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| **IDENTIFYING INFORMATION** |
| **Grantee:** | **Contact Name:** |
| **Phone #:** | **E-mail Address:** |
| **PERIOD OF REPORT:** Report from the start of your grant contract [ ]  Through March (Due April 30)  [ ]  Through June (Due July 30) [ ]  Through September (Due October 30) |
| **DATA ON PARTICIPANTS SERVED –** (Cumulative for the grant) |
| Total Individual Participants Served  |  |
| **Gender** | A. Male |  |
| B. Female |  |
| **Age** | 1. 18
 |  |
| B. 19 - 20 |  |
| C. 21 - 24 |  |
| D. 25 |  |
| **Ethnicity** | A. Hispanic/Latino |  |
| **Race** | A. American Indian or Alaska Native |  |
| B. Asian |  |
| C. Black or African American |  |
| D. Hawaiian Native or Other Pacific Islander |  |
| E. Multi-Race |  |
| F. White |  |
| **Education Level** | A. High School diploma or GED |  |
| B. Post-Secondary Education |  |
| **Other Demographics** | A. Limited English Proficient |  |
| B. Participant/Family Receiving Public Assistance |  |
| C. Former Foster Youth (aged out of foster care) |  |
|  D. Participants with a Disability |  |
|  E. School Drop-Out |  |
|  F. Offender (previous criminal/juvenile justice involvement) |  |
|  G. Pregnant or Parenting |  |
|  H. Basic Skills Deficient |  |
|  I. Homeless Individual |  |
|  J. Not Employed at Program Enrollment |  |
|  K. Veteran |  |
|  L. Economically Disadvantaged Individual |  |
| **PROGRAM SERVICES, ACTIVITIES, AND ASSISTANCE -** (Cumulative for the grant) |
| 1. Received Employment Preparation, or Work Readiness/Job Training Activities (Includes career readiness training and life skills training, such as financial literacy and digital literacy)
 |  |
| 1. Received Work Experience, Internship, or Apprenticeship Activities
 |  |
| 1. Received Post-Secondary Exploration, Career Guidance and Planning Activities
 |  |
| 1. Received Case Management
 |  |
| 1. Received Support Services
 |  |
| **INDICATORS OF PERFORMANCE FOR SERVICES -** (Cumulative for the grant) |
| 1. Work Readiness - Attained Work Readiness skills
 |  |
| 1. Work Readiness - Attained Education Goals
 |  |
| 1. Placement - Entered Post-Secondary Education, Vocational/Occupational Skills Training, Apprenticeship, or Military
 |  |
| 1. Placement - Entered employment
 |  |
| 1. Credential – Earned occupational certificates/licenses, industry recognized credentials
 |  |
| 1. Credential - Earn Post-secondary degree/diploma
 |  |
| **CUSTOMER SATISFACTION FOR INDIVIDUAL SERVICES -** (Cumulative for the grant) |
| 1. Number of participants rating experience as “Excellent”
 |  |
| 1. Number of participants rating experience as “Very Good”
 |  |
| 1. Number of participants rating experience as “Average”
 |  |
| 1. Number of participants rating experience as “Below Average”
 |  |
| 1. Number of participants rating experience as “Poor”
 |  |
| 1. Total Number of Surveys Completed
 |  |
| **WORK PLAN PROGRESS** |
| Describe the overall progress in implementing the strategies laid out in your approved work plan. Have you implemented any innovations, related to this grant, that are working well?  |
| What outreach, recruitment, assessment, and enrollment activities were conducted this quarter? Describe your progress serving the target population and target number of participants. What career readiness or other training was provided this quarter? |
| Describe the work experience opportunities that were provided to participants this quarter? What key partner and employer engagement was conducted? What employers are involved with the project to date and describe their involvement? What employers have provided work experience opportunities to participants? |
| What case management, support services, and referral services, were provided to participants this quarter? What program evaluation or participant follow up, if any, was conducted this quarter?  |
| Describe any challenges encountered this past quarter in the project implementation and how you have addressed them. Identify any technical assistance needed from DEED to address these challenges: |
| (If applicable, and as it relates to this grant) Identify any technology barriers for participants (including internet access) and any solutions/best practices to reduce or resolve this issue. Identify any housing stability concerns and how you are addressing the issue. Summarize any food insecurity issues and steps being taken to help participants and their families improve access to food. Identify any transportation issues affecting youth participants and their families and any innovative strategies or best practices. Identify any technical assistance needed from DEED to address these challenges: |
| Describe any project highlights or success stories that you would like to share. (Use DEED media consent form for any photos or personally identifying stories submitted of participants). Have you had any surprise or notable “wins” during this reporting period? |

