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| **IDENTIFYING INFORMATION** | | | |
| **Grantee:** | | **Contact:** | |
| **Phone #:** | | **E-mail Address:** | |
| **TOTAL SERVED – GROUP SERVICES** | | |  |
| The number provided above is to include all persons who participate in grant funded group activity (or activities). For example, the number is to include the number of persons involved in job fairs or the number of family members of a participant who also participate and benefit from the granted funded activity. In the case of an activity led by a youth participant, the participant is to be counted in both the group services and individual services categories. | | | |
| **TOTAL PARTICIPANTS SERVED – INDIVIDUAL SERVICES** | | | |
| Total Individual Participants Served | | |  |
| **Gender** | A. Male | |  |
| B. Female | |  |
| **Age** | A. 14 – 15 | |  |
| B. 16 – 17 | |  |
| C. 18 | |  |
| D. 19 – 21 | |  |
| E. 22 – 24 | |  |
| **Ethnicity / Race** | A. Hispanic/Latino | |  |
| B. American Indian or Alaska Native | |  |
| C. Asian/Pacific Islander | |  |
| D. Black or African American | |  |
| E. White | |  |
| **Education Level** | A. 8th grade and under | |  |
| B. 9th Grade – 12th Grade | |  |
| C. High School graduate or equivalent | |  |
| D. Post-Secondary Education | |  |
| **Other Demographics** | A. Limited English Proficient | |  |
| B. Youth From Families Receiving Public Assistance | |  |
| C. Foster Youth | |  |
| D. Youth with a Disability | |  |
| E. High School Drop-Out | |  |
| F. Youth Offender | |  |
| G. Pregnant or Parenting Youth | |  |
| H. Basic Skills Deficient | |  |
| I. Homeless or Runaway Youth | |  |
| J. Not Employed at Program Enrollment | |  |
| K. Veteran | |  |
| **PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE** | | | |
| 1. Received Education or Job Training Activities | | |  |
| 1. Received Work Experience Activities | | |  |
| 1. Received Community Involvement and Leadership Development Activities | | |  |
| 1. Received Post-Secondary Exploration, Career Guidance and Planning Activities | | |  |
| 1. Received Mentoring Activities | | |  |
| 1. Received Support Services | | |  |
| **INDICATORS OF PERFORMANCE** | | | |
| 1. Attained Work Readiness or Education Goals | | |  |
| 1. Received Academic Credit or Service Learning Credit | | |  |
| 1. Obtained High School Diploma, GED, Remained in School, Obtained a Certificate or Degree, or Dropout – Returned to School | | |  |
| 1. Entered Post Secondary Education, Vocational/Occupational Skills Training, Apprenticeship, Military, Job Search or Employment | | |  |
| 1. Completed Program Objective | | |  |
| **CUSTOMER SATISFACTION** | | | |
| 1. Number of participants rating experience as “Excellent” | | |  |
| 1. Number of participants rating experience as “Very Good” | | |  |
| 1. Number of participants rating experience as “Average” | | |  |
| 1. Number of participants rating experience as “Below Average” | | |  |
| 1. Number of participants rating experience as “Poor” | | |  |
| 1. Total Number of Surveys Completed | | |  |

1. **Gender**
2. ***Male:***  Self-explanatory
3. ***Female****:* Self-explanatory
4. **Age** (age at time of program enrollment, round down to the past birthday)
5. ***12 – 13***: Self-explanatory
6. ***14 – 15*:** Self-explanatory
7. ***16 - 17*:** Self-explanatory
8. ***18:*** Self-explanatory
9. ***19 - 21*:** Self-explanatory
10. **Ethnicity/Race (more than one category may be selected per participant)**
11. ***Hispanic/Latino (separate category from Race):*** These are individuals who classify themselves as “Mexican,” “Puerto Rican,” Cuban”, or in some other Spanish, Hispanic, or Latino category. The individual can view this origin as the heritage, nationality group, lineage, or country of birth of the individual or of the individual’s parents/ancestors before arrival in this country. Individuals who identify their origin as Hispanic/Latino can be of any race.
12. ***American Indian or Alaska Native:***  These are individuals having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment:
13. American Indian: These are individuals who identify as their races as “American Indian,” including such entities as American tribes, Canadian Indians, French – American Indians, or Spanish – American Indians.
