


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
Hennepin County Human Resources Department Workforce Development Board A-400 Government Center 300 South Sixth Street Minneapolis, MN 55487	Hennepin County Human Resources Department Hennepin-Carver LWDA #9 A-400, 300 South Sixth Street Minneapolis, MN 55487
Director Name: Erik Aamothe Telephone Number: 763-258-3002 E-Mail: erik.aamothe@hennepin.us	Contact Name: Erik Aamothe Telephone Number: 763-258-3002 E-Mail: erk.aamothe@hennepin.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005801	802-655
DUNS Number:	SWIFT Vendor ID Number (if known):
06-815-8369	0000197294

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, Hennepin-Carver Workforce Board
Date:	April 8, 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:	WDA 9 Hennepin-Carver, Erik Aamoeth
E-Mail Address/Phone No:	Erik.aamoeth@hennepin.us
Date Submitted (or Modified):	7-15-22

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>		\$51,724.00	\$51,724.00	\$5,172.00	\$20,689.00	\$36,206.00	\$51,724.00
841 In-School Youth Work Experience Wages/Fringe		\$21,000.00	\$21,000.00	\$1,000.00	\$1,500.00	\$20,500.00	\$21,000.00
825 Out-of-School Youth Work Experience Wages/Fringe		\$23,000.00	\$23,000.00	\$1,250.00	\$3,000.00	\$17,250.00	\$23,000.00
872 In-School Youth Work Experience Staff Costs		\$36,000.00	\$36,000.00	\$5,500.00	\$11,000.00	\$30,500.00	\$36,000.00
855 Out-of-School Youth Work Experience Staff Costs		\$47,500.00	\$47,500.00	\$6,000.00	\$13,000.00	\$32,000.00	\$47,500.00
874 In-School Youth Direct Services (Non-Work Exp.)		\$30,000.00	\$30,000.00	\$5,750.00	\$16,500.00	\$23,500.00	\$30,000.00
877 Out-of-School Youth Direct Services (Non-Work Exp.)		\$264,089.09	\$264,089.09	\$35,822.00	\$172,292.00	\$228,762.00	\$264,089.09
848 In-School Youth Support Services		\$3,100.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	\$3,100.00
862 Out-of-School Youth Support Services		\$6,500.00	\$6,500.00	\$0.00	\$400.00	\$4,500.00	\$6,500.00
860 In-School Youth Other Services		\$7,000.00	\$7,000.00	\$1,750.00	\$3,250.00	\$5,250.00	\$7,000.00
878 Out-of-School Youth Other Services		\$8,369.22	\$8,369.22	\$500.00	\$1,000.00	\$1,500.00	\$8,369.22
837 In-School Youth Training		\$7,519.69	\$7,519.69	\$100.00	\$5,835.75	\$6,585.75	\$7,519.69
838 Out-of-School Youth Training		\$11,442.00	\$11,442.00	\$2,142.00	\$5,142.00	\$7,142.00	\$11,442.00
Total:		\$517,244.00	\$517,244.00	\$64,986.00	\$253,608.75	\$416,795.75	\$517,244.00
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							77%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							27%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							190

Attachment 2

SFY 2023 Budget Information Summary:

Minnesota Youth Program

(See following pages for definitions of cost categories)

WDA Number and Contact:	WDA #9 Hennepin County, Erik Aamoth
E-Mail Address/Phone No:	Erik.Aamoth@hennepin.us
Date Submitted (or Modified):	7/8/2022

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 7/1/21 to 6/30/23
Admin	\$ 29,922.00	\$ 2,992.00	\$ 11,969	\$ 20,946.00	\$ 29,922
881 Youth Participant Wages and Fringe Benefits	\$ 43,000.00	\$ 15,000.00	\$ 20,000.00	\$ 29,000.00	\$ 43,000.00
885 Direct Services to Youth	\$191,798.00	\$ 60,188.32	\$ 82,844.98	\$105,501.64	\$191,798.00
860 Outreach to Schools (Direct Services; This can be up to 20 percent of your budget.)					
891 Support Services	\$ 34,500.00	\$ 3,100.00	\$ 4,100.00	\$ 19,850.00	\$ 34,500.00
Total:	\$299,220.00	\$ 81,280.32	\$118,913.98	\$175,297.64	\$299,220.00

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	175
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	
Estimated Total Number of MYP Youth and Families Served:	175
Estimated Cost Per MYP Participant:	\$927.90
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:

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

WDA Number and Contact:	WDA 9- Carver County
E-Mail Address/Phone No:	kprobert@co.carver.mn.us , 952-361-1713
Date Submitted (or Modified):	05/04/2022

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%)	3900	1800	2400	2800	3900
881 Youth Participant Wages and Fringe Benefits	12,984	2000	7000	10000	12984
885 Direct Services to Youth	18,777	7600	10700	11900	18777
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)					
891 Support Services	4300	4000	4000	4000	43000
Total:	39,961	15,400	24,100	28,700	39,961

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:	1998
Estimated Cost Per OTS Participant-Family:	

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

Definitions of Cost Categories

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

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

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

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

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for educational activities should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized

separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

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

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

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

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

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including

accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.

- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on ISEEK, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

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

WDA/Contact:	WDA 9 Hennepin-Carver, Erik Aamo
E-Mail Address/Phone Number:	Erik.Aamo@hennepin.us
Date Submitted (or Modified):	7/25/2022

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:	65.0%	68.0%	69.0%	68.0%	68.0%
Employment/Education/ Training 4th Quarter After Exit:	70.0%	69.0%	69.0%	69.0%	69.0%
Credential Attainment:	55.0%	62.0%	62.0%	54.0%	55.0%
Median Earnings:	\$2,500	\$4,000	\$4,000	\$3,500	\$3,500
Measurable Skills Gain:	33.0%	41.0%	42.0%	41.0%	42.0%

WIOA Youth Performance Definitions

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

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

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

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

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

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

Youth Committee Information For PY 2022/SFY 2023

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

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

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

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																					
<p>Name of Service Provider: Carver County Health and Human Services</p> <p>Address: 602 East Fourth Street</p> <p>City, State, ZIP Chaska, Minnesota 55318</p> <p>Contact Person: Kate Probert Shannon Quigley</p> <p>Contact Person Phone: (952)361-1602</p> <p>Contact Person E-Mail: kprobert@co.carver.mn.us; squigley@co.carver.mn.us</p> <p>Service Provider Website: www.co.carver.mn.us</p>	<table border="1" data-bbox="813 604 1045 810"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1" data-bbox="1078 604 1497 947"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table> <p>MYP funding is allocated directly to Carver County and not through Hennepin County (which is the fiscal agent for all other programs/providers).</p>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
	Yes	No																					
ISY:	X																						
OSY:	X																						
	Yes	No																					
Summer ONLY:		X																					
Year-Round (incl. summer):	X																						
Outreach to Schools:		X																					

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: Tree Trust</p> <p>Address: 1419 Energy Park Drive</p> <p>City, State, ZIP Saint Paul, MN 55108</p> <p>Contact Person: Jared Smith</p> <p>Contact Person Phone: (952)767-3891</p> <p>Contact Person E-Mail: jareds@treetrust.org</p> <p>Service Provider Website: www.treetrust.org</p>	<table border="1" data-bbox="813 1337 1045 1543"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1" data-bbox="1078 1337 1497 1680"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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Outreach to Schools:		X																					

Youth Service Provider/Contact	WIOA	MYP																					
Name of Service Provider: BrookLynk Address: 5200 85th Avenue North City, State, ZIP Brooklyn Park, MN 55441 Contact Person: Catrice O'Neal Contact Person Phone: (763)493-0829 Contact Person E-Mail: catrice.oneal@brooklynk.works Service Provider Website: www.brooklynk.works	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:	X	
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Youth Service Provider/Contact	WIOA	MYP																					
Name of Service Provider: Ka Joog Address: 8500 Normandale Lake Blvd #350 City, State, ZIP Bloomington, MN 55437 Contact Person: Mohamed Farah Contact Person Phone: (651)795-1589 Contact Person E-Mail: mfarah@kajoog.org Service Provider Website: www.kajoog.org	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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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.**

The Hennepin-Carver Workforce Development Board's WIOA Youth & MYP Youth Career Development Services Request for Proposals (RFP) is attached.

In 2020, Hennepin County, in partnership with the Hennepin-Carver Workforce Development Board, released the Suburban Hennepin County Youth Career Development Services RFP pursuant to Hennepin County requirements for the WIOA Youth and Minnesota Youth Programs. Four Hennepin-Carver Workforce Development Board members assisted Hennepin County staff in the creation of the RFP. On December 4th, 2020, the RFP was made public on Hennepin County's supplier portal. A proposer's conference was conducted the week after the release of the RFP to review the process with potential applicants and to answer their questions. An independent panel of six individuals comprised of Hennepin County staff, Hennepin-Carver Workforce Development Board members and guest reviewers evaluated proposals and selected providers for client services. The review panel recommended Tree Trust and BrookLynk as the WIOA Youth providers for program years 2021 and 2022. The review panel also recommended BrookLynk, Ka Joog, and Tree Trust to receive MYP funding for State Fiscal Years 2022 and 2023. These recommendations were presented to the Hennepin-Carver Workforce Development Board and approved this recommendation in February 2021.

Tree Trust was recommended as a WIOA provider for their experience providing services to out-of-school youth in addition to their model for apprenticeships and industry recognized credentialing that give youth a pathway to high-wage trades and job skills. BrookLynk became a new WIOA Youth provider focused on the north suburbs but serving all suburban Hennepin County alongside Tree Trust. Tree Trust receives the majority of WIOA funds, while BrookLynk, as a new WIOA provider traditionally focused on a smaller geographic area, is using their funds to increase staff capacity and execute plans to recruit higher barrier and older youth into their wide range of services. In 2021, BrookLynk tripled their staff and expanded their connections to out of school youth.

MYP providers, *BrookLynk* and *Ka Joog*, offer innovative internship and training opportunities in high-demand industries for young people based on strong relationships with employers, schools, and community institutions in their service areas. These partnerships, particularly in schools, give them the tools to serve younger youth with a diversity of needs. *Tree Trust* was also recommended to receive MYP funds to supplement their services to younger youth in their summer program that would not be eligible under the WIOA program.

These programs work collectively to serve Hennepin County youth with a variety of personal and cultural needs as well as interests and learning styles. *Tree Trust* programs appeal to the hands-on, project-based style or kinesthetic learning model in the green industry while *BrookLynk* and *Ka Joog* work with the local school districts in underserved communities and to recruit youth and provide professional pathways where barriers to access have existed.

These providers collaborate with Carver County to provide comprehensive services to Youth throughout the Hennepin-Carver Workforce Development Area. In program year 2022, Carver County will continue to implement WIOA Youth services under the Joint Powers Agreement with Hennepin County. Carver County also administers their own MYP program under a contract in place between them and DEED for services. Carver County follows strategies outlined in the youth plan for the MYP program implemented for the Carver County youth.

2. Describe outreach and recruitment of:

- **Out-of-School Youth (“OSY”)**
- **In-School Youth (“ISY”)**

Outreach and recruitment of youth is crucially important to the success of the WIOA and MYP program and participants. In our Workforce Development Area (WDA) 9, there are 4 providers administering one or both programs in suburban Hennepin County and Carver County. Each provider relies on their own network of community organizations, schools, and public services to reach participants due to the size of this area and the diversity of needs and culture within it. Due to the COVID-19 pandemic, virtual outreach has become increasingly vital for recruitment of youth, and providers have developed their outreach techniques and networks to address the changing landscape. Virtual and hybrid recruitment models will continue to be in place as facilities reopen and in-person meetings become more common.

WIOA Out-of-School Youth (OSY)

Hennepin-Carver Youth providers have implemented focused strategies to recruit Out of School Youth due to the WIOA requirement that 75% of funds be utilized for this population. The Hennepin-Carver WDA now has three providers prioritizing out of school youth with WIOA funding. For *Tree Trust*, Carver County and *BrookLynk*, these opportunity youth, as they are referred to, are a decentralized population that will be met with intentional community partnerships and opportunities well-suited to their unique needs.

To reach the expanded demographic and focus on recruiting out-of-school youth, *BrookLynk* is enhancing partnerships with Brooklyn Center Early College Academy, Brooklyn Park Police

Department's Cities United/My Brother's Keeper initiative, a diversion program at Zanewood Recreation Center, which is located in the heart of Brooklyn Park, and Hennepin County Pathways to provide employment opportunities and support for higher barrier youth. These organizations are critical to expand existing outreach services to recruit more high-barrier and out of school youth and these organizations will become strategic partners through this grant to ensure a holistic approach to youth success. To further engage young adults in the 18-25 age range BrookLynk has established partnerships with Greater MSP/Connex MSP and the Minneapolis Regional Chamber of Commerce, utilizing platforms such as Elevate Futures to provide greater access to jobs and high-quality training opportunities. BrookLynk will also continue strong partnerships with North Hennepin Community College (NHCC) and Hennepin Technical College (HTC) providing pathways into technical trades and degree attainment.

Tree Trust utilizes its Outreach Coordinator as well as the Director of Career Pathways to conduct virtual and in-person events to recruit OSY. This is done through their wide network of community-based partnerships as well as partners at the city and county level. Organizations such as YouthLink, Oasis, and Hope Street provide information to Tree Trust on homelessness and youth and young adult employment information. This information enables Tree Trust to provide recruitment for program opportunities. The ongoing intention is to connect OSY to educational and work-based opportunities that have been historically difficult for OSY with various barriers.

Carver County continues with expanded efforts to recruit OSY by increasing community engagement activities and by creating social media channels related to their designation as an official CareerForce location. Carver County has created an employer outreach position; a designated youth counselor is working in partnership with the employer outreach coordinator to secure work sites and employment opportunities for youth and young adults. Carver County has identified specific pockets of poverty within the county and is working on a targeted outreach plan to offer services to those currently underserved. Carver County has also enhanced internal partnerships with Foster Care, youth probation officers and correctional facilities in order to provide workforce development opportunities to youth facing with multiple barriers. Carver County continues to provide a hybrid model of services, including virtual and in person access to do outreach for youth by providing employment related workshops, presentations, and job search assistance to youth at various community locations. For example, career exploration workshops are offered at Metro South ABE in Bloomington and in Chaska an employment counselor regularly connects with staff at Launch Ministries, a drop-in center and transitional housing for youth.

Minnesota Youth Program (OSY)

Ka Joog has shown an ability to connect with higher barrier youth. To connect with youth who have a history of truancy or are already disengaged from school, Ka Joog partners with Hennepin County Attorney's office. Through an existing contract with them, they identify truant youth or youth with absentee issues and connect with them to better understand their barriers to education. Case managers work with youth and their families to identify the root cause of absenteeism and access the services they need.

Ka Joog also utilizes informal community networks to reach high barrier youth. Experience shows *Ka Joog* is adept at reaching marginalized immigrant youth, especially those of African descent, youth with low incomes, and at-risk youth. They use a variety of referrals networks to enroll prospective youth into services. The East African community and youth who have graduated from these programs are a frequent source of referrals, especially for out of school youth. *Ka Joog* has strong ties in the Somali community, which is a collectivist culture. When youth are enrolled, they intentionally engage the whole family unit. Parents recommend programs to other parents who are struggling with their youth. When these parents contact *Ka Joog*, *Ka Joog* partners with them to develop a strategy to engage with their youth and enroll them in training programs.

Carver County has been focused on creating and implementing internal partnership and collaborations with schools, child and family department, and court services to recruit youth and address needs of youth and families in both WIOA and MYP recruitment. *Carver County* has created multiple partnerships with community-based organizations and housing partners as well as libraries to offer support to youth customers.

In-School Youth (ISY)

Hennepin-Carver Youth providers rely on their networks with public and private schools, libraries, and youth outreach centers as well as local government programs to recruit at-risk in school youth. These partnerships have been developed over years and continue to be expanded by current and new providers.

BrookLynk's targeted recruitment and outreach of in school youth is conducted through a referral partner strategy that focuses on youth and young adults from traditionally underrepresented communities with significant barriers. Points of contact are used at area high schools, area learning centers (ALCs), and community organizations to encourage students and participants to apply. *BrookLynk* Ambassadors (program alumni) also support recruiting efforts in the community by acting as a liaison actively reaching out to students at their home schools, across social media channels, and out in the community. *BrookLynk* has built Memorandums of Understanding with schools and non-profits to ensure the coordination of partners to refer eligible youth to the program. *BrookLynk* staff coordinate outreach contacts at 8 high schools (Brooklyn Center Academy, Brooklyn Center Secondary, Champlin Park High School, Osseo Area Learning Center, Osseo Senior High, Park Center High School, Robbinsdale Armstrong High School, and HTC Gateway to College) and 5 other youth-serving organizations (YMCA, CareerForce, Avenues for Homeless Youth, Brooklyn Park Zanewood Recreation Center, and Hennepin County Juvenile Probation and Extended Foster Care Services). Memorandums of understanding were created between *BrookLynk* and these organizations to set goals for recruitment, outreach strategies, and schedules.

Tree Trust and *Carver County* also lean heavily on their wide networks of organizations to recruit ISY. *Tree Trust's* recruitment involves outreach to high number of educational entities such as charter schools and Hennepin County School Districts. As with the case OSY, the

Outreach Coordinator conducts virtual and in-person events to recruit ISY for Tree Trust program offerings.

Carver County Outreach and recruitment for in-school youth is maintained through a network of relationships to schools, social workers, probation officers, school officials, vocational rehabilitation counselors, transition programs who receive email notifications for the open application process and maintain a strong referral process. In Carver County, there is continued collaboration with SW Metro Educational Co-op, other school districts, as well as working with truancy and school-based social workers at the county.

Ka Joog partners with school counselors and teachers to help them identify and refer potential candidates. For older students who are ready to graduate high school, *Ka Joog* partners with public schools to connect students with our workforce development program to build their independent living skills. *Ka Joog* also recruits youth from their afterschool program. Teachers and school counselors refer middle school and high school youth of African descent to *Ka Joog* for academic support. They enroll students from a variety of circumstances, including students who are determined to be basic skills deficient, English language learners, have truancy issues, or are likely to benefit from culturally responsive, one-to-one tutoring.

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.

All youth interested in the young adult program must complete an application as the first initial screening. The application asks their age, their income (and parent’s income) and a series of questions that asks whether they meet one of the WIOA section 129 at-risk categories. Barriers are primarily documented by assessments results, school documents and/or human service documents from county financial workers. If a young adult is out of school and can’t provide disability documentation, a statement from the family physician will be acceptable. For those young adults that are leaving the justice system, their discharge write-up is acceptable documentation of their risk factor.

Under typical circumstances, all out of school young adults are given an assessment to determine reading and math levels and to determine if they are basic skills deficient. The young adults or their parents/guardian return their eligibility documentation (acceptable documents for proof of age, name, residency Selective Service registration, citizenship, or authorization to work, and Social Security number) along with their application. Family income and size are provided on the application.

As a result of the Hennepin Youth Alignment work and increased communication and integration efforts across the entire WDA, for those youth who do not meet income eligibility

requirements under WIOA, there is renewed effort to provide referrals to other programs which may be suited to meet their needs.

The 5% window gives us the discretion to serve (up to 5% of individuals enrolled) in-school youth and out-of-school youth who are not income eligible, but face barriers to employment. During program year 2022, Hennepin County staff will work with sub-contracted providers and the Hennepin-Carver Workforce Development Board to determine how to intentionally effectively use and track usage of the 5% window.

- 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.**

The criteria for “An individual who requires additional assistance to complete an education program or to secure and hold employment” for our area will be at-risk youth as defined by State Statute 116L.56. These youth have barriers which are indicators they are at-risk (i.e. disability, one or more grade levels behind, pregnant or parenting, offender, chemically dependent, foster child). These individuals benefit from additional assistance to ensure they attain their high school diploma/GED, transition to post-secondary opportunities, complete their education plan and/or secure employment.

- 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 participants receive counseling to best position them to be successful and make educated decisions regarding their education and career pathways. Upon intake, employment counselors meet with the youth to complete an objective service needs assessment that explores their work-related skills, prior work experience, employability, interests, aptitudes, and supportive service needs in various areas to include housing, health insurance, transportation, childcare, parenting, documents, and chemical dependency and developmental needs.

Next, participants complete a career interest inventory; the inventories evaluate interests and aptitudes and recommend specific career choices. Participants review recommendations with their employment counselors. Based on selected interests, labor market information is provided so participants can learn about the demand for workers, the education or credentials necessary to be competitive for employment, and the projected benefits of their selected career. Additionally, all out of school older youth are assessed on basic skills.

