

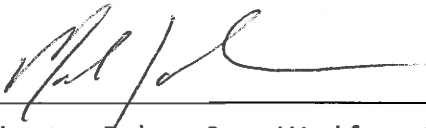
PY 2022 WIOA Youth Formula Funds
 SFY 2023 Minnesota Youth Program (MYP)
 Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Dakota- Scott County Workforce Services One Mendota Road Suite 170 West Saint Paul, MN 55118	Amber Higgins One Mendota Road Suite 170 West Saint Paul, MN 55118
Director Name: Mark Jacobs Telephone Number: 651-554-5622 Fax: 651-554-5709 E-Mail: mark.jacobs@co.dakota.mn.us	Contact Name: Amber Higgins Telephone Number: 651-554-6875 Fax: 651-554-6565 E-Mail: amber.higgins@co.dakota.mn.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005786	8026539
DUNS Number:	SWIFT Vendor ID Number (if known):
08-237-6658	

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

Signature:	
Title:	-Director, Dakota-Scott Workforce Development Board -Workforce Development Director, Dakota County
Date:	3/23/2022


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
Scott County Health and Human Services 200 Fourth Avenue West Shakopee, MN 55379	Scott County Employment & Training Government Center West 200 Fourth Avenue West, GW-200 Shakopee, MN 55379
Director Name: Lezlie Vermillion Telephone Number: 952-496-8062 Fax: 952-496-8180 E-Mail: lvermillion@co.scott.mn.us	Contact Name: Kari Ouimette Telephone Number: 952-496-8540 Fax: 952-496-8675 E-Mail: KOuimette@co.scott.mn.us

Basic Organization Information

Federal Employer ID Number: 41-6005892	Minnesota Tax Identification Number: 8027342
DUNS Number: 07-784-7183	SWIFT Vendor ID Number (if known): 0000197314.001

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:	 Lezlie Vermillion (Mar 30, 2022 13:08 CDT)
Title:	Scott County Administrator
Date:	03/30/2022

Attachment 2

PY 2022 Budget Information Summary:

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

(See following pages for definitions of cost categories)

WDA Number and Contact:	Dakota-Scott WDA 14 / Amber Higgins
E-Mail Address/Phone No:	Amber.higgins@co.dakota.mn.us/651-554-6875
Date Submitted (or Modified):	6/17/2022

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>	\$4,583.00	\$52,731.00	\$57,314.00	\$14,328.00	\$28,656.00	\$42,985.00	\$57,314.00
841 In-School Youth Work Experience Wages/Fringe	\$2,551.00	\$21,229.00	\$23,780.00	\$5,945.00	\$11,890.00	\$17,835.00	\$23,780.00
825 Out-of-School Youth Work Experience Wages/Fringe	\$10,600.00	\$59,709.00	\$70,309.00	\$17,577.00	\$35,154.00	\$52,732.00	\$70,309.00
872 In-School Youth Work Experience Staff Costs	\$749.00	\$13,517.00	\$14,266.00	\$3,567.00	\$7,133.00	\$10,699.00	\$14,266.00
855 Out-of-School Youth Work Experience Staff Costs	\$5,781.00	\$47,568.00	\$53,349.00	\$13,337.00	\$26,674.00	\$40,012.00	\$53,349.00
874 In-School Youth Direct Services (Non-Work Exp.)	\$4,633.00	\$53,228.00	\$57,861.00	\$14,464.00	\$28,929.00	\$43,393.00	\$57,861.00
877 Out-of-School Youth Direct Services (Non-Work Exp.)	\$16,100.00	\$212,035.00	\$228,135.00	\$57,034.00	\$114,067.00	\$171,101.00	\$228,135.00
848 In-School Youth Support Services	\$103.00	\$14,626.00	\$14,729.00	\$3,684.00	\$7,368.00	\$11,050.00	\$14,729.00
862 Out-of-School Youth Support Services	\$1,562.00	\$48,681.00	\$50,243.00	\$12,560.00	\$25,122.00	\$37,682.00	\$50,243.00
860 In-School Youth Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
878 Out-of-School Youth Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
837 In-School Youth Training	\$0.00	\$1,000.00	\$1,000.00	\$250.00	\$500.00	\$750.00	\$1,000.00
838 Out-of-School Youth Training	\$23,401.00	\$3,000.00	\$26,401.00	\$6,600.00	\$13,200.00	\$19,801.00	\$26,401.00
Total:	\$70,063.00	\$527,324.00	\$597,387.00	\$149,346.00	\$298,693.00	\$448,040.00	\$597,387.00
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							78%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							29%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							150

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

WDA Number and Contact:	14 Dakota-Scott/Amber Higgins
E-Mail Address/Phone No:	Amber.Higgins@co.dakota.mn.us/ 651-554-6875
Date Submitted (or Modified):	5/20/22

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%)	16,811	4,202	8,405	12,607	16,811
881 Youth Participant Wages and Fringe Benefits	51,220	42,500	42,500	42,500	51,220
885 Direct Services to Youth	86,838	58,500	65,000	73,000	86,838
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)	0	0	0	0	0
891 Support Services	13,250	10,000	10,000	10,000	13,250
Total:	168,119	115,202	125,905	138,107	168,119

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	45
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	0
Estimated Total Number of MYP Youth and Families Served:	45
Estimated Cost Per MYP Participant:	3,140
Estimated Cost Per OTS Participant-Family:	0

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

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

WDA Number and Contact:	WDA 14 (Scott County) Brandon Kmety
E-Mail Address/Phone No:	bkmety@co.scott.mn.us 952-496-8273
Date Submitted (or Modified):	05/16/2022

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%)	\$ 5,664	\$ 1,416	\$ 2,832	\$ 4,248	\$ 5,664
881 Youth Participant Wages and Fringe Benefits	\$ 7,000	\$ 1,750	\$3,500	\$ 5,250	\$ 7,000
885 Direct Services to Youth	\$ 41,483	\$ 10,371	\$ 20,742	\$ 31,113	\$ 41,483
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)					
891 Support Services	\$ 2,500	\$ 625	\$ 1,250	\$ 1,875	\$ 2,500
Total:	\$ 56,647	\$ 14,162	\$ 28,324	\$ 42,486	\$ 56,647

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	20
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	
Estimated Total Number of MYP Youth and Families Served:	20
Estimated Cost Per MYP Participant:	\$2,832
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 non-training activities should be included in this 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). Any costs associated with “training” should be categorized under “In-School Training” or “Out-of-School Training” as appropriate (see below).

(WIOA Youth ONLY) In-School and Out-of-School Youth Training – Funds used for paying costs associated with each WIOA Youth participant receiving training services. This can include everything from online, self-paced learning of basic work readiness skills (for instance), all the way up to funding for participants working towards a WIOA-recognized credential at a post-secondary institution on the Eligible Training Provider List. Appropriate costs may include tuition, fees, books and other costs associated with the participant’s course of study. Stipends provided to participants for training activities should be included in this 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 both In-School Youth (ISY) and 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 CAREERwise, 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:	Dakota-Scott WDA 14 / Amber Higgins
E-Mail Address/Phone Number:	Amber.higgins@co.dakota.mn.us/651-554-6875
Date Submitted (or Modified):	6/24/2022

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:	76.0%	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: Barb Dahl Phone Number: 952-496-8151 E-Mail: BDahl@co.scott.mn.us	Social Services Director, Scott County	Yes
Member Name: Melissa Lutz Phone Number: 952-496-5284 E-Mail: mlutz@valleyfair.com	HR Director, Valleyfair/Magnum Enterprises	Yes
Member Name: Jim Sloan Phone Number: 651-455-0455 E-Mail: jims@local455.com	Steamfitters-Pipefitters Local 455	Yes
Member Name: David VanHorn Phone Number: 952-567-8105 E-Mail: dvanhorn@swmetro.k12.mn.us	SouthWest Metro Intermediate District #288	No
Member Name: Anita Drentlaw Phone Number: 952-223-2330 E-Mail: adrentlaw@newmarket.bank	New Market Bank	Yes
Member Name: Andrea Grossman Phone Number: 952-891-7328 E-Mail: Andrea.Grossman@CO.DAKOTA.MN.US	Dakota County Social Services, Children and Family Services	No
Member Name: Ben Kusch Phone Number: 612-267-2760 E-Mail: ben.kusch@isd197.org	TriDistrict Career & College Readiness – Inver Grove Heights, South St. Paul, West St. Paul-Mendota Heights-Eagan	No
Member Name: Brianna Hill Phone Number: 651-438-8276 E-Mail: Brianna.Hill@CO.DAKOTA.MN.US	Dakota County Community Corrections	No
Member Name: Bill Barnd Phone Number: 952-238-1010 E-Mail: bbarnd@treehousehope.org	Tree House, Non-Profit Organization	No
Member Name: Michael Favor Phone Number: 651-423-8229 E-Mail: michael.favor@isd917.org	Intermediate School District #917	No
Member Name: Mary Jo Gardner Phone Number: 651-450-3835 E-Mail: MGardner@inverhills.edu	Inver Hills Community College	No
Member Name: Timothy Grimm Phone Number: 651-772-8772 E-Mail: tgrimm@ibew110.org	St. Paul Area Electrical Union	Yes
Member Name: Barry Davies Phone Number: 651-484-1488 E-Mail: barry@iron512.com	Ironworkers Local 512	Yes

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																					
HIRED, Inc. 217 Fifth Avenue North – Third Floor Minneapolis, MN 55401 Julie Brekke 612-287-1361 Julie.Brekke@HIRED.org www.hired.org Services in Dakota County	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>In-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Out-of-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	In-School?	[X]	[]	Out-of-School?	[X]	[]													
	Yes	No																					
In-School?	[X]	[]																					
Out-of-School?	[X]	[]																					
Scott County Employment & Training Government Center West 200 Fourth Avenue West, GW-200 Shakopee, MN 55379 Kari Ouimette 952-496-8540 KOuimette@co.scott.mn.us Services in Scott County	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>In-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Out-of-School?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> </table>		Yes	No	In-School?	[X]	[]	Out-of-School?	[X]	[]	<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Summer?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Year-Round?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>OTS*?</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> </table>		Yes	No	Summer?	[X]	[]	Year-Round?	[X]	[]	OTS*?	[]	[X]
	Yes	No																					
In-School?	[X]	[]																					
Out-of-School?	[X]	[]																					
	Yes	No																					
Summer?	[X]	[]																					
Year-Round?	[X]	[]																					
OTS*?	[]	[X]																					
Tree Trust 1419 Energy Park Dr. St. Paul, MN 55108 Jared Smith 952-767-3880 jareds@treetrust.org http://treetrust.org/ Services in Dakota County		<table border="0"> <tr> <td></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Summer?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Year-Round?</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>OTS*?</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> </table>		Yes	No	Summer?	[X]	[]	Year-Round?	[X]	[]	OTS*?	[]	[X]									
	Yes	No																					
Summer?	[X]	[]																					
Year-Round?	[X]	[]																					
OTS*?	[]	[X]																					

Attachment 1

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.

Dakota County last issued an RFP on November 30, 2020 to contract for both MYP and WIOA Youth programming. See attachment.

Dakota County contracts with HIRED for WIOA Young Adult and Tree Trust for the Minnesota Youth Program.

In Scott County, county staff provide youth services.

2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)
 - In-School Youth (“ISY”)

Dakota County and Scott County have established connections with local schools, county social services, and community-based organizations that serve both in school and out of school youth. As such, one of the main components of recruitment for our youth services is word-of-mouth. Community partners help spread the word of our current programming, while program staff and program alumni provide insight regarding the opportunities/support services available. Regular contact with school personnel strengthens collaboration while ensuring current program happenings (such as applications, eligibility, and enrollment) are communicated and shared with the youth they work with. In addition, youth program information is presented to the Dakota-Scott Workforce Development Board and its various committees resulting in extended outreach.

- Out-of-School Youth (“OSY”)

We have strong relationships with corrections, probation officers, social workers, homeless housing facilities, community centers and truancy staff for the recruitment of out of school youth. As a result, many of the youth they work with are referred to our programs.

 - *Social Services – Staff working with youth refer programs and services to*

those who are truant, in foster care, and/or disconnected.

- *Youth serving agencies – We conduct outreach to TreeHouse in Eagan/Apple Valley/Chaska, Lincoln Place (a supportive housing building for homeless youth), the Link, Hubert H. Humphrey Job Corps, and other community partners to share information regarding our youth programs.*
 - *Dakota County Re-Entry Program (RAP) – This wraparound program assists offenders leaving jail or prison and has been a good referral source for older youth. Scott County is a member of the local RAP team and receives referrals.*
 - *Community Corrections – Probation services include employment and life skills preparation and support efforts with young clients, both in and out of school.*
 - *Dakota County Juvenile Services Center and Dakota County Sheriff’s Office – Youth program staff participate in career fairs; providing work readiness training and mock interviews.*
 - *CareerForce Locations – Youth are provided with Employment & Training program information as well as information on Rehabilitation Services, and other resources/opportunities.*
 - *Income Maintenance Programs – These programs provide financial assistance as well as youth program referrals.*
 - *CAP Agency – Offers housing and youth programs which provide connections to needed resources (homeless).*
 - *Youth program information is available through social media pages and our county websites.*
 - *Adult Basic Education (ABE) – Adult Basic Education, GED, and English Language Learning (ELL) programs are also referral sources.*
 - *CORE – Drop-in center for homeless and transient youth which provides basic needs to unsheltered youth as well as referrals to community resources (food, housing, employment, etc.).*
- **In-School Youth (“ISY”)**

We have strong connections with local high schools and alternative schools which allow us to provide teachers, counselors, and other school personnel with program information. Although we conduct outreach and recruitment for in-school youth it will be very limited as the priority is out of school youth.

