

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
City of Duluth, LWDA #4 402 W 1 st Street Duluth, MN 55802	Karissa Kucera Duluth Workforce Development 402 W 1 st St Duluth, MN 55802
Director Name: Elena Foshay Telephone Number: 218-730-5241 Fax: 218-730-5952 E-Mail: efoshay@duluthmn.gov	Contact Name: Karissa Kucera Telephone Number: 218-730-5236 Fax: 218-730-5952 E-Mail: kkucera@duluthmn.gov

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005105	8021696
DUNS Number:	SWIFT Vendor ID Number (if known):
077627883	0000197681.001

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:	<i>Elena Foshay</i>
Title:	Director of Workforce Development
Date:	March 11, 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 #4 City of Duluth, Karissa Kucera, kkucera@duluthmn.gov
Date Submitted (or Modified):	5/27/2022

Cost Category	Carryover From PY21 (Cannot exceed 20% of PY 21 Amount.)	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 (Cannot Exceed 10%)	-	\$31,030	\$31,030	\$7,750	\$16,000	\$23,500	\$31,030
841 In-School Youth Work Experience Wages/Fringe	-	\$20,000	\$20,000	\$7,500	\$14,000	\$20,000	\$20,000
825 Out-of-School Youth Work Experience Wages/Fringe	-	\$22,000	\$22,000	-	\$7,000	\$18,000	\$22,000
872 In-School Youth Work Experience Staff Costs	-	\$20,000	\$20,000	\$5,000	\$10,000	\$16,000	\$20,000
855 Out-of-School Youth Work Experience Staff Costs	\$7,000	\$31,000	\$38,000	\$10,000	\$20,000	\$32,000	\$38,000
874 In-School Youth Direct Services (Non-Work Exp.)	\$14,000	\$66,000	\$80,000	\$20,000	\$40,000	\$60,000	\$80,000
877 Out-of-School Youth Direct Services (Non-Work Exp.)	\$27,500	\$103,777	\$131,277	\$33,000	\$66,000	\$110,000	\$131,277
848 In-School Youth Support Services	-	\$4,000	\$4,000	\$1,000	\$2,000	\$3,200	\$4,000
862 Out-of-School Youth Support Services	-	\$6,500	\$6,500	\$1,000	\$3,000	\$5,000	\$6,500
860 In-School Youth Other Services	\$3,000	-	\$3,000	\$750	\$1,500	\$2,500	\$3,000
878 Out-of-School Youth Other Services	\$4,000	-	\$4,000	\$1,000	\$2,000	\$3,000	\$4,000
837 In-School Youth Training	\$5,000	-	\$5,000	\$1,500	\$2,500	\$4,000	\$5,000
838 Out-of-School Youth Training	\$4,000	\$6,000	\$10,000	\$2,500	\$5,000	\$8,000	\$10,000
Total:	\$64,500	\$310,307	\$374,807	\$91,000	\$189,000	\$305,200	\$374,807
Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 60 percent*):							61%
Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							33%
Estimated Total Number of Youth to be Served With WIOA Youth Funding:							80

*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:	WDA 4 City of Duluth; Karissa Kucera
E-Mail Address/Phone No:	kkucera@duluthmn.gov 218-730-5236
Date Submitted (or Modified):	5/27/2022

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%)	\$14,362	-	\$4,000	\$8,000	\$14,362
881 Youth Participant Wages and Fringe Benefits	\$43,500	\$ 11,000	\$20,000	\$31,000	\$43,500
885 Direct Services to Youth	\$70,761	\$ 15,000	\$32,000	\$50,000	\$70,761
860 Outreach to Schools (Direct Services; This cannot exceed 20%.)	\$10,000	\$ 1,000	\$5,000	\$7,500	\$10,000
891 Support Services	\$5,000	\$ 1,000	\$2,000	\$3,000	\$5,000
Total:	\$143,623	\$ 28,000	\$63,000	\$99,500	\$143,623

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	75
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	800
Estimated Total Number of MYP Youth and Families Served:	875
Estimated Cost Per MYP Participant:	\$1,781.64
Estimated Cost Per OTS Participant-Family:	\$ 12.50

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

Planned activities include college and industry tours and special events including Construct Tomorrow. We will explore possible continuation of our partnership with community-based organizations working with youth in school and their families to explore career pathway options.

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:	WDA #4; Elena Foshay
E-Mail Address/Phone Number:	efoshay@duluthmn.gov ; 218-730-5241
Date Submitted (or Modified):	6/15/2022

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:	76%	68.0%	69.0%	68%	69%
Employment/Education/ Training 4th Quarter After Exit:	74%	69.0%	69.0%	69%	69%
Credential Attainment:	60.5%	62.0%	62.0%	54%	55%
Median Earnings:	\$3,400	\$4,000	\$4,000	\$3,100	\$3,400
Measurable Skills Gain:	49%	41.0%	42.0%	41%	42%

Justification for Credential Attainment and Median Earnings:

Duluth Adult Education recently relocated and is no longer an authorized testing site. Testing location and technology needs for students are a struggle and require more transition time. High school students have struggled during the pandemic and are credit deficient, leaving a mismatch between their grade level and their ability to graduate. Secondary and post-secondary students have also faced difficulty due to reduced academic and social supports, due to teacher shortage, staff turnover.

Youth employment still fluctuates widely in both hours and employers. With a recession likely to happen, youth wages and/or employment will decrease. Median wages of \$12-13/hr for 20 hours per week.

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

PY22 Mission Statement and Work Plan Attached Attachment A

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. Attachment B

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: Corey Cusick Phone Number: E-Mail: ccusick@hlunitedway.org	AFL-CIO/United Way	Yes
Member Name: Paul Brandstaetter Phone Number: 218-879-4700 E-Mail: pbrand@g.com	Community Member, Retired Educator	No
Member Name: Jill Murray Phone Number: E-Mail: jill.murray@lsc.edu	Lake Superior College/Perkins Consortium	No
Member Name: Angel Nustad-Peluso Phone Number: 218-336-8830 x2032 E-Mail: nd.angelina.peluso@isd709.org	Duluth Community School Collaborative	No
Member Name: Carson Gorecki Phone Number: 218-302-8413 E-Mail: carson.gorecki@state.mn.us	DEED – Labor Market Analyst	Yes
Member Name: Andy Larson Phone Number: 218-302-8426 E-Mail: andy.larson@state.mn.us	Vocational Rehabilitation Services	No
Member Name: Luke Morcomb Phone Number: 218-722-7431 x127 E-Mail: luke.morcomb@life-house.org	Life House; youth service agency	No
Member Name: David Huntley Phone Number: E-Mail: david@terchandassociates.com	HR Consultation Business	No
Member Name: Leah Bott Phone Number: E-Mail: lbott@isd381.org	Lake Superior College/Perkins	No
Member Name: Angie Frank Phone Number: E-Mail: angie.frank@isd709.org	Duluth Adult Education	Yes
Member Name: DWD Yes Duluth Team <i>Hannah Grunzke</i> <i>Karissa Kucera</i> <i>Nelle Rhicard</i> Phone Number: 218-302-8400 E-Mail: yesduluth@duluthmn.gov	YES Duluth	No

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																				
Name of Service Provider: <i>YES Duluth/Duluth Workforce Development</i> Address: 402 W 1 st St City, State, ZIP <i>Duluth, MN 55802</i> Contact Person: <i>Karissa Kucera</i> Contact Person Phone: <i>218-730-5236</i> Contact Person E-Mail: <i>kkucera@duluthmn.gov</i> Service Provider Website: www.duluthmn.gov/yesduluth	<table border="1" data-bbox="813 604 1045 810"> <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" data-bbox="1078 604 1498 951"> <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>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:	X	
	Yes	No																					
ISY:	X																						
OSY:	X																						
	Yes	No																					
Summer ONLY:		X																					
Year-Round (incl. summer):	X																						
Outreach to Schools:	X																						

Attachment 1

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.

City of Duluth Workforce Development employs three full-time youth/young adult program staff. Program Elements are provided through staff and leveraged partnerships with local youth serving providers. In spring of 2021, the Duluth Workforce Development Board determined there was an insufficient number of eligible youth service providers for WIOA Youth. This will be reviewed every 3 years. See Board Meeting Minutes Attached. (Attachment C) Duluth Workforce Development had an RFP for youth work experience and work readiness services. (Attachment D)

2. Describe outreach and recruitment of:

- Out-of-School Youth (“OSY”)

Duluth Workforce Development’s Youth Employment Services program (YES Duluth) utilizes a variety of strategies to connect with Out-of-School Youth.

a) A strong network of local partners facilitates connections between Out of School Youth and the program. While this has always been the case, strengthening partnerships with local youth-serving organizations such as Life House, Valley Youth Center, Family Freedom Center, Neighborhood Youth Services, Community Action Duluth, and ISD 709 has become a major focus of the YES Duluth team as we plan to support youth that have become disengaged from the education system through the pandemic. Dropout recovery, GED support, and enrollment or re-engagement in post-secondary training will continue to be an important area of focus in the coming year.

To facilitate effective referrals, YES Duluth provides organizations with materials that highlight eligibility, explanation of services, supports and achievement incentives. We have adapted and improved on our ability to facilitate outreach and connection with youth and service providers digitally via phone and video conferencing.

b) Increasing access to staff and services outside of CareerForce has been an effective way to meet youth where they are in the community. This has been an important area of focus during the pandemic, and continues to be a goal. YES Duluth staff meet with youth in spaces where they are such as public areas within Duluth’s skywalk system, locations near or outside of their home, and spaces within youth agencies. When buildings are open for in-person learning, staff access youth on-site such as the Adult Basic Education GED classroom and as many local tabling events as we can attend to connect with youth.

- c) YES Duluth continues to collaborate with Life House and SOAR Career Solutions to engage with OSY. The Duluth-based project, Opportunity Youth of Duluth, leverages the assets of each partner to serve youth and young adults who are most at-risk. Through the Career Connect program, this partnership connects youth to employment opportunities in the hospitality sector. In the project, youth receive case management through Life House and/or YES Duluth, engage in Work Readiness training through SOAR and are matched with local hospitality employers in an unsubsidized employment setting with the support of the OYOD team. This project was put on hold for much of the pandemic and we anticipate some forward momentum this coming year.
- d) Cross referrals between programs administered by Duluth Workforce Development and other partners located within CareerForce also facilitate connectivity with YES Duluth. Children of parents and individuals being served in other programs are often referred to YES Duluth. Co-enrollments and/or referrals between MFIP, Adult Career Services, P2P Career Pathways and DEED's Job Services are common and can expand the level of service and support available to the individual and family.
- e) Word-of-mouth continues to be one of the most effective methods of outreach and recruitment for the program. YES Duluth encourages current and past participants to inform their friends and family about the program and refer potential candidates to the program. YES Duluth maintains a social media presence and the program offers incentives for referrals. Employers, partner agencies, and service providers throughout the community also refer many of our applicants to the program.
- **In-School Youth ("ISY")**
- Duluth Workforce Development's Youth Employment Services program (YES Duluth) draws from a variety of strategies to connect with In-School Youth.
- a) Integration of a full-time YES Duluth staff member with ISD 709 continues to enhance outreach and recruitment efforts. With increased connectivity through the Full Service Community School Collaborative, high school teachers, special education teachers, work experience coordinators, school counselors, integration specialists and others. YES Duluth provides in-school youth with the resources and information they need to make an informed decision about their post high school pathway, whether it is employment, trades apprenticeships, college, or the military.
- b) YES Duluth continues to work with the integration specialists through the district's Office of Education Equity to connect with a more diverse group of students and create a clear pathway for career development that links the efforts of students in the classroom to YES Duluth, work experience in the community and meaningful career exploration opportunities.
- c) YES Duluth continues to partner with youth-serving agencies such as the Boys & Girls Club, Neighborhood Youth Services, Valley Youth Center, Kids' Kitchen and others. Staff also connect with smaller, school-based programs such as DASH (Denfeld After School Happenings) and the PAES lab classroom.
- d) YES Duluth provides Pre-Employment Transition Services (Pre-ETS) to students with

disabilities in grade 9 through age 21 that are attending secondary school and potentially eligible for Vocational Rehabilitation Services (VRS). This has impacted our reach in the schools due to eligibility requirements that are not restricted by income criteria, yet includes 504 plans and medical records as qualifiers.

