

Cover Sheet

2023 TANF Youth Innovation Project

Applicant Agency: <i>Please use the legal name and provide the full address. This is the fiscal agent with whom the grant agreement will be executed.</i>			
1. Agency Name:	City of Minneapolis		
2. Director Name:	Deb Bahr-Helgen	8. Contact Name:	Linda DeHaven
3. Telephone:	612-673-6226	9. Telephone:	612-673-5294
4. Fax:	612-673-5299	10. Fax:	612-673-5299
5. Email:	<u>Deb.bahr-helgen@minneapolismn.gov</u>	11. Email:	<u>Linda.dehaven@minneapolismn.gov</u>
6. Agency Website:	<u>https://www2.minneapolismn.gov/resident-services/employment-training/minneapolis-employment-training/</u>		
7. Address:	505 Fourth Ave South, Room 320 Minneapolis, MN 55415		12. Address: same
13. Federal Tax ID: (required)	41-600-5375	14. Minnesota Tax ID: (required)	80-23907 ^{ere}
15. Unique Entity ID (UEI) Number: (required)	ZEL3HB6H7B24	16. SWIFT Vendor ID: (if known)	0000194872 006 ^{here}
Required Information:			
17. Project Name:	TANF Youth Program		
18. Geographic Area Served:	Minneapolis and Hennepin County		
19. Number of Participants Served:	24		
20. Project Start Date:	January 1, 2023		
21. Project End Date:	December 31, 2023		
22. Total Amount of Funding Requested:	\$50,000		

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 Director	Date 11/23/2022
-------------------------------------------------------------------------------------------------------------	-------------------	--------------------

2023 TANF INNOVATION PROJECT

Narrative Questions:

- 1. Describe the youth service provider's plans to assure collaboration with participants' MFIP Employment Service Providers regarding their Employment Service Plans, as applicable:**

LWDA #10 Minneapolis Employment and Training will provide youth employment services to Hennepin County participants who are eligible for the *Teen Hope Work Experience* project. Teen HOPE is operated by MVNA (a subsidiary of Hennepin Healthcare - HCMC) and acts as the MFIP employment service provider for all Hennepin County teens under age 20 who are enrolled in the Education Option. Graduates of Teen HOPE who wish to pursue college or training after high school are eligible to stay with the program up through age 24. The participants of the *Teen HOPE Work Experience Project* served by MVNA constitutes a group of young parents ages 16-25, who are actively receiving cash MFIP benefits and live in Hennepin County.

In addition, MVNA operates a Youth Re-engagement Site called Pathways at Minneapolis College. Pathways is designed to re-engage out of school young parents with an appropriate education program (GED or high school or college) and to provide them with hands-on career education and job seeking/keeping skills. The vast majority (88%) of Pathways participants are co-enrolled in Teen HOPE. Summer career education and postsecondary programming is held at Minneapolis College for all Teen HOPE participants. All interns will have employment plans reflective of their career and work experience activities.

- 2. Describe how the youth service provider will identify and recruit eligible youth for the project. What percentage of participants do you expect to be from communities of color? Describe the youth service provider's plans to incorporate culturally responsive programming approaches when applicable:**

MVNA provides public health case management as well as MFIP benefit coordination and monitoring through their Teen HOPE/Pathways programs. Upon program approval, MVNA's team of case managers will identify eligible MFIP participants from existing caseloads and new referrals to determine which students would benefit from the *Teen HOPE Work Experience Project*. Once a student has been identified as eligible, the case manager and participant will work together to secure childcare and align internship activities with school requirements. Every effort will be made to match the participant's career interests with existing and new job sites. Combined, Teen HOPE/Pathways serve over 450 MFIP youth annually; as a result, we do not anticipate a problem with recruitment. Approximately 93% of Teen HOPE/ Pathways participants come from communities of color, it is anticipated that the interns served in 2023 will reflect a similar demographic distribution.

MVNA has significant experience successfully serving clients from all cultures and has long established partnerships with many local organizations providing culturally specific services to make referrals as needed. In the *Teen Hope Work Experience Project*, staff will pay careful attention to cultural and language characteristics and consider those factors when finding suitable placement. In addition, internships at Hennepin Healthcare are operated in collaboration with the Health Equity department in an effort to ensure that participants are nurtured and supported in their internship.

3. Describe the youth service provider's plans to introduce career pathways, prepare targeted youth for post-secondary education, provide information on high-growth, in-demand occupations in the region, and deliver financial literacy activities:

The *Teen HOPE Work Experience Project* will provide career assessments and coaching to determine appropriate pathways and introductory training. For students interested in healthcare, they will be provided a hospital internship at Hennepin Healthcare and be hired as hospital employees. Participants who have career interests outside of healthcare, will be offered internship placements through HIREd—a partner with MVNA on this project.

All participants are introduced to the Job's for America's Graduates (JAG) curriculum and work toward the completion of 20 career and work readiness competencies. Staff members work with students individually and in small groups to help them determine their career interests using a variety of surveys and inventory tools. Teens are introduced to the idea of career pathways as a means of understanding how they can gain valuable skills through internships and credentialing programs that will eventually lead to further training and/or employment within a field of interest. *Teen HOPE Work Experience* provides participants with experiential activities designed to help them identify a career pathway; these may include career talks and informational interviewing opportunities, as well as engaging in short-term credential trainings. These trainings may include but are not limited to Basic Life Support (BLS) and First Aid, Certified Nursing Assistant (CNA) and Emotional First Aid.

Just as internships are key to helping clients select a career pathway that is well suited to their interests and abilities, short-term trainings give the client a chance to learn valuable introductory skills, professional vocabulary and workplace expectations. Participating in a credential training along with an internship not only helps the client to build a viable resume, it also gives them the hands-on experience needed to make an informed decision about their future postsecondary plans.