 - *Alternative learning centers – We connect with staff prior to school enrollment for the identification of potential youth program participants.*
 - *County staff takes part in school hosted career events and provide career related workshops – each of which generates opportunities to share current employment and workforce information with youth in attendance.*
 - *Dakota-Scott CareerForce locations provide tours for local schools.*
 - *Program posters and flyers are displayed at CareerForce locations and school career centers as well as at other community locations frequented by youth. (This is an outreach/recruitment strategy for both in and out of school youth.)*
 - *Career counselors meet with youth at locations both in and out of school to*

- *develop relationships and goals that meet their individual needs.*
 - *Dakota County Community Transition Interagency Committee (CTIC) – Members of the committee includes parents and agency representatives from: social services, advocacy agencies, employment providers, school district transition programs, vocational programs, recreational programs, and housing programs. The committee focuses on supportive transition services through community collaboration for youth.*
 - *Tree Trust conducts virtual events to recruit in-school youth for work development and work experience programs.*
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.

Referrals come in a variety of formats. Applications are available at alternative schools, CareerForce locations, and other youth-service organizations. Youth fill out the application and either mail or drop it off at the various locations. The provider then contacts the youth and sets up an appointment. Frequently, during the appointment is where much of the information is gathered. Additional information from schools and/or parents is also requested. If the youth is already enrolled in another program (i.e., MN Family Investment Program) some information may be available from this source along with supplemental information we require.

Providers use the data validation guidelines when documenting eligibility and keep relevant copies in the case files.

The 5% window/low income exception gives us the discretion to serve up to 5% of youth who are not income eligible, but face barriers to employment. These barriers are defined by WIOA as basic skills deficient, English language learner, offender, homeless, runaway or foster care youth, pregnant or parenting, disabled youth and requires additional assistance to enter or complete an educational program or to secure or hold employment.

While we have used the 5% window in the past, it’s extremely rare. The youth we serve typically face several substantial barriers which meets the required eligibility criteria. The exception may be considered for youth that lack family support and whose income is only slightly over the Federal limit.

Youth that cannot be served under WIOA due to unmet eligibility requirements are referred to community partners, organizations and service providers based on their needs.

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.

Our definition of “an individual who requires additional assistance to complete an education program or to secure and hold employment” will be a youth who is unemployed for at least six months and has not obtained a post-secondary credential. Counselors will make this determination and will document its use in case notes.

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.

All youth are assessed using a variety of assessments. Scott and Dakota County use the TABE, GAIN, Wide Range Achievement Test 4 (WRAT4) or CASAS for pre-testing of out of school youth. Tests are completed with each out-of-school youth participant through one-on-one interviews during their first or second meeting. Information is collected about career and personal interests, educational and employment goals, barriers/challenges, and support needs. Following, assessment results are used in building their Individualized Service Strategy (ISS). Each youth receives individualized options of culturally appropriate services and career exploration activities that will help them learn about education and career options, identify in-demand jobs, and understand the connection between education and employment.

Many participants also complete other assessments such as What Career Fits You, My Next Move, TRAITIFY and/or the MN Careers Interest Assessment. These assessments match career interests to various career fields. They also provide information on education requirements, current job outlooks, and wages.

Math and reading information for in-school youth is obtained from the schools during the application process. Program counselors work with resources at the school to address any deficiencies. In most cases, schools are already working with youth with deficiencies.

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.

The Individual Service Strategy directly relates to the Objective Assessment and identifies goals for the youth to attain. Once an application is received and the Objective Assessment complete—the information is used to build the Individualized Service Strategy (ISS—the process is as described in #5). The ISS Form collects participant

information about past employment, volunteer experience, educational experience, as well as life skills. Steps for achieving goals are in place and progress is formally recorded.

Copies of IEP's that are completed through the school for in-school youth are requested and kept in participant files. Many times, our programs take part in IEP planning and attend IEP meetings. They work closely with the special education department and vocational rehabilitation services as well as the student. Collaboration between school districts, program staff, employers, and participants is essential to maximizing resources, performance, and overall impact.

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.

We offer a variety of hands-on work experiences to help youth gain work readiness skills, prepare for the workforce and earn additional income. Examples include local Youth Build projects, summer and school-year employment, pre-apprenticeships, job shadowing, private sector internships and work experience job placements.

Undoubtedly, the on-going pandemic continues to impact experiential learning, work-based learning, and work experience opportunities for youth participants. As a result, we adapted, shifted, and modified our strategies in various ways. Examples below:

- *More focus has been placed on digital literacy which has, and will continue to be, a necessary skill set for employment (even more so during and after the pandemic). Examples of this include learning/expanding knowledge of Microsoft Office, video conferencing platforms, etiquette, online job search and applications to positions, Labor Market trends and in demand careers, and access to technology and internet.*
- *We engaged in outreach to find new worksite partners that were willing and interested in administering safe work experiences for youth.*
- *While Tree Trust (Dakota County) was able to provide in-person summer MYP programming, extensive safety regulations resulted in fewer hours and fewer placements. In response, Tree Trust collaborated with Dakota Electric Association to implement a [Green Industry Exploration, Job Prep Program](#) as an extension of summer program services (took place in winter 2021-2022). The program provided youth with opportunities for employment readiness training, paid work experience, support services, job coaching and career exploration. Employer partners and training providers (Metro Blooms, University of Minnesota Dept of Forest Resources, Dakota County Technical College, Dakota County Natural Resources Dept, Dakota Electric, Metro Transit, Tree Trust's Landscape Services and Community Forestry departments) conducted virtual presentations which provided opportunities for youth to explore a variety of green career pathways.*

- *Dakota County procured a virtual hiring event platform. The platform was used to host a Virtual Teen Job Fair in which HIRED, Tree Trust Dakota County and Scott County employers took part. The goal was to provide Dakota and Scott youth with opportunities to connect with potential employment opportunities.*

In addition, the Youth Committee has continued to support several career exploration programs including Career Success and Outdoor Career Academy (partnership between Dakota County Parks, Dakota County Social Services, and Dakota County Community Corrections). While these programs were conducted virtually or put on hold in 2020, they transitioned back to in-person in 2021 and 2022.

While the pandemic required us to implement new strategies, increased availability of the Covid-19 vaccine and lesser restrictions is allowing for more in-person employment and education/training opportunities again.

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.

Youth providers consistently use the State LMI sites and regularly advise youth about growth careers and industries.

Career plans, training, and support services needs are identified in the ISS. Training plans are focused on demand occupations with local job opportunities. Counselors use varied resources to assist their clients in this process including labor market information, ETPL, updates from Workforce Strategy Consultants and staff training opportunities.

Dakota County reviews the results from the youth career assessment (MN Careers/Traitify). Based on the youth's top career choices from those assessments, exploration into those career choices take place through education, job demand/outlook, experience needed as well as wage information. These results are used to help shape the youth's ISS plan.

Tree Trust's career pathways programs provide practical work skills, employment readiness training and opportunities to attain industry recognized credentials in various industries.

Scott County reviews the youth's career selections from their My Next Move online assessment. The youth select their 1st & 2nd choices from the five Job Zones. These two choices are then researched for experience/education, salary & demand of the occupations as well as job openings in the local area. This is also used for developing goals & ISS.

The Dakota-Scott Workforce Development Board and Youth Committee activities also provide information about the regional economy, skills gaps, and future employment forecasts. DEED staff (Regional Labor Market Analysts) frequently attend and regularly

present labor market information during monthly meetings. This has been a critical component for monitoring the impacts of Covid-19.

Monthly Who's Hiring Youth newsletters often include demand and outlook data.

CareerForce locations offer tours to schools and educational representatives. These tours include opportunities for students to utilize some of the online resources and on occasion also include a list of resources to find and review. In addition, staff also presents information at local schools, student events and career fairs, as requested.

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).

Scott County and Dakota County do not plan to use ITAs.

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.

Follow up services for 12 months post program is provided to all WIOA Youth by all providers. These services are documented in WF1 and in case notes. Counselors engaged in several different communication strategies to reach clients for follow-up. Follow-up contacts are made by mail, phone, email, personal visit, or text. Youth know that they may continue to call on their counselor after program exit and may re-enroll in the program if needed. Youth have received supportive services after exit, although, due to limited funding, this is rare.

During the ongoing pandemic, more youth in follow-up have maintained contact and requested support services.

(Also see question 12.)

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.

Dakota-Scott may provide incentives for recognition and achievement to eligible youth seeking assistance with academic and employment success. Incentives are intended to encourage and motivate youth to reach specific goals and obtain positive outcomes outlined in their Individual Services Strategy (ISS).

Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment of goals. Youth in need of emergency assistance must be referred to appropriate resource/service

providers.

The incentive policy will be submitted to DEED once approved by the WDB.

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)

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. This includes supportive services. Supportive services provide participants with the resources they need to overcome barriers to successful participation— predominantly related to career and training services. Services may include referrals to local resources such as a local food pantry or program funded support. Support services are provided to participants on a case-by-case basis and are documented in WF1 and case notes. Funding amounts are based on budget and client need and budgetary guidelines are communicated to staff by management. Dakota County contracts with HIRED who maintains a support service policy that is used for participants in this program. Attached.

The Scott County Support Service Policy is attached.

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.

Dakota County and Scott County may co-enroll older out of school youth in the WIOA Adult program for training support.

Southwest Metro Intermediate School 288 and Scott County collaborate in the administration of the Youth Build Program. The school provides all oversight of the program and instruction. The County provides wages, fringe benefits and workers' compensation coverage for the summer Youth Build program.

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):

•Dropouts and potential dropouts

Strategies include maintaining a strong connection to alternative schools. In some instances, schools have referred students who are dropping out directly to youth counselors.

•Youth with language and/or cultural barriers to employment

Programs provide support for youths with cultural and racial barriers while offering opportunities to gain a meaning work experience. Staff promote referrals from these groups and are sensitive to the needs of youth who are English language learners and/or

who are new to our culture. Because our program is small, having a coordinated approach to serving groups of young people from one or another culture is not feasible. Our efforts must remain individually based within our program.

•Youth in foster care and aging out of foster care

Both Scott and Dakota County youth counselors encourage referrals from County Foster Care agencies; often these referrals are for youth who are aging out of foster care. These have been good referrals for us. The youth are eager and engaged.

•Homeless youth or runaways

Serving homeless youth in our programs is challenging. These youth are likely to move without notice and to be unreachable for long periods of time. We have, nevertheless, sought these youth out for services and will continue to do so.

Resources and support are available generally to the youth homeless population through CORE and through Safe Haven for Youth and Harbor Shelter, transitional housing sites in Dakota County. We have strong connections with the supportive Housing Unit of Dakota County also. Scott County works with alternative schools, County Housing staff and the CAP Housing program to receive referrals and coordinate services.

There is a supportive housing unit for homeless youth or youth exiting foster care in Dakota County called Lincoln Place.

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

Both Dakota and Scott County youth programs have a long history of working with adjudicated youth. Program participants in both counties have been referred through our corrections partners. Dakota County probation services includes employment and life skills preparation and support efforts with young clients, both in and out of school. For example, court-ordered work crews include discussing and practicing strategies such as controlling emotional reactions to social media provocations. Other youth can choose to work with community coaches who help youth learn how to fill out job applications, conduct mock interviews with them, and plan for getting to and from jobs.

Dakota County also offers a Career Success program for both justice system-involved youth, and those involved in the child welfare system. In the program, youth meet once per week to do career assessments, tour possible employment sites, do a community service project, and master a specific life/employment skill such as First Aid/CPR.

•Youth with disabilities

We have a long and deep connection with providers of service to youth with disabilities. DEED Vocational Rehabilitation Services is an active member of the Dakota-Scott WDB and Youth Committee. We maintain a connection with the Community Transition

Interagency Committee (CTIC). Our community connections for this group are very well-established.

Tree Trust has a significant amount of experience with working with participants with disabilities. Staff complete various trainings to be able to provide services during programs to these youth so that they feel supported throughout their experience.

•Teen parents

Youth program staff have a strong working relationship with MFIP counselors where teen parents are routinely referred to the Youth Program for co-enrollment. Staff also receive referrals from minor parents attending alternative schools in Dakota and Scott Counties.

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

Dakota and Scott Counties collaborate with youth serving organizations and programs including local schools serving these 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

In Dakota County, WIOA (HIRED) uses the SCANS process as well as a set of curricula (4 books) that expands on the SCANS competencies. MYP (Tree Trust) uses a standard work readiness tool across all their programs (See attached).

Scott County is using the SCANS Work Readiness Skills Assessment. The assessments are on the back of the youth timesheets. Worksite supervisors are to complete the assessment at the beginning of the work experience, when there is improvement or completion of a competency area, and once at the end. (See timesheet 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

Dakota County contractors and Scott County Worksite Supervisors are requested to complete the assessment at least twice during the youth work experience. Copies of the time sheets including the SCANS or Work Readiness Skills assessment are reviewed and documented in case files. Supervisor evaluation of the youth participant is also discussed at worksite monitoring meetings.

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.

Neither Scott nor Dakota County plan to use an Outreach to Schools component.

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.**

Youth receive hands on experience in construction through Youth Build and a ten-hour OSHA certification in Scott County and in landscape and construction through Tree Trust in Dakota County. Scattered sites throughout the two counties offer hands on experience in a variety of fields.

In Dakota and Scott Counties most subsidized job placements are with the non-profit or government sector. Unsubsidized placements are usually with private sector companies that normally hire youth.

Private sector companies have participated in hiring events, local job, and career fairs. We utilize Limited Internships with youth program participants. We continue to build more relationships with private sector employers in both counties.

