

HENNEPIN-CARVER
Unified Local Youth Plan
PY 2020 WIOA Youth Formula Funds
SFY 2021 Minnesota Youth Program (MYP)

Submitted April 10, 2020

PY 2020 WIOA Youth Formula Funds
 SFY 2021 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
Hennepin County Human Resources Department Workforce Development Board A-400 Government Center 300 South Sixth Street Minneapolis, MN 55487	Hennepin County Human Resources Department Hennepin-Carver LWDA #9 A-400, 300 South Sixth Street Minneapolis, MN 55487
Director Name: Anne Kilzer Telephone Number: (612) 558-6399 E-Mail: anne.kilzer@hennepin.us	Contact Name: Anne Kilzer Telephone Number: (612) 558-6399 E-Mail: anne.kilzer@hennepin.us

Basic Organization Information

Federal Employer ID Number: 41-6005801	Minnesota Tax Identification Number: 802-655
DUNS Number: 06-815-8369	SWIFT Vendor ID Number (if known): 0000197294

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:	Director, Hennepin-Carver Workforce Development Board
Date:	5/10/2020

Attachment 2

PY 2020 Budget Information Summary:

WIOA Youth Formula Grant Program (updated 5/1/20)

(See following pages for definitions of cost categories)

WDA Number and Contact:	WDA 9 ; Todd Austin – WIOA Youth Manager
E-Mail Address/Phone No:	Todd.austin@hennepin.us/(856)723-6431
Date Submitted (or Modified):	June 30, 2020

Cost Category	Carryover From PY19 <i>(Cannot exceed 20% of PY 19 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/20 to 6/30/20	Estimated Expenses 4/1/20 to 9/30/20	Estimated Expenses 4/1/20 to 12/31/20	Estimated Expenses 4/1/20 to 3/31/21
764/833 Administration <i>(Cannot Exceed 10%)</i>	-	33,138.00	33,138.00	-	11,045.53	22,092.05	33,138.00
841 In-School Youth Work Experience Wages/Fringe	5,404.00	11,098.00	16,502.00	500.00	8,000.00	12,500.00	16,502.00
825 Out-of-School Youth Work Experience Wages/Fringe	16,475.00	13,500.00	29,975.00	500.00	11,500.00	20,500.00	29,975.00
872 In-School Youth Work Experience Staff Costs	832.00	9,230.00	10,062.00	300.00	3,776.00	6,076.00	10,062.00
855 Out-of-School Youth Work Experience Staff Costs	5,520.00	44,214.00	49,734.00	1,500.00	18,878.00	33,756.00	49,734.00
874 In-School Youth Direct Services (Non-Work Exp.)	15,455.00	16,000.00	31,455.00	-	8,666.67	18,833.33	31,455.00
877 Out-of-School Youth Direct Services (Non-Work Exp.)	-	183,700.00	183,700.00	5,000.00	66,666.67	127,333.33	183,700.00
848 In-School Youth Support Services	110.00	1,800.00	1,910.00	-	600.00	1,200.00	1,910.00
862 Out-of-School Youth Support Services	955.00	7,800.00	8,755.00	-	2,500.00	5,000.00	8,755.00
860 In-School Youth Other Services	850.00	500.00	1,350.00	500.00	1,000.00	1,250.00	1,350.00
878 Out-of-School Youth Other Services	-	2,000.00	2,000.00	500.00	1,000.00	1,500.00	2,000.00
837 In-School Youth Training	-	1,200.00	1,200.00	-	400.00	800.00	1,200.00
838 Out-of-School Youth Training	-	7,200.00	7,200.00	1,000.00	2,500.00	5,300.00	7,200.00
Total:	45,601.00	331,380.00	376,981.00	9,800.00	136,532.87	256,140.71	376,981.00
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							86.6%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							26.1%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							106

Attachment 2
 SFY 2021 Budget Information Summary:
 Minnesota Youth Program
 (See page 6 for definitions of cost categories)

WDA Number and Contact:	WDA 9, Anne Kilzer
E-Mail Address/Phone No:	anne.kilzer@hennepin.us (612) 558-6399
Date Submitted (or Modified):	

Cost Category	Total Funds Available	Estimated Expenses 7/1/20 to 9/30/20	Estimated Expenses 7/1/20 to 12/31/20	Estimated Expenses 7/1/20 to 3/31/21	Estimated Expenses 7/1/20 to 6/30/21	Carryover
764/833 Administration (Cannot Exceed 10%)	29,922.00	-	9,974.00	19,948.00	29,922.00	-
881 Youth Participant Wages and Fringe Benefits	51,000.00	21,500.00	26,500.00	31,500.00	51,000.00	-
885 Direct Services to Youth	175,693.70	94,125.00	99,000.00	113,000.00	175,693.70	-
860 Outreach to Schools (Direct Services; This can be up to 20 percent of your budget.)	5,000.00	1,250.00	1,250.00	1,250.00	5,000.00	-
891 Support Services	37,604.30	14,302.15	15,302.15	22,000.00	37,604.30	-
Total:	299,220.00	131,177.15	152,026.15	187,698.00	299,220.00	-

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	344
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	120
Estimated Total Number of MYP Youth and Families Served:	544
Estimated Cost Per MYP Participant:	\$850
Estimated Cost Per OTS Participant-Family:	\$42

Attachment 2
 SFY 2021 Budget Information Summary:
 Minnesota Youth Program
 (See page 6 for definitions of cost categories)

WDA No./Agency and Contact:	WDA 9-Carver County
E-Mail Address/Phone No:	kprobert@co.carver.mn.us
Date Submitted (or Modified):	05/13/2020

Cost Category	Total Funds Available	Estimated Expenses 7/1/20 to 9/30/20	Estimated Expenses 7/1/20 to 12/31/20	Estimated Expenses 7/1/20 to 3/31/21	Estimated Expenses 7/1/20 to 6/30/21	Carryover
764/833 Administration (Cannot Exceed 10%)	3900	1800	2400	2800	3,900	
881 Youth Participant Wages and Fringe Benefits	15,984	5000	12,000	14,000	15,984	
885 Direct Services to Youth	15,777	7600	9,700	10,900	15,777	
860 Outreach to Schools (Direct Services; This can be up to 20 percent of your budget.)						
891 Support Services	4300	4000	4000	4000	4300	
Total:	39,961	18,400	28,100	31,700	39,961	

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	17
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	
Estimated Total Number of MYP Youth and Families Served:	17
Estimated Cost Per MYP Participant:	2350
Estimated Cost Per OTS Participant-Family:	

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) 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 “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; and,
- 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. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Youth Work Experience Staff Costs – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized

separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

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

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, 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. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Other Services – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Training (new category) – The Training reporting line should consider all costs for training, including, but not limited to: all tuition costs and materials - books, tools, etc., as applicable. All forms of training must be accounted for, including but not limited to: occupational skills training; school equivalency (General Education Development/High School Equivalency Test/Testing Assessing Secondary Completion) training; Registered Apprenticeship Programs (RAPs); Industry Recognized Apprenticeship Programs (IRAPs); on-the-job training (OJT); incumbent worker training; and customized training. **Funds used for Individual Training Accounts (ITAs) by those WDAs using ITAs for youth should also be included.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

(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 CareerForce locations and information about the resources available 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.

PY 2020-2021 WIOA Youth Performance*
(Definitions of Each Measure are on the Following Page)
UPDATED 6-3-2020

WDA/Contact:	WDA 9/Hennepin-Carver Anne Kilzer
E-Mail Address/Phone Number:	Anne.Kilzer@hennepin.us
Date Submitted (or Modified):	7-17-20

WIOA Youth Performance Measure	PY 2018 (STATE ACTUAL)	PY 2019 (NEGOTIATED STATE GOAL)	PY20-21 DOL SAM Adjusted Performance Level***	PY 2020 (NEGOTIATED STATE GOAL)	PY 2021 (NEGOTIATED STATE GOAL)	PY 2020 (PLANNED)	PY 2021 (PLANNED)
Employment/Training 2nd Quarter After Exit:	79.5%	67.0%	77.4%	75.0%	76.0%	75.0%	76.0%
Employment/Training 4th Quarter After Exit:	76.5%	62.5%	N/A	73.0%	74.0%	73.0%	74.0%
Credential Attainment:	65.3%	47.7%	N/A	62.0%	62.5%	62.0%	62.5%
Median Earnings:	\$3,984	Baseline**	\$3,852	\$3,700	\$3,700	\$3,700	\$3,700
Measurable Skills Gain:	45.6%	Baseline**	53.4%	49.0%	49.0%	49%	49%

NOTES:

*PY 20 and PY 21 WIOA Youth Formula Grant outcome data will be added to existing baseline performance data for use in future statistical adjustment models from DOL.

**"Baseline" means that WIOA Youth data collected through PY19 will be used in subsequent years to produce an updated Statistical Adjustment Model that generates an estimated value.

***SAM = The three values for WIOA Youth were calculated as part of DOLETA's "Statistical Adjustment Model" for PY20 and PY21, based on a combination of national and state-level data from PY17 and PY18 collected by DOL.

WIOA Youth Performance Definitions

Employment/Training 2nd Quarter After Exit: The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the second quarter after exit from the program.

Employment/Training 4th Quarter After Exit: The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the fourth quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Youth Committee Information For PY 2020/SFY 2021

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

Youth Service Provider Information For PY 2020/SFY 2021

N/A at this time.