As with adult program participants, career pathways have become an increased focus for out of school youth who otherwise tend to look for short-term opportunities out of necessity. Employment counselors assist youth in identifying and determining a potential career pathway through a variety of occupational outlook testing, interest inventories, internships, and

workshops geared towards career exploration, education and job placement. Employment counselors assist youth in planning for barriers they face and depending on need may offer assistance with job search, mock interviewing, help filling out forms and applications, referrals and linkages to available community resources, financial assistance for training, transportation, post-secondary education, documents, uniforms, and other necessary expenses to reduce barriers to success. Case notes are kept in participant files.

Through this combination of assessment, employment coaching and counseling, case management, work experience and supportive services, we provide enrolled youth with a greater understanding of the world of work and the desirability of a career pathway approach versus shorter term aspirations.

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 development of an individual service strategy encompasses the overall career development of a youth. The Individual Service Strategy (ISS) or Employability Development Plan (EDP) as it's called in Carver County, is based on the objective service needs assessment, basic skills assessment (when applicable), and the youth participant's individual career pathway goals. In the development of this, the case manager plays a role of the facilitator and a coach and engages the youth to have a maximum input in the process. This is an on-going strategy reflects the interests and needs of the youth participant and includes clear goals and action steps. The individual plan focuses on helping youth to build an actionable pathway that leads to meeting ultimate dream and aspirations for the future. The plan includes elements of wellness to ensure overall wellbeing approach.

To do this, ISS uses the SMART approach. Goals and action steps on the plan will be

SMART: Specific (S), Measurable (M), Attainable (A), Relevant (R) and Time Driven (T).

Depending on their level of need and the goals being pursued, participants may meet or be in contact with Employment counselors daily, weekly, or at a minimum, once per month.

Meetings and contact are typically more frequent early on in their participation (e.g., daily or weekly). At each meeting, the Employment counselor and participant will revisit the ISS/EDP, discuss and celebrate progress on action steps, identify/problem-solve barriers, create new goals or action steps as needed, and update the ISS/EDP as required. Case notes for each meeting will be kept in each participant's file. Wraparound services will be provided in conjunction with a youth's ISS.

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.

WDA 9 provides hands-on, collaborative, and reflective methods to help youth succeed by “learning by doing.” Understanding the varied needs of youth living within the large suburban metro area, there is an intentional offering of multiple approaches to work experience; appealing to youth who prefer the hands-on style or kinesthetic learning and working with communities to recruit youth into business settings where barriers to access may otherwise exist. All providers adjusted their offerings to meet the needs of participants virtually or with protective measures in place to ensure safety during the pandemic, and they will continue to prioritize safety as facilities reopen for in-person training and appointments.

BrookLynk internships provide young people an opportunity to build their skills, gain valuable work experience and to grow their social capital. Working in a professional environment, participants gain experience and professional skills that set them apart from other candidates for future jobs and college recommendations. The *BrookLynk* model exposes marginalized youth to in-demand career fields through paid internships and work readiness training. They pair youth with industry-specific mentors to help them navigate workplace norms and consider different career options within each industry. For younger youth, interventions combine soft skills-building and industry specific training to prepare younger youth for in-demand careers.

In 2020, when employer partners began to withdraw their commitment to summer interns due to the financial hardship of the pandemic, *BrookLynk* utilized online programming to deliver training and paid work readiness opportunities to youth. Online work readiness training curriculum was converted to short, informational online videos featuring *BrookLynk* alumni on topics such as resume writing, and interview skills. The online platform called *Teachable* allowed lessons to be delivered online through self-guided modules incorporating activities and quizzes resulting in a certificate of completion. Summer internships in the future will follow a hybrid model including virtual and in-person internships with a 6-week paid online training. A hybrid internship program ensures paid work experiences hosted by employer partners. Other online platforms such as Zoom are utilized to host the annual job fair, job coaching sessions, and other professional development workshops. *BrookLynk* staff have worked hard to provide interactive opportunities for youth to continue to access wages and employment training despite uncertainty and rapid shifts in legal gathering restrictions. *BrookLynk* has also leveraged platforms such as Coursera, Elevate Futures, ConnexMSP, and a collaborative partnership with Carver County to connect youth and young adults to additional employment and training opportunities, certificates, advance internships, apprenticeships, and jobs. *BrookLynk* will continue to be innovative and creative to serve youth with barriers to employment to access these services.

Tree Trust has a long history of providing meaningful workforce development program offerings. Currently, a high emphasis is being placed on “career pathways” in a majority of programs. The Branches program runs three consecutive cohorts of participants aged 18-28. The three cohorts will provide work experiences in Landscaping, Tree Care and Construction and will provide credentialing for each cohort. Participants are offered certification (credentialing) opportunities in First Aid/CPR, OSHA-10 Construction and Tree Care Industry Association’s ‘Intro to Arboriculture Safety’ certification.

All credentials are industry recognized. Branches participants in all cohorts will work with Tree Trust trainers to develop soft skills such as, professional communication, resume / cover letter development, interviewing skills, and other workshops focused on exploring specific green careers, equipment and other industry topics. Additionally, Tree Trust's Youth and Young Adult Services (YYAS) program provides year-round paid individual internships at local businesses, nonprofit organizations, and schools throughout the Twin Cities working in areas of retail, food service, childcare, custodial, and administrative assistance. Work site placements are based on each youth's interest, ability, and residence. These are nine-week, paid jobs that allow a participant to get first-hand work experience in a viable occupation to be incorporated into their career pathway. These positions often lead to permanent employment offers from the employer host site.

In School youth are given two options for summer work experiences. Tree Trust's Youth Conservation Corps (YCC) is a program that gives participants the opportunity to work with crew leaders to complete park improvement projects that have real, lasting value to the community, including building retaining walls and staircases; installing paver patios; and displaced species removal. Updates will be made towards the SYEP curriculum for youth to earn a Tree Trust Certificate. Topics for youth in crews will cover employability, worksite safety, tool identification, and environmental stewardship. A participant can take this to a potential employer to show their proficiency in these areas. The other option is an individual summer employment experience where youth are hosted at one of Tree Trust's green or skilled trade employer partner sites. Youth can earn a Tree Trust Certificate in employability.

For both ISY and OSY offerings, Tree Trust continues to implement work experience that can adhere to social distancing standards and provide PPE to all participants. Also, in many learning sessions, virtual and eLearning will be utilized to maintain safety standards.

Carver County offers work experience at various worksites throughout the county, providing a variety of job types and has been actively working to engage County units and departments to host youth interns. For the 10-week summer program, worksites offer up to 25 hours/week of work. During the school year the worksites offer up to 15 hours/week of work around school hours for in-school youth if funding allows. Carver will set up worksites year-round for OSY and schedule is dependent upon the worksite and youth needs in addition to work experience, Carver County will continue with the Earn to Learn model which provides stipend payments to participants for completing various work-related webinars and classes in work preparation.

Ka Joog offers participants paid internships emphasizing high-growth career fields, individual case management and career counseling services, mentorships, and group classes that build soft skills. In addition to these core services, they have expanded program offerings in specialized career-field tracks, such as healthcare and tech, with credentialing options, training, and licensures.

The COVID-19 pandemic pushed Ka Joog to quickly develop and roll-out virtual services. A Community Outreach Team was deployed to continuously learn who in the community is most vulnerable due to COVID-19 and services were created that will reach them. They developed culturally and linguistically attuned messaging and used culturally specific media platforms to

disseminate those messages. We provided individual assistance to remove barriers and help families meet their basic needs. These services include resource navigation, technology support, assistance to access unemployment benefits, and individual support like grocery items and vouchers.

Ka Joog has historically worked with marginalized youth, so when the pandemic hit, they immediately understood that many youths would be isolated from participating due to limited technology and no home internet. Ka Joog purchased and distributed Chromebooks to enroll youth across their services so that youth are equipped to connect remotely unless they prefer in-person services. Ka Joog also distributes PPE to staff and young people. They deliver these supplies (PPE and Chromebooks) to youth at their home when necessary and meet with their parents (outside, practicing social distancing) to talk about any unaddressed challenges they face to participation. In 2022, they have reopened in-person training sessions and walk-in services to those who are comfortable while still following guidelines.

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.

To ensure youth are making informed decisions in their career planning, they need to have access to multiple resources for Labor Market Information (LMI). WDA 9 receives LMI from DEED, M State, Real Time Talent and CareerWise regarding high growth, in-demand occupations within the region. Hennepin County staff provide monthly TalentNeuron reports detailing the top hiring industries and employers in Hennepin and Carver Counties to align employer recruitment and training programs.

Tree Trust has developed strong ties, in suburban Hennepin County, with organizations that provide up-to-date youth and young adult employment information, internship opportunities, and educational opportunities (such as site visits and workshops) for program participants. Some of the strongest relationships are with Hope Street, YouthLink, and Oasis for Youth, all which work with Tree Trust to identify youth employment needs in suburban Hennepin, as well as to conduct recruitment for our programs. The programs will provide opportunities to youths and young adults to gain practical skills and industry recognized credentials in landscaping, home construction, tree care as well as other skilled trades.

BrookLynk actively partners with employers to provide internship and apprenticeship opportunities for youth that align with their career interests and skill set. The program provides training opportunities and is intentional about identifying trainings on topics that will expand the youth's view of what is possible in future employment. BrookLynk also coordinates site visits with local businesses and campus visits with local colleges and universities during internship placements. During site visits with employers, youth learn about the various career pathways and how to begin a career with them, tour employer facilities, and participate in panel discussions with young professionals from diverse backgrounds. BrookLynk coordinates college visits with community and technical colleges and large universities to help youth explore the various post-secondary options that are available.

BrookLynk also coordinates a regional job fair and job board to cultivate a strong network of employers to provide entry-level positions for youth throughout the region. The youth job fair is typically hosted at North Hennepin Community College in early April and open to youth ages 14-24. Employers who are actively hiring youth and young adults are targeted to attend. In addition to these efforts, BrookLynk has built out alumni services for graduating interns to support ongoing skill development as well as education and career planning and navigation. The alumni services include connecting intern grads with entry level employment opportunities, college scholarship opportunities, college level internship opportunities, and opportunities to mentor current BrookLynk participants. This has a particular benefit to regional employers as well.

Carver County employment counselors begin to discuss Career Pathways with youth at assessment, and on an ongoing basis while monitoring success with EDP goals. Counselors provide labor market information at Career Exploration Workshops done w/OSY participants and continue to discuss career pathways as youth move through achievement of goals listed in EDPs.

Ka Joog considers in-demand and high-growth career fields when they develop training programs and adapt them to fit the unique circumstances of the youth that they serve. The expansion of healthcare licensures and tech specific programming and engineering career tracks are recent examples. Youth are introduced to career pathways through mentorship pairings and career specialists that guide youth to create individualized career plans that include professional and academic goals.

Ka Joog also recognizes that not every youth who enrolls will be ready to move forward with paid internships or job searches right away. Career Specialists will review findings from assessments to facilitate pre-employment training and certification with individuals who need support with basic education, ESL classes, or preemployment training administered by our team to enhance their employment prospects. Every week, our Career Specialists continue to meet with participants to review their progress in their internship, identify emerging needs, and connect them with appropriate resources. They also provide participants with group classes to build their soft skills. For younger youth and youth who need foundational support before they can pursue internships, *Ka Joog* measures success through training completion, then transition them to opportunities for paid internships. Because pre-employment training is highly specialized to match individual needs.

- 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).**

N/A.

- 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.**

All WIOA Youth receive 12 months of follow up services through contact from their employment counselor upon completion of the WIOA program to provide support and assist with any problem solving that may be needed. At the time of enrollment, staff explain the follow-up services and attain contact information for the youth and at least two others that may know how to reach the youth. The contact with youth occurs at 3-, 6-, 9- and 12-months post-exit and may happen in a variety of ways which have included face-to-face, over the phone, letters, email or via messenger or other social media platforms. The employment counselor gets information about school updates, current employment, and assesses for any current needs. Staff help problem solve and/or provide referrals.

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.

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.

A sample incentive policy used by Carver County in 2022 is attached.

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)

The Hennepin-Carver Local Support Service Policy for Adult, DW and Youth services, approved in 2020 and updated in 2021, is attached.

An employment counselor must determine eligibility for support services when it is identified that a program participant requires additional assistance outside of career and training services in taking the necessary steps towards self-sufficiency. Eligibility and the need for support services must be documented in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and signed by both the program participant & employment counselor prior to obligating support services. Participants in training programs may be provided support services at a cost of up to \$2,000 per program year.

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.

Hennepin County staff and WDA providers are continuously exploring opportunities to leverage funds from public and private sources and opportunities to co-enroll youth in programs to fully meet their training and support service needs.

BrookLynk's leveraged costs are estimated at \$250,000 in employer paid wages and benefits. In-kind services and workshops are provided by additional partners. Investment from MYP is one part of the BrookLynk budget that leverages funds from multiple sources to serve young people in the northwest suburbs with services that will enhance their opportunities for economic success. *Tree Trust* utilizes leveraged funding from grants such as the Minnesota Youth Support Services grant and other private grants along with WIOA and MYP to provide services to OSY and ISY. Additionally, co-enrollment opportunities exist between YouthBuild and other private grants for WIOA/MYP programs within Tree Trust and between SNAP/MFIP participants in Carver County.

Finally, Hennepin County will continue to utilize federal relief dollars to enhance and support service providers in addressing needs specific to or resulting from the impacts of the pandemic. In the first round of funding, Hennepin worked with community-based organizations (including our MYP and WIOA providers) to provide youth access to technology, educational support services, summer programs and activities, and food security. More specifically, \$2.5 million was allocated for the Career Services Program. The purpose of this funding was to provide youth and adult career services to individuals who had been laid-off, furloughed, or are unemployed or have reduced work hours due to the COVID-19 public health emergency within Hennepin County. We are working with our service providers to continue to identify gaps that can be bridged utilizing our next round of federal relief funding.

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**

WDA 9 has developed partnerships between youth service providers and community institutions and organizations to reach this population. These referral partnerships include the Brooklyn Center Early College Academy, Hennepin County Attorney’s Office, and Launch Ministries as well as schools, social workers, probation officers and mental health services. Through these partnerships out of school youth are identified and connected with to better understand their barriers to education or employment.

Available options for dropouts and potential dropouts are placement into year-round training options. These options are used to pay for work experience in conjunction with case management to assist the youth in short and long-term career exploration that incorporates re-engagement into education, whether that is towards a high school diploma or its equivalent, or post-secondary degree, training, or certification. Employment counselors have relationships with area high schools, alternative schools, adult basic education centers, post-secondary institutions, and apprenticeship programs to assist this population in goal setting and planning potential career pathways.

- **Youth with language and/or cultural barriers to employment**

BrookLynk staff work with participants individually in partnership with the City of Brooklyn Park's interpreter services and with employer partners.

Ka Joog staff are fluent in several languages and provide culturally competent services particularly for Somali and East African participants.

WIOA youth staff will also assist with interpreter services if necessary and will work individually with youth to attempt to connect them to culturally appropriate resources.

- **Youth in foster care and aging out of foster care**

Providers work with county social workers, school social workers and community organizations to maintain relationships for referral of youth in foster care or aging out of foster care. These organizations help to address the unique needs of this population and enroll them into youth employment programming.

In *Carver County*, foster care staff refer youth to youth Employment Counselor directly and counselor also attends planning meetings with foster care SWs to be an integral part in long-term planning for youth exiting foster care.

- **Homeless youth or runaways**

Providers have developed relationships with several organizations that serve this population, including MoveFwd, Oasis for youth, YouthLink and others. Meetings are held regularly, tabling and positioning to serve this population. Employment counselors are very familiar with these programs and have connections with area youth shelters and transitional living programs. Participants who are/or become homeless or are a runaway are offered services while enrolled at agencies such as Avenues for Homeless Youth, Hope Street Transition Living Program, and Youth Link.

In *Carver County*, a local resource utilized by homeless/runaway youth is Launch Ministries, which is a drop-in center and transitional housing source for youth. The youth counselor has resumed regular on-site visits w/Launch Ministry and is also attending regular on-site meetings with Hope House. Youth programs are also promoted to homeless or runaway youth at Project Community Connect (a community event geared toward low-income people). Carver also works with His House and Tree House which are housing services for youth in the county, as well as our own county housing assistance unit.

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

Hennepin-Carver providers use corrections and diversions programs for referrals of justice

system involved youth.

Tree Trust has worked with County Corrections directly and in the past through allocated funds from the Hennepin County Commissioner's Youth Program to enroll and offer services to youth with a juvenile record. Tree Trust has connections with the community liaisons who represent six suburban Hennepin County police departments. The liaisons distribute program information to youth who have offended or are at-risk of becoming offenders.

BrookLynk will enhance partnerships with Brooklyn Center Early College Academy, Brooklyn Park Police Department's Cities United/My Brother's Keeper initiative, a diversion program at Zanewood Recreation Center, and Hennepin County's Transition Age Youth and Juvenile Probation teams.

Carver County works with juvenile probation and social workers as referral sources for adjudicated youth. Staff has also developed a relationship with the county jail Re-entry Coordinator who has become a great referral source for the OSY program.

- **Youth with disabilities**

Hennepin County has a high percentage of youth participants with cognitive, behavioral, developmental, or physical disabilities. Employment counselors work hard to provide accommodations which best address the needs or barriers of the participants especially in work experience placements, career pathways, and suitable educational certifications and credentials. Staff are trained in how to work with a variety of the most common disabilities we have seen in the youth we serve.

Tree Trust often engages youth with disabilities. This is seen in programs with participants with Fetal Alcohol Spectrum Disorder and Autism Spectrum Disorder. Tree Trust staff ensures that these participants have an equitable opportunity to develop skills as with other participants.

Carver County serves a significant percent of youth with disabilities, and our collaboration with Vocational Rehabilitation, District 287, the alternative schools and transition programs continue to provide referrals.

- **Teen parents**

Teen parents often face difficult barriers in trying to pursue their educational and career pathway goals due to needing to provide and care for their children. Therefore, employment counselors work with the participants to find solutions to those barriers such as childcare, preschool enrollment, transportation, health care, and housing to allow the young parents to advance in their educational and career goals. There is also an involvement with the DHS MFIP Teen Parent program which offer paid employment to young parents.

Carver County works with the designated social worker for the teen program. Teen parents are co-enrolled with the public assistance programs and offered parenting support, public health

referrals, childcare resources and other resources needed to help both, child and a parent to be successful. Carver's county teen program is focusing on implementing a two generational approach. Carver has also developed a formal referral program from Beyond New Beginnings, a transitional housing program for teen parents graduating from High School at New Beginnings.

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

Hennepin County recognizes the need for quality youth programs especially education and employment programs for youth of color and other underrepresented youth populations. Tree Trust has more than 45 years of experience working with youth of color. Outreach and programming are delivered within these communities and referrals are received from various partner organizations who work directly with this population.

Tree Trust recruits and conducts outreach to BIPOC communities. This is done utilizing community-based organizations and educational institutions. Through the Tree Trust Career Pathways programs, paid work experience, employment readiness training, placement and retention services, case management and college and career navigation programming has been provided to tens of thousands of at-risk youth and young adults in the Twin Cities Metro. Serving these youth and helping them find success in the workplace is foundational.

BrookLynk and *Ka Joog* have high cultural competency in serving BIPOC youth by way of staff reflection of the population they serve through the lenses of ethnicity, language and life experience as well as deep connections to areas with high rates of youth in populations that are under-represented in the workforce. They conduct proactive engagement with youth participants to inform program direction and give youth roles within the organization that offer leadership development and empowerment opportunities.

While *Carver County* does not serve a high percentage of youth of color, culturally appropriate resources in the community are available, and expand on services offered by the counselors and teachers within the schools. If potential barriers are presented, collaboration with current affiliated professionals can be utilized to address the concerns to provide additional support. Transportation does become a barrier at times to fully accessing what is available as some resources require traveling some distance.

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 both WIOA and MYP, Work Readiness Skills are taught through individual case management, workshops and trainings, work experience, job shadows, and industry tours.

In collaboration with *Tree Trust's* Business Advisory Council and with the assistance of a workforce development education consultant, Tree Trust has developed a comprehensive Employment Readiness Training curriculum that is used for all our youth programming. After interest and aptitude assessments, staff direct youth to the curriculum that fits their individual plan. Each module of curriculum has learning objectives, outcome measures and assessments. A summary of the curriculum includes: career exploration, job search, resume development, mock interviewing, workplace norms, workplace communication and job retention and advancement. The curriculum is continually evaluated for improvement.

