

**Unified Local Youth Plan
 PY 2017 WIOA Youth Formula Funds
 SFY 2018 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
City of Minneapolis Community Planning and Economic Development 105 5th Avenue South Minneapolis, MN 55401	Teresa Harrold Minneapolis Employment and Training 105 5th Avenue South , Suite 200 Minneapolis, MN 55401
Director Name: Deb Bahr-Helgen Telephone Number: 612-673-6226 FAX: 612-673-5299 E-Mail: Deb.Bahr-Helgen@minneapolismn.gov	Contact Name: Teresa Harrold Telephone Number: 612-673-5119 FAX: 612-673-5299 E-Mail: Teresa.Harrold@minneapolismn.gov

MN Tax ID #: 9-8923907 Federal Employer ID #: 41-600-5375

DUNS Number: 0665304110000

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: _____

Date: _____

Checklist of Items to be Submitted With Unified Local Youth Plan Prior to Submittal to DEED:

NOTE: Once your unified plan is approved by DEED, separate PSP Forms will be sent for you to complete and sign so that funding can be released at the appropriate time.

Signed Cover Page	<u> X </u>
Completed PY 2017 PRELIMINARY WIOA Youth Budget	<u> </u>
Completed SFY 2018 PRELIMINARY MYP Budget	<u> </u>
List of Youth Committee Members	<u> X </u>
List of Youth Service Providers For PY17/SFY18 (WIOA and MYP)	<u> X </u>
Current Youth Committee Mission Statement and Workplan	<u> X </u>
Copy of the Most Recent Request For Proposal (RFP) Used to Select WIOA Youth Service Providers (and MYP, as appropriate)	<u> X </u>
Best Practices for Serving the Neediest Youth	<u> X </u>
Completed Narrative	<u> X </u>

[Attachment 2]

PY 2017 Budget Information Summary:
WIOA Youth Formula Grant Program
 (See page 5 for definitions of cost categories)

WDA/Contact:	
E-Mail Address/Phone Number:	
Date Submitted (or Modified):	

Cost Category	Carryover From PY16 (Cannot Exceed 20% of PY16 Amt.)	New Funds Under WIOA	Total Funds Available	Estimated CUMULATIVE Quarterly Expenditures			
				4/1/17 to 6/30/17	7/1/17 to 9/30/17	10/1/17 to 12/31/17	1/1/18 to 3/31/18
833 Administration (Cannot Exceed 10%)							
WIOA Youth Program Financial Information							
841 In-School Youth Work Experience Wages/Fringe							
825 Out-of-School Youth Work Experience Wages/Fringe							
872 In-School Youth Work Experience Staff Costs							
855 Out-of-School Youth Work Experience Staff Costs							
874 In-School Youth Direct Services (Non-Work Exp.)							
877 Out-of-School Youth Direct Services (Non-Work Exp.)							
848 In-School Youth Support Services							
862 Out-of-School Youth Support Services							
860 In-School Youth Other Services							
878 Out-of-School Youth Other Services							
TOTAL:							
Pct. Of Funds Expended on Out-of-School Youth (75 percent REQUIRED for PY 17):							

Estimated Number of WIOA Youth Served		
In-School Youth	Out-of-School Youth	Total Est. Served

[Attachment 2]

SFY 2018 Budget Information Summary:
Minnesota Youth Program*
 (See page 5 for definitions of cost categories)

WDA/Contact:	
E-Mail Address/Phone Number:	
Date Submitted (or Modified):	

Cost Category	CUMULATIVE Quarterly Expenditures for SFY 2018**					Carry Over to SFY19*
	Total Funds Available	7/1/17 to 9/30/17	10/1/17 to 12/31/17	1/1/18 to 3/31/18	4/1/18 to 6/30/18	
833 Administration (Up to 10%)						
Minnesota Youth Program Financial Information						
881 Youth Participant Wages and Fringe Benefits						
885 Direct Services to Youth						
860 Outreach to Schools (Direct Services – Up to 20 percent)						
891 Support Services						
TOTAL:						

*MYP funds CAN be carried over into the next biennium (SFY 2019).

**All quarterly figures must be cumulative.

Estimated Number of MYP Youth Served/Cost Per Participant (7/1/17 - 6/30/18)	
Summer	
Year-Round	
(Optional) Outreach to Schools (Youth+Families)	
EST.TOTAL MYP YOUTH SERVED:	
Estimated Cost Per MYP Participant:	
Estimated Cost Per OTS Participant/Family:	

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by WIOA Final Rules and Regulations (20 CFR, Section §667.220) 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 to be “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;
- 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. Stipends provided for educational activities should be included in this cost category.

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

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

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA, 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.

(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 the WorkForce Center and information about the resources available at the WFC 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.

Youth Committee and Service Provider Information

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

See attached Minneapolis Youth Council Mission Statement and Minneapolis Youth Council Work Plan.

