


PY 2022 WIOA Youth Formula Funds
 SFY 2023 Minnesota Youth Program (MYP)
 Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Ramsey County Workforce Solutions	
Director Name: Ling Becker Telephone Number: 651-266-6001 Fax: 651-266-9891 E-Mail: ling.becker@ramseycounty.us	Contact Name: Rachael Molenaar Telephone Number: 651-266-6025 Fax: 651-266-9891 E-Mail: rachael.molenaar@ramseycounty.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005878	8027726
DUNS Number:	SWIFT Vendor ID Number (if known):
01-035-4488	0000196508 001

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature:	
Title:	Director
Date:	4/26/2022

Attachment 2

PY 2022 Budget Information Summary:

WIOA Youth Formula Grant Program (updated 11/23/21)

(For WDAs Opting to Increase ISY Funding For Homeless/Foster Youth)

(See following pages for definitions of cost categories)

WDA Number, Contact, E-Mail:	WDA #15, Michelle Belitz, Michelle.Belitz@CO.RAMSEY.MN.US
Date Submitted (or Modified):	6/10/2022

Cost Category	Carryover From PY21 <i>(Cannot exceed 20% of PY 21 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/22 to 9/30/22	Estimated Expenses 10/1/22 to 3/31/23	Estimated Expenses 4/1/23 to 9/30/23	Estimated Expenses 10/1/23 to 3/31/24
764/833 Administration <i>(Cannot Exceed 10%)</i>		\$111,109.60	\$111,109.60	\$34,091.41	\$61,868.81	\$89,646.21	\$111,109.60
841 In-School Youth Work Experience Wages/Fringe		\$70,000.00	\$70,000.00	\$26,331.96	\$43,831.96	\$61,331.96	\$70,000.00
825 Out-of-School Youth Work Experience Wages/Fringe		\$140,000.00	\$140,000.00	\$67,977.91	\$102,977.91	\$137,977.91	\$140,000.00
872 In-School Youth Work Experience Staff Costs		\$20,000.00	\$20,000.00	\$4,413.67	\$9,413.67	\$14,413.67	\$20,000.00
855 Out-of-School Youth Work Experience Staff Costs		\$110,000.00	\$110,000.00	\$22,935.67	\$50,435.67	\$77,935.67	\$110,000.00
874 In-School Youth Direct Services (Non-Work Exp.)		\$140,000.00	\$140,000.00	\$35,581.28	\$70,581.28	\$105,581.28	\$140,000.00
877 Out-of-School Youth Direct Services (Non-Work Exp.)		\$263,986.40	\$263,986.40	\$67,079.85	\$133,076.45	\$199,073.05	\$263,986.40
848 In-School Youth Support Services		\$75,000.00	\$75,000.00	\$17,775.19	\$36,525.19	\$55,275.19	\$75,000.00
862 Out-of-School Youth Support Services		\$115,000.00	\$115,000.00	\$61,920.82	\$90,670.82	\$119,420.82	\$115,000.00
860 In-School Youth Other Services		\$26,000.00	\$26,000.00	\$5,416.67	\$11,916.67	\$18,416.67	\$26,000.00
878 Out-of-School Youth Other Services		\$40,000.00	\$40,000.00	\$8,333.33	\$18,333.33	\$28,333.33	\$40,000.00
837 In-School Youth Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
838 Out-of-School Youth Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:		\$1,111,096.00	\$1,111,096.00	\$351,857.76	\$629,631.76	\$907,405.76	\$1,111,096.00
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 60 percent*):							67%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							34%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							398

*To take advantage of the “lower” 60 percent out-of-school expenditure level, the WDA agrees to increase/enhance services to those in-school youth who are identified as “homeless” at the time of enrollment into WIOA.

Attachment 2
 SFY 2023 Budget Information Summary:
 Minnesota Youth Program
 (See following pages for definitions of cost categories)

WDA Number and Contact:	15/Michelle Belitz
E-Mail Address/Phone No:	Michelle.Belitz@CO.RAMSEY.MN.US/651-266-6054
Date Submitted (or Modified):	6/10/2022

Cost Category	Total Funds Available	Estimated Expenses 7/1/22 to 9/30/22	Estimated Expenses 7/1/22 to 12/31/22	Estimated Expenses 7/1/22 to 3/31/23	Estimated Expenses 7/1/22 to 6/30/23
764/833 Administration (Cannot Exceed 10%)	47,207	11,802	23,604	35,405	47,207
881 Youth Participant Wages and Fringe Benefits	140,200	35,050	70,100	105,150	140,200
885 Direct Services to Youth	177,575	44,394	88,788	133,181	177,575
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)	-	-	-	-	-
891 Support Services	107,100	26,775	53,550	80,325	107,100
Total:	472,082	118,021	236,042	354,061	472,082

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	110
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	0
Estimated Total Number of MYP Youth and Families Served:	110
Estimated Cost Per MYP Participant:	4,291.65
Estimated Cost Per OTS Participant-Family:	0

If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

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

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for non-training activities should be included in this category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to

operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

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

(WIOA Youth ONLY) In-School and Out-of-School Youth Training – Funds used for paying costs associated with each WIOA Youth participant receiving training services. This can include everything from online, self-paced learning of basic work readiness skills (for instance), all the way up to funding for participants working towards a WIOA-recognized credential at a post-secondary institution on the Eligible Training Provider List. Appropriate costs may include tuition, fees, books and other costs associated with the participant’s course of study. Stipends provided to participants for training activities should be included in this category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for both In-School Youth (ISY) and Out-of-School Youth (OSY).

(MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.

- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on CAREERwise, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

PY 2021-2023 WIOA Youth Performance
 (Definitions of Each Measure are on the Following Page)

WDA/Contact:	Rachael Molenaar
E-Mail Address/Phone Number:	rachael.molenaar@ramseycounty.us 651-266-6025
Date Submitted (or Modified):	7/6/2022

WIOA Youth Performance Measure	PY 2021 WDA PLANNED	PY 2022 STATE NEGOTIATED LEVEL	PY 2023 STATE NEGOTIATED LEVEL	PY 2022 WDA PLANNED	PY 2023 WDA PLANNED
Employment/Education/ Training 2nd Quarter After Exit:	75%	68.0%	69.0%	68%	68%
Employment/Education/ Training 4th Quarter After Exit:	74%	69.0%	69.0%	69%	69%
Credential Attainment:	62.5%	62.0%	62.0%	62%	62%
Median Earnings:	\$3,700	\$4,000	\$4,000	\$4,000	\$4,000
Measurable Skills Gain:	49%	41.0%	42.0%	41%	42%

WIOA Youth Performance Definitions

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

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

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

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

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

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

Youth Committee Information For PY 2022/SFY 2023 -

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

WIB Mission: The Workforce Innovation Board of Ramsey County will be the catalyst for comprehensive workforce development strategies that address both employer and jobseeker needs.

Youth Committee Mission: Supporting and building a foundation for all youth to thrive as healthy productive members of our community.

Youth Committee Workplan:

Youth Committee			
Action	Timing	KPIs	Strategic Areas
Support Ramsey County Youth Works! Initiative <ul style="list-style-type: none"> • ARPA Funding • EDA Good Jobs Challenge 	On-going	Annual assessment	Systems Alignment, Support and Leadership Employer Engagement and Support System Innovation Culturally Responsive Leadership
Gather nominations, evaluate, and present Vern Vick Award	Q3 2022	# of nominees	Systems Alignment, Support and Leadership
Employer support strategies in partnership with City of Saint Paul: On-boarding, supervisor training, youth-employer advisory	2022	# of employers engaged	System Innovation Employer Engagement and Support
Assess and grow committee membership <ul style="list-style-type: none"> • Add youth member to the Youth Committee • Recruit more employers to the Youth Committee • Vern Vick Award winner join for the following year 	2022	# of youth members # of business members	Systems Alignment, Support and Leadership Employer Engagement and Support
Monthly evaluation of Youth Dashboard and quarterly evaluation of performance outcomes	On-going	Performance outcomes	Systems Alignment, Support and Leadership

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

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: Paul Nikstad Phone Number: 651-395-0445 E-Mail: Nikstad.paul@jobcorps.org	Community-based organization	Yes
Member Name: Tom Aasheim Phone Number: 651-230-5742 E-Mail: taasheim@ftium.edu	Education	Yes
Member Name: Breanna Galuska Phone Number: 651-744-6061 E-Mail: Breanna.galuska@spps.org	Education	No
Member Name: Karen Gerdin Phone Number: 651-744-7522 E-Mail: karen.gerdin@spps.org	Education	Yes
Member Name: Jennifer Germain Phone Number: 651-539-36161 E-Mail: jennifer.germain@state.mn.us	One-Stop Operator	Yes
Member Name: Mary Sue Hansen Phone Number: 651-604-3514 E-Mail: marysue.hansen@isd623.org	Community-based organization	No
Member Name: Hyon Kim Phone Number: 763-233-1751 E-Mail: htkim@mnbestinc.com	Business	Yes
Member Name: Gaye Massey Phone Number: 651-265-0712 E-Mail: gamassey@ywcastpaul.org	Community-based organization	Yes
Member Name: Sheri Riemers Phone Number: 651-227-4184 ex 14 E-Mail: sheri.riemers@adycenter.org	Community-based organization	Yes

Youth Service Provider Information For PY 2022/SFY 2023

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

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: <i>Hired</i></p> <p>Address: <i>800 Minnehaha Ave E Suite 200</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55106</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: www.hired.org</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Face 2 Face</i></p> <p>Address: <i>1165 Arcade St</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55106</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://face2face.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: <i>Goodwill Easter Seals</i></p> <p>Address: <i>553 Fairview Ave N</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55104</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://www.goodwilleasterseals.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: <i>Change Inc.</i></p> <p>Address: <i>281 East Robie St</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55107</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://www.thechangeinc.org/qap-school.html</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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Year-Round (incl. summer):		X																					
Outreach to Schools:		X																					
<p>Name of Service Provider: <i>Urban Boat Builders</i></p> <p>Address: <i>2288 University Ave W</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55114</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://www.urbanboatbuilders.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Youthprise</i></p> <p>Address: <i>3001 Broadway St NE #300</i></p> <p>City, State, ZIP <i>Minneapolis, Mn 55412</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://youthprise.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: 30,000 Feet</p> <p>Address: 2355 Highway 26 West Suite 400</p> <p>City, State, ZIP Roseville, MN 55113</p> <p>Contact Person: {insert name of contact person here}</p> <p>Contact Person Phone: {insert contact phone number here}</p> <p>Contact Person E-Mail: {insert contact person's e-mail address here}</p> <p>Service Provider Website: https://30kft.art/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: Hmong American Partnership</p> <p>Address: 394 University Ave</p> <p>City, State, ZIP Saint Paul, MN 55013</p> <p>Contact Person: {insert name of contact person here}</p> <p>Contact Person Phone: {insert contact phone number here}</p> <p>Contact Person E-Mail: {insert contact person's e-mail address here}</p> <p>Service Provider Website: https://hmong.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Restoration for All, Inc.</i></p> <p>Address: <i>1870 50th St E</i></p> <p>City, State, ZIP <i>Inver Grove Heights, MN 55077</i></p> <p>Contact Person: <i>{insert name of contact person here}</i></p> <p>Contact Person Phone: <i>{insert contact phone number here}</i></p> <p>Contact Person E-Mail: <i>{insert contact person's e-mail address here}</i></p> <p>Service Provider Website: https://www.restoreall.org/</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50px;"></td> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">ISY:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">OSY:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No	ISY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OSY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 150px;"></td> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Summer ONLY:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Year-Round (incl. summer):</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Outreach to Schools:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No	Summer ONLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year-Round (incl. summer):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outreach to Schools:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2022 WIOA Young Adult and SFY 2023 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

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

A copy of the Request for Proposals that was released in November 2021 for Youth Services beginning April 1st, 2022 can be located in Attachment 1.