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.

Youth interested in working with YES Duluth complete and submit an application that staff review for initial eligibility. Age eligibility is documented with a state ID, birth certificate, or school record. Income eligibility is confirmed by reviewing the self-attestation of the last six months of household income. For youth with a disability, income eligibility is based on the youth as a "family of one," so determination is based solely on the applicant's income. If needed, a copy of an IEP or doctor's statement is also obtained. Youth who are eligible for free or reduced school lunch and families who have received food support in the last six months are considered income eligible.

Once eligibility is determined, staff invite youth to meet one-on-one for an initial intake that includes a strengths based assessment of potential barriers to success. Youth who are not income-eligible, but are experiencing any of several risk factors are eligible to be included in the 5% window. Risk factors include being a foster child, offender, having a disability, low reading or math skill level, truancy issues, pregnant or parenting, homeless, runaway, or poor performance in work or school. While the majority of youth served by YES Duluth meet income eligibility criteria, the 5% window allows staff discretion to serve non-income eligible in-school youth and out-of-school youth who meet one or more of the identified at-risk criteria. During the intake process, staff are able to determine which programs are most appropriate for enrollment to meet the needs of the individual.

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.

WDA 4 defines "An individual who requires additional assistance to complete an education program or to secure and hold employment" as a youth/young adult who is enrolled in an education program, but requires additional assistance beyond that offered by the service provider to complete the activity or program; or an eligible youth who is near the point of being ready for a job or employment, but requires additional assistance to acquire or retain a job.

During applicant's initial eligibility and needs assessment, YES Duluth staff make a determination as to whether the individual requires additional assistance to complete an educational program and/or secure and maintain employment. Common areas of need which require assistance are a history of difficulty securing and retaining employment, low education attainment, barriers to success in employment and education as a result of mental health struggles or disability, difficulty maintaining safe and stable housing, and/or criminal history that prevents one from being eligible for employment. These areas of need are reported and discussed through the Strengths Assessment,

Objective Assessment and Individual Service Strategy completed with all applicants during YES Duluth enrollment.

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.

The YES Duluth application provides staff with eligibility information and school and employment status. In the initial meeting following application, staff facilitate a Strengths Assessment with all youth. The assessment answers questions about whether the youth's safety needs are being met and what level of support or stabilization they may need to fulfill their basic life needs and/or succeed in their employment and education goals. The Strengths Assessment covers the areas of housing, child care, transportation, health, support system, education, income, legal history and work skills. After the Strengths Assessment and overview of the YES Duluth program and services, youth are referred to program partners for services necessary to support success in employment and education. If youth are ready to begin working on their GED, and/or if needed to determine eligibility, staff coordinate the collection of basic skill level through TABE Locator, CASAS, or MCA scores.

Demographic information including age, race, ethnicity, disability status and other at-risk factors are collected in a follow-up meeting to the Strengths Assessment and overview. From there, an interview-based Objective Assessment is facilitated by the job counselor. The Objective Assessment covers self-attestation in the areas of employment history and work-ready strengths, education history and goals, financial goals, transportation needs, a service interest inventory and the identification of current service providers. An Individual Service Strategy is developed with the youth, covering goals, plans and milestones for the 14 WIOA program elements.

Assessment tools through CAREERwise Education are used to explore career pathways and interest and ability assessments connect youth to the various data tools on DEED's website. Staff also expose participants to labor market information and occupations in-demand to assist them with making informed decisions regarding their future in the workforce and identifying career pathways.

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.

YES Duluth counselors use YES Duluth's Strengths Assessment, Objective Assessment and interest assessment results to work with each youth to develop their Individual Service Strategy (ISS). The ISS outlines:

- The provision of all 14 program elements;
- An individual's education and/or employment goals;
- Objectives and timelines to meet stated goals;
- Barriers to achieving goals;
- Support services needed to overcome barriers to goal success;
- Progress updates, follow-up information, referrals and plan updates
- Job search and placement plan after education/training is completed and youth is ready for employment.

If a youth has an Individualized Education Plan (IEP) in secondary school, a copy is acquired and reviewed with the youth. Because the IEP is tailored to the individual's needs, it is helpful in understanding the youth's disability and how we can help them learn and be successful. The IEP is useful as within the plan goals and objectives are established to ensure they correspond to the needs of the youth and his/her abilities. Referrals to the Area Learning Center or Adult Basic Education (ABE) are facilitated to support educational goals and plans.

Financial support services provided by YES Duluth include monthly transportation assistance, vouchers for work tools and clothing/uniforms, assistance with short-term training such as CNA and CDL, and payment for GED testing. Referrals to services that meet other basic needs are an important focus during the pandemic, and ongoing. Youth are referred to local providers of food support, access to healthcare, housing support and financial assistance.

The ISS is a working document that is updated to reflect goals, plans and milestones as the youth progresses through the year. YES Duluth staff meet with youth regularly, and connect or attempt to connect with participants a minimum of once per month, to review progress and modify the plan as needed. This process is maintained in-person when possible or virtually when meeting in-person is not an option. The ISS is renewed with all participants on a yearly basis.

As we move toward electronic plans and document storage within Workforce One, the YES Duluth team has been looking at the tools to develop ISS templates within Workforce One. The goal remains to move to an online living ISS document.

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.

YES Duluth provides the opportunity for experiential learning, work-based learning, and work experience opportunities year-round to all youth with a focus on work readiness skills, academic and occupational learning. While we were forced to suspend these activities briefly at the beginning of the pandemic, in-person Work Experience has resumed with COVID precautions in place, in compliance with CDC guidelines.

Work readiness training is offered to participants prior to work experience. When CareerForce is open, participants can access training during weekly drop-in workshops. With the ongoing pandemic, YES Duluth staff have adapted by providing virtual one-on-one sessions with participants either by video conference or phone calls. Staff work with participants to identify areas of career interest and examine labor market information of identified careers. YES Duluth has also incorporated online training utilizing a self-paced training on Conover Online and partnering with SOAR Careers for participants to take part in their Career Quest and Mind Over Matters workshops. Both workshops are synchronous virtual trainings. YES Duluth staff also cover work experience specific orientations which can include expectations of the workplace, general safety guidelines, understanding payroll and paychecks, and going over the COVID Preparedness Plans, use of personal protective equipment, etc.

Staff utilize established relationships with private employers, school programs, and non-profits to create work experience placements for youth who have limited or no employment experience. During the pandemic, YES Duluth requires a COVID Preparedness Plan for all worksites. Participants agree to follow health protocols and precautions to reduce workplace

exposure. Youth participants are provided with multiple face masks for personal use and on the worksite.

Work Experiences:

- Provide an opportunity for youth to learn about and meet employer expectations while gaining transferable skills.
- Allow youth to try different jobs to help determine what they like and dislike.
- Help build work-readiness skills to prepare them for a future career.
- Give youth exposure to work/careers that will improve their employment prospects.

Other experiential learning opportunities include arranging informational interviews and job shadows to expose youth participants to careers of interest.

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.

Through initial assessments and interviews with participants and discussion with other counselors or case managers with whom they may be working, YES Duluth staff work with youth to determine career goals for the individual and identify what experience and information is needed to attain those goals.

DEED's LMI data tools are utilized one-on-one, as needed, during youth and young adult individual assistance meetings as well as during intake. The Occupations in Demand tool is especially useful and helps youth gain a better idea of what career path to follow by helping them understand what jobs are/will be available, education and training options and costs, and income potential. Youth are also encouraged to utilize career exploration programs online such as CAREERwise Education and O*NET Online to gain information about how their skills and abilities match up to careers, descriptions of careers, and labor market information for those careers. In addition, information about virtual hiring events, and drive through job fairs are shared with participants.

Through the Career Connect program with SOAR, youth and young adults will be provided work readiness training, career pathways exploration in the hospitality sector, and entry-level employment with the support of employer mentors and job counselors. This project gives youth the potential to gain unsubsidized employment with a clear vision of how to advance in the hospitality pathway.

YES Duluth partners with Adult Career Services through the Pathways to Prosperity training programs. This partnership between local employment and training programs offers an opportunity for young adults to receive supportive training in the in-demand areas of healthcare, construction and manufacturing.

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).

Youth complete a Request for Training in order to identify a viable career path supported by local labor market information, identify the education or training is with a certified provider, and demonstrate their commitment to complete the program. Then these youth are eligible to

utilize an Individual Training Account. ITAs are to be used for In School Youth ages 18-21 or Out of School Youth ages 16-24.

Individual Training Accounts are designed to assist with post-secondary training and can only be used for direct school costs. This includes tuition, fees, books or supplies required for school, all of which are billed directly to YES Duluth from the school. Some items such as tools, uniforms, and books may also be reimbursed. A copy of the ITA policy, with approval date of 3/22/2022, is attached (Attachment H).

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.

YES Duluth provides follow-up services for 12 months beyond exit from WIOA and has no policy in place to offer follow-up beyond that. If a past participant demonstrates interest and need for program services after their 12 month follow-up period, the participant has the option to submit an application for enrollment including an objective assessment of current goals and service needs.

As participants enrolled in WIOA make significant progress toward the achievement of self-sufficiency, demonstrated by goal completion, credential attainment, employment, and improvement in areas covered in the Strengths Assessment, preparation begins for the transition into follow-up services. Youth are made aware in the development and review of the ISS and at the time of exit, that YES Duluth staff will provide continued services for a one-year period after the date of program exit, defined as the participant's last date of non-follow-up service. Youth are informed that it is important for them to stay in contact with their job counselor throughout the duration of the follow-up period, so that additional assistance and support can be provided if the participant encounters an obstacle to continued success and to enable staff to provide incentives and support services. This contact ensures the job counselor has the opportunity to provide coaching and support so the participant can continue to maintain self-sufficiency and advance on a career pathway.

Examples of follow-up services include transportation assistance, funding for work tools and clothing/uniforms, problem solving support, and referrals to job fairs/hiring events. An incentive reward is given in the 2nd and 4th quarters after exit for the youth that provide a paystub indicating employment during that period, or verification of post-secondary education. Staff attain updated contact information throughout the youth's time in the program and at time of exit so participants can be contacted by phone, email, postal mail, or social media.

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.

YES Duluth's Youth Incentive Policy provides incentive rewards for youth who have completed a basic skills, work readiness, or occupational skills goal as outlined on the Individual Service Strategy. A copy of the Youth Incentive Policy, with approval date of 3/22/2022, is attached (Attachment G).