Include a Current Youth Committee Membership List (see below for sample format). Add additional boxes as needed. Indicate “Yes” or “No” in the right 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 LWIB Member?
Chair: Tyler Olson Phone Number: 952-232-5172 E-Mail: tolson@smcpros.com	Business CEO Social Media Consultants	Yes
Member Name: Mary Abrahamson Phone Number: 612-342-1401 E-Mail: mabrahamson@mplspha.org	Public Housing Information and Website Coordinator Minneapolis Public Housing Authority	No
Member Name: Seth Hanks Phone Number: 612-388-6150 E-Mail: Peetruzelli612@gmail.com	Student	No
Member Name: Julie Brekke Phone Number: 612-529-3342 E-Mail: julie.brekke@hired.org	Community-Based Organization Executive Director HIRED	No
Member Name: Emily Caviglia Phone Number: 612-659-6020 E-Mail: emily.caviglia@minneapolis.edu	Education Director of Advising and Retention Minneapolis Community & Technical College	No
Member Name: William Coleman II Phone Number: 651-587-9982 E-Mail: colemanII.william@jobcorps.org	Education Center Director Hubert H. Humphrey Job Corps Center	No
Member Name: Sara Etzel Phone Number: 612-668-5377 E-Mail: Sara.Etzel@mpls.k12.mn.us	Education Director STEM Strategies / Career & Technical Education Minneapolis Public Schools	No

Member Name: Harvey Rucker Phone Number: 612-822-1383 E-Mail: none	Education Retired, former Minneapolis Public Schools Principal and Minneapolis Technical College President	No
Member Name: Ann DeGroot Phone Number: 612-673-2312 E-Mail: Ann.DeGroot@minneapolismn.gov	Government (City) Executive Director Minneapolis Youth Coordinating Board	No
Member Name: Hanane Kachman Phone Number: 612-672-7188 E-Mail: HKachma1@Fairview.org	Business Workforce Development Specialist Human Resources Fairview Health Services	No
Member Name: Linda Tkaczik Phone Number: 612-313-7744 E-Mail: ltkaczik@minneapolisparcs.org	City Youth Serving Organization Project Coordinator Minneapolis Park & Recreation Board	No
Member Name: Ashley Yang Phone Number: 612-799-4030 E-Mail: ashley.yang411@gmail.com	Student	No
Member Name: Scott Redd Phone Number: 612-746-0529 E-Mail: sredd@aeonmn.org	Housing Aeon Vice President Supportive Services and Resident Connections	No
Member Name: Blaine Turnbull Phone Number: 612-232-6931 E-Mail: Bturnbull@thelinkmn.org	Juvenile Probation Program Manager The Link-Juvenile Supervision Center	No
Member Name: Kristy Snyder Phone Number: 612-455-5100 E-Mail: Kristy.Snyder@ppl-inc.org	Education/Housing LEAP Project Director Project for Pride in Living (PPL)	No

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. Add additional boxes as needed.

Youth Service Provider/Contact	WIOA	MYP																					
Name of Service Provider: American Indian OIC Address: 1845 East Franklin Avenue City, State, ZIP: Minneapolis, MN 55404 Contact Person: Shirleen Blue Contact Person Phone: (612) 341-3358 x 117 Contact Person E-Mail: Shirleenm@aioic.org Service Provider Website: www.aioic.org	<table> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>In-School?</td> <td>[x]</td> <td>[]</td> </tr> <tr> <td>Out-of-School?</td> <td>[x]</td> <td>[]</td> </tr> </table>		Yes	No	In-School?	[x]	[]	Out-of-School?	[x]	[]	<table> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Summer?</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Year-Round?</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>OTS*?</td> <td>[]</td> <td>[]</td> </tr> </table>		Yes	No	Summer?	[]	[]	Year-Round?	[]	[]	OTS*?	[]	[]
	Yes	No																					
In-School?	[x]	[]																					
Out-of-School?	[x]	[]																					
	Yes	No																					
Summer?	[]	[]																					
Year-Round?	[]	[]																					
OTS*?	[]	[]																					

<p>Name of Service Provider: East Side Neighborhood Services Address: 1700 2nd Street NE City, State, ZIP: Minneapolis, MN 55413 Contact Person: Nadhia Fuentes Contact Person Phone: (612) 787-4043 Contact Person E-Mail: nfuentes@esns.org Service Provider Website: www.esns.org/</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: EMERGE Community Development Address: 1824 Emerson Avenue N. City, State, ZIP: Minneapolis, MN 55411 Contact Person: Fatima Muhammad Contact Person Phone: (612) 230-7472 Contact Person E-Mail: MuhammadF@emerge-mn.org Provider Website: www.emerge-mn.org/</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: HIRED/Youth Opportunity Center Address: 41 N. 12th Street City, State, ZIP: Minneapolis, MN 55403 Contact Person: Kelley Eubanks Contact Person Phone: (612) 408-8527 Contact Person E-Mail: Kelley.Eubanks@HIRED.org Service Provider Website: www.HIRED.org</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: HIRED/Henry High School Address: 4320 Newton Avenue N. City, State, ZIP: Minneapolis, MN 55412 Contact Person: Tara Carlson Contact Person Phone: (612) 408-8319 Contact Person E-Mail: Tara.Carlson@HIRED.org Service Provider Website: www.HIRED.org</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: HIRED/North High School Address: 1500 James Avenue N. City, State, ZIP: Minneapolis, MN 55411 Contact Person: Evita Ellis Contact Person Phone: (612) 220-5983 Contact Person E-Mail: Evita.Ellis@HIRED.org Service Provider Website: www.HIRED.org</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: Pillsbury United Communities-Waite House Address: 2323 11th Avenue S. City, State, ZIP: Minneapolis, MN 55404 Contact Person: Michelle Negrete Contact Person Phone: (612) 455-0371 Contact Person E-Mail: Negretem@puc-mn.org Service Provider Website: www.puc-mn.org</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>
<p>Name of Service Provider: RESOURCE Address: 900 20th Avenue S. City, State, ZIP: Minneapolis, MN 55404 Contact Person: Becca Lopez Contact Person Phone: (612) 752-8826 Contact Person E-Mail: blopez@resource-mn.org Service Provider Website: www.resource-mn.org/</p>	<p style="text-align: center;">Yes No</p> <p>In-School? [x] []</p> <p>Out-of-School? [x] []</p>	<p style="text-align: center;">Yes No</p> <p>Summer? [] []</p> <p>Year-Round? [] []</p> <p>OTS*? [] []</p>

