Unified Local Youth Plan

PY 2023 WIOA Youth Formula Funds

SFY 2024 Minnesota Youth Program (MYP)

Due Friday, April 14, 2023

Minnesota Department of Employment and Economic Development

Employment and Training Programs

Office of Youth Development

# PY 2023 WIOA Youth Formula Funds

# SFY 2024 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. Insert information in the cell below this one. | **Contact Name and Address** Insert thecontact name and address in the cell directly below this one. |
|  |  |
| **Director Name:** [Insert Name Here]**Telephone Number:** [Insert Number Here]**Fax:** [Insert Fax Number Here]**E-Mail:** [Insert E-mail Address Here] | **Contact Name:** [Insert Name Here]**Telephone Number:** [Insert Name Here]**Fax:** [Insert Fax Number Here]**E-Mail:** [Insert E-mail Address Here  |

# Basic Organization Information

| **Federal Employer ID Number:** Insert data in the cell directly below this one. | **Minnesota Tax Identification Number:** Insert data in the cell directly below this one. |
| --- | --- |
|  |  |
| **DUNS Number:** Insert data in the cell directly below this one. | **SWIFT Vendor ID Number (if known):** Insert data in the cell directly below this one. |
|  |  |

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:** Signature block is located to the right of this cell. |  |
| --- | --- |
| **Title:** Enter the signor’s title in the cell to the right. |  |
| **Date:** Insert the date this plan is approved in the cell to the right. |  |

# Checklist of Items to be Included With Your Unified Local Youth Plan Submitted to DEED:

**NOTE:** After the unified plan is approved by DEED, and final allocations have been released by DOL, a budget form and instructions will be sent to you at that time to update and complete, sign and return so your PY23 WIOA Youth Formula Grant funding can be released as quickly as possible. Once final legislative action is complete and is signed into law, the same process will be used for your SFY 2024 MYP allocation.

| Signed Cover Page: If this is complete, type the letter X in the cell to the right. |  |
| --- | --- |
| Review of PY22-23 WIOA Youth Performance Measure Goals |  |
| List of Youth Committee Members (if applicable): If this is complete, type the letter X in the cell to the right. |  |
| (If applicable) List of Youth Service Providers For PY23 (WIOA) and SFY24 (MYP): If this is complete, type the letter X in the cell to the right. |  |
| Current Youth Committee Mission Statement and Workplan (if applicable): If this is complete, type the letter X in the cell to the right. |  |
| Copy of the Most Recent Request For Proposal (RFP) Used to Select Service Providers and/or Services **OR** a Copy of LWDB Minutes Affirming LWDA Staff are the Sole Providers of WIOA Youth Services for the WDA: If this is complete, type the letter X in the cell to the right. |  |
| Best Practices for Serving the Neediest Youth: If this is complete, type the letter X in the cell to the right. |  |
| Copy of Current Local Support Services Policy for Youth Participants: |  |
| Copy of Current Local Youth Incentive Policy:  |  |
| Copy of Current ITA Policy for Youth, Plus Related Forms: |  |
| Copy of Current Local Stipend Policy: |  |
| Completed “Shared Vision for Youth” Chart |  |
| Completed Narrative: If this is complete, type the letter X in the cell to the right. |  |
| (If applicable) Attachment 1H Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care |  |

|  |
| --- |
| **PY22 and PY23 WIOA Youth Approved/Negotiated Levels of Performance - MN** |
| (as of 7/22/22) |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Program Year 2022 (7/1/22 - 6/30/23) |  | Program Year 2023 (7/1/23 - 6/30/24) |
|  | **Q2 EET** | **Q4 EET** | **Yth Cred** | **Median Earnings** | **MSG** |  | **Q2 EET** | **Q4 EET** | **Yth Cred** | **Median Earnings** | **MSG** |
| **State** | **68.0%** | **69.0%** | **62.0%** |  **$ 4,000**  | **41.0%** |  | **69.0%** | **69.0%** | **62.0%** |  **$ 4,000**  | **42.0%** |
|  |   |  |  |  |   |  |   |  |  |  |   |
| WDA 1 | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 2 | 68.0% | 70.0% | 62.0% |  $ 4,000  | 49.0% |  | 69.0% | 70.0% | 62.0% |  $ 4,250  | 50.0% |
| WDA 3 | 69.5% | 69.0% | 62.5% |  $ 3,800  | 49.0% |  | 70.0% | 69.5% | 62.5% |  $ 3,850  | 49.5% |
| WDA 4 | 68.0% | 69.0% | 54.0% |  $ 3,100  | 41.0% |  | 69.0% | 69.0% | 55.0% |  $ 3,400  | 42.0% |
| WDA 5 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 6 | 68.0% | 69.0% | 62.0% |  $ 3,400  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 3,400  | 42.0% |
| WDA 7 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 8 | 68.0% | 69.0% | 55.0% |  $ 4,000  | 46.0% |  | 69.0% | 69.0% | 55.0% |  $ 4,000  | 46.0% |
| WDA 9 | 68.0% | 69.0% | 54.0% |  $ 3,500  | 41.0% |  | 68.0% | 69.0% | 55.0% |  $ 3,500  | 42.0% |
| WDA 10 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 12 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 14 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 15 | 68.0% | 69.0% | 62.0% |  $ 4,000  | 41.0% |  | 68.0% | 69.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 16 | 69.0% | 69.0% | 62.0% |  $ 4,000  | 50.0% |  | 69.0% | 69.0% | 62.0% |  $ 4,000  | 50.0% |
| WDA 17 | 76.0% | 74.0% | 62.0% |  $ 4,000  | 41.0% |  | 76.0% | 74.0% | 62.0% |  $ 4,000  | 42.0% |
| WDA 18 | 49.0% | 74.0% | 62.5% |  $ 4,000  | 41.0% |  | 69.0% | 49.0% | 62.5% |  $ 4,000  | 42.0% |
|  |  |  |  |  |  |  |  |  |  |  |  |
|   |  - denotes target value +/- state-negotiated levels of performance |  |  |  |  |

