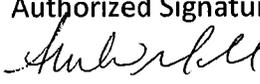


Cover Sheet
2020 TANF Youth Innovation Project

| | | | |
|---|---|-------------------------------------|--|
| 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: | Minnesota Valley Action Council, Inc. (Fiscal Agent for the South Central WorkForce Council) | | |
| 2. Director Name: | Amanda Mackie | 8. Contact Name: | Heather Gleason |
| 3. Telephone: | 507-345-2400 | 9. Telephone: | 507-345-2418 |
| 4. Fax: | 507-345-2414 | 10. Fax: | 507-345-2414 |
| 5. Email: | amanda@mnvac.org | 11. Email: | hgleason@workforcecouncil.org |
| 6. Agency Website: | www.mnvac.org www.workforcecouncil.org | | |
| 7. Address: | 706 North Victory Drive Mankato, MN 56001 | | 12. Address: |
| | | | 706 North Victory Drive Mankato, MN 56001 |
| 13. Federal Tax ID: (required) | 41-6050353 | 14. Minnesota Tax ID: (required) | 94865358 |
| 15. DUNS Number: (required) | 07 8675337 | 16. SWIFT Vendor ID: (if known) | 0000194809 001 |
| Required Information: | | | |
| 17. Project Name: | TANF Youth Project | | |
| 18. Geographic Area Served: | Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties | | |
| 19. Number of Participants Served: | 10 | | |
| 20. Project Start Date: | February 1, 2020 | | |
| 21. Project End Date: | December 31, 2020 | | |
| 22. Total Amount of Funding Requested: | \$32,000 | | |

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 | Date |
|  | Executive Director, MVAC | 1/21/2020 |
|  | Executive Director, SC WorkForce Council | |

2020 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.**

In five of the nine counties in our service area, Minnesota Valley Action Council provides MFIP Employment Services and performs both roles as youth counselor and employment counselor. In the four remaining counties, the MVAC staff work closely with the MFIP employment counselors to coordinate employment plans. A release of information is signed so that the counselors can discuss the progress of the youth on a regular basis. The youth counselor provides a copy of the worksite agreement to the employment counselor so they are aware of the youth's work schedule and estimated hours per week. Youth staff communicate with MFIP counselors about barriers, successes, and learning moments from the work experience. The timesheets and/or payroll records are also provided to the financial worker as needed.

- 2. Describe how the youth service provider will reach out to eligible youth to recruit them 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.**

As previously stated, MVAC provides MFIP Employment Services in five of the nine counties in our service area. MVAC staff review their current caseloads to identify teen parents on the MFIP program and youth in MFIP households. In the four remaining counties, MVAC has a strong working relationship with the employment service providers and has been in contact with them about the upcoming program. MVAC staff provide information letters and program applications to employment services providers and attend staff meetings to explain the program.

We were fortunate enough to receive a Support Services Grant that is focused on serving SNAP participants. This new initiative will provide more opportunities to partner with our SNAP E&T providers, which also provide MFIP Employment Services, to connect to eligible youth.

We anticipate that 40% of the participants will be from communities of color. Youth will be placed at quality worksites that fit their interest and can accommodate their cultural beliefs. In addition, employers will be informed of any necessary accommodations to the worksite. For example, there are many cultures that prohibit people from touching pork. In that case, we would avoid a worksite that involves contact with pork, work with the employer to assign duties that don't involve contact with pork or develop other worksite accommodations. Another example may include religious faiths that prohibit people from bathing another person. In the healthcare field, that could be a difficult job task to avoid as a nurse assistant. Youth counselors will provide thorough career exploration and guidance services so youth are fully prepared for job duties and expectations. In some cases, youth counselors have worked with youth and elders in their community for guidance on acceptable job opportunities and/or received permission to perform certain job related tasks.

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.

Youth will be assigned a youth counselor to provide career counseling and case management services to obtain and maintain employment as well as develop a career plan. MVAC will educate and encourage youth to pursue educational and employment opportunities in high growth and high demand occupations.

