

**U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION (DOL/ETA)**

**NOTICE OF
AWARD (NOA)**

Under the authority of the *Workforce Innovation and Opportunity Act, P.L. 113-28*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Disability Employment Initiative (DEI)*.

Name & Address of Awardee:
MINNESOTA DEPARTMENT OF EMPLOYMENT &
ECONOMIC DEVELOPMENT
332 Minnesota Street
Suite E200
ST. PAUL, MINNESOTA 55101-1351

Federal Award Id. No. (FAIN): MI-29688-16-60-A-27
CFDA #: 17.207- Employment Service / Wagner-Peyser
Funded Activities
Amount: \$2,500,000.00
EIN: 411681137
DUNS #: 804832640

Accounting Code: 1630-2016-2701661616BD20160166000116DISEMPD0000ODEP00ODEP00-D90001-410043---

The Period of Performance shall be from **October 01, 2016 thru April 01, 2020**.
Total Government's Financial Obligation is **\$2,500,000.00** (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule 2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;

Other Requirements (Included within this NOA):

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Gary Lewis. Gary Lewis will serve as your first line point of contact and can be contacted via e-mail - lewis.gary@dol.gov. If your FPO is not available, please call your Regional Office at 312-596-5400 for assistance.

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

Digital Signature

See SF-424 for Signature
No Additional Signature Required

Jimmie Curtis, September 15, 2016
Grant Officer

**Disability Employment Initiative (DEI)
Round VII Grants
TERMS AND CONDITIONS**

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1. Order of Precedence

The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) Section 169, subsection (b), of the Workforce Innovation and Opportunity Act (WIOA); (2) Consolidated Appropriations Act of 2016 (Pub. L.114-113); (3) other applicable Federal statutes and their implementing regulations; (3) terms and conditions of award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement and any amendments located at <http://www.doleta.gov/grants/pdf/FOA-ETA-16-07.pdf> and http://www.doleta.gov/grants/pdf/FOA-ETA-16-07_Amend1.pdf are hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of this grant agreement.

3. Approved Statement of Work

The award recipient's project narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

4. Approved Budget

The recipient's budget documents are attached in this Notice of Award Package. The documents are: 1) the SF-424, included at Attachment A; 2) the SF-424 A, included at Attachment B; and 3) the Budget Narrative, included at Attachment C. The recipient must confirm that all costs are allowable before expenditure. Pursuant 2 CFR 2900.1, approval of the budget as awarded does not constitute prior approval of those specified in 2 CFR 200 or this grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

5. Resources and Information

Additional resources and information to assist you is located on the ETA website at <https://www.doleta.gov/grants/resources.cfm>. This site contains information about the Uniform Guidance, general terms and conditions, indirect cost assistance, recipient training resources and other relevant information.

6. Evaluation, Data, and Implementation

The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

7. Indirect Cost Rate and Cost Allocation Plan

A. A **current** federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached. Regarding only the NICRA:

- (1) Indirect Rate approved **14.25%**
- (2) Type of Indirect Cost Rate. **Fixed**
- (3) Allocation Base: **See Attached.**
- (4) Current period applicable to rate: **See attached.**

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the life of the grant, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with institutional requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency¹ (FCA) is not current;
(2) No NICRA or CAP was submitted with application.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only **10%** will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL’s Division of Cost Determination (DCD), or to the awardee’s Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. If this proposal is not submitted **within 90 days of the effective date of the award**, no funds will be approved for the reimbursement of indirect costs. Failure to submit an indirect cost proposal by the above date means the grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL’s financial obligation under this grant award **will not** be increased to reimburse the awardee for higher negotiated indirect costs.

¹ The Federal agency providing the organization the preponderance of direct Federal funds.

- ___C. The organization elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct.
- ___ D. The organization has never received a negotiated indirect cost rate and, with and pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, and has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, grantees should work with DOL's DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <http://www.dol.gov/oasam/faqs/FAQ-dcd.htm>.

8.- Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is:

Name: Gary Lewis

Telephone: (312)-596-5522

E-mail: lewis.gary@dol.gov

The FPO is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award modification.

9. Notice of Award

Funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. Obligations and costs may not exceed the amount awarded by the NOA modification unless otherwise modified by ETA. Funds are obligated for the amount indicated in the “Modification 0” NOA in accordance with the recipient’s award amount. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the recipient as funds become available for obligation and additional Notice of Award (or Deobligation) grant modifications are required and issued.

10. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment Training and Administration will be using U.S. Treasury Paper Check Conversion. Henceforth, processing of Check Payments received in Person or by Mail will be converted into an electronic funds transfer (EFT).

11. Funding Restrictions

a. Budget Flexibility

As directed in 2 CFR 200.308(e), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer.

b. Foreign Travel

Foreign travel is not allowable except with prior written approval. Prior written approval must be obtained from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR 2900.16. All travel, both domestic and Grant Officer-approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

c. Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2016 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2016	\$0.54
Privately owned motorcycle	January 1, 2016	\$0.51

Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.

12. Administrative Requirements

a. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

b. Bayh-Dole Act and Intellectual Property

With the exception of grants made for educational purposes, all non-federal entities must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a). To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant

c. Closeout/Final Year Requirements

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343.

d. Creative Commons Attributions License

Pursuant to 2 CFR 2900.13, intellectual property must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

e. Equipment

Recipients must receive **prior approval** from the DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

This grant award **does not** give approval for equipment specified in a recipient's budget or statement of work unless specifically approved above. If not specified above, the recipient must submit a detailed description list to the FPO for review within 90 days of the Notice of Award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

f. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards.

- i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
- ii. *Where and when to report.*
 - a. You must report each obligating action described in paragraph [1.i.] of this award term to <http://www.fsrs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

2. Reporting Total Compensation of Recipient Executives.

- i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.

- i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most

highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

5. *Definitions.* For purposes of this award term:

- i. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- ii. *Executive* means officers, managing partners, or any other employees in management positions.
- iii. *Subaward:*
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
- c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- iv. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
- v. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. *Salary and bonus.*
 - b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - e. *Above-market earnings on deferred compensation which is not tax-qualified.*
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

g. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the

official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

h. Managing Subawards

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award will be applied to any subrecipient under this award. The recipient is responsible for the monitoring of the subrecipient, ensuring that the Terms and Conditions are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).

i. Personally Identifiable Information

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872)

j. Pre-Award

All costs incurred by the recipient prior to the start date specified in the award issued by the Department are ***incurred at the recipient's own expense.***

k. Procurement

The Uniform Administrative Requirements (2 CFR 200.317-36) require all recipient procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

l. Program Income

The “Addition” method as described in 2 CFR 200.307 must be used in allocating any program income generated for this grant award. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Reporting on program income expenditures must be reported on the ETA-9130.

m. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Recipient Integrity and Performance Matters (for awards exceeding \$500,000)

- A. **General reporting requirement.** If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS)(then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.
- B. **Proceedings about which you must report.** Submit the information required about each proceeding that:
1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
 2. Reached its final disposition during the most recent 5-year period; and
 3. Is one of the following:
 1. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
 2. A civil proceeding that resulted in a finding of fault and liability and your paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 3. An administrative proceeding, as defined in paragraph e. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 4. Any other criminal, civil, or administrative proceeding if:
 - i. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;

- ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - iii. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
- C. **Reporting procedures.** Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph B. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
- D. **Reporting frequency.** During any period of time when you are subject to the requirement in paragraph A. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.
- E. **Definitions.** For purposes of this award term:
 - 1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - a. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - b. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
 - i. Only the Federal share of the funding under any award with a recipient cost share or match; and
 - ii. The value of all options, even if not yet exercised.

o. Reports

All ETA recipients are required to submit quarterly financial and narrative progress reports for each grant award.

- A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 13-12.

ETA requires all grant recipients to submit the 9130 form electronically through an on-line reporting system. Expenditures are required to be reported on an accrual basis,

cumulative from the beginning of the life of a grant, through the end of each reporting period.

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award. To gain access to the online financial reporting system, a request for a password and pin must be submitted via e-mail to ETApasword.pin@dol.gov. The Financial Report Access Document, copies of the ETA 9130, and detailed reporting instructions are available at www.doleta.gov/grants/financial_reporting.cfm.