Youth programming oversight and responsibility resides with the Hennepin – Carver Workforce Development Board (WIOA sec. 129 (c)). Additionally, the board has begun exploring committee structures to establish “a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth which must include CBOs with a demonstrated record of success in serving eligible youth” (WIOA sec.107(b)(4)(A)(ii)).

This is a priority and will be instituted within the year.

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: Tree Trust</p> <p>Address: 1419 Energy Park Drive City, State, ZIP Saint Paul, MN 55108</p> <p>Contact Person: Jared Smith</p> <p>Contact Person Phone: (952) 767-3891</p> <p>Contact Person E-Mail: jareds@treetrust.org</p> <p>Service Provider Website: www.treetrust.org</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td></td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:			Year-Round (incl. summer):	X		Outreach to Schools:		X
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OSY:	X																						
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Summer ONLY:																							
Year-Round (incl. summer):	X																						
Outreach to Schools:		X																					

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: Carver County Health and Human Services</p> <p>Address: 602 East Fourth Street City, State, ZIP Chaska, Minnesota 55318</p> <p>Contact Person: Kate Probert Shannon Quigley</p> <p>Contact Person Phone: (952) 361-1602</p> <p>Contact Person E-Mail: kprobert@co.carver.mn.us; squigley@co.carver.mn.us</p> <p>Service Provider Website: www.co.carver.mn.us</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td></td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table> <p>MYP funding is allocated directly to Carver County and not through Hennepin County (which is the fiscal agent for all other programs/providers).</p>		Yes	No	Summer ONLY:			Year-Round (incl. summer):	X		Outreach to Schools:		X
	Yes	No																					
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OSY:	X																						
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Year-Round (incl. summer):	X																						
Outreach to Schools:		X																					

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: BrookLynk</p> <p>Address: 6301 Shingle Creek Parkway</p> <p>City, State, ZIP Brooklyn Center, MN 55430</p> <p>Contact Person: Catrice O'Neal</p> <p>Contact Person Phone: (763) 493-0829</p> <p>Contact Person E-Mail: catrice.oneal@brooklynk.works</p> <p>Service Provider Website: www.brooklynk.works</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td></td> </tr> <tr> <td>OSY:</td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:			OSY:			<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td></td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:			Year-Round (incl. summer):	X		Outreach to Schools:		X
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OSY:																							
	Yes	No																					
Summer ONLY:																							
Year-Round (incl. summer):	X																						
Outreach to Schools:		X																					

Workplan: Youth Program Service Delivery Design
(Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2020 WIOA Young Adult and SFY 2021 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

- 1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.**

A copy of the most recent RFP for Hennepin County is attached. Per direction of the Hennepin-Carver Workforce Development Board, in consultation with the DEED Youth Team and internal Hennepin County contract staff and attorneys, current contracts will be extended for one additional year and the Hennepin-Carver Board will issue an RFP for the WIOA Young Adult and the Minnesota Youth Program in 2020.

The reasoning for this decision is that Hennepin County has undertaken a process of realigning youth programs across the county, with the goals of best leveraging resources, breaking down silos, and better achieving the goals of the county's disparities reduction work.

The Hennepin-Carver Workforce Development Board determined that it would be most prudent to allow those discussions to play out a bit and allow that process to inform a more strategic and focused Request for Proposals and related expectations of providers. In the meantime, current providers, who are meeting performance and fiscal expectations, would be allowed to extend their current contracts for one additional year. Minutes of the Board meeting relevant to this decision are attached.

- 2. Describe outreach and recruitment of:**
 - Out-of-School Youth ("OSY")**
 - In-School Youth ("ISY")**

Out of School Youth- Focused strategies have been implemented to recruit Out of School Youth due to the WIOA requirement that 75% of funds be utilized for this population. For providers Tree Trust and Carver County, these opportunity youth, as they are referred to, are a decentralized population that are met with intention and action.

An Outreach Coordinator position was created by Tree Trust whose primary purpose is to recruit participants into programming opportunities by tapping into the broad system of existing services and developing connections to community-based organizations, educational partners, agencies, counties, municipalities and other stakeholders serving this population. The intention is to connect with youth where they are and deliver person centered outreach and

engagement activities. These community relationships are critical to the work. A secondary function of the Outreach Coordinator position provides business development with employers and assists program staff in creating pipelines to supported employment internships and competitive employment opportunities. As a result, Tree Trust currently has approximately 30 employers providing host sites for the supported employment experiences.

Within the past year, Carver County has also doubled down on efforts to recruit Out of School Youth by increasing community engagement activities, creating social media channels related to their designation as an official CareerForce location. Carver County has created an employer outreach position; a designated youth counselor is working in partnership with the employer outreach coordinator to secure work sites and employment opportunities for youth and young adults. Carver County has identified specific pockets of poverty within the county and is working on a targeted outreach plan to offer services to those currently underserved. Carver County has also enhanced internal partnerships with Foster Care, youth probation officers and correctional facilities in order to provide workforce development opportunities to youth facing with multiple barriers.

Outreach activities have led to satellite programming for youth by providing employment related workshops, presentations and job search assistance to youth at various community locations. For example, career exploration workshops are offered at Metro South ABE in Bloomington and in Chaska an employment counselor spends 2 afternoons a month at Launch Ministries, a drop-in center and transitional housing for youth.

Focused outreach continues to recruit underserved populations such as youth with disabilities, minority youth populations, young parents, justice involved youth, homeless and runaway youth, youth in foster care or aging out of foster care, and secondary school dropout youth through the following outreach strategies:

- Focused coordinated development with intergovernmental assistance programs to promote the WIOA opportunity to their clientele such as Child Protection, Child Support, Financial and Employment Services, libraries, Vocational Rehabilitation, Adult Basic Education providers, and Veteran Services Reps.
- Continued partnership development with community partners and social service agencies such as Launch Ministries, CAP, PROP, and local churches serving youth in foster care, juvenile justice, and homeless shelters.
- Developing stronger relationships with credentialing programs to assist youth in achieving outcomes.
- Attendance at community events including local county fairs, job fairs, resource fairs, and in Carver County, Project Community Connect - an event geared towards offering resources to low-income individuals.

As the community mind-set shifts towards serving more out of school youth, work sites are displaying a developed interest in providing quality work experience and career pathways for this sub-set of youth.

In-School Youth- Outreach and recruitment for in-school youth is maintained through a

network of relationships to schools, social workers, probation officers, school officials, vocational rehabilitation counselors, transition programs who receive email notifications for the open application process and maintain a strong referral process. In Carver County, there is continued collaboration with SW Metro Educational Co-op, other school districts, as well as working with truancy and school-based social workers at the county.

Outreach and recruitment of Minnesota Youth Program (MYP) participants

MYP youth are recruited through key partnerships and well-established relationships with schools, community-based organizations, other youth providers, including agencies serving homeless youth, youth in foster care, corrections involved youth and youth with disabilities. In addition to traditional venues to recruit youth, BrookLynk relies on their strong Alumni Program to recruit youth via word of mouth and networking. Relationships with employers can also yield potential participants as their familiarity with the programs make them effective recruiters in the community. These partnerships and relationships have created a strong framework for successful recruitment.

- 3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, 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.**

All youth interested in the young adult program must complete an application as the first initial screening. The application asks their age, their income (and parent's income) and a series of questions that asks whether they meet one of the WIOA section 129 at-risk categories. Barriers are primarily documented by assessment results, school documents and/or human service documents from county financial workers. If a young adult is out of school and can't provide disability documentation, a statement from the family physician will be acceptable. For those young adults that are leaving the justice system, their discharge write-up is acceptable documentation of their risk factor.

Under typical circumstances, all out of school young adults are given a Comprehensive Adult Student Assessment System (CASAS) or the Test of Adult Basic Education (TABE) to determine reading and math levels and to determine if they are basic skills deficient. The young adults or their parents/guardian return their eligibility documentation (acceptable documents for proof of age, name, residency Selective Service registration, citizenship or authorization to work, and Social Security number) along with their application. Family income and size are provided on the application.

As a result of the Hennepin Youth Alignment work and increased communication and integration efforts across the entire WDA, for those youth who do not meet eligibility requirements under WIOA, there is renewed effort to provide referrals to other programs which may be suited to meet their needs.

The 5% window gives us the discretion to serve (up to 5% of individuals enrolled) in-school youth and out-of-school youth who are not income eligible, but face barriers to employment. We have not utilized the 5% window for non-income eligible youth. We review carefully the circumstances of any youth applicant who is over-income and apply our definition of “requires additional assistance to compete an educational program or secure or hold employment.”

- 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 participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.**

The criteria for “An individual who requires additional assistance to compete an education program or to secure and hold employment” for our area will be at-risk youth as defined by State Statute 156L.56. These youth have barriers which are indicators they are at-risk (i.e. disability, one or more grade levels behind, offender, chemically dependent, foster child, etc.) These individuals benefit from additional assistance to ensure they attain their high school diploma/GED, transition to post-secondary opportunities, complete their education plan and/or secure employment.

- 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.**

All WIOA youth receive counseling to best position them to be successful and make educated decisions regarding their education and career pathways. Upon intake, employment counselors meet with the youth to complete an objective service needs assessment that explores their work-related skills, prior work experience, employability, interests, aptitudes and supportive service needs in various areas to include housing, health insurance, childcare, parenting, documents, and chemical dependency and developmental needs.

Next, WIOA youth complete a career interest inventory; the inventories evaluate interests and aptitudes and recommend specific career choices. Participants review recommendations with their employment counselors. Based on selected interests, labor market information is provided so participants can learn about the demand for workers, the education or credentials necessary to be competitive for employment, and the projected benefits of their selected career. Additionally, all out of school older youth are assessed on basic skills through CASAS or TABE.