BrookLynk has a history of demonstrating positive outcomes in work readiness training. The annual Get Ready! online training has been re-designed as an interactive self-guided online training experience on topics such as budgeting, interview skills, resume writing, applications, and email etiquette. After completing the Get Ready! program, youth then receive the support needed to participate in work readiness training, mock interviews, and internship preparation training.

Prior to students beginning their internships, they complete an additional 12-hour internship training and orientation that is held at online or at North Hennepin Community College. Internship training includes instruction on 21st century work skills, understanding and navigating work culture, and time management. Specific instruction of training is dependent on intern's career fields. To address the needs of young people for competitiveness in the workforce and the needs of employers, we will contract with Hennepin Technical College customized training, to serve up to 60 interns to get certified in Microsoft Office Suite (Excel, Word, Access, and PowerPoint). Hennepin Tech has over 40 years of demonstrated effectiveness in providing customized training. In previous years youth have received credit for volunteer hours. Students have provided us with paperwork from their educational institution and we have signed off on their required hours.

Ka Joog delivers work readiness training including resume writing, networking, interview techniques, and job clubs: Career Specialists offer youth at least 40 hours of individual and group classes to build their skills. Career Specialists help participants with resume writing and conduct mock interviews to bolster confidence in youth before they meet with prospective employers. Youth network with other program participants and with culturally attuned mentors who are employed in similar career fields.

Additionally, in *Carver County*, Pre-Employment Skills workshops are offered and required for youth to attend before they can schedule interviews with worksites. The SCANS evaluation tool is used once the youth are hired, which provides a numerical evaluation of specific work skills. Employment counselors meet with youth and supervisors to monitor progress and improvement during the enrollment period.

- **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.**

Tree Trust has developed a comprehensive Employment Readiness Training curriculum that is used for all our youth programming. After interest and aptitude assessments, staff direct youth to the curriculum that fits their individual plan. Each module of curriculum has learning objectives, outcome measures and assessments. A summary of the curriculum includes: career exploration, job search, resume development, mock interviewing, workplace norms, workplace communication and job retention and advancement. The curriculum is continually evaluated for improvement. Additionally, a partnership has been developed with Royal Credit Union for them to deliver Financial Literacy to both ISY and OSY.

BrookLynk aids with developing a high-quality internship opportunity, training for supervisors, a designated job coach to support supervisors and interns, and materials, resources, and evaluation materials for employers. At the end of the internship, supervisors complete an MHS labs performance review to measure their intern's competency in thirteen basic skills in five separate skill sets (Professional Attitude, Team Work Ethic, Problem Solving, Time Management, and Verbal Communication). In 2017, out of 91 interns, 76% of interns rated competent in all thirteen of the career skills by their supervisors. In addition, 18% of interns were rated as having ten to twelve of the thirteen career skills by their supervisors.

Carver County requires that youth attend Pre- Employment Skills workshops prior to scheduling interviews with work sites. The SCANS evaluation tool is used once the MYP and/or WIOA youth are hired, which provides a numerical evaluation of specific work skills. Employment counselors meet with youth and supervisors to monitor progress and improvement during the enrollment period.

Ka Joog also measures work readiness skill attainment rate by soliciting input from employer pre- and post-internship.

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.

BrookLynk will have BrookLynk Youth Ambassadors who lead youth to youth marketing efforts at school and in the community. Ambassadors will be provided stipends for outreach services.

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)**

Attached below.

- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.**

Employer partners are an essential component to *BrookLynk's* success as they contribute time, resources, wages, and staff while hosting youth for summer internships. Eligible employers are located in the region and must demonstrate: 1) commitment to investing in building equitable pathways to careers by providing professional level internships, not just entry-level positions; 2) staff capacity or willingness to allocate resources to provide high-quality internships; and 3) support for youth transportation needs. BrookLynk builds a relationship with each employer partner and has responded to employer needs by providing information and support for supervisors and matching internships with employers based on interest and career pathway. As a part of the pre-assessment process youth and supervisors engage in the match and interview process to ensure that interns are a good match for the position. Upon placement job coaches meet with interns and supervisors on site to further assess the worksite, establish goals and provide support as a part of the onboarding process. At the end of the internship job coaches provide a final site visit to evaluate the experience of the intern and supervisor.

Because BrookLynk serves largely underrepresented youth, an annual training for supervisors focuses on skill development and connecting with diverse communities. BrookLynk also provides supervisors with a manual that coaches them through youth needs to make the internship a positive experience for both employer and intern. Finally, BrookLynk continues to build relationships with employers and expand our reach to new employer partners as the program expands.

Tree Trust continues to expand summer private internships to be available year-round. The Outreach Coordinator tracks new employers to add as host sites and staff manage and maintain those relationships. In addition to hosting interns, some of these employers are on the Business Advisory Council. They also assist by providing tours of facilities, speaking to classes and mock interviews. Furthermore, due to the ongoing pandemic, many of the Tree Trust business partners have provided virtual career exploration workshops for ISY and OSY.

Carver County Workforce Services holds an annual job and education fair at Chaska High School; at which time private sector opportunities for youth are noted and later disseminated. Both Hennepin and Carver recruit for internal job opportunities. Apprenticeships for youth have been identified by the WDB as an area for growth in the near future.

Ka Joog develops and provides learn and earn opportunities. They offer youth a minimum of 120-hour paid internships to develop their on-the-job skills and expose them to potential career fields. Once they begin their internships, Ka Joog pairs each youth with a mentor who has expertise in their career field of choice. Mentors are identified within internship placements whenever possible. Every week, Career Specialists meet with participants to review their progress in their internship, identify emerging needs, and connect them with appropriate resources. Participants are also provided with group classes to build their soft skills. Common themes include effective communication on the job, teamwork, time management, conflict resolution, adaptability, and more.

Ka Joog has expanded pathways for youth interested in specific career tracks. In addition to training outlined in that section, they will use support from Hennepin County to subcontract with Midwest Community Development to offer youth technical training and soft-skills

development. Technical training will be provided in areas that include web design, graphic design, database administration, coding and more.

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

N/A.

- **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.**

N/A.

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

Tree Trust works with youth during the summer to gain work experience. During the school year, employment counselors work around the participant’s schedule to meet and do not interfere with their after-school activities or commitments. This means many meetings occur before school, during the school day, or other available times for the youth. *Tree Trust* workshops, trainings and job fairs are coordinated after school at times to accommodate the large number of participants. *Ka Joog* offers year-round after school tutoring. *BrookLynk* offers an extensive summer youth internship program. Likewise, *Carver County* also offers orientation workshops, and other meetings after school hours to accommodate youth participants.

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

Tree Trust does not align with SNAP partners but does connect with MFIP/TANF through youth participants as identified in their enrollment application. MFIP/TANF youth have been and will continue to be enrolled in *Tree Trust* programs. Due to the small size of *Carver County*, the youth employment counselor has direct access to other staff serving both SNAP and MFIP participants and will continue to utilize these connections to recruit eligible youth. *Hennepin County* and the *Hennepin-Carver Workforce Development Board* will work towards improved alignment of workforce services in the WDA, including WIOA, MYP, MFIP, and SNAP, through a strategic planning process that is taking place through summer 2021.

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:

- Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.**

- b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.
- 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.
- d. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.
- 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**

WDA 9 works with each participant individually to address education as part of their Individual Service Strategy (ISS.) Depending on the needs of the youth, staff works with the school district and staff to support the youth. This may include working with youth, school staff, and other stakeholders to support youth with an IEP. There are not usually costs involved with these services, when necessary WIOA funding is utilized. Carver County refers youth to local school districts, ABE partners and agencies that provide tutoring services for these activities and utilizes WIOA funding to offset costs.

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

Participants are recruited from and are referred to several Hennepin County alternative and charter/credit recovery schools, based on the needs of each youth. Tree Trust works with several local Transition Plus programs as well as Minnesota Internship Center (MNIC,) Plymouth Youth Center (PYC,) and West Education Center (WEC.) There are not usually costs involved with these services, when necessary WIOA funding is utilized. Carver County refers youth to SW Metro Educational Co-op for alternative school and ABE partners for these services and utilizes WIOA funding to offset costs.

- iii. **Program Element 3: Paid and unpaid work experience**

WDA 9 provides paid work experience for WIOA and MYP participants. *Tree Trust* offers these opportunities in house and offers internships with external employers. Programs and best practices are described above. In house options are Youth Conservation Corps (YCC,) during the summer, and Branches year-round. Individual site internships are provided by external employers in a variety of industries year-round. Tree Trust has host site agreements in place and provides training to host site supervisors. These programs are funded by WIOA and MYP funds and supported by a variety of other funding sources.

BrookLynk connects participants with employer funded internships with companies and organizations throughout the metro. BrookLynk matches students to paid internships based on

age, transportation options, skill level, work experience, career interest, and attendance at training events. Internships begin mid-June and are six to nine weeks in length.

Carver County offers paid work experience to all youth participants; however, the worksites are set up throughout the county and the worksite provides the training and supervision at the site (while our WIOA funding pays the youth's wages, workers' comp, and support services).

iv. Program Element 4: Occupational skill training

Tree Trust offers a full spectrum of occupational skills training including interest and aptitude assessment, career exploration inventory (including LMI,) Employment Readiness Training (ERT,) paid work experience, and assistance navigating education and credentialing opportunities. Most of these services are delivered in house. Tree Trust partners with secondary and post-secondary education institutions as well as trade unions to provide opportunities based on each participant's career aspirations. The Business Advisory Council also supports this programming. These programs are funded by WIOA and MYP funds and supported by a variety of other funding sources. Carver County offers occupational skills training through employment counseling, where counselor assists youth in selecting training programs that will lead to credentials for in-demand industries or occupations. Carver County also offers a Career Exploration Workshop series for OSY to help youth identify career pathways.

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

Tree Trust's MYP programming serves primarily ISY who complete paid work experience on conservation corps crews in the summer and then return to secondary school. MYP funds are used to deliver this programming. Tree Trust's WIOA program offers a wide variety of opportunities for youth to engage in education and workforce preparation concurrently. This is always individualized based on the needs and aspirations of each youth. Youth work with their employment counselor to develop a plan to achieve their educational and employment goals. Some youth want to focus on work first based on the financial instability in their lives. Others combine paid work experience programming with educational opportunities. This might include enrolling in post-secondary or trade school. Participants are enrolled in many local community colleges and trade schools. Even when not engaged in paid work experience, youth participate in ERT and other workforce preparation activities while they progress in their educational pursuits. Depending on what the youth is pursuing, WIOA funding is often used to support these efforts. For example, entrance exams, books, materials, and transportation to assist youth as they pursue their goals.

Carver County does not mandate that training and/or work preparation occurs in any certain order. Carver County offers paid work experience to all youth participants, youth may work while also participating in Pre-Employment skills workshops, or credential attainment. Through SW Metro Co-op's Youth Build program, youth are eligible to obtain credits toward their high school graduation while they work during the summer.

vi. Program Element 6: Leadership development opportunities

Tree Trust participants have a variety of opportunities for leadership development. YCC and Branches participants working on crews benefit from having their crew leader as a role model for positive workplace behavior. YCC crews have added a new role of Assistant Crew Leader that is filled by a returning participant who has exemplified leadership qualities previously. They will work alongside the Crew Leader to help lead the crew throughout the work experience. They will also have the opportunity to contribute towards the continuous improvement and evaluation of the program by being part of the SYEP youth leadership committee. Youth on the committee will receive leadership training throughout their work experience. In addition, Crew leaders regularly look for opportunities to provide leadership opportunities to all other participants during the workday. This might include having a participant lead others in completing a task or training others on the proper use of a tool. Participants also take turns managing specific daily tasks such as tool inventory at the start and end of each workday, or tool cleaning and maintenance. These tasks are often assigned specifically to help the development of a youth based on their needs and interests.

Carver County offers leadership development opportunities through our work experience program – youth at worksites are able to develop leadership skills in their jobs, and have worked with worksite supervisors to create new job titles and job descriptions at some worksites for youth displaying leadership to give them more responsibility on the job and to pay a higher wage if the increased responsibility warrants higher pay. Carver County will also assist youth in participating in civic engagement activities if they show interest in this area.

vii. Program Element 7: Supportive services

Support services are an integral part of case management. As part of developing the ISS, employment counselors work with participants to complete a service needs assessment. Through this process, needs are identified and prioritized. If applicable, goals are set around these needs and worked on collaboratively. Some services are provided in house delivered by employment counselor. Other services are provided by referral, or collaboratively with staff from other CBOs. *Tree Trust* has a network of other CBOs that serve the same youth population and provide intensive services outside of the scope of what *Tree Trust* provides. These include, homeless drop-in centers, housing providers, food resource providers, ABE providers and others. *Tree Trust* works with these organizations and have referral relationships in place with them. There are examples of these organizations listed above. If participants are referred to another agency, *Tree Trust* case managers guide the process and supports the participant as needed. Case managers continue to follow-up with participants and support them as they receive support from the external organization. Depending on the support service and the funds available to the providing external agency, WIOA funds are sometimes used for support services.

Carver County provides support services using WIOA funding to participants that need the support services to be successful with training and/or employment activities. *Carver County*

would provide support services allowable under WIOA regulations and would mirror the policy used for support services for WIOA adults, as funding allows.

viii. Program Element 8: Adult mentoring

If a participant has identified a need for a formal mentor, Tree Trust would work with Mentor Minnesota to secure an appropriate referral for them to an agency that provides formal mentoring. At Ka Joog, youth are paired with industry-specific mentors that offer individual career navigation to ensure they succeed on the job and have career and educational prospects once they complete their internships. BrookLynk pairs participants with mentors through internship supervisors and BrookLynk alumni.

Carver County's youth employment counselor will work to connect youth with adult mentors, which could consist of other employees at Carver County, employees with local schools, or work-site supervisors when appropriate.

ix. Program Element 9: Follow-up services

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services for youth may include leadership development and approved supportive service activities, regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise, assistance in securing better paying jobs, career pathway development, and further education or training, work-related peer support groups, adult mentoring, services necessary to ensure the success of youth participants in employment and/or post-secondary education. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. The types of services provided and the duration of services, must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation report a performance outcome.

x. Program Element 10: Comprehensive guidance and counseling

Comprehensive guidance and counselling are available to all participants, both formally and informally. If this need is identified in the service needs assessment it will be incorporated into the ISS. Informally, employment counselors provide continual guidance and counselling about employment and education as it relates to the needs and interests of our participants and their plan. Direct service staff is trained in Motivational Interviewing (MI.) The foundation for MI rests on a person-centered, collaborative approach. MI increases youth engagement, reinforces self-motivation, improves outcomes, and provides a common language for peer-to-peer conversations. The idea is to create an equal communication transaction in which staff can guide and support participants as they come to their own conclusions about what decisions are right for them and what path they should pursue. If formal counselling is desired/required, a referral will be made to an agency that has appropriate services and trained staff.

Carver County's own youth employment counselor provides employment counseling and assistance with choosing an education path and would refer out to other agencies if there were counseling services the youth needed that we could not provide in-house (i.e. mental health or chemical health counseling).

xi. Program Element 11: Financial literacy education

As part of Employment Readiness Training (ERT) WIOA and MYP participants participate in financial literacy training.

Carver County provides Financial Literacy workshops to youth each summer after they receive their first paycheck.

xii. Program Element 12: Entrepreneurial skills training

If a participant during program activities, (assessment, interest inventory, and career exploration) expresses interest in researching entrepreneurial pursuits, staff will support them as we would for any career path choices. We will help them do research to find access points into their area of interest, identify educational or training requirements, and secure the necessary financial commitments.

Carver County's youth employment counselor also works with adult participants and dislocated workers; therefore, we would utilize some of those same resources if a youth was interested in self-employment to assist the youth in developing a business plan.

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

Labor Market Information (LMI) is available to participants at a variety of points during their programming. Career exploration curriculum is linked to LMI. As participants complete interest inventories on careeronestop.com they are directed to LMI related to their career choices. They can research educational requirement, pay rates, and local demand numbers about their top career choices. Staff also access LMI with participants during ERT as part of teaching about current trends and employment best practices. We also use LMI to develop and continually improve programming. Tree Trust uses the DEED website to explore current labor trends and use that information when evaluating program success and potential program creation.

Carver County's youth employment counselor utilizes labor market information websites to provide labor market info to youth – youth complete an interest assessment at the start of programming, and employment counselor follows up mid-summer to provide LMI that relates to their interests, then explores training or other information with youth that would like to pursue employment in their interested fields. LMI is also included in the Career Exploration Workshop series offered to OSY.

xiv. Program Element 14: Postsecondary preparation and transition activities

Employment counselors work with participants to prepare for post-secondary education opportunities. All WIOA participants complete an education test upon entering the program. Depending on the participant's interests and basic education level, we will assist them with the proper steps to prepare for post-secondary education. Depending on their scores, assistance is provided for taking college entrance tests, or if their levels are too low, they are referred to a local ABE provider for basic education training. Staff will also assist them in navigating the college entrance process. We support them with case management services once they begin their classes. Staff help them with ancillary services as necessary, such as housing, transportation, childcare, and finding part time work to support them while they are in school. As stated above, youth complete an interest assessment at the start of programming, and employment counselor follows up mid-summer to provide LMI that relates to their interests, then explores training or other information with youth that would like to pursue employment in their interested fields. The employment counselor would assist youth in exploring background that may not allow someone to work in a certain job, setting up school visits, completing FA paperwork, as well as providing support services. to help the youth transition to post-secondary training.

[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>Carver – coordinate with county probation officers for juveniles and DOC for adult probation –Carver also works closely with the county Jail Re-Entry coordinator to support those exiting jail.</p> <p>Hennepin County – Increase referrals from parole officers and transition coordinators to programs. Educate offenders on their rights through case management, community</p> <p>Hennepin County – Continue to</p>	<p>Carver – coordinate potential program resources with internal social workers – foster care licensors – and employment counselors.</p> <p>Hennepin County – Continue to build connections with social workers working with youth in foster care or aging out of foster care for referrals. Continue to develop relationships and strategic alliances with CBOs that serve this population.</p>	<p>Carver – coordinate services with programs serving youth in transition – CTIC, SW Metro co-op, and district 287. Also collaborate with local Vocational Rehab office</p> <p>Hennepin County – Increase cooperation with community partners, schools and employers to offer the best services and resources to participants with disabilities.</p>	<p>Carver – connect youth with appropriate contacts to complete homeless assessment. Refer youth to resources such as Launch Ministries and free meals offered locally when appropriate. Refer youth to HHS intake to screen for public assistance benefits when applicable.</p> <p>Hennepin County – Increase employability of participants and their attainment of jobs with sustainable wages. Continue and improve partnerships with</p>	<p>Carver – continued collaboration with SW Metro Educational Co-op, other school districts and CTIC, as well as working with Truancy and School-Based social workers at the county.</p> <p>Hennepin County – Employ MYP funding for early intervention with at-risk youth who are missing school. Use work experience and career pathways exploration and planning help youth have more career options upon leaving school and to understand the benefits of</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				
build connections with social partners, workshops, and training. Assist participants who are juvenile offenders to expunge their records when possible.			community organizations serving homeless youth. Offer effective case management to prevent participants from becoming homeless.	receiving their diploma if needed to achieve their goals.

HENNEPIN COUNTY
MINNESOTA

Request for Proposal

Workforce Innovation and Opportunity Act &
Minnesota Youth Program

YOUTH CAREER DEVELOPMENT SERVICES

Proposal due date: Thursday, January 7, 2020 on or before 10:00 a.m.

Closing date for all questions: Wednesday, December 23, 2020 before 5:00 p.m.

Virtual Pre-proposal conference: Tuesday, December 15, 2020 starting at 2:00 p.m.



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1 Introduction

1.1 Project overview

The County of Hennepin, State of Minnesota (Hennepin County or County), acting in collaboration with the Hennepin-Carver Workforce Development Board (HCWDB), is soliciting proposals for the operation of youth career development programs in suburban Hennepin County (excluding Minneapolis). Selected proposers will carry out youth career development activities funded by and guided by the policies of the Workforce Innovation and Opportunity Act (WIOA Youth) and the Minnesota Youth Program (MYP). Proposers may apply for one or both programs according to their capacity and ability to provide services in accordance with program policies. The start date for youth career development programs under the Workforce Innovation and Opportunity Act is April 1, 2021. The start date for MYP services is July 1, 2021. The end date for services is June 30, 2023. The County may make multiple awards based on geography, capacity or other factors determined by the County.