B. Quarterly Narrative Progress Reports. Recipients are required to submit a narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The last quarterly progress report that recipients submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

p. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

q. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute or regulation, this award waives the prior approval requirement for participant support costs as described in 2 CFR 200.456. Costs must still meet the basic considerations at 2 CFR 402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the Federal Project Officer assigned to the grant.

r. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

- i. Must notify potential subrecipients that no entity (see definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
- ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

- i. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
- iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- iv. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- v. *Subrecipient* means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

s. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

t. Vendor/Contractor

The term “contractor”, sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

13. Program Requirements

The Funding Opportunity Announcement contains the program requirements for this award.

14. 2016 Appropriations Requirements

a. Funding for Travel to and from Meetings with an Executive Branch Agency

Pursuant to P.L. 114-113, Division E, Title VII, Section 739, grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012 or any subsequent revisions to that memorandum.

b. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

c. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

d. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 114-113, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

e. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

f. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 114-113, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

g. Requirement for Blocking Pornography

Pursuant to P.L. 114-113, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

h. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 114-113, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

i. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 114-113, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

j. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

k. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 114-113, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

l. Salary and Bonus Limitations

Pursuant to P.L. 114-113, Division H, Title I, Section 105 none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

15. Public Policy

a. Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

b. Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).

c. Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

d. Executive Orders

12928: Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL’s Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

13513: Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and

enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

e. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

f. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

g. Prohibition on Trafficking in Persons

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

c. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

h. Veteran’s Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Recipients must comply with DOL guidance on veterans’ priority. ETA’s Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

i. Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

16. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Indirect Cost Rate Agreement (if applicable)

Attachment A: SF-424

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: _____
-------------------------------------	--

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Minnesota Department of Employment and Economic Development	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 411681337	* c. Organizational DUNS: 8048326400000

d. Address:

* Street1:	332 Minnesota Street, Suite E-200
Street2:	_____
* City:	Saint Paul
County/Parish:	_____
* State:	MN: Minnesota
Province:	_____
* Country:	USA: UNITED STATES
* Zip / Postal Code:	55101-1351

e. Organizational Unit:

Department Name: _____	Division Name: Workforce Development Division
----------------------------------	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	* First Name: Kay
Middle Name: _____	
* Last Name: Tracy	
Suffix: _____	

Title: Director, Office of Youth Development

Organizational Affiliation: _____

* Telephone Number: 651-259-7555	Fax Number: 651-215-3842
---	---------------------------------

* Email: Kay.Tracy@state.mn.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Labor

11. Catalog of Federal Domestic Assistance Number:

17.283

CFDA Title:

Workforce Innovation Fund

*** 12. Funding Opportunity Number:**

FOA-ETA-16-07

* Title:

Disability Employment Initiative Cooperative Agreements

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Partners for Youth Career Pathways: Improving Educational, Training and Employment Outcomes for Targeted Youth 14 to 24 Years Old with a Disability

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,500,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,500,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

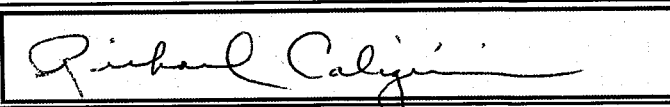
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Counties Served by Proposed Project (44 of Minnesota's 87 Counties):

Becker
Beltrami
Cass
Clay
Clearwater
Crow Wing
Douglas
Grant
Hubbard
Lake of the Woods
Mahnomen
Morrison
Otter Tail
Pope
Stevens
Todd
Traverse
Wadena
Wilkin
Chisago
Isanti
Kanabec
Kandiyohi
McLeod
Meeker
Mille Lacs
Pine
Renville
Sherburne
Wright
Big Stone
Chippewa
Cottonwood
Jackson
Lac qui Parle
Lincoln
Lyon
Murray
Nobles
Pipestone
Redwood
Rock
Swift
Yellow Medicine

Attachment to SF-424

Congressional Districts Served by Proposed Projects (4 of Minnesota's 8 Districts);

MN-01

MN-06

MN-07

MN-08

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

Attachment C: Budget Narrative

BUDGET NARRATIVE: MN Partners for Youth Career Pathways Project

A. Personnel (\$301,000)

Title	Annual Salary	% to Project	4 Year Salary to Project	Duties
Program Coordinator <i>Lynn Douma</i>	\$80,680	15%	\$49,000	Assists in the operation of the Ticket to Work program; advises localities in the preparation of local workplans and budgets
Program Coordinator <i>Larry Eisenstadt</i>	\$80,680	17%	\$56,000	Assists in the implementation and monitoring of Data Sharing Agreements and fiscal operations; NDI liaison; assistive technology contact; prepares state level budgets; prepares fiscal reports; evaluation/data sharing contact; oversees the coordination of local roundtables; coordinates policy issuances; monitors state-level and local planning and reporting agreements

BUDGET NARRATIVE: MN Partners for Youth Career Pathways Project

Management Analyst <i>Cory Schroeder</i>	\$32,500	100%	\$130,000	Coordinates local DEI planning and reporting; coordinates communication activities; submits required reports; conducts on-site monitoring; coordinates local roundtables
Management Analyst <i>Jennifer Nelson</i>	\$41,000	40%	\$66,000	Maintains project website; ensures that data transmissions to DOL/ETA are done accurately and at the required time; prepares required reports to DOL/ETA; serves as contact for local sites on data issues.

B. Fringe Benefits (\$97,825)

Total package estimated at 32.5%

Includes:

- Medical
- Dental
- Retirement
- Matching contribution to employee initiated deferred compensation
- Worker’s Compensation
- Basic Life Insurance

BUDGET NARRATIVE: MN Partners for Youth Career Pathways Project

C. Travel (\$3,600)

Comprises intra-state during the course of the project for state staff

Estimate: 6900 miles x.52/mile (100 trips to the three local Workforce Development Areas during the 3.5 years of the project.)

Purpose of Trips: On-Site Monitoring; Provision of Technical Assistance; Local Roundtable Discussions;

D. Equipment (\$0)

E. Supplies (\$15,000)

Various office supplies including writing supplies, paper, copying costs,

Estimate: \$3,750 per staff member included in PERSONNEL

F. Contractual (\$1,971,908)

PACER Center (\$488,000): Provides technical assistance/training to both the state and local DEI service providers. Provides materials, technical resources, webinars, and one-on-one and group sessions assisting service providers in better serving youth with disabilities

Local Sites (Three sites: total \$1,483,908): Provides services at the local level to youth with disabilities. Includes:

- Staff/Consultant time to facilitate career pathways
- Procurement of accommodations;
- Curricula revisions;
- Local staff training and career building activities
- Development of assessment strategies;
- Participant tuition and other training costs
- Paid and unpaid work experiences (e.g. internships, Registered Apprenticeships, OJT, summer youth employment programs, necessary local travel);
- Employment services;
- Supportive services;
- Case management.

G. Construction (\$0)

BUDGET NARRATIVE: MN Partners for Youth Career Pathways Project

H. *Other* (\$53,835)

These costs include:

- State level Non-Personal Services (estimated at 14% of salary and fringe benefits) (\$55,836-\$15,000 (estimated for supplies) = \$40,836): \$40,836
- Orientation/Roundtables (including national conferences and local roundtables): \$4,196
- MIS Costs = \$8,803

I. TOTAL DIRECT COSTS (\$2,443,168)

J. *Indirect Cost Rate* (\$56,832)

Approved at 14.25%

TOTAL GRANT REQUEST: \$2,500,000

**Attachment D: Awardee's Project Narrative incorporated
as the Statement of Work**

INTRODUCTION

Minnesota's Department of Employment and Economic Development (DEED) is pleased to submit a Disability Employment Initiative (DEI) proposal to improve employment outcomes for **youth with disabilities ages 14-24**. "Partners for Youth Career Pathways," is a **new and innovative Minnesota DEI project** to be conducted in collaboration with local workforce development boards (LWDBs) in three rural Local Workforce Development Areas (WDAs), PACER Center - a national Parent Center serving youth with disabilities, and other key education and employment partners. The project's overall purpose is to **improve employment outcomes** for youth with disabilities ages 14-24 years by increasing their participation in career pathways; **enhance the State's public workforce capacity** to serve youth with disabilities using a job-driven approach; and provide local and regional businesses with qualified new workers.