14. Alaska Native: These are individuals who identify as their race as Eskimo, Aleuts, Alaska Indians, Arctic Slope, Inupiat, Yupik, Alutiq, Egegik, and Pribilovian.
15. ***Asian or Pacific Islander:***
16. Asian: these are individuals having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes:
17. Asian Indian
18. Chinese
19. Filipino
20. Japanese
21. Korean
22. Vietnamese
23. Other Asian
24. Pacific Islander: these are individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or another Pacific Islands. It includes:
25. Native Hawaiian
26. Guamanian/Chamorro
27. Samoan
28. Other Pacific Islander
29. ***Black or African American:*** These are individuals having origins in any of the Black racial groups of Africa. It includes individuals who identify themselves as:
30. Black
31. African – American
32. Kenyan
33. Nigerian
34. Haitian
35. Somalian
36. ***White:*** These are individuals having origins in any of the original peoples of Europe, the Middle East, or North Africa.
37. **Educational Level:** (The highest level of school completion at the time of program enrollment either in this country or in another country)
38. ***8th grade and under***: Self-explanatory
39. ***9th grade – 12th grade***: Does NOT include high school graduation
40. ***High School graduate or equivalent****:* Includes GED and all High School diplomas or equivalents
41. ***Post-Secondary Education:*** Includes any formal educational experience beyond high school or equivalent
42. **Other Demographics**
43. ***Limited English Proficient:*** For people who speak a language other than English at home, the response represents the individual’s own perception of his or her ability to speak English.
44. ***Youth from Families Receiving Public Assistance***: These are youth who come from families receiving Temporary Assistance to Needy Families (TANF/MFIP) and general assistance. It does NOT include any Supplemental Security Income.
45. ***Foster Youth*:** These are youth who are or who have ever been placed in a home by legal action on whose behalf State or local government payments are or have ever been made.
46. ***Youth with a Disability*:** These are youth with a disability as defined by section 3 of the Americans with Disabilities Act of 1990.
47. ***High School Dropout:*** These are youth who are no longer attending any school and who have not received a secondary school diploma or a recognized equivalent.
48. ***Youth Offender*:** These are youth who:
49. Have been subject to any stage of the criminal or juvenile justice process, for whom services under this program may be beneficial; or
50. Require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
51. ***Pregnant or Parenting Youth:*** These are youth who are pregnant or who have parental responsibilities for a minor (i.e. less than 18 years of age).
52. ***Basic Skills Deficient****:* These are youth who:
53. Compute or solve problems, read, write, or speak English at or below the 8th grade level on a generally acceptable standardized test or a comparable score on a criterion- referenced test; or
54. Are unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the family, or in society.
55. ***Homeless or Runaway Youth:***
56. Homeless: These youth are or have ever been homeless as defined by the Stewart B. McKinney Act.
57. Runaway: These youth are or have ever been runaway as self-defined or as defined by legal authorities.
58. ***Not Employed at Program Enrollment:*** These are youth who have not had a job within one week of program enrollment.
59. ***Veteran:*** These are youth who have served in the active military, naval, or air service, and who have been discharged or released from such service under conditions other than dishonorable.
60. **Program Services, Activities, and Other Related Assistance**
61. ***Received Education or Job Training Activities****:* These are youth who are receiving formal or informal instruction in various kinds of settings. Examples include math or reading remediation, GED preparation, tutoring, ESL instruction, time management skills training, study skills training, work readiness training, On-the Job Training (OJT), vocational/occupational skills training and pre-apprenticeship.
62. ***Received Work Experience Activities*:** These are youth who are involved with planned, structured learning experiences that take place in a workplace for a limited amount of time. The work experience may be paid or unpaid and may be in the private, for-profit sector; the non-profit sector or the public sector. Examples include subsidized or unsubsidized employment, internship, Job Club, job placement.
63. ***Received Community Involvement and Leadership Development Activities***: These are youth who are involved in activities designed to enhance responsibility and managerial skills and other positive social behaviors (e.g. building self-esteem, maintaining a healthy lifestyle including being alcohol and drug free). Examples include community service and youth advisory board/council participation.