The WIOA Young Adult Program (WIOA Youth) serves disconnected youth ages 14 to 24 who may be experiencing homelessness, involvement in the juvenile justice system, poverty, and other barriers to education, training and employment. The program incorporates a framework of services which must include intake, objective assessments, the development of individual service strategies, case management, supportive services, and follow-up services. WIOA Youth prioritizes services to out-of-school youth and work experience. A minimum of 75% of funding must be used to serve out-of-school youth, and a minimum of 20% of funding must be spent on work experiences. Emphasis is placed on individual participant need and all programs and services must be client driven and not program driven. Programs must be geared to the needs of the youth and the regional economy of Hennepin County.

The Minnesota Youth Program (MYP) is the most flexible youth funding source meant to address gaps in service identified by workforce development areas. It offers critical work experience opportunities to low income and at-risk suburban youth ages 14 to 24. The goal is to meaningfully invest in young people who are the most likely to face threats to long term economic success and connect them with experiences at a critical period in their lives. Research has shown that the number one predictor of future success in the workforce is early exposure to work experience. Work readiness training is focused on employer-driven behaviors such as attendance, punctuality, teamwork, communication skills, and problem-solving, and is delivered in an interactive manner. MYP provides youth with hands-on opportunities to apply skills they learn in the classroom, improving students' grades, attendance and graduation rates, and introduction to career pathways.

The Hennepin-Carver Workforce Development Area (WDA 9), comprised of suburban Hennepin and Carver counties, is formed under a Joint Powers Agreement specific to the implementation of WIOA, which assigns administrative duties for the area to Hennepin County, including issuance of RFPs and grants management. Carver County is designated to provide services within that portion of the WDA, and Hennepin contracts with community-based organizations for the provision of services in suburban Hennepin County. The Workforce Development Board is responsible for the oversight of all programs serving suburban Hennepin and Carver Counties.

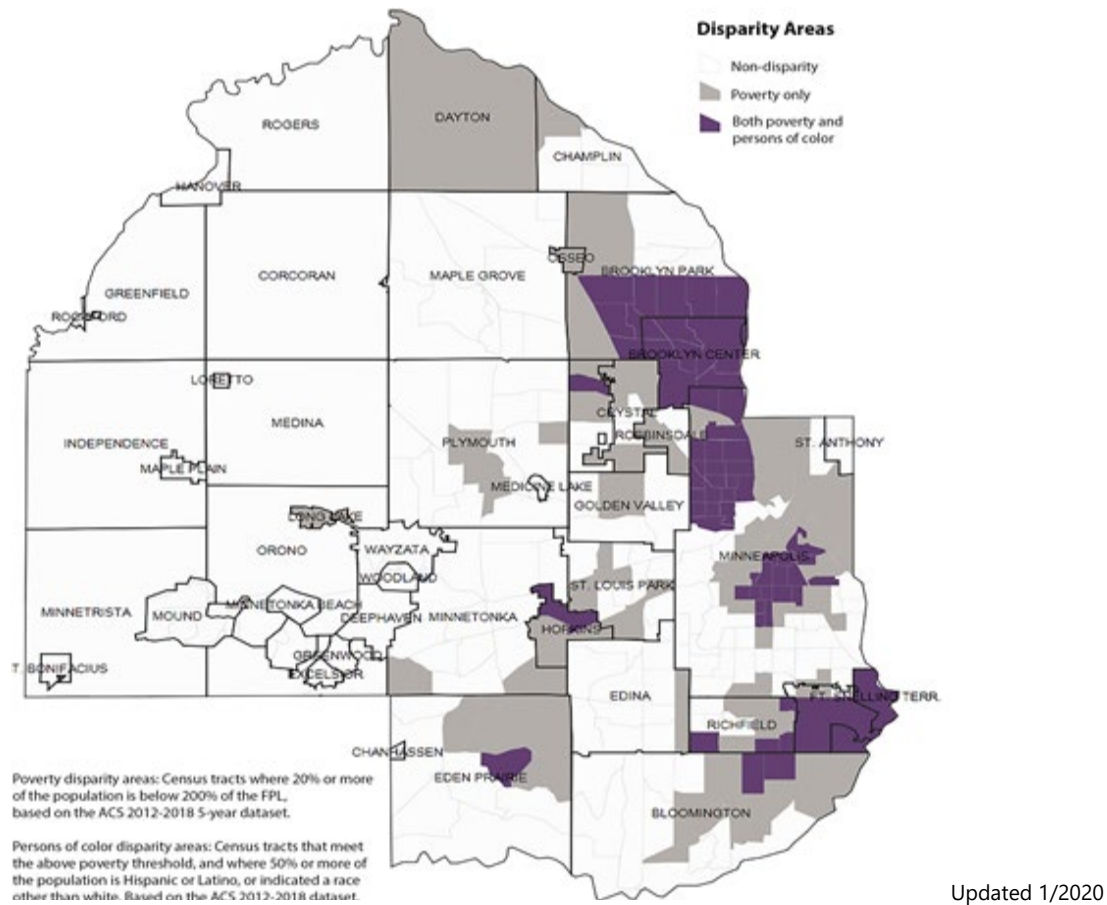
Despite WDA 9 including both suburban Hennepin and Carver Counties, *this RFP is for suburban Hennepin County only*. Carver County receives an allocation of WIOA Youth funds as part of the Joint Powers Agreement with Hennepin County and a direct allocation for MYP, and therefore is not included in this RFP. The City of Minneapolis is a separate Workforce Development Area with its own board providing oversight.

The Hennepin-Carver Workforce Development Board (HCWDB) is one of sixteen local boards across the state of Minnesota that receive federal and state allocations, based on a formula set in law, to carry out employment and training programs including WIOA Youth and MYP. The board includes representatives from Adult Basic Education, DEED Job Service, DEED Vocational Rehabilitation Services, Community Based Organizations serving populations with barriers to employment, Post-Secondary institutions, Labor Unions, and employers. The HCWDB is responsible for setting the strategic direction within the Workforce Development Area (suburban Hennepin and Carver counties), ensuring the delivery of quality services to participants, aligning resources and initiatives via the WIOA Local and Regional Plans, and achieving federal and state program performance measures. The Board values the work of, and partnerships with, community-based organizations, and therefore chooses to contract out service delivery for these programs.

Under federal law, the HCWDB is also responsible for ensuring at least one comprehensive [CareerForce](#) location within the Workforce Development Area through which all funded services are available. This can range from a robust referral process to actual co-location on site. Funded providers will be responsible for working with the Board to implement strategies to meet this requirement.

Hennepin County Workforce Development subcontracts WIOA Youth and MYP funds to local organizations and provides them with technical assistance, administrative services, strategic direction, resources and support. Hennepin County leadership is committed to reducing and eliminating the disparities affecting low-income residents and especially residents of color. Employment is a key disparity area alongside housing, health, transportation, income, and justice that must be addressed to increase opportunities and access that lead to prosperity for the residents that we serve. Reducing any individual disparity can leverage positive change and help reduce disparities in other areas. Workforce Development staff approach all work from this lens and bring resources in the form of technical assistance to contracted providers. Resources may include provider access to the Talent Neuron Recruit Tool, the Racial Equity Toolkit, and WIOA Youth and MYP training. Selected youth provider(s) may have the ability to participate in these career and resource fairs and other workforce development efforts within suburban Hennepin County.

Population Served



Suburban Hennepin County is home to roughly 86,000 youth ages 15-24, making up about 10% of the population. Selected provider(s) will be encouraged and supported in acquiring and using recent data on youth demographics and labor market information to inform recruitment and service strategies. The map above shows pockets in suburban Hennepin County with high concentrations of poverty and non-white populations greater than 50%. Young people in these geographical areas are more likely to experience the conditions that create barriers to employment and make them eligible for our programs. While the Workforce Development Board will ensure services are available to all of Hennepin County's young people, we can target recruitment and partnership efforts to maintain a presence and create change in the areas of greatest need. In Hennepin County the data is stark as it relates to the at-risk youth in need of services. Such data is listed as follows:

- 83 youth aging out of foster care in Hennepin County were discharged from foster care to emancipation or turned 18 while on foster care, since the start of 2020. Of those, 58 youth had been in care for 12 months or longer. (Source: [MDH Child Welfare Dashboard](#))
- 1,800 justice involved youth ages 14-24 residing in Hennepin County (excluding Minneapolis) were open on investigation, supervision, or a court-ordered service with the Department of Community Corrections and Rehabilitation in November 2020. (Source: DOCCR)
- 911 young adults (ages 13-25 years old) identified as homeless or unstably housed in Hennepin County during one 24-hour period in 2016, and an estimated 924 were in Hennepin County shelters in 2019. (Sources: Voices of Youth Count, 13- to 25-year-olds; Minor Connect) *

*Includes Minneapolis

Hennepin County staff and leadership are also connected to particularly vulnerable youth through the juvenile justice system, foster care, homeless youth and other programs. These are examples of populations that have great barriers to employment. As mentioned in this RFP, youth dollars targeting disconnected youth and individuals with such barriers could be specialty areas to consider for recruitment and service. Using census data, County data, and other sources will aid in the recruitment of and service to hard-to-reach youth.

Performance Goals

Hennepin County Workforce Development staff negotiate performance measures for the Hennepin-Carver Workforce Development Area (WDA 9) with DEED staff at the state level.

At a minimum, WIOA providers are expected to meet the [required performance indicators](#) by achieving at least 50% of each individual goal negotiated for WDA 9. Hennepin County will work alongside providers providing support and technical assistance towards achieving these goals.

WDA 9 PY19, PY20 and PY21 Performance Goals and Actual Outcomes				
	PY21 Goal	PY20 Goal	PY19 Goal	PY19 Actual
Youth Employment Training Rate Second Quarter After Exit	76.0%	75.0%	67.0%	64.7%
Youth Employment Training Rate Fourth Quarter After Exit	74.0%	73.0%	62.5%	81.8%
Credential Attainment Rate	62.5%	62.0%	47.7%	75.0%
Measurable Skills Gain	49.0%	49.0%	<i>PY18 Baseline</i>	33.3%
Median Earnings Second Quarter After Exit	\$ 3,700	\$ 3,700	<i>PY18 Baseline</i>	\$ 3,468

[Performance measure definitions](#) are detailed in the Scope of Services attachment (p.17)

MYP providers are expected to focus on work readiness skill attainment rate (measured by employer pre-post- on the worksite); obtained HS diploma or GED; remained in school; obtained a certificate or degree; dropout returned to school; and earned academic or service-learning credit for work experience.

Values

Youth career pathways should be designed to serve a diverse group of learners including individuals with barriers to employment, individuals with a disability, veterans, public assistance recipients, new immigrants, English language learners, and justice involved individuals. Successful career pathways exist of partnerships where each organization brings an essential set of services critical to ensuring the success of the individuals served. Such partnerships may include: Adult Basic Education, culturally specific community-based organizations, DEED Job Service, DEED Vocational Rehabilitation Services, employers, post-secondary institutions, and other Youth Support Service Providers.

In addition to meeting performance goals, standard activities and reporting, Hennepin County staff and the Hennepin-Carver Workforce Development Board will work with providers to pursue goals aligned with their mission and values. The ideal provider(s) will be able to demonstrate experience in or the ability to:

- Proactively engage youth participants, alumni, and community partners in development of programs and strategies.
- Identify and incorporate employer needs in services to reflect industry demand.
- Integrate new technology, data and virtual learning into their programs.

- Provide culturally competent services to young people of diverse backgrounds and needs, especially those identifying as people of color, immigrants, English Language Learners, and having a disability.
- Coordinate to align services and resources with other providers of employment services and youth support services in Hennepin and Carver Counties.
- Connect participants with work experience and training that prepares them for in-demand industries based on market research from reliable and up to date sources.
- Enhance career pathways through apprenticeship and internship opportunities.

Partnerships are required in order to meet the disparities reduction initiatives mentioned in this RFP. With assistance from Workforce Development staff, providers will be expected to coordinate service efforts with entities/programs that may include Carver County WIOA and MYP Youth programs, Jobs for America’s Graduates, The Annie E. Casey LEAP initiative, PLUS program managers, Youth at Work providers, CareerForce partners and other youth targeted programs or services. Such coordination may include co-enrollment of participants, alignment of vision targeting certain populations of youth, and engagement in discussions of the benefits cliff effect and how youth are impacted as they become gainfully employed and receive less social service support.

Funding & Qualifications

Funding will be available for career, training and support services to provider(s) selected via this RFP and is determined on an annual basis for the duration of the contract. **Funding allocations and performance measures are subject to change** consistent with requirements and allocations established by the Minnesota Department of Employment & Economic Development. Therefore, successful proposers must be prepared and have the capacity to adjust to changes in funding, performance and programming. We have seen a decrease in WIOA Youth dollars over the past three years while MYP has largely remained consistent.

Estimated program funding levels for suburban Hennepin County services (*average of past three program years*):

- **WIOA Youth: \$296,804***
- **MYP: \$278,451****

*Total WIOA Youth allocation to Hennepin County minus the Hennepin County administration allocation, Hennepin County staff allocation, and Carver County allocation through the Joint Powers Agreement.

**Total MYP allocation to Hennepin County minus Hennepin County administration and staff allocation.

Minimum qualifications for a proposer:

- Proposers must have adequate administrative controls and personnel to provide services for the proposed youth programs, achieve the goals and objectives of their proposed program and the conditions of the contract. Proposers may include public organizations/agencies; incorporated, private non-profit and for-profit organizations. With prior approval of the County, proposers may enter into partnerships and contracts with other providers to deliver services within suburban Hennepin County.
- Proposers must be able to provide services and have a physical presence in the Suburban Hennepin County area outside of the City of Minneapolis. Proposers must specify the geographic location in which they will provide services, which could be the entire suburban Hennepin county region or a

specific portion of this service area. The Hennepin – Carver Workforce Development Board must ensure services are available throughout the entire suburban Hennepin County area, therefore the board reserves the right to select one provider or multiple providers to ensure needs are sufficiently met.

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

Further details on workforce development activities, values, and expected outcomes are in the Scope of Services attachment.

Resources

In addition to the information provided in the RFP and the Scope of Services, please visit the following websites for further information:

IMPORTANT: Review and understanding of Minnesota’s Youth Policies (1) is required for implementation of programs awarded under this RFP for selected provider(s).

1. Minnesota’s WIOA Youth Policies: <https://mn.gov/deed/programs-services/office-youth-development/youth-programs/wioa-youth.jsp>
2. U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 9-16 Operating Guidance for the Workforce Innovation and Opportunity Act: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16.pdf
3. Minnesota Governor’s Workforce Development Board State Plan, Greater Metropolitan Workforce Council Regional Plan and the Hennepin – Carver Workforce Development Board Local Plan: <https://mn.gov/deed/gwdb/priorities/wioa/>
4. 2020 Hennepin-Carver Unified Local Youth Plan: https://mn.gov/deed/assets/wda9-youth_tcm1045-387832.pdf
5. Minnesota Labor Market Information: <https://mn.gov/deed/data/>
6. Youth Committee Resource Guide 2020 – a compilation of best practices providing a snapshot of cooperative youth service strategies underway in Minnesota’s Local Workforce Development Boards: https://mn.gov/deed/assets/youth-committee-guide_tcm1045-222605.pdf

1.2 Scope of services (Attachment 1)

The full scope of services is included as Attachment 1.

1.3 Proposal format and content (Attachment 2)

When submitting a proposal, Proposers must follow the specific format and contents detailed in Attachment 2. Failure to do so may prolong the evaluation process.

1.4 Pre-proposal conference

Hennepin County will provide limited technical assistance to those preparing a proposal. Assistance will be in the form of a Proposer’s Conference to review the Workforce Innovation and Opportunity Act and Minnesota Youth Program laws and policy/program regulations, clarify the instructions and respond to

questions. Due to COVID-19 precautions the pre-proposal conference will be held virtually on Microsoft Teams. The virtual meeting will be held on **December 15, 2020 beginning at 2:00 p.m.** *All prospective proposers are encouraged to attend.* The conference will be held at the following link:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 612-263-6117,,91378595#](tel:+1612263611791378595) United States, Minneapolis

Phone Conference ID: 913 785 95#

Hennepin County staff will record minutes at the Proposer's Conference and distribute the minutes to interested parties upon request.

Prospective proposers may submit questions related to the RFP in writing prior to the Proposer's Conference. This will allow staff the opportunity to prepare a response to the question(s) in advance of the meeting.

2 General rules

2.1 RFP overview

This Request for Proposals ("RFP") is an invitation to submit a proposal to the County. It is not to be construed as an official and customary request for bids, but as a means by which the County can facilitate the acquisition of information related to the purchase of services. Any proposal submitted is a suggestion to negotiate and **NOT A BID**.

2.2 Estimated timeline and extension of time

12/7/2020 RFP Issued

12/15/2020 Virtual pre-proposal conference 2 p.m.

12/23/2020 Closing Date for Questions

1/7/2020 Proposal Due on or before 10 a.m.

1/18/2021 Interviews (if requested by the County)

4/1/2021 Effective start date of WIOA contract(s)

7/1/2021 Effective start date of MYP contract(s)

These dates are subject to revision or cancellation by the County in its sole and absolute discretion.

2.2 Proposal submission

Proposals must be submitted through the [Hennepin County Supplier Portal](#). In order to submit a proposal, you must first register with the Supplier Portal. For more information on how to register, please go to the [Supplier Portal Information Page](#). Proposers are strongly encouraged to make their submissions well in advance of the proposal due date as the process may take some time to complete.

Proposers are instructed to use the outlined format in preparing all proposals. Failure to do so may result in a reduced rating by the Proposal Review Committee. **Responses may not exceed fifteen (15) single-sided pages** in length and should be prepared using a standard 12-point font on pages sized no larger than 8 ½ x 11. This 15-page restriction excludes the Budget Form and other information requested, where noted.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the County reserves the right, in its sole and absolute discretion, to accept proposals after the proposal due date.

2.4 Questions and communication restrictions

Questions concerning this RFP should be submitted in writing via e-mail with the subject line **RFP Youth Career Development Services** to:

lan.Clobes@hennepin.us, Copy to: Todd.austin@hennepin.us

Proposers shall not communicate, verbally or otherwise, with any Hennepin County personnel, boards, the Hennepin-Carver Workforce Development Board or relevant consultant(s) concerning this RFP, except for the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Proposer attempts or completes any unauthorized communication, Hennepin County may, in its sole and absolute discretion, reject the Proposer's Proposal.

2.5 Addenda

The County reserves the right to modify the RFP at any time prior to the proposal due date. An addendum will be posted in the Supplier Portal if the RFP is modified. Addenda may be viewed by clicking on the 'View Event Package' on the Event Details page. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The County will modify the RFP only by formal written addenda. Proposals should be based on this RFP document and any formal written addenda. Oral statements, including those occurring at pre-proposal meetings or site visits, or other communications are non-binding and should not be relied upon as a modification to the RFP.

2.6 County's right to withdraw, cancel, suspend and/or modify RFP

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.

2.7 Proposer's right to edit or cancel proposal

A proposal may be edited or cancelled in the Supplier Portal prior to the proposal due date. For instructions, view the Edit or Cancel a Response section of the [How to Respond to an Event Guide](#).

2.8 Proposals will not be returned

Upon submission, proposals will not be returned.

2.9 Public disclosure of proposal documents

Under Minnesota law, proposals are private or nonpublic (as those terms are defined by the Minnesota Government Data Practices Act) until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All other data in the proposal is private/nonpublic data until completion of the evaluation process. At that time, all remaining data submitted by all Proposers is public with the exception of data classified as private/nonpublic trade secret data under Minn. Stat. § 13.37.

If the Proposer believes private/nonpublic data is included in its Proposal, Proposer shall clearly identify the data and provide the specific rationale in support of the asserted classification. Proposer must type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the Proposal which Proposer believes to be protected by law. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such.

The Proposer agrees, as a condition of submitting its Proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Proposal. Typically, pricing, fees, and costs are public data.

2.10 Proposer's costs

The County shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation, submission, and attendance at interviews, or any other activity associated with this RFP or otherwise.

2.11 Proposer's ideas

The County reserves the right to use any or all ideas, concepts, or other information provided in any proposals. Selection or rejection of the Proposal does not affect this right.

2.12 Collusion

Pursuant to Minn. Stat. § 383B.145 subd. 10, if the County determines that collusion has occurred among Proposers, none of the proposals of the participants involved in the collusion shall be considered. The County's determination shall be final.