1. **Gender**
2. ***Male:***  Identifies as male
3. ***Female****:* Identifies as female
4. **Age** (age at time of program enrollment, round down to the past birthday)
5. ***18*:** Self-explanatory
6. ***19 - 20:*** Self-explanatory
7. ***21 - 24*:** Self-explanatory
8. ***25:*** Self-explanatory
9. **Ethnicity**

***Hispanic/Latino (separate category from Race):*** These are individuals who classify themselves as “Mexican,” “Puerto Rican,” Cuban”, or in some other Spanish, Hispanic, or Latino category. The individual can view this origin as the heritage, nationality group, lineage, or country of birth of the individual or of the individual’s parents/ancestors before arrival in this country. Individuals who identify their origin as Hispanic/Latino can be of any race.

1. **Race**
2. ***American Indian or Alaska Native:***  These are individuals having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment:
3. American Indian: These are individuals who identify as their races as “American Indian,” including such entities as American tribes, Canadian Indians, French – American Indians, or Spanish – American Indians.
4. Alaska Native: These are individuals who identify as their race as Eskimo, Aleuts, Alaska Indians, Arctic Slope, Inupiat, Yupik, Alutiq, Egegik, and Pribilovian.
5. ***Asian:***
6. Asian: these are individuals having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes:
7. Asian Indian
8. Chinese
9. Filipino
10. Japanese
11. Korean
12. Vietnamese
13. Other Asian
14. ***Black or African American:*** These are individuals having origins in any of the Black racial groups of Africa. It includes individuals who identify themselves as:
15. Black
16. African – American
17. Kenyan
18. Nigerian
19. Haitian
20. Somalian
21. **Hawaiian Native or Other Pacific Islander:** these are individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or another Pacific Islands. It includes:
22. Native Hawaiian
23. Guamanian/Chamorro
24. Samoan
25. Other Pacific Islander
26. Multi-Race: Identifies with one or more race.
27. ***White:*** These are individuals having origins in any of the original peoples of Europe, the Middle East, or North Africa.
28. **Educational Level:** (The highest level of school completion at the time of program enrollment either in this country or in another country)
29. ***High School graduate or equivalent****:* Includes GED and all High School diplomas or equivalents
30. ***Post-Secondary Education:*** Includes any formal educational experience beyond high school or equivalent
31. **Other Demographics**
32. ***Limited English Proficient:*** Could include people who speak a language other than English at home, the response represents the individual’s own perception of his or her ability to speak English.
33. ***Participants/Families Receiving Public Assistance***: These are participants who receive or come from families receiving Temporary Assistance to Needy Families (TANF/MFIP) and general assistance. It does NOT include any Supplemental Security Income.
34. ***Former Foster Youth*:** These are individuals who have ever been placed in a home by legal action on whose behalf State or local government payments are or have ever been made.
35. ***Participants with a Disability*:** These are participants with a disability as defined by section 3 of the Americans with Disabilities Act of 1990.
36. ***School Dropout:*** These are individuals who dropped out of post-secondary school.
37. ***Youth or Adult Offender*:** These are participants who:
38. Have been subject to any stage of the criminal or juvenile justice process, for whom services under this program may be beneficial; or
39. Require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
40. ***Pregnant or Parenting:*** These are participants who are pregnant or who have parental responsibilities for a minor (i.e. less than 18 years of age).
41. ***Basic Skills Deficient****:* These are participants who:
42. Compute or solve problems, read, write, or speak English at or below the 8th grade level on a generally acceptable standardized test or a comparable score on a criterion- referenced test; or
43. Are unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the family, or in society.
44. ***Homeless Individual:***

A participant is considered a homeless individual if the individual:

* 1. Lacks a fixed, regular, and adequate nighttime residence; this includes an individual who:
		1. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
		2. Is living in a motel, hotel, trailer park or campground due to a lack of adequate alternative accommodations;
		3. Is living in an emergency or transitional shelter;
		4. Is abandoned in a hospital; or
	2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;

Note: this definition does not include an individual imprisoned or detained under an Act of Congress or State Law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

1. ***Not Employed at Program Enrollment:*** These are participants who have not had a job within one week of program enrollment.
2. ***Veteran:*** These are participants who have served in the active military, naval, or air service, and who have been discharged or released from such service under conditions other than dishonorable.
3. ***Economically Disadvantaged:*** These are participants who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of:
	1. 200% of the official poverty level, for an equivalent period; or
	2. 70 percent of the lower living standard income level.

