

DATE: May 24, 2016
TO: Interested Parties
FROM: Kay Tracy, Director
Office of Youth Development
RE: SFY 2017 Higher Education Career Advisor Pilot Project (HECAP) Grants

This is an update on the status of the SFY 2017 Higher Education Career Advisor Pilot Project (HECAP) Grants. The Minnesota Legislature authorized the HECAP grants in Laws of Minnesota, 2015 Special Session 1, Chapter 1, Article 1, Section 2, Subdivision 3(h). The total amount of funding available is \$250,000 for SFY 2017 from the general fund.

DEED's Office of Youth Development developed a Request For Proposals (RFP) for Higher Education Career Advisor Pilot Projects; the notice of funding availability was posted on DEED's website on March 1, 2016.

The purpose of the project is to assist high school students in selecting a career of interest to the student and a postsecondary path to prepare for that career.

Eligible applicants were youth-serving organizations with significant capacity, demonstrable youth development experience and outcomes. All applicants were required to have demonstrated effectiveness in delivering career information to youth.

The following activities were required of all HECAP grant proposals:

1. The HECAP service provider must cooperate with at least one public school district in the service area.
2. The HECAP service provider shall individually advise students on jobs in high demand in areas of interest to the students.
3. Advising must include information on various career paths and associated jobs, the salary profile of those jobs, and the credentials and other training desired by employers for those jobs.

Evaluation and scoring of the proposals included consideration of the proposed target population, including the extent to which projects planned to serve youth from communities of color and other at-risk groups who are under-represented in the workforce.

Overview of the Request for Proposals Process

- The RFP was published on the Contract and Grant Opportunities section of DEED's website (<http://mn.gov/deed/about/contracts/index.jsp>) and the Department of Administration MN Grants portal (<http://www.grants.state.mn.us/public/>) on March 1, 2016. The deadline for submission of proposals was April 15, 2016.

Workforce Development Division

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- The RFP directed potential applicants to submit any questions following the release of the RFP in writing via e-mail to a specified DEED staff contact person by April 1, 2016. No general questions relating to the RFP were received by the April 1 deadline.

Selection of Grantees

Sixteen (16) proposals were submitted to DEED in this funding cycle, totaling \$684,934 in funding requests. All proposals were read and scored by a team of reviewers. The following 13 organizations were recommended for funding. The proposals recommended for funding provide special consideration for youth under-represented in the workforce, youth of color and at-risk youth.

Organization	Area Served	SFY 2017 Grant Award
MN Valley Action Council for South Central Workforce Council	Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan counties	\$25,000
Rural Minnesota CEP	Becker, Clay and Mahnomen counties	\$25,000
Stearns-Benton Employment and Training Council	Central Minnesota	\$25,000
Tree Trust	Dakota, Hennepin, and Washington counties	\$25,000
Northeast MN Office of Job Training	Northeast MN	\$25,000
Anoka County Job Training Center	Anoka County	\$20,000
Southwest Minnesota Private Industry Council	Big Stone, Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, Swift and Yellow Medicine counties	\$20,000
Workforce Development, Inc.	Goodhue, Wabasha, Olmsted, Freeborn, Mower, Fillmore, Houston, Steele, Rice and Dodge counties	\$20,000
Ramsey County Workforce Solutions	Ramsey County, including city of St. Paul	\$20,000
Minneapolis Employment and Training	City of Minneapolis	\$20,000
City of Duluth	City of Duluth	\$15,000
Carver County	Carver County	\$5,000
Inter County Community Council	Northwest MN	\$5,000
Total		\$250,000

Minnesota Valley Action Council for South Central Workforce Council, Mankato, \$25,000. The [South Central Workforce Council](#) project, Partners in Career Exploration (PICE), places first-year students in the Student Counseling Program at Minnesota State University-Mankato at local rural school districts to provide career exploration and career counseling services through one-on-one advising and classroom presentations. Interns will meet with every high school junior and senior to help them identify their career interest and develop a career plan. This project reaches students who are not proactive about their post-high school plans and would otherwise fall through the cracks. *Local contact: Heather Gleason, hgleason@workforcecouncil.org or 507.345.2418*