enrolled in Minneapolis Youth Works programming and returned to school to earn diplomas, GEDs and industry specific credentials.

In-School Youth: As with out-of-school youth, Minneapolis Youth Works service providers utilize their own methods of recruiting in-school youth through a combination of brochures, posters and attendance at employment, education and career fairs. Agencies youth career/employment case managers make regular scheduled visits to various public, alternative and charter schools. A majority of youth enrollments occur via word of mouth from current or previous Minneapolis Youth Works participants.

3. Describe eligibility determination process, include WDA's strategy for use of the "5% window" for non-income eligible ISY and OSY young adults (up to 5% of ISY and OSY participants served by WIOA Young Adults may be individuals who do not meet the income criteria for eligible in-school participants, 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.

MYP - The STEP-UP application has a field for family income information along with other eligibility determining factors. City of Minneapolis staff review submitted applications and make certain youth are properly enrolled according to eligibility. Part of this process occurs in partnership with the Workforce Centers during intake and assessment, although the City of Minneapolis staff makes the final program determination.

Minneapolis Youth Works – Eligibility determination is done at intake via a one-on-one session in which the youth career/employment case manager makes a determination based on application information and documentation presented. Federal program guidelines are considered as well as the youths' goals and motivation for enrollment. WDA 10 will utilize the "5% window" for non-income eligible youth who face employment and education barriers and can benefit from WIOA services. Providers are required to provide the WDA 10 WIOA Youth Program Manager with 5% youth enrollment requests and receive approval prior to entering enrollment information into WF1. Providers are also required to maintain a list of the allotted number of 5% youth they are permitted to enroll each program year.

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 young adult identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

Minneapolis Youth Works – WDA 10 conforms to Minnesota State Statute 124D.68 which defines eligibility for youth at-risk of dropping out of an educational program, or to secure and hold employment. In addition, youth with disabilities are included.

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.

MYP - Youth are assessed during and after work readiness training in order to help facilitate a good job match which is the next step in the assessment process. Youth are invited to an interview with their prospective employer at which time they are assessed for final job match approval. Youth continue to be assessed throughout the STEP-UP work experience. STEP-UP supervisors complete a bi-weekly timesheet with a section for a quick assessment of youth skills during each pay period and a more thorough evaluation of youth performance at the end of the summer. Both bi-weekly and final evaluations are conducted by the worksite supervisor in person with the youth.

Minneapolis Youth Works – Youth career/employment case managers are required to complete an extensive objective assessment immediately following youth enrollment acceptance. The objective assessment period consists of math and reading level determinations, career and employment interest inventories, barrier(s) identification, short and long term program goals, supportive service needs and completion of other program paperwork as required.

WDA 10 service providers have extensive experience providing youth with career exploration and planning services that aligns with current employment trends and demand. When responding to RFPs, proposers detail their experience in providing career planning services to youth, including how youth will explore careers and develop career plans.

WDA 10 Minneapolis Youth Works participants who speak English as their 1st language are pre-tested with the Test of Adult Basic Education (TABE) assessment at enrollment into the program whether the participant is in-school or out-of-school.

WDA 10 Minneapolis Youth Works participants whose 1st language is not English are pre-tested with the CASAS assessment at enrollment into the program whether the youth is in-school or out-of-school.

6. Describe process for developing the Individual Service Strategy and use of the Individualized Education Plan, including provision of wraparound support services.

MYP - Upon completion of the required work readiness training in the spring, most STEP-UP participants are invited to an intake appointment meeting at the Minneapolis Convention Center. At this time, they coordinate with youth staff from the Workforce Centers and City of Minneapolis to develop their ISS. This session also includes selection of job position and provision of worksite contact information so that the youth may contact the worksite to schedule an interview. The youth and Workforce Center staff also review academic strengths and challenges, identify support services needed and consider job interests. They also discuss interests and activities, current job skills and other assets that will assist in making the most appropriate summer job match.