As for with adult program participants, career pathways have become an increased focus for out of school youth who otherwise tend to look for short-term opportunities out of necessity. Employment counselors assist youth in identifying and determining a potential career pathway through a variety of occupational outlook testing, interest inventories, internships, and workshops geared towards career exploration, education and job placement. Employment counselors assist youth in planning for barriers they face and depending on need may offer assistance with job search, mock interviewing, help filling out forms and applications, referrals

and linkages to available community resources, financial assistance for training, transportation, post-secondary education, documents, uniforms, and other necessary expenses to reduce barriers to success. Case notes are kept in participant files.

Through this combination of assessment, employment coaching and counseling, case management, work experience and supportive services, we provide enrolled youth with a greater understanding of the world of work and the desirability of a career pathway approach versus shorter term aspirations.

6. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts For Success” with some (or all) of your participants, please discuss when and how it is used.

The development of an individual service strategy encompasses the overall career development of a youth. The Individual Service Strategy (ISS) or Employability Development Plan (EDP) as it's called in Carver County, is based on the objective service needs assessment, basic skills assessment (when applicable), and the youth participant's individual career pathway goals. In the development of this, the case manager plays a role of the facilitator and a coach and engages the youth to have a maximum input in the process. This is an on-going strategy reflects the interests and needs of the youth participant and includes clear goals and action steps. The individual plan focuses on helping youth to build actionable pathway that leads to meeting ultimate dream and aspirations for the future. The plan includes elements of wellness to ensure overall wellbeing approach.

To do this, ISS uses the SMART approach. Goals and action steps on the plan will be SMART: Specific (S), Measurable (M), Attainable (A), Relevant (R) and Time Driven (T). Depending on their level of need and the goals being pursued, participants may meet or be in contact with Employment counselors daily, weekly, or at a minimum, once per month. Meetings and contact are typically more frequent early on in their participation (e.g., daily or weekly). At each meeting, the Employment counselor and participant will revisit the ISS/EDP, discuss and celebrate progress on action steps, identify/problem-solve barriers, create new goals or action steps as needed, and update the ISS/EDP as required. Case notes for each meeting will be kept in each participant's file. Wraparound services will be provided in conjunction with a youth's ISS.

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

WDA 9 provides hands-on, collaborative and reflective methods to help youth succeed by “learning by doing.” Understanding the varied needs of youth living within the large suburban metro area, there is an intentional offering of multiple approaches to work experience; appealing to youth who prefer the hands-on style or kinesthetic learning and working with communities to recruit youth into business settings where barriers to access may otherwise exist.

Each youth is assigned an employment counselor who provides assistance by identifying the right career pathway, placing them into work experiences or educational programming and providing specialized follow-up services. Youth receive an opportunity to experience working in a supervised, planned and well-coordinated worksite.

Current program options available specifically for older youth include placement into the Tree Trust's Youth and Young Adult Services (YYAS) program concentrating on youth reengaging in school or employment or the Young Adult Conversation Corps (YACC) program. YYAS provides year-round paid individual internships at local businesses, nonprofit organizations, and schools throughout the Twin Cities working in areas of retail, food service, childcare, custodial, and administrative assistance. Work site placements are based on each youth's interest, ability, and residence. These are nine-week, paid jobs that allow a participant to get first-hand work experience in a viable occupation to be incorporated into their career pathway. These positions often lead to permanent employment offers from the employer host site.

YACC is a 3-month paid training program offered to out of school youth aged, 18-24. Participants work 32 hours per week on 3 to 4 member teams with a full-time mentor/crew leader. They complete a wide variety of environmental improvement and property maintenance projects in local parks and other public spaces. Each week YACC members pursue different work skills to increase future employment prospects and demonstrate solid teamwork and project accomplishment. YACC members receive individual and group employment readiness training in a highly supportive environment.

During their employment participants have opportunities to receive additional training resulting in credentials such as Forklift Operation certification. Successful YACC members may apply for advanced crew two times, making them eligible for up to 9 months of participating in the training program.

In School youth are given two options for summer work experiences. Tree Trust's Youth Conservation Corps (YCC) is a program that gives participants the opportunity to work with crew leaders to complete park improvement projects that have real, lasting value to the community, including building retaining walls and staircases; installing paver patios; and planting trees. The other option is the individual summer employment experiences, the same as the YYAS program individual employment experiences.

BrookLynk internships provide young people an opportunity to build their skills, gain valuable work experience and to grow their social capital. Working in a professional environment, participants gain experience and professional skills that set them apart from other candidates for future jobs and college recommendations.

Carver County offers work experience at various worksites throughout the county, providing a variety of job types. For the 10-week summer program, worksites offer up to 25 hours/week of work. During the school year the worksites offer up to 15 hours/week of work around school hours for in-school youth if funding allows. We will set up worksites year-round for OSY and schedule is dependent upon the worksite and youth needs.

At this time, youth programs are planning hopefully that programs will be able to proceed despite COVID-19 implications. It is imperative that services continue to be delivered to youth, particularly those with barriers, who will feel the economic effects differently than older workers. Providers are working with employers to bolster work experience opportunities and finding creative ways to ensure that learning and other supports are still in place should social distancing and other atypical factors continue to influence how services can be provided.

8. Describe your 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.

In order to ensure youth are making informed decisions in their career planning, they need to have access to multiple resources for Labor Market Information (LMI). WDA 09 receives LMI from DEED, M State, Real Time Talent and CareerWise regarding high growth, in-demand occupations within the region.

Youth access sector specific LMI data through career inventories to guide them in identifying their career goals. Employment counselors will work with participants through a career navigation process to assist in identifying their potential career pathways and to develop the participants' plans.

In addition to the LMI, materials, handbooks, notices, etc. are incorporated into workshops and trainings for our program participants. Employer representatives also provide current, specific information on topics such as employability qualifications, in-demand occupations, and hiring practices.

In addition to employment information, access to post-secondary credentials as well as industry apprenticeship programs is made available; this applies to the youth who serve in a program beyond the summer only experience.

Carver County employment counselors begin to discuss Career Pathways with youth at assessment, and on an ongoing basis while monitoring success with EDP goals. Counselors provide labor market information at Career Exploration Workshops done w/OSY participants.

BrookLynk's Alumni program allows current participants to connect with prior participants, a unique way of providing support and resources (including LinkedIn networking) throughout a youth's pathway to college and careers.

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.

N/A

10. Describe follow-up strategies for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

All WIOA Youth receive 12 months of follow up services through contact from their employment counselor upon completion of the WIOA program to provide support and assist with any problem solving that may be needed. At the time of enrollment, staff explain the follow-up services and attain contact information for the youth and at least two others that may know how to reach the youth. The contact with youth occurs at 3-, 6-, 9- and 12-months post-exit and may happen in a variety of ways which have included face-to-face, over the phone, letters, email or via messenger or other social media platforms. The employment counselor gets information about schooling updates, current employment, and assesses for any current needs. Staff help problem solve and/or provide referrals.

11. Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background.

WIOA Youth funds can be used to provide incentives for recognition and achievement to eligible youth seeking assistance with academic and employment success. Funds can be used in the form of incentives to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. The MYP Program does not have any policy prohibiting or limiting the use of support services funds for incentives.

12. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.

Co-enrollment opportunities exist between YouthBuild and the Proof Alliance grant for WIOA/MYP programs within Tree Trust and between SNAP/MFIP participants in Carver County. BrookLynk leverages local revenue to provide services alongside MYP.

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:

- **Dropouts and potential dropouts**

Available options for dropouts and potential dropouts are placement into year-round training options; enrollment into the YYAS or YACC programs. Both options are used to pay for work experience in conjunction with case management to assist the youth in short and long-term career exploration that incorporates re-engagement into education, whether that is towards a high school diploma or its equivalent, or post-secondary degree, training, or certification. Employment counselors have relationships with area high schools, alternative schools, adult basic education centers, post-secondary institutions, and apprenticeship programs to assist this population in goal setting and planning potential career pathways. We are also providing workshops and staff office hours at a variety of drop in centers that serve this population. These workshops include career exploration, completing an online job application, resume development and similar services.

Case management services are built around the identified goals and needs of the participants. These services include working on employment steps (career exploration, resume development, interview skills, elevator speeches, job search and application assistance, coaching on communication skills with supervisors/coworkers, etc.), education steps (Schooling options, GED prep assistance, college tours, college applications, FAFSA, orientation navigation, school schedule assistance, study help/tips, short term training opportunity connections, etc.) and other life needs (driver's permit practice, behind the wheel support, gathering identification documents, identifying mental health, housing and food resources, being a mentor/role model, budgeting assistance, etc.).

Carver County has increased outreach to community agencies that serve youth, schools, social workers, probation officers, as well as Launch Ministries, CAP, PROP, mental health services, SW Metro Educational cooperative and as a result has grown our network of referral sources for dropouts. If it's discovered that a youth has dropped out during a follow up, staff encourage application to OSY to assist in regaining access to school.

- **Youth with language and/or cultural barriers to employment**

WIOA youth staff will assist with interpreter services if necessary and will work individually with youth to attempt to connect them to culturally appropriate resources.

- **Youth in foster care and aging out of foster care**

Providers work with county and school social workers to maintain relationships for referral of youth in foster care or aging out of foster care into youth employment programming.