2.13 Conflict of interest

The Proposer affirms that to the best of its knowledge the submission of its Proposal, or any resulting contract, does not present an actual or perceived conflict of interest. The Proposer agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest with a Proposer. To avoid a conflict of interest with a Proposer, the County may utilize methods including disqualifying a Proposer from eligibility for a contract award or cancelling the contract if the conflict is discovered after a contract has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

3 Evaluation and selection

3.1 Proposal evaluation and recommendation for selection

This RFP does not commit the County to award a contract. Submission of a proposal shall neither obligate nor entitle a Proposer to enter into a contract with the County. The County reserves the following rights, to be exercised in the County's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any Proposer; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Proposer or vendor; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel or amend by addenda this RFP, in part or entirely; 7) to award multiple contracts to multiple Proposers; and/or 8) to award a contract to a vendor that did not submit a proposal.

Evaluation of proposals by a selection committee, evaluation panel, County staff, the Hennepin-Carver Workforce Development Board, a technical advisory committee, or by another group, individual or entity is advisory only. The County Board or its designee may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the County Board or its designee, and as such, they are not binding upon the County, nor may they be relied upon in any way by a Proposer.

3.2 Evaluation of responsiveness

The County will consider all the material submitted by the Proposer to determine whether the proposal complies with the terms and conditions set forth in this RFP. Proposals that do not comply with the provisions in this RFP may be considered nonresponsive and may be rejected.

3.3 Evaluation of responsibility

To determine whether a Proposer is responsible, the County will consider the Proposer's general qualifications to perform the requested services in a satisfactory manner; financial responsibility; integrity; skill; and ability.

Factors considered by the County may include, but are not limited to, Proposer's past performance on previous projects; the Proposer's technical capabilities; individual qualifications of Proposer's key personnel; and the Proposer's financial ability to perform on the contract. Proposals from Proposers considered not responsible will be rejected.

3.4 Evaluation panel and evaluation criteria

After review of each responsive proposal, the County may immediately award a contract to a successful Proposer based on the evaluation criteria, or it may establish a short list of Proposers for further consideration. Proposers may be asked to provide additional information, including but not limited to two years of audited financial statements. Proposers may also be asked to attend an in-person or telephone interview/presentation, as determined by the County in its sole discretion. Evaluation criteria shall include the following:

1. Organization History, Capacity and Performance (18 points)

- Positive past performance and outcomes
- Capacity to manage grants, serve youth clients, manage government funded program, reporting and performance requirements
- Alignment of mission to Hennepin County and Hennepin-Carver Workforce Development Board values
- Experienced, effective staff with a focus on diversity and inclusion

2. Service Design and Approach (52 points)

- Service design catered to economy of geographical service area
- Service design catered uniquely to individual need
- Participants are engaged proactively, and voices are influential in program design
- Recruitment strategy for hard-to-reach, disconnected and out-of-school youth
- Advanced understanding of diversity of needs among youth population served, including those with disabilities
- Understanding of local market and needs in geography served. Has developed strategy, partnerships, and resources to serve the unique needs of youth within their service area
- Holistic approach including assessment of needs, support services, work experience (particularly learn while you earn models like internships and apprenticeships), and follow up services
- Up-to-date technology and other methods to provide services virtually, remotely or in person

- Ability to deliver services in a manner consistent with CDC and MDH guidance during COVID pandemic

3. Partnerships and Leverage (20 points)

- Relationships with employers that lead to opportunities for youth
- Introduce participants to career pathways through apprenticeship, on-the-job training, certification, internship, and education opportunities
- Participation in CareerForce service delivery partnerships and strategies

4. Budget Narrative* (10 points)

- Budget proposal presents clear structure and strategy to maximize funding for services to youth
- Spending is tracked effectively
- Past performance shows fiscal responsibility and effectiveness
- Plan for other funds or in-kind resources that will be used to supplement WIOA and MYP funds

*Because the cost proposals will be based on each Proposer's unique solution, a simple comparison of dollar amounts between the finalists will not yield evaluations that provide the best value for the County. Accordingly, the selection committee members will use their professional expertise to evaluate, using reasonable business judgment, the best value for the County. The selection committee members may prioritize and/or identify the business requirements, acceptance of County terms and conditions, or other non-cost factors to justify the selected Proposer's price.

Total Possible Points (100 points)

Proposals will be reviewed by a panel of Hennepin County Workforce Development staff, Hennepin-Carver Workforce Development Board members and guest members or staff of other Local Workforce Development Boards. The panel will work towards a consensus based on the response to the Proposal Narrative questions and Budget Form and Narrative in Attachment 1.

If necessary, Hennepin County may ask for interviews to clarify points listed above.

Attachment 1 – Scope of services

Selected proposers will carry out youth career development activities funded by and guided by the policies of the Workforce Innovation and Opportunity Act (WIOA Youth) and the Minnesota Youth Program (MYP). The start date for youth career development programs under the Workforce Innovation and Opportunity Act is April 1, 2021. The start date for the Minnesota Youth Program is July 1, 2021. The end date for services is June 31, 2023.

WIOA Policy Requirements

The purpose of these funds is to provide career development activities for eligible youth. Proposers must demonstrate the ability to establish integration between the Workforce Innovation and Opportunity Act and a broad range of State and local providers, including a commitment to Minnesota's CareerForce system. The purpose and program requirements of the WIOA Youth Program are summarized below and described in Subtitle B, Chapter 2 of the Workforce Innovation and Opportunity Act. **The Workforce Innovation and Opportunity Act** can be found at <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>. **Minnesota WIOA Youth Policies** including program design, program elements and eligibility can be found at <https://mn.gov/deed/programs-services/office-youth-development/youth-programs/wioa-youth.jsp> under the Documents and Forms tab.

Youth Program Design (Section 129(c)(1)) must include:

- An objective, individualized assessment of the academic levels, skill levels and service need of each youth. Assessment should include a review of basic skills, work readiness skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth. Recent assessments conducted pursuant to another education or training program may be utilized.
- Development of Service Strategies for all youth served. The Service Strategy is an individual plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, taking into account the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.
- Services that provide:
 - Activities leading to the attainment of a secondary school diploma or recognized equivalent or a recognized postsecondary credential;
 - Preparation for postsecondary educational and training opportunities;
 - Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credential;
 - Preparation for unsubsidized employment opportunities, in appropriate cases; and
 - Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

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

- Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences with an academic and occupational education component, including summer and year-round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate;
- Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to post-secondary education and training;
- Financial literacy education;
- Entrepreneurial skills training;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for 12 months after the completion of participation.

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

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

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

❖ **Out-of-School**

- Not attending any school (as defined under State law); and
- Not younger than age 16 or older than age 24 at the time of enrollment; and
- One or more of the following:
 - School dropout
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner
 - Subject to the juvenile or adult justice system
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section

- 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by MN State Statute 116L.56 <https://www.revisor.leg.state.mn.us/statutes/?id=116L.56>

❖ In-School

- Attending school
- Not younger than age 14 or older than 21; and
- Low-income; and
- One of more of the following:
 - Basic skills deficient
 - English language learner
 - An offender
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e–2(6)), a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement
 - Pregnant or parenting
 - An individual with a disability
 - Requires additional assistance to enter or complete an educational program or to secure or hold employment defined by MN State Statute 116L.56 <https://www.revisor.leg.state.mn.us/statutes/?id=116L.56>

Outcomes (WIOA Law Chapter 4, Section 116) *Measured Performance Goals*

Services for youth must result in:

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

Definitions of Measured Performance Goals

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

WIOA Young Adult and MYP Program Operating Guidelines

These guidelines supplement requirements specified in contracts, plans, fund availability notices, and other Hennepin – Carver Workforce Development Board communications.

Responsibilities of sub-recipients/service providers include:

- Identification of, outreach to and recruitment of program-eligible youth ages 14-24 in need of employment, training, and career development services;
- Documentation of eligibility as required by WIOA, state, and Hennepin – Carver Workforce Development Board policy, and completion and data input of MIS paperwork into Workforce One according to procedures;
- Advise each applicant of appropriate employment, training and community services for which the individual may be eligible;

- Create an Objective Assessment for each youth registrant that evaluates the needs of the participant with regard to services or training programs available in the workforce development area;
- Creation and retention of participant files containing all information collected about each participant and making this information available for Hennepin – Carver Workforce Development Board or state/federal review;
- Ensure that the required consents are acquired to share participant information;
- Determination through needs assessment of those who may need limited job search assistance, those who need more extensive service related and supportive services, and those who may need retraining (in keeping with WIOA and/or state law/policy pertaining to use of youth funds);
- All Individual Service Strategies (ISS) created for a participant in a Hennepin – Carver Workforce Development Board funded program must be reviewed and signed by an agency staff who possesses either an active Global Career Development Facilitator (GCDF) certification or a counseling-related Bachelor's or Master's degree (including but not limited to a degree in social work, counseling, psychology, or related fields), which will be subject to annual audit;
- Provision of needed service related, support, and retraining services;
- Maintenance of staff awareness/knowledge of the availability of and eligibility for other human and social services of which participants may be in need, and use of this knowledge to appropriately assist applicant and participant access to these services;
- Referral to and coordination with other resources (including, but not limited to, TAA/TRA, Unemployment Insurance and Veterans programs, community resources for medical, mental health, counseling, and other needed services);
- Participate in meetings led by Hennepin County youth staff;
- Provision of services in a case management context;
- Provision, on a group and/or individual basis, of effective instruction in job-seeking skills (job finding, job search strategies, interviewing skills, filling out applications, cover and thank you letters, etc.);
- Provision of assistance with resume preparation, including critiques and editing, as well as word processing and reproduction, as needed;
- Provision of supportive services such as transportation and childcare when needed to facilitate training completion and/or job placement and only when unavailable from other resources;
- Consideration of a variety of sources of information on wages, demand, and trends, including the most current Occupations in Demand list from the Minnesota Department of Employment and Economic Development website, in order to guide participants toward occupations with appropriate wages and continuing demand;
- Compliance with WIOA rules and regulations, state law and policy, as well as Hennepin County policy;
- Consistent/persistent effort to help participants secure comparable employment as quickly as possible, including frequent communication with participants (documented in participant files), and effective job search training and job placement support;
- Regular review of participant progress (minimum, at least once every 30 days), and adjustment of the service plan as necessary. For any participant who has been in job search for 90 days, the case should be reviewed to determine why employment has not been obtained, and actions should be taken, where possible, to facilitate reemployment;

- Follow up after placement in order to support retention (including continuing job search support in cases of job loss subsequent to placement, while still within the one-year retention support period);
- Documentation of follow-up at specified intervals by contacting employers/workers and recording information as required;
- Retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for 6 years after the client exits the program;
- Adherence to Performance and Special Requirements detailed in Fund Availability Notices and attachments including handling and protection of Personally Identifiable Information;
- Reference to the Hennepin – Carver Workforce Development Board or Hennepin County (by the inclusion of the logo and/or by acknowledging either entity as a funding source) in any advertising and/or public relations efforts related to activities funded.;
- Proposers agree to participate fully in training sessions and meetings hosted by State of MN (DEED) or Hennepin County staff to provide policy/program updates and/or technical assistance; and
- Submission to Hennepin County by the 10th of each month, Cost Reimbursement invoices for expenses incurred in the previous month. [See sample](#) below on p. 30.

Many details regarding the WIOA Youth program service structure, performance standards, policy, and definitions are subject to change. Proposers agree to accommodate any conditions that may be imposed as details are defined and adjusted.

Hennepin – Carver Workforce Development Board

WIOA – MYP Youth Career Development Services

Request for Proposals Cover Sheet

<i>Please complete this cover page and attach it to your proposal.</i>
RFP REQUIREMENTS: Must be able to reply “yes” to all red boxes.
<input type="checkbox"/> Yes, this agency provides services in a Hennepin County (outside of Minneapolis) location at this address:

Applicant Agency: <input type="checkbox"/> Yes, this agency is on the Eligible Provider list for 2018-2020 - REQUIRED. <small>Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.</small>	Contact Name and Address: <small>(If different from the APPLICANT AGENCY)</small>
Agency Name: Director Name: Telephone: Fax: Email:	Contact Name: Title: Telephone: Fax: Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)
DUNS Number: (required)	

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

Authorized Signature	Title	Date

Hennepin – Carver Workforce Development staff use only

Date Received		Time Received		Staff Initials Received	
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Proposal Narrative

The Proposal Narrative section of the application should be complete, but **responses may not exceed fifteen (15) single-sided pages** in length and should be prepared using a standard 12-point font on pages sized no larger than 8 ½ x 11. This 15-page restriction excludes the Budget Form and the Budget Narrative.

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

IMPORTANT: If you are applying for only Workforce Innovation and Opportunity Act (WIOA) Youth funding or only Minnesota Youth Program (MYP), answer these questions once. If you are applying for BOTH programs, submit these answers twice, keeping in mind the variations between the two programs (see chart on page 30 and other program requirements outlined throughout the RFP.)

Narrative Questions

1. Organization History, Capacity and Performance (20 points)

1a. Positive past performance and outcomes (7 points)

Describe your organization's mission, qualifications and experience in delivering comprehensive education and employment and training programs for disadvantaged youth and young adults ages 14-24. Demonstrate specific results that detail your organization's success in assisting young adults to: attain educational goals; earn diplomas or equivalent; obtain industry specific credentials; secure and retain employment and/or attend post-secondary school; participate in advanced training and apprenticeships. Provide quantitative statistics about educational, credential and/or employer satisfaction to describe your agency's outcomes.

1b. Capacity to manage grants, serve youth clients, manage government funded program, reporting and performance requirements (4 points)

Describe your agency's expertise and capacity in managing and monitoring grants or government funded programs for performance results and contract compliance.

1c. Alignment of mission to Hennepin County and Hennepin-Carver Workforce Development Board values (4 points)

Highlight how your organization aligns with the values outlined on page 6.

1d. Experienced, effective management and staff with a focus on diversity and inclusion (5 points)

Describe the educational background, credentials/qualifications and experience that will be required for the staff providing services to youth. In addition, describe who would manage the staff providing services. What are the managers' educational background, credentials/qualifications, and experience? Please provide organization chart and resumes for key leadership within your organization. (chart and resumes do not count toward page limit).

2. Service Design and Approach (52 points)

2a. Service design catered uniquely to the economy of geographical service area **(7 points)**

What geographical area do you plan to provide services in (the entirety of suburban Hennepin County, or a portion)? What is your understanding of the population and employment needs of that area? What labor market information and demographic data informs that understanding?

2b. Service design catered uniquely to individual needs of participants **(7 points)**

Describe in detail your assessment methods for year-round and summer youth. Include how you will assess basic skills, occupational skills, work readiness skills (see Attachment A), prior work experience, employability, interests, aptitudes (including interest & aptitudes for non-traditional jobs), support service needs and developmental needs of each participant. Identify the test(s) and other methods that will be used. How will assessment be administered, and the results documented? How will you coordinate assessment with other education and training programs the youth is involved in?

2b. Participants are engaged proactively, and voices are influential in program design **(8 points)**

Describe how participants and alumni are engaged in developing and improving services. What strategies do you have for empowering youth by acknowledging and incorporating their feedback?

2c. Recruitment strategy for hard-to-reach, disconnected and out-of-school youth **(7 points)**

Describe your agency's outreach and recruitment strategies to ensure access to your programs for out-of-school youth and in-school youth facing barriers to employment. Describe the partnerships with other local institutions that are leveraged to identify and maintain relationships with youth participants.

2d. Advanced understanding of diversity of needs among youth population served, including those with disabilities **(7 points)**

Describe how your organization serves diverse populations; describe any populations your organization may be uniquely qualified to serve. Describe the cultural and linguistic capabilities of the staff at your organization that are available to assist youth and young adults, as needed. How does your organization serve people with disabilities? Describe the tools and expertise your organization may have.

2e. Holistic approach including assessment of needs, support services, work experience (particularly learn while you earn models like internships and apprenticeships), and follow up services **(8 points)**

Explain your agency's capabilities to:

- *Deliver work readiness training including but not limited to resume writing, networking, interviewing techniques and job clubs;*
- *Utilize standardized testing tools in case management;*
- *Develop and provide learn-and -earn opportunities such as apprenticeships and internships;*
- *Provide payroll services for participant wage subsidies;*
- *Provide 12-month follow-up/retention services for participants.*

2f. Up-to-date technology and other methods to provide services virtually, remotely or in person **(4 points)**

How will you continue to be flexible in providing services either virtually, remotely, or in person into the future? What technological resources are you leveraging to improve virtual services (i.e. Coursera, Talent Neuron, Elevate Futures, etc.), if any?

2g. Compliance with public health guidelines during COVID pandemic **(4 points)**

How has or will your agency address COVID-19 related impacts on your service delivery or youth participation? How do you ensure vulnerable youth are safe and treated respectfully?

3. Partnerships and Leverage (18 points)

3a. Relationships with employers that lead to opportunities for youth **(7 points)**

Describe relationships with private sector employers, both large and small, and methods by which the agency facilitates effective communication, identifies employer needs, and creates linkages that lead to opportunities for youth and young adults. Describe how employer or industry advisory boards help guide or support your organization.

3b. Introduce participants to career pathways through apprenticeship, on-the-job training, certification, internship, and education opportunities **(7 points)**

How does your organization expand and improve career pathways for youth participants? What partnerships with employers or work programs are leveraged to create new opportunities? What apprenticeship, internship and training opportunities are offered to your participants – how have you developed relationships with organizations that provide those opportunities?

3c. Participation in CareerForce service delivery partnerships and strategies **(4 points)**

Describe your relationship or future commitment to working with partners in the area's CareerForce locations. If services will be provided at a CareerForce location, what services will they be? How will you ensure referrals to and from other resources provided through CareerForce?

5. Budget Narrative (10 points)

Complete the budget and provide accompanying narrative, per instructions provided below.

Budget Forms

Agency:

If you are applying for *only* WIOA Youth funding or *only* MYP, complete the budget form for that program only. If you are applying for BOTH programs, submit both budget sheets, keeping in mind the variations between the two programs (see chart on page 29 and other program requirements outlined throughout the RFP.)

WIOA Youth

Funding Period: April 1, 2021 to March 31, 2023

Budget Category	Budget Amount
Youth Work Experience Wages/Fringe	
Youth Work Experience Staff Costs	
Youth Direct Services (Non-Work Experience)	
Youth Support Services	
Youth Training Expenditures	
Youth Other Services	

MYP

Funding Period: July 1, 2021 to June 31, 2023

Budget Category	Budget Amount
Youth Work Experience Wages/Fringe	
Youth Work Experience Staff Costs	
Youth Direct Services (Non-Work Experience)	
Youth Support Services	
Youth Training Expenditures	
Outreach to schools	

Hennepin County will be allocated 10% of total funding to provide grant administration services.

Budget Narrative

Provide a budget narrative relating costs to program design and proposed outcomes. The budget narrative should reflect capacity to allocate costs properly in support of program activities while demonstrating competitiveness of costs. Budget narrative will be evaluated based on:

- Clarity of budget proposal
- Spending tracking
- Fiscal responsibility shown in past performance
- Plan for other funds or in-kind resources that will be used to supplement WIOA and MYP funds

Definition of Budget Categories

WIOA Youth Cost Matrix: [Chapter 18](#); [WIOA Youth Cost Matrix \(mn.gov\)](#)

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category. 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. 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, childcare, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

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

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

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

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

Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

WIOA Youth - Minnesota Youth Program Comparison

Provided by DEED

	WIOA Youth	Minnesota Youth Program
Statute	Public Law 113-128	MN Statute 116L.561
Current Funding Level	\$8.30M (PY 2020)	\$4.05M (SFY 2021)
Eligibility	Participants are at-risk youth ages 16-24 who are not attending any school, and in-school youth ages 14-21 who are low-income and at-risk.	At-risk youth, ages 14 to 24.
Area Served	Statewide	Statewide
Number Served	PY 2020: 2,561 (62% persons of color, 71% English Language Learners; 46% youth receiving public assistance; 37% w/a disability; 21% homeless/runaway youth; 14% ex-offenders; 12% pregnant/parenting youth; 5% foster care youth)	SFY 2020: 2,934 (54% persons of color; 66% youth from families receiving public assistance; 46% youth w/a/disability; 9% English Language Learner; 7% offender; 5% homeless/runaway; 5% pregnant/parenting); additional 19,126 served through Outreach to Schools component (32% youth of color)
Average Cost Per Participant	\$2,755	\$1,380
Services/Allowable Activities Provided	Tutoring, study skills training, and dropout recovery and prevention; Alternative Secondary School Services; Paid and unpaid work experience, including summer employment; occupational skill training; education offered with workforce preparation activities and training; leadership development; supportive services; adult mentoring; follow-up services; comprehensive guidance counseling; financial literacy education; entrepreneurial skills training; labor market information; activities helping youth prepare for post-secondary education and training	Comprehensive services prepare at-risk youth, ages 14-24, for the world of work, including: career exploration and planning, labor market information on in-demand occupations, work readiness skills, financial literacy training and quality work experiences, including public service opportunities. Youth apply skills learned in the classroom to real-world work settings; their work accomplishments benefit local communities. Hands-on learning improves students' grades, attendance and graduation rates, and introduction to career pathways.
Performance Indicators	Entered Employment, Education or Training: 2nd Quarter After Exit; Entered Employment, Education or Training 4th Quarter After Exit; Median Earnings 2nd Quarter After Exit; Credential Attainment Rate; Measurable Skill Gains	Work readiness skill attainment rate (measured by employer pre- post- on the worksite); obtained HS diploma or GED, remained in school, obtained a certificate or degree, dropout returned to school, earned academic or service-learning credit for work experience
Performance Outcomes	PY20 Outcomes: Youth EET (2nd Qtr): 79.1%; Youth EET (4th Qtr): 79.6%; 2nd Qtr Median Earnings: \$4,477; Credential Rate: 65.9%; Measurable Skill Gain: 50.3%	SFY20 Outcomes: Participants attaining work readiness skills through pre- post- evaluation by employers: 95%; participants receiving academic or service-learning credit for work experience through their school: 76%; Obtained a HS diploma or other credential, dropout returned to school or youth returning to school: 88%; participants entering post-secondary education, unsubsidized employment, advanced training, apprenticeship or armed forces: 24%

Invoice Sample

Cost reimbursement invoice to be submitted to Hennepin County by 10th of each month.