(1) STATEMENT OF NEED - Population Focus Area

The "**Partners for Youth Career Pathways**" project will focus on serving **youth (ages 14-24) with visible and non-visible disabilities, including those with chronic health conditions**. Providing services to the state's growing **diverse youth populations** is also an important emphasis of the program. Three rural WDAs have been selected to participate: **Southwest Minnesota Private Industry Council (WDA 6)**, **Central Minnesota Jobs and Training Services (WDA 5)**, and **Rural Minnesota Concentrated Employment Program (WDA 2)**. Together, these agencies serve counties representing approximately 21% of the state's population.

Minnesota's current Workforce Innovation and Opportunity Act (WIOA) state plan emphasizes the need to improve employment outcomes for youth, individuals with disabilities, and its citizens from diverse populations: "**Unemployment and poverty rates for communities**

of color have continued to increase, while median incomes have decreased. People with disabilities are experiencing over double the rate of unemployment as those without a disability, and youth are becoming increasingly disconnected from education and the labor market." Although Minnesota has developed successful career pathway models and youth employment programs, the state's youth with disabilities are currently disconnected from the career pathways system. There is a need to adapt the existing initiatives to meet the unique needs of youth with disabilities.

While MN's overall unemployment rate was 6.5% in 2014, it was 14% for people with disabilities. The unemployment rate for youth of color or with disabilities was more than 25%.¹ Youth with disabilities in Minnesota also experience disparities in accessing postsecondary education and training, which is increasingly important for employment success. The state's four-year high school graduation rate for students with disabilities is only 58.21%, compared to 79.8% for all students. Less than one quarter of students with disabilities are enrolled in higher education within one year of leaving high school.² Not having a high school diploma can be a significant barrier to obtaining the postsecondary credentials required for many careers.

Nationally, youth with disabilities face additional challenges beyond lower graduation and postsecondary education rates, such as increased involvement with the juvenile justice system, co-occurring mental health problems, lack of transportation, the need to navigate multiple public and private systems, and concern of losing benefits.³ Youth with disabilities experience lower

¹ Minnesota Department of Employment and Economic Development. 2016. Minnesota's Combined State Plan for WIOA 2016-2019. Accessed online at: <http://www.gwdc.org/docs/WIOAstatecombinedplan4252016.pdf>.

² Minnesota Department of Education. 2015. MN Part B FF&2013 State Performance Plan / Annual Performance Report. Accessed online at <https://osep.grads360.org/services/PDCService.svc/GetPDCDocumentFile?fileId=10820>.

³ National Collaboration on Workforce and Disability for Youth. Guideposts for Success - Second Edition. Accessed online at [http://www.ncwd-youth.info/sites/default/files/Guideposts-for-Success-\(English\).pdf](http://www.ncwd-youth.info/sites/default/files/Guideposts-for-Success-(English).pdf); Bureau of Labor

employment and education expectations, resulting in less exposure to postsecondary training and work-based learning opportunities.

Labor Market Information

The above data clearly demonstrates that youth with disabilities, especially those who are **culturally and racially diverse**, need increased access to the assistance and training provided by both American Job Centers (known as WorkForce Centers in Minnesota) as well as the **state's career pathways system** in order to gain the competencies and credentials needed to participate in today's workforce.

Minnesota has recently seen significant changes in the racial makeup of its workforce. Over the past 15 years, the state's white population has grown by only 4% while the black population increased by 69%, the Asian by 62%, and the Hispanic by 84%. A major concern with the growing diversity of the state's population is the fact that **Minnesota has the largest racial disparity in employment rates in the country**. In 2015 the unemployment rate was only 2.9% for whites but 14.1% for blacks.⁴

As its population ages and becomes more diverse, MN has a need to ensure **the state's businesses and employers** have access to a skilled workforce. Overall, the growth of the state's workforce has slowed greatly in the last 40 years. From 1976 to 2001, the state's labor force increased by approximately 40,000 people annually. Between 2001 and 2015, the rate dropped to 12,000 year. It is projected that in the next 15 years, the rate will decrease to only 4,000 new workers annually.⁵

In order for Minnesota's economy to remain strong, it is critical that those currently facing

Statistics. 2013. Persons with a Disability: Barriers to Employment, Types of Assistance, and Other Labor-Related Issues. Accessed online at http://www.bls.gov/news.release/archives/dissup_04242013.pdf.

⁴ DEED, 2016.

⁵ DEED, 2016.

PROJECT NARRATIVE – Partners for Youth Career Pathways

barriers to employment are engaged in **career pathways programming** that connects them to 21st century jobs. The sectors currently experiencing high demand in the state include health care, retail, accommodation and food services, educational services, and manufacturing.

Although the state has established career pathways for these sectors, it is challenging for youth with disabilities to navigate the various and complex systems they may need to utilize as part of the process. As part of their training and employment services, youth may interact with school districts, postsecondary programs, WorkForce Centers, vocational rehabilitation (VR) programs, Social Security, private businesses, county supports, transportation providers, and others. Many youth with disabilities continue to rely on their parents or other family members to assist them to achieve their postsecondary goals. Additionally, **parent involvement has been shown to be a predictor of employment success for youth with disabilities**⁶, so families need have an understanding of the career pathways system to support their youth throughout the process.

The partners in this project are **committed to responding to these needs and expanding the capacity of MN WorkForce Centers** to serve youth with disabilities, especially those who are racially and culturally diverse, using **a job-driven approach** that will result in improved employment outcomes.

(2) PROJECT DESIGN

a) Proposed Strategic Approach

i.) Overall Approach

Work Plan. The overall goals of Minnesota’s proposed **Partners for Youth Career Pathways** project are to 1) improve employment outcomes for Minnesota youth with disabilities

⁶ Test, D. W., Mazzotti, V. L., Mustian, A. L., Fowler, C. H., Kortering, L., & Kohler, P. (2009). Evidence-based secondary transition predictors for improving postschool outcomes for students with disabilities. *Career Development for Exceptional Individuals*, 32, 160-181.

PROJECT NARRATIVE – Partners for Youth Career Pathways

ages 14-24 by increasing their participation in career pathways; 2) enhance the capacity of Minnesota’s workforce system to serve youth with disabilities using a job-driven approach; and 3) provide local and regional businesses with qualified new workers. These goals will be achieved through a **project work plan** designed around the following five objectives:

Objective 1. Strengthen partnerships and strategically align youth and adult career pathways systems to effectively serve youth with disabilities through multiple entry and exit points.

Objective 2. Build capacity of WDA staff to support at least 300 youth with disabilities to participate in career pathways system using the Guideposts for Success best practices framework and an Integrated Resource Team (IRT) approach.

Objective 3. Utilize innovative intergenerational family support approach to promote successful outcomes for youth with disabilities participating in career pathways system and programs.

Objective 4. Implement specific strategies to address the state's employment gap for individuals from diverse cultures.

Objective 5. Increase the state's number of employment networks (ENs) and the number of Social Security disability beneficiaries participating in career pathways programs.

The project's work plan (Attachment II) describes how this work will be accomplished and identifies specific activities, milestones, outcomes, timelines, and responsibilities for achieving these objectives.

Six Key Elements of Career Pathways: The project’s strategic approach and work plan incorporate the following **six key elements of successful career pathways:**

1) **Cross-Agency Partnerships** - The project **will work across local and state systems,**

PROJECT NARRATIVE – Partners for Youth Career Pathways

including local DEED programs; school districts; Minnesota Department of Education (MDE) programs (including Special Education, Career and Technical Education, and College and Career Readiness divisions); MN State Colleges and Universities (MNSCU) serving the project's three WDAs; local offices of MN Department of Human Services programs; and PACER Center. At the beginning of the project, **a needs assessment process** will be developed and implemented to determine the most critical service gaps and areas where more alignment is needed.