Additionally, the role of Tree Trust's Outreach Coordinator has been to develop relationships with several organizations that serve this population, including Connections to Independence, MoveFwd, and Oasis for Youth. Meetings are held regularly for tabling and recruiting of youth aging out of foster care and to connect youth with specific resources and support systems for an expected higher rate of success.

- **Homeless youth or runaways**

Hennepin County currently operates several youth projects and events focused on homeless and/or runaway youth through the Human Services and Public Health Department such as the Project Homeless Connect. Where appropriate, Tree Trust and the county will coordinate these programs and events to provide additional services for youth who are/or become homeless or a runaway. Additionally, Tree Trust's Outreach Coordinator has developed relationships with several organizations that serve this population, including MoveFwd, Oasis for youth, Youthlink and others. Meetings are held regularly, tabling and positioning to serve this population. Employment counselors are very familiar with these programs and have connections with area youth shelters and transitional living programs. Participants who are/or become homeless or are a runaway are offered services while enrolled in at agencies such as Avenues for Homeless Youth, Hope Street Transition Living Program, and Youth Link.

In Carver County, a local resource utilized by homeless/runaway youth is Launch Ministries, which is a drop-in center and transitional housing source for youth. The Youth Employment

Counselor spends 2 afternoons per month at Launch Ministries. Youth programs are also promoted to homeless or runaway youth at Project Community Connect (a community event geared toward low-income people).

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

Hennepin County's vendor Tree Trust has worked with County Corrections directly and in the past through allocated funds from the Hennepin County Commissioner's Youth Program to enroll and offer services to youth with a juvenile record. Tree Trust has connections with the community liaisons who represent six suburban Hennepin County police departments. The liaisons distribute program information to youth who have offended or are at-risk of becoming offenders.

Additionally, there is work with Community Service Officers to speak to youth about the necessity of staying crime free and/ sponsor a no re-offending workshops. As a result, employment counselors have worked with participants to expunge their juvenile records in order to increase the level of employability.

Carver County works with juvenile probation and social workers as referral sources for adjudicated youth. Staff has also developed a relationship with the the county jail Re-entry Coordinator who has become a great referral source for the OSY program.

- **Youth with disabilities**

Hennepin County has a high percentage of youth participants with cognitive, behavioral, developmental, or physical disabilities. Employment counselors work hard to provide accommodations which best address the needs or barriers of the participants especially in work experience placements, career pathways, and suitable educational certifications and credentials. Staff are trained in how to work with a variety of the most common disabilities we have seen in the youth we serve.

Carver County, although not as high, likewise serves a significant percent of youth with disabilities, and our collaboration with Vocational Rehabilitation, District 287, the alternative schools and transition programs continue to provide referrals.

- **Teen parents**

Teen parents often face difficult barriers in trying to pursue their educational and career pathway goals due to needing to provide and care for their children. Therefore, employment counselors work with the participants to find solutions to those barriers such as childcare, preschool enrollment, transportation, health care, and housing to allow the young parents to advance in their educational and career goals. There is also an involvement with the DHS MFIP Teen Parent program which offer paid employment to young parents.

Carver County works with the designated social worker for the teen program. Teen parents are co-enrolled with the public assistance programs and offered parenting support, public health referrals, childcare resources and other resources needed to help both, child and a parent to be

successful. Carver's county teen program is focusing on implementing a two generational approach.

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

Hennepin County recognizes the need for quality youth programs especially education and employment programs for youth of color and other underrepresented youth populations. Tree Trust has 40 years of experience working with youth of color. Outreach and programming are delivered within these communities and referrals are received from various partner organizations who work directly with this population. Through the Tree Trust JobPrep programs, paid work experience, employment readiness training, placement and retention services, case management and college and career navigation programming has been provided to tens of thousands of at-risk youth and young adults in the Twin Cities Metro. Serving these youth and helping them find success in the workplace is foundational.

While Carver County does not serve a high percentage of youth of color, culturally appropriate resources in the community are available, and expand on services offered by the counselors and teachers within the schools. If potential barriers are presented, collaboration with current affiliated professionals can be utilized to address the concerns in order to provide additional support. Transportation does become a barrier at times to fully accessing what is available as some resources require traveling some distance.

14. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. 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**

In both WIOA and MYP, Work Readiness Skills are taught through individual case management, workshops and trainings, work experience, job shadows, and industry tours. In collaboration with Tree Trust's Business Advisory Council and with the assistance of a workforce development education consultant, Tree Trust has developed a comprehensive Employment Readiness Training curriculum that is used for all our youth programming. After interest and aptitude assessments, staff direct youth to the curriculum that fits their individual plan. Each module of curriculum has learning objectives, outcome measures and assessments. A summary of the curriculum includes: career exploration, job search, resume development, mock interviewing, workplace norms, workplace communication and job retention and advancement. The curriculum is continually evaluated for improvement.

Additionally, in Carver County, Pre-Employment Skills workshops are offered and required for youth to attend before they can schedule interviews with worksites. The SCANS evaluation tool is used once the youth are hired, which provides a numerical evaluation of specific work skills. Employment counselors meet with youth and supervisors to monitor progress and improvement during the enrollment period.

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- **Approach to 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.**

In both WIOA and MYP, work experience supervisors have checklists and evaluation sheets that provide them with various categories that define standard work readiness topics including time and attendance, supervision and teamwork, communication, and basic worksite safety.

Successful youth obtain WDA/Provider certificates of completion and recognition of valuable work skills. WDA staff review the evaluation instruments and monitor for completion. Work Experience supervisors also discuss employment evaluations with participants and employment counselors to assist in addressing specific weak skill areas with the participant, if needed.

Carver County requires that youth attend Pre- Employment Skills workshops prior to scheduling interviews with work sites. The SCANS evaluation tool is used once the MYP and/or WIOA youth are hired, which provides a numerical evaluation of specific work skills. Employment counselors meet with youth and supervisors to monitor progress and improvement during the enrollment period.

Brooklynk aids with developing a high-quality internship opportunity, training for supervisors, a designated job coach to support supervisors and interns, and materials, resources and evaluation materials for employers.

15. If the WDA is planning to provide Outreach to Schools activities in SFY 2021 as a component of MYP, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

N/A.

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)**

See below.

- **Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.**

Tree Trust has expanded summer private internships to be available year-round. There have been approximately 30 employers to host interns. The Outreach Coordinator tracks new employers to add as host sites and staff manage and maintain those relationships. In addition to hosting interns, some of these employers are on the Business Advisory Council. They also assist by providing tours of facilities, speaking to classes and mock interviews. Brooklynk provides similar opportunities to participants. Carver County Workforce Services holds an annual job and education fair at Chaska High School; at which time private sector opportunities for youth are noted and later disseminated. Both Hennepin and Carver recruit for internal job opportunities. Apprenticeships for youth have been identified by the WDB as an area for growth in the near future.

- **Pre-Employment Transition Services (Pre-ETS) project, if appropriate.**

N/A.

- **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.**

N/A.

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

Tree Trust works with youth during the summer to gain work experience. During the school year, employment counselors work around the participant’s schedule to meet and do not interfere with their after-school activities or commitments. This means many meetings occur before school, during the school day, or other available times for the youth. Tree Trust workshops, trainings and job fairs are coordinated after school at times to accommodate the large number of participants. Likewise, Carver County also offers orientation workshops, and other meetings after school hours to accommodate youth participants.

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

Tree Trust does not align with SNAP partners but does connect with MFIP/TANF through youth participants as identified in their enrollment application. MFIP/TANF youth have been and will continue to be enrolled in Tree Trust programs. Due to the small size of Carver County, the

youth employment counselor has direct access to other staff serving both SNAP and MFIP participants and will continue to utilize these connections to recruit eligible youth.

17. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:

- a. **Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.**
- b. **If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.**
- c. **Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.**
- d. **Summarize how the required program element is delivered to participants and any "best practices" associated with that element.**
- e. **The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:**

i. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services

Tree Trust works with each participant individually to address education as part of their Individual Service Strategy (ISS.) Depending on the needs of the youth, staff works with the school district and staff to support the youth. This may include working with youth, school staff, and other stakeholders to support youth with an IEP. There are not usually costs involved with these services, when necessary WIOA funding is utilized. Carver County refers youth to local school districts, ABE partners and agencies that provide tutoring services for these activities and utilizes WIOA funding to offset costs.

ii. Program Element 2: Alternative secondary school services or dropout recovery services

Tree Trust recruits from and refers to several Hennepin County alternative and charter/credit recovery schools, based on the needs of each youth. Tree Trust works with several local Transition Plus programs as well as Minnesota Internship Center (MNIC,) Plymouth Youth Center (PYC,) and West Education Center (WEC.) There are not usually costs involved with these services, when necessary WIOA funding is utilized. Carver County refers youth to SW Metro Educational Co-op for alternative school and ABE partners for these services and utilizes WIOA funding to offset costs.

iii. Program Element 3: Paid and unpaid work experience

Tree Trust provides paid work experience for WIOA and MYP participants. This is provided in house and Tree Trust also offers internships with external employers. Programs and best practices are described above. In house options are Youth Conservation Corps (YCC,) during the summer, and Young Adult Conservation Corps (YACC,) year-round. Individual site internships

are provided by external employers in a variety of industries year-round. Tree Trust has host site agreements in place and provides training to host site supervisors. These programs are funded by WIOA and MYP funds and supported by a variety of other funding sources. Carver County offers paid work experience to all youth participants; however, the worksites are set up throughout the county and the worksite provides the training and supervision at the site (while our WIOA funding pays the youth's wages).