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

Ramsey County WFS (WFS) is fortunate to have an extensive network of community partners to provide youth employment services through WIOA and MYP funds. Each of these organizations have their own unique strategies for recruiting young people into their programs. Generally, vendor organizations are working closely with their own partners, including schools and other youth serving organizations. Additionally, vendor partners are leveraging their connections to young people through other, non-employment, services that they make available to young people, including housing supports, mental health supports, and educational supports. Finally, vendor partners are using their own websites and social media platforms to share information about youth employment programs to their communities.

In addition to the individual efforts that vendor partners provide, Ramsey County also provides information about these services and providers to community members through a Youth Employment Service webpage. Referrals for youth employment services may also come directly to the County from a large network of partner organizations, our leadership and engagement in the Ramsey County Youthworks! Initiative and CareerForce. In those situations, Ramsey County staff provide information all about providers and allow young people to make choices about what organization is most attractive to meet their personal needs. . Additionally, Ramsey County is planning to work with a nationally recognized organization, and young people in the community, to develop a new career exploration and readiness website that will serve as the virtual hub for youth career pathways. That website will have information about all youth employment services in Ramsey County, including those provided through these funds and other resources in the community, including City services and Youth at Work providers.

3. Describe eligibility determination process, including the WDA’s strategy for use of the “5% window” for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

Eligibility Determination & Enrollment Process:

The eligibility determination process is critical for the success of both youth and the youth program.

1. Once a youth, young adult or their representative connects with the vendor staff, staff will collect basic information, including name, age, contact information and school status.
2. Vendor management staff then assign new participant to their youth staff/case managers.
3. The case manager will then connect with the participant and aid them in gathering information required for eligibility determination (included in program application).

Case managers then review the application information with participant, determine eligibility (as governed in Minnesota WIOA Youth Policies Chapter 2) and document required proofs of eligibility, including self-attestation of income and barriers to employment. Prior to official enrollment, eligible participants must:

- Provide proof of identification (photo ID)
 - Reside in Ramsey County or spend a majority of their time in Ramsey County
 - Provide proof of legal residence in the United States
 - Provide proof of Selective Service Registration (for participants identified as “male” at birth)
4. Once the eligibility determination has been made, the case managers will formally enroll the youth into the appropriate program in Workforce One.

5% Window:

If vendor staff encounter a young person who does not meet the financial eligibility yet have a significant barrier to success in employment and education, and would benefit from supports, the vendor management team will notify their assigned WFS planner. WFS planner will review the current enrollments data to ensure that no more than 5% of participants do not meet the financial eligibility. If availability exists, WFS planner will communicate back to vendor that they can proceed with the enrollment and ensure that it is noted as 5% Window in Workforce One. Additional details can be found in the WIOA Youth 5% Window Policy in Attachment 2

4. Identify the WDA’s definition of “An individual who requires additional assistance to complete an education program or to secure and hold employment.” The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The Workforce Innovation Board of Ramsey County (WIB) Youth Committee has defined “an individual who requires additional assistance to complete an education program or to secure and hold employment” as the following:

Youth with a barrier, such as, but not limited to:

- Mental, physical, emotional or learning disability
- Youth who is a potential dropout
- Youth with limited English skills
- Youth at risk of gang involvement or involvement with the juvenile justice system

While some of the above barriers are already targeted accordingly to WIOA, other barriers that are considered for young adults where employment or education attainment is inhibited due to the following (but not limited to):

- Incarcerated parent
- Chemical/Substance abuse

- Domestic violence
- Chronic health conditions

Vendor staff, in consultation with their WFS planner, will determine whether “an individual requires additional assistance to complete an education program or to secure and hold employment” after the initial intake or preliminary assessments are complete. The planner makes the final recommendation to the vendor supervisor after careful consideration and review of all the educational and employment experiences, barriers, and options.

5. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

Youth vendors employ a collaborative approach to assessing all youth participants. It is recognized that although formal assessments are only completed once per year, assessment is an ongoing process. Case managers provide an objective, comprehensive annual assessment, that covers items such as the participants social situation, family support, living arrangements and health status along with educational and employment history. The assessment process is strength-based, client-centered and utilizes motivational interviewing techniques that encourage the counselors and the participants to identify potential barriers and strengths/resources that can be accessed to overcome barriers. Additionally, this assessment contains the first component of the Youth Program Career Pathway Bridge, which asks young adults where they are in their career exploration and skill building processes. This formal assessment tool must be updated at least every 365 days to ensure that supports are still appropriate and required to help participants achieve their goals.

In addition to the required annual assessment, case managers use various skill, interest, and strength assessments to assist youth in identifying potential career pathways. The assessment(s) used is based on individual goals and situations. Online and/or paper options include:

- TABE Test: youth who are basic skills deficient would be referred to ABE or on-site tutoring
- CASAS Test: Testing for English Language proficiency
- Holland Interest Assessment
- Minnesota’s Department of Education Career Wheel
- Value and Skill Assessment/Card Sort
- CareerWise (electronic career assessment web-based tool)
- StrengthsFinder
- Mynextmove.org
- GPS LifePlan

The results of any assessments completed are used to inform the creation of any youth service plans.

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

WFS and vendor partners have developed an Individual Service Strategy (ISS) tool, with guidance from WorkforceGPS, a technical assistance website sponsored by the U.S. Department of Labor, and federal

statute WIOA section 129(C)((1)(B). This ISS includes all required components, such as goals for education, training, employment, and personal development, along with ties to the 14 program elements, potential barrier and youth-staff agreements. In addition to the goals identified in the ISS, the Career Pathway Tool is also included to highlight and document a plan to aid the participant in developing either a short- or long-term career plan. Vendor partners may use a modified version of the ISS form, but all ISS templates and forms are approved by WFS planning staff to ensure that all requirements are met.

Case managers make every effort to meet the young adults at a starting point that makes the most sense for that individual at that time. Typically, the process to develop the ISS includes the following steps:

- Complete an annual assessment that determines both areas of strength and growth areas
- Assist the participant in setting SMART personal, employment and/or education goals
- Co-determine the objectives and appropriate timelines in order to meet the identified goals
- Identify any barriers relative to the goals and identify what wraparound support services are needed in order to ensure successful completion
- Identify WIOA Youth program elements and providers that will aid in accomplishing goals
- Identify other outside supports or services that will aid in accomplishing goals and make appropriate referrals
- Co-determine any other strategies needed for success (i.e., network building, job shadows, and technology exposure)

The ISS is a document that should be altered or modified as the youth progresses through timelines and goals. These plans must be reviewed at least quarterly with youth participants and updated at least every 365 days to track progress on identified goals. Case managers and leadership meet regularly to ensure plans are up to date and review progress towards goals.

7. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to the ongoing pandemic.

Ramsey County believes that young people have unharnessed potential and their ability to through a myriad of opportunities is critical for their success. In addition, the county is committed to the investment of young people as we build a more equitable and inclusive economy. As a result, the county has specifically lifted up Learn an Earn workforce development programs that ensure t young people are compensated for their time as they learn. Many of our participants in Ramsey County contribute toward not only supporting themselves but also their families, so it is crucial that they get paid for making the decision to continue their education and learning, whether that is in a formal training or on the job. WFS vendors partners provide these experiences in a wide variety of ways. These include summer and year-around internships working with local businesses and non-profits, work-readiness learning opportunities, and occupational training opportunities, all of which youth receive financial compensation for. In order to assure that participants' work experiences and other paid experiences are focused on skill development, vendors support youth in the completion of a Work Experience Learning Plan. In this plan, young people identify why they want to participant in the work experience and what they want to learn. These plans are shared with the team supporting the young person, including their supervisor and/or support individuals at their work experiences.

Youth service vendor partners will be able to decide if they want to use stipends in any of their programming. If they plan to support stipends, vendor partners will need to incorporate the use of stipends to participants who are engaged in other experiential learning settings, through hands-on occupational training activities. If they choose to use stipends, the vendors will be required to follow the WFS Stipend Policy (located in Attachment 6). WFS believes in supporting youth with opportunities to gain additional skills, credential or experiences that will assist them in obtaining and maintaining a living-wage career. In recognition that many youth participants are required to generate income to support themselves and their families, WFS will allow vendors to develop plans to provide stipends to participants to allow them to engage in these activities. These stipends will be set in accordance with the demands of these activities (including hours required/expected). All participants who receive stipends will be informed that the stipend may be taxable and must be reported to any government/other programs that are income-eligibility based. No stipends will be used as a replacement for work experience, as their intended purposes are different.

WFS's approach to work experiences has adjusted throughout the course of the pandemic. The information gathered during this time was included in the development of the 2022 Request for Proposals. During the pandemic, everyone became more aware of how many young people are responsible for financially contributing to households. Now in an open job market, many young people are forced to choose whether to continue their education and training or take employment in entry-level, low-wage jobs in industries like hospitality and foodservice. In response to this, WFS is investing these state-supported resources and other federally authorized funding (American Rescue Plan Act) into Learn & Earn Models. Additionally, during the pandemic, many organizations shifted their work to virtual opportunities. While this initially posed a challenge for the development of work experience and experiential learning opportunities for participants, WFS was able to leverage funding opportunities to provide technology equipment and connections to participants to open these virtual opportunities to young people.

In addition to the strategies that WFS is providing for young people in funded programming, WFS is also invested in making work experience opportunities available to all young people in Ramsey County. Because of this, a number of tools have been created, including a free job board, [Job Connect](#). On the Job Connect board, there is a designation for "Youth-Friendly" jobs, so that employers who want to support youth can indicate that and young people who are searching for those first work opportunities can locate them.

8. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

WFS has been working closely with Real Time Talent to develop a number of strategies for engaging job seekers, including youth and young adults, in opportunities in Promising Career Pathways (Promising Pathways). These Promising Pathways have been deeply informed by current labor market information and highlight industries and pathways that are currently or projected to have labor shortages. WFS and the WIB are developing initiatives, programs and more for the focus of shifting workers, many of which are young people, from industries that have an oversupply of workers (i.e., hospitality, retail, food service) to these Promising Pathways (i.e., healthcare, technology, manufacturing, etc.). The other exciting, unique difference about Promising Pathways is that they provide young people with a variety of opportunities in a career pathway. For example, rather than providing young people with a single

ladder, they provide them with information about moving through a sector more broadly. For example, a participant who is currently working as a nursing assistant (which is considered an “Origin Occupation”) would be presented with information about “Gateway Occupations” such as licensed practical nurses (LPN), medical secretary, medical assistant, dental assistants and more, rather than one specific next steps, often LPN.

The work around Promising Pathways will be shared with all WFS Youth vendors as they are onboarded in April 2022. WFS will be providing training on these pathways to the vendor staff, along with information on how to work with young people to identify what short-term occupational training opportunities are available and how to leverage WIOA Youth and MYP funds to provide these to participants (using ITAs and other methods).

In 2021, Ramsey County commissioned an extensive Youth Employment Report, in partnership with Real Time Talent. This report dives deep into labor market information and current challenges in serving young people with employment opportunities. Additionally, it discusses a variety of strategies for connecting young people to these occupations and employers in Ramsey County. This report is the grounding in which WFS is using for all of the youth employment initiatives, both state and federally funded, including American Rescue Plan Act, are being developed.

9. If applicable, attach a copy of the WDA’s policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Also indicate if your WDA intends to pursue a waiver allowing ITAs to be established for in-school youth (ISYs).