II) **Identified Industry Sectors and Employer Engagement** – MN has identified six high demand career fields which serve as the organizing structure for 16 career clusters and 81 career pathways. In addition to helping youth access the existing career pathways programming, this project will **help WDAs to be more flexible in order to meet the individual needs of youth with disabilities whose employment goals are outside of established pathways**. This project also allows WDAs and their business specialists to work with local employers to **expand the number and range of work-based learning opportunities** available to participants with the goal of providing youth with experiential learning in paid work related to their career goal.

III) **Education and Training Programs** – This project will connect youth to existing programs that help individuals **address basic skills gaps in the context of career development**. Training programs will incorporate experiential learning, multiple entry and exit points, and stackable credentials in specific career pathways. Case managers and IRT teams will determine the most appropriate training programs for youth to enter and determine whether co-enrollment or accelerated options will be appropriate.

IV) **Funding Needs and Sources** –To stretch grant resources and to leverage formula funds, the project will utilize a range of co-enrollment strategies in state and federal employment and training programs, federal financial aid programs, and other funding sources that may be unique

PROJECT NARRATIVE – Partners for Youth Career Pathways

to each individual participant. Participating WDAs that are not yet **Employment Networks** will establish EN status to expand available resources and improve sustainability of services.

V) **Align Policies and Programs** – Agreements between state and local partner agencies, stronger relationships between local practitioners and employers, and sharing effective practices among implementation sites will **facilitate the alignment of policies and programs**. The project will develop new visual depictions of how career pathways and the career planning process relate to Individual Learning Plans (ILPs) and Individual Education Program (IEP) transition planning, which will help youth, families, and others understand the myriad of services available and which may be most helpful based on youth's needs and interests.

VI) **Measure Systems Change and Performance** – Quarterly and annual reports will document partnership activities and progress towards project goals. An analysis of the project's **effective practices as well as the impact of the project** on systems change at the regional level will be developed and shared with stakeholders at the conclusion of the project.

Addressing Needs: The project plan and strategic approach are designed to meet the identified challenges facing Minnesota youth with disabilities and improve their postsecondary education and employment outcomes. To help youth with disabilities participate and be successful in career pathways programs, the project will provide **comprehensive employment and training services** including **strength-based assessments, career development and intensive wraparound support services, and experiential learning opportunities**. Disability-related accommodations will be determined based on individualized assessment, including **access to PACER's extensive assistive technology resources**. The cross-agency needs of youth will be addressed through an **Integrated Resource Team (IRT)**. IRT membership is determined based on the needs of youth eligible for services from multiple public and private systems and

PROJECT NARRATIVE – Partners for Youth Career Pathways

youth with specific challenges such as co-occurring mental health problems, involvement with the justice system, homeless and runaway youth, and pregnant or parenting youth.

The project will also **address the critical need of helping youth and their families navigate MN'S complex multi-agency career pathways system.** An innovative component of the project is its **intergenerational family support approach** that recognizes the significant role parents or other family members can play in helping youth with disabilities to achieve positive educational and employment outcomes. This approach also **acknowledges the intergenerational structure of many racially and culturally diverse families, a special emphasis of this project.** Family support activities include parent trainings, family-friendly career pathways resources, and information dissemination. Additionally, eligible family members of youth participants will be referred to relevant training and workforce programs, such as Adult Basic Education (ABE), Minnesota Family Investment Programs (TANF), and other employment initiatives.

Through **proactive activities**, this project will work to **address the state's need to reduce the achievement gap of culturally and racially diverse individuals.** The project will recruit participants from underserved and under-represented populations by implementing innovative intergenerational services and engaging with community liaisons. WDAs will also identify and share best practices to address the needs of culturally and racially diverse youth with disabilities.

Alternate Assessments: To integrate and accommodate individuals with disabilities in existing career pathways programs, the project will utilize alternative assessment processes as needed (such as the "discovery" method for youth with significant disabilities) and develop a **new Guideposts-based Individual Learning Plan (ILP) template to help customize established career pathways to the individual needs of youth with disabilities.** The project

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will also incorporate assistive technology consultations, VR services, and other strategies when appropriate.

WorkForce Center (AJC) and Other Services: - Through innovative career pathway programming and the use of Integrated Resource Teams (IRTs), both in-school and out-of-school youth participants will have access to WorkForce Center services that compliment those provided by other partners such as adult basic education, community colleges and universities, or local school districts. This **collaborative approach** will enable participants to reach important career pathways milestones such as attain a secondary school diploma or GED, earn a postsecondary credential, and find employment.

Project case managers will also have access to an array of other services including those of other DEED programs and state and local agency partners; a local Disability Resource Coordinator (DRC) knowledgeable about both disability supports and the workforce development system; supplemental funding for Individual Training Accounts; the technical expertise of **PACER Center transition, assistive technology, and family engagement specialists**; and Social Security benefit specialists. They will be able to convene dynamic Integrated Resource Teams that are prepared to **blend and braid cross-program and cross-agency resources** in order to meet the needs of individual youth.

Work Experiences: IRTs will connect youth to **pre-apprenticeship, registered apprenticeships and internships** in fields matching youth's ILPs and desired career pathway. Implementation sites will work with local employers to expand existing and create new work-based learning opportunities for youth such as apprenticeships, internships, mentoring, and customized training programs.

Intensive Services and Support: Under the guidance of the local DRCs hired for this project,

Partners for Youth Career Pathways case managers will design and deliver **intensive wraparound services and extensive support services** to assist youth with disabilities in achieving their employment goals. Wraparound and support services will be based on the individualized needs of youth and include case management, co-enrollment in appropriate DEED programs, accommodations, college application assistance, transportation assistance, academic and career counseling, identifying or providing financial aid, and employment or job retention assistance. Local DRCs will utilize Minnesota’s innovative Disability Benefits 101 tool to provide instant information for beneficiaries on how benefits and health care coverage can be maximized while going to work. All of these specialized supports are value added services to assist youth with disabilities in making affirmative choices around career pathways training, employment, and self-support.

Employment Network Prior Success and Plans: In addition to DEED’s Vocational Rehabilitation Services (VRS), which has been a statewide cost reimbursement and milestone EN since 1984, DEED has a second statewide EN (referenced as the DEED EN) currently administered by the Workforce Development Division and comprised of Minnesota’s 48 WorkForce Centers (American Job Centers) and their partners (including WDAs/LWDBs). **WDA 2**, a pilot site in the DEI Round III project and a local partner in this proposal, continues to actively participate in Ticket to Work (TTW) activities under the umbrella of the DEED EN. Currently there are 26 Tickets assigned to the DEED EN. Since the start of the Round III DEI project in 2012, the DEED EN has generated \$72,269 in Ticket revenue from Ticket Holders meeting employment milestones and outcomes. In addition to the DEED EN, local partner **WDA 5** is also an active EN, offering career planning, job leads and job placement, ongoing employment support and benefits counseling, and has 13 currently assigned Tickets which have

PROJECT NARRATIVE – Partners for Youth Career Pathways

generated over \$41,000 in revenue. The two local partners with success in the TTW program will mentor **WDA 6** as they begin accepting Tickets and serving SSA disability beneficiaries through this project. DEED and **WDA 5** will also provide technical assistance to WDA 2 and WDA 6 in applying for EN status as required by the grant.

ii.) Population-specific approach

Partners for Youth Career Pathways will build on the success of MN's previous youth-focused DEI project and current adult-focused DEI career pathways grant to integrate the unique needs of youth with disabilities into Minnesota's existing career pathways system. The project will leverage the expertise of the three WDAs and multiple youth-serving agencies and stakeholders including MDE, MNSCU, SSA, local Community Transition Interagency Committees (CTICs), community-based organizations serving youth of color, and PACER Center, MN's nationally recognized state parent and information center serving families of children and youth with disabilities.

K-14 Alignment: Recent legislation requires Minnesota schools to develop a **career-focused individual learning plan for each student** beginning no later than 9th grade. Other career-focused, school-based programming includes special education transition planning, career exploration, experiential learning opportunities, internships, and youth apprenticeship and other postsecondary co-enrollment options. MN State Colleges and Universities, the postsecondary system most utilized in MN's career pathway system, maintains a CAREERwise website that can assist youth participants and case managers. The site provides online career assessments, career exploration activities and job search tips for Minnesotans of all ages, as well as information on Minnesota specific career pathways programs.

