DATE: October 27, 2017

TO: Interested Parties

FROM: Kay Tracy, Director

Office of Youth Development

RE: SFY 2018-19 Higher Education Career Advisor (HECAP) Grants

This is an update on the status of the SFY2018-2019 Higher Education Career Advisor Project (HECAP) Grants. The Minnesota Legislature appropriates $250,000 each year for pilot programs in the workforce service areas to combine career and higher education advising in Laws of Minnesota 2017, Chapter 94, Art. 1, Sec. 2, Subd. 3(b).

DEED’s Office of Youth Development developed a Request For Proposals (RFP) for HECAP funds; the notice of funding availability was posted on DEED’s website and published in the State Register on August 7, 2017.

Eligible applicants were youth-serving organizations with a significant capacity, demonstrable youth development experience and outcomes to operate a youth workforce development project during the contract period. All applicants were required to have demonstrated effectiveness in delivering career advising services to youth.

**Minimum Requirements**

The following minimum requirements were established for an applicant to be fully considered for this grant opportunity.

1. The HECAP service provider must partner with at least one public local educational agency (including alternative schools and charter schools) in the service area.
2. The HECAP service provider shall advise students on jobs in high demand in areas of interest to the students.
3. HECAP services may be provided to students individually or in groups.
4. Advising must include information on various career paths and associated jobs, the salary profile of those jobs, and the credentials and other training desired by employers for those jobs.

**Competitive Priorities**

Optional activities that may be carried out with HECAP funds include, but are not limited to:

1. Provide career exploration, career counseling, job search assistance, college information and current labor market information to youth and families.
2. Assist students and parents in the use of career information and job search websites such as [CAREERwise Education](https://www.careerwise.mnscu.edu/) and [MinnesotaWorks](https://www.minnesotaworks.net/).
3. Provide WorkForce Center orientations for students (group or individually) from local high schools.
4. Provide information to youth and parents on the services available through Minnesota’s youth employment and training programs as appropriate.
5. Work cooperatively with local community partners such as youth development organizations, community action agencies, local educational agencies, and local juvenile corrections staff.
6. Engage the business community to assist in bringing career information to students through speakers in classrooms, industry panelists, etc.
7. Other tasks as identified by the local HECAP partners.

**Overview of the Request for Proposals Process**

* The RFP was published in the State Register on August 7, 2017, and on the [Grant and Contract Opportunities](https://mn.gov/deed/about/contracts/) section of DEED’s website on the same date. Applications were due by September 1, 2017.
* The RFP directed potential applicants to submit any questions following the release of the RFP in writing via e-mail to a specified DEED staff contact person. All questions submitted in writing relating to the RFP were answered and published on DEED’s [Grant and Contract Opportunities](https://mn.gov/deed/about/contracts/) website on a weekly basis.

**Selection of Grantees**

Twenty-two (22) proposals were submitted to DEED in this funding cycle, totaling $831,248 in funding requests. All proposals were read and scored by a team of reviewers. The following 9 organizations were recommended for funding:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** | **Area Served** | **SFY 2018 Grant Award** | **SFY 2019 Grant Award** | |
| SW MN Private Industry Council | Big Stone, Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, Swift and Yellow Medicine counties | $31,500 |  | $31,500 |
| AchieveMpls | City of Minneapolis | $31,500 |  | $31,500 |
| Workforce Development, Inc. | Olmsted, Freeborn, Mower, Steele, Rice, Goodhue, Wabasha, Fillmore, Houston, Dodge counties | $31,500 |  | $31,500 |
| Sabathani Community Center | Five county metro area, especially north and south Minneapolis, Richfield, Bloomington and St. Paul | $31,500 |  | $31,500 |
| Anoka County Job Training Center | Anoka county | $31,500 |  | $31,500 |
| Minnesota Valley Action Council | Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca and Watonwan counties | $31,176 |  | $31,176 |
| Tree Trust | Suburban Hennepin, Dakota and Washington counties | $27,324 |  | $27,324 |
| City of Duluth Workforce Development | City of Duluth | $21,500 |  | $21,500 |
| Central MN Jobs and Training Services | Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne and Wright counties | $12,500 |  | $12,500 |
|  | Total: | $250,000 | $250,000 | |

[***Southwest Minnesota Private Industry Council***](http://www.swmnpic.org/)***, $31,500.*** The Southwest MN Higher Education Career Advisor Project will support students with disabilities and students of color, helping them explore career options and develop plans for transition from high school to post-secondary training and/or competitive employment. Staff will provide the link necessary to match students with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, postsecondary career education, systems linkages and service coordination, and other promising practices such as work experiences, career exploration, and work-readiness skills training. *Local contact: Eriann Faris,* [*efaris@swmnpic.org*](mailto:efaris@swmnpic.org)

[***AchieveMpls***](https://www.achievempls.org/)***, $31,500.*** The Career Readiness Initiative (CRI) is a pilot project of the AchieveMpls Career and College Centers program which provides post-secondary counseling and preparedness services to Minneapolis Public Schools (MPS) high schoolers. CRI focuses resources and career readiness and advising in two pilot schools (Roosevelt and Edison). CRI provides individual and group career counseling to students and families guided by their interests and labor market data. Students have access to experiential opportunities in cooperation with partners including MPS, other nonprofits, and employers. AchieveMpls deliberately works with students facing the greatest barriers, including students of color and students with disabilities. *Local contact: Danielle Grant,* [*dgrant@achievempls.org*](mailto:dgrant@achievempls.org)