WFS provides policy guidance to all Youth vendors regarding use of Individualized Training Accounts and other training supports. This policy is located in Attached 3. Vendor partners may have their own procedures for how the policy is to be implemented.

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

All youth vendors have been trained on the statutory requirement to make follow-up services available to participants. Vendor staff make all youth participants aware prior to program exit (when participants are still engaged with staff) and that they are able to access up to twelve months of follow-up services. If participants are exiting the program because they are after multiple attempts, staff are unable to contact them and engage them in programming, staff make all efforts to convey this information but that is not always possible. Follow up communication with young people include phone calls, personal contact, text messages, email, and online tools such as Ramsey County Job Connect.

These supports are intended to assist participants to continue a path toward career building, or other enhanced growth, to ensure success in employment and training.

Typically, young people seeking services in follow-up want help with:

- Updating resumes
- One-on-one career counseling
- Accessing real-time employment and training information
- Invites/information on career and resource fairs

- Interview skills through conducting mock interviews
- Support services to reduce barriers in continued success

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

WFS provides policy guidance to all Youth vendors regarding use of incentives in youth programming. This policy can be located in Attached 4. Vendor partners may have their own procedures for how the policy is to be implemented.

12. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of the most recent WDA’s Support Service Policy for Youth)

WFS provides policy guidance to all Youth vendors regarding use of support services in youth programming. This policy is located in Attached 5. Vendor partners may have their own procedures for how the policy is to be implemented.

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

Historically, WFS has blended MYP and WIOA funds to support youth participants in programming. In response to an influx of other non-WIOA, non-MYP funds, WFS made the decision to more clearly separate programs funded by WIOA Youth and MYP dollars. This separation will allow WFS to serve more young people than previous years, as there will be a reduced number of co-enrollments and will more equitably spend the resources on participant needs. Co-enrollments will not be prohibited but will be discouraged unless there is a very specific reason why the co-enrollment is needed. Additionally, federal American Rescue Plan Act (ARPA) dollars will be leveraged to support youth and young adult employment and training needs beyond the WIOA Youth and MYP programs. Again, young people may be provided with services through both ARPA and formula-funded programs, if the participant’s goals will be achieved through these additional resources.

14. Describe local partnerships serving “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including (but not limited to):

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations

Dropouts and potential dropouts

WFS’ strategy is to continue to enhance and develop strong partnerships between youth vendors and

multiple partners such as community-based organizations, urban and suburban alternative schools and Adult Basic Education Providers, including Saint Paul Public Schools Adult Basic Education and Harmony Learning Center for the purpose of serving this population. Additionally, youth vendors have developed close connections to counselors at local high schools to identify and connect young people disengaging from school with these youth programs.

Youth with language and/or cultural barriers to employment

Ramsey County provides services to Black, Indigenous and People of Color (BIPOC) communities with the goal of reducing employment barriers. WFS has an intentional focus on racial equity and eliminating economic disparities in communities of color throughout Ramsey County. Through these efforts, WFS and the vendors has partnered with culturally specific organizations in order to concentrate on eliminating barriers to employment and decreasing employment disparities and poverty.

WFS works in partnership with many local agencies/organizations including:

- Hmong American Partnership (Provider of youth services)
- Restoration for All (provider of youth services)
- Network for the Development of Children of African Descent
- Ain Dah Yung Center
- Karen Organization of Minnesota
- CLUES (Comunidades Latinas Unidas en Servicio)
- LEAP High School
- Change Inc.
- English Language Learner Programs (Harmony Adult Basic Education, The Hubbs Center – Saint Paul Public Schools, etc.)

We believe so strong in partnerships, WFS has invested significant resources in creating and maintaining a robust database of employment providers. This is available for all stakeholders in the community to access with specific categories devoted to youth and young adult employment service providers and culturally specific organizations in Ramsey County.

In addition, the Ramsey County Board of Commissioners made significant investments in workforce programming targeted toward youth and young adults with CARES Act and ARPA funding. The county and the WIB will continue to work on leveraging new relationships that were formed with culturally specific community- based organizations. In addition, the County Board has adopted an Economic Competitiveness and Inclusion Plan which will form the basis for workforce and economic development strategies for years to come. The WIB will be serving as a key partner toward advancing this work.

Youth in foster care and aging out of foster care

Through connections with WFS, the youth vendors partner with Ramsey County Social Services Child Protection, Permanent Connections (adoptions) and Fostering Connections (long-term foster care) units to identify and serve eligible youth being served by the Ramsey County foster care system. This partnership includes direct referrals and team consultations (as needed). Because of the focus on serving out-of-school youth, this partnership focuses on youth who are choosing to remain in extended foster care, past their 18th birthday, and are required to be engaged in either employment or education supports. Additionally, WFS vendor partners are connected to Foster Advocates, a local non-profit organization that is

providing education navigation to youth who have spent time in out of home (dis) placement (i.e., foster care). While Foster Advocates leads the supports focused on connecting young people to appropriate high school and post-secondary education, vendor partners provide support and resources to integrate the education services into promising pathways work.

Youth experiencing homelessness or runaway

Similar to the work around serving other systems involved youth (foster care, justice, etc.), WFS will continue to serve as a bridge to both internal county partner organizations and other strategic community partners for the vendor partners. Since mid-2019, a working group comprised of members from Heading Home Ramsey and Outside In (a collaborative focused on unsheltered homelessness in Ramsey County), has come together to redesign the Continuum of Care for greater engagement of leaders and improved outcomes for those at-risk of or experiencing homelessness. This redesign was launched in 2021 and will serve as a critical link for WFS to support residents experiencing homelessness. Also in 2021, the Continuum of Care charged WFS with developing a working group focused on connecting youth experiencing homelessness to employment supports. This group has met regularly for the past year and has developed recommendations for how WFS can play a more effective role in supporting these young people. In addition, Ramsey County recently established a new Housing Stability Office that will reside in the same service team as WFS to ensure there is further alignment of resources and coordination. Planning efforts between the two departments have already begun.

Youth program vendors will continue to partner with a variety of organizations serving youth experiencing homelessness or runaway. First, Ramsey County Social Services Youth Engagement Program (YEP) unit, which serves truant and runaway youth, makes direct referrals to vendors. WFS is expanding partnerships with many homeless service organizations, including Ain Dah Yung, Catholic Charities, and Safe Zone (Face 2 Face), which will include possible co-locating vendor youth staff in locations where youth experiencing homelessness are provided with safe space to provide employment and training services on site, including Saint Paul Opportunity Center, and Mino Oski Ain Dah Yung.

In the most recent RFP, WFS specifically put out a call for providers to focus on serving this population of young people. WFS is excited that Face 2 Face, a long-standing organization in Saint Paul who has been serving youth experiencing homelessness since 1972, will begin providing WIOA Youth services in PY22. Face 2 Face is deeply connected to this community of youth and are already providing other services, including housing and health supports, so the additional of integrated employment and training resources will increase the ability of young people to address their wholistic needs.

Youth involved in the juvenile justice system

WFS is continuing to deepen a partnership with both Ramsey County Community Corrections and their contracted community service providers to better serve youth and young adults who have experienced the justice system (both juvenile and adult as WIOA Youth serves young adults up to age 24). WFS staff have presented about these services at meetings of juvenile and adult probation officers, and to the contracted community-service providers who support these young people. WFS will be coordinating to ensure vendors will be connected to our county Community Corrections department, to ensure that youth are being referred to the appropriate Employment and Training program (including WIOA and MYP). Currently Community Corrections and some of the community partners complete direct referrals to vendor partners for employment and training supports, and staff from all parties are involved in planning more extensive

integrated programming.

Ramsey County has been a leader on juvenile justice reform since 2005 and recently Workforce Solutions has been brought to the reform table to be more intentional about including employment and training opportunities in systems change. Ramsey County is excited to elevate continued partnership with youth programs, in connection to this justice work. Hired is an experienced provider with many years of experience serving justice involved youth, including previous efforts at the former Ramsey County residential treatment facility Boys Totem Town.

Additionally, the county has been committed to Transforming Systems Together (TST) is a shared decision-making initiative of community members and Ramsey County to rethink how the county delivers services and invests in community. TST is intended to change the way the county makes decisions about priorities, approaches, budgets and program design by having community members at the table as an equal voice. The focus of TST is centered on criminal justice reform with opportunities for upstream innovative strategies. As a part of the TST initiative, a Youth Advisory Council that is composed of young adults informing the systems about youth-oriented priorities. WFS is a proud member of the TST work and the WIB and the WIB Youth Committee will be given regular updates to relevant work.

Additionally, one of the youth vendors, Hired, offers a number of specialty programs to service this population. Because of their experience in supporting justice-involved youth, Hired has been brought in as a partner in the Ramsey County Attorney Office's new alternative response team that is diverting young people with non-violent offenses to other supports and services. New youth vendors, including YouthPrise, are also going to be leveraging WIOA Youth and MYP resources to support youth at-risk or system-involved with specific occupational and work-readiness training and case management.

Youth with disabilities

WFS partners with Minnesota Vocational Rehabilitation Services (VRS), to serve youth and young adults with disabilities. This includes serving some of their clients with paid summer internships. Additionally, management from VRS sit on both the WIB and the WIB Youth Committee.

Teen parents

WFS will continue to leverage the internal partnerships with the Minnesota Family Investment Program-Young Adults and Ramsey County Public Health's Club Mom and Nurse Home Visiting Program to connect young parents to additional supports and services through Employment and Training programs. Additionally, WFS works closely with Saint Paul Public Schools and specifically Agape, their school for student parents. WFS will ensure that vendors are connected with Agape. Careful planning is being undertaken to determine how to best process these referrals and ensure that this population is best matched to a vendor organization.

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

One of Ramsey County's strategic priorities is to "Advance race and health equity and shared community power". This priority impacts all the decisions made in the planning and delivery of youth employment programs. This impacted the selection priority of the current vendor partners, who all have had a demonstrated a history of serving youth of color. Additionally, new partners with culturally specific organizations, specifically in the black, Hmong, Karen, East African and American Indian communities. Historically, the youth employment programs serve over 80% youth of color.

15. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

WFS will be providing a Work Readiness Indicator Tool, developed by Wilder Research and the Sundance Family Foundation in May 2018, to all youth vendors who will be supporting youth in subsidized work experiences. The tool asks young people to assess their own agreement with fourteen work-readiness skills at the beginning of the work experience and then again at the end of the work experience. This tool is used to document the participants growth throughout the work experience. Additionally, WFS requires participants with youth vendors to complete a Work Experience Learning Plan identifying their individual goals for the experience. The Learning Plan is shared with the work experience supervisor so that they are aware of what areas the participant would like to grow in.

In addition to the participant's own self-assessment of their growth during the work experience, it is important to provide information to participants about how their supervisor and those around them view their growth in the work experience. Because of this reason, youth vendors are required to utilize a supervisor review document for all the young people who participate in work experience. Although WFS does not provide this specific document, WFS will provide examples if vendors would like to reference them and WFS does periodically audit files of participants in work experience to ensure the usage of these supervisor evaluations. WFS requests that the supervisor evaluation is done at least once before the end of the work experience but may be done other times throughout the course of the work experience.

16. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2023, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.

WFS is not planning to pursue any Outreach to School activities with MYP funds in SFY2023.

Although Outreach to School funds will not be used, Ramsey County is making an investment of American Rescue Plan Act funds to support school partners and high school students. WFS is going to develop a School Affiliate Partnership program in which the County will take on a larger role in providing services including job fairs, career exposure events, and more to students at partner schools in Ramsey County. Additionally, the County is exploring opportunities to provide an individualized barrier reduction supports to students to encourage them to take job and career opportunities. Some examples of these supports would include funds for a uniform, bus cards until first paycheck, etc.

17. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 6)

See below. Detailed located in Attachment 7.

- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.
WFS is very excited to demonstrate a variety of work-based learning opportunities for young people with new youth service vendors and new ARPA investment opportunities. Some examples of these innovations include apprenticeship-like programs that blend internship opportunities (with participants working at a private employer) with paid professional-skill development and occupational skill training. Many young people who are seeking opportunities to just earn money are able to do that in the current job market, so WFS is seeking opportunities to leverage resources to invest in young people beyond entry level employment. Additionally, labor market statistics inform WFS that those jobs that require minimal or no post-secondary education are careers that are projected to have more workers than opportunities in the next ten years. Because of this reason, WFS is committed to utilizing resources to provide educational opportunities, blended with work-based learning to shift young people into promising pathways that provide a brighter economic outlook both for the individual worker and our County’s workforce.
- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.

N/A

- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.

N/A

- Strategies for coordinating with after-school and out-of-school time programming.
WFS works closely with the out-of-school time networks for both Saint Paul (Sprockets) and suburban Ramsey County (Suburban Ramsey Family Collaborative). WFS partners with both groups to provide information and collaboration to out-of-school time providers for high school students, primarily focusing on summer employment opportunities. One example of these collaborations includes a series of discussion sessions and providing information to local youth workers about youth employment programs, hosted by Sprockets, the City of Saint Paul and WFS.
- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

As WFS is also the provider of MFIP and SNAP Employment & Training Services, it is well positioned for in-depth coordination. Additionally, WFS is the sole provider of MFIP Employment & Training supports for parents ages 25 and younger. Because of this, WFS has and will provide information to the MFIP supported staff regarding the additional supports and services available to this population. As WFS oversees MFIP, SNAP and DEED supported youth programs, policies, procedures and best-practices for serving young people under the

ages of 25 are shared and aligned.

18. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:
- a. Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.
 - b. If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.
 - c. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
 - d. Summarize how the required program element is delivered to participants and any "best practices" associated with that element.
 - e. The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:
 - i. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services
 - ii. Program Element 2: Alternative secondary school services or dropout recovery services
 - iii. Program Element 3: Paid and unpaid work experience
 - iv. Program Element 4: Occupational skill training
 - v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
 - vi. Program Element 6: Leadership development opportunities
 - vii. Program Element 7: Supportive services
 - viii. Program Element 8: Adult mentoring
 - ix. Program Element 9: Follow-up services
 - x. Program Element 10: Comprehensive guidance and counseling
 - xi. Program Element 11: Financial literacy education
 - xii. Program Element 12: Entrepreneurial skills training
 - xiii. Program Element 13: Services that provide labor market information
 - xiv. Program Element 14: Postsecondary preparation and transition activities

Details of service provision are located in Attachment 8.

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

(Applies to WIOA Youth funded programs ONLY)

IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. Please complete the following questions and send it to DEED for review and approval. Once approved, this will be incorporated into your existing workplan. A separate budget template is also included and must be used in place of the "regular" budget form traditionally used by WDAs.

Questions to be completed:

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.

According to Wilder Research, on October 22, 2015, Ramsey County had 902 children and young adults (under the age of 24) who were in emergency shelter, transitional housing or unsheltered (Heineman, Decker Gerrard and Hansen, 2017). Many of these youth and young adults are seeking employment, both for the additional income, and the increased stability that comes with that. Ramsey County Workforce Solutions (WFS) youth team, including vendors, are developing a number of new partnerships and strategies to outreach and recruitment homeless in-school youth, both directly and through other professionals already serving this population.

First, we are one of many stakeholders engaged in Heading Home Ramsey, a collaboration of community members, organizations and government entities, to eliminate homelessness in Ramsey County. The planner on our youth team currently attends the Heading Home Ramsey practitioner meetings, which includes a number of youth practitioners in suburban Ramsey County, who are primarily serving homeless and highly-mobile families. Additionally, WFS Director has been leading a working group, as a subsection of Heading Home Ramsey, for the purpose of developing better strategies to connect youth experiencing homelessness to employment services.

Secondly, WFS has historically had informal relationships with many other community-based organizations serving homeless youth, through our youth employment guidance counselors. These relationships/partnerships have all been passed on to the three vendors who are going to continue to provide WIOA Youth services. WFS is currently in the process of formalizing partnerships with an organizations that primarily serve homeless youth, Face 2 Face. Face 2 Face provides street outreach, a youth drop-in center (Safe Zone) in Saint Paul, sexual, medical and mental health supports for youth and young adults. Through more intentional partnerships, including co-created referral processes, with these organizations,

WFS hopes to have greater success in connecting homeless youth with employment supports.

Third, as a department of Ramsey County, WFS has a close relationship with Ramsey County Social Services and Ramsey County Community Correction, which administers child welfare, foster care, children's mental health, probation and other supports for youth in the child protection system. This relationship will be leveraged to connect WFS contracted vendors partners to systems involved youth, many of home are struggling with housing stability. Social Services currently partners with Foster Advocates, an organization supporting foster youth with educational navigation, and one vendor partner has connected with Foster Advocates to appropriately serve foster youth with additional career supports. Additionally, one vendor, Face to Face, has a long history of serving young people experiencing homelessness with housing, health & drop-in services, and will now begin to provide WIOA Youth services. WFS expects that this will greatly increase WFS's ability to provide services to this population.

Finally, vendor partners will be continuing our work with local high schools and will be growing their connection to the McKinney-Vento representatives and social workers at those schools. With support from DEED and MDE, we hope to make connections with those school representatives to create processes for schools to increase referrals of homeless youth to WIOA programs. This will be building on relationships vendors staff already have with many schools, including St Paul Public Alternative High Schools

2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.

WFS will be working with all of the school districts that have high schools within the boundaries of Ramsey County, or provide educational services to residents of Ramsey County. These include Northeast Metro District 916, Saint Paul Public Schools (ISD 625), North St. Paul-Maplewood Oakdale Schools (ISD 622), Mounds View Public Schools (ISD 621), White Bear Lake Schools (ISD 624), and Roseville Public Schools (ISD 623).

3. What services would you anticipate may need to be provided above and beyond what you are already offering?

WFS's vendor partners will prioritize all Homeless Youth Referrals, whether coming from a direct partners, or an indirect referral source, to ensure that homeless youth will be engaged and connected with services immediately. WFS will work individually with vendors to determine if Support Service spending caps should be extended for homeless youth, as we realize that the needs of this population are often greater than those that have stable housing. Workforce Solutions will offer direct referrals, or connections to, other service providers in the county that deal specifically with homeless youth. This can be done primarily though partnership with the new Office of Housing Stability within Ramsey County.

**Ramsey County Request for Proposals ("RFP")****RFP #: JTPA0000003389****RFP Title: Workforce Youth Programming**

Procurement Specialist Name: Andrew Greenlee
Procurement Specialist Email: Andrew.greenlee@ramseycounty.us
Procurement Specialist Telephone: 651-266-8069
Procurement Specialist Fax: NA

- a. Responses must be received by 2:00 p.m. Central time on October 30, 2021.
 - **THIS IS A PRICE INQUIRY. THIS IS NOT AN ORDER.**
- b. General Contract/Agreement Terms and Conditions governing this solicitation, including applicable insurance requirements, are included as a part of this document in Section 3. Ramsey County has no obligation to place an order as a result of this inquiry.
 - **Solicitation Schedule**
- c. Listed below is the solicitation schedule. Actions with specific dates and/or times must be completed as indicated. If Ramsey County needs to change any of the dates and/or times, an addendum will be posted to DemandStar.

RFP Released:

Pre Solicitation Response Conference: TBD Central time, October 28, 2021

Pre Solicitation Response Conference Location: TBD

Contractor Questions Due:

Addendum with Answers to Questions Issued:

Solicitation Responses Due: October 30, 2021

Solicitation Public Opening:

Notice of Interviews:

Interviews:

Notice of Intent to Award:

Anticipated Contract Start Date: April 01, 2022

- **Solicitation Description**

Workforce Youth Programming

- **Pre Solicitation Response Conference**
- d. A non-mandatory pre solicitation response conference will be held at TBD Central time, on October 28, 2021 at TBD. The purpose of the conference is to discuss the work to be performed, answer questions, clarify ambiguities and respond to general issues in order to establish a common basis for understanding all of the solicitation requirements. Individuals needing an interpreter or individuals with a disability needing accommodation should contact the Procurement Specialist identified above prior to the date set for the pre solicitation response conference so that a reasonable accommodation can be made.

Project Information

1.1. Purpose

Ramsey County (the "County"), through the Workforce Solutions Department, seeks proposals from qualified youth employment service providers to assist eligible youth and young adults to access employment, education/training, and/or support services to succeed in a competitive labor market and to match employers with the skilled workers they need to compete in the global economy.

WFS is seeking partners to provide a variety of workforce supports for youth and young adults. Because of funding stream complexities, these services will be delivered in components. Details about components can be found in "Scope of Services".

WFS is seeking partners to provide employment & training services for youth and young adults in Ramsey County. In particular, WFS is seeking opportunities to enhance services for youth and young adults that may be justice-involved, foster or former foster youth, black, indigenous and youth of color, and youth living in the suburbs of Ramsey County.

1.2. Background Information

Overview of Ramsey County, the Workforce Investment Board and WIOA

The Workforce Innovation Opportunity Act (WIOA) legislation was signed into law on July 22, 2014, which supersedes the Workforce Investment Act (WIA) of 1998 and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. New provisions in WIOA are intended to generate innovative, cross program approaches that align employment and training policies and funding to support integrated, comprehensive services that help low-skilled and low-income people including disconnected youth, under-employed adults and others with unique barriers to employment gain access to education, training, employment and support services needed to successfully enter and/or advance in the workforce.

Employment Services are authorized by the Ramsey County Board of Commissioners ("Board") and the Workforce Innovation Board of Ramsey County ("WIB"), which have joint responsibility for oversight and policy direction for workforce development services carried out under WIOA in the State of Minnesota's Workforce Development Area (WDA) #15. WDA #15 covers all nineteen cities of geographical Ramsey County, including the City of Saint Paul.

The Board is the fiscal agent for these services. The County assumes direct fiscal management responsibilities on behalf of the Board and receives the funds to provide Employment Services through its department WFS and contracted Employment Service Providers.

Community Engagement & Development of Proposals

In alignment with Ramsey County's strategic priority of "Advancing racial & health equity and shared community power", Workforce Solutions, in partnership with two paid consultants, completed a number of community engagements to inform the development of this Request for Proposals. Through community townhalls, a youth & young adult survey and two facilitated focused conversations about the future of youth employment services, Workforce Solutions gleaned a number of themes regarding what young people in Ramsey County want and need from services to support their education and career goals. Additionally, throughout the COVID emergency, Workforce Solutions completed a variety of listening sessions and evaluation of emergency youth and adult workforce programs. That input and information also deeply impacted the development of this solicitation. Workforce Solutions encourages all applicants to review these findings (located in Exhibit 1 – Section A) and use them to inform the response.

Workforce One

Workforce One is a state operated internet-based electronic case management system that is required to be used in all federal & state funded workforce development programs. This system includes electronic data collection and document storage to maintain case files. The state provides regular Workforce One basics training and Ramsey County will provide initial Workforce One training. After the initial Workforce One trainings, organizations will be required to provide the training to their own staff.

