updated April 2022

The purpose of this policy is to address the use of WIOA Youth and Youth at Work funds for supportive services to eligible and active participants. Procedures include documentation requirements to show that the supportive service is allowable and reasonable.

Staff should ensure that supportive services only be provided when the services are not available elsewhere. When participants need supportive services, staff will follow the procedures below:

1. The participants' need for the provided service, must be identified in the Individual Service Strategy (ISS), and must be documented in the case notes.
2. The cost of supportive services must be reasonable; when multiple options are available for receiving supportive services a reasonable effort must be made to determine and choose the lowest price available.
3. The cost of Supportive Services must be necessary to participate, and an allowable cost under Federal guidelines.
4. The need for Supportive Services will be determined on an individual basis.
5. Supportive Services are meant to be short-term measures and may be limited in duration and amount.

The following Supportive Services may be provided to eligible participants:

- Linkages to community services
- Assistance with transportation
- Assistance with educational testing
- Reasonable accommodation for participants with disabilities
- Legal aid services (or referrals to Volunteer Lawyer Network)
- Referrals to health care
- Assistance with housing
- Assistance with childcare
- Assistance with uniforms, work attire, work related tools
- Assistance with books, fees, school supplies, or other necessary items for students enrolled in post-secondary
- Payments and fees for employment and training related applications, tests, certifications