Co-enrollment: MN has a variety of **postsecondary education dual enrollment options,**

PROJECT NARRATIVE – Partners for Youth Career Pathways

including MDE's Early/Middle College Program for at-risk youth attending alternative schools. A unique element of this program is that tuition for developmental programs is covered, allowing students lacking basic skills the opportunity to acquire foundational knowledge while pursuing education towards their career pathways goal. In addition, established Carl D. Perkins Career and Technical Education Consortia between local school districts and state colleges and universities offer a range of co-enrollment and stackable career credential opportunities.

Project WDAs will work with local MNSCU schools to offer **bridge programming** and integrated career courses on campus. DRCs and case managers will work with local college and universities to collaboratively meet the needs of diverse project participants before they reach campus such as arranging for accommodations and setting up academic supports such as tutoring.

Transition Strategies: With WIOA's increased focus on serving transition-age youth with disabilities, WDAs will partner with VRS when possible to **provide collaborative pre-employment transition services (PETS)** to youth age 14 to 21. This could include work experiences, introduction to career pathways, and related support services. Youth case managers may attend and contribute career development information and guidance to a student's special education Individualized Education Program (IEP) team; contribute to the development of Individual Learning Plans; work with school district truancy liaisons and alternative program staff to promote school completion; and direct struggling youth to appropriate career pathways. PACER's parent trainings will help families understand the transition process and how career pathways programs can support their youth's employment goals.

Staff Development: Multiple avenues for **staff development** will be utilized including the annual Region V Roundtable for WIOA youth programs, national DEI conference, Peer to Peer

PROJECT NARRATIVE – Partners for Youth Career Pathways

training sharing expertise between participating WDAs, and contracted training activities from **content experts** on topics identified by needs assessment activities. Examples of possible topics include *Guideposts for Success*, **assistive technology, implementation of Minnesota’s Olmstead Plan, apprenticeship programs, ABLE Act savings programs, serving youth with mental health needs, and postsecondary student support services.**

Acceleration Strategies: To allow youth participants to move rapidly toward employment in their chosen career pathways occupation, the project will utilize innovative practices that have emerged in recent years. These include advancing their reading and math skills via contextualized learning, aligning curricula to allow for acceleration, compressed training, awarding credit for prior learning, and dual enrollment.

Guideposts for Success: The inclusive and integrated approach to service delivery outlined in the Guideposts for Success is central to the design of this project. Like the Guideposts, this project is firmly rooted in the importance of **high expectations for youth with disabilities.** Project activities **align resources and address the individual needs of youth in all of the Guideposts’ five categories:** School-Based Preparatory Experiences; Career Preparation & Work-Based Learning Experiences; Youth Development & Leadership; Connecting Activities; and Family Involvement & Supports. Local DRCs and case managers will use Guidepost-based assessment and internal planning tools piloted by DEED. In addition, a new **Guideposts-based Individual Learning Plan tool** will be developed for out-of-school youth, families, counselors and case managers to use.

Career pathways programs by their very nature incorporate the **school-based preparatory experiences and career preparation** and work-based learning described in the Guideposts. **Self-determination and youth leadership programs** are available to youth participants via

each WDA or via activities offered by secondary and postsecondary education programs as well as community-based organizations. **Building the self-advocacy and self-determination skills of youth** will also be addressed through PACER trainings. The “Connecting Activities” component of the *Guideposts* is an essential part of the wraparound services and IRT process.

b) Integrating Resources

Integrated Resource Team (IRTs): The IRT process is an effective means of **leveraging resources from various public and private organizations on behalf of individual youth**. IRT meetings are a catalyst for partner agencies to blend and braid funds, each taking responsibility to help address a youth’s specific needs related to their organization’s expertise (e.g. work-based learning, health care coverage, mental health counseling, housing, etc.). Each agency’s funding can be more effective when delivered as part of an overall plan and in concert with other partner resources. The experience of conducting multiple IRT meetings also promotes a deeper understanding among local partner agencies of what each can and cannot do, taking memoranda of understanding from abstraction to implementation. In addition, the process **fosters ongoing working relationships** that result in expanded partnership and collaboration at the local level and a **strong foundation for future collaboration**.⁷

Leveraging Resources: Blending and braiding of resources is an effective strategy to maximize services. In addition to IRTs convened for individual youth, other DRC relationship-building activities such as networking, brainstorming meetings, and community outreach events help lay the foundation for cross-agency collaboration and the leveraging of partner resources.

Co-enrollment strategies are another important way to leverage resources. Co-enrollment in

⁷ Minnesota Department of Employment and Economic Development. 2015. MN Partners for Youth: “Lessons Learned”; Minnesota’s 2012-2015 Disability Employment Initiative for Youth. Saint Paul, MN, DEED Office of Youth Development. Accessed online at https://mn.gov/deed/assets/lessons-learned_tcm1045-222583.pdf

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WIOA or state-funded employment programs and co-enrollment in MDE Career and Technical Education and other postsecondary enrollment options **leverage funding** from additional sources to optimize outcomes for youth. Case managers can also ensure that youth access student support services offered by their postsecondary schools, Social Security work incentives, youth-serving community-based organizations, federal financial aid programs, DHS Waivers, or other supports.

c) Partnerships and Collaboration

Partners: In Minnesota’s experience, organizations serving youth share a vision that leads to cooperation rather than competition for resources. Minnesota’s long history of collaboration and strong working relationships among DEED, MDE, VRS, State Services for the Blind, SSA and MNSCU creates an environment conducive to the expansion and adaptation of existing career pathways programs to better serve youth and create system change. At the local level, state service providers work in close alignment and partnership with local Workforce Development Boards and WIOA service providers to leverage resources and focus on comprehensive services that address customer needs. Groundwork has been laid with Pathways to Prosperity, MN’s accelerated, articulated and inclusive career pathways program serving adults, via MN’s Round V DEI grant activities. All participating WDAs have experience implementing Pathways to Prosperity career pathways in their regions and also offer innovative programs for youth with disabilities, providing a strong foundation for adapting and expanding career pathways and postsecondary enrollment programs to youth with disabilities.

WDA 2 has had great success with Integrated Resource Teams (IRTs), and has integrated the *Guideposts for Success* framework into the assessment and career planning process for all youth, not only youth with disabilities. It currently offers programing in area high schools to help students use local labor market information to make more informed career choices.

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WDA 5 was a partner in Project C3: Connecting Youth to Communities and Careers, a 2003-2006 grant to the Minnesota Governor's Workforce Development Council from DOL's Office of Disability Employment Programs and is also part of the Round V DEI project focusing on adult career pathways. WDA 5 is also an established EN, and for the last couple of years has partnered with Steger Wilderness Center to provide youth with an opportunity to apprentice under master stone masons. The youth dedicate four weeks of the summer to develop the skills and confidence necessary to become proficient in many of the fundamentals of stone work, concrete finishing technique, and construction. The youth participants also earn a forklift credential and acquire many leadership skills during this experience.

WDA 6 is active on the Southwest Minnesota Career Pathway Partnership team which also utilizes IRTs in their career pathways process and is an implementation site for the Round V DEI grant. WDA 6 offers a program to help young offenders access job training, and provides service learning and youth leadership opportunities.

Minnesota is piloting the Pre-Employment Transition Services (PETS) partnership with DEED-VRS in three pilot WDAs, demonstrating how these services can be delivered via Minnesota's youth workforce development system. Two of the three PETS pilots (WDA 2 and WDA 6) are also in the **Partners for Youth Career Pathways** project. WIOA youth counselors are coordinating with VRS counselors to provide high-quality, cost-effective services to in-school youth with disabilities. PETS services include job exploration counseling; work experiences in an integrated environment in the community (including internships in public and private sector); workplace readiness training; staffing costs and related support services. More intensive supports such as job coaching are arranged and paid for separately by VRS. In addition, regular meetings between DRCs and VRS counselors to discuss their shared caseload help the

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staff of each program to develop a deeper understanding of the capacity of one another's agency and contribute to more effective, coordinated, and cost-effective services for youth into the future. Stronger working relationships between local VRS counselors and WIOA youth program staff lay the foundation for ongoing collaboration on behalf of youth with disabilities. More information about the PETS project can be found on the project website:

<http://mn.gov/deed/programs-services/office-youth-development/special/pets/>.