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)

Supportive 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:

- a) Linkages to community services;
- b) Assistance with transportation;
- c) Assistance with child care and dependent care;
- d) Assistance with housing;
- e) Needs-related payments;
- f) Assistance with educational testing;
- g) Reasonable accommodations for youth with disabilities;
- h) Referrals to health care; and
- i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

During intake, YES Duluth staff complete a strengths assessment and objective assessment with all participants to gauge what supportive services the participant would benefit from. This is a key part of increasing the participants' stability and reducing their barriers to employment and training opportunities. Supportive services commonly provided are the monthly transportation assistance and cell phone reimbursement. During the ongoing pandemic, YES Duluth has amended some provisions of supportive services to best support our participants, including lifting the maximum limits for cell phone reimbursement. Attached is a copy of our Support Services Policy with approval date, 3/23/2022. (Attachment J)

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.

To most effectively meet the needs of participants, staff frequently braid resources from different funding streams. YES Duluth participants are considered for and co-enrolled in other projects and/or programs that can benefit them on their pathway to success. This includes braiding funding from Pre-ETS, TANF Youth, MYP, Youth at Work and Youth Support Services through co-enrollment. Partner referrals are also made to and from our CareerForce partners: AEOA, JET, VRS, MFIP, the WIOA Adult Program and Pathways to Prosperity training. Consent forms authorize coordination of services across programs, and because these programs are co-located within the same building, youth can be easily referred and contact between programs can be seamless.

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

- YES Duluth maintains collaborative relationships with the school district's high school guidance counselors and works with staff at the Area Learning Center to identify youth who are at risk of dropping out and who can benefit from additional supports to obtain either a diploma or GED. To increase motivation, YES Duluth offers an incentive policy which gives the students rewards for completing GED tests with passing scores and for obtaining a GED or diploma. Adult Basic Education facilitates referrals for youth who have aged out of the secondary school system or dropped out of high school.
- Due to the increase in failed classes (credit loss) and drop-out rates during the COVID distance learning response, many youth are looking for work with new schedules yet also needing to re-enroll in school. YES Duluth staff assists with both, placing an emphasis on credit recovery and school re-enrollment.
- YES Duluth staff also work with MFIP and SNAP employment service providers within Duluth CareerForce to identify dropouts and potential dropouts.

Youth with language and/or cultural barriers to employment

- Through the initial assessment process, YES Duluth job counselors identify any barriers that need to be addressed. Youth with language barriers are referred to ELL training through the Adult Learning Center. Additionally, one YES Duluth staff member holds a K-12 ELL license and is skilled at supporting English Language Learners with development of their English language and academic skills. It should be noted that the City of Duluth has a very small population of English Language Learners.
- YES Duluth staff refer youth for individualized guidance and support to community organizations such as American Indian Community Housing Organization (AICHO), Boise Forte Indian Reservation social workers, NAACP and Lutheran Social Services' Together for Youth (LGBTQIIA).
- Additionally, the Equity Committee for the Workforce Development Board works with employers throughout the community to help develop their cultural competency and inclusivity. The City of Duluth Human Rights Officer is a resource to assist with connecting youth with culturally relevant community supports and intervening in cases of discrimination or bias in the workplace.

Youth in foster care and aging out of foster care

- YES Duluth collaborates with the St. Louis County Health & Human Services Division, corrections/probation programs, foster care agencies, foster parents, mental health professionals, schools, and Lutheran Social Services' Oh No! Eighteen (ONE) program that serves youth, ages 16-20 who are in or have aged out of foster care. As youth transition out of foster care and into independent living, local partners help leverage resources to assist with housing, financial literacy, employment, and education and training needs.

Homeless youth or runaways

- YES Duluth has a long history of partnering with community-based organizations including Life House, a homeless youth service provider in Duluth, and Lutheran Social Services whose program "Another Door" provides emergency beds for young adults ages 18-24.

- Additionally, YES Duluth continues to work with Life House and SOAR Career Solutions as part of the Opportunity Youth of Duluth Project, initially funded through a grant from Youthprise. This project focuses on increasing employment readiness skills for "opportunity youth," with emphasis on working with those who are homeless or coming out of incarceration. Through this partnership, youth have the opportunity to connect to employment in the hospitality sector. Through the project, youth and young adults will be provided work readiness training, career pathways exploration in the hospitality sector, and entry-level employment with opportunity for advancement with the support of employer mentors and job counselors.

Youth offenders and those at-risk of involvement with the juvenile justice system

- YES Duluth works with many youth offenders and has a growing relationship and referral process with local juvenile probation officers, the coordinator of youth community service, the local Minnesota Teen Challenge program. YES Duluth has connected with the Juvenile Probation department, namely the coordinator of the youth community service program. Youth and young adults working with this program are being referred to YES Duluth for assistance with transition planning including credit recovery, GED completion, work experience, and other work readiness/job seeker services. SOAR Career Solutions' Offender Re-entry Program continues to be a strong referral source of support for program participants.
- YES Duluth staff make frequent referrals to CareerForce's New Leaf workshop. New Leaf is a workshop for former offenders or anyone with a criminal background (including misdemeanors). New Leaf covers specific issues related to the job search process for those who have an arrest record. Attendees learn how to overcome barriers, avoid self-sabotage and the "application trap," answer offense-related interview questions and gain strategies for writing an effective resume. As an alternative to the workshop, the facilitator connects with referrals directly to provide Individual Assistance, through Job Seeker Services within CareerForce.

Youth with disabilities

- Approximately 50% of youth served by YES Duluth have a disability, and being co-located with the local office of Vocational Rehabilitation Services (VRS) is extremely beneficial. Youth are frequently co-enrolled and placed in work experiences in an integrated environment in the community. Staff work together to ensure participants are able to gain confidence, develop job specific skills and positive work habits while preparing for future opportunities. The VRS Transitions counselor also serves on the Youth/Education Committee.
- YES Duluth works collaboratively with ISD 709 teachers and social workers who support special-need students in the district. Working together, specially designed work experiences for youth with disabilities are developed. YES Duluth staff also attend transition resource fairs and family resource nights at local high school locations to provide youth and family members with information about the program.
- The City of Duluth has been working in partnership with Vocational Rehab Services to provide Pre-Employment Transition Services (Pre-ETS) to students with disabilities in grade 9 through age 21. With 25% of students at Denfeld High School on an IEP – a

number that is twice the state average –the need for increased support is clear. While Pre-ETS enrollment has not been as high as originally forecasted, many youth with disabilities who are not enrolled in Pre-ETS continued to be served by YES Duluth through Youth at Work, MYP, HECAP, and WIOA Youth.

Teen parents

- YES Duluth receives referrals from St. Louis County, MFIP job counselors, the Life House Teen Parent Center, school counselors, YWCA Spirit Valley Young Mothers Program, and other community youth organizations. YES Duluth is also co-located with MFIP counselors at CareerForce which makes referrals and plan coordination very easy.

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

- A variety of community organizations refer youth to YES Duluth including the Center for American Indian Resources (CAIR), American Indian Community Housing Organization (AICHO), NAACP, and the ISD 709 Office of Education Equity, Family Freedom Center, and Family Rise Together. While nearly 50% of program participants are youth of color, YES Duluth is working to expand outreach and services to under-served and under-represented youth and young adults.
- Beginning this year, YES Duluth is partnering with Family Freedom Center on a Youth Support Services grant, braided with WIOA and MYP funding, to empower the Black community through culturally specific youth programming. Through the partnership, Adulting Basics Classes will begin in March 2022, and will run for six-weeks in cohorts of ten youth. Participants will set clear goals for their future through a comprehensive program that includes empowerment focused work readiness and entrepreneurship training, mentoring, paid internship, financial literacy, career exploration, and wraparound supports. Through co-enrollments and braided funding, youth will have access to financial supports and incentives, a laptop to complete program coursework, and wages and stipends for class time, GED studies and testing, and paid internships.
- Dedicated YES Duluth staff housed part time at East and Denfeld High Schools has increased connectivity to youth of color. With nearly 25% students of color at the Duluth high schools and lower on-time graduation rates for both African American and Native American students compared to their white peers, access to YES Duluth staff for career assessments, career planning and exploration, financial literacy, job search skills, navigating business culture, post-secondary planning, and other supports has helped students get on a path for future success. YES Duluth works closely with ISD 709 guidance counselors and integration specialists to facilitate referrals for youth of color to the program.
- The City of Duluth is committed to addressing education and economic disparities for under-served, under-represented populations. Staff continue to work with the Duluth Workforce Development Board to implement strategies outlined in the WIOA Local and Regional Plan documents through stakeholder engagement, training, and partnership development. The workforce board's Equity Committee is focused on cultural diversity and implicit bias training among employers in the community. Through development of the Diversity & Inclusion Employer Action Guide and ongoing employer engagement, the Equity Committee seeks to reduce implicit bias and increase hiring and retention of youth and adults of color. The toolkit was developed to help employers increase

diversity and strengthen inclusiveness in recruiting, hiring, onboarding, and retention. To assist with this effort, YES Duluth will integrate the Diversity & Inclusion Employer Action Guide into training and orientation for Work Experience employers.

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.

Approach to assuring work readiness skill attainment for youth participants

- YES Duluth addresses work readiness skills with youth from their initial application to the time they exit the program. This is accomplished in the following ways:
 - Work Readiness training is delivered both one-on-one and through workshops provided by YES Duluth and partner agencies. When CareerForce is open to the public, a series of Work Readiness workshops are delivered near the end of the school year for in-school youth interested in a summer work experience. For out-of-school youth, weekly drop-in hours are offered during which YES Duluth counselors are available to provide Individual Assistance to Youth. In-person meetings has been on hold during the pandemic and youth are currently being served in Individual Assistance over the phone, video calls and email. Through Individual Assistance, youth may receive help with their resume and cover letters, job seeking assistance, interview preparation and career pathways exploration and activities.
 - As part of orientation prior to entering a Work Experience placement, an overview of positive work habits including attendance, punctuality, positive attitude, taking initiative, task completion, professionalism, communication skills and safety is provided. Goals and work behaviors leading to gaining a positive employer reference from the Work Experience employer is also covered during orientation.
 - All Work Experience participants are evaluated using the same performance evaluation measures and process regardless of the grants in which the individual is enrolled or co-enrolled.
 - Participants have an opportunity to review the performance evaluations, and completed evaluations forms are kept in participant files and noted in Workforce One.
 - Evaluation results scoring at a proficient or higher rating are entered into Workforce One indicating success in Work Experience.
 - Staff rely on feedback from worksite supervisors and maintain close contact with them throughout the participant's Work Experience. YES Duluth time sheets include a performance evaluation section that is used as a tool to gather timely feedback on youth's progress and potential performance issues. Staff are available throughout the Work Experience placement to assist both the employer and youth with conflict resolution.
 - Staff periodically visit YES Duluth worksites to monitor progress and to provide assistance to the worksite supervisor to ensure job skills goals are being met.
 - New this year, YES Duluth is offering an opportunity for participants to enter or advance into a Leadership Development position in Work Experience. A Work Experience application assesses the participant's goals in their Work Experience, including their interest in the development of leadership skills and additional responsibilities and training. Participants may advocate to enter

Work Experience in a Leadership Development position based on work history and skills. Participants that enter Work Experience in an Entry-Level position may advocate at any time for advancement into a Leadership Development position based on performance and readiness. Additionally, Performance Evaluations include a self-evaluation as well as an employer evaluation.