INVOICE and Financial Status Report

Company Name:
 Address Line 1
 Address Line 2
 HC Vendor #

Date _____
 Invoice No. _____
 PO No. _____

BILL TO:

Hennepin County Accounts Payable
 PO BOX 1388
 Minneapolis, MN 55440-1388
OBF.internet@hennepin.us

Grant Information

Grant Name _____ Grant Begin Date _____
 Grant Number _____ Grant End Date _____
 Funding Source _____ Project Number _____
 CFDA Number _____ Master Agreement _____

Financial Status Reporting

Period Begin Date: _____
 Period End Date: _____

Budget Category	Approved Budget	Previous Expenditures Reported	Expenditures this Reporting Period	Cumulative Expenditures	Budget Remaining
		\$0.00		0.00	0.00
		\$0.00		0.00	0.00
		\$0.00		0.00	0.00
		\$0.00		0.00	0.00
		\$0.00		0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

Reimbursement Request

Remarks

_____ 0.00 Expenditures this Reporting Period

_____ 0.00 Other - see Remarks

\$ _____ **Total Amount Requested**

I certify that the disbursements made have been recorded in our books of account, and are valid and consistent with our contract.

Subgrantee Authorized Signature _____ Date _____ Phone # _____

WIOA Performance Indicator Graphics

WIOA Indicators – Title I



FutureWork systems

7/20/2016

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

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

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



FutureWork systems

7/20/2016

WIOA Indicators – Employer

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

Attachment 2 – Proposal format and content

Proposals **must** adhere to the following format:

1. Cover Letter (1-page limit)

The Proposer must submit a cover letter that includes the following

- a. A statement that the Proposal is effective for a period of one hundred eighty (180) days or the date the contract takes effect, whichever is later;
- b. A statement confirming that the Proposer has reviewed and agrees to be bound by terms substantially in the form of the Hennepin County Terms and Conditions (Attachment 3); or, alternatively, a statement confirming that the Proposer has reviewed and agrees to be bound by Hennepin County Terms and Conditions (Attachment 3), excluding only those provisions that have been redlined for negotiation purposes (and are included in their Proposal); and
- c. A disclosure that the Proposer does not have an actual or perceived conflict of interest regarding this RFP or in submission of their Proposal; and an affidavit confirming that the Proposer has not colluded in connection with the RFP or in submission of their Proposal (Attachment 4).

2. Proposal

The Proposal shall contain the following information (and in the same order):

- a. Request for Proposal Cover Sheet
- b. A profile of the Proposer, including the size, organizational structure and services provided.
- c. Proposal narrative (15-single sided page limit)
- d. Organization Chart and resumes for key staff performing services in the Proposal. Information for key staff must include:
 - i. professional credentials;
 - ii. education or certifications;
 - iii. expertise and capability; and
 - iv. experience.
- e. Pricing/costs submitted in Budget Form of Attachment 2 followed by Budget Narrative
(Include any documents that support financial claims)

Attachment 3 – Hennepin County Terms and Conditions

PERSONAL/PROFESSIONAL SERVICE MASTER AGREEMENT

THIS MASTER AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, hereinafter referred to as the "COUNTY", through the Hennepin County Human Resource Department, 300 South Sixth Street, Minneapolis, Minnesota 55487, hereinafter referred to as the "DEPARTMENT", and [PROVIDER NAME AND ADDRESS] hereinafter referred to as "PROVIDER".

WITNESSETH:

WHEREAS, this Agreement is entered into pursuant to the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128, and the Minnesota Youth Program (MN Statutes § 116L.561); and

WHEREAS, this Agreement is issued by the DEPARTMENT, in anticipation of receipt of funds by the DEPARTMENT, or other appropriated funds for the PROVIDER received from the federal or state government. Funds shall only be released by the DEPARTMENT through the Notice of Funds Available (NFA) contracting method described within. Actual funds available are dictated by State and Federal grant; and

WHEREAS, PROVIDER will best serve the needs of the identified client population by furnishing services through a cost reimbursement contract; and

WHEREAS, release of funding under this Agreement to the PROVIDER is subject to actual receipt of appropriated funds from any source by the DEPARTMENT and approval by the DEPARTMENT of the PROVIDERS' Work Plan and Budget, and any special conditions which may be required under the performance of this Agreement, and

WHEREAS, the COUNTY wishes to purchase such services from PROVIDER; and

WHEREAS, the PROVIDER represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY and PROVIDER agree as follows:

1. TERM OF MASTER AGREEMENT

PROVIDER agrees to furnish services to the COUNTY commencing upon the execution of this Agreement and terminating on [TERMINATION DATE] , unless terminated earlier in accordance with the Default and Cancellation provisions of this Agreement.

2. DESCRIPTION OF SERVICES

- a. PROVIDER will provide comprehensive employment and training services authorized under Minnesota Youth Program (MN Statutes § 116L.561). These services are more fully described in the Scope of Services, marked as "ATTACHMENT B" and incorporated by this reference. PROVIDER shall comply with the Federal and State requirements described in "ATTACHMENT 1" attached hereto and incorporated herein.
- b. Duties and Payment: Funds available under the Agreement are available for the period(s) indicated on the Notice of Funds Available (NFA) by program, which may be for a shorter period than the term of this Agreement. No costs are eligible for reimbursement under this Agreement without a valid issued NFA by the DEPARTMENT. A copy of a NFA is attached hereto as "ATTACHMENT C" and incorporated herein by reference. PROVIDER shall perform all the services described under each NFA as described in each Work Plan and Budget, which Work Plan and Budget shall be attached to each applicable NFA. PROVIDER shall be reimbursed by the DEPARTMENT for expenses up to, but not to exceed, the amount certified on the individual NFA upon approval of the Work Plan and Budget by the DEPARTMENT. Each Work Plan and Budget become part of this Agreement. These services shall be referred to as "Contracted Services". Contracted Services are provided to Eligible Recipients as defined by Clause 6 of this Agreement. A sample draft copy of a NFA and Work Plan and Budget are attached hereto as "Exhibit A".

If any additional conditions are required based on funding sources, the appropriate conditions shall be attached to or be a part of the relevant NFA issued by the DEPARTMENT. Additional conditions may be work plans and budgets for new or modified activity under the Agreement. The additional conditions become part of this Agreement as submitted by the PROVIDER and approved by the DEPARTMENT. Attachment of the additional conditions to the NFA shall designate approval by the DEPARTMENT. These funds are to be expended in the cost categories and amounts shown in the

Budget (not to exceed NFA amounts), which is attached to each NFA. The Budget indicates allowable costs under this Agreement.

- c. The Contracted Services are briefly described in the following summary:

PROVIDER will provide outreach, orientation, assessment, enrollment, career counseling, job search, job development, and job placement, supportive services and retraining to update skills or to enter a new occupation or industry in accordance with federal and state program guidelines.

Contracted Services will be described in greater detail in each Work Plan and Budget.

- d. Contracted Services shall be provided at [GEOGRAPHIC SERVICE AREA], and at other community locations identified by PROVIDER to the DEPARTMENT in writing in advance.
- e. The COUNTY is committed to including outcomes as a critical part of defining and managing Contracted Services. The COUNTY and PROVIDER agree that this is a critical part of an effective service delivery system, and agree as follows:
 - (1) PROVIDER outcomes shall be consistent with the outcome measures contained in each Work Plan of this Agreement, and PROVIDER will maintain records and submit reports at least once every six (6) months showing actual results.
 - (2) PROVIDER'S actual outcome achievement will be a factor to be considered in contracting decisions by the COUNTY.
 - (3) Management of services with respect to outcomes is a continuing process requiring ongoing refinement, and the COUNTY and PROVIDER agree to maintain a commitment to that process.

3. COST OF THE AGREEMENT

- a. This is a cost reimbursement Agreement. Total payments by the COUNTY under this Agreement shall not exceed the following:

<u>Budget Period</u>	<u>Not-to-Exceed Amount</u>
[PERIOD]	[NTE]

- b. If PROVIDER is paid more than the not-to-exceed amount, PROVIDER agrees to reimburse the COUNTY for the excess payments within forty-five (45) days of notification by the COUNTY.

4. PAYMENT FOR SERVICES

- a. No advance payments will be made under this Agreement.
- b. PROVIDER shall within thirty (30) calendar days following the last day of each calendar month submit an itemized invoice to COUNTY specifying the costs incurred by PROVIDER during the previous month. COUNTY will not reimburse PROVIDER for any costs incurred by PROVIDER which are not in accordance with PROVIDER's Budget. PROVIDER shall not be reimbursed for costs incurred if reports are not submitted in accordance with terms of this Agreement. Any invoice received beyond 365 calendar days from date of service may be refused for payment upon the sole discretion of COUNTY.
- c. PROVIDER shall not invoice for services under this Agreement without receiving a purchase order or purchase order number supplied by COUNTY. All invoices shall display COUNTY purchase order number and be sent to the central invoice receiving address supplied by COUNTY.
- d. COUNTY will make payment within thirty-five (35) days from receipt of the invoice. If the invoice is incorrect, defective, or otherwise improper, COUNTY will notify PROVIDER within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from PROVIDER, COUNTY will make payment within thirty-five (35) days.
- e. Payments shall be applied toward actual expenses, including all applicable other sources of revenue, to be incurred by PROVIDER in the provision of services under this Agreement. COUNTY payments shall be applied in equal proportion as all other revenue sources to all expenditures listed in each Budget. Such costs shall be consistent with the line item budget and supporting materials identified in each Budget. All expenditures and revenues governed by PROVIDER's budget as described in each Budget and all payments for contracted service costs are made subject to financial review by COUNTY. This financial review shall be the final determination of reimbursable expenses under this Agreement.
- f. Expenditures will be governed by PROVIDER's budget as described in each Budget.
- g. If during the term of this Agreement, PROVIDER's actual expenses do not reflect budgeted levels, then PROVIDER may submit a written request to COUNTY for approval of a budget change. At COUNTY's discretion and only when approved in writing by the Contract Manager, COUNTY may

allow line item budget changes that do not increase COUNTY's total cost for this Agreement. Such approval shall not be deemed a material modification of the Agreement.

- h. Payments for the services rendered under this Agreement shall be made in the manner provided by law for payment of claims against COUNTY.
- i. PROVIDER will have sole responsibility for the collection of other fees or revenue. COUNTY accepts no responsibility for the collection or subsidization of bad debts related to other revenue for Contracted Services.
- j. Failure to comply with the provisions of this Agreement shall be just cause for delaying payment until PROVIDER is in compliance. In the event of a decision to withhold payments, COUNTY shall furnish prior written notice to PROVIDER.
- k. COUNTY may withhold from any payment due to PROVIDER, any amount which has been determined, in accordance with the terms of the contract, to be due and owing COUNTY. This withholding shall include, at least, amounts owed COUNTY, due to overpayment or as the result of an audit, from any contract between PROVIDER and COUNTY.
- l. In the event that COUNTY withholds payment for failure to comply with any of the provisions of this Agreement, then no interest penalty shall accrue against COUNTY. If claims are made by PROVIDER that COUNTY did not act in good faith in withholding payments as provided above, then such claims shall be handled as a dispute by the Contract Manager (pursuant to the Dispute Clause of this Agreement). If an audit is required by COUNTY before payment is to be made, then no interest shall accrue against COUNTY until thirty-five (35) days after the audit is completed by COUNTY.

5. FINANCIAL ACCOUNTING PRINCIPLES

a. Financial Reports:

- (1) Financial reports for each budget period must be on the accrual basis. Financial reports include a revenue and expense report for the total agency and a contracted program specific line item revenue and expense report.
- (2) PROVIDER's accounting system and records must be able to specifically identify the revenues and expenses for each contracted program as set forth in each Budget and be able to produce the financial reports required in Clause 5.a.(1).

b. Administrative Allocations:

- (1) Administrative (Management & General) expense allocations must be in accordance with each Contracted Services Budget. The allocation of General Administrative expenses must be based on a specifically identified methodology which is consistent, verifiable, systematic, and reasonable.
- (2) The allocations must be in accordance with all applicable federal, state, and local statutes, regulations, rules, ordinances, and COUNTY policies, now in force or as hereafter enacted (including, but not limited to, OMB Uniform Grant Guidance); identified in each Contracted Services Budget and supporting materials; and substantiated by PROVIDER's accounting policies and procedures.
- (3) Fundraising (Development) expenses must be in accordance with each Contracted Services Budget. The allocation of fundraising expenses must be based on a method which is verifiable and explained in the line item budget substantiation. For federal awards, fundraising is an unallowable cost per OMB Uniform Grant Guidance.
- (4) Fundraising expenses cannot exceed fundraising revenues for each Contracted Services Budget.

c. Treatment of Other Revenues:

- (1) Definition: Other revenues are all revenues received (earned), other than the COUNTY payment under this contract, for the contracted program. Items included as other revenues but not limited thereto, are contributions, grants, fees for services, interest, investment income, and the allocation of Indirect Revenues per 5.c.(3) below.
- (2) Donor Restrictions: Donors may designate their contributions to be used for a specific purpose. The contribution shall be recorded as specified by the donor and PROVIDER must retain substantiation. Unless a donor restricts a contribution for a specific purpose, it will be treated as other unrestricted revenue.
- (3) Allocation of Indirect Revenues: Other revenues received that are not specifically and directly identifiable with the particular contracted program will be allocated to the contracted program service using the "Indirect Revenue Allocation Method." This method is calculated as follows:

For each Indirect Revenue source budgeted, the amount budgeted for the contracted program will be divided by the amount budgeted for the total agency; to determine the budgeted allocation percentage. This budgeted allocation percentage will then be applied to the agency's total actual revenue amount, to calculate the amount of each Indirect Revenue source to be allocated to the contracted program.

If the contract budget document and supporting materials are insufficient to calculate the budgeted allocation percentage for Indirect Revenues, then the full amount of budgeted Indirect Revenues shall be applied to the contracted program; regardless of what the total agency actual amount of Indirect Revenues is determined to be.

6. ELIGIBILITY FOR SERVICE

- a. PROVIDER shall have responsibility for determining eligibility of individuals to receive Contracted Services. PROVIDER shall furnish Contracted Services to the target population of Hennepin County residents as specified in each Work Plan. Such individuals receiving services are referred to as "Eligible Recipients."
- b. In all cases where COUNTY is not the county of financial responsibility, PROVIDER must obtain approval for service and payment directly from the financially responsible county or from other payment sources. COUNTY assumes no financial responsibility to PROVIDER for Contracted Services provided to anyone who is determined not to be the financial responsibility of COUNTY.

7. ADDITIONAL UNDERSTANDINGS

None.

8. RECORDS, REPORTS, AUDIT AND MONITORING PROCEDURES

a. Records

(1) PROVIDER shall maintain the following records:

- (a) Financial records through an accounting system which sufficiently and properly reflects all revenue received and all direct and indirect costs of any nature incurred in the

performance of this Agreement as determined by COUNTY. All financial transactions must have original supporting documentation.

(b) Outcome, program and service delivery records, as required by COUNTY and by the State of Minnesota. Such records may include, but not be limited to: individual Eligible Recipient case files and program plans; demographic information; enrollment, attendance, and/or utilization information; and information about the type and amount of services provided, such as output and outcome information. Outcome records shall be consistent with the outcome measures contained in each Work Plan of this Agreement.

(c) An Accounting Policy and Procedure Manual as part of a sound financial accounting system.

(2) PROVIDER shall maintain all program and financial records during the term of the Agreement and for six (6) years after its termination, cancellation or expiration for audit purposes. However, if COUNTY furnishes written notice during this period requesting retention of records to allow completion of an audit by COUNTY or its ultimate sources of funds, PROVIDER shall retain records for the period requested.

b. Reports and Information Requirements

(1) PROVIDER shall submit the following reports:

(a) Annual agency-wide and program-specific Line Item Revenue and Expense Statements and Administrative Allocation Schedule, including methodology used, within thirty (30) days after the end of the reporting period, unless otherwise indicated in writing by COUNTY.

(b) Outcome, program, and service reports as required by COUNTY or the State of Minnesota. Such reports may include: outcome information; enrollment, attendance, and/or utilization information; and demographic information. PROVIDER's actual outcome achievement will be a factor to be considered in contracting decisions by COUNTY.

(2) COUNTY may duplicate, use, and disclose in any manner consistent with applicable law, and have others do so, all data delivered under this Agreement.

c. Financial Statements/Audit Requirements

(1) Independent Audits

- (a) COUNTY requires PROVIDER to hire a Certified Public Accountant annually for the purpose of an Independent External Audit of PROVIDER's financial statements if the total revenue threshold of \$750,000 is met.
- (b) Any time an independent audit is performed, PROVIDER shall provide to COUNTY a full set of audited financial statements containing all disclosures required by Generally Accepted Accounting Principles (GAAP) and a copy of the Management Letter (Report on Internal Controls) from the independent auditor within thirty (30) days of completion, but not later than 180 days after the end of PROVIDER's accounting year.
- (c) Providers who meet the threshold of federal expenditures as set forth by the Federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance), must submit a copy of their independent financial statement audit report(s) and a "Single Audit", within thirty (30) days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period, whichever occurs first.

(2) Financial Statement Review or Compilation

If PROVIDER does not have an independent audit performed as in Clause 8.c.(1) above and has total receipts arising out of all Hennepin County contracts for the preceding calendar year at or exceeding \$200,000, COUNTY requires PROVIDER to hire an external accountant to perform a compilation or review of the financial statements. Compilation or reviews must include Statement of Financial Position, Revenue and Expense Statement, Statement of Cash Flows, and all other disclosures required by GAAP. A copy of the compilation or review must be submitted within thirty (30) days of completion, but not later than 180 days after the end of PROVIDER's accounting year.

(3) Minimal Financial Reporting

If PROVIDER does not have an independent audit performed as in Clause 8.c.(1) above or an external review or compilation as in Clause 8.c.(2) above, COUNTY requires an unaudited financial report containing an agency wide Balance Sheet and Revenue and Expense Statement to be prepared by PROVIDER's internal accountant. These statements must be submitted within ninety (90) days of the end of the PROVIDER's accounting year.

In no instance shall a Balance Sheet and Revenue and Expense Statement prepared as part of PROVIDER's income tax return or IRS Form 990 meet COUNTY's financial reporting requirements.

d. Audit and Monitoring Procedures

- (1) COUNTY, the State of Minnesota, the U.S. Department of Labor, and the State Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to audit, examine, copy, excerpt, and transcribe any program and fiscal books, documents, papers, records, etc., and accounting procedures and practices of PROVIDER which are relevant to this Agreement. Such access must be consistent with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, now in force or as hereafter enacted and with Minnesota Statutes section 16C.05, subdivision 5. Such materials shall be maintained and such access and rights shall be in force and effect during the period of this Agreement and for six (6) years after its expiration, cancellation, or termination.
- (2) The Contract Manager or other personnel of COUNTY may conduct periodic site visits to determine compliance with this Agreement and evaluate the quality of services purchased under this Agreement. Such visits may be made with or without prior notice at any time within the hours of operation of PROVIDER.
- (3) COUNTY reserves the right to evaluate, and to authorize independent evaluations of the Contracted Services.