- **Pre-Employment Transition Services (PRE-ETS project, if appropriate.**

Not currently being used.

- **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.**

Youth Programs in Dakota and Scott County have always depended on our strong connections with other youth-serving organizations. For example, we have connections to several alternative and transitional schools. Youth counselors work with staff and youth to broaden the school’s offerings to include strong employment-related content, including application, resume, interview, and other job-seeking elements. In turn, the school can offer our youth occupational skill training and other supports. Transitions Plus in Apple Valley, Cedar Alternative School in Burnsville, Guadalupe Area Project in South Saint Paul, Hastings High School and the SouthWest Metro Educational Cooperative and the local alternative school programs are just a few of the institutions where a partnership with our programs has proved vital. Youth are encouraged to participate in workshops and activities offered at local CareerForce sites.

We have also had great partnerships with our Vocational Rehabilitation Services colleagues. Many referrals come from this area and many of our youth receive services from both youth and Rehab programs. Staff are highly trained to work with youth with

disabilities.

We have had many youth who are or have been in the foster care system. Foster parents know of our services, but we feel strongly that we must strengthen these ties. Likewise, social service agencies in both counties have referred youth. Here is another opportunity to strengthen a connection. In the year(s) to come, we will explore ways to complement services.

- **Strategies for coordinating with after-school and out-of-school time programming.** Staff participate in and Community Transition Interagency Committees (CTIC) and IEP conferences.

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

Scott County Employment and Training and Dakota County completes quarterly case reviews and outreach efforts to identify Out of School Youth (OSY) under age 25 and SNAP participants who may benefit from OSY service.

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.**

All youth participating in WIOA and MYP have Individual Service Strategies (ISS). The ISS directly relates to the objective assessment conducted at program enrollment and identifies goals for the youth to attain. The ISS form used by the WDA and the Scott County MYP program allows the counselor to collect participant information about past employment, volunteer experience, educational experience, and life skills. The youth participant receives an individualized list of service options and career exploration activities. The ISS is jointly written by the youth participant and the counselor as goals related to education, employment and life skills are set. The ISS acts as a "living" document that allows both the youth and the counselor to track progress as well as the opportunity to make modifications as the need arises.

Collaboration among school districts, program staff, employers, and participants is maintained. Copies of IEPs completed through the school for in-school youth are requested and kept in participant files.

A completed ISS for WIOA indicates:

- *In which of the 14 program elements the youth will participate;*
- *The participant understanding of Labor Market Information;*

- *The establishment of credential attainment goals as appropriate;*
- *A career pathway for education and/or employment;*
- *The use of an objective assessment in the creation of the ISS;*
- *The process for updating the ISS as appropriate; and*
- *The active participation of the youth in the creation of the ISS.*

- 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.** *For Dakota County, the Request for Proposal (RFP) process is opened every five years. The last RFP for youth services was issued on November 30, 2020. In the review process, a committee of Workforce Development Board members, Youth Committee members and Dakota County staff reviews the proposals and makes recommendations to the full Workforce Development Board. Dakota County currently contracts with Tree Trust for the Minnesota Youth Program and with HIRED for the WIOA Youth Program.*

Scott County provides all the services directly and has not subcontracted for services in the most recent program year.

- 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.**

Dakota County and Scott County may co-enroll older out of school youth in the WIOA Adult program for training support (also see question 12).

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

All 14 WIOA required program elements are incorporated into services and available to participants in a manner assuring youth attainment in skill acquisition, high school completion, placement, retention, and advancement. For Scott County, this provision of services is done directly by county staff and referrals are made to community resources for some elements. For Dakota County, HIRED provides the 14 program elements.

- 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**

Counselors check in with school staff obtaining students’ attendance and grades and discuss material with participants. Counselors provide information for GED preparation and testing as well as transportation options. Counselors talk with the youth about time management and study habits.

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

Staff assists youth in finding alternative school options if they are looking to return to school. South St. Paul CLC, DCALS, Tokata, SouthWest Metro, North and South, and Burnsville Alternative are a few of the places Counselors have connected youth to for schools and for credit recovery options. Counselors have also connected youth with Adult Basic Education Services for obtaining GEDs.

iii. Program Element 3: Paid and unpaid work experience

HIRED and Scott County provide paid work experiences for both in-school and out-of-school youth. These are 10-12 week opportunities. The YMCA in West St. Paul and in Eagan, TJMAXX in Burnsville and in Eagan, and Elpis Enterprises are a few places HIRED has established partnerships in which to place youth for subsidized employment. Scott County has placed youth at YouthBuild, Local Schools and the Best Western hotel.

iv. Program Element 4: Occupational skill training

CNA, Phlebotomy, Registered Nurse, Auto Technician, Cosmetology, Information Technology, Forklift Certification, Hospitality, Green Construction, and Culinary are a few of the options Counselors continue to use for occupational skills training for youth.

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

After completing various assessments, Counselors speak with youth about educational opportunities based on the results and interests. They have also connected youth with working adults to ask questions about their careers.

vi. Program Element 6: Leadership development opportunities

Several participants have spoken at HIRED/Dakota-Scott County events talking about their experiences resulting in networking opportunities for attendees. Several youth have participated in filming videos for various events talking about their program experiences. Counselors have helped youth find various supportive groups near their homes such as AA, mental health groups (NAMI), etc.

vii. Program Element 7: Supportive services

HIRED and Scott County provide support services to youth participating in the program. Support Services have helped youth:

- *Purchase interview and/or work clothes;*
- *Acquire birth certificates;*
- *Acquire photo identification;*
- *Acquire bus-light rail cards/tokens: and*

- *Purchase gas for their car*

viii. Program Element 8: Adult mentoring

Counselors mentor youth participants for a minimum of 12 months (often longer) with training on soft skills, basic skills, education, and employment. Correspondence typically occurs in the form of text messages, phone calls, emails, and/or in-person.

ix. Program Element 9: Follow-up services

Counselors provide follow-up with clients for 12 months after program exit. Correspondence typically occurs in the form of texts, phone calls, emails and/or in person.

x. Program Element 10: Comprehensive guidance and counseling

Counselors have provided assistance in:

- *Applications for food and medical benefits;*
- *Housing;*
- *Education (high school and postsecondary);*
- *Financial literacy;*
- *Driver's education;*
- *Soft skills development;*
- *Life skills development; and*
- *Employment skills*
- *Digital literacy skill development*

xi. Program Element 11: Financial literacy education

HIRED and Scott County have helped clients:

- *Open checking and savings accounts;*
- *Develop budgets;*
- *Understand credit; and*
- *Acquire unsecure and secure credit cards.*

HIRED has used "The Mint" and "Practical Money Skills" in providing financial literacy education. Hired also has a financial wellness coach on staff that can provide one on one support and counseling to participants as well as small group sessions with youth. Scott County has used the Money Smart Program, The Mint and other resources.

xii. Program Element 12: Entrepreneurial skills training

For youth participants who express interest in owning their own businesses, The Counselor works with them to develop business plans. HIRED connects them with business owners to learn about what it means to own businesses. Once a business plan is developed Hired also helps youth apply for small business grants through a partnership with MicroGrants.

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

The “What Career Fits You” assessment and the MN Career Assessment are completed by youth along with a HIRED counselor. “My Next Move”, CAREERwise and other resources may be used. After assessment is completed by the youth participant, the participant and the counselor review the results and based on the interest profiles, career options are explored. Using the MN Career book, various careers, the job outlook, needed education and training, and wage information are discussed

xiv. Program Element 14: Postsecondary preparation and transition activities

Counselors have helped set up college tours/orientations for youth at several local postsecondary educational facilities. Counselors have also helped youth complete FAFSA forms and look into scholarship opportunities. The “Power of You” has been an option for some of the youth graduating from participating in the program. Counselors have brought a few clients to Technical and Community Colleges to meet with admissions and financial aid before enrolling in college.

[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>Build job readiness, job search and job skills to secure employment. Reach out to Community Corrections, Probation and jail-based programs to coordinate and provide services. Identify employment opportunities for those with a criminal record. Build awareness about offenses and how they impact employment and housing opportunities. Provide coordinated case management and wrap around services.</p> <p>Partners include: Community Corrections, Probation, Juvenile</p>	<p>Reach out to the foster care community to promote youth activities and coordinate services while youth are in care and when they age out of the foster care system. Provide coordinated case management and wrap around services. Identify worksite mentors and opportunities to be active in the community.</p> <p>Partners include: County Foster Care, Foster Care Providers, Corrections, Probation, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job</p>	<p>Build job readiness, job search and job skills to assist youth with disabilities to secure employment. Provide coordinated case management and wrap around services with multiple service providers and school staff to preparing youth to transition from school to the world of work. Provide career exploration, work experience, training, and Reality Store activities.</p> <p>Identify resources for job coaches and mentors. Support ADA accommodation and accessibility</p>	<p>Identify and address barriers to stable housing. Provide referrals and coordination of services with housing related programs. Participate in Coordinated Community Assessments. Promote financial literacy training including strategies for renting or buying a home. Support landlord and tenant training.</p> <p>Partners include: Community Corrections, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind,</p>	<p>Promote high school completion and GED attainment goals for youth and young adults. Provide work experience activities that combine with educational activities resulting in High School credit recovery for youth. Require school attendance to continue work experience jobs.</p> <p>Partners include: Community Corrections, Juvenile Facilities, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind, State Deaf and Hard of Hearing Services, County</p>

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				
Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, County Social Services, Mental Health Providers, Faith Community, CAP Agencies, Families Moving Forward	Services, DEED Rehabilitation Services, County Social Services, Mental Health Providers, Faith Community, local secondary, alternative and postsecondary schools, CAP agencies,	training. Partners include: Providers of services to individuals who have a disability, Juvenile Facilities, County Jails, Adult Basic Education, DEED Job Services, DEED Rehabilitation Services, State Services for the Blind, State Deaf and Hard of Hearing Services, County Social Services, Mental Health Providers, Faith Community, CAP agencies, local secondary, alternative and postsecondary schools, PACER, Community Interagency Transition Committees	State Deaf and Hard of Hearing Services, County Social Services, Mental Health Providers, CAP Agencies, Families Moving Forward, Lincoln Place, The Link (Passageways), Community Development Agencies, Housing Collaborative and Grants	Social Services, Mental Health Providers, local secondary, alternative and postsecondary schools, CAP Agencies, Families Moving Forward

**Dakota-Scott Workforce Development Board
Work Plan 2022**

YOUTH COMMITTEE

Mission Statement: To provide leadership and support to community partners in fostering the educational and employment success of youth.

Introduction: These strategies and ideas represent the collective work of the Youth Committee in elaboration of the Board’s overall strategic plan. The emphasis is on innovation, and practical implementation of solutions. The test to include them is whether they represent a strategy around which a committee can be formed to make progress. We don’t expect to work on them all at once, or accomplish all of them by the end of 2022, but all represent potential progress on employment solutions. The number at the end of each header corresponds to the strategy on the WDB work Strategic Plan Grid.

Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)

Strategy 4 – Develop tactics to create job awareness and experiential pipeline programs that address gaps identified in local and regional plans.

<ul style="list-style-type: none"> • Compile and distribute materials that support career development and provide information on local resources and opportunities. 	<ul style="list-style-type: none"> • Who’s Hiring Youth—newsletters are distributed monthly along with area wanted analytics • Build connections between school districts and employers <ul style="list-style-type: none"> ○ Highlight employer and student success through enhanced relationships ○ Identify and share contacts to support relationship/connections
<ul style="list-style-type: none"> • Create Industry Boot Camps to provide experimental learning opportunities. 	<ul style="list-style-type: none"> • The Youth Committee funded a Trades Sampler at St. Paul College and Extreme Sandbox experiences
<ul style="list-style-type: none"> • Develop MN Pipeline Projects/Apprenticeships 	<ul style="list-style-type: none"> • Discussion phase. Learning more about structure, regulations, and requirements. Identify presenters to share information during a future meeting. • Continue learning about apprenticeships. Request speakers from DEED, DLI (Rick Martagon), MDE and the Union to discuss apprenticeships, work-based learning, challenges, strategies, expectations, etc.
<ul style="list-style-type: none"> • Examine youth workforce data to identify trends and gaps. 	<ul style="list-style-type: none"> • Request a speaker from DEED to present youth workforce (Tim O’Neill) • Identify disparities using the data – the <i>now what?</i>
<ul style="list-style-type: none"> • Diversity and Inclusion 	<ul style="list-style-type: none"> • Identify disparities within the workforce service area by demographics and industry sectors • Develop outreach to impacted disparity populations to highlight local opportunities.

Goal 2: Convene business, community groups, and educators/trainers to facilitate collaboration between these groups to advance employment opportunities.

Strategy 5 – Identify 1-3 key areas where collaboration can benefit the workforce and business.

<ul style="list-style-type: none"> • Expansion of the Career Success Group 	<ul style="list-style-type: none"> • The YC has funded various sessions which allowed for more in-depth/impactful experiences. Grants have now been secured for future programming. YC members have volunteered and participated in sessions.
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<ul style="list-style-type: none"> Expansion of the Dakota County Library Internship 	<ul style="list-style-type: none"> The YC helped fund the start-up of the library internships. A CDBG grant has been secured to develop more internships across more library locations.
<ul style="list-style-type: none"> Explore use of virtual platforms – to expand reach on population served (i.e. transportation) 	<ul style="list-style-type: none"> Virtual Teen Job Fair Virtual Career Expo - The Academies Of Shakopee

Goal 2: Convene business, community groups, and educators/trainers to facilitate collaboration between these groups to advance employment opportunities.