Minneapolis Youth Works - Each youth participant Individual Service Strategy (ISS) is created immediately following the objective assessment period. Youth play a main role in the development of their ISS by identifying goals and activities to be achieved with the assistance of the youth career/employment case manager. The case manager and youth work together to design and outline an action plan for the attainment of education and/or employment goals. Barriers and challenges are identified and wrap around support services deemed necessary are incorporated into the ISS to ensure youth success. For youth who have an Individualized Education Plan (IEP), the career/employment case manager reviews the goals and activities in the IEP and works with the youth to set short and long term goals in the ISS that build on participants' strengths and areas where improvement is identified and to ensure WIOA goals and activities are aligned with annual IEP goals.

7. Describe strategy for providing experiential learning, work-based learning, and work experience for participants.

MYP - STEP-UP offers youth applicants the opportunity to participate in Work Readiness Training. This training takes place in the spring on Saturdays. Youth, *depending upon their level of work readiness, are assigned between 7-14 hours of training*. Upon successful completion of the training and summer work experience, youth receive a certificate, stating credential attainment from the Minneapolis Regional Chamber of Commerce.

In 2017, the Work Readiness training introduced a new training module for youth with low English language skills with bilingual instructors. If successful, we will continue this going forward.

Youth who will be employed in a healthcare, legal, finance or IT field also participate in specialized trainings to prepare them for their internship. The curriculum for the training is developed by industry professionals.

STEP-UP offers specialized training to enhance internships including; Technical Career Exposure and Training, Financial Literacy, College Exposure and Preparation, and exposure to Outdoor Careers.

STEP-UP participants ages 14-15 are required to participate in a full day professional development seminar. This replaces the formerly weekly class, but fulfills all required for youth to receive credit for their work experiences. They have the opportunity to earn 1-2 elective high school credits for their successful participation. In 2016, approximately 850 credits were earned.

Minneapolis Youth Works – Providing youth with work experience to gain applied skills that are critical to current and future workplace needs continues to be a highlight of Minneapolis Youth Works programming. Since 2012, the Minneapolis Youth Council and Minneapolis Workforce Development Board has earmarked funds for agencies to provide youth with paid internships and experiential learning opportunities that are built

into industry specific occupational credential training programs. Youth career/employment case managers develop criteria for selecting worksites that are a good fit for youth employment experiences.

8. Describe 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.

MYP - STEP-UP targets employers who are able to offer STEP-UP participants work experiences in high-growth, in-demand occupations. STEP-UP has advisory boards and relationships with professional organizations that help the program succeed in this area. Some of the career pathways that are targeted include; Finance, Healthcare, Manufacturing and STEM related fields. Fortunately, many of the work experiences developed within these areas are supported by the employer, thereby, allowing them to truly help develop their future workforce by making this financial investment. Public entities like Hennepin County and the City of Minneapolis also intentionally use STEP-UP as a strategy to lead the trends in their workforce development. U.S. Bank and Xcel Energy are great supporters of STEP-UP's mission, employing many youth each summer.

Minneapolis Youth Works – Youth participate in an array of activities to help them create individual career plans including completing career inventories, academic assessments, researching colleges and professions, visiting worksites and post-secondary institutions, assistance with completing the Free Application for Federal Student Aid (FAFSA) and identifying and applying for scholarships.

Youth service providers place a strong emphasis on informing youth about high growth industries and occupations to show participants job opportunities that are in-demand and have a strong future forecast including healthcare (hospitals, nursing, residential care facilities and ambulatory services), manufacturing, computer systems design and related services and transit focused on truck driving. Youth career/employment case managers participate in Labor Market Information (LMI) sessions so they can provide youth and parents/guardians with the most current LMI.

9. Attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWIB/Youth Committee.

NA

10. Describe follow-up strategies for the WIOA Young Adult program.

Minneapolis Youth Works – Follow-up services are based upon an individual youth's identified need. Typical follow-up services are: bus cards for employment retention, assisting youth with resume updates, providing uniforms for new employment, assistance with applying to colleges and/or training programs, completing the FAFSA and providing employment referrals. Providers track these services via case notes and in WF1.

11. Describe the Youth Incentive Policy (attach copy and identify date approved by the LWIB/Youth Committee).

See attached 2016 Minneapolis Youth Works Incentive Policy effective until June 30, 2017.

12. Describe how co-enrollments will be facilitated for youth.

MYP- Since recruitment and outreach efforts connect with youth who may be in other specialized programs, we expect that co-enrollment will occur. These interns may be connected with MFIP, SNAP, SSB, VRS programs. The STEP-UP staff will coordinate with the program counselors to make sure that all of the youth's needs, supports and goals are covered during the summer internship.

Minneapolis Youth Works - As with the WDA 10 MYP, we expect that co-enrollment will occur so that WIOA activities are provided not as a standalone activity, but as part of an array of services available in the workforce service area. WIOA youth may be connected with MFIP, SNAP, SSB, VRS, local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Hennepin County Juvenile Probation and Corrections, YouthBuild, Apprenticeships and Minnesota Conservation Corp. Activities are integrally connected in numerous ways, but mostly due to our efforts to coordinate services to provide for the greatest impact. The above mentioned partners work in conjunction with WDA 10 while accounting for their own particular missions.