PACER Center, which will be responsible for developing and delivering several project activities, has **nationally-recognized expertise on family engagement, evidence-based transition practices, and assistive technology**. It provides technical assistance, resources, workshops, and referrals to both families and professionals on employment and postsecondary education for youth with disabilities. **PACER's National Parent Center on Transition and Employment** has a robust content-rich web site, www.pacer.org/transition, Facebook page www.facebook.com/npcte, and e-news, all featuring timely information, resources and opportunities for transition-age youth with disabilities, their families, and professionals. **PACER's Simon Technology Center** www.pacer.org/stc/ provides assistive technology training and expertise to help both youth and adults with disabilities reach their educational, career and independent living goals. Other PACER programs focus on health, housing, and bullying prevention. PACER also has experience working with Native American, African American, Hispanic/Latino, Somali and Southeast Asian families and their communities. Many PACER publications are available in Hmong, Somali and Spanish.

Letters of Commitment: The Partners for Youth Career Pathways grant attachments include letters of commitment from the required partners indicating their understanding of required project activities and commitment to accomplish program objectives.

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State and Local Alignment: This new project is in close alignment with MN’s WIOA State Plan, which identifies many of the same needs and objectives. Both have a shared goal of meeting the needs of MN employers by generating a **more skilled labor force**. The plan also emphasizes the need to identify and **implement scalable and sustainable best practices** around **high-demand career pathways**. It notes the need to ensure that state agencies and educational institutions are aligned with the workforce development system. Project activities reflect the state’s objectives to improve Minnesota WorkForce Center system partnerships through better alignment, increased leveraging of resources, broader partnerships and improved communications. Both the state plan and this project recognize the importance of providing youth with the skills and competencies needed for their identified career paths and to **achieve meaningful employment**. In addition, both the plan and project emphasize the importance of collaborative efforts to address the **employment gap for underserved populations**. Finally, both express the intention to work with businesses to promote experiential learning opportunities, such as apprenticeships, internships and customized training programs.

Fostering Partnerships with Business: Building on existing partnerships and general outreach to the state’s private sector, DEED’s business services specialists will **introduce local Minnesota businesses to the advantages of hiring youth with disabilities who have graduated from MN’s career pathways programs**. Working together with knowledgeable local training and VRS staff, these specialists will explore with businesses their employment needs and how they can be filled by these individuals. Business services specialists will describe how career pathways have been designed to meet the needs of the labor market and how these successful individuals can help private sector industries meet their “bottom lines.” Business services specialists will explore with companies the meaning of reasonable accommodations and

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how legal requirements for employing youth with disabilities can be met. Additionally, local employment and training staff will **offer services to businesses designed to increase job retention** among successful career pathway graduates with disabilities.

Resources: As youth with disabilities enter the local programs, they will be assessed by local employment and training staff to determine the barriers they face in becoming employed and economically and socially self-sufficient, and how these challenges can be overcome. During the assessment and plan development process, staff and the youth participant will identify appropriate education and training services. DEI program resources along with other funds from other appropriate sources (e.g. WIOA, Minnesota Youth Program, Adult Basic Education, VRS programs) will be used to support youth with tuition, books, supplies, transportation, and other supportive services. Participants will be co-enrolled in appropriate programs to the maximum extent possible. The **braiding of these funds will be used to increase the effectiveness and efficiency of the education and training services being provided.** Gaps in funding support will be reduced. Further, these education and training services will be part of an individual's career pathway and will be designed to meet both a participant's need and the needs of the labor market.

Systemic Change and Sustainability: DEED and its local partners are committed to providing employment and training services to youth with disabilities **fostering economic and social self-sufficiency.** Effective project practices that are proven to serve DEED customers better will be expanded at a systemic level. For example, the lessons learned in the state's previous DEI experience has helped WorkForce Centers to better serve youth with disabilities (for example, the training on *Guideposts for Success* offered common language when talking with the employer community, workforce development and education partners about outcomes).

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The new knowledge acquired through this grant will enable Minnesota's employment and training community to enhance services to a higher level. DEED and project partners will learn how effective career pathways models can be used to provide opportunities for youth with disabilities. As more is learned, Minnesota's youth workforce system will systematically institute changes to provide effective and efficient services to youth with disabilities. All project partners are committed to continuous improvement in the services provided.

As success stories are gathered, they will be disseminated to demonstrate achievements throughout the state's employment and training community including the philanthropic and non-profit sectors. DEED is committed to gathering resources (both public and private) to continue those efforts in serving youth with disabilities that have proven to be successful in providing paths to self-sufficiency.

(3) EXPECTED OUTCOMES AND OUTPUTS

DEED anticipates that the project will be able to serve approximately 300 youth with disabilities in the three local Workforce Development Areas participating in this project. The project will concentrate on outreach to and serving youth from communities of color and youth who come from economically disadvantaged families. Of this total service population, DEED anticipates that all youth will be involved in career planning and that 90 percent will be engaged in some sort of work-based learning experience (e.g. job experience, internships, on-the-job training, etc.). Emphasis will be given to placing participants in private sector positions in industries with high growth. Additionally, staff will develop positions for participants consistent with individual strengths, skills and interests discovered during career planning sessions. DEED also anticipates that during the course of the project approximately 85 percent of the project participants will meet one or more of the following outcomes: progress toward or attain high

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school diploma or equivalency; attain unsubsidized employment; attain a short-term training certificate; attain a postsecondary credential; or attain National Career Readiness Certification. DEED also expects that a majority of participants will go on to some form of post-secondary education as part of their career pathway including: training for a credential or license, apprenticeship training, Associate degree, or Baccalaureate degree. DEED feels that these outputs are achievable based on past experience. It is anticipated that of the youth who go on to some form of post-secondary education, more than half will complete their training. Further, it is expected that the six-month job retention rate among youth who go on to employment will be 75 percent.

An important outcome from this project will be the greater appreciation by hiring authorities of the potential of youth with disabilities in the labor market, leading to long-term system change. The recruitment of these youth among companies will allow employment and training staff to educate the corporate sector about the value of hiring qualified individuals with disabilities. The project intends to recruit businesses in the three Workforce Development Areas to speak to other firms about the positive experiences these companies had and thus opening up further opportunities for youth with disabilities.

It is expected that the activity of the Employment Networks (ENs) established and enhanced under this project will result in the following outcomes during the term of the grant: the number of active ENs will double from two to four; the number of Tickets assigned to the ENs involved in this project will increase by 75 percent, from 39 to 68; and the amount of Ticket revenue generated will increase by 50 percent, from approximately \$113,000 to approximately \$170,000. The active outreach to Social Security beneficiaries as part of the Ticket to Work activities will result in an increased number of SSA recipients participating in career pathways programs.

(4) ORGANIZATIONAL, ADMINISTRATIVE, AND FISCAL CAPACITY

DEED is the state workforce agency that receives and administers funding under Title I of WIOA and administers the MN WorkForce Center System. DEED staff successfully managed a Round III youth-focused DEI project from 2012 to 2015, and DEED is also currently administering a Round V adult-focused DEI grant. The new project would be housed within the Workforce Development Division-Office of Youth Development, which partners with Local Workforce Development Boards (LWDBs) and Workforce Development Areas (WDAs) to deliver workforce development services to youth. The Office of Youth Development manages Minnesota's WIOA Title I Youth Formula Grant, along with several state-funded youth programs including the Minnesota Youth Program, Minnesota Youthbuild Program, and Minnesota Youth at Work competitive grant program. The success of these four core programs at providing employment and training opportunities to at-risk youth, including youth with disabilities, demonstrates DEED's capacity to implement the program and meet expected outcomes.

The Office of Youth Development also partners with the Minnesota Workforce Council Association (MWCA) on projects with the Minnesota Department of Human Services and Vocational Rehabilitation Services (VRS). MWCA is a statewide network representing all sixteen MN WDAs and is more fully described below. The TANF Innovation Project provides introduction to career pathways for teen parents and youth from families receiving cash assistance through the Minnesota Family Investment Program (MFIP). In 2016, 22% of the 135 youth served had a diagnosed disability. As described previously, the new Pre-Employment Transition Services (PETS) project with VRS serves youth in three WDAs (two of which are local partners in this proposal) by providing work experiences to in-school youth who are

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eligible for VRS and referred by the VRS counselor. These services are funded out of Minnesota's WIOA Title IV allocation.