Strategy 8 – Support and encourage “career pathways” for all K-12 students and out of school youth.

<ul style="list-style-type: none"> Create opportunities for school district staff. 	<ul style="list-style-type: none"> Assess potential for Business and Education Bus Tour or Virtual Business Tour
<ul style="list-style-type: none"> Develop new resources/tools to share with school personnel. 	<ul style="list-style-type: none"> Traitify secured through 07/31/21
<ul style="list-style-type: none"> Identify a holistic approach to career pathway development. 	<ul style="list-style-type: none"> Live, Earn, Learn (Ongoing/Updating)
<ul style="list-style-type: none"> Expose youth to potential future careers. 	<ul style="list-style-type: none"> Future Leaders of Scott County Career Success Continue supporting various Dakota County and Scott County initiatives.
<ul style="list-style-type: none"> Actively participate in community events to develop relationships and involvement with area educators, businesses, and service providers (convene). 	<ul style="list-style-type: none"> Student job and careers fairs, committee participation, workshops, trainings, etc.—ongoing Dakota County Library Teen Job Fair Convene round table discussions with employers and educators to promote involvement and develop a better understanding of workforce needs. Conduct a joint meeting with the Business Services Committee to develop strategies for building stronger business and education connectivity.

Goal 3: Be the recognized expert and voice on addressing local workforce solutions

Strategy 11 – Create the opportunity to be innovative – try new programs/share successes.

<ul style="list-style-type: none"> Expansion of the Career Success Group 	<ul style="list-style-type: none"> The YC has funded various sessions which allowed for more in-depth/impactful experiences. Grants have now been secured for future programming. YC members have volunteered and participated in sessions.
<ul style="list-style-type: none"> Expansion of the Dakota County Library Internship 	<ul style="list-style-type: none"> The YC helped fund the start-up of the library internships. A CDBG grant has been secured to develop more internships across more library locations.
<ul style="list-style-type: none"> Provide youth with opportunities to take on innovative projects that could impact committee efforts 	<ul style="list-style-type: none"> Develop a marketing plan/strategy for Traitify—High school students were provided an opportunity to take on the marketing project. <ul style="list-style-type: none"> Review final project recommendations to continue developing ways to market Traitify.
<ul style="list-style-type: none"> Communicate need and identify transportation options for youth to get to work 	<ul style="list-style-type: none"> Get educated. Educate people on new resources (i.e. CARES \$ or virtual opportunities) Request a presentation from Dakota County and Scott County travel trainers for updates regarding what services are available and ways we can support efforts.

- Credit recovery and reengagement efforts

- Assess potential for summer program opportunities
- Career exploration and job placement opportunities



**Dakota-Scott Workforce Development Board
Dakota County Workforce Services**

**REQUEST FOR PROPOSALS (RFP)
For**

**Youth Employment Programs and Training Services for Workforce
Innovation and Opportunity Act (WIOA) and Minnesota Youth Program**

RFP Release Date:	Monday, November 30, 2020
For Questions & Information:	Sarah Montgomery, Contract Specialist E-Mail: Sarah.Montgomery@co.dakota.mn.us
RFP Responder's Meeting:	Monday, December 7, 2020 2:00 p.m.- 3:00 p.m. (CST) Zoom Link: https://dakotacountymn.zoom.us/j/92768279826?pwd=aHIOTHZ0bnNCZVR3ZEV0N09aY3ExZz09
Proposal Due Date:	3:30 p.m. (CST), Wednesday, December 23, 2020
Submit Proposals To:	Sarah Montgomery, Contract Specialist E-Mail: Sarah.Montgomery@co.dakota.mn.us Dakota County Community Services 1 Mendota Rd West, Suite 500 West Saint Paul, MN 55118-4773

To access this document online, or to acquire additional information about Dakota County, visit our website at: www.co.dakota.mn.us or for Request for Bids, Proposals and Information <http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>

**REQUEST FOR PROPOSALS (RFP)
FOR**

**Youth Employment Programs and Training Services for Workforce Innovation and Opportunity Act (WIOA) and
Minnesota Youth Program**

GENERAL INFORMATION

A. Overview

The Dakota-Scott Workforce Development Board (WDB) and its Youth Committee has been given the responsibility of identifying eligible providers to carry out youth career development activities under both the Workforce Innovation and Opportunity Act (WIOA) and the State Minnesota Youth Program (MYP). This Request for Proposal (RFP) is being issued to solicit proposals for the operation of youth career development programs in Dakota County.

WIOA Youth Program services provides out-of-school youth between the ages of 16-24 and in-school youth between the ages of 14 and 21, with year-round employment and training services including work-based learning, an introduction to career pathways, attainment of recognized credentials and wraparound support services.

State Minnesota Youth Program services provides short-term employment and training services to low-income and at-risk youth ages 14 to 24, who lack the academic and applied skills considered critical in the workplace.

Dakota County intends to designate one or more service providers for a period up to five years. Proposals must reflect an ability to provide all services designated under this RFP either through the proposer's organization alone or with the proposer and identified subcontractors. These services are funded by an allocation formula which apportions federal and state monies to Workforce Development Areas (WDA).

NOTE: Contracted funds may only be used to pay staff salaries and other direct service costs. No administrative funding will be provided.

B. Funding Level

This RFP is issued to solicit a contractor or contractors to provide comprehensive youth employment training services under two distinct programs with two distinct funding streams:

- WIOA Youth Program services as required under the Workforce Innovation and Opportunity Act (WIOA) with an estimated annual funding of \$204,144.
- State Minnesota Youth Program (MYP) services as required under the Minnesota Youth Program with the estimated annual funding of \$141,308

These funding projections are subject to change, consistent with the final allocation levels established by Federal and State of Minnesota funds. Dakota County seeks proposals that include service provisions for both programs.

C. Purpose and Scope

This RFP is issued to solicit a contractor(s) to provide comprehensive youth employment and training services authorized under both Title 1 of the Federal Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) and State Minnesota Youth Program (MYP) (MN Statutes 116L.561).

Responders may submit proposals for the WIOA Youth Program, MYP, or both. The Initial awards under this RFP will reflect the estimated amount of funding for each service, with the period of April 1, 2021 through March 31, 2022 for WIOA Youth Programs and the period of July 1, 2021 through June 30, 2022 for MYP services. Funds for the years following will be allocated to the WDA by the State of Minnesota to the service provider(s) selected through this RFP process. This subsequent allocation of funds is dependent on the availability of Federal and State Youth Employment funds, provider effectiveness, and demonstrated need for services offered.

D. Instructions for Submitting Proposals

1. Proposals, one (1) **electronic copy via email**, must be received by **3:30 p.m. (CST), Wednesday, December 23, 2020** and should be submitted to Sarah Montgomery, Contract Specialist by email, Sarah.Montgomery@co.dakota.mn.us. Late or incomplete proposals may not be accepted.

Sarah Montgomery, Contract Specialist
Dakota County Community Services/Contracts
1 Mendota Road West, Suite 500
West Saint Paul, MN 55118-4773
Email: Sarah.Montgomery@co.dakota.mn.us

The proposal must be no more than 24 pages in length for all categories, **including a cover letter**, a completed **Request for Proposal Service Provider Fact Sheet**, Attachment 1, **Leveraged Resources Budget Estimator**, Attachment 2, **Contractor Fact Sheet**, Exhibit 1, and a completed **Trade Secret Information Form**, Exhibit 2, **Collusion and Non-Collusion and Conflict of Interest Statement**, Exhibit 3. The document must be double-spaced and have a font size of no less than 10 point. Pages must be numbered.

2. In order that all potential Proposers to this RFP receive information equally, questions pertaining to this RFP must be sent to Sarah Montgomery by email Sarah.Montgomery@co.dakota.mn.us or by phone at 651-554-5893, on or before **3:30 p.m. (CST) Tuesday, December 8, 2020**.

Dakota County will be holding a meeting for all interested providers on **Monday, December 7, 2020 at 2:00 p.m. to 3:00 p.m. (CST)**. This meeting will allow time for providers to ask questions of program staff. Providers interested in responding are strongly encouraged to attend. However, this meeting is not mandatory. This meeting will be held via Zoom.

Responder's Conference details:

Zoom Link:

<https://dakotacountymn.zoom.us/j/92768279826?pwd=aHIOTHZ0bnNCZVR3ZEV0N09aY3ExZz09>

Or

Call-In Option:

If Zoom is not workable, interested parties can also join the Informational Meeting via telephone at the following number:

Dial: 1-651-372-8299, Meeting ID: 927 6827 9826, Passcode: 691100

On **Wednesday, December 9, 2020 at 4:30 p.m. (CST)**, a written text with all received questions and answers will be available via the County's Internet web site at www.co.dakota.mn.us. Click on E-Government and select RFP on the menu. No questions about the RFP will be accepted after **3:30 p.m. (CST) Tuesday, December 8, 2020**.

E. Terms and Conditions

1. Rejection of Proposals
Dakota County reserves the right to reject any or all proposals, which do not, in its opinion, serve the best interest of Dakota County or the intent of this project.
2. Incurred Costs
Dakota County will not be liable for any expenses incurred by the Responder(s) in connection with the preparation or submittal of a response to this RFP.
3. Economy of Preparation/Proposal Presentation
Proposals should be prepared simply and economically, providing a straight forward and concise, but complete and detailed, description of the Responders' ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

4. RFP Release

This RFP was released on Monday, November 30, 2020. Dakota County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site at the address: <http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>

Responder(s) are encouraged to check the web site regularly for changes to the RFP or schedule of important dates.

This RFP is intended to provide potential **C**ontractors with information necessary to prepare a complete and comprehensive proposal and to present guidelines for proposal submission and review. While it is the County's intent to enter into contracts with qualified Responder(s) for the provision of professional and technical services set forth herein, this RFP does not obligate the County to complete the RFP process or to enter into a contract if it is considered to be in its best interest. The County reserves the right to cancel this RFP at any time for any reason. The County also reserves the right to reject any and all applications received as a result of this RFP.

5. Ownership of Proposals

All proposals submitted on time become the property of Dakota County upon submission, and the proposals will not be returned to the Responder. By submitting a proposal, the Responder agrees that Dakota County may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public records. The Responder consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

6. Public Records and Requests for Confidentiality

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submitted a timely proposal to Dakota County will be public once the proposals are opened. All other information contained in the proposals remains private until Dakota County has completed negotiating a contract with the selected Responder. After a contract has been negotiated, all information in all proposals received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37. All information submitted by a Responder therefore shall be treated as public information by Dakota County unless the Responder properly requests that information be treated as a confidential trade secret at the time of submitting the proposal.

Any request for confidential treatment of trade secret information in a Responder's proposal must sufficiently describe the facts that support the classification of information as confidential trade secret. The request must include the name, address, and telephone number of the person authorized by the Responder to answer any inquiries by Dakota County concerning the request for confidentiality. This information shall be provided on the Trade Secret Information Form, see Exhibit 2. Dakota County reserves the right to make the final determination of whether data identified as confidential trade secret by a Responder falls within the trade secret exemption in the Minnesota Government Data Practices Act.

The envelope or mailing container of any documents submitted with the proposal that the Responder believes contain confidential trade secret information must be clearly marked as containing confidential trade secret information. Each page upon which trade secret information appears must be marked as containing confidential trade secret information.

In addition to marking the documents as confidential, the Responder must submit one paper and one digital copy of the proposal from which the confidential trade secret information has been excised. The confidential trade secret information must be excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible.

The Responder's failure to request confidential treatment of confidential trade secret information pursuant to this subsection will be deemed by Dakota County as a waiver by the Responder of any confidential treatment of the trade secret information in the proposal.

Requests by the public for the release of information held by Dakota County are subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Responders are encouraged to familiarize themselves with these provisions prior to submitting a proposal.

By submitting this bid/proposal, Responder agrees to indemnify and hold the County, its agents and employees, harmless from any claims or causes of action relating to the County's withholding of data based upon reliance on the below representations, including the payment of all costs and attorney fees incurred by the County in defending such an action.

7. Prime Responder Responsibilities

The selected Responder will be required to assume responsibility for all services offered in its proposal whether or not Responder provides them. Furthermore, the selected Responder will be the sole point of contact with Dakota County Community Services Administration with regard to the contractual matters, including payment of any and all charges resulting from the contract. Dakota County will give permission for successful Responders to enter into subcontract(s) under terms of the contract.

8. Contract Term

The County will negotiate contract terms with Responder(s) whose proposal, references, and oral interview, as determined by Dakota County, shows them to be among the best qualified, responsible, and capable of performing the work in a cost effective manner. Negotiations will be conducted between the qualified Responder(s) and designated staff from Dakota County.

The contract term for Workforce Innovation and Opportunity Act (WIOA) Youth Program will be from April 1, 2021 through March 31, 2022.

The contract term for State Minnesota Youth Program (MYP) will be from July 1, 2021 through June 30, 2022.

9. Contract Termination

Responder(s) should be aware that any contract established may include the following conditions regarding contract termination:

Notwithstanding any provision of this contract to the contrary, the County may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this contract. Written Notice of Termination sent by the County to Contractor by facsimile is sufficient notice under the terms of this contract. The County is not obligated to pay for any services that are provided after written Notice of Termination for lack of funding. The County will not be assessed any penalty or damages if the contract is terminated due to lack of funding.

Termination may be affected by the failure of the Contractor to fulfill any provision of the contract. Contractor shall immediately notify the County in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed upon quality and quantity of services. Upon such notification, the County and Contractor shall determine whether such inability requires a modification or cancellation of the contract.