Providers track enrollment and funding streams so that no duplication of service occurs. Minneapolis Youth Works providers are required to enter youth names and social security numbers into WF1 prior to proceeding with youth application and enrollment forms to find out if youth are currently enrolled in other programs.

13. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

MYP - STEP-UP is designed to serve youth that are most in need of employment and training services. Having the appropriate partners around the table, those who share the same mission, makes it a true community based program that utilizes a developmental approach and recruits the most suitable candidates. STEP-UP trains all supervisors with specific tools and awareness in order to make the internships successful. Most STEP-UP partners have prior experience in working with at-risk youth and Minneapolis Employment and Training relies on this expertise to make the recruitment, training, and job experience successful for all involved.

Minneapolis Youth Works – WDA 10 has utilized a community based delivery system for many years. We are fortunate to have highly experienced, professional partners who have a similar mission of serving youth with multiple challenges to achieving economic self-sufficiency, as well as youth who are under-served and under-represented in the

workforce.

- Dropouts and potential dropouts

MYP - STEP-UP partners with many alternative school programs and community based organizations to reach this population of youth. Recruitment begins in December and ends in February.

Minneapolis Youth Works – Our service providers provide outreach and recruitment at a variety of locations in order to reach youth who have dropped out of school or are potential school dropouts including: ABE and GED programs, two local Minneapolis WorkForce Centers, charter and alternative schools, shelters, public libraries and transitional housing programs.

- Youth with language and/or cultural barriers to employment

MYP - In 2016, 8% of STEP-UP youth identified as English Language Learners. STEP-UP will continue to utilize our community partners for recruitment of this population of youth. Recruitment efforts most naturally occur in the schools, but also in the libraries, parks, workforce centers and within other youth serving organizations. In 2017 we have created cohorts during training of classrooms with bilingual trainers in order to serve this population better.

Minneapolis Youth Works – The nature of WDA 10's community based delivery system allows youth with language challenges to access providers with the expertise to serve them or at a minimum, refer them to another organization who can meet their needs. There is a wealth of opportunity in Minneapolis for English Language learners and WDA 10 makes great effort to partner with culturally specific organizations that can provide these much needed services to an ever-growing diverse Minneapolis population.

- Youth in foster care and aging out of foster care

MYP - Hennepin County Foster Care case managers and Fostering Connections (a Hennepin County program) helps inform youth in foster care about STEP-UP. Their assistance helps provide foster care youth with the information they need to apply and be successful in STEP-UP.

Minneapolis Youth Works – As with WDA 10 MYP, Hennepin County Foster Care case managers and Fostering Connections are our main partners in outreach and recruitment of youth in foster care and aging out of foster care. Staff from these entities attends Minneapolis Youth Works provider meetings to stay current on WIOA programming initiatives and present at meetings to inform agency provider staff about the best ways to connect their services to youth within the foster care system.

- Homeless youth or runaways

MYP - STEP-UP staff attends Project Homeless Connect events in order to inform youth of the STEP-UP opportunity. Local youth shelters and youth serving organizations that serve homeless youth are also targeted in order to help promote STEP-UP to this population of youth. Minneapolis is fortunate to have real experts in the field of serving this important group of youth. STEP-UP has strategically targeted the recruitment of homeless youth in partnership with these professionals.

Minneapolis Youth Works – As with MYP, Minneapolis Youth Works providers table at Project Homeless Connect events as well as YouthLink Job Fairs. These events are, in part, opportunities for the general public (primarily homeless individuals) to learn more about WIOA services that might benefit them as they build their capacity to become gainfully employed. HIRED employs a staff who offices out of YouthLinks’s Youth Opportunity Center and other providers maintain office hours and/or provide outreach and recruitment at a variety of homeless shelters and transitional housing programs including: Avenues for Homeless Youth, Catholic Charities-Hope Street For Homeless Youth, St. Barnabus, Mary’s Place, Lutheran Social Service of MN Safe House and Nicollet Square.

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

MYP - In 2016, 2% of STEP-UP youth self-identified as offenders. The very nature of STEP-UP, with wide-spread recruitment of youth being conducted at all levels and through various entities, allows for this recruitment. In addition, particular community partners have developed expertise in serving youth offenders, therefore programming benefits from another specific, targeted connection.

Minneapolis Employment and Training STEP-UP staff are members of the City of Minneapolis **Youth Violence Prevention Multi-Jurisdictional Team** which meets bi-monthly to discuss methods to reduce youth violence. Other members include representatives from Minneapolis Public Schools, Minneapolis Police Department, Juvenile Detention Center, Hennepin County Probation, City Public Health Department and Youth Coordinating Board. These professionals provide valued linkages and assist in STEP-UP recruitment of youth offenders and at-risk youth.

Minneapolis Youth Works – Agency staff has connections with staff at the Link-Juvenile Supervision Center (JSC) in Minneapolis City Hall, where they provide outreach and recruitment and post WIOA marketing materials. In addition, a member of the Minneapolis Youth Council is the JSC Program Manager. JSC is a 24/7 safe and supervised space for youth who have been picked up for truancy, curfew, or low level offenses. Youth are assessed for strengths and risk factors, connected to resources, returned to school or home, and given follow-up services when appropriate.

