**Youth at Work Opportunity Grants – Frequently Asked Questions** **(UPDATED 1/14/25)**

1. **Are Tribal Governments eligible to apply?**

Answer: Yes.

1. **Are multiple agencies allowed to submit a combined application?**

Answer: Yes, but one organization must be the lead.

1. **Are current Youth at Work grantees eligible to apply for SFY 2026-2027 Funding**

Answer: Yes.

1. **If an agency receives a direct appropriation from the Legislature, can it secure a Youth at Work Opportunity grant?**

Answer: The final decision regarding receiving both a direct appropriation and funding from the Youth at Work Competitive grant will be made by the Legislature. Therefore, it is up to the applicant to decide if it is in its best interest to apply for Youth at Work Competitive Grant funding.

1. **Must all lead applicants partner with a Local Workforce Development Board?**

Answer: Yes, unless the lead applicant is a Local Workforce Development Board or a local unit of government. Public School Districts for the sake of this RFP are not considered local units of government. Please refer to Youth at Work Policy Chapter 1: <https://mn.gov/deed/assets/yaw-chapter1_tcm1045-646190.pdf> on coordination with a Local Workforce Development Board.

1. **How do I find the contact information for Local Workforce Development Boards?**

Answer: The following link will provide you with the contact information for each of the Local Workforce Development Boards: <https://bit.ly/3s4TOJp>

1. **Which budget line should include wages for staff who are working with participants?**

Answer: The “Direct Services to Youth” budget line.

1. **Can applications address more than one career pathway?**

Answer: Yes.

1. **If there are multiple Local Workforce Development Boards in the area our organization intends to serve must we coordinate will ALL of them prior to applying?**

Answer: Yes, your organization must coordinate with all WDAs prior to applying for grant funds.

1. **Can you clarify what coordination with Local Workforce Development Boards means?**

Answer: Please refer to Youth at Work Policy Chapter 1: <https://mn.gov/deed/assets/yaw-chapter1_tcm1045-646190.pdf> on coordination with a Local Workforce Development Board.

1. **If second year funding depends on first year performance, how is performance measured?**

Answer: Performance is measured by the organization’s ability to carry out the approved work plan, ability to submit required narrative and financial reports, ability to provide data and adequate documentation for the youth served in the program.

1. **Can an organization request different amounts for SFY26 than SFY27? (REVISED 1/14/25).**

Answer: No, you must request the same amount for both fiscal years.

1. **If the majority of the youth served fit the target population (i.e., 80 to 90%), can we provide services to all youth, or do we need to exclude youth who don't meet the categories from the services/grant?**

Answer: In order to use grant funds on youth, all youth must fit the target population as described in statute.

1. **Does case management in WorkforceOne mean data and evaluation tracking or literally case managing the youth working at our sites?**

Answer: Both are true. For more information regarding performance and reporting see Youth at Work Policy Chapter 3: <https://mn.gov/deed/assets/yaw-chapter3_tcm1045-646188.pdf>.

1. **Leveraged funds – Is there an amount of leveraged resources the state prefers? Is size of leveraged resources a consideration? Do grantees need to report leveraged funds?**

Answer: DEED does not have an amount of leveraged resources it prefers. Leveraged resources are not part of scoring for a proposal. However, leveraged resources must be listed in the Budget Information Summary attachment. Grantees do NOT need to report leveraged funds to DEED. Also, as the RFP notes, leveraged resources do NOT have to be financial. For example, donated meeting room space would qualify as leveraged resources. Funding from a local foundation would also count as leveraged resources. Leveraged resources can be for any amount.

1. **Given the WorkforceOne requirement, would that mean organizations would have to input individual youth data?**

Answer: Yes. Youth at Work Grantees will also be required to use the Electronic Document Storage feature of WorkforceOne as well. Extremely limited circumstances may exempt an organization from the WorkforceOne requirement and an alternative method of data reporting will be determined.

1. **What does significant capacity mean under eligible applicants?**

Answer: That based on the information provided in the proposal and auxiliary documents, your organization has the ability to implement and fully carry out a Youth at Work grant and meet all requirements.