CareerForce Center

Workforce Solutions is an affiliate partner of the Minnesota CareerForce system. CareerForce operates a space at 540 Fairview Ave N, Suite 103, St Paul MN. Job seekers are invited into that space for career support, and connection to ongoing employment and training programs. Youth and young adult employment and training programs must be represented at this site. Partner organizations should expect to provide program information to staff who work at the CareerForce site and possibly provide

services out of the location, when/if it is safe to do so. Beyond the physical CareerForce location, partners should also be prepared to coordinate with other workforce partners within the local workforce eco-system.

Program Goals

The County is seeking partners to assist in achieving the goals of assisting youth and young adults with entering in-demand career pathways. Additionally, the Minnesota Department of Employment & Economic Development mandates the number of performance outcomes for youth and young adults served with state & federal workforce funds. These benchmarks may be slightly negotiated between WDAs, states and the federal Department of Labor, but have been stable for many years. Progress on these goals is tracked through entering mandated activities in Workforce One and does not need to be reported on separately.

- 75% of youth employed in quarter two after successful exit from program
- 73% of youth employed in quarter four after successful exit from program
- 62% of youth enrolled in training activities receive a credential within 12 months of exit from program
- 49% of participants in school or training have documented measurable skills gain
- Average earnings of \$3,700 for youth working after successful exit from program

1.3. Scope of Services

WFS seeks to partner with organizations to provide two types of employment & training programs, described as Program 1 and Program 2 below. Interested organizations must indicate which Program they propose to provide in Attachment A – Narrative and Budget Form. Organizations can propose to provide multiple Programs, but the programming and services proposed must be substantially different and the same participants should not be served by multiple programs. The differences in programming should be detailed in the Narrative Form, including participants served, program elements and service model.

Youth Services that result from this RFP will be paid for using a variety of funding sources, including but not limited to Federal and State workforce grants, foundation grants, Federal grants for COVID-19 relief and recovery, and Ramsey County levee funds.

Requirements

The program requirements for Program 1 are more extensive and specific than the requirements for Program 2. For example, providers of services for Program 1 must provide *all* 14 program elements in accordance with WIOA requirements (as stated in the State Policy Manual).

Providers of services for Program 2 must only provide *some* (one or more) services in the areas of career exploration, career pathways supports, personal and/or professional development, and other education and employment supports; these services can include, but are not limited to, the services described in Program 2.

The County encourages organizations to propose to provide Program 1 if they have the capacity/resources to provide all the required services for Program 1 and the ability to comply with all federal WIOA requirements. The County encourages organizations to propose to provide Program 2 if they can provide creative, innovative employment & training that may not meet the more extensive and specific WIOA requirements included in Program 1.

Program 1 – Traditional WIOA Youth Services

WFS is seeking partners to provide traditional youth and young adult employment & training services to eligible Ramsey County residents ages 14-24. These services should assist participants with achieving their individual education, employment & career goals. Federal regulation also dictates the performance outcomes of participants completing occupational and other recognized credentials.

Participant Eligibility- Additional details regarding participant eligibility can be located in [State Policy Manual](#) (chapter 2) or in the Exhibit.

In School Youth: Attending school AND not younger than age 14 or older than age 21 at time of enrollment AND low-income individual AND one or more of the following:

- Basic skills deficient
- An English language learner
- Justice-involved
- Experiencing/experienced homelessness
- Foster or former foster youth

- Pregnant or parenting
- An individual with a disability; OR
- An individual who requires additional assistance to complete an educational program or to secure or hold employment

Out of School Youth: Not attending school AND not younger than age 16 or older than age 24 at time of enrollment AND one or more of the following:

- Dropped out of school
- Low-income AND basic skills deficient or an English language learner
- Justice involved
- Experiencing/experienced homelessness
- Foster or former foster youth
- Pregnant or parenting
- An individual with a disability; OR
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Required Supports & Activities- Additional details regarding required program elements can be located in [State Policy Manual – chapter 11](#) or in the Exhibit.

1. Recruit eligible participants into the program. The number of participants each service provider must enroll will be mutually agreed upon at the beginning of the program year. At a minimum, 60% of enrollments (and spending) must be for Out of School Participants.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. A new plan should be developed at least every 365 days.
6. Develop and maintain active participant case notes in Workforce One with appropriate, on-time activity documentation, attendance records, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled in the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Make all 14 required program elements (below) available to all participants. Details of program elements can be located in [State Policy Manual -chapter 11](#). This can be done either through internal sources, formal (paid) partnership & referrals, and/or informal (unpaid) partnership & referrals.
 - Program Element 1: Tutoring, study skills training, instruction and dropout prevention
 - Program Element 2: Alternative secondary school services or dropout recovery services
 - Program Element 3: Paid and unpaid work experience (minimum of 20% of total expenses must be spent on work experiences)
 - Program Element 4: Occupational skills training
 - Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
 - Program Element 6: Leadership development opportunities
 - Program Element 7: Support services
 - Program Element 8: Adult mentoring
 - Program Element 9: Follow-up services
 - Program Element 10: Comprehensive guidance and counseling (note: NOT general case management & career counseling)
 - Program Element 11: Financial literacy education
 - Program Element 12: Entrepreneurial skills training
 - Program Element 13: Services that provide labor market information
 - Program Element 14: Postsecondary preparation and transition activities

9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.
10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

Program 2- Minnesota Youth Programs (Service Delivery)

WFS is seeking partners to provide new, innovative, career pathway services and programming for eligible Ramsey County residents ages 14-24.

Participant Eligibility- Additional details regarding participant eligibility can be located on page 8-9 of the [State Youth Eligibility Handbook](#), “Minnesota Youth Program”. Eligible participants meet the following criteria:

- Between the ages of 14 and 24
- Be economically disadvantaged OR “at-risk”. “At-risk” participants are
 - Pregnant/parenting youth
 - Youth with limited English proficiency
 - Potential or actual dropouts
 - Justice-involved
 - Receiving public assistance and/or group home services
 - Youth with disabilities, including learning disabilities
 - Homeless or runaway youth
 - Chemically dependent or children of drug or alcohol abusers
 - Youth with basic skills deficiency
 - Youth with educational attainment one or more levels below grade level appropriate to age
 - Foster child

Required Supports & Services- Below are activities that are REQUIRED be included in Program 2. Activities may be provided to individual participants or in a cohort.

1. Recruit eligible participants into the program as per agreed upon enrollment goals.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. New plan should be developed at least every 365 days.
6. Develop and maintain, Workforce One, active participant case notes with appropriate on time activity documentation, attendance, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled into the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Provide career exploration, career pathway supports, personal **and/or** professional development and other education and employment supports. These services **may** also be culturally or population specific. Examples of these activities include:
 - a. Financial literacy education: providing information & training regarding budgeting, saving, credit, debt, understand financial products, protect from identity theft and more.
 - b. Entrepreneurial skills training: providing information, training & mentorship to participants interested in starting their own business, this may include creatively seeking and identify business opportunities; developing budgets and forecast resource needs; understanding various options for acquiring capital and the trade-offs associated with each option; communicating effectively and market oneself and one’s ideas and more.
 - c. Adult mentorship: mentorship can be delivered individually or in groups but should be for the purpose of developing a sustained relationship between the participant and the adult to support the participants personal or professional goals.
 - d. Occupational/career pathway training: training to be provided to participants for the purpose of either entering or advancing in a career pathway or in-demand industry, this training may lead to industry-recognized credentials.

- e. Resource connection: provide information, exploration and training for participants where to location and how to connect with other supports and services available to them in the community, such as food support, housing support, mental health & wellness supports, etc.
 - f. Internships/work experience: provide subsidized internships and other on the job learning opportunities for participants.
9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.
 10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

General Requirements and Considerations for Program 1 & Program 2

Partnerships & Other Resources

WFS encourages organizations to develop partnerships and leverage other resources to ensure that youth and young adult participants are served using a wholistic method. This includes leveraging in resources to support food, housing, mental health and other basic needs of participants. Additionally, all partners should expect to participate in a variety of Ramsey County Workforce events, including Workforce Innovation Board meetings & committees, technical assistance training, and monthly and quarterly meetings with Workforce Solutions staff.

Internships & Subsidized Work Experiences

Organizations applying to provide services in Program 1 must be prepared to administer subsidized work experiences for youth and young adult participants. If an organization is proposing to provide subsidized internships or work experiences in Program 2 they must also be prepared to administer payroll for participant. Subsidized participant internships are a critical activity for youth employment & training services. This includes administering payroll, worker's compensation and other liability insurance and can be paid for with contract funds. Advances, including for youth and young adult payroll expenses, may be administered following Ramsey County's Advance Policy.

- i.**
 - i. The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.
- ii.**
 - ii. The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

1.4. Contractor Qualifications

- Contractor's mission must align with the County's mission to grow a competitive workforce through programming aimed at meaningful and stable employment for youth and young adults.
- Contractor's team must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous, Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.
- Contractor's fiscal management and team must have demonstrated qualifications in accounting, reporting and monitoring programs.
- Contractor must have the ability to collect, protect and disseminate data utilizing Workforce One, Minnesota's employment services case management system.
- Contractor must have the ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.
- Contractor must have the ability to comply with all informal and formal monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.
- Contractor must participate in regular technical assistance provided by the County.

b. Multiple Contractors

- ┘ Ramsey County reserves the right to contract with one or more Contractors based on the evaluation criteria stated in this solicitation.

1.5. Contract Term

i.

- i. The term of the resulting Agreement is estimated to begin on April 01, 2022 and shall not exceed 5 years, including any renewal options.

1.

- 1. Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

1.6. Costs

ii.

- ii. The resulting contract fee shall be a maximum not to exceed, threshold and rates to be determined.

1.6.1.

The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the Work.

iii.

- iii. The contractor is understood to have included in its response price any *applicable* State or Federal sales, excise or other tax on all materials, supplies and equipment that are to be utilized. Do not itemize tax separately.

c. Subcontractors

- ┘ Subcontractors may be used to perform work under the resulting contract.

1.7. Special Conditions

1.9.1 Additional Services

During the term of the contracts that result from this RFP, the County reserves the right to add additional funds and additional youth programs and services or reduce funds and youth being served, via written amendment, to accommodate unanticipated needs, accidental omissions, new service offerings, or changes in funding. In the event that additional funds or services are added or removed, funding information, requirements, and other updates will be added to the contract via written amendment.

Some or all of the payments under this Agreement may be made from federal funds obtained by the County through COVID-19 emergency relief and recovery efforts. In the event this type of federal funding is utilized, the Contractor will be notified of associated award details, performance requirements and updates consistent with federal Uniform Administrative Requirements.

1.9.2 Communications and Marketing Requirements

All publications or presentations related to the Purchased Services and produced by the Contractor must be pre-approved and shall include the County's new logo and the statement, "...funded by [or "funded in part by", as appropriate] Workforce Solutions, a department of Ramsey County" The County shall provide the Contractor with an electronic version of the County's logo.

All information released to the media regarding the Purchased Services shall state that the program is, "...sponsored and administered by Workforce Solutions, a department of Ramsey County, and operated under contract by" the Contractor.

All brochures, publications, presentations, media releases and other written materials produced by the Contractor relating to Purchased Services must be pre-approved by County management or planning staff.

If the Contractor applies for or partners with other agencies for grant funding that involve data or information about the population served through the Purchased Services, Contractor agrees to notify the County thirty (30) days in advance of the grant application. If the Contractor desires to conduct or publish any research, or to speak or present at professional conferences, involving such data, the Contractor agrees to notify the County thirty (30) days prior to conducting or publishing such research or applying to present at any conferences.

The Contractor must notify the County a minimum of thirty (30) days in advance when facilitating workshops, seminars, conferences or webinars and participating in research or research studies relating to Purchased Services. The distribution of publications pertaining to programs or project outcomes and evaluation results directly related to Purchased Services must be pre-approved by County management staff.