Rural Minnesota CEP (RMCEP), Detroit Lakes, \$25,000. [RMCEP](#) will provide career advisor services to students in grades 10-12, and introduce career advisor services to two predominantly Native American communities in Mahnomen county, Waubun and Mahnomen. The project also expands career advisor services in Clay county where international immigration has been on an upward trend for several years. RMCEP will tailor career advisor services on an individualized basis by using the National Collaborative on Workforce and Disability for Youth (NCWD/Youth) *Guideposts for Success* model to address challenges associated with barriers such as disabilities, teen parents, English language learners, juvenile justice, and foster care as appropriate for each student's career portfolio. Partners include seven local school districts, Minnesota State Community and Technical Colleges, and Detroit Lakes Regional Chamber of Commerce. *Local contact: Dan Wenner, danw@rmcep.com or 218.846.7400*

Stearns-Benton Employment and Training Council, Saint Cloud, \$25,000. [Stearns-Benton Employment and Training Council](#) will partner with [Central Minnesota Jobs and Training Services](#) to provide students in the Buffalo-Hanover-Montrose Public School District and the St. Cloud Public School District with current labor market data, individual interest assessments that correlate with careers, and a career pathway outline. HECAP staff will help students identify colleges and training providers, show them how to access financial assistance, and connect them with community resources, including community business leaders. Services will be especially targeted to youth of color and those facing barriers to success (such as teen parents, students with disabilities, English language learners). *Local contacts: Tammy Biery, tammy.biery@sbetc.org or 320.308.5702 or Barbara Chaffee, bchaffee@cmjts.org or 763.271.3711*

Tree Trust, Saint Louis Park, \$25,000. The [Tree Trust](#) CareerPrep project will assist students in Dakota, Hennepin, and Washington counties to complete a basic Career Planning Instrument (CPI). This may be completed through one-on-one sessions with a career navigator, through a career planning workshop at school or a community-based organization, or as part of the Tree Trust summer Youth Conservation Corps program. The CPI will assess interests and identify the student's top career choices. The students may also work with a career navigator to explore the education required for various careers, wages, job expectations and outlook, and create a plan to pursue the career of interest. Partners in the project include four local high schools, adult basic education, youth drop-in centers and youth service organizations, North Hennepin WorkForce Center, and Hennepin County Library System. At least sixty percent of youth served will be youth of color, and may also have other barriers such as involvement with the juvenile justice system, homelessness or foster care involvement, and teen parenting. *Local contact: Norm Champ, normc@treetrust.org or 952.767.3891*

Northeast Minnesota Office of Job Training, Virginia, \$25,000. [Northeast Career EdVenture](#) offers a menu of services from which local school districts can choose to complement the curriculum being delivered by teachers and counselors. The project shares the expertise of career counselors in the WorkForce Center system with local schools to leverage public resources and align education and workforce in a meaningful way. The local business community is heavily involved in the project, along with trade associations, foundations, economic development organizations, higher education partners, tribal organizations, and forty-one school districts in Northeast Minnesota. *Local contact: Michelle Ufford, michelle.ufford@nemojt.org or 218.735.6173*

Anoka County Job Training Center, Blaine, \$20,000. [Anoka County](#) HECAP counselors guide students through career exploration, providing educational information and current labor market information regarding in-demand, high growth occupations and industries throughout the region. Individual career counseling and group workshops are provided to students to help them with planning for post-secondary training, accessing financial aid, selecting an appropriate college program, career planning, goal setting and navigating business culture. Opportunities are provided to interact with local businesses and industries through tours, speaker panels, and opportunities for job shadowing and mentoring. Partners In this project include Anoka-Hennepin School District, adult basic education, alternative learning centers, Anoka Technical College, Hope 4 Youth

homeless drop-in center, Emma B. Howe YMCA, and Rum River Library. *Local contact: Jerry Vitzthum, Jerry.Vitzthum@co.anoka.mn.us or 763.783.4801*

Southwest Minnesota Private Industry Council, Marshall, \$20,000. [Southwest Minnesota Private Industry Council's](#) ACCESS for Youth and Young Adults project will target students in the fourteen county service area who are facing employment disparities: youth from families receiving public assistance, youth of color, youth with disabilities, and youth who are or have been involved with the criminal justice system. The project will offer comprehensive career and college planning services. Career specialists will be available on-site at local high schools and organize tours of local businesses for students, parents, and school staff to learn about job and educational opportunities that will lead to long-term careers in the region, and allow students to be directly linked to the business environment. Partners include thirty-six schools, adult basic education, local higher education institutions, University of Minnesota Extension, and local employers. *Local contact: Juanita Lauritsen, jlauritsen@swmpic.org or 507.537.6987*