As with MYP, our service providers all have expertise in serving youth offenders and are required to serve youth offenders and those at-risk of involvement in the juvenile justice system. Many of our providers also have connections with Hennepin County Probation

and other programs including Red Wing Correctional Facility and Boys Totem Town to ensure that youth from this population are served via WIOA.

- Youth with disabilities

MYP - STEP-UP has a long standing relationship with MPS and their special education program participants. In 2016, 15% of STEP-UP youth identified as having a disability. Staff makes on-site visits to such programs as Transition Plus, a program for youth with disabilities.

Minneapolis Youth Works – We continue to partner with the MPS and their special needs high school programs, DEED Vocational Rehabilitation Services, Minneapolis WorkForce Centers, MPS Transition Plus, and MPS ABE/GED programs to ensure that youth with special needs are made aware of WIOA services offered by WDA 10.

- Teen parents

MYP - In 2016, 2% of STEP-UP youth identified as pregnant or parenting. STEP-UP will continue to utilize our community partners for recruitment of this population of youth. In addition, targeted recruitment occurs within the schools and with those high school programs that serve pregnant or teen parents. A high level of coordination with the MFIP community has been established, and the 19 MFIP employment service providers receive a broadcast e-mail informing them of the opening/closing dates of STEP-UP application and procedures. This helps the MFIP employment counselor not only inform potential candidates of this opportunity, but they can assist the participants in the application process. In addition, the application and procedures are posted on the Hennepin County MFIP website, a public website for which the MFIP employment counselors visit daily and the community has access to this information as well.

Minneapolis Youth Works - Many of our current WIOA youth service providers also have MFIP contracts with Hennepin County and share WIOA programming information about concurrent enrollment that can enhance education and employment and career opportunities for young teen parents.

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

MYP – Both Little Earth of United Tribes and Indigenous Peoples Task Force are STEP-UP worksites and also provide outreach and recruitment for Native American youth.

In 2016, the STEP-UP Worksite Tour was held in North Minneapolis where the stakeholders had a walking tour of three STEP-UP employer worksites. This event offered immersion into the North Minneapolis area, highlighting the challenges and opportunities of internship experiences in this neighborhood.

The STEP-UP Explore component offers concentrated work and training opportunities in a specific trade or industry in a cohort model. Explore also provides supported training

and work experiences for youth with disabilities. These targeted groups include; recent immigrants in entrepreneurship training (partnerships with the Somali community within the Cedar Riverside Neighborhood) and youth with special needs or with disabilities (Transition Plus), to name a few. STEP-UP's policies seek to offer a wide variety of youth the opportunity to participate, therefore three components are in place to serve youth at their particular developmental level, while keeping in mind their career interests. The Explore component benefits existing programs while the Discover and Achieve components provides non-profits, private business and public sector organizations the opportunity to help grow their future workforce while serving youth in need of a work-based experience.

Minneapolis Youth Works – WDA 10 focuses outreach efforts on youth of color, underserved and under-represented youth in a variety of ways. Examples of targeted efforts to increase services to these populations are the 2014 and 2015 Minneapolis Youth Works RFPs that were issued to select providers to deliver WIOA services to the American Indian community and youth residing in the Cedar Riverside 55454 zip code area where there is a substantial Somali population.

14. Describe how the Work Readiness Indicator will be implemented for youth participants. 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

MYP – STEP-UP employs work readiness training as the method of establishing both hard and soft skills for success in the workplace. Work readiness training outlines clear expectations for work experience and all participants are required to complete the training or they will not be assigned to a job site. Youth receive an Intern Handbook stating that the worksite supervisor will “evaluate your job performance including attendance, punctuality, teamwork, task completion and other factors.” In addition, youth are encouraged to ask their supervisor to act as a reference for future employment and the handbook has a template to document the supervisor contact information. Supervisors are encouraged to mentor their interns and provide a learning rich environment. Training and exploration sessions are designed to enhance the work experience as well. All interns and supervisors celebrate the successes of the work experience at the year-end STEP-UP celebration event held at the Guthrie Theater.

Minneapolis Youth Works – Participants can earn the work readiness skill attainment by obtaining an industry specific occupational skills credential, successfully completing work readiness training, and/or via demonstrating employment skills through employer evaluations if the participant is involved in a work experience or internship.

See attached 2016-17 Minneapolis Youth Works Work Readiness Skills Assessment.

- 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

MYP – Worksite supervisors participate in Supervisor Training sessions to ensure their understanding of the requirements of the program. The supervisors are given information about child labor laws, worker compensation, timesheets and safety. The specifics of the STEP-UP Intern Handbook are reviewed. Supervisors are required to complete an evaluation, and with STEP-UP’s connection to the SIF grant, the MHA Labs evaluation is used. Supervisors are given detail and guidance in how to administer the MHA Labs evaluation tool. This evaluation assesses; personal mindset, planning for success, social awareness, verbal communication, collaboration and problem solving. This evaluation is required to be submitted before the end of the work experience program.