iv. Program Element 4: Occupational skill training

Tree Trust offers a full spectrum of occupational skills training including interest and aptitude assessment, career exploration inventory (including LMI,) Employment Readiness Training (ERT,) paid work experience, and assistance navigating education and credentialing opportunities. Most of these services are delivered in house. Tree Trust partners with secondary and post-secondary education institutions as well as trade unions to provide opportunities based on each participant's career aspirations. The Business Advisory Council also supports this programming. These programs are funded by WIOA and MYP funds and supported by a variety of other funding sources. Carver County offers occupational skills training through employment counseling, where counselor assists youth in selecting training programs that will lead to credentials for in-demand industries or occupations. Carver County also offers a Career Exploration Workshop series for OSY to help youth identify career pathways.

v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation

Tree Trust's MYP programming serves primarily ISY who complete paid work experience on conservation corps crews in the summer and then return to secondary school. MYP funds are used to deliver this programming. Tree Trust's WIOA program offers a wide variety of opportunities for youth to engage in education and workforce preparation concurrently. This is always individualized based on the needs and aspirations of each youth. Youth work with their employment counselor to develop a plan to achieve their educational and employment goals. Some youth want to focus on work first based on the financial instability in their lives. Others combine paid work experience programming with educational opportunities. This might include enrolling in post-secondary or trade school. Participants are enrolled in many local community colleges and trade schools. Even when not engaged in paid work experience, youth participate in ERT and other workforce preparation activities while they progress in their educational pursuits. Depending on what the youth is pursuing, WIOA funding is often used to support these efforts. For example, entrance exams, books, materials, and transportation to assist youth as they pursue their goals.

Carver County does not mandate that training and/or work preparation occurs in any certain order. Carver County offers paid work experience to all youth participants, youth may work while also participating in Pre-Employment skills workshops, or credential attainment. Through SW Metro Co-op's Youth Build program, youth are eligible to obtain credits toward their high school graduation while they work during the summer.

vi. Program Element 6: Leadership development opportunities

Participants have a variety of opportunities for leadership development. YCC and YACC participants working on crews benefit from having their crew leader as a role modeled for positive workplace behavior. Crew leaders regularly look for opportunities to provide leadership opportunities to participants during the workday. This might include having a participant lead others in completing a task or train others on the proper use of a tool. Participants also take turns managing specific daily tasks such as tool inventory at the start and end of each workday, or tool cleaning and maintenance. These tasks are often assigned specifically to help the development of a youth based on their needs and interests.

Carver County offers leadership development opportunities through our work experience program – youth at work-sites are able to develop leadership skills in their jobs, and we have worked with worksite supervisors to create new job titles and job descriptions at some work-sites for youth displaying leadership to give them more responsibility on the job and to pay a higher wage if the increased responsibility warrants higher pay. Carver County will also assist youth in participating in civic engagement activities if they show interest in this area.

vii. Program Element 7: Supportive service

Support services are an integral part of case management. As part of developing the ISS, employment counselors work with participants to complete a service needs assessment. Through this process, needs are identified and prioritized. If applicable, goals are set around these needs and worked on collaboratively. Some services are provided in house delivered by employment counselor. Other services are provided by referral, or collaboratively with staff from other CBOs. Tree Trust has a network of other CBOs that serve the same youth population and provide intensive services outside of the scope of what Tree Trust provides. These include, homeless drop in centers, housing providers, food resource providers, ABE providers and others. We regularly work with these organizations and have referral relationships in place with them. There are examples of these organizations listed above. If participants are referred to another agency, Tree Trust employment counselor guides the process and supports the participant as needed. Employment counselor continues to follow-up with participant and support them as they receive support from the external organization. Depending on the support service and the funds available to the providing external agency, WIOA funds are sometimes used for support services.

Carver County provides support services using WIOA funding to participants that need the support services to be successful with training and/or employment activities. Carver County would provide support services allowable under WIOA regulations and would mirror the policy used for support services for WIOA adults, as funding allows.

viii. Program Element 8: Adult mentoring

If a participant has identified a need for a formal mentor, Tree Trust would work with Mentor Minnesota to secure an appropriate referral for them to an agency that provides formal mentoring. That said, crew leaders and employment counselors are trained to act as role models and mentor youth during their work experience. Training is provided and staff continue

to put those concepts into practice during their ongoing role as coaches helping participants navigate the world of work and education.

Carver County's youth employment counselor will work to connect youth with adult mentors, which could consist of other employees at Carver County, employees with local schools, or work-site supervisors when appropriate.

ix. Program Element 9: Follow-up services

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services for youth may include leadership development and approved supportive service activities, regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise, assistance in securing better paying jobs, career pathway development, and further education or training, work-related peer support groups, adult mentoring, services necessary to ensure the success of youth participants in employment and/or post-secondary education. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. The types of services provided and the duration of services, must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

x. Program Element 10: Comprehensive guidance and counseling

Comprehensive guidance and counselling are available to all participants, both formally and informally. If this need is identified in the service needs assessment it will be incorporated into the ISS. Informally, employment counselors provide continual guidance and counselling about employment and education as it relates to the needs and interests of our participants and their plan. Direct service staff is trained in Motivational Interviewing (MI.) The foundation for MI rests on a person-centered, collaborative approach. MI increases youth engagement, reinforces self-motivation, improves outcomes, and provides a common language for peer-to-peer conversations. The idea is to create an equal communication transaction in which staff can guide and support participants as they come to their own conclusions about what decisions are right for them and what path they should pursue. If formal counselling is desired/required, a referral will be made to an agency that has appropriate services and trained staff.

Carver County's own youth employment counselor provides employment counseling and assistance with choosing an education path and would refer out to other agencies if there were counseling services the youth needed that we could not provide in-house (i.e. mental health or chemical health counseling, etc.).

xi. Program Element 11: Financial literacy education

As part of Employment Readiness Training (ERT) WIOA and MYP participants participate in financial literacy training.

Carver County provides Financial Literacy workshops to youth each summer after they receive their first paycheck.

xii. Program Element 12: Entrepreneurial skills training

If during the course of program activities, for example, assessment, interest inventory, and career exploration, a participant expresses interest in researching entrepreneurial pursuits, staff will support them in these endeavors, as we would for any career path choices. We will help them do research to find out access points into their area of interest, identify educational or training requirements, financial commitments necessary, etc.

Carver County's youth employment counselor also works with adult participants and dislocated workers; therefore, we would utilize some of those same resources if a youth was interested in self-employment to assist the youth in developing a business plan, etc.

xiii. Program Element 13: Services that provide labor market information

Labor Market Information (LMI) is available to participants at a variety of points during their programming. Career exploration curriculum is linked to LMI. As participants complete interest inventories on careeronestop.com they are directed to LMI related to the career choices they make. They can research educational requirement, pay rates, and local demand numbers about their top career choices. Staff also access LMI with participants during ERT as part of teaching about current trends and employment best practices. We also use LMI to develop and continually improve programming. Tree Trust uses the DEED website to explore current labor trends and use that information when evaluating program success and potential program creation.

Carver County's youth employment counselor utilizes labor market information websites to provide labor market info to youth – youth complete an interest assessment at the start of programming, and employment counselor follows up mid-summer to provide LMI that relates to their interests, then explores training or other information with youth that would like to pursue employment in their interested fields. LMI is also included in the Career Exploration Workshop series offered to OSY.

xiv. Program Element 14: Postsecondary preparation and transition activities

Employment counselors work with participants to prepare for post-secondary education opportunities. All WIOA participants complete the CASAS basic education test upon entering the program. Depending on the participant's interests and basic education level, we will assist them with the proper steps to prepare for post-secondary education. Depending on their CASAS scores, assistance is provided for taking college entrance tests, or if their levels are too low, they are referred then to a local ABE provider for basic education training. Staff will also assist them in navigating the college entrance process. Tree Trust will take them on tours, assist them with applications, and help connect them to TRIO, Upward Bound and similar programs that support students with barriers entering post-secondary. We also support them with case management services once they begin their classes. Staff help them with ancillary services as necessary, such as housing, transportation, childcare, and finding part time work to support them while they are in school. As stated above, youth complete an interest assessment at the

start of programming, and employment counselor follows up mid-summer to provide LMI that relates to their interests, then explores training or other information with youth that would like to pursue employment in their interested fields. The employment counselor would assist youth in exploring background that may not allow someone to work in a certain job, setting up school visits, completing FA paperwork, as well as providing support services, etc. to help the youth transition to post-secondary training.

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 Juvenile 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>Carver – coordinate with county probation officers for juveniles and DOC for adult probation – we also work closely with our county Jail Re-Entry coordinator to support those exiting jail.</p> <p>Hennepin County – Increase referrals from parole officers and transition coordinators to Tree Trust programs. Educate offenders on their rights through case management, community</p> <p>Hennepin County – Continue to build connections with social</p>	<p>Carver – coordinate potential program resources with internal social workers – foster care licensors – and employment counselors.</p> <p>Hennepin County – Continue to build connections with social workers working with youth in foster care or aging out of foster care for referrals. Continue to develop relationships and strategic alliances with CBOs that that serve this population.</p>	<p>Carver – coordinate services with programs serving youth in transition – CTIC, SW Metro co-op, and district 287. Also collaborate with local Vocational Rehab office</p> <p>Hennepin County – Increase cooperation with community partners and schools to offer the best services and resources to participants with disabilities.</p>	<p>Carver – connect youth with appropriate contacts to complete homeless assessment. Refer youth to resources such as Launch Ministries and free meals offered locally when appropriate. Refer youth to HHS intake to screen for public assistance benefits when applicable.</p> <p>Hennepin County – Increase employability of participants and their attainment of jobs with sustainable wages. Continue partnerships with community</p>	<p>Carver – continued collaboration with SW Metro Educational Co-op, other school districts and CTIC, as well as working with Truancy and School-Based social workers at the county.</p> <p>Hennepin County – Through work experience and career pathways exploration and planning help youth to see their need for and desire for their high school diploma.</p>

Outcomes				
Improve Transition Outcomes for Juvenile 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				
partners, workshops, and training. Assist participants who are juvenile offenders expunge their records when possible.			organizations serving homeless youth. Offer effective case management to prevent participants from becoming homeless.	