MVAC staff work with youth to investigate careers and labor market information such as number of jobs in the area, average wages, and projected outlook. There are a number of tools that staff utilize to review local labor market information including MN Careers, Minnesota Works, Careerwise website, DEED website, Occupational Outlook Handbook and the demand occupation list developed by the SC WorkForce Council.

In addition to their work experience, youth will participate in individual and group activities on career exploration, job search techniques, positive work habits, and daily living skills. Youth will participate in field trips to local business to gain hands on exposure to demand occupations, including the Tour of Manufacturing event. Youth will participate in college visits and Career Days to learn about post-secondary opportunities in demand occupations as well as workshops that address admission processes, financial aid and scholarship information.

To reinforce financial fitness, youth are required to set up a savings account prior to placement in a work experience. By setting up a savings account, youth develop a relationship with a financial institution and it is a tool for teaching banking, budgeting, savings and the "pay yourself first" concept.

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

Youth will participate in workshops and/or one-on-one instruction on career interest assessments, completion of job applications, resumes, cover letters, thank you letters, job interviewing skills, and financial fitness. MVAC recommends possible worksites based on youth's interests, abilities, skills, transportation needs and career goals. We utilize worksites that provide age appropriate jobs that will help youth achieve good work habits and new job skills. MVAC recruits employers who are able to provide work experience opportunities in high growth and high demand occupations. MVAC targets work experiences in the private sector where there are greater opportunities for youth to be hired after the completion of a work experience. Youth will contact employers of interest to request an interview. Upon completion of the interviews, employers rate youth participants on their interviewing skills including eye contact, appearance, enthusiasm and ability to answer questions appropriately. The employer decides if they are interested in providing a worksite placement for the youth.

5. 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 2020 TANF Innovation Project.

We plan to administer a pre and post-assessment of work readiness skills using our youth competency system. The goal of the work readiness skills component is to ensure that youth

have: identified a career interest area, knowledge of the labor market for their career interest area, the job seeking skills necessary to find and obtain employment and the positive work habits and daily living skills necessary to succeed in the workplace.

Youth will demonstrate work readiness competency in the following areas:

Career Exploration

1. Making Career Decisions
2. Using Labor Market Information

Job Search Techniques

1. Preparing Resumes
2. Filling out Applications & Cover Letters
3. Interviewing & Follow-up Letters

Positive Work Habits

1. Being Consistently Punctual
2. Maintaining Regular Attendance
3. Demonstrating Positive Attitudes & Behaviors
4. Presenting Appropriate Appearance
5. Exhibiting Good Interpersonal Relations
6. Completing Tasks Effectively

Daily Living Skills

1. Budgeting/Opening a Bank Account
2. Driver's License/Public Transportation
3. Community Resources

An evaluation of work readiness skills will also be gathered through worksite monitoring visits by staff, worksite supervisor evaluations on youth's bi-weekly timesheets, and one-on-one observations. At worksite monitoring visits, supervisors evaluate youth on the following categories: attendance, initiative, customer service/public relations, and teamwork. On youth's bi-weekly timesheets, supervisors evaluate youth performance on attendance, punctuality, communication, cooperation, work quality and quantity.

We will also be tracking the following performance indicators:

- Earned academic credit
- Attained high school diploma or GED
- Entered unsubsidized employment
- Attaining post-secondary training
- Attained post-secondary credential