10. Indemnification

All claims that arise or may arise against Contractor, its officers, employees and/or agents as a consequence of any act or omission on the part of Contractor, its officers, employees and/or agents while engaged in the performance of this contract shall in no way be the obligation or responsibility of the County. Contractor shall indemnify, hold harmless and defend the County, its officers, employees and agents against any and all liability, loss, costs, damages, expenses, claims or

actions, including attorney's fees that the County, its officers, employees and/or agents may sustain, incur or be required to pay, arising out of or by reason of any act or omission of Contractor, its officers, employees and/or agents, in the execution, performance, or failure to adequately perform Contractor's obligations pursuant to this contract.

11. Insurance Requirements
Selected Contractor(s) will be required to meet Dakota County insurance requirements, which are attached as Exhibit 4. A certificate of insurance to evidence such coverage must be submitted to Dakota County prior to execution of a contract.
12. Fidelity Bond
If there are components of the proposal that authorize employees to receive or distribute monies on the part of clients, a fidelity bond will be required. Evidence of such coverage must be submitted to Dakota County prior to execution of the contract.
13. License
If licensure or certification is required related to the service(s), the selected Contractor(s) shall provide proof of applicable licensure or certification prior to the execution of a contract.
14. Standard Assurances
Selected Contractor(s) will be required to abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to the facilities, programs and staff for which the selected vendor(s) are responsible, which includes, but is not limited to, all Standard Assurances, attached as Exhibit 5.
15. HIPAA
Selected Contractor(s) must be compliant with the Minnesota Government Data Practices Act, Minn. Statute, Chapter 13, and have the capacity to abide by all applicable requirements of the Health Insurance Portability and Accountability Act (HIPAA).
16. Program Evaluation
Selected Contractor(s), in conjunction with County staff, will design program evaluation tools. Selected vendor(s) must maintain information specified by Dakota County that will contain sufficient detail to enable the County to maintain and evaluate program goals and objectives.
17. Registration and Good Standing
Selected Contractor(s) must be in compliance with Minnesota law governing transaction of business in the State of Minnesota. Upon award of the contract, the County will verify compliance prior to contracting.

F. Evaluation of Proposal/Selection Criteria

All Respondents will be asked to comply with the instructions for the preparation and submission of proposals. Respondents should provide a clear and comprehensive description of the proposed program so that no additional information is needed for the evaluation of the proposal.

It should be noted that a contract award will be based on program design. Thus, it is expected that a contract will be awarded to the Respondents whose proposal is determined to be programmatically superior with agreement to all items outlined in Exhibit 5. Such determination will be based upon evaluation of the information furnished, using the selection criteria listed below

If selected as a Contractor, evidence that the following factors have been met will be required prior to the execution of a contract:

- a) Please provide written verification that all staff who will perform the service(s) will have had criminal background checks completed within the last 5 years, along with a written statement that these staff have not been involved in any criminal activity.
- b) Please provide written verification that all staff who will perform the service(s) you have indicated have received training in mandatory reporting requirements.

- c) Please provide written verification that you are aware of and in compliance with HIPAA requirements as they affect you and/or your organization.
- d) Compliance with Insurance Terms, outlined in Exhibit 4. NOTE: All Contractors are required to have a certificate of insurance showing coverage for Workman's Compensation (or sign a waiver form if not applicable to the vendor), General Liability with Dakota County as additional insured, and Professional Liability.
- e) Compliance with Standard Assurances, outlined in Exhibit 5.

G. Proposal Format one (1) electronic copy via email, must be received by **3:30 p.m. (CST), Wednesday, December 23, 2020** and should be submitted to Sarah Montgomery, Contract Specialist by email, Sarah.Montgomery@co.dakota.mn.us.

- A. Service Provider Fact Sheet (see Attachment 1)
 - B. Required Program Categories (not to exceed 24 pages for all categories; extra pages will be removed, must be double-spaced)
1. Executive Summary
 - Provide a concise description of your organizational strengths, service delivery and history of success. Show how your organization possesses all the following characteristics:
 - Comprehensive knowledge and mastery of Federal law/ Minnesota law that mandates and supports the WIOA Youth Program and/or the Minnesota Youth Program;
 - Demonstrated understanding of the connection between case management, youth engagement and performance outcomes;
 - Knowledge of best practices in WIOA Youth Programs and/or MYP services;
 - Proof of connections to employers and community-based organizations in Dakota County and experience in building collaborations across agency lines;
 - Ability and willingness to provide services in Dakota County's two CareerForce locations as well as other community sites as appropriate;
 - Evidence of ability to provide culturally appropriate services;
 - Demonstrated fiscal capacity to operate an effective program within the limitations of allocated dollars and to manage expenditures while staying within stated limits;
 - Demonstrated capacity to internally evaluate programs and provide necessary tracking and reporting of progress;
 - Proven ability to adapt to the changing environment of publicly-funded youth programs;
 - Ability to leverage other resources toward program outcomes and enhancements.

2. Program Design

All WIOA Youth Programs must include the following:

- A Comprehensive Assessment
- An Individual Service Strategy
- Follow-Up Services for a minimum of 12 months post exit.

All WIOA Youth Programs must provide the fourteen mandated program elements within the framework of their programs. Current mandated elements are the following:

- Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences with an academic and occupational education component, including summer and year-round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate;
- Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to post-secondary education and training;
- Financial literacy education;
- Entrepreneurial skills training;
- Leadership development opportunities, which may include community services and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Support services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than twelve (12) months;
- Follow-up services for twelve (12) months after the completion of participation.

Responders must indicate how they would offer this program design, incorporating each of the above fourteen elements, either directly through their own staff or through the offices of stated partners.

For both WIOA Youth and MYP, provide the following:

Describe the targeted age group and clearly outline program goals and objectives. List the number of youth to be served. What employment opportunities will you have? How many hours will they engage in work experience? How many weeks? What will they be paid? How will an Individual Service Strategy be developed, monitored and updated to reflect the personal needs of each youth participant?

Please distinguish between your current service models and potential service models that you propose to implement in Dakota County. Depth of service is as important as the number of youth served. Given the funding limits, what would be the total number of youth that you could serve as the sole provider or as one of multiple providers?

In your response, describe your program-design vision for youth services and how you would implement this vision for a typical youth. How would you recruit, engage, plan, provide for, and sustain the success of this youth? How long might his/her program last? How would you build trust and motivation? What proven strategies and innovative program elements would you offer?

Under this category, proposals will be rated on the responder's demonstrated understanding of the WIOA / MYP Youth program design and ability to harmonize standard case management practices with innovative, engaging strategies to recruit and retain youth in the program and ensure positive outcomes.

3. Knowledge of Statutes and Mandated Programs

Describe proposer's current model of recruitment, outreach, eligibility determination, and case management. This model must reflect the intention of WIOA/MYP and its programmatic requirements as well as the state-defined purpose of youth employment programs. Show evidence of knowledge of youth employment and training programs, their legislative requirements as well as best practices.

Under this category, proposals will be rated on evidence of knowledge of WIOA/MYP and its provisions for services for youth workers and State practices and requirements for youth employment programs. Proposers should describe a model for recruitment, outreach, orientation and enrollment, that reflects an efficient cycle time (specify number of weeks) from first contact to first service and that demonstrates understanding of eligibility requirements in all programs.

Participant access to staff should be easy and direct. Components of the case management model must demonstrate mandatory requirements as well as reflect the proposers understanding of best industry practices. Strategies for follow up should harmonize both customer-service and state-mandated considerations.

4. Organizational Capacity

In order to fully implement the WIOA / MYP Youth programs, an organization must be able to maximize staff and other resources, collaborate with community partners including employers and strive for continuous improvement. Because the landscape of Youth Services changes regularly, an ability to embrace change with equanimity is an essential component in the successful responder.

Although it is not required that the contractor locate staff at CareerForce locations, the Youth Committee and the WDA expect that space and resources at Dakota County's two CareerForce locations will be utilized by the Youth contractor(s). Every effort will be made to accommodate the selected responder's plans in this regard. The Workforce Innovation and Opportunity Act (WIOA) mandates providing services to 75% out of school youth.

The Youth Committee and the WDA, along with new WIOA language, is committed to providing Work Experience to appropriate participants and have required that at least 20% of contractors WIOA budget in 2021 be earmarked for this activity.

In your response, please answer the following questions:

- If you are chosen as the sole provider or one of many providers, what FTE level can you provide for WIOA and MYP Youth services in Dakota County?
- How are staff trained/developed?
- What is your organization's internal system for supervision, quality control and continuous improvement?
- How will you recruit in-school and out of school youth?
- How will you provide work experience and subsidized wages for youth? How will you develop work sites? How will you match youth to appropriate experiences?
- How will you provide culturally appropriate services?
- How will you innovate to expand and/or create new opportunities for youth in this program?
- How will you make use of the CareerForce locations in Dakota County?
- How will you utilize your community and business ties to benefit youth participants?

In this category, proposals will be rated according to the demonstrated ability to support the program-design vision as described in your response to Item #2.

5. Performance

Describe in detail your strategy for attaining 100% of performance outcome goals in Program Year 2021.

Services for youth must result in the following WIOA performance goals:

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

Performance measure for MYP are negotiable. Please identify ways you will demonstrate program successes and outcomes.

Performance expectations may be adjusted/changed as state policies regarding WIOA and MYP are issued.

6. Appendices (Items in this category are not restricted to a certain number of pages)
An organizational chart depicting reporting structure, staff roles, and the larger organization beyond the scope and services described in this RFP. Indicate precisely who will supervise the WIOA / MYP Youth staff assigned to Dakota County;
1. Copies of fiscal and program tracking tools for one month.
 2. Job descriptions of staff members who will deliver services under the programs listed in this RFP.
 3. Completed Leveraged Resources Budget Estimator.
 4. One year of performance data.
 5. A copy of your *current* insurance certificate.
 6. Up to three additional documents of your choice that capture the flavor of your organization (optional).

Late or incomplete proposals may not be considered.

Rating –Maximum Points - 100

Proposals will be rated as follows:

- A. Executive Summary (0 to 10 points)
- B. The quality of the program design (0 to 30 points)
- C. The quality and completeness of the information contained in the required program categories below (0 to 45 points)
 1. Knowledge of Statutes and Mandated Programs (0 to 15 points)
 2. Organizational Capacity (0 to 15 points)
 3. Performance (0 to 15 points)
- D. The quality and completeness of the information contained the appendices (0 to 15 points).

ATTACHMENTS AND EXHIBITS

Attachments:

1. Request for Proposal Service Provider Fact Sheet
2. Leveraged Resources Budget Estimator

Exhibits:

1. Contractor Fact Sheet
2. Trade Secret Information Form
3. Non-Collusion and Conflict of Interest Statement
4. Insurance Requirements
5. Standard Assurances



Request for Proposal Service Provider Fact Sheet

Legal Entity Name (Include DBA name, if applicable)		
Mailing Address		
City/State	Zip	County
Telephone Number	FAX Number	
Contact Person's Name	Title/Position	
Telephone Number of Contact Person	FAX Number	
E-mail address	Web Site	

Please check one of the following:

- | | |
|--|---|
| <input type="checkbox"/> Incorporated for Profit | <input type="checkbox"/> Governmental Unit |
| <input type="checkbox"/> Incorporated Non Profit (501c3) | <input type="checkbox"/> Other, please explain: _____ |
| <input type="checkbox"/> Partnership | |
| <input type="checkbox"/> Proprietorship | |

I. Name of Persons Authorized to Sign Contracts

Name	Title	Telephone

MN Tax Number	Federal Employer I.D. Number
---------------	------------------------------

Attachments:

List governmental units with whom you currently contract, including contact name and number.

List Dakota County Departments with whom you have worked in the past three years including a contact name and number.

List three references including name, number and business relationship.

List current contract(s) you have for providing employment and training services to specific populations e.g., low income, dislocated worker, youth.

**Leveraged Resources
Budget Estimator**

Resource or service	Duration of resource or service	Actual or estimated value of resource or service
E.g. Purchased assessment software	Entire program year	\$1,750
E.g. Expert gives group presentation on health care options	24 hours	\$2,400

Contractor Fact Sheet

1. Name/Address of Applicant Agency:

Name:	
Address:	

Director:	
Phone:	
Email:	

2. Please Check One of the Following:

- Incorporated for Profit
- Incorporated for Non-Profit (501-C-3)
- Partnership
- Proprietorship
- Governmental Unit
- Other, Please describe: _____

3. Contact Person, if Other Than Director:

Name	Title	Phone

4. Name of Person(s) Authorized to Sign Contracts:

Name	Title	Phone

5. Please Indicate Tax Identification Numbers as Applicable to Your Organization:

MN Tax I.D. Number:	
Federal Employer I.D. Number:	

6. Please Attach the Following Items, as Applicable to Your Organization:

- Annotated Board of Directors Roster, if applicable.
- Organizational Chart, if applicable.
- Identify any government contracts you currently hold in the State of Minnesota or surrounding States, if applicable.

Trade Secret Information Form

The following form must be provided by Responder to assist the County in making appropriate determinations about the release of data provided in Responder's bid or proposal.

All responders must select one of the following boxes:

- My bid/proposal **does not** contain "trade secret information." I understand that my entire bid/proposal will become public record in accordance with Minn. Stat. § 13.591.

- My bid/proposal **does** contain "trade secret information" because it contains data that:
 - 1. (a) is a formula, pattern, compilation, program, device, method, technique or process; **AND**
 - (b) is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy; **AND**
 - (c) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

- 2. I have submitted one paper and one digital copy of my bid or proposal from which the confidential information has been excised. The confidential information has been excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible **AND** I am attaching an explanation justifying the trade secret designation.

