

Adult Career Pathways Competitive Grants Quarterly Provider Meeting

Date: 7/21/2025

Icebreaker: Favorite kryptonite food? The Food you cannot say “No” to.

Welcome

❖ DEED Staff Introductions

- Ann Meyers; Director of Adult Career Pathways ann.meyers@state.mn.us
- Jenilee Drilling; ACP Lead Program Coordinator jenilee.drilling@state.mn.us
- Vanessa Roman; ACP Lead Program Coordinator vanessa.roman@state.mn.us
- Beth Bidinger; ACP Grant Coordinator beth.bidinger@state.mn.us
- Ama Akakpo; Director of Employment & Training Division ama.akakpo@state.mn.us

Meeting follow-up:

- ❖ Meeting notes will be available on the ACP webpage

Program Updates:

- ❖ Adult Career Pathways Requests for Proposals
 - Currently accepting application:
 - Southeast Asian Economic Disparities Relief
 - Women’s Economic Security Act (WESA)
 - On-Ramp to Career Pathways – P2P
 - Bridge to Career Pathways – P2P
 - Individual Training Pathways – P2P
 - Upcoming:
 - Drive for Five
 - Adult Support Services
 - CanTrain
- ❖ Quarterly Reports; next report due July 30th for Apr-Jun 2025 quarter
 - Submitting a progress report each quarter is a requirement of your contract with DEED. Per State of Minnesota’s Office of Grants Management policy 08-09 “Grant payments shall not be

made on grants with past due progress reports unless the state agency has given the grantee a written extension.”

- ❖ Contracts Being Extended – Reminder
 - For any contracts receiving an extension, please remember that any MOUs or contracts you hold with partners/subgrantees will also need to be extended. MOUs and contracts must be valid for the full duration of your contract with DEED or for the duration of the service the partner is providing. If an MOU/contract is revised, please send an updated version to your ACP Program Coordinator.
- ❖ Electronic Document Storage (Jenilee)
 - Effective July 1, 2025, all local state and federal Employment and Training Program Partners must transition from paper (hard) copy participant files to maintaining electronic participant records using Workforce One (WF1, which includes the upload of all required participant source documentation (including all participant eligibility documents, employment plans, and support services documentation) into Electronic Document Storage (EDS) also known as Document Summary within WF1.Performance/Outcomes
- ❖ Performance Outcomes (7/1/2023-6/30/2025) - Adult SS, Getting to Work, On Ramp, Bridge, ITP, SEA, WESA.
 - Be sure you are keeping up with your WF1 data entry!
 - Moving into the last months of the grant cycles, Grantees should focus on graduating participants, employment placements, and retention services.
 - Past performance and contract outcome progress will be taken into consideration as we move into the new legislative session (EX: participants enrolled, participants completing training, exits to employment, etc.).
 - Demonstrate report used for quarterly reporting (Jenilee)
 - Report Card Demonstration (Vanessa)
 - <https://mn.gov/deed/data/workforce-data/report-card/report-card.jsp>
- ❖ 5 Common Compliance issues identified during monitoring (Jenilee)
 - Missing or no monthly participant case notes
 - No WF1 data entry (participants missing from WF1)
 - Lack of fiscal policies and procedures
 - Lack of subgrantee/subrecipient contracts
 - Disallowance of support services issued prior to enrollment or following exit

As always, reach out to your coordinator with all questions!

Reflections and Learnings

- ❖ Based on the SFY24-25 grant cycle (Beth)
 - What feedback do you have for us?
 - What has gone well? Any Lessons learned? Or innovative strategies?
 - Have these meetings been helpful? How can they be more helpful in the new grant cycle
 - If you could change one thing about a competitive grant program, what would it be?

Interested in participating in DEED's competitive grant process as a Community Reviewer? Must be available to attend a reviewer training session and have the ability to review 5-10 applications over a 2-week period in the Fall 2025. Send an email with your name, email address, and organization name to ann.meyers@state.mn.us.

Adult Career Pathways webpage

<https://mn.gov/deed/programs-services/adult-career-pathways/>

SFY2026-2027 Competitive Grantees Meetings TBA

Please send agenda items or information you want to share to the group. Ann.Meyers@state.mn.us

Thank you!