From these past and current projects introducing youth with disabilities to career pathways, DEED staff has the developed the experience and capacity necessary to successfully implement the proposed complex, multi-year DEI project. The Project Lead duties would be shared among four members of the Office of Youth Development team as described in the budget narrative. Two members of the team, Lynn Douma and Larry Eisenstadt, bring leadership and program development experience in youth programming. Cory Schroeder and Jenny Nelson are recent additions to the Office of Youth Development team. Cory has a background in Spanish language and Latin American studies. He also has experience as chair of the Disability Alliance at University of Minnesota Morris, focusing on the inclusion and awareness of disability related issues affecting students on campus. Jenny Nelson brings experience with data analysis and reporting to the team

As the designated state agency for administration of WIOA funds and the recipient of many federal grant awards from USDOL and other federal agencies, DEED has the knowledge and experience to administer the DEI project. Staff from DEED's Workforce Development, Administrative and Fiscal Services and Information Technology divisions have the tools, experience, and infrastructure to report program and financial activity and provide oversight to ensure that DEED follows established USDOL and State of Minnesota laws, regulations and/or policies regarding budgets and fiscal procedures. DEED staff have the experience and ability to complete and submit required ETA-9130 financial reports and program reports on a quarterly basis, and are able to provide ongoing advice and guidance to subawardees on fiscal activities associated with the project. MN's Office of the Legislative Auditor (OLA) conducts an annual

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audit of DEED over financial reporting as well as a federal compliance audit.

Based on experience and relationships developed through the previously-funded DEI projects, DEED and its identified local partners will be able to complete start-up activities quickly so services can be provided within 6 months of the project start date. DEED currently has master grant agreements in place with each of the agencies named as subawardees in this proposal which will allow funds to be disbursed for local grant activities in a timely and efficient manner. The subawardees have extensive local partnerships in place with local education agencies, adult basic education programs, post-secondary institutions, local employers and industry groups, as well as VRS, State Services for the Blind, MFIP employment service providers, county social service programs serving homeless youth, teen parents and other at-risk populations, foster care agencies, juvenile corrections/probation and community-based cultural organizations which will facilitate the start-up and administration of this project.

At the state level, DEED oversees and maintains an extensive, centralized case management system (Workforce One) that is used by all WDAs/LWDBs and their subcontractors throughout the State of Minnesota for all participants in federally funded or state-funded employment and training programs. DEED fully commits to working with DOL to provide participant data to the Department for evaluation of the project.

PACER, a primary partner and subawardee, also has the demonstrated organizational, administrative, and fiscal capacity to implement project activities. PACER has operated numerous federal grants and subcontracts, is familiar with fiscal and program reporting requirements, and completes project activities in a timely and efficient manner. Project staff have decades of experience with conducting parent trainings and outreach; providing technical assistance to professionals; supporting youth to use assistive technology to promote

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independence; and developing and disseminating high quality resources. PACER has a strong commitment to serving racially and culturally diverse families, and its African American, Somali, Hispanic, and Hmong multicultural staff will assist with project activities aimed at addressing the state's employment gap.

Sustainability: The local areas involved in Minnesota's Round III DEI project, which resulted in improved outcomes for youth participants, demonstrated that specific strategies such as the Integrated Resource Team approach and use of the Guideposts for Success framework in service and career planning are likely to be integrated in the local service delivery structure and supported once project funding ends. For youth with disabilities, success in a chosen career pathway may depend on the ability to customize education and employment experiences to meet the individual's specific needs while also meeting the needs of the employer. Sustainability is closely related to the extent to which supports for youth with disabilities are integrated into all the programs and services of MN's career pathways system. **Partners for Youth Career Pathways'** strategy of providing professional development activities for direct service staff is critical to sustaining effective project practices. Close working relationships developed over the course of the grant between MN's Disability Resource Coordinators, youth workforce system, local K-12 and post-secondary partners, businesses, and local IRT partners will help embed successful strategies into ongoing local practice.

Effective practices identified through this project will be shared with partners in MN's broader career pathway system. The MN Workforce Council Association (MWCA) is an essential partner in MN DEI's sustainability strategy. MWCA's members include Adult, Dislocated Worker, and Youth training service providers, local elected officials, and Local Workforce Development Board (LWDB) leadership. This statewide network representing all

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sixteen MN WDAs ensures that local level employment and training services are delivered in a manner that meets the needs of local economies. Project resources and data collected from MN DEI activities documenting the project's effective practices can be accessed via MWCA's archive of local level programs. MWCA can also facilitate feedback processes and provide opportunities for peer-to-peer sharing to firmly embed these practices within Minnesota's career pathway system.

(5) PAST PERFORMANCE – PROGRAMMATIC CAPABILITY

DEED has invested in the development of a multifaceted career pathways system to serve both adult and youth participants. Pathways are developed for high-demand and emerging occupations, which are determined on the local level based on labor market information supplied by DEED's labor market office. The existing programs and outcomes described below **demonstrate DEED's capability to implement the proposed new project that will help expand youth with disabilities' participation in the career pathways process.** The lessons learned from past performance in adult and youth programs will be applied to this new Partners for Youth Career Pathways project that will focus on meeting the unique needs of youth with disabilities.

For adults, DEED has formulated the Pathways to Prosperity program, supported by state dollars, that takes participants along a path involving a sequence of education/training leading to jobs in occupations in demand in the state. These funds are awarded to WDAs competitively on the basis of responses to a Request for Proposals. Successful proposals must indicate the specific needs of the participant population and how education/training being delivered will lead to economic and social self-sufficiency. Emphasis is placed on reaching populations with low skill levels who are economically disadvantaged.

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The state legislature has viewed Pathways to Prosperity as a vehicle to reduce the racial disparities opportunity gap and has allocated additional state dollars, demonstrating MN's ongoing commitment to the career pathways model. In addition to the state-funded Pathways to Prosperity program, Minnesota's adult DEI project connects adults with disabilities to career pathways programs in order to enhance their economic and social self-sufficiency.

For youth, local WDAs throughout Minnesota have developed several career pathway models to either enhance youth's employability or to assist them to acquire industry recognized or required credentials. WDA staff help youth to understand labor market information to determine the kind of education and training needed to obtain in-demand positions. Strength-based needs assessments are used with youth clientele to determine their talents and interests and explore how these attributes can be used to secure related jobs in high-demand fields. Staff conduct further evaluations to assess the skill levels of youth and arrange for entry into an accelerated career pathway program, if appropriate, or to other kinds of education or training based on their selected pathway.

Minnesota has consistently exceeded federal WIA/WIOA youth performance standards, even being awarded WIA incentive grants. DEED has developed and managed several additional youth employment programs funded by state dollars – Minnesota Youth Program (MYP), Youthbuild, and Minnesota Youth at Work – that also have strong performance outcomes as demonstrated by the outcomes below.

MYP provides comprehensive summer and year-round employment and training services to a economically disadvantaged and at-risk youth ages 14 to 24. The program receives \$3.5M annually from the MN Workforce Development Fund. MYP serves a wide range of at-risk youth who are often co-enrolled in other programs. For example, MYP participants can be co-enrolled

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in TANF-funded youth projects targeting teen parents and youth from households on public assistance. MYP participants with disabilities can be co-enrolled in Vocational Rehabilitation Services (VRS) Pre-Employment Transition Services. MYP job placements include positions in auto repair, health care, education, graphic design, customer service, office work, forestry, veterinary clinics, and many other occupations. In the state's 2015 fiscal year, the program served 2,858 youth; 85% of whom attained work readiness or education goals; 81% remained in school, returned to school, or obtained a high school diploma, GED, or other certificate or degree; 51% received academic or service learning credit; and 25% entered employment, military service, an apprenticeship program, or postsecondary education. Return on investment (ROI) for each dollar invested was \$5.63.