Please note that failure to attach an explanation may result in a determination that the data does not meet the statutory trade secret definition. All data for which trade secret status is not justified will become public in accordance with Minn. Stat. § 13.591.

Non-Collusion and Conflict of Interest Statement

Please print or type (in ink)

CONTRACTOR NAME: _____ FEDERAL TAX ID NUMBER: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____ email: _____

In signing this bid, proposal or quote, Contractor certifies that it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of the competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid, proposal or quote; that this bid, proposal or quote has been independently arrived at without collusion with any other party submitting a bid, proposal or quote, competitor or potential competitor, that this bid, proposal or quote has not been knowingly disclosed prior to the opening of the bids, proposals or quotes to any bid, proposal or quote competitor; that the above statement is accurate under penalty or perjury.

Contractor also certifies that to the best of its knowledge none of its owners, directors, officers or principals (collectively, "Corporate Executive") are closely related to any County employee who has or may appear to have any control over the award, management, or evaluation of the contract. A Contractor's Corporate Executive is closely related when any of the following circumstances exist:

1. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are related by blood, marriage or adoption; or
2. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are current or former business partners, co-workers, or have otherwise previously worked closely together in the private or public sector; or
3. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract share a personal relationship that is beyond that of a mere acquaintance, including but not limited to friendship or family friendship.

If one or more of the above circumstances exist, Contractor must disclose such circumstance(s) to Dakota County in writing. Failure to disclose such circumstances invalidates the Contract.

Contractor will comply with all terms, conditions, specifications required by the party submitting a bid, proposal or quote in this Request for Bid, Proposal or Quote and all terms of our bid, proposal or quote response.

Authorized Signature

Title

Date

You are advised that according to Dakota County Board Resolution 12-508, if there is a question as to whether there may be an appearance of a conflict of interest, the contract shall be presented to the County Board for approval, regardless of the amount of the contract. Whether a conflict of interest or the appearance of a conflict of interest exists is a determination made by Dakota County.

Submit this form as part of the Bid, Proposal or Quote response.

V.6 Revised: 2/2016 JET/LSO

INSURANCE TERMS

Contractor agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED

1. Workers Compensation. Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than \$500,000. If Contractor is not required by Statute to carry Workers' Compensation Insurance, Contractor agrees: (1) to provide County with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Contractor from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to County of any change in Contractor's exemption status under Minn. Stat. § 176.041; and (3) to hold harmless and indemnify County from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain Workers' Compensation Insurance, Contractor agrees to promptly provide County with evidence of such insurance coverage.

2. General Liability.

"Commercial General Liability Insurance" coverage (Insurance Services Office form title), providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). Such coverage may be provided under an equivalent policy form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad. An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form.

If Commercial General Liability insurance can only be provided on a claims-made basis, the Contractor agrees to maintain such insurance for at least one (1) year from Contract termination. The retroactive date for the claims made policy must be prior to the start of the contract term.

Contractor agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$1,500,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy).

Such Commercial General Liability policy and Umbrella or Excess Liability policy (or policies) may provide aggregate limits for some or all of the coverages afforded thereunder, so long as such aggregate limits have not, as of the beginning of the term or at any time during the term, been reduced to less than the total required limits stated above, and further, that the Umbrella or Excess Liability policy provides coverage from the point that such aggregate limits in the underlying Commercial General Liability policy become reduced or exhausted. An Umbrella or Excess Liability policy which "drops down" to respond immediately over reduced underlying limits, or in place of exhausted underlying limits, but subject to a

deductible or "retention" amount, shall be acceptable in this regard so long as such deductible or retention for each occurrence does not exceed the amount shown in the provision below.

Contractor's liability insurance coverage may be subject to a deductible, "retention" or "participation" (or other similar provision) requiring the Contractor to remain responsible for a stated amount or percentage of each covered loss; provided, that such deductible, retention or participation amount shall not exceed \$25,000 each occurrence.

Such policy(ies) shall name Dakota County, its officers, employees and agents as Additional Insureds thereunder.

Such policy(ies) shall name the Minnesota Department of Human Services, its officers, employees and agents as Additional Insureds thereunder.

3. Professional Liability. Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least \$1,500,000 per occurrence and aggregate (if applicable). Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.

It is understood that such Professional Liability insurance may be provided on a claims-made basis, and, in such case, that changes in insurers or insurance policy forms could result in the impairment of the liability insurance protection intended for Dakota County hereunder. Contractor therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of Dakota County's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage") or similar policy option if necessary or appropriate to avoid impairment of Dakota County's protection. Contractor further agrees that it will, throughout the one (1) year period of required coverage, immediately: (a) advise Dakota County of any intended or pending change of any Professional Liability insurers or policy forms, and provide Dakota County with all pertinent information that Dakota County may reasonably request to determine compliance with this section; and (b) immediately advise Dakota County of any claims or threats of claims that might reasonably be expected to reduce the amount of such insurance remaining available for the protection of Dakota County.

4. Automobile Liability. Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least \$1,500,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy(ies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy(ies) shall be at least as broad with respect to such Business Automobile Liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor's Commercial General Liability policy, such Business Automobile Liability policy shall also include coverage for motor vehicle liability assumed under this contract.

Such policy, and, if applicable, such Umbrella or Excess Liability policy(ies), shall include Dakota County, its officers, employees and agents as Additional Insureds thereunder.

5. Self Insurance. Dakota County recognizes that the contractor is self insured for general liability, professional liability or automobile liability and maintains excess coverage in order to meet the requirements set for the in this section of the contract. The contractor agrees to provide Dakota County with financial information to assist the County in determining the ability of the contractor to cover self insured losses.

6. Additional Insurance. Dakota County shall, at any time during the period of the Contract, have the right to require that Contractor secure any additional insurance, or additional feature to existing

insurance, as Dakota County may reasonably require for the protection of their interests or those of the public. In such event Contractor shall proceed with due diligence to make every good faith effort to promptly comply with such additional requirement(s).

7. Evidence of Insurance. Contractor shall promptly provide Dakota County with evidence that the insurance coverage required hereunder is in full force and effect prior to commencement of any work. At least ten (10) days prior to termination of any such coverage, Contractor shall provide Dakota County with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of the Dakota County Certificate of Insurance, or in such other form as Dakota County may reasonably request, and shall contain sufficient information to allow Dakota County to determine whether there is compliance with these provisions. At the request of Dakota County, Contractor shall, in addition to providing such evidence of insurance, promptly furnish Contract Manager with a complete (and if so required, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least thirty (30)-day's notice to Dakota County prior to the effective date of policy cancellation, nonrenewal, or material adverse change in coverage terms. On Certificate of Insurance, Contractor's insurance agency shall certify that he/she has Error and Omissions coverage.

8. Insurer: Policies. All policies of insurance required under this paragraph shall be issued by financially responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to Dakota County. Such acceptance by Dakota County shall not be unreasonably withheld or delayed. An insurer with a current A.M. Best Company rating of at least A-VII shall be conclusively deemed to be acceptable. In all other instances, Dakota County shall have fifteen (15) business days from the date of receipt of Contractor's evidence of insurance to advise Contractor in writing of any insurer that is not acceptable to Dakota County. If Dakota County does not respond in writing within such fifteen (15) day period, Contractor's insurer(s) shall be deemed to be acceptable to Dakota County.

9. Noncompliance. In the event of the failure of Contractor to maintain such insurance and/or to furnish satisfactory evidence thereof as required herein, Dakota County shall have the right to purchase such insurance on behalf of Contractor, which agrees to provide all necessary and appropriate information therefor and to pay the cost thereof to Dakota County immediately upon presentation of invoice.

10. Loss Information. At the request of Dakota County, Contractor shall promptly furnish loss information concerning all liability claims brought against Contractor (or any other insured under Contractor's required policies), that may affect the amount of liability insurance available for the benefit and protection of Dakota County under this section. Such loss information shall include such specifics and be in such form as Dakota County may reasonably require.

11. Release and Waiver. Contractor agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Contractor. Contractor hereby releases Dakota County, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Contractor, and to anyone claiming through or under Contractor, by way of subrogation or otherwise, for any loss of or damage to Contractor's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of Dakota County or other party who is to be released by the terms hereof, or by anyone for whom such party may be responsible.

Contractor agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Contractor shall, upon the request of Dakota County, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by Dakota County, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by Dakota County, Contractor shall provide a full and complete copy of the pertinent property insurance policy(ies).

Insure CS (Rev. 9/4/07)

STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination because of their race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex or national origin.

B. Executive Order 11246, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. The Workforce Investment Act of 1998, 29 U.S.C. 2801 *et seq.* as amended, and WIA regulations which prohibit discrimination under any program funded in whole or in part with WIA funds because of race, color, religion, sex, national origin, age, handicap or political affiliation or beliefs. Although certain restrictions apply, generally, persons cannot be denied participation in a WIA program simply because of their citizenship.

I. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition or privilege of employment.

J. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients of federal financial assistance from discriminating on the basis of national origin which includes not discriminating against those persons with limited English proficiency.

K. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY**. For purposes of this Contract all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as any applicable Federal laws on data privacy. Contractor must comply with the applicable data management requirements as if it were a governmental entity. The remedies in Minn. Stat. section 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to the public if the public data are available from the governmental agency (County), except as required by the terms of this Contract. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **HEALTH DATA PRIVACY**. The Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) when applicable to the Contractor's duties under this Contract. When applicable, Contractor agrees to comply with the HIPAA and HITECH Privacy requirements, Standards for Electronic Transactions, Security requirements, and any other applicable health data laws, rules, standards and requirements in effect during the term of this Agreement.

4. **RECORDS DISCLOSURE/RETENTION**. Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County, the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5 and the U.S. Department of Health and Human Services. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

5. **WORKER HEALTH, SAFETY AND TRAINING**. Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state and local occupational safety and health standards, regulations and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

6. **APPEALS**. The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters.

7. **REPORTING**. Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

8. **MDHS THIRD-PARTY BENEFICIARY.** Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

9. **PSYCHOTHERAPISTS.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 148A, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

10. **PROVIDERS OF SEMI-INDEPENDENT LIVING SKILLS (SILS).** SILS providers shall send all announcements or advertisements of employment opportunities offered by the providers to the personnel department of the host county's designated Regional Treatment Center for persons with mental retardation or related conditions.

11. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS.** By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

12. **CONTRACTOR DEBARMENT, SUSPENSION AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, The Contractor Certifies That It And Its Principals* And Employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

E. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manger; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <http://oig.hhs.gov/fraud/exclusions/listofexcluded.html>.

Attycv/Exh SA1 human services(03-14)

**Dakota-Scott Workforce Development Board
Youth Program Incentive and Stipend Policy**

Effective Date:

Last Reviewed:

Policy Title: Dakota-Scott Workforce Development Board, Youth Program Incentive and Stipend Policy

Purpose: Workforce Innovation and Opportunity Act (WIOA) Youth funds may be used to provide incentives and stipends as an allowable expense for WIOA Title I Youth. Incentives and stipends are intended to encourage and motivate youth to reach specific goals and obtain positive outcomes outlined in their Individual Services Strategy (ISS).

Incentives and stipends are not intended as emergency assistance, but rather as a complement to services provided and/or recognition of youth's personal attainment of goals. Youth in need of emergency assistance must be referred to appropriate resource/service providers.

Policy Statement:

- For participants enrolled in the WIOA Youth Program – WIOA Youth funds can be used to provide incentives and/or stipends for recognition and achievement relating to academic and employment success.
- For participants enrolled in the Minnesota Youth Program (MYP) – MYP does not have a policy prohibiting or limiting the use of funds for incentives and/or stipends.

Definitions:

- **Incentive** – An incentive is a payment to a youth participant for the successful completion of expected outcomes in the participant's ISS and core program activities. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills, and/or an occupational skill as identified in their ISS. Such achievements must be documented in the participant's file as the basis for an incentive payment.
- **Stipend** – A stipend is a fixed payment made to a youth participant to encourage participation in certain activities. Stipends may be paid to participants for their successful participation in education, career services, or training services. Stipends may be paid based on actual hours of attendance. Attendance must be documented in the participant's file as the basis for a stipend payment.
- **Individual Service Strategy (ISS)** – An ISS is a required component of the youth program enrollment process. It identifies the participant's education and employment goals, appropriate achievement objectives that will help lead to goal attainment, and the program elements that will help lead to goal attainment. An ISS is updated on an ongoing basis by documenting the program elements provided, the participant's progress, activities completed, benchmarks reached, and any other accomplishments.

Incentives

Action Required

- Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. They may be awarded upon completion of activities that are tied to goals in a participant's ISS.
- Typical incentives may include but are not limited to gift cards and/or checks made payable to the youth. Incentives may not include entertainment such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.
- Incentives will be awarded upon completion of activities that are tied to goals in a participant's ISS.
- The program counselor will issue an incentive when a participant provides documentation or when it can be otherwise verified that s/he successfully completed the stated goal.
- The incentive awards will be part of the overall Supportive Services expenditures and tracked in Workforce One (WF1). A case note must be made for each incentive awarded.
- Incentives are **not to exceed \$200 in a 12-month calendar year** for an individual youth.
- Incentive payments shall be administered to assure that all participants receive equal rewards for equal achievements.
- All incentives may be limited by program funding availability.
- The incentive policy will be reviewed on an annual basis.

Allowable Incentives

GED Students

\$25 - Completing and passing the battery of GED Ready tests. One incentive may be awarded for each of the four sections completed/passed.

\$25 - Attaining GED (must provide copy of GED).

Diploma Students

\$50 - Receiving diploma (must provide copy of diploma or transcript).