Workforce Development, Inc., Rochester, \$20,000. [Workforce Development, Inc.](#) will partner with a variety of public schools, alternative learning centers and adult education centers throughout the ten county service area, providing a menu of services tailored to the needs of the schools and students in southeastern Minnesota. Services offered will include career assessments, resume and application assistance, interviewing assistance, job search assistance, college/post-secondary planning, financial aid/scholarship guidance, labor market/in-demand career information, access to community resources, WorkForce Center orientations for students and transition and career planning. WDI will also offer career guidance, counseling, mentoring and connections with employers to individual students to help support their path to graduation. Approximately fifty percent of students served will be youth of color. *Local contact: Randy Johnson, RandyJohnson@workforcedevelopmentinc.org or 507.292.5189*

Ramsey County Workforce Solutions, North St. Paul, \$20,000. [Ramsey County Workforce Solutions](#) will partner with St. Paul Public Schools, North St. Paul High School, High School for Recording Arts, Century College, Saint Paul College, Roseville Adult Basic Education, and Ramsey County Suburban Family Collaborative for the project serving St. Paul and suburban Ramsey County. The project will focus outreach on youth of color and at-risk youth and place college interns in local high schools to help students navigate career information, plan for post-secondary education and make informed choices regarding their career pathways. *Local contact: Patricia Brady, patricia.brady@co.ramsey.mn.us or 651.779.5651*

City of Minneapolis Employment and Training, \$20,000. [Minneapolis Employment and Training](#) will provide culturally-specific services to youth in North Minneapolis and the Cedar Riverside neighborhoods in collaboration with a community-based service provider, Minneapolis Public Schools, and the North Minneapolis WorkForce Center. It is anticipated that 80% of the population served will be youth of color, including a large representation of African American and Somali youth. The long-term goal is to embed youth career service delivery in these neighborhoods so youth, families and the community know where to go for guidance in career and employment search. *Local contact: Deb Bahr-Helgen, Deb.Bahr-Helgen@minneapolismn.gov or 612.673.6226*

City of Duluth, \$15,000. [Duluth Workforce Development](#) will partner with Duluth Public Schools to place a job counselor in the career centers located at East and Denfeld High Schools. The counselor will work with students to identify and explore areas of career interest, coordinate tours and other opportunities that provide exposure to different occupations, provide work experience and internship opportunities that help prepare them for future work, and assist students with development of a plan that puts them on track for future success in work and life. Emphasis will be placed on serving students who are economically disadvantaged, eligible for free or reduced price school lunches, or considered at-risk. *Local contact: Paula Reed, preed@duluthmn.gov or 218.730.5241*

Carver County, Chaska, \$5,000. [Carver County](#) will partner with Norwood Young America Central High School, Waconia High School, and SouthWest Metro Educational Cooperative (alternative school and teen parenting program) to provide individual and group services to students who are within two years of graduating. Services will include career interest assessment, information on the labor market, career pathways and post-secondary training and education, individual career counseling and planning, and assistance arranging job shadowing opportunities and field trips to schools and training institutions. University of Minnesota Financial Capability Extension will offer students information on financial planning for post-secondary education. *Local contact: Gwen Jansen, gjansen@co.carver.mn.us or 952.361.1713*

Inter County Community Council, Oklee, \$5,000. [Inter County Community Council](#) will partner with six school districts and one alternative learning center in Northwestern Minnesota that do not have a school counselor or have only part-time school counselor services. Job training specialists will provide students with information on career planning tools, regional salary profiles for careers, credentials and training necessary for careers of interest, and jobs in high-demand industries in the region. Students and families will also receive information about WorkForce Center services, and employment and training program opportunities. *Local contact: Catherine Johnson, cjohnson@intercountycc.org or 218.796.5144*

Please contact Kay Tracy, Director of Youth Services at 651.259.7555 or kay.tracy@state.mn.us if you have any questions.