64. ***Received Post-Secondary Exploration, Career Guidance and Planning Activities***: These are youth who receive preparation for post-secondary educational opportunities, receive preparation for employment, and receive information on effective connections to organizations that provide strong links to the job market and employers. Examples include college fairs and visits, assistance with college admission applications/financial applications, career counseling and workforce information services such as labor market information.
65. ***Received Mentoring Activities*:** These are youth who receive guidance/advice from an adult for a period of at least 12 months occurring both during and after program participation. Examples include sustained relationship between mentor and participant in one-on-one group settings (formal or informal), personal or life skills counseling.
66. ***Received Support Services*:** These are youth who receive such services as:
67. Linkages to community services;
68. Assistance with transportation;
69. Assistance with child care and dependent care;
70. Assistance with housing;
71. Referrals to medical services;
72. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
73. Substance abuse treatment;
74. Mental health treatment.
75. **Indicators of Performance**
76. ***Attained Work Readiness or Education Goals:*** The identified work readiness or education goals have been met for these youth.
77. ***Received Academic or Service Learning Credit:***
78. Academic Credit: Verification of an achievement of competency in a formal course of study by one or more of the following:
79. A local/state educational agency or a state agency responsible for administering vocational and technical education within a state;
80. An institution of higher education described in Section 102 of the Higher Education Act (HEA) that is qualified to participate in the student financial assistance programs authorized by HEA Title IV (e.g. community colleges, proprietary schools, technical colleges, etc).
81. Service Learning Credit: Verification of an achievement of competency because of a work experience as demonstrated by objective testing. Such verification can be done by one or more of the following:
82. A local/state educational agency or a state agency responsible for administering vocational and technical education within a state;
83. An institution of higher education described in Section 102 of the Higher Education Act (HEA) that is qualified to participate in the student financial assistance programs authorized by HEA Title IV (e.g. community colleges, proprietary schools, technical colleges, etc).
84. ***Obtained High School Diploma, GED, or Remained in School, Obtained a Certificate or Degree, or Drop-out Returned to School***:
85. Obtained High School Diploma, GED: These are youth who successfully graduate from state accredited high schools or obtain a GED by passing the requisite tests.
86. Remained in School: These are youth who are at risk of dropping out from school but instead remain in school (usually as a result of program participation).
87. Obtained a Certificate or Degree: These are youth who successfully complete a program of study conducted by an institution of higher education described in Section 102 of the Higher Education Act (HEA) that is qualified to participate in the student financial assistance programs authorized by HEA Title IV (e.g. community colleges, proprietary schools, technical colleges, etc).
88. Dropout Returned to School: These are youth classified as dropouts (definition is above) who return to school to complete a course of study.
89. ***Entered Post-Secondary Education, Vocational/Occupation Skills Training, Apprenticeship, or Military, or Entered Employment***
90. Entered Post-Secondary Education: These are youth who are engaged in a program of study conducted by an institution of higher education described in Section 102 of the Higher Education Act (HEA) that is qualified to participate in the student financial assistance programs authorized by HEA Title IV (e.g. community colleges, proprietary schools, technical colleges, etc).
91. Vocational/Occupational Skills Training: These youth are engaged in a program of study leading to the acquisition of job ready skills.
92. Apprenticeship: These youth are engaged in a program of study and on-the-job training that is registered with either or both the U.S. Department of Labor and/or the Minnesota Department of Labor and Industry.
93. Military: These youth have entered the Armed Services (Regular, Reserves or the National Guard)
94. Entered Employment: These youth have secured unsubsidized employment.
95. ***Completed Program Objectives:*** The number of participants who have completed their program participation and achieved one or more of the outcomes (A-D) above.
96. **Customer Satisfaction (using a standardized rating sheet)**
97. **Number of Participants Rating Their Experience as “Excellent:”**  These are youth who are rating their program experience as “Excellent.”
98. **Number of Participants Rating Their Experience as “Very Good:”** These are youth who are rating their program experience as “Very Good.”
99. **Number of Participants Rating Their Experience as “Average:”** These are youth who are rating their program experience as “Average.”
100. **Number of Participants Rating Their Experience as “Below Average:”** These are youth who are rating their program experience as “Below Average.”
101. **Number of Participants Rating Their Experience as “Poor:”** These are youth who are rating their program experience as “Poor.”
102. **Total Number of Surveys Completed**: Sum of A through E.