Minnesota's Youthbuild program offers a construction career pathway for at-risk youth and young adults, ages 16 to 24, and helps them to achieve industry-recognized credentials and enroll in pre-apprenticeship training in residential housing construction. The program receives \$1M annually from the state's Workforce Development Fund. The program offers case management and support services to help youth achieve a high school diploma or GED including career exploration and counseling; financial literacy and independent living skill development; leadership and community service opportunities; and 12 months of follow-up and placement services. Youthbuild partners with local Construction Contractors and Apprenticeship Coordinators at Joint Apprenticeship Training Centers (JATCs). In SF 2015 Minnesota Youthbuild served 412 youth and young adults, with 65% being from communities of color. Of these 412 youth, 94% obtained high school diploma or GED; 91% entered employment, apprenticeship programs or post-secondary education; 85% earned an industry-recognized credential; and 77% earned academic or service-learning credit.

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The Minnesota Youth at Work program provides experiential learning opportunities for economically disadvantaged or at-risk youth, ages 14 through 24. A competitive grant program, it receives \$2.8M annually from the state's workforce development funds. In SFY 2016-2017, DEED funded a total of 22 MN Youth at Work proposals serving youth in communities throughout the state. The program promotes mastery of work readiness competencies and 21st Century skills; increases exposure to in-demand jobs important to regional economies; and offers career planning and high-quality worksites. Experiential learning is offered through internships, project-based learning, service learning, and work experience. In SF2015, 4,535 youth were served in experiential learning; 52% received individualized case-management or career planning services; 48% received group career planning, job search, or guidance on postsecondary education leading to high demand jobs in their region; and 90% completed program objectives. Over 75 percent of youth served were youth of color and 28 percent were youth with disabilities.

The success of DEED's past performance with adult and youth career pathways programs demonstrates its capacity to increase the size of the qualified labor pool, improve employment outcomes as measured by WIOA, and increase collaboration among partners.

CONCLUSION

DEED has developed a number of successful youth-focused career pathway models and youth employment programs. Additional youth-focused career pathways have been developed under the auspices other state agencies, such as Minnesota Department of Education and Minnesota State Colleges and Universities. The fact remains, however, that youth with disabilities are largely disconnected from these existing opportunities.

For youth with disabilities, success in a chosen career pathway often depends on the ability to customize education and employment experiences to meet an individual's specific needs while

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also meeting the needs of the employer. This project will provide the state with an opportunity to align multiple initiatives, to develop and more effectively communicate a more unified career pathway system to youth and their families, and to enhance, expand and adapt the capacity of career pathways initiatives to accommodate and meet the unique needs of youth with disabilities.

DEED, along with its partners, is excited to conduct this new **Partners for Youth Career Pathways** program that will build on past success to increase the participation of youth with disabilities in career pathways, enhance the state's public workforce capacity to serve youth with disabilities using a job-driven approach, and provide local and regional businesses with qualified new workers.

Attachment E: Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) (if applicable)

**NEGOTIATED INDIRECT COST RATE AGREEMENT
STATE AND LOCAL GOVERNMENTS**

DEPARTMENT/AGENCY**State of Minnesota**

Department of Employment and

Economic Development

EIN: 411681137

332 Minnesota St., Ste. E200

St. Paul, MN 55101-2146

DATE: April 28, 2016

FILE REF: This replaces
the negotiation agreement

dated: April 24, 2015

The indirect cost rate(s) contained herein are for use on directly awarded grants and contracts with the Federal Government; to which OMB Circular No. A-87 applied subject to limitations contained in the Circular and in Section II, A, below. The rate(s) were negotiated by the MN Department of Employment and Economic Development (DEED) and the U. S. Department of Labor (DOL); in accordance with the authority contained in Attachments C and E of the Circular.

Indirect rates for fiscal years that begin on or after 12/26/2014 are subject to 2 CFR Part 200, Subpart E, in accordance with the authority contained in 2 CFR, Part 200, Appendix VII, D.1.

SECTION I: RATES

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE*</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
Fixed	7/01/11	6/30/12	15.89%	All	All Programs
Final	7/01/12	6/30/13	17.00%	All	All Programs
Fixed	7/01/13	6/30/14	16.29%	All	All Programs
Fixed	7/01/14	6/30/15	18.59%	All	All Programs
Fixed	7/01/15	6/30/16	16.70%	All	All Programs
Fixed	7/01/16	6/30/17	14.25%	All	All Programs

(SEE SPECIAL REMARKS SECTION)

***BASE:**

Direct salaries and wages including all fringe benefits

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

SECTION II: GENERAL

- A. **LIMITATIONS:** Use of the rate(s) contained in this Agreement is subject to all statutory or administrative limitations; and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:
- (1) that no costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles,
 - (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs,
 - (3) that similar types of costs have been accorded consistent treatment, and
 - (4) that the information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
 - (5) the rates cited in this Agreement are subject to audit.
- B. **ACCOUNTING CHANGES:** This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting, for costs which affect the amount of reimbursement resulting from the use of this Agreement, require prior approval of the **Division of Cost Determination**. Such changes include, but are not limited, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.
- C. **NOTIFICATION TO FEDERAL AGENCIES:** A copy of this document is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.
- D. **FIXED RATES WITH CARRY FORWARD:** Fixed rate means an indirect cost rate, applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A fixed rate is not subject to adjustment, except that the difference between the estimated costs and the actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

The Special Remarks section of this agreement may include a carry forward amount(s) for the applicable fiscal year(s).

E. SPECIAL REMARKS:

1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the Agreement should be adjusted to the applicable rate cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
2. Contracts/grants providing for ceilings as to the indirect cost rates(s) or amount(s) which are indicated in **Section I** above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
3. Administrative cost consists of all **Direct** and **Indirect** costs associated with the management of an organization's programs. A non-Federal entity or contractor should refer to their contract/grant terms and specific program legislation for the applicable definition of 'Administrative Costs' and any related limitations.
4. The June 30, 2015 fiscal year-end' FINAL indirect rate pool **may be** comprised of the following cost elements/categories:
 - a) Salaries and fringe benefits of positions in the following functions:

Commissioner Office

Commissioner

Executive 2

Customer Services Specialist Int.

Deputy Commissioner (3)

Executive Aide

Office & Admin Specialist Int.

Administration and Financial ServicesHuman ResourcesMN.IT@DEEDCommunications, Analysis & Research Div. [CARD]Other Administration

- b) Non-personnel support costs related to the above positions:

Rent/Lease-Space Rental

Professional/Technical Consultant Srvcs

Computer and Systems Services

Travel

Equipment

State Agency Reimbursement

Central IT Service

Printing & Advertising

Supplies

Communications

Employee Development

Repairs to Equipment & Furniture

Other Operating Costs net of Credits

c) The federal Department of HHS' negotiated 2015 FYE Statewide Central Service modified DEED cost allocations for the following:

Bureau of Facilities Management
Administration – Inter-tech
Department of Finance
Mediation Services
Treasurer's Office
MAPS SEM4 Special Billing

Bureau of Operations Management
Technology Policy Bureau
Department of Employee Relations
Legislative Auditor
State Auditor
Roll-forward adjustment amount

5. Fringe benefits - Employee fringe benefits are comprised of the following cost elements:

FICA
Unemployment Compensation
Life Insurance/Dental/Medical Plan

Workers' Compensation
Employee's Retirement
Severance Expenditures

ACCEPTANCE

BY THE ORGANIZATION:

**BY THE COGNIZANT AGENCY
ON BEHALF OF THE FEDERAL GOVERNMENT:**

**MINNESOTA - DEPARTMENT OF
EMPLOYMENT AND ECONOMIC DEV'L**
332 Minnesota Street; Suite E200
St. Paul, MN 55101-2146

U.S. DEPARTMENT OF LABOR
200 Constitution Ave.; N. W. S-1510
Washington, DC 20210

(Grantee/Contractor)

(Government Agency)

(Signature)

(Signature)

(Name)

for
Victor M. Lopez

(Name)

(Title)

Chief,
Division of Cost Determination

(Title)

(Date)

5.12.16

April 28, 2016

(Date)

Negotiated By: Ronald Goolsby
Regional Cost Negotiator
Telephone No.: 312 886-5247
Facsimile No.: 353-0704