Out of School Youth with Combined Educational and Employment Goals

\$25 - Submitting documentation needed for measurable skills gain related to ISS (i.e. post-secondary transcript, vocational/technical program or other education/training program, apprenticeship, creating a business plan, on-the-job training, etc.).

\$50 - Securing permanent employment at 30 hours a week for 3 months/90 days. Employment information and/or a copy of a pay stub must be provided. This is a one-time incentive. Incentives may not be awarded for multiple jobs/positions.

\$50 - Submitting a copy of a credential while enrolled or within one year after exit (i.e. AA/AS degree, BA/BS degree, occupational skills license/certificate, etc.). Youth must provide a copy of their degree/certificate to receive the incentive. This is a one-time incentive. Incentives may not be awarded for multiple credentials.

\$50 - Submitting a pay stub showing employment during the 2nd and 4th quarters after exit. An incentive may be awarded for each quarter.

Individualized Incentives

\$25 - Counselors may award an incentive that is tied to an educational or work experience goal that is outlined in the ISS that is tailored to the individual needs of the youth and approved by the program counselor. Examples include attainment of driver's permit/license, perfect attendance during work experience/placement, others.

Stipends

Action Required

Youth can obtain stipends through work readiness, leadership/professional skills development, training, and online learning activities, following the parameters below:

- Education or training must be approved and included in the participant's ISS.
- Stipends may be paid based on actual hours of attendance. Youth must document participation time. Hours will be verified by the training provider or program counselor, and copies maintained in the participant's file.
- Attendance records and/or evidence of completion must be submitted prior to a stipend being awarded.
- Online learning/classroom attendance is allowable if participation time can be verified and appropriate documentation is provided.
- Stipends must be tracked in WF1. A case note must be made for each stipend awarded.
- Stipends may be paid weekly.
- Stipends may not exceed the state's current hourly minimum wage.
- The stipend policy will be reviewed on an annual basis.

Allowable Stipends

Stipends may be awarded for attendance/participation in:

- Short-term training programs (i.e. CNA, computer training, etc.).
- Work readiness training – this includes but is not limited to Career Quest, Mind Over Matters, financial literacy packets, and Conover.
- Completion of Entrepreneurship Training and developing a business plan.
- Verifiable in-person workshops (i.e. at CareerForce locations, community partner sites, etc.).

Stipend amount is set at \$10 an hour for attendance (seat time) or participation. A participant may earn a maximum of \$500 during their program enrollment. Manager/county approval is needed after that threshold has been reached.

In emergency or unforeseen circumstances (i.e. health/medical, sudden change in stability or accessibility, called to active duty, institutionalized, other), partial payment of stipends may be made to participants that fail to complete a portion of their training/activity. The participant's case file must contain documentation (at minimum a case note) regarding the reason for failure to complete and the period of time or activities that were completed.

Stipends may not be provided to participants in paid activities including work experience, on-the-job training, and internships.



Youth Program Incentive Policy

Authorized by:

Effective Date: 02/16/2022

Review Date: 02/16/2022

Youth Director

Policy Title: **Youth Program Incentive Policy**

Purpose: To ensure that Youth Support Services Grant Requirements are clear and implemented correctly.

Distribution: All Youth Program and Accounting Staff

Context/Statutory Requirements: As authorized in Minnesota Session Laws - 2019, 1st Special Session, Chap. 7 – H.F. No. 2, Art. 1, Sec. 2, subd. 3(bb), up to \$960,000 per year for State Fiscal Years (SFY) 2020-21 is available for grants under the Support Services Competitive Grant Program. The Support Services Competitive Grant Program provides grants to organizations that provide support services for individuals such as job training, employment preparation, internships, job assistance to fathers, financial literacy, academic and behavioral interventions for low-performing students, and youth intervention activities. Grants under this program must focus on low-income communities, and/or young adults from families with a history of intergenerational poverty, and/or communities of color.

Policy Statement: *For youth participants enrolled in the WIOA Youth or MYP program:*

- *WIOA Youth* funds can be used to provide incentives for recognition and achievement to eligible youth seeking assistance with academic and employment success. Funds can be used in the form of “incentives” to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes.
- The MYP Program does not have any policy prohibiting or limiting the use of support services funds for incentives.

Definitions: **Stipend** – A stipend is a fixed payment granted to an individual for a variety of reasons which could include to support a participant during enrollment.
Individual Service Strategy –
Support Service –
Incentives -

Action Required

- Incentives are awarded upon the completion of activities that are tied to goals in each participant’s Individual Service Strategy (ISS).
- The Hired Counselor will have the ability to make the decision about

Action Required

when and if the participants receive the incentives.

- The incentive payments below shall be awarded equitably to eligible participants.
- The incentive awards will be part of the overall Supportive Services expenditures and tracked in WF1. A case note will be made for each incentive awarded and listed on the participant's ISS.
- Incentives are not to exceed \$200 in a 12-month calendar year for an individual youth.
- All incentives may be limited by program funding availability.
- Typical incentives may include but are not limited to retail gift cards and gas cards.
- The incentive policy will be reviewed on an annual basis.

Incentives:

GED Students:

\$25 Completing and passing the battery of GED Ready tests (all four sections)

\$25 Attaining GED – must provide copy of GED

Diploma Students:

\$50 Receiving diploma – must provide copy of diploma or transcript

Out of School Youth with Combined Educational & Employment Goals:

- \$25 - Submitting documentation needed for measurable skills gained related to ISS
- \$50 - Securing permanent employment at 30 hours a week and providing employment information and/or a copy of a pay stub to their Empowers Counselor.
- \$50 - Submitting a copy of a credential while enrolled or within one year after exit (i.e., AA degree, CNA). For 1st credential only. Youth must turn in copy of certificate/degree to receive incentive.
- \$50 - Submitting a pay stub showing employment during the 4th quarter after exit quarter

Peer or Group Learning Activities:

\$25 - For participating in peer or group activities (ex: financial literacy topics, keeping a job, workplace communication skills, labor market info and/or entrepreneurship concepts)

INDIVIDUALIZED INCENTIVES:

Counselors will award an incentive that is tied to an educational or work experience goal that is outlined in the ISS that is tailored to the individual needs of the youth and approved by the Hired Youth Program Manager.

Related Policies, Procedures, and Forms

Youth Program Stipend Policy

Scott County Employment and Training Support Services Guidelines

1. Workforce Investment Act (WIOA); Adult, Youth and Dislocated Worker Programs
2. State Dislocated Worker Programs
3. Senior Community Services Employment Program (SCSEP) Program
4. Minnesota Youth (MYP) Program

Background

Employment and Training programs have varying levels of resources designated to provide support services to assist clients in completing their Employment Plan (EP).

Purpose

To provide guidelines to counselors for developing support service plans that offer uniform and equitable service to clients within individual programs and the Employment and Training Unit. This policy outlines procedures and sets limits for Employment and Training Programs which include Workforce Investment Act (WIOA) Adult, Youth and Dislocated Worker, State Dislocated Worker Programs, Senior Community Services Employment Program (SCSEP), and Minnesota Youth Program (MYP).

Policy

The goal for providing support services is to offset emergency or non-training related expenses within established guidelines. Program requirements and current budgets supersede this policy in cases of conflict.

Support services requests originate at the counselor level and are discussed individually with clients. Requests exceeding policy limits will be subject to peer and/or supervisory review and approval. Decision making for providing support services will be made in accordance with applicable federal, state and local policy and within current budget limitations.

Support services are not an entitlement and resources may be utilized when no other resources can be found. Prior to authorization for any support services, the client must demonstrate financial need and the ability to continue payments in the future. The rationale for authorizing support services must relate directly to the client reaching training and employment goals. Counselors will document client training, job search and other activities to demonstrate that program support is being used appropriately.

Total support services that can be paid is up to \$600 per client per enrollment. See attached Dakota/Scott Dislocated Worker and Adult policies. The more restrictive policy applies.

Procedures

Counselors will utilize established procedures to assess the clients' support service needs, determine financial need, develop a plan and authorize program expenditures prior to payment. An Income/Expense Verification form (ET-325) must be completed by the client and will be used to analyze income and household expense to determine financial need and to justify support services. Details of this plan will be documented in the client's EP, case notes and entered in the projection system.

Methods of Payment

Counselors may reimburse a vendor or the client directly as long as valid receipts for goods and services are submitted. Receipts must provide details of purchase including the date, vendor information, detail of items purchased, method of payment and verification of payment. Direct payment to the provider or vendor is preferred. Reimbursements to clients must include documentation of the transaction, amount of purchase, verification of payment and balance if any. Partial payments will be made to the vendor or client based on agreed upon terms with their counselor. The counselor may also use their Scott County Procurement card to purchase goods and services for clients.

Scott County Forms

- ET Codes Manual (ETP-019)
- Income/Expense Verification Form (ET-325)
- Request for Payment Form (Acct #02)
- Child Care Reimbursement Request Form (ET-104)
- Child Care Assistance Program Rates (See CCAP-010)
- SCSEP Authorization Form (ET-008)
- Support Services Authorization Form (ET-645)
- Procurement Card Billing Summary/Purchases Form (Acct #07)
- Alternative Healthcare Resources (ET-400)

Transportation

Support Services may be used for transportation expenses for authorized program activities. Procedures used to determine transportation expenses must ensure that the participant is complying with an approved EP. Program staff may require proof that the client possesses a valid driver's license, insurance and ownership of a vehicle.

Public Transportation

Support services may be used to purchase SmartLink Transit Fare and Dial-a-Ride Cards for a client or a client may be reimbursed for this purchase. Counselors may authorize for periods of one month at a time. The client is responsible for calling (952) 496-8341 at least three (3) days in advance to make arrangements for a ride.

For more information on SmartLink Transit, refer to the SmartLink Transit Service Guide brochure or check the website at www.smartrlinktransit.com.

Private Transportation

Upon approval by the counselor, a client may be given Holiday gas cards for job search and training purposes when a financial need is documented. The counselor will record this on gas card logs for the specific program and document in the client's case notes. See Support Services Authorization Form (ET-645).

Car Repair

Support services may be used to assist clients with emergency car repairs so the client may continue approved activities. Clients requesting support service funds must document a financial need, get two estimates and repairs must be done by authorized service stations or repair shops. Staff and client will review needed repairs and determine if the investment in repairs is reasonable as compared to the value of the vehicle.

Limit: Up to \$350 per enrollment. Requests exceeding \$350 must be reviewed by the ET Supervisor prior to approval by the counselor.

Car Insurance

Support services may be used for car insurance payments to assist clients with required training and/or job search activities. Clients requesting assistance with funds for car insurance must get two estimates for liability coverage only. Prior to authorization, the client must demonstrate the ability to continue payments in the future. Scott County will not pay for Comprehensive or Collision coverage.

Limit: Up to \$250.00 per enrollment or 2 months of liability only coverage.

Child Care

Support services may be used to assist clients who need short term childcare to complete approved job search and training activities. Rates will be the same as the Child Care Assistance Program for Scott County.

Limit: Approved activities for training and/or job search only. Us rates established under the Child Care Assistance Program for Scott County (CCAP-010).

If the client needs child care assistance beyond the limits of support services guidelines, the counselor can refer them to the Childcare Assistance Worker to complete a Child Care Assistance Program eligibility screening. This screening must be completed before the counselor can authorize support service payments for Child Care. If the client is eligible, they must be enrolled in this program. If the client is not eligible, they can be referred to Parent Aware (www.parentaware.org) at 888-291-9811.

Health Insurance

Support services may be used for Health Insurance or COBRA payments on a limited basis. Clients with Cobra will be requested to research access to lower cost health care coverage and information about alternative health care resources will be provided. The program may consider an emergency payment of all or part of a premium and prior to authorization; the client must demonstrate financial need and the ability to continue payments in the future.

Limit: Up to \$500 per enrollment or one month of insurance. Exceptions will be reviewed for pre-existing conditions or extenuating circumstances.

Emergency Health Care

Support services may be used to meet emergency health care needs for clients that cannot be covered by other resources. Whenever possible refer clients to existing service providers. For clients who have an immediate need for limited cost dental or medical care (prescriptions, eyeglasses, etc.) and have no other resources available to pay for these services, direct payment or reimbursement might be made. Program funds will not be used to pay for chemical dependency treatment. If this is needed the client will be referred to community resources for assistance.

St. Mary's Clinics offer free and/or sliding fee services for same day or emergency health care. Some participants may also qualify for state programs providing assistance. Lower-income participants may be advised to inquire about Hill-Burton at hospitals receiving federal support or the Scott County Mobile Health Clinic or River Valley Nursing. See Alternative Healthcare Resources (ET-400)

Limit: Up to \$200 per enrollment

Employment Physical

Support services may be utilized to cover the expense for the required employment physical for SCSEP clients. Insurance and Medical Assistance resources must be exhausted before using support services to cover this expense.

Limit: Up to \$150 per program year

Housing/Rental Assistance

Support services may be used to make an emergency housing or rental payment in cases of extreme, but clearly temporary need. Prior to authorization; the client must demonstrate financial need and the ability to continue payments in the future. If this is not possible, the client must seek a more permanent housing solution without drawing on program funds.

Limit: Up to \$500 per enrollment and/or one month only.

Clothing

Support services may be used to purchase clothing for interviews and/or uniforms needed to start a job. The counselor must document financial need and the need for clothing and/or a uniform in the client's EP. Uniforms/clothing required for classroom training programs should be authorized as training expenses, not a support service.

Limit: Up to \$150 per enrollment.

Ready For Success

Ready for Success provides low-income women and men with gently used and new professional clothing, shoes, seasonal outerwear, accessories and personal care items suitable for job interviews and new employment. Clients must be referred by a counselor and should call 612-872-1509 to schedule an appointment.