- Work Readiness Tool is attached (Attachment F).

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.

- All Work Experience supervisors participate in an orientation session where roles and expectations of the youth, site supervisor, and job counselor are reviewed.
- YES Duluth uses the work readiness skills attainment form provided by DEED. The evaluation is reviewed during the supervisor’s orientation and they are asked to complete the evaluation at the mid-point and the end of the youth’s Work Experience placement. Youth are evaluated on attendance, punctuality, workplace appearance, initiative, quality of work, communication, accepting feedback, cooperation, problem solving, and following workplace policy and safety.
- YES Duluth staff maintain communication with worksite supervisors to answer questions and ensure evaluations are completed and submitted in a timely fashion. In addition to ongoing communication and formal performance evaluations, YES Duluth timesheets include prompts to gather feedback on youth’s progress and performance.

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.

(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.
- 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 Virtual Job Shadow, and CareerWise.

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 4)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

Private sector employers provide a variety of Work Experience opportunities for YES Duluth program participants. As many Work Experience placements are a participant’s first employment opportunity, YES Duluth staff work to match participants with employers that can provide a supportive level of mentoring as they work through performance issues and potential barriers to success in the job market. With the support of the YES Duluth team and a mentoring perspective from employers, many participants exit Work Experience with a positive employer reference, and a number of these work experiences have led to permanent positions with private-sector employers. YES Duluth is currently in the process of incorporating the Diversity & Inclusion Employer Action Guide into training and orientation for Work Experience employers. This toolkit was developed to help employers increase diversity and strengthen inclusiveness in recruiting, hiring, onboarding, and retention. This will be a powerful tool to support employers as they strive to develop youth’s Work Readiness skills through their YES Duluth Work Experience.

Job shadowing opportunities are offered to YES Duluth participants as part of Career Pathways training and exploration. YES Duluth counselors assess youth’s Career Pathways interests through the Objective Assessment and the CareerWise Career Cluster Interest Survey. Youth are matched with employers in sectors they wish to explore and youth are offered the opportunity to tour employment sites and training centers as well as conduct informational interviews with employers.

Connection to apprenticeship and pre-apprenticeship opportunities happens largely through career pathways training offered through CareerForce in Duluth and our partners. YES Duluth’s partnership with Lake Superior College, SOAR Career Solutions and Pathways to Prosperity leads to employment and training in construction, welding, machining and CDL certification through Building Strong Communities, an apprenticeship preparatory program.

Through the schools, youth gain exposure to pre-apprenticeship and apprenticeship training through tours of technical programs in the high schools, visits to local higher education institutions, and visits to apprenticeship training facilities. YES Duluth also continues involvement with Construct Tomorrow, an annual event that provides hands-on exploration of careers in the construction trades. During the event, youth engage in hands on experiential activities at various stations and access information about apprenticeship training and careers. In addition to a daytime session for secondary students, YES Duluth staff are instrumental in hosting Construct Tomorrow’s evening open house for community members of all ages. The intent behind this is to help educate the parents, guardians, and influencers in a young person’s life about the benefits of a trades career, as well as opening up the experience to out-of-school youth. The way in which these opportunities are accessed has changed temporarily during the pandemic, and virtual opportunities are being presented to youth for the time being.

- **Pre-Employment Transition Services (Pre-ETS) project, if appropriate.**
Pre-ETS services are being offered to students in area high schools. Staff meet with students for 1:1 sessions on post secondary ed counseling, work readiness, job exploration, and self advocacy. Pre-ETS has proven to be a perfect fit for students not quite ready for full YES enrollment, but never the less ready to work readiness and transition counseling.

- **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.**

YES Duluth is well-connected to Vocational Rehabilitation Services (VRS), and while we did not participate in the initial DEI pilot project, we would consider participating in a future grant round to further enhance our services.

YES Duluth’s efforts include:

- a. Partnering with VRS to provide Pre-ETS services as well as cross-referrals for co-enrollment with out-of-school youth. Pre-ETS activities include career exploration, work readiness and work experience, and goals and coaching related to self-advocacy.
- b. Attending secondary students’ Individual Education Plan (IEP) meetings to better understand the individual’s goals, strengths and limitations. The IEP and IEP planning meetings help inform goals and strategies included in YES Duluth’s ISS plans.
- c. Working with ISD 709’s Bridge, T12 and Extended Summer programs that serve youth with disabilities to help them achieve their high school diploma and transition to employment. YES Duluth works with ISD 709 staff to provide wages and work experience throughout the community, and assists with establishing transition plans for after graduation.

- **Strategies for coordinating with after-school and out-of-school time programming.**

YES Duluth has solid partnerships with local youth-serving agencies offering afterschool programming throughout the City. Not only do these agencies serve as work sites for our Work Experience offerings, but they also act as a portal of communication to families and youth that we may not otherwise reach. New this year is YES Duluth’s staff involvement in the Duluth Youth Agency Coalition (DYAC), which has proven to be a beneficial resource-sharing and partnership-building platform. YES staff are also on site at least once a week at the Denfeld after school program.

- **Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.**

Duluth Workforce Development (DWD) is contracted by St. Louis County to provide employment services to MFIP and SNAP clients. DWD job counselors, as well as job counselors from other organizations that provide MFIP and SNAP employment services,

are co-located with YES Duluth staff at the CareerForce Duluth location. This arrangement makes it easier to coordinate plans and have ongoing communication with MFIP/SNAP Job Counselors. YES Duluth staff continue to strengthen our partnership with MFIP service providers located outside CareerForce, including SOAR Career Solutions and Community Action Duluth.

Program staff across agencies are trained and knowledgeable of the myriad of program rules and policies that affect youth through the age of 24. Updates and changes in program policy are shared via e-mail and/or regular staff and partner meetings. Co-enrolling youth is done whenever possible to help leverage resources between the programs and partners.

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

YES Duluth’s Individual Service Strategy outlines each of the 14 program elements and allows for the development of measurable goals and service referrals. While many of the program elements are provided by YES Duluth counselors, we work to maintain a strong interagency referral network to deliver the 14 program elements through direct outreach and the Opportunity Youth of Duluth collaboration.

Each participant completes an ISS with their counselor upon enrollment as a goal setting and planning procedure subsequent to their Objective Assessment. All program elements and performance indicators are addressed throughout the ISS. Every YES Duluth participant completes an Objective Assessment and an Individual Service Strategy with their counselor regardless of the grants in which they are enrolled or co-enrolled. The ISS is reviewed on a quarterly basis, progress is documented through case notes in Workforce One, and the ISS is renewed yearly.

Prior to the pandemic, YES Duluth was in the process of establishing MOUs between the LWDA and program element providers. The following is our current interagency referral guide for providing the 14 program elements, including the status of our MOU with our partners. We continue our efforts to establish MOUs with partner agencies as we work to maintain the commitments of our MOUs with existing partners.

Program Elements	Interagency Referrals	Best Practice
i. Tutoring, Study Skills Training and Instruction-Diploma	Life House (LH) and Harbor City International School (HCIS) MOUs in effect ISD 709 and Lutheran Social Services (LSS) MOUs pending	Support is provided through LH’s Futures Recovery Program. Regular referrals and office hours occur at area high schools and the Area Learning Center. Pending partnership with Truancy Action Prevention at LSS.
ii. Alternative School and Dropout Recovery- High School Equivalency	Life House MOU in effect. Denfeld Full Service Community School Collaborative contract in effect ISD 709 MOU pending	Support is provided through LH’s Futures Education Program. Regular referrals and office hours occur at area high schools and the Area Learning Center.
iii. Paid and Unpaid Work Experience	Life House MOU in effect ISD 709 (Bridge and T12) and Valley Youth Center (VYC) MOUs pending	YES Duluth builds partnerships to identify “employer champions” that provide a blend of work readiness training, employment experience and mentorship as youth develop valuable employment skills. Job placements are customized to the interests,

		needs, and skills of the youth.
iv. Occupational Skills Training	Lake Superior College (LSC) and Northwood Technical College MOUs pending	Career pathways exploration of the broad scope of certification options available in our area. Through college enrollment participants earn a diploma, certificate and arts degree. Staff also provide guidance and financial support leading to CNA, TMA and CDL training.
v. Education offered concurrently with workforce preparation and training for a specific occupation	ISD 709, LSC and Northwood Technical College MOUs pending	As youth work toward achieving their diploma or GED, staff establish Work Experience that aligns with career pathways interest. Following school and Work Experience completion, staff support transition into post-secondary school within the career pathway and unsubsidized employment in the field of interest.
vi. Leadership Development	Life House, Family Freedom Center (FFC) and HCIS MOUs in effect VYC MOU pending	Work Experience offers an opportunity for participants to enter or advance into a Leadership Development position. A Work Experience application assesses the participant's goals in their Work Experience, including their interest in the development of leadership skills and additional responsibilities and training. Participants may advocate to enter Work Experience in a Leadership Development position based on work history and skills. Participants that enter Work Experience in an Entry-Level position may advocate at any time for advancement into a Leadership Development position based on performance and readiness. FFC supports youth in gaining knowledge about self-employment, financial literacy, self-advocacy and empowerment.

		Students engage in Global Citizenship at HCIS where class time is spent performing acts of service and community building.
vii. Support Services	Life House and SOAR Career Solutions MOUs in effect Community Action Duluth (CAD) MOU pending	We leverage partnerships to provide needs related support to enable youth to participate in WIOA activities. Includes supporting mutual clients through stipends for those engaged in GED completion and job skills training programs.
viii. Adult Mentoring	Life House and HCIS MOUs in effect	HCIS and LH staff and counselors build lasting relationships with youth participants that include activities which offer guidance, support and encouragement to develop the competence and character of the youth.
ix. Follow Up Services	YES Duluth	Staff make continual efforts to stay connected with youth and support them in the first phases of post-secondary education and/or unsubsidized work. Transition planning begins with the ISS renewal prior to exit.
x. Guidance and Counseling	Life House, HCIS and North Homes Children and Family Services MOUs in effect	Referrals are made to primary care and mental health clinics/physicians, and potential need for diagnostic assessment, ARMHS, Rule 25 assessment, chemical dependency support and other outpatient services.
xi. Financial Literacy Education	Life House, Family Freedom Center, and HCIS MOUs in effect Community Action Duluth, Lutheran Social Service MOUs pending	Financial literacy education is provided within partner agencies to help participants gain the knowledge, skills and confidence to make informed financial decisions and attain greater financial health and stability. May include budgeting, initiation of checking and savings accounts, and assistance in financial decision-making in group settings or one-

		on-one. Curriculum and resources include Junior Achievement, the National Endowment for Financial Education and local credit unions.
xii. Entrepreneurial Skills Training	Life House and Family Freedom Center MOU in effect	YES Duluth maintains ongoing partnerships with Life House's Legitimate Hustle program, and Family Freedom Center, providing entrepreneurship training to mutual participants.
xiii. Labor Market Information	YES Duluth	LMI data is incorporated into Career Pathways training and reviewed biannually through the LMI Snapshot, using information gathered from the DEED Data Tool.
xiv. Post-Secondary Preparation and Transition	Life House and HCIS MOUs in effect. Duluth Full Service Community School contract in effect. TRIO MOU pending	Assistance is provided with FAFSA completion, application and enrollment assistance, scholarship applications, Accuplacer preparation and college tours.