Agenda

Monday, November 18, 2019

12:30pm – 2:00pm

4220 West Old Shakopee Road, Bloomington, MN 55437

Members: Jess Bachaus, Garfield Clark, Brian Farmer, Sarah Gutzman, John Hacker, Nerita Hughes, Brad Janowski, Amy Keding, Tim Mayer, Tony Scallon, Kurt Scepaniak, TC Stover, Emily Watts, Jenny Winkelaar

Excused: Thomas Adams, Jim Dow, Aaron Hill, Nicole Mattson

Guests: Julie Brekke, Shym Cook, Sean Davis, Brenda Dickinson, Debbie Ferry, Jeanna Fortney, Meghan Hanson, Alana McDevitt, Leah McNamee, Jared Smith, Robert Willis, Mike Yanda

Staff: Seth Goin, Becca Holschuh, Anne Kilzer, Anna Mullikin, Kate Probert, Tom Pursell, Nola Speiser

1. The meeting was called to order by Board Chair, Jess Bachaus. A quorum was present. Jess Bachaus – This will be her final meeting as her term will be ending as of 12/31/2019 and will not be reapplying for her board membership as she shifts her focus on taking on the State Dislocated Worker Program in partnership with Avivo.
2. **Agenda for November 18, 2019:** Emily Watts moved to approve the agenda, seconded by Kurt Scepaniak and approved – 14 Yeas, 0 Nays, 0 Abstentions. **APPROVED**
3. **Minutes from previous meeting** – September 9, 2019: John Hacker moved to approve the minutes, seconded by Brad Janowski and approved – 14 Yeas, 0 Nays, 0 Abstentions. **APPROVED**
4. **Bylaws Overview and Board Leadership Election Process** – Tom Pursell, Hennepin County Attorney’s Office

Tom Pursell – Introduction of Rebecca Holschuh who will be taking over Tom Pursell’s role after his retirement in January 2020. With Jess Bachaus stepping down from Board membership as of January 1, 2020, it will be required to fill the Board Chair role and complying with due process. Tom gave an overview, outlining the composition of the board which is determined by the Workforce Innovation and Opportunity Act, State Law and State regulations that implement that law. The Chair must satisfy the requirements in the by-laws which were adopted last year by this Board. The Chair must be a business representative and the definition of what fulfills a business seat is outlined in the by-laws. Business members must represent the local area, in this case Suburban Hennepin County and Carver County. The role of the Chair is to serve as a liaison for the Workforce Development Board, facilitate meetings, call meetings of executive committee. The Chair is elected by an affirmative vote of the majority of current members. There are no specifics in the by-laws for the role of the Vice Chair, which needs to be elected by the majority of the votes of the quorum. Since Jess Bachaus who serves as current Chair will not be reapplying for board membership in January 2020, the Board must elect a new Chair in January 2020.

Nola Speiser – All current business members of the Board meet eligibility to run for the Chair seat and can provide a 3-minute presentation to the Board if they are interested in filling the Chair role. Since the Chair has to be appointed at the Workforce Development Annual Board Meeting in May 2020 per the by-laws, the election of the Chair and Vice Chair in January will be to fill an interim role until the Annual Meeting for the Board to remain compliant (confirmed by Tom Pursell).

Jenny Winkelaar – Would like to remind Board members that the vote is a voice vote by roll call.

Anne Kilzer – Will send out an outline of the process via email so that elections can be held at the January 13, 2020 meeting.

Nola Speiser – In the past, members of the Board submitted nominations to Hennepin County to be presented at the Board meeting. These nominations can be sent to Anne Kilzer and she will notify individuals who have been

nominated in advance to ensure all nominees are aware prior to the next meeting. It is requested that Becca Holschuh be present for the January 2020 meeting to ensure due process is met for Chair and Vice Chair election.

5. Board Member Recruitment and Appointment

Anne Kilzer – There are 3 Board members whose terms will be ending on 12/31/2019. These seats have been posted on Hennepin County's Citizen Advisory Board Website and a list of all Board members and their terms have been included as a hand-out for this meeting. Hennepin County is requesting Board members to recruit individuals for those upcoming openings and those openings will remain posted on the website until 12/31/2019. Anne Kilzer will continue to meet with board members one-on-one to ensure members understand the purpose of the Workforce Development Board and their role they contribute to these meetings. Hennepin County has already received notice of interest from several candidates for the upcoming board seats and will continue to move forward to get all seats filled.

Nola Speiser – Hennepin County has been working to streamline the process for Board member recruitment and onboarding to avoid lapse in communication. Only applicants who meet the definition of the law will go in front of the Hennepin County Board of Commissioners. Hennepin County is still making strong efforts to recruit Board members who are reflective of the populations that the Hennepin-Carver WDA serve, such as people of color, individuals with disabilities, etc. These are conversations that have been had with Hennepin County leadership and DEED leadership. The discussions of waivers continue and the Hennepin-Carver WDA will take advantage of the flexibility if waivers are approved.

6. Youth RFP Process

Alignment efforts at Hennepin County between Human Resources, Workforce Development and Human Services have taken place and SNAP E&T, MFIP and DWP Programs have joined the HR WFD team. Hennepin County is moving into more strategic planning around youth services including the County Justice System, Foster Care, Homelessness, Education, etc. The county is working to establish a process map of who is providing what services and to identify the overlap and where there is lack of overlap to strategize how we can work together. Through these efforts, it is clear that Youth services are more disjointed than the Adult services. Jodi Wentland oversees Human Services and has been having conversations with the Anne E. Casey Foundation. Nola went to Baltimore to continue conversations with the Annie E Casey Foundation to discuss strategic planning and how they can fund services for youth between the ages of 18-24 differently. Services are currently very siloed, and the Foundation is interested in funding Hennepin County to provide resources to create better strategies to braid funding amongst the youth programs. DEED is excited and aware of these discussions due to the need of more services aside from employment services. The focus is on targeting those disconnected youth who have dropped out of school and addressing their barriers and working more holistically together. As these discussions are taking place, the conversation of forgoing an RFP this year and extending current Youth service providers contracts for one year has surfaced to avoid locking in a new service provider for two years without allowing these alignment decisions to come to fruition. Hennepin County would like to request that the Workforce Development Board allow to forgo the Youth RFP this year and revisit issuing an RFP next year with substantial improvements from these discussions of alignment taking place.

The question was raised on when a Youth Committee would be formed, and Hennepin County would like to determine if there is interest amongst Board members in participating in being part of an Advisory Team to the Hennepin County Youth Committee that already exists to avoid duplicating work. Garfield Clark, Tony Scallon, and Kurt Scepaniak expressed interest in participating in the Youth Advisory Team. Performance of current service providers was also questioned, and it was explained that youth programs are currently exceeding performance measures and Hennepin County is hoping to see more structure from Brooklynk, as they are just getting their feet off the ground with their Youth Programming. Tree Trust is one of the highest performing agencies in the state and are making great strides in connecting detached youth to programming – Tree Trust has

become experts in locating and connecting this population to services. Carver County is also working to redesign their Youth Programs internally.

Board member, John Hacker, inquired whether extending the current contracts would limit the Board to new organizations to provide youth services. It was clarified that by bringing on new grantees requires staff capacity to onboard new agencies and their staff. Brooklynk was recently onboarded and are just starting to operate on their own with technical assistance and guidance from Hennepin County staff. If the Hennepin-Carver WDB were to proceed with an RFP this year, Hennepin County would have to start the process over if new agencies were selected in the RFP process.

It was requested that if this request were to pass today, that public notice be given as to why the decision was made to extend current contracts so that potential proposers can prepare for next year's RFP. It was also clarified to Board members that DEED is in support of this approach and would be prepared to provide technical assistance and look at other states and their strategies to help collaborate. DEED has specified that this must be outlined in the Local Plan. It was also clarified that the only impact on the decision made today by Board members would be if a Hennepin County staff in purchasing were to determine this is not allowed, however, based on conversations thus far it is not foreseen that this will be an issue.

Other examples of support of this request were attributed to allowing more opportunity for current service providers to explore more career pathways programs for youth as well as seeking out co-enrollment opportunities with current Hennepin County Care Coordinators located in the schools with WIOA Youth and MYP programs to ensure partnerships are intentional and required to provide extra support to youth and determine how funds can be leveraged with best intentions. Concerns were raised with the term "Disconnected Youth" and discussion noted that even though other entities are using the term "Opportunity Youth", "Disconnected Youth" is how the law and the local plan refers to this population. Opportunity Youth is a term that is widely used but is referring to Youth as a whole accessing services whereas Disconnected Youth is a sub-set of Opportunity Youth.

Anne Kilzer and Nola Speiser will be attending a JAG Conference in Washington D.C. to learn more about the JAG program and how to incorporate it into the strategic planning. There is discussion of seeking partnerships in new and existing apprenticeship programs for youth ages 18-24 in which PPL has received funding for and are exploring options of how to utilize these funds and are partnering with the Department of Education.