1.9.3 Monitoring Requirements

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services and mandated by the Federal, State or County grant administration. This includes any outside audit that includes grant management and procurement policies and procedures related to procuring support services for customers. Such information shall be furnished within a reasonable period, set by the County and outlined in the negotiated contract, upon request.

Contractor's underspending at the end of the contract year will automatically revert back to the County. WFS reserves the right to pull back funds due to underspending at any time during any contract year and re-allocate funds.

The County reserve the rights to monitor files for each Contractor, require Contractor to provide results of internal monitoring to the County bi-monthly, conduct at least monthly continuous improvement reviews, require improvement plans or corrective actions when appropriate.

The Contractor shall participate in ongoing monitoring activities and training provided by the County which may include, but is not limited to, check-in calls, desk reviews and on-site visits with County staff. Further, as applicable, Contractor shall be responsible for ongoing monitoring of its subcontractors if subcontractors are part of the approved work plan.

The Contractor shall maintain financial records through an accounting system which sufficiently and properly reflects all revenue received and all direct and indirect costs of any nature incurred in the performance of this Agreement as determined by the County. All financial transactions must have supporting documentation. The accounting system must clearly state the fiscal processes and internal controls for cash and cash in-kind items.

The Contractor shall maintain an accounting policy and procedure manual as part of a sound financial accounting system.

1.9.4 Background Check Requirements

The Contractor shall ensure it has a Background Studies policy in place and shall perform background studies on all staff, volunteers and contractors who may have contact with clients or client families. Contractor shall maintain records of

completed and passed background studies. Contractor's background studies policies and records of completion shall be made available to the County upon request.

General Solicitation Standard Terms and Conditions

1.8. Solicitation Process

i.

- i. The County will not provide compensation to the Contractor for any expenses incurred for solicitation response preparation.

ii.

- ii. All communications during the solicitation process shall be directed to the Procurement Specialist as identified on the first page of this solicitation. Contractors shall not have contact with any other County employees, elected officials, community representatives, County consultants and/or other contractors associated with the solicitation at any time during the procurement process. Violation of this provision may disqualify the contractor from consideration.

iii.

- iii. The County expressly reserves the right to amend or withdraw this solicitation at any time and to reject any or all responses, and to waive any informalities or irregularities in the responses as may be deemed in the best interest of the County.

d. Solicitation Questions

- ↵ All questions concerning this solicitation shall be submitted in writing to the Procurement Specialist at the email address listed on the first page of this solicitation document.

e. Solicitation Addenda

- ↵ Any solicitation changes, additions, alterations, corrections, or revisions shall be made in writing via an addendum within a reasonable time to allow prospective contractors to consider them in preparing their solicitation responses.

f. Collusion

- ↵ Contractors shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result from its acceptance, including actions involving other contractors, competitors, County employees, County consultants or County Board members. Evidence of such activity will result in rejection of the solicitation response.

1.9. Solicitation Response Content Checklist

Contractors shall include the following forms and information in their solicitation responses. Responses, including all content listed below, should be a maximum of 20 pages.

i.

- i. Completed Solicitation Response Form, attached.

ii.

- ii. Completed Contractor Information and Reference Form, attached.

1.9.1.

A completed Attachment A – Narrative and Budget Form

iii.

- iii. Any exceptions to the General Contract/Agreement Terms and Conditions must appear in the Contractor's proposal under a separate section titled "Exceptions", with proposed alternate language or deletions. The County has no obligation to accept or agree to any such exceptions requested by a Contractor. Even if there are no exceptions, a statement must be provided.

iv.

- iv. Completed Lobbying Certification Form, attached.

1.10. Response Submission

Contractors must submit the solicitation response electronically on Demandstar.com. Proposal responses must be uploaded no later than 2:00 P.M., Central time, on October 30, 2021. Faxed, delivered, emailed, and oral solicitation responses will not be considered. The Contractors' names will be read at public opening. If you wish to hear the names, please join the zoom meeting at 2:01 P.M., Central time, on October 30, 2021, using the following link:

<https://zoom.us/j/102575333?pwd=dDA2Rnk4MEtVW9DS3k4cUplRDJIQT09>

1.11. Solicitation Response

v.

- v. Upon submission, a solicitation response becomes the property of the County and will not be returned. The County retains the right to use any concept or idea presented in any solicitation response, whether or not that solicitation response is accepted. All information included in the submitted solicitation response will be classified in accordance with Minn. Stat. §13.591 governing data practices.

1.11.1.

The solicitation response shall remain valid for 120 days starting on the solicitation response due date.

g. Conditioning Solicitation Responses Upon Other Awards Not Acceptable

- ↳ Solicitation responses conditioned upon receiving award of both this particular contract being solicited and another County contract shall be rejected.

1.12. Solicitation Response Mistakes

i.

- i. A solicitation response may be withdrawn on written request of the Contractor prior to the solicitation due date and time. Negligence of the Contractor in preparing its response confers no right to withdraw the solicitation response after the solicitation due date and time. Prior to the due date and time, changes may be made, provided the change is initialed by the Contractor's agent. If the intent of the Contractor is not clearly identifiable, the interpretation most advantageous to the County will prevail.

ii.

- ii. Any solicitation response, withdrawal, or modification received after the solicitation due date and time shall be considered late and the solicitation response, withdrawal, or modification shall be rejected.

iii.

- iii. If the solicitation response includes a unit price calculation and the Contractor has made an error when calculating the extended price, the unit price shall be used for contract award.

1.13. Evaluation and Selection Process

iv. Creation of Evaluation Team

- iv. The County shall create an Evaluation Team composed of scorers and contributors. The Evaluation Team scorers will consist of County employees, or community representatives who represent different

backgrounds, experience, subject matter, and departments. The Evaluation Team contributors may consist of County employees, community representatives and County consultants. Contractors can only communicate with the County Procurement Specialist. Exceptions include interviews/demonstrations, site visits/e-visits or upon Notice of Intent to Award. Violation of this provision may disqualify the contractor from further consideration.

1.13.1.

The Evaluation Team shall evaluate the written solicitation responses using the following Evaluation Criteria, with the identified maximum points values:

⊕ Evaluation Criteria and Maximum Points Value

- 15 Contractor Qualifications (experience, training, technical and professional ability)
 - 30 Quality of proposed services/programs
 - 15 Recruitment and enrollment/intake plan
 - 10 Resources for wholistic services to participants
 - 15 Ability to serve BIPOC, justice-involved, foster or former foster, and/or suburban youth & young adults in Ramsey County. 15 Plan for
- accountability to youth and young adults being served.
1. **100 Total Possible Points**

1.13.2. Optional Contractor Interviews/Demonstrations

1.13.2.1.

The County reserves the right to interview any or all proposers, or to require a demonstration at its discretion. The County is not responsible for any costs incurred by the proposer in preparing for or participating in an interview or demonstration.

1.13.2.2.

If interviews or demonstrations are required, Contractors selected shall be given enough time to make necessary preparations and travel arrangements. All Contractors interviewed shall be given the same amount of time for the interview.

1.13.2.3.

An additional 100 points are allocated to interviews and/or demonstrations. The department determines how the points are to be split between interview and demonstration, if both are conducted.

1.13.3. Optional Site Visits/E-Site Visits

1.13.3.1.

The County reserves the right to conduct site visits or e-site visits with any or all proposers. The County is not responsible for any costs incurred by the proposer in relation to a site visit or e-site visit.

1.13.3.2.

If site visits or e-site visits are required, Contractors selected shall be given enough time to make necessary preparations and arrangements. All Contractors selected shall be given the same amount of time for the site visit or e-site visit.

1.13.3.3.

An additional 100 points are allocated to site/e-site visits if conducted.

1.13.3.4.

Departments may choose to conduct a site visit at the proposers' premises or an e-site visit using video conferencing as long as the same type of visit is used for all proposers.

1.14. Selection of Contractor

The responsible and responsive contractor that scores the highest combined score for the evaluation response, interview/demonstration (if requested by the County), and the site visit/e-site visit (if requested by the County) will be issued a Notice of Intent to Award Letter.

1.14.1.

The County is not bound to accept the lowest cost.

1.14.2.

The County reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of Contractors as the County deems to be in its best interests.

v.

- v. The County reserves the right to request any additional information at any stage of the solicitation process. Compliance shall be at the contractor's expense.

1.15. Notice of Intent to Award

The following must be submitted in response to a Notice of Intent to Award Letter within 10 business days:

vi.

- vi. Taxpayer Identification Number and Certification, I.R.S. Form W-9

vii.

- vii. All Contractors, with the exception of sole proprietors, shall be properly registered with the State of Minnesota prior to contract award. A Contractor whose main office is not in the State of Minnesota must register with the State of Minnesota as a foreign vendor.

viii.

- viii. Certificate of Insurance (COI)

1.15.1.

Financial Review Form

h. Public Notice

- ↵ The County uses DemandStar to release competitive solicitations and associated addenda. Subscription to DemandStar is free by following the [DemandStar Registration Instructions](#). Contractors may contact DemandStar directly by calling 206-940-0305 or email at demandstar@demandstar.com. Solicitations shall be published in the County's official newspaper as required by state statute.

1.16. Trade Secret Information

i. Trade Secret Information Caution

- i. Solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by the County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b)

ii. No Contingency

- ii. The solicitation response shall not be contingent on the County accepting the contractor's claim that certain data is Trade Secret Information within the meaning of Minnesota Statute Section 13.37, subd. 1(b)

iii. Trade Secret Information Review

- iii. County review of data identified as Trade Secret Information will not occur unless and until such time as an appropriate request for the data is made by a third party

iv. Notice of Request for Trade Secret Information

- iv. At such time as an appropriate request for data identified in a response as Trade Secret Information is made, the County will provide the responder with notice of the request for the Trade Secret Information

i. Only One Solicitation Response Received

- └ If only one solicitation response is received, an award may be made to the single Contractor if the County finds that the price submitted is fair and reasonable, and that either other Contractors had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

General Contract/Agreement Terms and Conditions

j. Contract Term and Schedule

- └ Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.

1.17. Payment

i.

- i. No payment will be made until the invoice has been approved by the County.

ii.

- ii. Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

k. Application for Payments

1.17.1.

The Contractor shall submit an invoice by the 7th of the month..

i.

- iii. Invoices for any goods or services not identified in this Agreement will be disallowed.

ii.

- iv. Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

iii.

- v. Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

iv.

- vi. Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

v.

- vii. The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest

penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

l. Independent Contractor

- └ The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

m. Successors, Subcontracting and Assignment

i.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

ii.

- i. The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

iii.

- ii. The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

n. Compliance With Legal Requirements

i.

- iii. The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

ii.

- iv. Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

1.18. Data Practices

iii.

- v. All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

iv.

- vi. The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

1.19. Security

v.

- vii. The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

vi.

- viii. Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

vii.

- ix. Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

viii.

- x. The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

ix.

- xi. All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

o. Indemnification

- ii. The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

p. Contractor's Insurance

i.

- xii. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

- ii.**
 - xiii. Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.
- iii.**
 - xiv. Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.
 - 1.**
 - 1. All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.
 - 2.**
 - 2. The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.
- iv.**
 - xv. Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.
 - 1.**
 - 1. Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.
 - 2.**
 - 2. Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.
- v.**
 - xvi. Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.
- vi.**
 - xvii. An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.
- vii.**
 - xviii. If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.
- viii.**
 - xix. The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's

compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.

ix.

xx. These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

x.

xxi. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

xi.

xxii. The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

xii.

xxiii. All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

xiii.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

xxiv.

xiv.

xxv. A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

q. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

r. Notices

iii. All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

iv.

v. **County:** TBD

vi.

vii. **Contractor:** TBD

s. Non-Conforming Services

viii. The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

t. Setoff

- ix. Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

u. Conflict of Interest

- x. The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

v. Respectful Workplace and Violence Prevention

- xi. The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

w. Force Majeure

- xii. Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

x. Unavailability of Funding - Termination

- xiii. The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

y. Termination

- i.**
xxvi. The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.
- ii.**
xxvii. If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

iii.