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.

Our primary strategies are based on our strong partnerships with agencies and district personnel that serve homeless youth. We receive referrals from services and partners including ISD#709 Homeless Advocate, Truancy Action Prevention Program, Life House, and Luther Social Services (LSS) Center for Changing Lives programs. School guidance counselors and social workers also make referrals to YES Duluth.

County social workers, LSS Oh.No.Eighteen program staff make referrals of foster care youth to YES Duluth. High school staff will also refer students involved in foster care to YES Duluth.

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

We anticipate working with ISD#709 and Harbor City International Charter School to recruit homeless in-school youth and in-school foster care youth.

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

Nearly 25% of our current participants are foster care youth and approximately 30% are considered homeless. These participants require an increased amount of direct services and additional support services to gain and maintain stability, education, and employment. A change in direct services provided will include an overall process improvement such as: tracking these two populations in a more deliberate manner, more frequent communication with county social workers and LSS program staff, and educating new school staff on the services available to homeless and/or foster youth through YES Duluth.

[Attachment 4]

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				
<p>SOAR Career Solutions YES Duluth partners with SOAR to provide counseling & guidance to both juvenile and adult offenders. SOAR offers re-entry services for individuals coming out of incarceration as they transition back into society.</p>	<p>Lutheran Social Services Lutheran Social Services’ Oh No! Eighteen (ONE) program serves youth, ages 16-20 who are in or have aged out of foster care. YES Duluth continues to strengthen the partnership with LSS through employment and education support especially as youth transition out of foster care.</p>	<p>Vocational Rehabilitation Services YES Duluth works closely with Vocational Rehabilitation Services (VRS) and will co-enroll participants when possible.</p>	<p>Life House YES Duluth works with staff from Life House that specialize in serving homeless youth and/or working to prevent homelessness - to educate them on YES Duluth program offerings and solicit referrals of youth in need of training and employment assistance.</p>	<p>Duluth Adult Education YES Duluth works with DAE to provide support for their youth and young adults pursuing a GED or adult diploma, and offers employment and training services to these learners, as appropriate. DAE provides GED test prep, GED testing, CASAS/TABE testing and Accuplacer prep. YES Duluth provides stipends and incentives to youth who complete their GED or HS diploma.</p>
<p>Opportunity Youth of Duluth (OYOD) YES Duluth partners with SOAR and Life House to implement OYOD. The Duluth-based OYOD project leverages the assets of each partner to serve youth and young adults who are most at-risk. SOAR (re-entry services) and Life House (homeless)</p>	<p>St. Louis County Social Services, Foster Care YES Duluth collaborates with county social workers to identify and serve youth aging out of the foster care system and assist them with the application process to the program.</p>	<p>ISD 709 – Bridge, ESY, & T12 & Special Ed Work Based Learning YES Duluth works with school counselors, and staff involved with the work based learning, BRIDGE and T12 programs for youth with disabilities. Staff also participate in Transition Resource Fairs at</p>	<p>Lutheran Social Services YES Duluth works with the Center for Changing Lives. Operated by Lutheran Social Services, the Center provides services and housing for youth who are homeless or at-risk of becoming homeless.</p>	<p>Area Learning Center YES Duluth works with the Area Learning Center to increase blending of resources and additional assistance to ‘super seniors’ and those students at risk of dropping out.</p>

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				
serve as the primary entry points for program participants; YES Duluth facilitates placement in community-based employment and provides supports for those who are ready.		local high schools to promote services to youth with disabilities.		
<p>Juvenile Probation Officers YES Duluth has connected with the Juvenile Probation department, namely the coordinator of the youth community service program. Youth and young adults working with this program are being referred to YES Duluth for assistance with transition planning including credit recovery, GED completion, work experience, and other work readiness/job seeker services.</p>		<p>Pre-ETS YES Duluth provides Pre-Employment Transition Services (Pre-ETS) to students with disabilities in grade 9 through age 21 that are attending secondary school and potentially eligible for Vocational Rehabilitation Services (VRS). This has impacted our reach in the schools due to eligibility requirements that are not restricted by income criteria, yet includes 504 plans and medical records as qualifiers.</p>	<p>Opportunity Youth of Duluth (OYOD) YES Duluth partners with SOAR and Life House as part of OYOD. The Duluth-based project leverages the assets of each partner to serve youth and young adults who are most at-risk. SOAR (re-entry services) and Life House (homeless) serve as the primary entry points for program participants; YES Duluth facilitates placement in community-based employment and provide supports for those who are ready.</p>	<p>ISD 709 Area High Schools Within area high schools, YES Duluth staff work closely with Integration Specialists from the Office of Education Equity as well as promoting and supporting cross referrals with the Check & Connect program at Denfeld High School.</p>
		<p>Interagency Coordinating Council of Duluth (ICCOD) YES Duluth attends the ICCOD meetings to collaborate with members and coordinate transition services for individuals with disabilities. Staff participate in the ICCOD/Northern Lights Interagency Council (NCL) Mentoring Day.</p>		<p>Duluth Youth Agency Coalition (DYAC) – YES Duluth is an active member of DYAC. In response to the negative impacts on student success during the pandemic, DYAC has formed an Education committee that specifically addresses drop-out recovery city-wide. Recent initiatives include an online ‘youth program finder’ which serves a streamlined tool for youth and caregivers to easily locate a nearby youth program and the marketing campaign “Education Matters. Don’t Give Up.”</p>



**Duluth Workforce Development Board
Emerging Workforce Committee
Work Plan PY 2022**

MISSION:

To guide and coordinate partnerships with local organizations that foster the full employment potential of youth and young adults in the Duluth area.

OBJECTIVE:

The Emerging Workforce Committee works to support eligible youth in accessing education and employment opportunities by:

- Recommending policy direction to the Local Board for the design, development, and implementation of programs that benefit all eligible youth;
- Design ways to better coordinate services and leverage resources among schools, programs, and community organizations that serve youth;
- Provide ongoing local and regional leadership in identifying and implementing best practices and continuous quality improvement in services provided to youth in the community;
- Advise and support planning and operations of YES Duluth services, assisting with resolution of any issues that may arise.

Activities	PY 2022 Outcomes
<p><u>Increase Access to Career Pathways by:</u></p> <ul style="list-style-type: none"> • Providing opportunities for youth to connect with professionals in various occupations to learn about “a day in the life of X.” • Providing education and opportunities to learn about the variety of jobs available in Duluth, with an emphasis on high-demand, high-wage industries. • Engage in efforts to build career pathways for youth in healthcare, skilled trades and hospitality. • Advocate for expanded Career Technical Education and work-based learning programming in Duluth Public Schools. 	<ul style="list-style-type: none"> • Promote 218Trades among local schools and youth-serving organizations. • Assist in planning of a hands-on healthcare and construction career fairs for the 2022-2023 school year. • Support accessible career pathway programs in healthcare, construction and hospitality. • Meet with Superintendent, Perkins, and other school leaders to discuss options for expanded CTE and work-based learning support. • Support utilization and expansion of PAES Lab as a career exploration and assessment tool
<p><u>Increase Employer Engagement by:</u></p> <ul style="list-style-type: none"> • Talking with/educating employers about their role in developing future workforce; clearly define their roles and how we will support them. • Increasing recognition and support for employers engaged in equity-focused workforce development efforts. 	<ul style="list-style-type: none"> • Host a roundtable for employers focusing on improving employment relationship with youth/young adults • Host Employer Champions webinar series to facilitate deeper employer engagement in DEI in recruiting, hiring, onboarding, and retention.
<p><u>Increase Outreach to Youth & Young Adults by:</u></p> <ul style="list-style-type: none"> • Partner with others in the community to meet youth where they are – expanding services outside CareerForce location. • Deepen partnership with ISD 709 and High School Career Centers to connect with youth, provide career exploration, training and other activities. • Develop opportunities for providing mentoring to youth/young adults, particularly youth of color. 	<ul style="list-style-type: none"> • Continue to expand and deepen partnership with ISD709 to connect youth still in school with career pathways opportunities. • Pilot offsite office hours at at least one additional youth serving location. • Deepen relationships with community partners that can provide culturally-relevant mentoring for youth
<p><u>Grow the Pipeline of Workers in Youth Development Roles</u></p> <ul style="list-style-type: none"> • Raise awareness of youth development occupations in Duluth and the Twin Ports • Support youth development organizations and Duluth Public Schools in developing and implementing workforce recruiting and retention strategies 	<ul style="list-style-type: none"> • Map youth development and teaching career pathways in our region • Support and develop career pathway training in youth development roles (i.e. ParaPro, Child Care Worker, social work paid internships) • Participate in and support the work of the Duluth Youth Agency Coalition (DYAC)

Duluth Workforce Development Board Committee Roster

Emerging Workforce Committee (Youth)


Committee Chair: Corey Cusick

Last	First	Organization	Email	Board/Staff/Community
Bott	Leah	Perkins	lbott@isd381.org	Community
Brandstaetter	Paul		pbrand@q.com	Community
Foshay	Elena	Duluth Workforce Development	efoshay@duluthmn.gov	Staff (DWD)
Gorecki	Carson	DEED	carson.gorecki@state.mn.us	Staff (DEED)
Grunzke	Hannah	Duluth Workforce Development	hgrunzke@duluthmn.gov	Staff (DWD)
Huntley	David	Terch and Associates	david@terchandassociates.com	Community
Kucera	Karissa	Duluth Workforce Development	kkucera@duluthmn.gov	Staff (DWD)
Larson	Andy	VRS	andy.larson@state.mn.us	Community
Morcomb	Luke	Life House	Luke.Morcomb@life-house.org	Community
Murray	Jill	Lake Superior College	jill.murray@lsc.edu	Community
Peluso	Angel	Duluth Community Schools Collaborative	nd.angelina.peluso@isd709.org	Community
Piantek	Suraiya	Duluth Community Schools Collaborative	nd.saraiya.piantek@isd709.org	Community
Rhichard	Nelle	Duluth Workforce Development	nrhicard@duluthmn.gov	Staff (DWD)
Corey	Cusick	United Way/AFL CIO	ccusick@hlunitedway.org	Board
Dave	Cook	NEMOJT	dave.cook@nemojt.org	Community
Simons	Don	ISD709	donald.simons@isd709.org	Community
Frank	Angie	Duluth Adult Education	angie.frank@isd709.org	Board



Workforce Development Board

402 West First Street
Duluth, Minnesota 55802

 218-730-5241

 efoshay@duluthmn.gov

Duluth Workforce Development Board Meeting Minutes

Monday, May 17, 2021; 2:00 – 4:00 p.m.