Minneapolis Youth Works – Youth service providers are required to submit job descriptions developed by worksites to WDA 10 for review and approval prior to the youth being placed at a worksite. Job descriptions detail skills to be learned and evaluated by the worksite supervisor during pre and post work experience using Secretary’s Commission on Achieving Necessary Skills criteria.

WDA 10 requires that youth pre and post work evaluations are completed by supervisors and that the evaluations are kept in participants files for review during the annual monitoring visit. In addition, WDA 10 requires service providers to also document youth performance/progress via case notes and work with participants to develop portfolio items that verify work readiness skill attainment including resumes and obtaining letters of reference from employers.

15. If the WDA is planning to provide Outreach to Schools activities in SFY 2018 as a component of MYP, please describe. See page 6 for definition of OTS activities.

MYP – WDA #10 is not planning to provide the Outreach to Schools.

16. 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 3)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

MYP - Private Sector Internships has been a hallmark of numerous WDA 10 youth programs, but the STEP-UP program continues to maintain the majority of private sector connections with local employers taking the lead in developing their future workforce by offering employment and many other benefits to STEP-UP interns. Many of the 200+ companies who acted as worksites in 2016 were private sector employers who invested

\$1.1 million in STEP-UP wages. The top three private sector employers were: 1. US Bank (44 interns) 2. Xcel Energy (26 interns) and 3. Reve Academy (19 interns).

Employer Engagement and Leadership: Employers are involved and engaged to a high degree in STEP-UP. Employers volunteer their time to conduct mock interviews during the Work Readiness training that interns must participate in and some offer financial contributions in order to help subsidize other employers who cannot provide full wages. A Business Advisory Council, consisting of employers who pledged to do “more” was formed in order to provide leadership in the area of employer recruitment. Still other STEP-UP employer’s offer interns special training, such as U.S. Bank’s Financial Literacy Training. Enrichment opportunities such as intern and supervisor focus groups, off-site camp experiences and service projects were also offered by some employers. The WIB and Youth Council members, some of whom are private sector employers, also actively recruit STEP-UP employers. Lastly, STEP-UP is championed by the CEO of U.S. Bank. He has made it his personal mission to expand the reaches of STEP-UP so that more and more Minneapolis youth may benefit.

On-the-Job Training: STEP-UP employers provide activities that allow interns to successfully integrate into their workplace. Given the short summer training experience, it is important that interns adapt and feel welcome early on in the on-the-job training experience. Supervisor training done in the spring prepares employers in providing the intern with an enriching and rewarding work experience. Employers often provide welcome breakfasts and/or lunches, and may feature youth in their company newsletters. Employers may give other employees the opportunity to meet and mentor the STEP-UP intern. Many interns are given opportunities to dive deeper into specific components of the career.

Mentoring is encouraged and the worksite employers are sent weekly topics to discuss with their intern in order to keep them engaged and provide continual development. Employers may act as the youth mentor, or the supervisor can play that role.

Job Shadow: Many employers allow their intern to job shadow other employees, and provide leadership training or networking opportunities. STEP-UP employers understand the importance of quality work experiences and make sure they are close to “real-world” as possible in order for the youth to have a well-rounded internship.

Minneapolis Youth Works – Providers develop and maintain their own private sector connections, utilizing employer worksites for paid and unpaid work experience training. During 2016, Minneapolis Youth Works providers developed over 70 worksites that provided youth with work experience, including: Minnesota Department of Transportation, Jerri’s Auto Sales, Tech Dump, Gatherings Café at the Minneapolis American Indian Center, Breaking Bread, Minneapolis VA Medical Center, TJ MAXX, LA Fitness, YMCA, Savers, Minneapolis Park and Recreation Board, YWCA, Cub Foods, Lunds, Dairy Queen, North Side Child Care Center, UPS, Home Depot, Legal Rights Center and Greater Lakes Food Bank.

- Pre-Employment Transition Services (PETS) project.

NA

- 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.

NA

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

MYP and Minneapolis Youth Works – WDA 10 and our community-based partners have strong connections with Minneapolis Youth Coordinating Board (YCB) who along with its public partners collaborates with community providers of youth services to leverage and coordinate out-of-school time resources and opportunities for Minneapolis youth. In addition, the YCB Executive Director is also a member of the Minneapolis Youth Council to ensure coordination of after-school and out-of-school time programs.

YCB Minneapolis Afterschool Network launched its citywide program finder “**What’s Up 612!**” in June 2015. WDA 10 WIOA providers utilize the program finder with youth who want to access after-school and out-of-school time programs. **What’s Up 612!** is an online resource of things to do outside of the classroom in Minneapolis. The program finder is a citywide resource where youth, parents, educators, youth works and persons who know young people can find afterschool and summer activities for children and youth ages 5-21.