Extending current WIOA Youth and MYP Contracts for one year – Kurt Scepaniak moved to approve the request, seconded by Nerita Hughes and approved – 14 Yeas, 0 Nays, 0 Abstentions. **APPROVED**

7. Adult/DW RFP Process

Current WIOA Adult/Dislocated Worker contracts end 6/30/2020 and future services will require an open competitive request for proposal process. A timeline was presented to the board for what will occur over the next several months as requirements for awarding the WIOA Adult/Dislocated Worker contracts. Today's meeting initiates the conversation and a request to establish an RFP review team of Board members to assist in the design of the WIOA Adult/DW RFP. Garfield Clark, John Hacker, Amy Keding, Kate Probert and TC Stover volunteered to participate in the RFP review team, however, all board members are welcome to participate. A concern was raised regarding a ruling that was established during the last RFP that the "board cannot undo the subcommittees" decision and requested to see that ruling removed. It was suggested that a new approach to the decision making or scoring design can be discussed with purchasing to determine what the options are.

It was noted that MFIP Contracts will also be undergoing an RFP which takes place every 3 years and Hennepin County would like to be thoughtful with the Adult/DW RFP as the preparation for the MFP RFP beings.

8. **Minnesota Association of Workforce Boards (MAWB)** - Jeanna Fortney, MAWB Director, gave a presentation on the purpose and membership of the statewide workforce board association.

9. **Announcements/Other**

Anne Kilzer – Attachments included in the hand-outs today include a Director's Report with updates and FYI's for board members as well as an Acronyms Dictionary for board members to reference when an acronym is used and unknown to them.

Nola Speiser –

Branding: The letterheads on the documents and handouts are new within the past few months and we are beginning conversations with communications on how to brand ourselves as the Hennepin-Carver WDB and how to show how these programs and businesses are working together. The intention is to ensure a positive message to the public of what great services are provided.

RFPs: The One-Stop-Operator is the 3rd party entity to ensure that all Title I programs are in compliance with state and federal regulations and working together, that referrals are conducted appropriately and that services are running smoothly. Hennepin County selected DEED in the RFP process and the contract is still under negotiation due to staff turnover and change at DEED. DEED has requested a JPA with Hennepin County and HC has declined the JPA due to it is not necessary and is believed that a JPA goes in opposition of the law. HC will be reaching out requesting a final response from DEED and will either discontinue conversations due to breach of the RFP process, but would like to proceed as originally intended. A waiver has also been submitted to forgo the OSO and is still under review. If the waiver is approved, the \$9,000 would be reallocated to our current service providers.

Vacant Position (Planning Analyst, Senior): This position will be posted soon which entails overseeing youth programs and Workforce Development Board related work.

10. **Adjourn Meeting**

~~Next meeting: January 12, 2020~~ Correction: Next meeting: Monday, January 13, 2020

There being no further business Nerita Hughes moved adjournment and Jenny Winkelaar seconded. The meeting of the Hennepin-Carver Workforce Development Board for Monday, November 18, 2019 was declared adjourned at 1:58pm.

HENNEPIN COUNTY

REQUEST FOR PROPOSAL

**Hennepin-Carver Workforce Development Area
Youth Employment and Training Programs**

Key Dates:

Proposal due date: 4:30 p.m. on February 1, 2018
Closing date for all questions: 5:00 p.m. on January 22, 2018

Pre-proposal conference: 9:00 a.m. on January 18, 2018 at
South Hennepin Work Force Center
Second Floor
4220 Old Shakopee Road
Bloomington, MN 55347

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Instructions to Proposers

1. Introduction

1.1 Project Overview

The County of Hennepin, State of Minnesota (“County”) is soliciting proposals for Youth Employment and Training Programs. The programs are Workforce Innovative and Opportunity Act Youth Program (“WIOA”) and Minnesota Youth Program (“MYP”), which is comprised of three (3) geographic areas. The County will make four (4) separate awards for the WIOA and MYP’s three (3) geographic program areas. Proposers may submit a proposal for any of the four (4) programs. The four (4) programs the County is seeking proposals are as follows:

Program 1:- WIOA Youth Program serving all Hennepin County

Program 2:- MYP serving North Suburban Hennepin County

Program 3:- MYP serving West Suburban Hennepin County

Program 4:- MYP serving South Suburban Hennepin County

Contractors will provide comprehensive employment and training services authorized under Title I of the Federal Workforce Innovation and Opportunity Act (Public Law 113-128), herein referred to as Federal Youth Program, (MN Statutes 116L.364) and Minnesota Youth Program (MN Statues 116L.561). Initial awards under this RFP will reflect the estimated amount of federal and state funds to be received for the period April 1, 2018 to June 30, 2020. Funds for the second year will be allocated to the Work Force Development Area (WDA) by the State of Minnesota for the following Program Year to service providers selected through this RFP process. This subsequent allocation of funds is dependent upon the availability of other Federal Youth funds, provider effectiveness, and demonstrated need for the services being offered.

1.2 Scope of Services (Attachment 1)

The Scope of Services are included as Attachment 1.

1.3 Proposal Format and Content (Attachment 1)

When submitting a proposal, Proposers must follow the specific format and contents detailed in Attachment 1. Failure to do so will likely prolong the evaluation process.

1.4 Pre-proposal Conference

Hennepin County will convene a proposer's conference on **January 18, 2018** for the purpose of responding to questions related to this RFP. ***All prospective applicants are encouraged to attend.*** The conference will be held at **the South Hennepin Work Force Center, 4220 Old Shakopee Road, Bloomington, MN 55437 at 9:00 A.M, second floor.** Hennepin County will record minutes at the Proposer’s Conference and distribute the minutes to interested parties upon request. Hennepin County will offer no other technical assistance with regard to this RFP after the proposer’s conference is complete.

Prospective applicants may submit questions related to the RFP in writing prior to the Proposer’s Conference. This will allow staff the opportunity to prepare a response to the question(s) in advance of

the meeting. Please send all written questions to the attention of Priscilla Roberts via email to Priscilla.Roberts@hennepin.us and copy to Eric Ampadu via email to Eric.Ampadu@hennepin.us

2. General Rules

2.1 RFP Overview

This Request for Proposals ("RFP") is an invitation for Proposers to submit a proposal to the County. It is not to be construed as an official and customary request for bids, but as a means by which the County can facilitate the acquisition of information related to the purchase of services. Any proposal submitted is a suggestion to negotiate and **NOT A BID**.

2.2 Estimated Timeline and Extension of Time

January 11, 2018	RFP Issued
January 18, 2018	Pre-Proposal Conference
January 22, 2018	Closing Date for Questions
February 1, 2018	Proposals Due 4:30 p.m.
February 2018	Interviews/Presentations (if requested by County)
March 2018	Recommendation of award
April 1, 2018	Effective start date of contract(s)

These dates are subject to revision or cancellation by the County in its sole and absolute discretion.

2.3 Proposal Submission

Proposals will be received in the [Hennepin County Supplier Portal](#). In order to submit a proposal, you must first register with the Supplier Portal. For more information on how to register, please go to the [Supplier Portal Information Page](#). Proposers are strongly encouraged to make their submissions well in advance of the proposal due date as the process may take some time to complete.

Each Proposer will also submit eight (8) paper copies on February 1, 2018 at 4:30 p.m. at the following address:

Priscilla Roberts, Senior Planning Analyst
Hennepin County Human Resources Department
Hennepin South Workforce Center
4220 Old Shakopee Road
Bloomington, MN 55437

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the County reserves the right, in its sole and absolute discretion, to accept proposals after the proposal due date. Timely submission may be made either by the Supplier Portal or paper copies. The County is not responsible for delays caused by the U.S. Postal Service or any other carrier or delivery service.

The Supplier Portal submission shall be considered the original proposal and will prevail if there are differences with the paper copies. If you submit only paper copies, you will mark one of the proposals as the original.

2.4 Questions and Communication Restrictions

Questions concerning this RFP should be submitted in writing via e-mail to following:

Eric.ampadu@hennepin.us

Copy to:

Priscilla.roberts@hennepin.us

With the subject line: RFP Youth Employment and Training

Proposers shall not communicate, verbally or otherwise, with any Hennepin County personnel or boards or relevant consultant(s) concerning this RFP, except for the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Proposer attempts or completes any unauthorized communication, Hennepin County may, in its sole and absolute discretion, reject the Proposer's Proposal.

2.5 Addenda

The County reserves the right to modify the RFP at any time prior to the proposal due date. An addendum will be posted in the Supplier Portal if the RFP is modified. Addenda may be viewed by clicking on the 'View Event Package' on the Event Details page. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The County will modify the RFP only by formal written addenda. Proposer's Proposal should be based on this RFP document and any formal written addenda. Proposers should not rely on oral statements, including those occurring at pre-proposal meetings or site visits.

2.6 County's Right to Withdraw, Cancel, Suspend and/or Modify RFP

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.

2.7 Proposer's Right to Edit or Cancel Proposal

A proposal may be edited or cancelled in the Supplier Portal prior to the proposal due date. For instructions, view the Edit or Cancel a Response section of the [How to Respond to an Event Guide](#).

2.8 Proposals Will Not Be Returned

Upon submission, proposals will not be returned.

2.9 Public Disclosure of Proposal Documents

Under Minnesota law, proposals are private or nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All other data in the proposal is private/nonpublic data until completion of the evaluation process. The evaluation

process is completed when the County enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

If the Proposer believes private/non-public data is included in its Proposal, Proposer shall clearly identify the data and provide the specific rationale in support of the asserted classification. Proposer must type in bold red letters the term “CONFIDENTIAL” on that specific part or page of the Proposal which Proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as “trade secret” does not necessarily make the data protected as such under any applicable law.