Virtual Meeting via WebEx

Present:

Anthony Bonds, Assistant Superintendent, ISD 709
 Kim Burke, Workforce Development & Sourcing Specialist, Essentia Health
 Andy Campeau, Business Agent, UA Local 11
 Andrea Chartier, Career Services, College of St. Scholastica
 Brian Durand, Project Executive, McGough
 Emily Edison, Executive Director, SOAR Career Solutions
 Claire Farmer-Lies, Marketing & Communications, RSI
 Patty Fleege, Adult Basic Education (ABE) Manager, Adult Learning Center
 Lindsey Growette Stingle, Human Resources Director, National Bank of Commerce
 Marla Halvorson, HR Director, St. Luke's
 Monica Haynes, Director, UMD Bureau of Business & Economic Research
 Duane Hill, District Engineer, Minnesota Department of Transportation
 Julie Johnson Atkinson, Vice President of Sales, Visit Duluth
 Pam Kramer, Executive Director, Duluth LISC
 Laura Krollman, Manager, Minnesota Power
 Paul Pedersen, Director of Outreach, MAC-V
 Ian Vincent, Senior Business Developer, APEX
 Sonia Vinnos, Rehab Manager, DEED Vocational Rehabilitation Services
 Amanda Yates, Financial Services Manager, St. Louis County
 Elena Foshay, Director, Duluth Workforce Development
 Carson Gorecki, Northeast Regional Labor Market Analyst, DEED
 Shawn Herhusky, Workforce Strategy Consultant, DEED

Meeting called to order at 2:03 p.m. The Workforce Development Board successfully established a quorum.

Action Items:

- Minutes from the March 15, 2021 meeting were approved by all board members in attendance.
- **Youth plan – RFP Waiver**



Motion to be made: The Workforce Development Board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved for grants and contracts to be awarded on a competitive basis.

Background

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 in the annual youth plan.

SEC. 123. ELIGIBLE PROVIDERS OF YOUTH WORKFORCE INVESTMENT ACTIVITIES.

(a) IN GENERAL.—From the funds allocated under section 128(b) to a local area, the local board for such area shall award grants or contracts on a competitive basis to providers of youth workforce investment activities identified based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers.

(b) EXCEPTIONS.—A local board may award grants or contracts on a sole-source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis under subsection (a).

- A motion was made by Anthony Bonds to approve and it was seconded by Monica Haynes. Motion carried unanimously by all board members in attendance.

- **Bylaws change**

- A motion was made by Duane Hill to accept a bylaws change clarifying residency requirements for Board members, and it was seconded by Claire Farmer-Lies. Motion carried unanimously by all board members in attendance.

- **One Stop Operator**

The average rating for the One Stop Operator proposal from the Duluth Workforce Development Partnership was 90.25 out of a possible 95 points, or 95%.

TOTAL SCORE	AVERAGE				
Experience and Philosophy (40 Points):	35	37	37	38	36.75
Approach (30 Points):	27	29	28	30	28.5
Budget (15 Points):	15	15	15	15	15
Additional Points Awarded (10 Points):	10	10	10	10	10
<hr/>					
Total Points Awarded (out of 95):	87	91	90	93	90.25

- A motion was made by Monica Haynes to accept the Duluth Workforce Development Partnership as the One Stop Operator for a three-year term and it was seconded by Amanda Yates. Motion carried unanimously by all board members in attendance. (Sonia Vinnes did not vote.)

Updates & Announcements

- Minnesota Unemployment Insurance updates. Since the beginning of the pandemic:
 - \$12.2 billion in unemployment insurance has been paid out in Minnesota. 2/3 of that was federal funding. 1/3 was regular UI payments.
 - 849,119 Minnesotans have received at least one UI payment since March 15, 2020, compared to about 180,000 in a typical year.
- WIOA Adult, Dislocated Worker, and Youth funding increased by 30-40%.
- A drive-through job fair for the hospitality industry served 100 participants. Leftover bags full of job postings went to colleges, clients, and community organizations. Employers received applications filled out by participants at the event.
- Conversations have continued with Adult Basic Education about them potentially moving in with us at CareerForce.
- A Trauma Informed Care grant will fund staff training.
- Employers would like to see more focused support of them from Workforce Development. We are not funded to support employers directly. Work with Planning and Economic Development is planned.
- RFPs are out for community liaisons to help with outreach and recruitment into the construction industry (MnDOT grant) and youth services focusing on work experience and work readiness.
- When the Governor's emergency declaration expires, the board may lose the ability to meet virtually. Open meeting laws may be revised allowing virtual meetings to continue however we will plan for meeting in person as needed.
- The Digital Inclusion Initiative is meeting again this week. Continuing work is focused on broadband access.
- The DEED commissioner gave the green light to reopen CareerForce, however we have been asked to reopen without DEED Job Service staff who have been re-assigned to call every unemployment recipient in the state. We will reopen for in-person appointments with job counselors on June 7. A re-opening date for the computer lab will be announced.

Benefits Cliff presentation-Monica Haynes

Families who are eligible to receive certain types of social assistance may sometimes reach income levels where they lose incentives/assistance due to program requirements. That creates a negative disincentive for workers to accept raises or additional hours, because they may become ineligible for necessary social assistance (child care assistance, food benefits, housing assistance, state tax credits, etc.).

- St. Louis County and Hennepin County benefits cliff data was compared.
- Funding needed to continue research. Timely subject, follow up needed.

Equity Activity

The following questions were answered and discussed by the board:

- What workforce challenges are your organizations struggling with now?

- What has been your organization's experience over the past year with recruiting and hiring a diverse workforce?
- What do you think are the underlying issues causing these challenges?

Committee Updates:

Equity

- Working on the development of an employer group that will work on diversity and inclusion topics and what that will look like moving forward.

Governance

- Have been working on One Stop Operator proposal, bylaws changes, and staying on top of WIOA requirements. Have not had to recruit any new members.

Talent Attraction

- This committee has starting up work again. Ian Vincent and Liz Holden are co-chairing. Meetings have been about the housing shortage. They are looking at future work plan for the committee. Talent attraction doesn't necessarily mean attracting people to our community from another community. Due to COVID or layoffs, the committee is addressing attracting local workers back into the workforce.

Healthcare Working

- Virtual Scrubs Camp taking place with 65 students enrolled, very successful. Indigenous Virtual Scrubs camp being developed for 2022. Some members did a podcast with the city of Duluth. Proctor HS surveys students and 40% are interested in healthcare fields. Working on strategic plans. Pathways to Prosperity class being held for CNA students. The conversation regarding the nursing float pool program (sharing staff amongst different companies,) has started again after being on hold due to COVID.

Emerging Workforce

- Did not meet in April after going through youth work plan.

Construction Working Group

- They are continuing to support Building Strong Communities training that's happening. They have been talking in general about the construction workforce and how do make sure we have enough people going into construction. Actions employers can take to create diverse/inclusive workplace and retain employees has also been discussed.

NOTE: Elena Foshay will be sending a template out to all committee chairs asking for information regarding what each committee is doing to meet the goals outlined in the local and regional plan.

Meeting adjourned 3:53 p.m.

Next meeting is Monday, June 21, 2:00 – 4:00 p.m.



Workforce Development

402 West First Street
Duluth, Minnesota 55802



218-302-8400
218-730-5952 FAX



workforcedevelopment
@duluthmn.gov

Request for Professional Services

2021 Youth Work Experience Program

Duluth Workforce Development is seeking proposals from qualified individuals and organizations to provide work readiness training and paid work experience to Duluth youth/young adults between the ages of 14 and 24. A total of \$75,000 is available for grants to one or more local entities or consultants to provide programming during the summer for at least 20 youth, with potential to extend into the fall semester.

Eligible Applicants

Applicants may be qualified individuals, businesses, government entities, or 501c3 non-profit organizations, and must serve youth residing within the City of Duluth. If selected, applicants will be required to sign a Work Experience Host Site agreement, which includes submission and approval of a COVID safety plan.

Program Components

The primary intent of this funding is to offer youth/young adults the opportunity to learn work readiness skills through training and hands-on skill building opportunities. A total of \$75,000 in funds is available to support enrollment of at least 20 eligible participants. Funds may be available as soon as June 8, 2021. The bulk of funds must be expended by September 30, 2021, with a final deadline for all expenditures by December 31, 2021.

Engagement with caring adults is a key program component, and proposals should detail how mentorship and/or training-focused supervision will be included in the program model. Proposals may also include community service, leadership development, entrepreneurship training, or GED or credit recovery, and/or development of technical skills.

As part of the proposed program, youth may be paid an hourly wage of at least \$10.25, or a stipend tied to achievement of specific benchmarks. Wages/stipends may be paid out by the grant recipient, or may be paid from the City of Duluth to participants directly. Proper documentation such as a timesheet or other form of verification with supervisor signature will be required before payment can be issued.

As part of the proposed program, participants must be enrolled with Youth Employment Services (YES) Duluth. YES Duluth offers youth the opportunity to work one-on-one with employment counselors to assess skills and interest, set employment and educational goals, and address barriers that might get in the way of achieving goals. YES Duluth participants may also have access to scholarships, cash incentives for educational attainment, and support services to assist with education/employment-related needs.

Benefits of enrolling in YES Duluth:

- **Employment:** YES Duluth helps participants search for jobs, develop a resume, practice for interviews, and troubleshoot issues that may come up in the work place. Currently, YES Duluth services are delivered virtually.
- **Education:** For youth wanting to return to school to get a GED, diploma, additional training, or go to college, it can be overwhelming to know where to start. YES Duluth assists youth in enrolling or re-enrolling in school, or navigating credit recovery. For students in college, YES Duluth can also assist with applying for the FAFSA or other financial assistance programs.

- Financial Support: If youth are enrolled and working toward steady employment or earning credit in school, YES Duluth can assist with monthly transportation costs such as bus or gas cards. YES Duluth also has funds available for other expenses based on individual needs.
- Encouragement: YES staff will help identify goals and how to achieve them. YES Duluth staff can listen and also help youth stay focused on what is possible in the future.

Youth Eligibility

Basic eligibility criteria for all youth served under this grant:

- Age 14-24 at time of enrollment
- Lives in Duluth

Additionally, participants must be low-income (see Attachment A: YES Duluth Income Eligibility) and meet one or more of the following criteria:

- Without a stable place to live
- Pregnant or parenting
- Documented mental or physical disability
- Participant or their parents struggle with addiction
- Criminal background
- Currently or formerly in foster care
- English as a second language
- Need extra help to be successful in education/employment

YES Duluth Enrollment

Participant enrollment in YES Duluth must be completed prior to providing any services funded under this grant. Youth currently enrolled with YES Duluth are eligible to be included as participants under this proposal.

In order to enroll in YES Duluth, participants must submit:

- Proof of identity, birth date, and social security number (Examples: Photo ID, birth certificate, social security card)
- YES Duluth application
- Objective Assessment packet
- Demographics & Consents packet
- Signed Individual Service Strategy form outlining employment/education goals and action steps

Proposal Format

Interested applicants should submit a proposal narrative that is no more than 10 pages, double spaced with 12-point font, which outlines the following:

1. Relevant experience
 - a. Experience providing youth development programming and services to youth between the ages of 14 and 24
 - b. Experience providing work readiness training and/or work experience

2. Outline of proposed program, including:
 - a. Anticipated number of youth to be served
 - b. Recruitment plan
 - c. Program components, and estimated number of hours for each
3. Competency framework outlining specific work readiness competencies youth will develop through program participation, and how achievement of competencies will be measured or evaluated
4. Budget narrative detailing cost categories
 - a. Only staff providing direct services to youth should be listed under staff costs. Staff hourly rate should include staff wages and benefits, as well as any administrative/overhead costs.
 - b. Youth may be paid an hourly wage or stipend of at least \$10.25 per hour. Stipend may be paid hourly, or paid in one or more lump sums tied to achieving specific and documented benchmarks.
 - c. Grant funds may not be used to pay for food, entertainment, or other disallowed costs as stated in (state DEED policies /cost principles)

Applicants should also complete both the Budget Summary and Monthly Expenditures tabs on the Budget Worksheet attached to this RFP.