- xxviii. The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

z. Interpretation of Agreement; Venue

i.

- xxix. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

ii.

- xxx. The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

aa. Warranty

- ┘ The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

bb. Infringement

i.

- i. Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

ii.

- ii. If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinderment imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

1.20. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

1.20.1.

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative,

contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

iii.

- iii. Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.

iv.

- iv. **Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

v.

- v. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

vi.

- vi. **Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

cc. Debarment and Suspension

- └ Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

dd. Diverse Workforce Inclusion

- └ For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:
 - └ 1. <http://www.JobConnectmn.com/>
 - └ 2. <http://www.ConstructionHiringConnection.com/>
- └ Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.
- └ Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

- ↵ Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.
- ↵
- ↵ Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.
- ↵
- ↵ Additional assistance is available through jobconnectmn@ramseycounty.us or call 651-266-6042.

ee. Alteration

- xiv. Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

ff. Entire Agreement

- xv. The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Special Contract Terms and Conditions

1.21.

*****Manually Add Special Conditions in this Section*****



**RAMSEY COUNTY
SOLICITATION RESPONSE FORM**

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

The following shall be completed by the Contractor:

Contractor Company Name:

State the number of solicitation addenda received:

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS SOLICITATION RESPONSE FORM

The provisions of the solicitation document should be reviewed and understood before preparing a solicitation response. Unless the solicitation document provides otherwise, the solicitation response shall be the best price for all labor, equipment, materials and services for the project described in the solicitation document.

Max NTE Information (Edit Section to add Pricing Detail): Complete Attachment A

ACKNOWLEDGEMENT

By signing below, I certify that I understand, agree, and bind the Contractor to the provisions contained in the solicitation document for the above Solicitation Number, including the General Solicitation Terms and Conditions and the General Contract/Agreement Terms and Conditions and that I am authorized to submit this solicitation response on behalf of the Contractor.

COLLUSION

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees, County Consultants or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion.

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

**RAMSEY COUNTY****CONTRACTOR INFORMATION AND REFERENCE FORM**

Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response may result in rejection of the Contractor's solicitation response.

Company Information:

- Contractor Name:
- Name of CEO or Company President:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:
- Is your company a Certified Small Business Enterprise?
- If yes, what is your certification number?
- Is your company a Veteran Small Business Enterprise?
- If yes, what is your certification number?

Solicitation Response Contact:

- Name:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:

Reference Requirements: Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation.

- First Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Second Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Third Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:



RAMSEY COUNTY
CONTRACTOR APPLICATION FOR DESIGNATION OF
TRADE SECRET INFORMATION FORM

Solicitation #

Solicitation Title

The submitted solicitation response data includes Trade Secret Information that we, the contractor, believe to be classified as nonpublic (relating to a non-person) or private (relating to a person) information under §13.37 of the Minnesota Government Data Practices Act.

As such, we are requesting that certain provisions of our submitted solicitation response data as indicated below, be treated as Trade Secret Information data and that any request for access to the data be handled in accordance with state law and the provisions of Ramsey County Policies and Procedures. We agree to indemnify and hold Ramsey County harmless from any damages arising out of the release of any materials or data unless they are specifically identified on this Trade Secret Information Form.

Section

Page #

Topic

Classification Justification

We understand that a decision regarding this request will be made by Ramsey County. We agree to indemnify and hold Ramsey County, its agents and employees, harmless from any claims or causes of action relating to the County's withholding of data based upon reliance on the above representations including payment of all costs and attorney fees incurred by the County in defending such action.

We further understand that solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by Ramsey County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b).

Company Name

Name and Title of Authorized Preparer

Signature

Date



Contractor Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name	Program
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Signature of Certifying Official	Print Name	Title	Date
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Solicitation Number: JTPA0000003389
Solicitation Title: Workforce Youth Programming



RAMSEY COUNTY
NO SOLICITATION RESPONSE FORM

Ramsey County strives to conduct all solicitations in an open, fair, and transparent manner. If you have selected to not participate in this solicitation, the Procurement Office is asking you to complete this form and return it via e-mail to the appropriate Procurement Specialist.

- 1. We did not feel we could be competitive.
- 2. Insufficient time to respond.
- 3. We did not have sufficient staffing to complete the solicitation response.
- 4. Other (350 character limit):

Contractor Name:
Contact Name:
Telephone Number:
Email Address:
Address:
City:
State:
Zip Code:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

Attachment A – Narrative and Budget Form

Organization Information

Name of organization

Legal name, if different

Address

City, State, Zip

Employer Identification Number (EIN)

Phone

Fax

Website

Name of contact person regarding this application

Title

Phone

E-mail

Project Information

Please give a 3-5 sentence overview of your organization and previous work you have completed with youth & young adults.

	2022-2023
Total # of Planned Youth Served, Annually	

Budget

Total of Request : \$ _____

Below is list of required contractor qualifications. Please check each indicating that your organization understands and has capacity to fulfil the obligation.

- Organization must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous and Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.
- Organization must have proper fiscal management and comply with all federal and state funding requirements, reporting and monitoring.
- Organization has ability to collect, protect and disseminate data utilizing Workforce One, Minnesota’s employment services case management system.
- Organization has ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.
- Organization will comply with all informal and formal fiscal and programmatic monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.
- Organization will participate in regular technical assistance provided by the County.

Authorization: By signing below I acknowledge that I am authorized to submit this proposal and if awarded a contract, I further acknowledge that the organization will comply with all state and federal funding requirements and guidance as amended and will comply with data and report submission requirements.

Name and title:

Signature

REQUEST FOR PROPOSAL NARRATIVE

Use the following outline as a guide to your narrative (10 page maximum):

1. Please identify which program or programs your organization would like to pursue. **If applying for Program 1, complete the program elements chart below (pages 6-7).**
2. Please describe your organization's experience and history, including providing services to low-income and youth who experience barriers to employment. (15 points)
3. Please describe your proposed services/programs. Please include target population, targeted industry sectors and occupation and how your services/programs will meet the goals as described in the Program Goals section of the solicitation. If applying for Program 2, please identify what supports & services you will make available to participants. (30 points)
4. How will you identify, recruit and support participants during the enrollment/intake process? (15 points)
5. Please identify any other resources you are leveraging to provide wholistic services to participants. Please include any relationships with partners that you will be utilizing and identify if any subcontracts will be required. (10)
6. As described in the Solicitation, Advancing Racial Equity is a strategic priority of Ramsey County. Please describe your organizations commitment to racial equity and how you will serve Black, Indigenous and Other Youth of Color. Also, if applicable, describe how you plan to serve justice-involved youth, foster or former foster youth, and/or youth living in suburban Ramsey County. Make sure to provide evidence that your organization is qualified to provide services catered to the unique needs of the specific groups you plan to serve. (15 points)
7. How will your organization be accountable to the youth and young adults you are serving? Please include how you will determine customer satisfaction, involve youth and young adults as stakeholders in your services and incorporate their feedback and input into the program? (15 points)

BUDGET

Organization/Project Name: _____

Information: All financial transactions, including Overhead Costs, must have supporting documentation. All costs, including overhead, must be necessary and directly linked to the project and within compliance with federal regulations.

Instructions: Please complete the budget(s) for the component that your organization is applying for. Administrative costs may not exceed 10% of total other expenses. In Program 1 budget, all Out-of-School Costs should be at least 60% of total allocation. Additionally, Work Experience Wages/Fringe & Work Experience Staff Costs should be at least 20% of total allocation. Information about cost categories is included below (see page 8 - 9).

Program 1 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
WORK EXPERIENCE WAGE/FRINGE	
In-School Youth Work Experience Wage/Fringe	
Out-of-School Work Experience Wage/Fringe	
Work Experience Total	
WORK EXPERIENCE STAFF COSTS	
In-School Youth Work Experience Staff Cost	
Out-of-School Youth Work Experience Staff Cost	
Work Experience Staff Costs Total:	
DIRECT SERVICES	
In-School Youth Direct Services	
Out-of-School Youth Direct Services	
Direct Services Total:	
SUPPORT SERVICES	
In-School Support Services	
Out-of-School Support Services	
Support Services Total:	
OTHER SERVICES	
In-School Youth Other Services	
Out-of-School Youth Other Services	
Other Services Total:	
BUDGET TOTAL **	

Program 2 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
YOUTH PARTICIPANT WAGE/FRINGE	
Wages/Fringe - Participant	
Youth Participant Wage/Fringe Total	
DIRECT SERVICES TO YOUTH	
Wages/Fringe - Staff	
Overhead: Computer Network, Phone, Printing, Postage	
Program Supplies	
Other:	
Direct Services Total	
SUPPORT SERVICES	
Training - Education and training	
Wraparound Services Support	
Client incentives	
Support Services Total:	
BUDGET TOTAL **	

Program 1 - Program Elements

Program Element	Who Provides the Element?	How will the Element be made available? Formal partnership, informal, cross referral, etc.
Tutoring, study skills training, instruction and dropout prevention services		
Alternative secondary school services or dropout recovery services		
Paid and unpaid work experience		
Occupational skill training		
Education offered concurrently with workforce preparation		
Leadership development opportunities		
Supportive services		
Adult mentoring		

Follow-up services		
Comprehensive guidance and counseling		
Financial literacy education		
Entrepreneurial skills training		
Labor market information		
Postsecondary preparation and transition activities		

[Attachment 2]

WIOA YOUTH POLICY

DATE ISSUED: June 3, 2019

Date Updated: November 5, 2019

Date Updated: February 17, 2021

TO: Workforce Solutions (WFS) Staff and Vendor Staff

FROM: WFS Director

SUBJECT: Youth 5% Enrollment Window

PURPOSE: This policy defines how the local Workforce Development Area interprets and implements the “5% window” for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).

POLICY: Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.

PROCEDURES: If staff encounter youth who do not meet the income criteria yet need WIOA Youth services and meet the other eligibility criteria, a supervisor/manager will consult with agency planner and together they will evaluate if that person can be enrolled based on the 5% window. Eligible participants must:

- Provide proof of social security number; card must be presented and copies of the card will be entered into the client file.
- Reside in Ramsey County.
- Citizenship: Youth must be a legal resident.
- Males 18 year of age and older must register for selective services.

EFFECTIVE DATE: February 17, 2021

CONTACT PERSON: WFS Youth Planner

[ATTACHMENT 3]

WIOA YOUTH POLICY

DATE ISSUED: June 3, 2019
REVISED: June 13, 2019
REVISED: April 20, 2020
REVISED: February 25, 2022

TO: WIOA Youth Employment Service Vendors
FROM: Workforce Solutions
SUBJECT: Youth Client Training Policy

PURPOSE: Document guidance for providing training to Youth clients

BACKGROUND: WIOA Youth program allows funding, through two different mechanism, to provide training to enrolled youth clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful education and employment.

The first funding mechanism is a competitive procurement process. If a training is over a certain amount of money, dictated by the federal regulations, vendors partners' must comply with competitive solicitation rules. Vendor partner should follow their individual policies for solicitation with federal funds.

The second funding mechanism is Individualized Training Accounts (ITAs). ITAs are a tool to provide additional flexibility in funding training for In School and Out of School youth.

PROCEDURES: If a youth is enrolled in WIOA Youth program and would like to attend occupational or entrepreneurial training, they must, in consultation with their employment counseling staff, document the desire for the training in their Individualized Service Strategy (ISS).