# PY 2022-2023 WIOA Youth Performance

(Definitions of Each Measure are on the Following Page)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WIOA Youth Performance Measure** | **PY 2022****(STATE PLANNED)** | **PY 2023****(STATE PLANNED)** | **PY 2022** **(WDA PLANNED)** | **PY 2023** **(WDA PLANNED)** | **PY 2023****(WDA REVISED)** |
| **Employment/Training 2nd Quarter After Exit:**  | **68.0%** | **69.0%** |  |  |  |
| **Employment/Training 4th Quarter After Exit:**  | **69.0%** | **69.0%** |  |  |  |
| **Credential Attainment:** | **62.0%** | **62.0%** |  |  |  |
| **Median Earnings:**  | **$4,000** | **$4,000** |  |  |  |
| **Measurable Skills Gain:**  | **41.0%** | **42.0%** |  |  |  |

**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 2023/SFY 2024

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

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

| **YOUTH COMMITTEE MEMBER NAME** | **ORGANIZATION/REPRESENTING****(examples: business, education, community-based organizations, youth, parent, etc.)** | **Full LWDB Member?** |
| --- | --- | --- |
| **Chair:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |
| **Member Name:** *{insert name here}***Phone Number:** *{insert phone number here}***E-Mail:** *{insert e-mail address here}* |  |  |

# Youth Service Provider Information For PY 2023/SFY 2024

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person’s name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

| **Youth Service Provider/Contact** | **WIOA** | **MYP** |
| --- | --- | --- |
| **Name of Service Provider:***{insert service provider name here}***Address:***{insert service provider street address here}***City, State, ZIP***{insert city, state and zip code here}***Contact Person:***{insert name of contact person here}***Contact Person Phone:***{insert contact phone number here}***Contact Person E-Mail:***{insert contact person’s e-mail address here}***Service Provider Website:***{insert the service provider’s website address here}* |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **ISY:** |  |  |
| **OSY:** |  |  |

 |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Summer ONLY:** |  |  |
| **Year-Round (incl. summer):** |  |  |
| **Outreach to Schools:** |  |  |

 |

# Attachment 1

# Workplan: Youth Program Service Delivery Design

# (Includes WIOA Young Adult and MYP)

**IMPORTANT NOTE: The narrative section covers PY 2023 WIOA Young Adult and SFY 2024 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.
2. Describe outreach and recruitment of:
* Out-of-School Youth (“OSY”)
* In-School Youth (“ISY”)
1. 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.
2. 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.
3. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as ‘‘basic skills deficient’’ if he or she—
	1. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
	2. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of “basic skills deficient” in their local youth plans. Please provide any additional local policy that defines “basic skills deficient” differently from existing federal policy, or indicate if your local policy will mirror existing federal policy as shown above.

1. 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.
2. 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.
3. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to changes resulting from the pandemic.
4. 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.
5. If applicable, attach a copy of the WDA’s policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee.
6. Describe follow-up strategies (including provision of supportive services) 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.
7. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](https://mn.gov/deed/assets/wioa-chapter18_tcm1045-348169.pdf) “WIOA Youth Cost Matrix” for additional background.
8. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA’s Support Service Policy for Youth)
9. If applicable, describe how stipends will be used for participants and attach a copy of your WDA’s Stipend Policy.
10. 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.
11. 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
* Youth with language and/or cultural barriers to employment
* Youth in foster care and aging out of foster care
* Homeless youth or runaways
* Youth offenders and at-risk of involvement with the juvenile justice system
* Youth with disabilities
* Teen parents
* Youth of color and other under-served, under-represented youth populations
1. 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
* 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.
1. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2024, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.
2. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):
* Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 3)
* Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.
* Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
* 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.
* Strategies for coordinating with after-school and out-of-school time programming.
* Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.
1. 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:
	1. 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.
	2. 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.
	3. 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.
	4. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.
	5. 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]:
		1. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services
		2. Program Element 2: Alternative secondary school services or dropout recovery services
		3. Program Element 3: Paid and unpaid work experience
		4. Program Element 4: Occupational skill training
		5. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
		6. Program Element 6: Leadership development opportunities
		7. Program Element 7: Supportive services
		8. Program Element 8: Adult mentoring
		9. Program Element 9: Follow-up services
		10. Program Element 10: Comprehensive guidance and counseling
		11. Program Element 11: Financial literacy education
		12. Program Element 12: Entrepreneurial skills training
		13. Program Element 13: Services that provide labor market information
		14. Program Element 14: Postsecondary preparation and transition activities

# Attachment 1H

# Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care

# (Applies to WIOA Youth funded programs ONLY)

**IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. If your WDA plans to implement this waiver please complete the following questions.

Questions to be completed:**

1. Please describe your WDA’s strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.
2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.
3. What services would you anticipate may need to be provided above and beyond what you are already offering?

# 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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