Limit: Up to \$50 per client.

Grooming

Support services may be used for haircuts and expenses for other grooming needs where the client has demonstrated financial need. The counselor must document this need in the client's EP.

Limit: \$50 per enrollment.

Tools

Support services may be used to purchase tools or other equipment needed for a client to accept a documented job offer. Consideration will only be given if the items are required, financial need is documented and the employer will not provide them. Tools that are required for classroom training programs should be authorized as a classroom training expense, not a support service.

Limit: Up to \$200 per enrollment. Direct payment to the provider or vendor is preferred.

Out-of-Area Job Search (Dislocated Worker Programs Only)

Support services may be provided for an out of area job search and will be considered on an individual basis. Details of this plan will be documented in the clients' EP The need for and justification of an out-of-area job search will be considered only under the following circumstances:

- Job openings in the client's area of expertise are extremely limited in the local area, and
- A verifiable interview opportunity has been scheduled, outside the area, for a job for which the participant appears to have a reasonable probability of success, and
- The interviewing employer does not provide for travel expenses, and
- The participant's financial circumstances are such that program assistance is clearly needed.

Limit: Up to \$500 per enrollment. Approval by staffing each individual case in group meetings and/or by the ET Supervisor will be required before authorizing any payments for assistance with an out-of-area job search.

Relocation (Dislocated Worker Programs Only)

Support services may be provided for relocation and will be considered on an individual basis. Details of this plan will be documented in the client's EP. The need for, and justification for, relocation assistance will be considered only under the following circumstances:

- Job openings in the participant's area of expertise are extremely limited in the local area, and
- A documented and verified job offer has been made to the client, and
- The new employer does not provide for moving expenses, and
- The participant's financial circumstances are such that program assistance is clearly needed.
- Certification from the client to provide forwarding address and phone number and maintain ongoing contact with the counselor.

Limit: Up to \$600 per enrollment. Approval by staffing each individual case in group meetings and/or by the ET Supervisor will be required before authorizing any payments for relocation assistance.

Services Not Covered or Excluded

- No support services will be paid for fines, charges or fees incurred that relate to illegal activities. This includes court costs and lawyer's fees.
- Support Services may not be used for parking expenses.
- Support services may not be used for business start up expenses.

Post Termination

Support services and training may be offered to clients in some programs if need exists to continue employment or if a commitment was made prior to termination. The following are time guidelines per program:

- | | |
|------------------------------------|------------------|
| • WIOA Adult and Dislocated Worker | Not allowed |
| • State Dislocated Worker | Not allowed |
| • SCSEP | Up to six months |
| • MYP | One Year |
| • WIOA Youth | One Year |



*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**

TREE TRUST YOUTH CONSERVATION CORP EVALUATION

WORK READINESS TOOL

EMPLOYER NAME:		EMPLOYEE EVALUATION			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Current Review Date:			
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC WORKPLACE AND CAREER SKILL	PERFORMANCE EXPECTATIONS	(1)	(2)	(3)	(4)
ENGAGEMENT IN “SOMETHING MEANINGFUL”	<i>Either attending high school, completing high school degree, completing a GED, applying to/accepted into/attending a post-secondary institution (e.g. college, technical school, etc.), applying to/maintaining paid employment, or engaging in “professional volunteering” (E.g., Peace Corp, VISTA, internship, etc.), or entering the military.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL SELF-SUFFICIENCY	<i>Creating and adhering to a budget or being able to do so, earning or taking steps to earn a living wage, and having and regularly contributing to personal savings or taking steps toward doing so</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB APPLICATION/ EMPLOYABILITY SKILLS	<i>Has skills necessary to secure a job, including ability to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Employers may add as many or few additional skills as they see fit based on the position.</i>	TOTAL SCORE _____ <i>(add 4-box total; average score = total/# of skills)</i>	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____
<p style="text-align: center;">To meet work readiness skill attainment:</p> <p>(1)* employee must have an overall average score that is “proficient” (3.0) or employee must meet “proficient” standard in 80% of the total categories listed.</p> <p>(2) supervisor MUST verify that performance on job was satisfactory.</p> <p>(3) employee must not have been fired from this work experience.</p> <p><small>*Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.</small></p>		<p>Employee had satisfactory work performance and has met minimum total score:</p> <p>Employer Signature: _____</p> <p>Employee Signature _____</p> <p>Date: _____ (see page 2 for comments)</p>			

Review Comments/Goals:

Initials: _____

Employer

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILITY:** This work readiness tool is modifiable to best meet employer's needs. Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
<ul style="list-style-type: none"> -- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry 	<ul style="list-style-type: none"> -- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills 	<ul style="list-style-type: none"> -- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing 	<ul style="list-style-type: none"> -- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or "mid-point" assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a "1" in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the "general key" and modify as they see fit.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

(1) US Dept. of Labor – ETA's " Building Blocks for Competency Models" http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx

(2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: "New Graduates' Workforce Readiness", "Are They Really Ready to Work?", and "The Ill-Prepared US Workforce".

(3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County's Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: "Tips on Measuring Work Readiness"

www.workforce3one.org/view/5000910643776065645/info

EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

ENGAGEMENT IN SOMETHING MEANINGFUL

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Isn't working towards any of the following: completing high school or obtaining a GED, attending a post-secondary institution, entering the military, or participating in a professional volunteering opportunity.	Is working towards one of the following, but needs substantial support to be successful: completing high school or obtaining a GED, attending a post-secondary institution, entering the military, or participating in a professional volunteering opportunity	Either is (a) in high school and doing just enough to graduate; (b) completing a GED; (c) applying to the military, jobs, a "professional volunteering" opportunity, or a post-secondary institution.	If person is in high school, then he/she is on target to graduate with honors or with other notable accomplishments. If person has completed high school or a GED, either is (a) accepted into or is attending a post-secondary institution and is on track to graduate, (b) participating in the military or a professional internship and is doing well, or (c) has secured or is maintaining employment.

FINANCIAL SELF-SUFFICIENCY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating or developing the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings. May need additional training.	Inconsistent in demonstrating and developing the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings, and development is needed.	With rare exception, demonstrates the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings, and shows initiative in improving skills.	Consistently demonstrates skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings required for the position. Often exceeds expectations.

JOB SEEKING SKILLS/EMPLOYABILITY SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating or developing the skills needed to apply for a job successfully, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills needed to apply for a job, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and development is needed.	Has the basic skills required to apply for a job, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and shows initiative in improving skills.	Has the basic skills necessary for applying for a job, and is either exemplary in one or more of the required areas or has secured a job using these skills (i.e., being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview)..

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.

Youth/Young Adult Retrospective Survey

First Name: _____ **Last Name:** _____ **Date:** _____.

Tree Trust is interested in learning how this experience helped you to grow as a leader and community member. The next questions ask you to think about your skills, knowledge and experiences **BEFORE** you participated in this program, and **NOW**, after having participated. Remember, it's okay to have limited experience in many of these categories. There are no right or wrong answers. Thank you for your feedback!

Think back to **BEFORE** participating in {Program Name}. Please rate your level of agreement/disagreement with the following statements.

Now rate your agreement/disagreement with the following statements **NOW**, after having participated in {Program Name}

HOW DID YOU FEEL BEFORE?

HOW DO YOU FEEL NOW?

	HOW DID YOU FEEL BEFORE?				→	HOW DO YOU FEEL NOW?			
	Strongly Agree	Agree	Disagree	Strongly disagree		Strongly Agree	Agree	Disagree	Strongly disagree
1a. I think it is important to listen to and value the opinions of others.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
2a. I have the skills and experiences needed to be a mentor for other youth.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
3a. I feel supported in pursuing my personal goals.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
4a. I am confident.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
5a. I can handle stressful situations.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
6a. I am willing to stand up for what is right.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
7a. There are people in my life I can depend on when I need help.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
8a. I feel like I am part of a community.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
9a. I believe young people can make a difference in the community.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
10a. When I have a problem there is an adult that I can talk to.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
11a. I know what I can do to help make the community a better place.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
12a. I know how to get along with other young people.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
13a. I feel comfortable speaking in front of a group of people.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹
14a. I have identified future goals for myself.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹	b.	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³	<input type="checkbox"/> ²	<input type="checkbox"/> ¹

15. How have you changed as a result of Tree Trust, or how has Tree Trust impacted your life?

16. What is one thing you would change about Tree Trust?

17. Would you recommend Tree Trust to your friends?

- ¹ Yes
- ² Maybe
- ³ No

18. How would you rate your overall experience with Tree Trust?

- ¹ Excellent
- ² Very good
- ³ Average
- ⁴ Below average
- ⁵ Poor

19. What was the best part of your experience at [Program Name]?

Scott County Youth Employment Program

DO NOT FAX

TIMESHEET INSTRUCTIONS

WRITE LEGIBLY AND BE ACCURATE

Name: _____

Worksite: _____

Worksite phone: _____

Week beginning _____ / _____ / _____
 Month Day Year

Date	IN	Lunch Break		OUT	Hours
		Out	In		
MON					
TUES					
WED					
THU					
FRI					
SAT					
SUN					

Week beginning _____ / _____ / _____
 Month Day Year

Date	IN	Lunch Break		OUT	Hours
		Out	In		
MON					
TUES					
WED					
THU					
FRI					
SAT					
SUN					

TOTAL HOURS _____

I HEREBY VERIFY THAT THE HOURS SHOWN ABOVE ARE THE HOURS ACTUALLY WORKED AND ARE THE HOURS THAT ARE TO BE PAID.

EMPLOYEE _____ DATE: _____

SUPERVISOR: _____ DATE: _____

Employee must write clock hours, **IN** and **OUT**, each day. Please use pen.

No more than 8 hours a day.

Half-hour lunch break must be taken, without pay, when the time at the worksite exceeds 6 hours. Employee must write the clock hours **OUT** and **IN** for lunch time taken.

All entries must be clear with no scratch-outs or numbers written over. Do not use white-out

Total hours in right hand column must be figured in whole or quarter numbers, to the nearest quarter hour (7.5, 6.25, 5.75, etc.).

If absent, enter "ABSENT" for that day and reason why.

At the end of each payroll period, review the timecard.

Worksite supervisor must verify hours and sign the card.

Employee must sign the card.

Supervisor should send the timecard in, according to the schedule on this timecard.

2022 Youth Payroll		
Pay Period	Time Sheet Due	Checks Mailed This Date
2/7/22-2/20/22	2/23/2022	3/4/2022
2/21/22-3/6/22	3/9/2022	3/18/2022
3/7/22-3/20/22	3/23/2022	4/1/2022
3/21/22-4/3/22	4/6/2022	4/15/2022
4/4/22-4/17/22	4/20/2022	4/29/2022
4/18/22-5/1/22	5/4/2022	5/13/2022
5/2/22-5/15/22	5/18/2022	5/27/2022
5/16/22-5/29/22	6/1/2022	6/10/2022

For Office Use Only	
<input type="checkbox"/> WIOA IN SCHOOL _____	HTE320 _____
<input type="checkbox"/> WIOA OUT OF SCHOOL _____	HTE330 _____
<input type="checkbox"/> MN YOUTH PROGRAM _____	HTE740 _____
TOTAL NUMBER OF HOURS: _____	
STAFF SIGNATURE _____	DATE _____

Work Readiness Skills	Check all that apply	Task List specific tasks performed	B=Beginner I=Improving M=Mastering
Be on time	<input type="checkbox"/>		
Regular attendance	<input type="checkbox"/>		
Return from breaks on time	<input type="checkbox"/>		
Report work hours accurately	<input type="checkbox"/>		
Signs in on timesheet	<input type="checkbox"/>		
Notify staff of absences	<input type="checkbox"/>		
Takes responsibility for actions	<input type="checkbox"/>		
	<input type="checkbox"/>		
Work on a team	<input type="checkbox"/>		
Cultural diversity - Work w/other ages, races	<input type="checkbox"/>		
Positive work habits	<input type="checkbox"/>		
Work Independently as needed	<input type="checkbox"/>		
Take pride in work – Quality of work	<input type="checkbox"/>		
Accepts constructive criticism	<input type="checkbox"/>		
Adapts to change or new assignments	<input type="checkbox"/>		
Tolerates repetitive activities	<input type="checkbox"/>		
Correct error in instructions	<input type="checkbox"/>		
Staff - Who does what?	<input type="checkbox"/>		
Follow instructions	<input type="checkbox"/>		
	<input type="checkbox"/>		
Cooperate	<input type="checkbox"/>		
Motivated	<input type="checkbox"/>		
Handle feelings appropriately	<input type="checkbox"/>		
Initiative	<input type="checkbox"/>		
Appearance - Dress appropriately	<input type="checkbox"/>		
Social - Get along with coworkers	<input type="checkbox"/>		
Integrity/Honesty	<input type="checkbox"/>		
Organize	<input type="checkbox"/>		
	<input type="checkbox"/>		
Use computers	<input type="checkbox"/>		
Cleans up work area	<input type="checkbox"/>		
Choose the right tools	<input type="checkbox"/>		
Use tools properly	<input type="checkbox"/>		
Follow safety rules	<input type="checkbox"/>		
Report injuries	<input type="checkbox"/>		
Troubleshoot	<input type="checkbox"/>		
Complete assigned tasks	<input type="checkbox"/>		
File & update files	<input type="checkbox"/>		
	<input type="checkbox"/>		
Serve Customers - Greet	<input type="checkbox"/>		
Answer questions	<input type="checkbox"/>		
Read & ask questions	<input type="checkbox"/>		
Reading, writing, math, listening, speaking	<input type="checkbox"/>		
Problem solving, creativity, reasoning	<input type="checkbox"/>		