The Proposer agrees, as a condition of submitting its Proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Proposal. Typically, pricing, fees, and costs are public data. The Proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

2.10 Proposer’s Costs

The County shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation, submission, and attendance at interviews, or any other activity associated with this RFP or otherwise.

2.11 Proposer’s Ideas

The County reserves the right to use any or all ideas, concepts, or other information provided in any proposals. Selection or rejection of the Proposal does not affect this right.

2.12 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals of the participants involved in the collusion shall be considered. The County’s determination shall be final.

2.13 Conflict of Interest

The Proposer affirms that to the best of its knowledge the submission of its Proposal, or any resulting contract, does not present an actual or perceived conflict of interest. The Proposer agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest by a Proposer. To avoid a conflict of interest by a Proposer, the County may utilize methods including disqualifying a Proposer from eligibility for a contract award or cancelling the contract if the conflict is discovered after a contract has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

2.14 Exceptions to Hennepin County Terms and Conditions

The Hennepin County Terms and Conditions are included as Attachment 2 and are herein incorporated by reference. If a Proposer has a concern or objection to any of these provisions, it should so indicate in its proposal. The County reserves the right to require compliance with these provisions and to negotiate final terms, conditions, and requirements with the successful Proposer(s) that are in the County's best interest.

3. Evaluation and Selection

3.1 Proposal Evaluation and Recommendation for Selection

This RFP does not commit the County to award a contract. Submission of a proposal shall neither obligate nor entitle a Proposer to enter into a contract with the County. The County reserves the following rights, to be exercised in the County's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any Proposer; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Proposer or vendor; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel or amend by addenda this RFP, in part or entirely; 6) to award multiple contracts to Proposers; and/or 7) award a contract to a vendor that did not submit a proposal.

Evaluation of proposals by a selection committee, evaluation panel, County staff, a technical advisory committee, or by another group, individual or entity is advisory only. The County Board or its designee may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the County Board or its designee, and as such, they are not binding upon the County, nor may they be relied upon in any way by a Proposer.

3.2 Evaluation of Responsiveness

The County will consider all the material submitted by the Proposer to determine whether the Proposer's offer is in compliance with the terms and conditions set forth in this RFP. Proposals that do not comply with the provisions in this RFP may be considered nonresponsive and may be rejected.

3.3 Evaluation of Responsibility

To determine whether a Proposer is responsible, the County will consider the Proposer's general qualifications to perform the requested services in a satisfactory manner; financial responsibility; integrity; skill; and ability.

Factors considered by the County may include, but are not limited to, Proposer's past performance on previous projects; the Proposer's technical capabilities; individual qualifications of Proposer's key personnel; and the Proposer's financial ability to perform on the contract. Proposals from Proposers considered non-responsible will be rejected.

3.4 Evaluation Panel and Evaluation Criteria

After review of each responsive proposal, the County may immediately award a contract to a successful Proposer based on the evaluation criteria, or it may establish a short list of Proposers for further

consideration. The short list of Proposers may be asked to provide additional information, including but not limited to two years of audited financial statements. The short list of Proposers may also be asked to attend an in-person or telephone interview/presentation, as determined by the County in its sole discretion.

3.4(A) Evaluation Process Based on a Consensus

Step One: Proposal Review

Proposal Review: The County will review and score the written proposals. During this Step the County will determine, based on the Evaluator's Consensus score and other factors. The County may short list the Proposers based on the Proposer's score that will then proceed to Step Two in the evaluation process.

Step Two: Selection of the Preferred Proposers (if requested by Hennepin County)

Selection of the Preferred Proposers: If requested by the County, selected Proposers from Step One may be requested to attend an interview. The previous evaluation in Step One will be re-scored, based on the Evaluator's Consensus score.

The highest scoring two (2) Proposers will proceed to the final evaluation phase. However, the County, at its sole and absolute discretion, reserves the right to advance more than the top two (2) Proposers.

Step Three: Selection of the Recommended Proposer

The County will perform a trade-off analysis based on the Proposers' cost versus non-cost factors, such as the proposed requirements, acceptance of the County's terms and conditions, and other non-cost factors. The County will compare the finalists to determine the recommended Proposer based on a trade-off analysis.

Because the cost proposals will be based on each Proposer's unique solution, a simple comparison of dollar amounts between the finalists will not yield evaluations that provide the best value for the County. Accordingly, the selection committee members will use their professional expertise to evaluate, using reasonable business judgement, the best value for the County.

The selection committee members may prioritize and/or identify the business requirements, acceptance of County terms and conditions, or other non-cost factors to justify the selected Proposer's price. The selection committee will be responsible to determine that the Proposers' prices are consistent with what would be expected in the industry, which may be based on comparing other proposer's costs. However, if the lowest priced finalist is selected no further business justification is required.

Cost (Budget Requirement):

Program Administration and Budget

- Organization and Staffing
- Accounting and Fiscal

- Reporting Requirements

Budget Narrative and Budget Recap Forms

Provide a budget narrative relating costs to program design and proposed outcomes. The budget narrative should reflect capacity to allocate costs properly in support of program activities while demonstrating competitiveness of costs. Proposers must also submit separate **Budget Recap Forms** for each program.

Best and Final Offer: The County reserves the right to request a Best and Final Offer from the finalists. This would provide an opportunity for the finalists to update its price proposal to accommodate what it has learned from the County during this selection proces.

Step One:

Evaluation Criteria (100 Points)

Available Points

A) Organization History/Statement of Demonstrated Effectiveness 35 points

Applicants must address the following items, at a minimum, in the discussion of their demonstrated effectiveness:

1. Organization history and description of any activities similar to or relevant to the applicant's ability to meet this RFP's program design specifications;
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
3. An explanation of systems to track and report participant progress and outcomes;
4. The ability to demonstrate effectiveness of partnerships with education and training providers;
5. Any experience of staff working with the target populations identified in this RFP;
6. A satisfactory record of past performance and documentation of previous successes;
7. The ability to provide services that can lead to the achievement of competency skills for participants with identified skills deficiencies;
8. Adequate financial resources or the ability to obtain them;
9. A satisfactory record of integrity, business ethics, and fiscal accountability;
10. The necessary organization, experience, accounting, and operational controls;
11. The technical skills to perform the work; and
12. Indicate whether the organization has a current, approved Equal Opportunity/Affirmative Action plan. If the organization is not required to develop one please specify why.

NOTE: If the applicant plans to subcontract either services or activities, or hire consultants to perform the work of either program, an organization history and/or a statement of demonstrated effectiveness must be provided for the subcontractors and/or consultants.

B) Target Populations Needs/Statement of Understanding 15 points

Provide a statement of the organization's understanding of the Target Populations, their needs, and how those needs will be addressed. The needs statement should be described in terms of participant and community interests. The proposer will also include marketing process/technique(s) for the target populations.

C) Program Design Specifications/Adequacy of Service Description **30 points**

As applicants address these specifications they must describe how the proposed program design and description of services will fulfill the program specifications particularly within WIOA and the new rules and regulations. Applicants should address their ability for performance measurement and measurement of outcome objectives. It is possible that the combined total of federal and state program funding may be greater or less than planned. Applicants should describe their capability to respond to such changes in funding levels. Applicants should be specific as to how services and activities will be changed and should outline implementation strategies in as much detail as possible.

D) Follow-up/Outcomes **10 points**

Applicants must describe procedures to conduct follow-up of **WIOA and state funded** participants for the remaining program years covered by this RFP. Applicants will also collect performance measurement information required by the program(s).

E) Program Coordination **10 points**

Applicants must describe any intentions they have to leverage appropriate linkages for proposed services with other employment and training providers, other types of service providers and the private sector. Describe the joint programming or coordination, efforts planned with these organizations; explain the purpose or expected outcome of these efforts; and identify any written coordination agreements or understandings that have been developed. The proposer will also include marketing process/technique(s) for the target populations. It should be noted that any selected provider(s) will need to provide copies of any subcontracts with such organizations as part of the contracting process with Hennepin County.

Total **100 points**

Step Two:

The County reserves the right to request additional information from Proposers during any phase of the proposal evaluation process. During the evaluation process, the County may require the presence of a Proposer to make a presentation and/or answer specific questions regarding their Proposal. Total re-scored points will be 100.

Step Three

Selection of the recommended proposer based on a trade-off analysis between cost and non-cost factors.

Scores and Points

For Steps One and Two, the points will be calculated based on the evaluators' percentage scored multiplied by the available points for each evaluation criteria (A through E).

Each evaluation criteria score will be based on the chart below:

<u>Score</u>	<u>Description</u>
0-25%	Fair: fails to meet the requirements or there is very low risk of success, very high project risk.
26-50%	Good: Barely meets the requirements, low risk of success, high project risk
51-75%	Very Good: Meets the requirements, project risks can be corrected with minimum project risk.
76-100%	Excellent: Exceeds the requirements, very low project risk.

3.5 Execution of Contract

Before a contract becomes effective between the County and any Proposer, the contract award must be ratified and signed by the County Board or its designee. If for any reason the County Board or its designee does not ratify and sign the contract then there are no binding obligations whatsoever between the County and the Proposer relative to the proposed contract.

4. Attachments

4.1 Attachment 1 – Scope of Services and Proposal Format and Content

4.2 Attachment 2 – Hennepin County Terms and Conditions