Evaluation Criteria

Proposals will be evaluated on the following criteria, for a total of up to 100 points:

- Anticipated number of youth enrolled (up to 30 points)
- Recruitment plan (up to 10 points)
- Work readiness competencies to be developed (up to 25 points)
- Strength of work experience component (up to 25 points)
- Cost per participant (up to 10 points)

Proposal Submission

Proposals are due by 4:00pm on Friday, May 21. Proposals should be submitted to YESDuluth@duluthmn.gov

Questions regarding this RFP should be submitted to Karissa Kucera at kkucera@duluthmn.gov

Contract Notes: Once selected, consultants will enter into an Agreement for Professional Services with the City of Duluth. Consultants are required to provide verification of professional liability insurance in an amount not less than \$1,000,000 Single Limit, and must provide evidence of Minnesota Workers' Compensation Insurance if participants will be employed by the business/organization rather than the City of Duluth.

Mandatory Disclosures: By submitting a proposal, each Bidder understands, represents, and acknowledges that:

1. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any

person not an employee or agent of the Bidder.

2. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
3. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
4. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

Attachment A: YES Duluth Income Eligibility

Follow the higher of the two columns.

Family Size	Poverty Level (Feb '21) ¹	Metro 70% LLSIL (Apr '21) ³
1	\$12,880	\$10,079
2	\$17,420	\$16,521
3	\$21,960	\$22,676
4	\$26,500	\$27,994
5	\$31,040	\$33,033
6	\$35,580	\$38,639
7	\$40,120	\$44,246
8	\$44,660	\$49,852
9	\$49,200	\$55,458
10	\$53,740	\$61,065
11	\$58,280	\$66,671
12	\$62,820	\$72,277
13	\$67,360	\$77,883
14	\$71,900	\$83,490
15	\$76,440	\$89,096
16	\$80,980	\$94,702
17	\$85,520	\$100,309
18	\$90,060	\$105,915
19	\$94,600	\$111,521
20	\$99,140	\$117,128

Current Contract+A1:K99+A1:K67ts	Address	City, State, Zip	Phone	Fax	Contact Person	E-mail	Alternate Contact	Positions	# of Positions	Contract
AICHO	202 W 2nd St	Duluth, MN 55802	218-409-8146		Katie Schmitz	Katie Schmitz katies@aicho.org		Gardening cohort		6/2021-6/2023
Anahata Herbs	3583 Martin Road	Duluth, MN 55803	218-464-6889		Eric Ament	info@anahataherbs.com		Farm Hand	1	10/2021-10/2023
Boys and Girls Club (Heritage)	120 30th Ave W	Duluth, MN 55806	218-491-7025	218-491-7031	Emily Burnside	Emily Burnside <eburnside@bgcnorth.org>		Youth Worker	2	2/2021-2/2023
Boys & Girls Clubs (Lincoln Park)	2407 W 4th St	Duluth, MN 55806	218-725-7706		Emily Burnside	Emily Burnside <eburnside@bgcnorth.org>		Youth Development Assistant	1	2/2021-2/2023
CareerForce	402 W 1st St	Duluth, MN 55802	218-302-8400		Rhonda Rutford	Rutford, Rhonda (DEED) <rhonda.rutford@state.mn.us>		Digital Navigator	1	3/2021-3/2022
City of Duluth Street Maintenance	105 North 40th Ave W	Duluth, MN 55807	218-730-4471	cell 218-390-3183	Bob Ledoux	bledoux@duluthmn.gov		St Maintenance	multiple	2/2021-2/2023
Community Action Duluth	2424 W 5th St Suite 102	Duluth, MN 55806	218-726-1665 ext217	fax 218-726-1612	Katherine Mueller	Katherine Mueller <katherine@communityactionduluth.org>		Digital Navigator	1	1/2021-12/2021
Community Boat Builders	215 E 1st St	Duluth, MN 55802	651-341-5174		John Finkle	finkewood@gmail.com		Carpentry	2	3/2019-3/2021
Denfeld Work Experience	401 N 44th Ave W	Duluth, MN 55807	218-348-8987		Tim Lindberg	tim.lindberg@isd709.org				7/2020-7/2022
Duluth Comm School Collab- Saraiya	401 N 44th Ave W	Duluth, MN 55807	218-216-3052		Saraiya Piantek	<a href="mailto:Saraiya.Piantek<nd.saraiya.piantek@isd709.org>">Saraiya Piantek <nd.saraiya.piantek@isd709.org>			1	4/2021-4/2022
Duluth Comm School Collab- Kelsey	32 E 1st St #202	Duluth, MN 55802	218-212-5952		Kelsey Gantzer	kelsey@duluthcsc.org	Angel Nustad-Peluso	Digital Navigator	1	6/2021-6/2023
Duluth Public Library - Main Branch		Duluth, MN 55802			Renee Zurn	rzurn@duluthmn.gov	Byron Johnson	bjohnson@duluthmn.gov	1	7/2019 - 7/2021
Family Freedom Center	2024 W Superior St Suite #204	Duluth, MN, 55806	(510) 290-5511		Jacob Bell	<a href="mailto:Jacob.Bell<jacob@familyfreedomcenter.org>">Jacob Bell <jacob@familyfreedomcenter.org>			1	8/2021-8/2023
Healthy Alliances Matter	PO Box 7258 Duluth MN 55807	Duluth MN 55807	612-799-8765		Christina Trok	<a href="mailto:Christina.Trok<browngirlrunning@gmail.com>">Christina Trok <browngirlrunning@gmail.com>	Janet Kennedy 218-349-8057	Gardens, COVID response	Many	5/2021-5/2023
ISD 709 Bridge Program	215 N 1st Ave E	Duluth, MN 55802	218-626-7931		Lisa Post	<a href="mailto:'Christine Post'<christine.post@isd709.org>">'Christine Post' <christine.post@isd709.org>		Bridge work crew	1	2/2022-2/2024
ISD 709 T12	215 N 1st Ave E	Duluth, MN 55802	218-591-0365		Julie Busse	julie.busse@isd709.org		Varies-see ILPs	1	2/2020-2/2022
Key Zone- Laura MacArthur	720 N Central Ave	Duluth, MN 55807	218-336-8900x3104		Kate Corbett	kathrin.corbett@isd709.org	Mark Connor	youth specialist-program assist		12/2019-12/2021
Kids Kitchen (Damiano)	206 W 4th St	Duluth, MN 55806	218-336-1033		Maria Alicea	Maria Alicea <malicea@damianoecenter.org>		Program assistant	3	5/2021-5/2023
Life House	102 W 1st St	Duluth, MN 55802	218-722-7431		Luke Morcomb	Luke Morcomb@life-house.org		Retail, cashier	2	9/2021-9/2023
Lincoln Park Families Cooperative				218-940-3500	Jodi Bradwell	<a href="mailto:Jodi.Broadwell<jodi.lpcfc@gmail.com>">Jodi Broadwell <jodi.lpcfc@gmail.com>				6/2021-6/2023
Lighthouse	4505 W Superior St	Duluth, MN 55807	218-370-0744	218-624-4479	Mary Junnila	mjunnilla@lcfvl.org	Jason Marsh 218-624-4828	Digital Navigator	2	6/2021-5/2022
Meals on Hills	312 N Central Ave #300	Duluth, MN 55806	612-213-6126		Kaprice Brown	meelsonhillsilc@gmail.com	kaprice@menaspeacemakers.org			9/2021-9/2023
Neighborhood Youth Services	310 N 1st Ave W	Duluth, MN 55806	651-724-1183		Bailey Haider	bailey.haider@life-house.org	Pez 609-774-6517	Youth Assistant	1	7/2021-7/2023
Northern Style Painting	527 N 23rd Ave W	Duluth, MN 55806	218-576-2090		Jamie Ness	northernstyle218@gmail.com		House Painting	1	4/2019-4/2021
SOAR Careers	205 W 2nd St, Ste 101	Duluth, MN 55802	218-722-3126		Emma Collier	<a href="mailto:Emma.Collier<ecollier@soarcareers.org>">Emma Collier <ecollier@soarcareers.org>	Jason Beckman jbeckman@soarc	Transitional Employment	5?	9/2020-9/2022
Super One (Miller Hill)	5401 Burning Tree Rd	Duluth, MN 55811	218-722-6019		John Rackliffe	john.rackliffe@miners-inc.com	Shawn (Bakery Supervisor)	Bakery Assistant	1	6/2019-6/2021
Super One Foods (Plaza)	15 S 13th Ave E	Duluth, MN 55802	218-724-6427		Todd Nelson	todd.nelson@miners-inc.com	Dan Brown	Grocery Dept.	5	2/2020-2/2022
Triple J Service Center	202 Commonwealth Ave	Duluth, MN 55810	218-606-1841		Jay Fineout	triplejservicecenter@gmail.com	Megan Andrews 218-391-2759	Shop Assistant	1	7/2020-7/2022
Valley Youth Center	720 N Central Ave	Duluth, MN 55804	218-464-5071		Russ cell 218-390-0835	rsalpy@valleyyouthcenters.org	Angelo	Youth Worker		2/2022 - 2/2024
YMCA	715 101st Ave W	Duluth, MN 55806	218-393-3554		Leslie Bucar	lbucar@duluthymca.org		Program assistant		7/2021-7/2023
YWCA (Spirit Valley)	411 N 57th Ave W	Duluth, MN 55807	218-624-5451		Loni (ext 12),Dionne	lonil@vwcaduluth.org , dionne@vwcaduluth.org	722-4745 x133	Childcare, Young Mother's Pr.	1	6/2019-6/2021
YWCA (Girl Power)	32 E 1st St #202	Duluth, MN 55807	218-722-7425 x108	218-722-2765	Morgan Babineau	GirlPower@vwcaduluth.org	morgan@vwcaduluth.org	Girl Power Camp Assist	1	7/2019 - 7/2021
YWCA (Downtown)	32 E 1st St #202	Duluth, MN 55802		218-393-3356	Loni Leppioja	lonil@vwca.org		Administrative/Lawn Care Crew		7/2019- 7/2021

yellow=needs update w/placement (site not currently hosting work experience)

Pending:

Shane Dickey 218-591-6069
Starbucks Trey 847-641-0211

Work Readiness Tool—Work Performance Evaluation

ATTACHMENT F

Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/ Reviewer:			
Start Date:		Review Date #1:		Review Date #2:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.				
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.				
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.				
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.				
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance, striving to meet quality standards.				
COMMUNICATION SKILLS	Speaking clearly and communicating effectively—verbally and non-verbally. Listening attentively. Using language appropriate for the work environment.				
RESPONSE TO SUPERVISOR	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.				
TEAMWORK	Relating positively with coworkers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.				
PROBLEM SOLVING CRITICAL THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.				
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.				
SPECIFIC WORKPLACE AND CAREER SKILL	PERFORMANCE EXPECTATIONS	(1)	(2)	(3)	(4)
^Employers may add as many or few additional skills as they see fit based on the position	TOTAL SCORE: _____ Add 4-box total; average score = total # of skills	# Check X 1 Total: _____	# Checked X 2 Total: _____	# Checked X 3 Total: _____	# Checked X 4 Total: _____

<p style="text-align: center;">To meet work readiness skill attainment:</p> <ol style="list-style-type: none"> 1) Employee must have an overall average score that is “proficient.” (3.0) or 2) Employee must meet “proficient” standard in 80% of the total categories listed. 3) Supervisor MUST verify that performance on the job was satisfactory. 4) Employee must not have been fired from this work experience. 	<p>Employer Signature: _____</p> <p>Employee Signature: _____</p> <p>Date: _____</p>
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ATTACHMENT G

YES Duluth
Duluth Workforce Development
402 West 1st Street
Duluth, Minnesota 55802
Main: 218-302-8400
Fax: 218-730-5952

YES Duluth Incentive Policy

(Approved 2/22/2022)

City of Duluth Youth Employment Service (YES Duluth)
*For participants enrolled in the
WIOA Youth, MYP, TANF, or YatW program*

The Workforce Innovation and Opportunity Act (WIOA), Section 129(c)(1), states that WIOA Youth funds can be used to provide incentives for recognition and achievement to eligible youth. They are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes.