[***Southeast Minnesota Workforce Development Inc***](https://www.workforcedevelopmentinc.org/)***., $31,500.*** WDI plans to build off the existing Outreach to Schools model that includes the CareerEdVenture curriculum, combined with existing work experience and work readiness programming, to offer targeted career planning and work readiness education for students and career planning resources for school staff across the region. The proposal provides further outreach, education, training and support to youth with disabilities, youth of color and youth in underserved populations. The project includes a multi-tiered work experience and work readiness education model that incorporates community outreach and employer engagement as well. *Local contact: Jinny Rietmann,* [*jinnyrietmann@workforcedevelopmentinc.org*](mailto:jinnyrietmann@workforcedevelopmentinc.org)

[***Sabathani Community Center***](http://www.sabathani.org/)***, Minneapolis, $31,500.*** Sabathani's HECAP program will provide African American, Latino, Native and Somali youth with career exploration, career counseling, job search assistance, college information and current labor market information. The project will engage community partners, education institutions and businesses in bringing career information to students. The funding will allow Sabathani to add HECAP services to the current vocationally-focused and career-focused programming offered to youth. *Local contact: Cindy Booker,* [*cbooker@sabathani.org*](mailto:cbooker@sabathani.org)

[***Anoka County Job Training Center***](http://www.anokacounty.us/)***, $31,500.*** Anoka County HECAP activities complement the work of existing school counselors. Vocational Counselors guide students through career exploration providing educational information and current labor market information regarding in-demand, high growth occupations and industries throughout the region. Individual career counseling and group workshops are provided to students to assist them with planning for postsecondary training, accessing financial aid, selecting an appropriate college program, career planning, goal setting and navigating business culture. Connecting youth to employers will be a primary focus. Opportunities will be provided to interact with local businesses and industries through business tours, career fairs, business and industry speaker panels, job shadowing and mentoring.  *Local contact: Nicole Swanson,* [*nicole.swanson@co.anoka.mn.us*](mailto:nicole.swanson@co.anoka.mn.us)

[***Minnesota Valley Action Council***](http://www.workforcecouncil.org/youth-council/projects/)***, Mankato, $31,176.*** The project will use a two-prong approach to provide career counseling services using interns from the Student Counseling program at MN State University-Mankato and MVAC staff. They will work with individual schools to provide services to fit the schools' needs. Students will be exposed to career pathways in high-growth demand industries through one-on-one counseling, group presentations and/or regional events like career expos, Scrubs Camp, Construct Tomorrow, and Tour of Manufacturing. Students will be exposed to FastTRAC Career Pathway programming in healthcare, manufacturing and transportation. *Local contact: Heather Gleason,* [*hgleason@workforcecouncil.org*](mailto:hgleason@workforcecouncil.org)

[***Tree Trust***](http://treetrust.org/)***, St. Louis Park, $27,324.*** Tree Trust CareerPrep will provide career pathway information using three delivery formats: individual meetings with high school students enrolled in Tree Trust programs; Career Pathways Workshops delivered at high schools and community-based organizations; Career Discovery lessons and discussion in Tree Trust's summer youth employment program. Although each format will offer a different level of engagement with youth, the topics covered will be aligned and include: basic career interest and aptitude testing; high-demand career paths and related labor market information, including salary profiles and specific training information; information about postsecondary training including credential attainment, vocational and technical schools, career specialty programs, and a variety of college options; additional online resources for career assessment and exploration. *Local contact: Norm Champ,* [*normc@treetrust.org*](mailto:normc@treetrust.org)

[***City of Duluth Workforce Development***](http://www.duluthmn.gov/workforce-development/)***, $21,500.*** Students will be exposed to a broad range of activities throughout the year including workshops and individualized planning on job search techniques, resume development, career exploration, labor market information, postsecondary education options including apprenticeship, career pathways, financial literacy, goal setting, employability skills development and more. Students will participate in field trips and off-site events including tours of local businesses, visits to colleges and universities, and specialized events such as Construct Tomorrow to engage in hands-on learning. Job shadow and work experience opportunities will also be provided. Approximately two-thirds of participants will be low income, students of color and/or students with disabilities.*Local contact: Paula Reed,* [*preed@duluthmn.gov*](mailto:preed@duluthmn.gov)

[***Central Minnesota Jobs and Training Services***](https://www.cmjts.org/)***, $12,500.*** CMJTS will deliver HECAP services in partnership with secondary education professionals from non-traditional settings (such as alternative learning centers, transition/extended special education programs, technical education centers, charter schools and out-of-home placement facilities). CMJTS employment specialists will go to the educational facility to meet one-on-one with students and/or meet in student/classroom groups as appropriate. Services will include: career assessments and guidance in interpreting the results; current labor market information; information on financial aid to help students achieve their training goals; information about other programs and services available to students and their family members through the WorkForce Center.  *Local contact: Eric Day,* [*eday@cmjts.org*](mailto:eday@cmjts.org)

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