4. Describe how individual youth will be matched with employment opportunities:

Program staff will work individually with participants to help them identify their interests and aptitudes as they relate to possible career pathways. The purpose of the internship is to give young parents guided work experiences in order to narrow down or even eliminate possible careers and/or fields of study. Every effort is made to match each participant with an internship or training that is aligned with their individual interests. Together MVNA and HIREd have a wide variety of diverse internship opportunities both within hospital's campus and community clinics as well as in the broader metropolitan community.

5. Describe any work readiness or occupational training (in person or virtual) that will be part of the project:

As part of the healthcare internships offered at the hospital, 2-weeks of work readiness onboarding will be required to get participants familiar with hospital procedures and provide them with a chance to participate in a number of job shadowing experiences before being placed. In addition, they will take several digital literacy trainings modules,

become familiar with My Chart and learn about patient rights and quality of care standards.

- 6. If the project design includes payment of stipends to participants, please describe the stipend structure (i.e. for what activities they will be awarded, amount, etc.) and include a copy of the local stipend policy with the plan:**

The project does not plan to include stipends.

- 7. If the project design includes payment of incentives to participants, please describe the incentive structure (i.e. for what achievements they will be awarded, amount, etc.) and include a copy of the local incentive policy with the plan:**

TANF Youth funding will not be used to pay for incentives.

- 8. Describe the youth service provider's plans to measure Work Readiness Indicators for targeted youth. Also identify any other LOCAL benchmarks/performance indicators for youth served under the 2023 TANF Innovation Project:**

Worksite supervisors will complete performance evaluations at the end of the work experience. A 5-point rating scale is used for specific job skills related to the job description, general job skills (job knowledge, quality of work, planning & organization, problem solving skills, adaptability, initiative, working relations), and soft job skills (attendance/punctuality, dependability, integrity, appearance, attitude). The employer also has the opportunity to add comments to justify the rating for each skill, in addition to overall final comments. In addition, the JAG competencies mentioned above are designed to measure work readiness. Worksite supervisors meet regularly with clients to discuss progress on each of the assigned competencies tailored to fit each internship and participant need.

- 9. Describe any plans to co-enroll TANF Youth participants in other DEED-funded youth programs. Include the programs in which participants are likely to be co-enrolled and the services to be provided through this co-enrollment:**

Hennepin Healthcare was awarded a 2-year DEED Youth Support Services grant in the fall of 2021 to support the Onramp to Healthcare internships and training opportunities located at the hospital. Most TANF Youth participants will be co-enrolled in order to ensure that their training or internship is not interrupted if funding from year-two of Youth Services runs out before June 30, 2023. Funding for both Youth Services and TANF Youth are allocated exclusively to training and wages.

- 10. Describe the planned wage structure for work experience. If a wage higher than the minimum wage will be offered, explain how the wage rate will be determined:**

All interns will receive a wage of \$15 per hour.

**ATTACHMENT 1: WORK PLAN
2023 TANF INNOVATION PROJECT**

Provide a brief summary of planned services/activities provided in the project. Make additional copies of this form as needed.

Agency: LWDA #10 City of Minneapolis Employment and Training		Contact: Deb Bahr-Helgen		
Project Goal: To place eligible youth in safe and meaningful work experiences in line with career expectations and current skills after completing training.				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
<u>Work Experience</u> Monitor worksites, provide job coaching to youth	Work sites will be monitored, youth will receive job coaching and/or mentoring	24	Jan 1, 2023	Dec 31, 2023
Provide work comp and payroll services	Youth will be covered via work comp policy and receive wages via chosen method of check or direct deposit	24	Jan 1, 2023	Dec 31, 2023
Regular, consistent outreach to work site supervisors; conduct worksite evaluations	All site issues will be resolved in a timely, proactive manner; all youth will receive a worksite evaluation completed by site supervisor	24	Jan 1, 2023	Dec 31, 2023
<u>Training</u> Provide short term training to youth to increase work related skills, professional vocabulary and workplace expectations	Select youth will be provided industry specific training including Basic Life Support (BLS) and First Aid, Certified Nursing assistant (CNA) and Emotional First Aid	8	Jan 1, 2023	Dec 31, 2023

APPENDIX E

**ATTACHMENT 2: BUDGET
2023 TANF INNOVATION PROJECT**

BUDGET PERIOD: January 1, 2023 to December 31, 2023

Agency	Contact Person Phone/ E-mail
LWDA# 10 City of Minneapolis Employment & Training 505 4 th Ave S. #320 Minneapolis, MN 55415	Deb Bahr-Helgen Phone: 612-673-6226 Fax: 612-673-5299 e-mail: deb.bahr-helgen@minneapolismn.gov

Budget Category	TANF Innovation Funds
833 - Administration (5% maximum)	\$2,500.00
881 - Youth Wages and Fringe Benefits	\$37,500.00
885 - Direct Services to Youth	\$10,000.00
891 - Support Services	\$0.00
TOTAL	\$50,000.00

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:
833 – Administration (5% maximum)	Accounting, reporting, auditing, fiscal management
881 – Youth Wages and Fringe Benefits	(Please provide details on how funds will be allocated i.e. stipends, wages, etc.) Youth wages and fringe for work experience
885 – Direct Services to Youth	(Please provide details on how funds will be allocated i.e. direct staffing costs, training funds, tuition, etc.) Tuition payments for youth training program
891 – Support Services	(Please provide details on how you anticipate funds will be allocated i.e. transportation, clothing, tools, etc.) Current MFIP Support Services fund will be leveraged