**ATTACHMENT 1: WORK PLAN
2020 TANF INNOVATION PROJECT**

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

| Agency: WDA #7: South Central WorkForce Council/Minnesota Valley Action Council | | Contact: Heather Gleason | | |
|---|---|-----------------------------|------------|------------|
| Project Goal: To provide work experience activities and employment assistance to teen parents receiving MFIP benefits or youth on MFIP households. | | | | |
| Strategies (activities, steps, and tasks to achieve the goal): | Expected Outcomes | Number Served | Start Date | End Date |
| Identify eligible youth to participate in the program. | A minimum of 10 youth will be identified to participate. | 10 | 02/01/2020 | 12/31/2020 |
| Youth will be assessed in the areas of education, employment, transportation, housing, health, childcare and legal issues. | 100% of youth will complete an assessment. | 10 | 02/01/2020 | 12/31/2020 |
| Youth will receive one-on-one career counseling and case management services. | 100% of youth will receive career counseling and case management services to identify a career and develop a career plan. | 10 | 02/01/2020 | 12/31/2020 |
| Youth will participate in individual/group activities on career exploration, career planning, life skills and financial fitness. | 80% of youth will complete individual/group activities. | 8 | 02/01/2020 | 12/31/2020 |
| Youth will participate in work experience. | 80% of youth will successfully complete a work experience. | 8 | 02/01/2020 | 12/31/2020 |

| | | | | |
|---|---|-------------------------------|-------------------------------------|-----------------------------------|
| <p>Agency: WDA #: South Central WorkForce Council/Minnesota Valley Action Council</p> | <p>Contact: Heather Gleason</p> | | | |
| <p>Project Goal: To provide work experience activities and employment assistance to teen parents receiving MFIP benefits or youth on MFIP households.</p> | | | | |
| <p>Strategies (activities, steps, and tasks to achieve the goal):</p> <p>Youth will demonstrate the mastery of the following work readiness competencies areas:</p> <ul style="list-style-type: none"> • Career Exploration/Demand Occupations. • Job Search Techniques including: application, resume, cover letter and interviewing. • Positive Work Habits including: attendance, punctuality, attitude, appearance and performance. • Daily Living Skills | <p>Expected Outcomes</p> <p>80% of youth will achieve competency in work readiness skills as measured by a pre and post-assessment utilizing our Youth Competency System.</p> | <p>Number Served</p> <p>8</p> | <p>Start Date</p> <p>02/01/2020</p> | <p>End Date</p> <p>12/31/2020</p> |

**ATTACHMENT 2: BUDGET
2020 TANF INNOVATION PROJECT**

BUDGET PERIOD: February 1, 2020 to December 31, 2020

| Agency | Contact Person Phone/ E-mail |
|--|---|
| SC WorkForce Council/MN Valley Action Council (fiscal agent for SC WorkForce Council) | Heather Gleason 507-345-2418 hgleason@workforcecouncil.org |

| Budget Category | TANF Innovation Funds |
|--|-----------------------|
| 833 - Administration (5% maximum) | \$1,600 |
| 881 - Youth Wages and Fringe Benefits | \$18,000 |
| 885 - Direct Services to Youth | \$10,400 |
| 891 - Support Services | \$2,000 |
| TOTAL | \$32,000 |

| Budget Category | Provide a detailed breakdown of the items and amounts budgeted: |
|--|--|
| 833 – Administration (5% maximum) | Administrative staff time and expenses (fringe, overhead, travel) for grant management, coordination, fiscal processing and reporting. (Avg. of 1 hr/wk x 48 wks x \$34/hr) |
| 881 – Youth Wages and Fringe Benefits | (Please provide details on how funds will be allocated i.e. stipends, wages, etc.) Youth wages for work experience (Avg. of 200 hrs x \$11.22 x 8 youth) (\$10.00 wage + \$1.22 fringe) = \$11.22 |
| 885 – Direct Services to Youth | (Please provide details on how funds will be allocated i.e. direct staffing costs, training funds, tuition, etc.) Staff time and expenses (fringe, overhead, travel) for youth counselors throughout nine counties in the region. (Avg. of 7 hrs/wk x 48 wks x \$32/hr) (7 staff x 1 hr/wk = 7 hrs) |
| 891 – Support Services | (Please provide details on how you anticipate funds will be allocated i.e. transportation, clothing, tools, etc.) Support dollars to assist youth with needs to participate in work experience or workshops including: transportation, clothing for interviews or work. (10 youth x \$200/youth) |