Please follow this [link](https://mn.gov/deed/assets/wioa-chapter7_tcm1045-134289.docx) for the current Income Eligibility Table that includes both Poverty Levels and Lower Living Standard Income Level.

1. **Program Services, Activities, and Assistance**
2. ***Received Employment Preparation, or Job Training Activities****:* These are participants who are receiving formal or informal instruction in various kinds of settings. Examples include career readiness training, tutoring, life skills training, time management skills training, financial literacy, digital literacy, work readiness training, On-the Job Training (OJT), vocational/occupational skills training, and pre-apprenticeship.
3. ***Received Work Experience, Internship, or Apprenticeship Activities*:** These are participants who are involved with planned, structured learning experiences that take place in a workplace for a limited amount of time. The work experience may be paid or unpaid and may be in the private, for-profit sector; the non-profit sector or the public sector. Examples include subsidized or unsubsidized employment, internship, job placement.
4. ***Received Post-Secondary Exploration, Career Guidance and Planning Activities***: These are participants who receive preparation for post-secondary educational opportunities, receive preparation for employment, and receive information on effective connections to organizations that provide strong links to the job market and employers. Examples include college fairs and visits, assistance with college admission applications/financial applications, career counseling and workforce information services such as labor market information.
5. ***Received Case Management*:** These are participants who receive guidance/advice during and after program participation. Could be during one-on-one or group settings (formal or informal), and include personal or life skills, or career counseling.
6. ***Received Support Services*:** These are participants who receive such services as:
7. Linkages to community services;
8. Assistance with transportation;
9. Assistance with child care and dependent care;
10. Assistance with housing;
11. Referrals to medical services;
12. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
13. Substance abuse treatment;
14. Mental health treatment.
15. **Indicators of Performance**
16. ***Work Readiness - Attained Work Readiness skills:*** The identified work readiness goals have been met for these participants. This could include career planning, job search goals, living skills such as budgeting, and using public transportation. It also includes goals related to positive work habits such as punctuality, regular attendance, and assuming the responsibilities involved in maintaining a job.
17. ***Work Readiness - Attained Education Goals:*** The identified education goals have been met for these participants.
18. ***Placement - Entered Post-Secondary Education, Vocational/Occupation Skills Training, Apprenticeship, or Military***
19. Entered Post-Secondary Education: These are participants who are engaged in a program of study conducted by an institution of higher education described in Section 102 of the Higher Education Act (HEA) that is qualified to participate in the student financial assistance programs authorized by HEA Title IV (e.g. community colleges, proprietary schools, technical colleges, etc).
20. Vocational/Occupational Skills Training: These participants are engaged in a program of study leading to the acquisition of job ready skills.
21. Apprenticeship: These participants are engaged in a program of study and on-the-job training that is registered with either or both the U.S. Department of Labor and/or the Minnesota Department of Labor and Industry.
22. Military: These participants have entered the Armed Services (Regular, Reserves or the National Guard)
23. ***Placement - Entered Employment:*** These participants have secured unsubsidized employment.
24. ***Credential – Earned occupational certificates/licenses, industry recognized credentials.*** The number of participants who have received the credential, license, or certificate, that advanced their career or leads to a new job/position.
25. ***Credential – Earned Post-secondary Degree/diploma.*** These participants have secured the degree or diploma.
26. **Customer Satisfaction**
27. **Number of Participants Rating Their Experience as “Excellent:”**  These are participants who are rating their program experience as “Excellent.”
28. **Number of Participants Rating Their Experience as “Very Good:”** These are participants who are rating their program experience as “Very Good.”
29. **Number of Participants Rating Their Experience as “Average:”** These are participants who are rating their program experience as “Average.”
30. **Number of Participants Rating Their Experience as “Below Average:”** These are participants who are rating their program experience as “Below Average.”
31. **Number of Participants Rating Their Experience as “Poor:”** These are participants who are rating their program experience as “Poor.”
32. **Total Number of Surveys Completed**: Sum of A through E.