9. COMPLIANCE

- e. When required, PROVIDER shall remain licensed by the State of Minnesota during the term of this Agreement. COUNTY will only pay for Contracted Services provided pursuant to such licensing provisions when required.
- f. PROVIDER shall notify the Contract Manager upon receipt of notice of conditional license or license revocation even if notices are under appeal. This is in addition to any other notification requirements.
- g. When licensing is required, loss of the same shall be cause for cancellation/termination of this Agreement effective as of receipt of notice of cancellation/termination, other provisions for cancellation/termination of this Agreement notwithstanding.
- h. PROVIDER shall comply with all applicable federal, state, and local statutes, regulations, rules, ordinances, and Hennepin County policies, now in force or as hereafter enacted. PROVIDER is responsible for regularly monitoring COUNTY's website for updated policies.

- i. PROVIDER certifies that their organization and their staff and their principals are not suspended or debarred, and therefore are not excluded from receiving government funds under Federal OMB Uniform Grant Guidance Compliance Supplement. PROVIDER shall immediately notify COUNTY, in writing, if it, its organization, staff and/or principals are notified of suspension, debarment, or other proceedings that would affect their ability to receive funds from the State of Minnesota or the federal government.
- j. PROVIDER certifies it will comply with the Single Audit Act and OMB Uniform Grant Guidance, now in force or as subsequently amended, as applicable. All sub-recipients expending \$750,000 or more of federal funds in a fiscal year shall complete financial and compliance audits made in accordance with the Single Audit Act and/or OMB Uniform Grant Guidance, as applicable. Failure to comply with these requirements may result in forfeiture of federal funds.
- k. In the event that Contracted Services are funded through a grant or a funding source other than COUNTY, PROVIDER shall also comply with all applicable conditions of such grant or funding source.
- l. PROVIDER shall comply with applicable State of Minnesota Rules governing social services now in force or as hereafter enacted.
- m. PROVIDER shall also comply with the following:
 - (1) Individual social service plan - The amount, frequency, and duration of Contracted Services will be provided in accordance with the Eligible Recipient's individual service plan and services shall be directed toward Eligible Recipient's achievement of goals and outcomes.
 - (2) Monitoring and evaluation - COUNTY will monitor and evaluate Eligible Recipient's achievement of goals and outcomes identified in individual service plans.
 - (3) Client fees - In cases where PROVIDER is not prohibited by this Agreement from charging program fees to clients, fees may not be charged to person or families whose adjusted gross income is below the federal poverty level.
 - (4) Application and Eligibility Requirements - PROVIDER must obtain a written application for each individual and make a determination of eligibility, or must obtain written authorization from the COUNTY, prior to furnishing services to the individual. Exceptions to this requirement are for services which are limited and transitory in nature, and in cases where the COUNTY has obtained the client's application.
 - (5) Discharge and Termination Procedures – PROVIDER shall establish written procedures for discharge or termination of services to an individual client. Such procedures shall be in accordance with applicable laws and regulations, and shall be deemed to be part of this

Agreement. Exceptions to this requirement are for services which are limited and transitory in nature.

- (6) Staffing Information, including proof of applicable licensure or certification and documentation of staffing, including job descriptions and professional qualifications of personnel, submitted by PROVIDER and attached to this Agreement or maintained in COUNTY files, are deemed to be part of this Agreement

10. DATA PRIVACY AND SECURITY

- a. CONTRACTOR, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data or the privacy, confidentiality or security of data, which may include the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (HIPAA). For clarification and not limitation, COUNTY hereby notifies CONTRACTOR that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. CONTRACTOR shall promptly notify COUNTY if CONTRACTOR becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as "trade secret" by CONTRACTOR does not necessarily make the data protected as such under any applicable law.

- b. In addition to the foregoing MGDPA and other applicable law obligations, CONTRACTOR shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, "County Data" means any data or information, and any copies thereof, created by CONTRACTOR or acquired by CONTRACTOR from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If CONTRACTOR has access to or possession/control of County Data, CONTRACTOR shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, CONTRACTOR shall notify COUNTY of the inconsistency and follow COUNTY direction. CONTRACTOR shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying CONTRACTOR's indemnification obligations herein.

- c. COUNTY may, in its sole discretion, grant CONTRACTOR limited access to COUNTY computer/data systems including but not limited to COUNTY computers, networks, databases, applications and/or

environments ("County Systems") exclusively for the purposes of performing services hereunder. County Systems may be owned by COUNTY or may be licensed by COUNTY from a third party. If COUNTY grants access to County Systems, CONTRACTOR and all CONTRACTOR personnel with access to County Systems shall comply with then applicable COUNTY data practices and security policies, procedures, rules and directions when accessing and using County Systems. Compliance with such requirements is supplemental to CONTRACTOR's duty to comply with applicable laws and regulations and CONTRACTOR's ordinary duty of care in such situations.

For clarification and not limitation of the foregoing, CONTRACTOR's access to County Systems shall be subject to the following: (i) CONTRACTOR shall notify all personnel with access to County Systems of the obligations imposed by this Agreement; (ii) personnel performing on behalf of CONTRACTOR shall complete COUNTY approved data practices and security training as required by COUNTY; (iii) if CONTRACTOR utilizes its own systems, software or equipment in the performance of this Agreement, the same shall meet COUNTY's technical operating and security system requirements, including but not limited to installing and/or maintaining COUNTY approved firewalls, proxies, filters and other monitors and controls; (iv) CONTRACTOR shall immediately notify COUNTY of any known or suspected County System incidents or breaches, then comply with all responsive directions provided by COUNTY; and (v) if any CONTRACTOR personnel with access to County Systems no longer requires said access and/or is no longer performing services hereunder, CONTRACTOR shall immediately notify COUNTY and ensure that said individual no longer has access to County Systems, including but not limited to deleting, eliminating and destroying all access points, usernames, passwords and/or other applicable credentials. Any notice required by the foregoing shall be provided to the COUNTY Contract Administrator (as identified in the CONTRACT ADMINISTRATION provisions below).

- d. Upon expiration, cancellation or termination of this Agreement:
- (1) At the discretion of COUNTY and as specified in writing by the Contract Administrator, CONTRACTOR shall deliver to the Contract Administrator all County Data so specified by COUNTY.
 - (2) COUNTY shall have full ownership and control of all such County Data. If COUNTY permits CONTRACTOR to retain copies of the County Data, CONTRACTOR shall not, without the prior written consent of COUNTY or unless required by law, use any of the County Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such County Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such County Data.
 - (3) Except to the extent required by law or as agreed to by COUNTY, CONTRACTOR shall not retain any County Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, CONTRACTOR shall, upon COUNTY's request, certify destruction of any County Data so specified by COUNTY.

11. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

a. Non-Discrimination

In accordance with COUNTY's policies against discrimination, PROVIDER shall not exclude any person from full employment rights nor prohibit participation in or receiving the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable federal or state laws against discrimination shall be subjected to discrimination.

b. Affirmative Action

(1) Requirements. In accordance with Hennepin County Board Resolution and subject to the applicable exemptions, if any, in Par. B below, if this Agreement is for a sum over \$100,000 or is amended to exceed \$100,000, then PROVIDER shall abide by COUNTY's Affirmative Action requirements for COUNTY contractors. Those requirements, for purposes of this Agreement, are consistent with those imposed for state contractors pursuant to Minnesota Statutes, sections 363A.36 to .37 and Minnesota Rules, parts 5000.3200 to 5000.3600.

(2) Exemptions. PROVIDER may be granted an exemption for one of the following reasons:

- (a) Contract is for emergency or life safety-related purchases;
- (b) PROVIDER has no facilities and has no more than one employee operating within the geographic boundaries of Hennepin County;
- (c) PROVIDER had an average of forty (40) or fewer full-time/benefit-earning employees during the twelve (12) months preceding the submission of the bid, request for proposal or execution of this Agreement; or
- (d) Pursuant to Hennepin County Board policy, the County Administrator or his/her designee granted an exemption.

(3) Compliance; Remedies. PROVIDER shall demonstrate compliance by submitting and maintaining a workforce certificate from the Minnesota Department of Human Rights (MDHR), unless COUNTY provides for alternative certification. PROVIDER shall remain in compliance with all applicable requirements through the term of this Agreement. PROVIDER shall also provide all compliance documentation requested by the MDHR or by COUNTY, and shall cooperate with all compliance activities, including but not limited to site visits. If PROVIDER fails to demonstrate good faith efforts to correct any identified Affirmative Action deficiencies or fails to submit requested reports or information

required by COUNTY or the MDHR, or has engaged in discriminatory practices, COUNTY may consider this a violation of this Agreement and may exercise any remedies available to it in law or in equity, including, but not limited to, cancellation or termination of this Agreement.

- c. PROVIDER shall adhere to COUNTY's HIV/AIDS Policy which provides that no employee, applicant, or client shall be subjected to testing, removed from normal and customary status, or deprived of any rights, privileges, or freedoms because of his or her HIV/AIDS status except for clearly stated specific and compelling medical and/or public health reasons. PROVIDER shall establish the necessary policies concerning HIV/AIDS to assure that COUNTY clients in contracted programs and PROVIDER's employees in COUNTY contracted programs are afforded the same treatment with regard to HIV/AIDS as persons directly employed or served by COUNTY.
- d. PROVIDER shall deliver all services in a manner which is respectful and culturally appropriate to the Eligible Recipients. Culturally appropriate is defined as services that are delivered to reflect the unique individual needs of the Eligible Recipients such as language, racial/ethnic background and social/religious background. PROVIDER shall make reasonable efforts to have staff delivering services reflect the diversity of the Eligible Recipients receiving those services and to secure ongoing input from individuals who reflect the non-represented culture.
- e. Pursuant to Section 504 of the Rehabilitation Act of 1973 and 45 CFR part 84 now in force or as hereinafter enacted and where applicable, no qualified handicapped person:
 - (1) Shall be denied access to or opportunity to participate in or receive benefits from any service offered by PROVIDER under the provisions of this Agreement, nor
 - (2) Shall be subject to discrimination in employment under any program or activity related in the services furnished by PROVIDER.
- f. Pursuant to the Americans with Disabilities Act, now in force or as hereafter enacted and where applicable, no qualified individual with a disability shall be discriminated against by the denial of full and equal enjoyment of the services and facilities, privileges, advantages, or accommodations furnished by PROVIDER as a private entity operating a service as a public accommodation.
- g. PROVIDER guarantees that no funds received under this Agreement shall be used to provide religious training and/or services to any individual receiving Contracted Services.

- h. PROVIDER shall comply with all applicable statutes, regulations, and licensing requirements in the employment of personnel including but not limited to state and federal labor laws. To the extent that any of the provisions of the applicable statutes, regulations, or licensing requirements are inconsistent with any of the provisions of this clause, said statute, regulation, or requirement shall prevail if it has a reasonable bearing upon the applicant's fitness to be employed in any phase of the program.
- i. If PROVIDER fails to demonstrate good faith efforts to correct any Affirmative Action deficiencies and/or fails to submit requested reports or information required by COUNTY and/or has engaged in discriminatory practices, COUNTY may consider this a violation of this Agreement and may exercise any remedies available to it in law or in equity, including, but not limited to, cancellation/termination of this Agreement.

12. FAIR HEARING AND GRIEVANCE PROCEDURE

PROVIDER will establish a system through which Eligible Recipients may present grievances about the operation of the service program, and PROVIDER will advise Eligible Recipients of this right.

13. CONTRACT MANAGEMENT AND DISPUTES

- a. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by negotiation and agreement shall be decided by COUNTY's Contract Manager, who shall reduce his/her decision to writing and furnish a copy thereof to PROVIDER. The decision of the Contract Manager shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, PROVIDER furnishes to the Contract Manager a written appeal addressed to COUNTY. The decision of COUNTY or its duly authorized representative for the determination of such appeals, shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, PROVIDER shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, PROVIDER shall proceed diligently with the performance of the Agreement and in accordance with the Contract Manager's decision.
- b. This disputes clause does not preclude consideration of questions of law.
- c. Jurisdiction and Venue. The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation under this Agreement will be those courts located within the County of Hennepin, State

of Minnesota. Litigation, however, in the federal courts involving the contracted parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

14. INDEMNIFICATION

- a. PROVIDER shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, employees, or volunteers from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of PROVIDER, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of PROVIDER to perform any obligation under this Agreement. Acts or omissions include, but are not limited to, the following:
- (1) Any applicant or Eligible Recipient suffering bodily or personal injury, emotional injury, discrimination, wrongful termination, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Agreement, or while on premises owned, leased, or operated by PROVIDER, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by PROVIDER or any official, officer, agent, employee, or volunteer thereof.
 - (2) Any applicant or Eligible Recipient causing injury to, or damage to, the property of another person during any time when PROVIDER or any official, officer, agent, employee, or volunteer thereof has undertaken or is furnishing the care and services called for under this Agreement.

For clarification and not limitation, this obligation to defend, indemnify, and hold harmless includes, but is not limited to, any liability, claims, or actions resulting directly or indirectly from alleged infringement of any intellectual or real property right of another, the employment or alleged employment of PROVIDER personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of the Data provisions set forth in Clause 10.

- b. Duty to Notify. PROVIDER shall promptly notify COUNTY of any claim, action, cause of action or litigation brought against PROVIDER, its present and former officials, officers, agents, employees, volunteers, and subcontractors which arises out of the services contained in this Agreement. PROVIDER shall also notify COUNTY whenever PROVIDER has a reasonable basis for believing that PROVIDER and/or its present and former officials, officers, agents, employees, volunteers, or subcontractors, and/or COUNTY, might become the subject of a claim, action, cause of action or litigation arising out of the services contained in this Agreement.

15. INSURANCE

- a. With respect to the services provided pursuant to this Agreement, PROVIDER shall at all times during the term of this Agreement, and beyond such term when so required, have and keep in force the following minimum insurance coverages or PROVIDER's actual insurance limits for primary coverage and excess liability or umbrella policy limits, whichever is greater:

	Limits
(1) Commercial General Liability on an occurrence basis with contractual liability coverage:	
General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence - Combined Bodily Injury and Property Damage	\$1,500,000
Sexual Abuse and Molestation	\$2,000,000 per claimant
(2) Automobile Liability - Combined single limit each occurrence, or the equivalent, for bodily injury or property damage covering owned, non-owned, and hired automobiles.	\$2,000,000
(3) Cyber Security and/or Privacy Liability - \$5,000.00	
(4) Workers' Compensation and Employer's Liability:	
(a) Worker's Compensation	Statutory
If the provider is based outside the State of Minnesota, coverage must comply with Minnesota laws. In accordance with Minnesota law, if CONTRACTOR is a sole proprietor, it is	

exempted from the above Workers' Compensation requirements. In the event that CONTRACTOR should hire employees or subcontract this work, CONTRACTOR shall obtain the required insurance.

(b) Employer's Liability. Bodily injury by:	
Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

(5) The following insurance is required in cases where money has been advanced to PROVIDER or where money belonging to Eligible Recipients is in the custody and control of PROVIDER.

Employee Dishonesty	\$50,000
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(6) The following insurance is required in cases where PROVIDER's staff or volunteers are performing licensed professional services under this Agreement.

Professional Liability:	Per Claim	\$1,500,000
	Aggregate	\$2,000,000

The professional liability insurance must be maintained continuously for a period of two years after the expiration, cancellation or termination of this Agreement.

- b. An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required insurance limits.
- c. The above establishes minimum insurance requirements. It is the sole responsibility of PROVIDER to determine the need for and to procure additional insurance which may be needed in

connection with this Agreement. Upon written request, PROVIDER shall promptly submit copies of insurance policies to COUNTY.

- d. PROVIDER shall not commence work until it has obtained required insurance and filed with COUNTY a properly executed Certificate of Insurance establishing compliance. The certificate(s) shall name Hennepin County as the certificate holder and as an additional insured for the liability coverage(s) with respect to operations covered under this Agreement. The certificate(s) will denote that such coverage is primary over any other coverage available to additional insureds. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will endeavor to mail COUNTY thirty (30) days' prior written notice in the event of cancellation/termination of any described policies. If PROVIDER receives notice of cancellation/termination from an insurer, PROVIDER will fax or email a copy of the notice to COUNTY within two (2) business days.

- e. PROVIDER shall furnish to COUNTY updated certificates during the term of this Agreement as insurance policies expire. If PROVIDER fails to furnish proof of insurance coverages, COUNTY may withhold payments and/or pursue any other right or remedy allowed under the Agreement, law, equity, and/or statute. COUNTY does not waive any rights or assume any obligations by not strictly enforcing the requirements set forth in this clause.

- f. If PROVIDER is unable to obtain a required insurance coverage, or if coverage is not renewed or is cancelled/terminated during the term of this Agreement, PROVIDER must immediately provide written notice to COUNTY as provided in the Clause 20, Notices, of this Agreement. PROVIDER shall make immediate good faith efforts to obtain or replace the coverage in the open market. If such efforts are unsuccessful, PROVIDER shall immediately apply to the Minnesota Joint Underwriting Association for the insurance coverage. Failure to maintain required insurance shall be considered an event of default pursuant to this Agreement.

- g. PROVIDER waives all rights against COUNTY, its present and former officials, officers, agents, employees, and volunteers for recovery of damages to the extent the damages are covered by insurance of PROVIDER.

- h. PROVIDER shall require that each independent contractor rendering licensed professional services to recipients under this Agreement furnish proof to PROVIDER of Professional Liability and Commercial General Liability insurance coverages in the amounts of \$2,000,000 (or other amounts as required herein), and provide updated certificates of insurance as insurance coverages expire.

16. INDEPENDENT CONTRACTOR

PROVIDER shall select the means, method, and manner of performing the services herein. Nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting PROVIDER as the agent, representative, or employee of COUNTY for any purpose or in any manner whatsoever. PROVIDER is to be and shall remain an independent contractor with respect to all services performed under this Agreement. PROVIDER will secure at its own expense all personnel required in performing services under this Agreement. Any personnel of PROVIDER or other persons while engaged in the performance of any work or services required by PROVIDER shall have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or the Workers' Compensation Act of the State of Minnesota on behalf of any personnel, including, without limitation, claims of discrimination against PROVIDER, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

17. MERGER AND MODIFICATION

- a. The entire agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items are referenced or that are attached are incorporated and made part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
- b. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment or ministerial adjustment to this Agreement signed by the parties, except as otherwise provided in this Agreement.

18. CONDITIONS OF THE PARTIES' OBLIGATIONS

- c. PROVIDER shall make every reasonable effort to maintain sufficient trained staff, facilities, equipment, etc. to deliver the required quality and quantity of Contracted Services. PROVIDER shall immediately notify COUNTY in writing whenever it is, or will be, unable to provide the required quality or quantity of Contracted Services. Upon such notification, COUNTY and PROVIDER shall determine whether such inability will require a modification, cancellation or termination of this Agreement.

- b. When requested, PROVIDER will provide COUNTY with any proper documentation that is necessary for COUNTY to complete forms and reports in compliance with regulations of state and federal agencies or other funding sources.
- c. PROVIDER shall notify Hennepin County Administration, or their designees, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client-lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, PROVIDER (i) that reference or otherwise use the term "Hennepin County", or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the services performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.
- d. If any Minnesota laws, including but not limited to Minnesota Rules, part 9525.1870 now in force or as hereafter enacted requires, the Commissioner of the Minnesota Department of Human Services is named as a third-party beneficiary in this Agreement.
- e. COUNTY encourages PROVIDER to develop and implement an office paper and newspaper recycling program.
- f. PROVIDER shall undertake development of emergency preparedness plans.

19. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- a. PROVIDER binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations contained in the contract documents.
- b. PROVIDER shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by PROVIDER, the assignee, and COUNTY as determined by COUNTY. Permission to assign, however, shall under no circumstances relieve PROVIDER of its liabilities and obligations under the Agreement.
- c. PROVIDER shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written authorization of COUNTY. Permission to subcontract,

however, shall under no circumstances relieve PROVIDER of its liabilities and obligations under the Agreement. Further, PROVIDER shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between PROVIDER and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. PROVIDER shall make contracts between PROVIDER and subcontractors available upon request. For clarification and not limitation of Clause 21 d., none of the following constitutes assent by COUNTY to a contract between PROVIDER and a subcontractor or a waiver or release by COUNTY of PROVIDER's full compliance with the requirements of this Clause: (1) COUNTY's request or lack of request for contracts between PROVIDER and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.