Incentive awards result from completion of activities tied to goals in each participant's Employment Plan or Individual Service Strategy (ISS). The incentive payments below shall be awarded equitably to all eligible participants. Such incentive awards shall be requested via a Support Voucher approved by the appropriate staff and issued by or under the auspices of the City Auditor's office, and will be reported to DEED monthly on Financial Status Reports as part of the overall Direct Services expenditures.

Incentive Approval Process:

Participants provide supporting documentation as needed for incentives.

\$50 and less: Issuing Staff Signature;

\$50.01 to <\$100: Second Staff Signature;

\$100-\$200: Workforce Director, Operations Manager, Information Tech, or designated signator;

\$200.01+: Workforce Director, Operations Manager, or designated signator.

Incentives

(In School Youth) Grade Completion and Diploma – Up to \$200

- \$25 For each grade level completed while enrolled in YES Duluth
- \$100 Receiving high school diploma (Turn in copy to job counselor)

(Out of School Youth) GED/Diploma - Up to \$200

- \$25 Passing a GED test with a score of 145 or better (\$25 for each of 4 tests – total possible \$100)
- \$100 Attaining GED, Adult, or High School Diploma (Turn in copy to job counselor)

CareerForce/Community Workshops – Up to \$50 (For participants not receiving a stipend)

- \$10 Attending a CareerForce workshop, verification required. Workshops, provided in-person or online, include Creative Job Search, Resume Writing, Interview Skills, Computer Basics, New Leaf Online, Explore Careers Series, and Virtual Job Fairs.
- \$10 Attending a Life Skills workshop provided through Life House

Job and Credential – Up to \$150

- \$50 Getting a job upon exit from YES Duluth. (Turn in copy of paystub)
- \$100 Attaining a WIOA approved credential while enrolled in YES Duluth (i.e. Diploma, CDL, CNA) for first credential received. (Turn in copy of certification)

(WIOA Participants Only) Follow-up after exit – Up to \$100

- \$50 Turning in one of the following which shows involvement during the 2nd quarter after exit quarter: paystub, college enrollment (schedule, grades, etc), advanced training, or military involvement.
- \$50 Turning in one of the above which shows involvement during the 4th quarter after exit.

Bonus Gift Cards – \$10 (Target or Walmart)

Gifts cards can be earned by achieving goals and/or making significant progress toward goals, at the discretion of job counselors.

Re-engagement – \$50 (Target eGift card or check)

This incentive may be distributed to participants for completing each of the following:

1. making an appointment,
2. updating their ISS,
3. submitting documentation as needed, and
4. engaging in a service or activity.
 - a. Examples: making appointment with ABE, scheduling GED test, completing work readiness training, attending hospitality/entrepreneurship training, etc.

Staff will mail/email letter to participant requesting appointment to re-engage in program services.

Incentive will be given after a follow up appointment.

**YES Duluth**

Duluth Workforce Development
402 West 1st Street, Duluth, Minnesota 55802
Phone: 218-302-8400, Fax: 218-730-5952

Individual Training Account (ITA) Policy

For participants enrolled in WIOA Youth

Approved 2/22/2022

Youth and young adults interested in and appropriate for post-secondary training, will complete a *Request for Training*. This form helps the client make informed decisions regarding the training program and allows YES Duluth to verify the training program meets WIOA requirements. The training program must lead to a credential, be WIOA certified, offered by an institution listed on the Eligible Training Provider List (ETPL) and lead to an in-demand occupation. ITAs may be used for both in-school youth, ages 18-21, and out of school youth, ages 16-24.

YES Duluth will provide financial support for tuition, books, fees, and supplies. For individuals in a two year training program, we will assist with \$2000 fall semester, \$2000 spring semester, and \$1500 in the summer. For short-term programs, up to \$4000 is the standard assistance level. Exceptions to the above guidelines may be considered on an individual basis with supervisor approval. YES Duluth will send the ITA to the eligible training provider to be billed directly. The ITA will cover one short-term program/semester and will be reviewed each semester.

Youth will sign off on an *ITA Agreement* including, but not limited to, the following requirements:

- Apply for financial aid when applicable,
- Maintain a “C” average (2.0 GPA) or the minimum GPA requirements of the program, whichever is higher, and
- For long-term training, maintain full time status (12 credits fall/spring semester or 6 credits summer semester) unless an accommodation or reduced class schedule is recommended by Disability Specialist or YES Duluth staff.

ATTACHMENT I



YES Duluth
Duluth Workforce Development
402 West 1st Street
Duluth, Minnesota 55802
Main: 218-302-8400
Fax: 218-730-5952

YES Duluth Stipend Policy

City of Duluth Youth Employment Service (YES Duluth)

For participants enrolled in the

WIOA Youth, MYP, Youth at Work, or TANF Youth program

Updated and Approved 9/28/2021

A stipend is a fixed small payment made to a participant during enrollment in a YES Duluth youth program to encourage and support their participation in approved activities as laid out in their Individual Service Strategy. Stipends may be paid based on actual hours of attendance, or completion of a training. Attendance in the activity or training must be documented and verified prior to issuance of the stipend payment.

Stipend amount is set at \$10.00/hour of attendance, up to 10 hours per week or \$100 per week.

Stipends may be paid to participants for their participation and completion of education or training services. Education or training must be approved and included in the ISS.

Stipends may be awarded for attendance/participation in:

- High School Equivalency classes, in person or online
- Attendance in a short term training program
- Attendance in work readiness training, in person or virtual, including Career Quest, Mind Over Matters, financial literacy packets, and Conover Online training programs
- Entrepreneurship Training and developing a business model/business plan

Process: Participants complete a W-9 form which is submitted to City of Duluth's auditors. Participants will document time on Tracking Form, the hours are verified by training provider or YES Duluth staff, and copies are maintained in customer's file. Stipend payments may be paid weekly. If stipend payments amount to \$600 in a calendar year, the payment is subject to income tax and participant will be mailed a 1099 tax form.



ATTACHMENT J

YES Duluth

Duluth Workforce Development

402 West 1st Street

Duluth, Minnesota 55802

Main: 218-302-8400

Fax: 218-730-5952

YES Duluth

Support Services Policy

(Updated and Approved 9/28/2021)

City of Duluth Youth Employment Service (YES Duluth)

For participants enrolled in the WIOA Youth, MYP, TANF, or YatW program

Supportive 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:

- a) Linkages to community services;
- b) Assistance with transportation;
- c) Assistance with child care and dependent care;
- d) Assistance with housing;
- e) Needs-related payments;
- f) Assistance with educational testing;
- g) Reasonable accommodations for youth with disabilities;
- h) Referrals to health care; and
- i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Support Service Approval Process:

Participant provides any required documentation.

\$50 and less: Only issuing staff signature required;

\$50.01 to <\$100: Approval second staff signature;

\$100-\$200: Workforce Director, Operations Manager, Information Tech., or designated signator,

\$200.01+: Approval Workforce Director, Operations Manager, or designated signator.

In the event a participant does not complete their training program, large ticket items (ie. tools, books, and computers) purchased through youth program funding must be returned to YES Duluth.

Supportive Services

Work-Related Verification Documents: Maximum of \$100 per year for obtaining official Birth Certificate, Driver's License, State Identification, Social Security Card, etc. as required for employment eligibility. Payment made directly to issuing agency or as reimbursement to participant with receipt.

Education Related Fees (non-ITA): Up to \$200/participant. Payment to cover application fees, testing fees, transcripts, non ITA tuition fees, etc. Payment made directly to vendor.

Car Repair: Up to \$300/participant. Participant must get quotes for repair. Call garage/repair shop and ask if they will bill DWD/YES Duluth. Staff may refer participant to Duluth Automotive at the high school or Lake Superior College automotive class for repair. Payment made to garage vendor or as a reimbursement to participant.

Driver's Education Training: Up to \$450/participant. Payment made directly to Driving School Vendor. Participants eligible for this supportive service have career/employment goals which require a driving license.

Transportation: Maximum of \$500 per year. While enrolled in the program and during follow-up (WIOA), participants are allowed up to \$40 per month for transportation assistance to attend employment, school, appointments, and to obtain necessities. Monthly bus passes, gas cards, and personal checks are available.

Clothing and Tools: Maximum of \$500 per year. Clothing/tool store charge voucher issued for TJ Maxx, Scrubs Direct, Northwest Outlet, or Minnesota Surplus for the purpose of getting clothes needed for work or job search/interviews. Youth may also bring in a receipt for reimbursement if needed clothing or work tools are not available at above vendors. Online purchases using a DWD Pcard and Target eGift cards also available.

Child Care: Maximum of \$500 per year. Participant must not be able to receive duplicate services elsewhere (i.e. Child Care Assistance). Payment made directly to child care provider.

Housing or Rental Assistance: Maximum of \$500 per year. Participant must bring in receipt or statement of application fee or monthly rent or a copy of signed lease. Payment made directly to housing authority/landlord.

Cell Phone Bill Reimbursement: Maximum of \$50 per month and \$200 total per year. Requirements: Youth engaged in education, employment, or job search may bring in a cell phone minutes receipt, or paid bill receipt to receive the reimbursement.

Internet Reimbursement (In lieu of cell phone reimbursement) Maximum of \$50 per month and \$200 total per year. Participants must submit an internet bill or paid receipt. Participant must be enrolled in an online/hybrid training program or have employment which requires an internet connection. Payment made directly to vendor via check or DWD Pcard; or as a reimbursement to participant.

Laptop/Computer: Maximum of \$500. Participant must be enrolled in a training program requiring a personal computer or laptop. Supportive service will cover device cost and required programs/upgrades.

Support Services Amendment – COVID19 Response

During the COVID-19 Pandemic, support services provided by YES Duluth will reflect the following changes:

Needs Related Assistance – provided to the participant in the case of loss of income from employment, paid work experience or stipends through YES Duluth program. Must be enrolled in training program. Max amount for entirety of enrollment/pandemic: \$200.

Phone/Internet Reimbursement – As more participants must rely on phones/internet to connect with employers, YES Duluth staff, and school, participants will be allowed up to \$50/month reimbursement during the pandemic, regardless of the \$200/year max.

Transportation – Participants that require transportation assistance (bus pass/gas card) for attending employment, appointments, or to obtain necessities, can receive a check for up to \$40/month.