Once the desire to attend training is identified and documented, youth interested in attending training must first complete a training proposal in consultation with their employment guidance counselor. The proposal should compare training institutions, cost, availability/start date, length of training and labor market data related to that specific training. Short term training is supported with a focus on training that results in a credential. The training proposal must be filed in Workforce One EDS.

Once specific training is identified, employment guidance staff must document details of training in ISS and results of training (i.e. completion with credential, completion without credential, never attended, did not complete)

Training services may be provided if the participant:

- is unlikely or unable to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- is in need of training services to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels ; **and**
- has the skills and qualifications to successfully participate in the selected program of training services; **and**
- selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate; **and**

Additionally, a determination should be made whether the participant:

- is unable to obtain grant assistance from other sources to pay the costs of such training, including state-funded training funds or Federal Pell Grants.

Duration: Each participant is allowed to use the total budget of the ITA once within the sequence of their program. If a youth unsuccessfully exits the program and re-enrolls, this eliminates their eligibility for ITA, without supervisor approval.

Eligible Trainings: Training services, when determined appropriate, will be provided through an ITA, when appropriate. The training provider must be listed on the State Eligible Training Provider List (ETPL). If a training is on currently on the ETPL, alert program supervisor and efforts will be made to aid the training provider in getting approval to be on the ETPL. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. WIOA funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupationally-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)
- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training service)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

- Non-credentialed training, which is an organized program or course of study that provides occupationally-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed.

EFFECTIVE DATE: June 24, 2019

CONTACT PERSON: WFS Youth Programs Planner

RELATED DOCUMENTS:

Workforce One Training Activity Guide

[ATTACHMENT 4]

WIOA YOUTH POLICY

REVISED: February 25, 2022

TO: Youth Employment Service Providers

FROM: Workforce Solutions

SUBJECT: Incentives for Youth Programming

PURPOSE: The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.”

BACKGROUND: DOL included the reference to the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie, sporting event tickets, or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, *incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training.* Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcome.

All Incentive cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be locked in an individual folder, and it shall have sections for each support service gift card. WIOA Out of School Youth should have their own separate folder with

the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

Workforce One Coding:

The transfer of the Support Service between the EGC and participant shall be case noted using the Subject Line “**Incentive.**” The amount, type of incentive, and goal obtained (reason for the distribution of the incentive), shall all be included in the case note.

The Incentive shall also be recorded under the **Support Service** tab (as there is no Incentive tab in WF1) in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria, and therefore must be specified when distributed to each participant. This policy highlights the specifics of what an incentive is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Support Services Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

[ATTACHMENT 5]
WIOA YOUTH POLICY

REVISED: February 25, 2022

TO: Youth Employment Service Providers

FROM: Workforce Solutions

SUBJECT: Support Services for Youth Programming

PURPOSE: Support services are those services which enable a participant to continue to participate in youth programming activities.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.570 describes support services for youth as defined in WIOA Sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- Linkages to community services
- Assistance with transportation
- Assistance with child care and dependent care
- Assistance with housing
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training related applications, tests, and certifications

PROCEDURES: Youth vendors will utilize support services to encourage and help youth to stay on track with their program activities in order to reach their specific goals and obtain positive outcomes. Support Services will be provided to youth who are in compliance with their employment staff, and have shown positive progress at achieving their program goals.

Youth may receive support services if all eligibility documents are in their file, the staff approves, and the staff obtains the approval of the program

supervisor. Support Services are **not to exceed \$1,000.00 per calendar year per participant.**

All Support Service cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be kept in an individual folder, and it shall have sections for bus cards, gas cards, Target cards, Sears cards, etc. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

Every youth vendor should have their own individualized procedure for safeguarding and tracking support services. Any gift cards provided to participants should be considered and protected as cash. Additionally, vendor cannot request reimbursement for support services until the services (gift cards) are distributed/provided to participants.

Workforce One (WF1) Coding:

The transfer of the Support Service between the staff and participant shall be case noted using the Subject Line “**Support Service.**” The amount, type of support service, and the need/reason for the support service, shall all be included in the case note.

The Support Service shall also be recorded under the **Support Service** tab in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria and therefore must be specified when distributed to each participant. This policy highlights the specifics of what a Support Service is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Incentives Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

[ATTACHMENT 6]

WIOA YOUTH POLICY

DATED ISSUED: February 28 2022

TO: Youth Employment Service Vendors

FROM: Workforce Solutions (WFS)

SUBJECT: Participant Stipends

BACKGROUND: In WIOA Youth programs, there are times which it may be appropriate for participants to be compensated for training time, even when they are not engaging in a formal paid work experience, that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend, rather than with compensation through vendor's payroll system.

PURPOSE: The purpose of this policy is to provide guidance to vendors & their staff on how to administer stipends to youth participants.

POLICY: Stipends may be offered to participants to fairly compensate for their time engaging in approved classroom training, on-the-job training, occupational training or other training activities. The decision to offer stipends for a specific training program will must be approved by WFS staff prior to initiation of recruiting of participants for the program and will be formally incorporated into that specific program model. When approved, a stipend amount will be pre-determined and will be the same for all participants who complete training program. Stipends are considered taxable income to program participants. Participants will be notified of IRS implications.

PROCESS: In the planning of any training programs, vendors, in consultations with WFS, will determine if a stipend for participants is appropriate. If appropriate, vendor will determine the amount of the stipend, the payment structure (lump sum or multiple payments) for the specific program and obtain applicable approvals from relevant Local, State or Federal Agencies.

For any events when a participant will be receiving a stipend, vendor organization will:

- Ensure that the use of stipend is detailed in the participant's Individualized Service Strategy (ISS)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file

- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipend is income and they will need to consider this in regard to their personal income taxes

EFFECTIVE DATE: February 28, 2022

CONTACT PERSON: WFS Youth Planner

[Attachment 7]

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH
Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Take direct referrals from Juvenile and Adult Probation Officers in order to provide employment services.	Take direct referrals from Ramsey County Social Services, Child Protection Unit, Fostering Connections Unit and Permanent Connections Unit in order to provide employment services.	Make appropriate cross referrals to Vocational Rehabilitation Services to provide integrated employment supports.	Continue engagement as stakeholder in Heading Home Ramsey Coalition and other county-wide efforts to end homelessness.	Work with ABE and other K-12 partners will aide in exposing youth to services that can help in the attainment of GED and other credentials.
Adult Probation Restructure Program: Partner with Community Corrections to provide employment and training supports with the purpose of reduce recidivism and revocation for high risk, young adult offenders.	Support the work of Foster Advocates, an organization contracted with Ramsey County Social Services, to support foster youth with continued engagement in education, through additional career pathways information & referrals.	Continue guidance on best practices with those with disabilities by local Vocational Rehabilitation management on Workforce Innovation Board and youth Committee.	Continue engagement with Heading Home Ramsey workgroup focused on connecting youth experiencing homelessness with employment services.	

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Engage with other stakeholder to guide Ramsey County Juvenile Detention Alternatives Initiative and other juvenile justice policy, procedure and systems reform.	Engage with other stakeholders to guide the work of Transforming Child Welfare to reduce the number of youth, and the racial disparities, who reach “aging out” without permanency.		Contract with Face 2 Face to provide WIOA youth services to youth experiencing homelessness who are also seeking supports including drop-in space, housing supports & health services.	
Take direct referrals form County Attorney’s diversion process of Community Response Team.				

[ATTACHMENT 8]

Program Element	18a. Who Provides the Element?	18b. Selection Process & MOU Status	18c. Workforce Innovation & Opportunity Act (WIOA)	18c. Minnesota Youth Programs (MYP)	18d. Delivery and Best Practices
Tutoring, study skills training, instruction and dropout prevention services	Local Public School Districts Local Private Schools Local Charter Schools	Determined by school district in which participant resides No written MOU	X	x	Delivered by trained educators and often in individualized settings.
Alternative secondary school services or dropout recovery services	Goodwill Easter-Seals Change Inc. City Academy ABE Providers	Determined by school district in which participant resides No written MOU	X		Delivered by trained educators in both individualized and group settings.

<p>Paid and unpaid work experience</p>	<p>Goodwill Easter-Seals of MN Hired Face 2 Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All Hmong American Partnership</p>	<p>Participants are matched with partners who they have interest and learning objectives in</p>	<p>X</p>	<p>X</p>	<p>Participant is matched with agency that is appropriate fit to their skills and interests. Learning objectives are set prior to experience and evaluated at completion.</p>
<p>Occupational skill training</p>	<p>Community-Based Agencies Local Post-Secondary Secondary Institutions Tree Trust Urban Boat Builders Youthprise Goodwill-Easter Seals of MN Hmong American Partnership Hired Face 2 Face 30,000 Foot Art</p>	<p>Based on individualized career opportunities and certification on ETPL</p> <p>Use of Individualized Training Accounts</p> <p>No written MOU</p>	<p>X</p>	<p>X</p>	<p>Participant choice of training is critical to the completion and success of the element.</p> <p>Paying participants for training time via stipend or other form of payment allow participants to engage in continuing education.</p>
<p>Education offered concurrently with workforce preparation</p>	<p>Community-Based Agencies Local Post-Secondary Institutions ABE Providers</p>	<p>Based on individualized career opportunities and certification on ETPL</p> <p>Use of Individualized Training Accounts</p> <p>No written MOU</p>	<p>X</p>	<p>X</p>	<p>Participant choice of training is critical to the completion and success of the element.</p>

Leadership development opportunities	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All, Inc. Hmong American Partnership Community-Based Organizations	Contract with youth service providers Referrals to other partners based on youth's needs	X	X	Participant's choice and investment in this element is key. Must be offered to all youth, regardless of barriers.
Supportive services	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All Hmong American Partnership	Determined by individual participant's need	X	X	See support service policy attached.
Adult mentoring	Community-Based Agencies	Referrals to other partners based on youth's needs	X	X	Mentorship should not be provided by EGC and should include at least 12 months of mentor relationship with at least monthly contact between mentors and mentees.

Follow-up services	Goodwill Easter-Seals of MN Hired Face to Face Change Inc.	Provided by local WDAs & vendor partners Contract with WIOA providers	X	X	Offered to all participants who are exiting (unless no contact can be paid). Provided for up to 12 months for the purpose of assisting with participants to remain successful.
Comprehensive guidance and counseling	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All, Inc. Hmong American Partnership	Provided by local WDAs & vendor partners Contract with youth service providers	X	X	Scope of services provided does not include the provision of mental health, chemical health or housing supports, but rather appropriate referrals to qualified providers.
Financial literacy education	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All, Inc. Hmong American Partnership Community-based organizations	Provided by local WDAs & vendor partners Contract with youth service providers	X	X	Multiple approaches to financial literacy, including curriculum that acknowledges historical disparities in wealth building

Entrepreneurial skills training	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Foot Art Tree Trust Restoration for All, Inc. Hmong American Partnership Ramsey County Community & Economic Development Community based organizations	Provided by local WDAs & vendor partners Contract with youth service providers	X	X	Multiple approaches to training, including curriculum that acknowledges historical disparities in entrepreneurial investment
Labor market information	MN DEED Real Time Talent	Provided by state workforce & economic development agency	X	X	One to one and group training when doing career exploration and work experience planning
Postsecondary preparation and transition activities	Local Public School Districts Local Private Schools Local Charter Schools ABE Providers Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Youthprise 30,000 Feet Art	Determined by school community that individual participant is connected to	X	X	Delivered by trained educators in both individualized and group settings.

	Tree Trust Restoration for All Inc. Hmong American Partnership				
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