- d. As required by Minnesota Statute, section 471.425, subdivision 4a, PROVIDER shall pay any subcontractor within ten (10) days of PROVIDER's receipt of payment from COUNTY for undisputed services provided by the subcontractor. PROVIDER shall pay interest of 1½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, PROVIDER shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including any attorney's fees, incurred in bringing the action.
- e. PROVIDER shall notify COUNTY in writing if another person/entity acquires, directly or indirectly, more than fifty percent (50%) of the voting power of the shares entitled to vote for directors of PROVIDER (if PROVIDER is a corporation or partnership) or upon sale of fifty percent (50%) or more of assets of PROVIDER. Notice shall be given within ten (10) days of such acquisition and shall specify the name and business address of the acquiring person/entity. COUNTY reserves the right to require the acquiring person/entity to promptly become a signatory to this Agreement by amendment or other document so as to help assure the full performance of this Agreement.

20. NOTICES

- a. PROVIDER shall provide contact information, including a current email address, for their executive director to the Contract Manager and further shall notify the Contract Manager within five (5) days of a change in any contact information during the term of this Agreement.
- a. PROVIDER shall inform COUNTY, in writing, of key staff, licensure, and Board of Directors membership changes within five (5) days after occurrence.

- b. Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent certified mail or be hand-delivered. Notices to COUNTY shall be sent to the County Administrator with a copy to the DEPARTMENT's Contract Management Services. Notice to PROVIDER shall be sent to the address stated in the opening paragraph of this Agreement.

21. DEFAULT AND CANCELLATION/TERMINATION

- d. If PROVIDER fails to perform any of the provisions of this Agreement, fails to administer the work as to endanger the performance of this Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. Unless PROVIDER's default is excused in writing by COUNTY, COUNTY may upon written notice immediately cancel/terminate this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment until PROVIDER's compliance. In the event of a decision to withhold payment, COUNTY shall furnish prior written notice to PROVIDER.
- e. Notwithstanding any provision of this Agreement to the contrary, PROVIDER shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER. Upon notice to PROVIDER of the claimed breach and the amount of the claimed damage, COUNTY may withhold any payments to PROVIDER for the purpose of set-off until such time as the exact amount of damages due COUNTY from PROVIDER is determined. Following notice from COUNTY of the claimed breach and damage, PROVIDER and COUNTY shall attempt to resolve the dispute in good faith.
- f. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.
- g. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- h. If COUNTY does not obtain funding from the Minnesota Legislature, or other funding source, COUNTY may immediately cancel/terminate this contract by written notice to PROVIDER. COUNTY is not obligated to pay for any services that are provided after notice and effective date of cancellation/termination. However, PROVIDER will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. COUNTY will not be assessed any penalty if the contract is cancelled/terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.
- f. If during the term of this Agreement reimbursement to COUNTY from state, federal, or other funding sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of Contracted Services, or if COUNTY's final budget as approved by the County Board changes the amount budgeted for this particular program or this

service area for any portion of the term of this Agreement, COUNTY may cancel/terminate or amend this Agreement; provided that any cancellation/termination of this Agreement shall not relieve the parties of any obligations or liabilities already accrued prior to the effective date of such cancellation/termination.

- g. This Agreement may be cancelled/terminated by COUNTY at any time, with or without cause, upon thirty (30) days' written notice to PROVIDER.

- h. After receipt of a notice of cancellation/termination, and except as otherwise directed, PROVIDER shall:
 - (1) Discontinue provision of Contracted Services under this Agreement on the date in the notice of cancellation/termination.

 - (2) Cancel all orders and subcontracts to the extent that they relate to the performance of Contracted Services cancelled/terminated by the notice of cancellation/termination.

 - (3) Settle all outstanding claims and liabilities for orders and subcontracts existing at the time of the notice of cancellation/termination, provided, however, that the claims and liabilities for orders and subcontracts have been approved in writing by COUNTY.

 - (4) Notify in writing all clients and any other counties of financial responsibility of the cancellation/termination of this Agreement.

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COUNTY BOARD AUTHORIZATION

Reviewed by the
County Attorney's Office

HENNEPIN COUNTY
STATE OF MINNESOTA

By: _____

By: _____

Chair of Its Board

Date: _____

ATTEST: _____

Deputy/Clerk of COUNTY Board

Date: _____

By: _____

Assistant/Deputy/County Administrator

Date: _____

By: _____

Department Director

Date: _____

CONTRACTOR

Contractor warrants that the person who executed this Agreement is authorized to do so on behalf of the Contractor as required by applicable articles, bylaws, resolutions or ordinances.*

By: _____

Printed Name: _____

Printed Title: _____

Date: _____

*CONTRACTOR shall submit applicable documentation (articles, bylaws, resolutions, or ordinances) that confirms the signatory's delegation of COUNTY. This documentation shall be submitted at the time CONTRACTOR returns the Agreement to the COUNTY. Documentation is not required for a sole proprietorship.

CONTRACT NO. XXXXXX

Exhibit A

Compliance with Laws

The Provider agrees to comply with the following provisions.

1. The Provider agrees to comply with the following regulations insofar as they apply to the performance of this contract and the contract exceeds \$150,000: 1) Clean Air Act ([42 U.S.C. 7401- 7671q.](#)), as amended; 2) Federal Water Pollution Control Act ([33 U.S.C.](#)

[1251- 1387](#)), as amended. Contracts and sub-consulting contracts of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401- 7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251- 1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

2. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

3. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Providers that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

4. Provider shall comply with C.F.R. [§ 200.322](#) procurement of recovered materials.

5. Provider agrees to comply with the following administrative provisions:

PROVIDER agrees to administer programs according to the regulations and guidelines related to the funding source, including the STATE's employment and training (WDD) Policies. PROVIDER also agrees to comply with other applicable Federal and State laws. In the event that these laws, regulations, or guidelines are amended at any time during the term of this grant contract, the PROVIDER shall comply with such amended laws, regulations or guidelines.

5.1 Program Standards: PROVIDER agrees to comply with OMB Circulars Numbers A-21, A-87, A-110, A-122, A-133, the OMB "Common Rule" (as codified at 29 CFR 97), ASMB C-10 (Implementation Guide for OMB Circular A-87), and/or Uniform Guidance 2 CFR 200 (for new funding since 12-26-2014), as these circulars are applicable and as they relate to the utilization of funds, the operation of programs and the maintenance of records, books, accounts and other documents as amended, and Chapter 509 of the STATE's Policies and Procedures Manual. Under the Cost Principles Circulars (A-21, A-87, or A-122), and/or Uniform Guidance 2 CFR 200 common or joint costs charged to grants must be based upon written cost allocation plans.

5.2 Salary and Bonus Limitations: In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior programs under the heading "Employment and Training", whether federal funds or otherwise, that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of (federal) Executive Level II (www.opm.gov), except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

5.3 Assurances: As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the Workforce Innovation and Opportunity Act, or any other STATE Workforce Development Employment and Training funds, the grant PROVIDER assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** - [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** - [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;

- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200.313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fired Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the

administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;

- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status (employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);
- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **PubliCounty** – no funds shall be used for publiCounty or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet,

publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;

- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S.

Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

6. Purchase of Furniture and Equipment

Any purchase of non-expendable personal property that has a useful life of more than one year at a unit cost of \$5,000 or more must have prior written approval of the COUNTY.

7. Repayment of Funds

The COUNTY reserves the right to offset any over-payment or disallowance of any item or items under this grant contract by reducing future payments requested by PROVIDER.

8. Provider Reports

PROVIDER agrees to provide the COUNTY with such progress reports, including, but not limited to, the following:

8.1 Expenditure and program income including any profit earned must be reported on an accrual basis.

8.2 Monthly Financial Status Reports (FSRs) by the 20th (final date to be determined) of each month reporting expenditures for the previous month.

8.3 Use of the Management Information System (as described in 16 below).

8.4 Information as may be deemed necessary to complete the Annual Report to the U.S. Department of Labor as described in the Act, Section 136(d) (1), (2).

8.5 Required Quarterly Program and Quarterly Narrative Reports as specified by the requirements (i.e., due on the 10th day of the month following the end of the quarter for the Senior Community Services Employment Program, if applicable; and First Grant Quarterly Narrative Reports due 30 days after the quarter ends, if applicable).

8.6 Unserved applicant data as may be required by the Minnesota Youth Program, if applicable.

8.7 Special reports as requested.

PROVIDER shall also make such reports to the Governor, the Legislature, the Secretary of Labor, the Comptroller General of the United States, other Federal Entities or the State as any of them may require.

The COUNTY shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner.

9. Monitoring and Corrective Action

PROVIDER agrees to permit monitoring by the COUNTY to determine grant contract performance and compliance with grant contract provisions. PROVIDER further agrees to cooperate with the COUNTY in performing and completing such monitoring activities and PROVIDER agrees to implement and comply with such remedial action as is proposed by the COUNTY.

10. Relocation Assistance

PROVIDER agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.

11. Sectarian Activities

PROVIDER agrees that program participants shall not be employed in the construction, operation or maintenance of that part of any facility which is used for religious instruction or worship. PROVIDER further agrees that no direct financial assistance shall be expended for inherently religious activities, such as, sectarian worship, instruction or proselytization.

12. Drug Free Workplace

PROVIDER agrees to make a good faith effort to maintain a drug free workplace through implementation of the Drug-Free Workplace Act of 1988 (Public Law 100-690).

13. Right-to-Know

The PROVIDER will comply with the Minnesota Right-to-Know Act of 1983 (Minnesota Rules Chapter 5206).

14. DOL TEGL Number 8-09 (and any future issuances)

The PROVIDER will comply with the federal DOL TEGL Number 8-09 which states that no federal and/or state funds can be awarded to the Association of Community Organizations to Reform Now (ACORN) or its subsidiaries. This prohibition applies not only to a direct recipient of federal and/or state funds, but also to a subrecipient (e.g. a subProvider, subgrantee, or Provider of the Provider).

15. Job Vacancies

PROVIDER shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.

16. Management Information System

All PROVIDERS must track participants and financial information using an approved management information system. (If applicable) PROVIDERS receiving funds under this grant contract will track participants with the Workforce One (WF1) Case Management System. Data must be submitted per the standards and time frames agreed to by the STATE. (If applicable) PROVIDERS receiving funds under the Senior Community Service Employment Program will track participants with the "SCSEP Performance and Results QPR" system (SPARQ2 system). The COUNTY shall withhold funding if data compliance requirements are not met in a complete, accurate and timely manner.

17. Voter Registration

PROVIDER shall provide non-partisan voter registration services and assistance, using forms provided by the Secretary of State, to employees of PROVIDER, program participants and the public as required by Minnesota Statute §201.162.

18. Debarment and Suspension Certification

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

19. Lobbying Certification and Disclosure

The PROVIDER shall comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Vol. 55, No. 38, February 26, 1990, and any permanent rules that are adopted in place of the Interim Final Rule. The Interim Final Rule requires the PROVIDER to certify as to their lobbying activity. The Interim Final Rule implements Section 319 of Public Law 101-121, which generally prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan.

Certification Regarding Lobbying (Complete Form)

Before the County releases any of the funds covered by this Contract, the Proposer shall sign the following certification statement:

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this

certification is a prerequisite for making or entering into this transaction imposed in 31 U.S.C. Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

NAME AND TITLE: _____

SIGNATURE: _____

FOR: _____ (Organization)

Certification Regarding Debarment and Suspension (Complete Form)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must certify the following, as required by the regulations implementing Executive Order 12549. Provider's certification is a material representation upon which the contract award was based.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government,

- the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
 4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
 5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart

9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BY (Proposer): _____

TITLE: _____

SIGNATURE: _____

Attachment 4 – Non-Collusion and Conflicts of Interest Forms

Affidavit of Non-collusion

Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to Youth Career Development Service Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I or my grant organization do not have access to any non-public or special knowledge pertaining to the Request for Proposal nor the distribution of grant funds.
5. That I, my grant organization, any persons of familial or personal affiliation to myself, or any persons whom are financially interested in my grant organization have not participated in the creation of the Request for Proposal nor have any control over the distribution of grant funds.
6. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name:

Print authorized representative name:

Title:

Authorized signature: _____

Date (mm/dd/yyyy):

Notary Public

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public signature

Commission expires (mm/dd/yyyy): _____

Conflict of Interest Disclosure

Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

- I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

- I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization:

Date:

per hourmonthly



Effective Date: 11/09/2020

Policy: Local Support Services

Summary

The Workforce Innovation and Opportunity Act (WIOA) allows eligible program participants of WIOA Title I-B Adult, Dislocated Worker (DW), and Youth to access supportive services that ensures resource and service coordination in the local area. Supportive services may only be provided to individuals who are participating in career or training services as defined in WIOA secs. 134(c)(2) and (3), are unable to obtain supportive services through other programs providing such services and may only be provided when they are necessary to enable individuals to participate in career services or training activities.

Relevant Laws, Rules, or Policies

Workforce Innovation and Opportunity Act (WIOA), §3(59) and 134(d)(2) and (3)

20 CFR 680 Subpart G

20 CFR 681 Subpart C §681.570

TEGL 19-16

Department of Employment & Economic Development (DEED)'s WIOA Adult and Dislocated Worker Allowable Activities Policy

DEED's Financial Assistance for Computer Hardware and Similar Technology Policy

DOL Support Services Fact Sheet 2017

Purpose

This policy outlines the allowable Support Services and funding limits for the WIOA Adult, Dislocated Worker, State Dislocated Worker, WIOA Youth, and Minnesota Youth programs. Individuals who are eligible for and are enrolled in the WIOA Adult, DW, or Youth programs may be eligible to receive Support Services so long as they meet the criteria outlined in DEED's policies pertaining to allowable activities. Below are additional criteria that has been established by the Hennepin-Carver Workforce Development Area (WDA).

This policy also serves as guidance to govern the use of support service and/or training service dollars to fund purchases of computer hardware or similar technology (i.e. software purchases, repairs, etc.) for the Hennepin-Carver Workforce Area per the requirement in DEED's Financial Assistance for Computer Hardware and Similar Technology policy.

Policy

An employment counselor must determine eligibility for support services when it is identified that a program participant requires additional assistance outside of career and training services in taking the necessary steps towards self-sufficiency. Eligibility and the need for support services must be documented in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) and signed by both the program participant & employment counselor prior to obligating support services. Eligibility for support services in WIOA Adult, WIOA DW and State DW is determined by the completion of a Financial Needs Analysis as described in DEED's WIOA Adult and Dislocated Worker Allowable Activities Policy.

Support Services are subject to the following conditions and must be documented in the participant record:

- A. Employment counselors must coordinate with community resources to provide linkage to community services in the local area to ensure that any services that are available, are used before program funds. Program resources may not be used unless no other available resources can be secured;
- B. If unable to obtain support services through other community resources providing such services, support services may only be provided:
 - i. when necessary to enable the enrolled individual to actively participate in career or training activities, and
 - ii. a financial needs analysis has been completed – WIOA Adult and DW programs only (Note: Service providers may utilize their own internal financial needs analysis form to conduct this task);



- C. Support services cannot be incurred, obligated or distributed until after the participant is enrolled and the participant and employment counselor have signed and dated the IEP (past due bills cannot be paid upon program enrollment);
- D. Support services are not considered part of follow-up services and cannot be provided to a participant after they have exited the program – WIOA Adult and Dislocated Worker programs only;
- E. Support services are not an entitlement and may be offered at the discretion of the employment counselor and funding is subject to availability of funds and limited **up to** the following maximums per program year or to the discretion of the service provider(s) of the Hennepin-Carver WDA:
- F. Support services may be included in WIOA Youth and Minnesota Youth Program follow-up services and must be coded as follow-up services post exit in Workforce One when provided as such.

Participants receiving training services: \$2,000
Participants not receiving training services: \$1,500

Exceptions to these limits may be at the discretion of the service provider(s) of the Hennepin-Carver WDA on a case-by-case basis for participants who are most in need. To consider exceeding the limits, the participant’s specific exceptional needs and/or barriers must be identified in the IEP and case notes. Requests for exceptions must be submitted in writing by the employment counselor and are subject to review and approval by the supervisor of that agency. If, after supervisory review, there is any question about the provision of a particular request, the service provider will consult with the appropriate program staff at Hennepin County Workforce Development.

Allowable Support Services	*Can be covered in training costs?	Funding limit per participant
1. Books, Fees and Supplies for Post-Secondary Students	Y	<p>Funding limits are to the discretion of the service provider(s) of the Hennepin-Carver WDA based on availability of funding and determined on a case-by-case basis and must supply an internal policy that references funding limits for each category.</p> <p>Hennepin County maintains the right to require service providers to pay back funds that are determined unallowable per the law and policies referenced above and/or due to the lack of justification for an amount that exceeds the established funding limits set in this policy or the service providers’ internal policies.</p>
2. Child & Dependent Care	N	
3. Transportation	N	
4. Counseling – Personal, Financial & Legal	N	
5. Dental	N	
6. Drug & Alcohol Counseling	N	
7. Educational Testing	Y	
8. Employment and Training-Related Fees	Y	
9. Emergency Financial Assistance	N	
10. Emergency Health Insurance	N	
11. Health Care	N	
12. Housing or Rental Assistance	N	
13. Out-of-area job search	N	
14. Professional Membership	Y	
15. Reasonable accommodations for individuals with disabilities	N	
16. Relocation	N	
17. Tools & Clothing	Y	
18. Financial assistance for computer hardware and related technology	Y	<p>To qualify for financial assistance for computer hardware and related technology, a participant must meet the following requirements and the file must contain supporting documentation for the need:</p> <ol style="list-style-type: none"> 1) The participant must be enrolled in a training program that requires specific use of a computer/technology 2) The computer/technology should be required to complete training



<p>3) There must be specific supporting documentation that the use of particular technology is needed to complete the training</p> <p>4) Documentation should be from the school/training vendor evidencing the technology is required and how the student will use the technology</p> <p>5) There must be documentation that the participant does not own or have reasonable access to the technology required</p> <ul style="list-style-type: none"> ▪ this can be documented in writing by the participant stating that they do not have access to the technology required to meet training requirements. Not owning a computer is not sufficient basis alone as schools generally provide access to technology as well as libraries, CareerForce centers, etc. <p>6) Documentation should support evidence that the cost is the lowest, reasonable price that still meets the needs of the technology required (accessing refurbished technology is preferred if available)</p> <p>7) All documentation should be submitted to designated service provider and stored in the participant file</p> <p>8) All computer/technology purchases must be submitted for agency supervisor review and approval prior to purchasing or obligation to purchase technology for the participant</p> <p>9) All computer/technology purchases as support service expenses must meet the conditions outlined in this policy as well as requirements 5-8 above</p> <p>Funding limit for computer hardware and related technology up to:</p> <p>\$750.00 per participant</p>

*To establish whether a service can be covered by training funds, the file must contain documentation that indicates the equipment, materials, tools, additional fees and/or exams are a necessity and are required in order for an individual to successfully complete the training correlated with said items.

Contact:

Hennepin County; Human Resources – Workforce Development

Anna Mullikin
Anna.mullikin@hennepin.us

Todd Austin
Todd.austin@hennepin.us

Last Reviewed: 10/29/2021

Incentive Policy for Carver County Youth

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.

IMPLEMENTATION

- Incentives are awarded upon the completion and verification of activities that are tied to goals in each participant’s Employability Development Plan (EDP—Carver County’s version of the ISS). The Youth Counselor, along with approval from the supervisor, will make the decision about when and if the participant will 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 as corresponding to the participant’s EDP.
- Incentives are not to exceed \$150 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.
- Incentive awards are not allowable in connection with food or entertainment venues.
- The incentive policy will be reviewed on an annual basis.

GED Students:

- \$25 Completing and passing all GED pre-test (\$25 for completion of all pre-tests)
- \$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:

- \$50 Securing permanent employment at 30 hours a week and providing employment verification and/or a copy of 30 days of pay stubs to their Youth Counselor.
- \$50 Submitting a copy of a credential while enrolled or within one year after exit (i.e. AA degree, CAN). For 1st credential only. Youth must turn in copy of certificate/degree to receive incentive.
- \$50 Submitting 30 days of pay stubs showing employment during the 4th quarter after exit quarter.

INDIVIDUALIZED INCENTIVES:

Counselors will award an incentive that is tied to an educational or work experience goal that is outlined in the EDP that is tailored to the individual needs of the youth and approved by the Carver County Youth Employment Counselor Supervisor.