What’s Up 612! brings together afterschool opportunities offered by the City of Minneapolis, Hennepin County, Minneapolis Public Schools, Minneapolis Parks & Recreation Board and community organizations. YCB is dedicated not only to connecting parents, youth, educators and youth workers with out-of-school time opportunities, but also dedicated to addressing and shrinking the opportunity gap. For more information about **What’s Up 612!**, please visit www.whatsup612.com

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

MYP – As previously mentioned, MFIP employment providers serve as valuable recruitment partners and assist in working closely to make sure that employment plans are coordinated and participant needs are met throughout the internship experience. SNAP employment services are provided by Hennepin County staff who are also included in the e-mail messages announcing STEP-UP recruitment. Hennepin County Child Care Assistance workers are also informed of the STEP-UP program and their involvement with teen parents is essential in assuring the barrier reduction of child care. In addition, the Hennepin County Program Manager responsible for overseeing the SNAP program sits on the Minneapolis Workforce Council, so there is a great deal of coordination and connections provided as a result of this relationship. Hennepin County also acts as a worksite hosting 64 STEP-UP interns in 2015. Connections with Hennepin County management staff have ensured that the income maintenance staff are aware of how STEP-UP income affects benefits of public assistance families.

Minneapolis Youth Works – As with MYP, Minneapolis Youth Works providers are connected to MFIP and SNAP partners to ensure that WIOA youth who may also be co-enrolled in these programs are in compliance with various program requirements. As previously mentioned, providers track enrollment and funding streams so that no duplication of service occurs. Minneapolis Youth Works providers enter youth names and social security numbers into WF1 prior to proceeding with youth application and enrollment forms to find out if youth are currently enrolled in other programs.

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 Ex-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>Juvenile Detention Center and Hennepin County Probation assist in outreach and recruitment of STEP-UP youth. In partnership with STEP-UP staff, they provide support throughout the work experience process. STEP-UP provides appropriate work experiences placing at-risk youth in supportive work sites.</p> <p>Minneapolis Youth Works – Agency staff have connections with staff at the Link-Juvenile Supervision Center (JSC) in Minneapolis City Hall, where they provide outreach and recruitment and post WIOA marketing materials.</p>	<p>Hennepin County Foster Care case managers and Fostering Connections (a Hennepin County program) helps inform youth in foster care about STEP-UP. Their assistance helps provide foster care youth with the information they need to apply and be successful in STEP-UP.</p> <p>Minneapolis Youth Works – Hennepin County Foster Care case managers and Fostering Connections are our main partners in outreach and recruitment of youth in foster care and aging out of foster care</p>	<p>Minneapolis Public Schools, Transition Plus and Vocational Rehabilitation Services (VRS) all provide outreach, recruitment and support for the STEP-UP program.</p> <p>Minneapolis Youth Works continues to partner with Minneapolis Public Schools special needs programs, VRS, MN State Services for the Blind, Minneapolis WorkForce Centers, Transition Plus and Minneapolis Public Schools ABE/GED programs.</p> <p>In partnership with STEP-UP, VRS staff provided a business outreach presentation in January 2016 to AchieveMpls and WFC staff to focus on 1) asking the appropriate questions in assessment 2) how to appropriately place consumers in internships and 3) privacy issues around sharing information with worksite employers.</p>	<p>Youthlink, and other agencies that serve homeless youth provide outreach, recruitment and support for the STEP-UP program. Minneapolis Employment and Training is collaborating with Hennepin County Department to End Homelessness on a proposal that was funded to end youth homelessness.</p> <p>Minneapolis Youth Works service provider, HIRED, employs a staff who offices out of YouthLinks’s Youth Opportunity Center and other providers maintain office hours and/or provide outreach and recruitment at a variety of homeless shelters and transitional housing programs including Avenues for Homeless Youth, Catholic Charities-Hope Street For Homeless Youth, St. Barnabus, Mary’s Place, Lutheran Social Services of MN Safe House and Nicollet Square.</p>	<p>STEP-UP offers an Academic Class component which provides contextual learning and assists credit-deficient interns in earning academic credits. The fact that 600 credits were earned by interns in 2014 is a significant outcome.</p> <p>Minneapolis Youth Works provides program information at agencies that offer ABE and GED programs.</p> <p>Both STEP-UP and Minneapolis Youth Works coordinate and partner closely with Minneapolis Public Schools, charter and alternative schools.</p>

**2017 Minneapolis Employment and Training
Minneapolis Youth Works
Workforce Innovation and Opportunity Act (WIOA)**

Participant Incentives

WIOA youth program funds may be used to provide participant incentives for recognition and achievement that directly ties to training activities and work experiences.

While incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, Federal funds must not be spent on entertainment costs (such as movie or sporting event tickets or other venues whose sole purpose is entertainment) **or** for attendance related goal attainments.

Common activities that are incentivized:

- Earned GED/H.S. Diploma
- Secured unsubsidized employment
- Positive 90 and 180 day employment retention
- Accepted to college/technical school/advanced training
- Earned occupational skills credential
- Completed work readiness curriculum
- Improved reading and/or math test score(s)
- Completion of group workshops such as financial literacy and/or career planning
- Successful internship completion

Typical incentives issued:

- Target, Walmart, Holiday, Super America

Incentive amounts:

- Gift card amounts range between \$10-\$75

4/19/2017 Youth Council Incentive Policy Approvals:

- 1) Approved Minneapolis Youth Works (WIOA) Participant Incentive Policy
- 2) Approved \$75 maximum incentive per accomplished training activity or work experience.