1. **Can you share the specific Workforce One data fields, format, and outcomes?**

Answer: A general description of the fields collected by WorkforceOne can be found in the sample data summary located in the RFP. DEED cannot show the format because it requires an account. If selected for funding training on WorkforceOne will be provided free of charge.

1. **Are we expected to put case notes and do you have formats**?

Answer: Yes, case notes are a required part of the case management portion of this grant. For example, each youth must have a case note that describes program eligibility. DEED’s Office of Youth Development does not have any specific format for case notes. They should be regularly added to participant files in WorkforceOne to provide evidence that the youth is persisting through programming and that staff are in regular contact with participants.

1. **Where can I find a list of the current programs that have received this grant?**

Answer: Refer to the most recent Legislative Report:

<https://mn.gov/deed/programs-services/office-youth-development/special/grants/>

1. **Is job placement and post program tracking a required metric?**

Answer: No. Organizations can decide to track additional metrics as part of the grant.

1. **Are organizations allowed to have grants from two different state departments at the same time?**

Answer: Yes.

1. **Are youth who are eligible to receive or are receiving free *or reduced* school lunch are eligible to be served?**

Answer: Yes, youth who are eligible for Federal Free and Reduced School Lunch are eligible as low-income.

1. **Can funds be used for youth incentives for participation, such as giving youth small incentives ($25 grocery card or similar) for completing program milestones?**

Answer: Incentive awards to participants for recognition and achievement directly tied to training activities and work experience are an allowable expense under Youth at Work Opportunity Grants. The service provider must have a policy in place describing how incentives will be awarded (for example, the achievements for which incentives will be awarded and the amounts provided). The incentive awards must be tracked and documented. Incentive awards would be included in the Direct services to Youth budget category. Please refer to Youth at Work Policy Chapter 2: <https://mn.gov/deed/assets/yaw-chapter2_tcm1045-646189.pdf> for further clarification regarding incentive payments.

1. **Do you have a maximum or a target cost per participant?**

Answer: No, cost per participant may vary depending on program model and/or target populations.

1. **Are letters of commitment from partners required? If not required, are they accepted?**

Answer: No, letters of commitment are NOT required. In fact, we ask that organizations do NOT attached letters of commitment to grant proposals. They will not be reviewed.

1. **Can costs for food for events be included in the budget?**

Answer: No, expenses for food for events are not allowed. Please refer to Youth at Work Policy Chapter 2: <https://mn.gov/deed/assets/yaw-chapter2_tcm1045-646189.pdf> for further clarification regarding food and meal expenses.

1. Is the Youth at Work Grant only for new programming that does not currently have existing funding?

**Answer**: No, Youth at Work funds can be awarded for new programming or existing programming.

1. Do organizations need to collect the youth participant’s Social Security Number in order to participate in Youth at Work programming?

**Answer:** No, collecting a youth’s social security number is not required to serve them. However, an organization may need to collect a social security number if the youth is participating in a work experience. Please refer to Youth at Work Policy Chapter 1: <https://mn.gov/deed/assets/yaw-chapter1_tcm1045-646190.pdf> for further clarification on serving youth without a Social Security Number or Work Authorization.

1. Do men 18 and older have to be registered with the Selective Service to be eligible in the Youth at Work program.

Answer: No, males 18 and older do not have to be registered with the Selective Service to be eligible for services. However, DEED’s Office of Youth Development identifies supporting the youth to register with the Selective Service as a best practice.

1. If parents/guardians’ signature cannot be obtained for program participation, can the youth still be served under the Youth at Work program.

Answer: Yes, thorough attempts should be made to secure parental/guardian signature. However, in cases where that is not possible, the youth can still be enrolled and receive services under the Youth at Work program. This should be reflected in WorkforceOne via a case note explaining attempts were made to receive parental/guardian’s consent to participate.

1. Our organization would like to serve multiple areas within the State. Is this allowed and does our organization have to partner with the WDA in each area we intend to serve?

Answer: Yes, a proposal can be submitted to serve multiple areas in the State and it is expected that coordination with the local workforce development area takes place in each location.