**Youth Support Services Competitive Grant**

**SFY 2024 Quarterly Narrative Report**

Due 30 days following end of each calendar quarter

|  |  |
| --- | --- |
| **IDENTIFYING INFORMATION** | |
| Grantee: | Contact: |
| Phone: | Email: |
| **PERIOD OF REPORT:** (From start of SFY (July 1) or contract execution, whichever is later)  Through September (Due October 30)  Through December (Due January 30)  Through March (Due April 30)  Through June (Due July 30) | |
| **WORK PLAN PROGRESS** | |
| Describe your progress in implementing the strategies laid out in the approved work plan. | |
| **ADDRESSING BARRIERS TO EDUCATION AND EMPLOYMENT** | |
| Identify any technology barriers for participants (including internet access) and any solutions/best practices to reduce or resolve this issue. Identify any housing stability concerns and how you are addressing the issue. Summarize any food insecurity issues and steps being taken to help participants and their families improve access to food. Identify any transportation issues affecting participants and any innovative strategies or best practices. | |
| **PROJECT CHALLENGES** | |
| Describe any challenges encountered in the project implementation and how you have addressed them. Identify any technical assistance needed from DEED to address these challenges. | |
| **BEST PRACTICES, SUCCESS STORIES, AND EFFECTIVE STRATEGIES** | |
| Describe any project highlights or success stories that you would like to share (submit consent form for any stories which identify individual participants). Has the grantee had any surprise “wins” during the past quarter? | |

**Youth Support Services Competitive Grant**

**SFY 2024 Quarterly Data Report**

Due 30 days following end of each calendar quarter

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| **IDENTIFYING INFORMATION** | | | |
| Grantee: | | Contact: | |
| Phone: | | Email: | |
| **PERIOD OF REPORT:** (From start of SFY (July 1) or contract execution, whichever is later)  Through September (Due October 30)  Through December (Due January 30)  Through March (Due April 30)  Through June (Due July 30) | | | |
| **TOTAL SERVED – GROUP SERVICES** (Cumulative for the SFY) | | |  |
| The number provided above is to include all persons who participate in a grant funded group activity. Report the cumulative number of individuals for the SFY, through the end of the reporting quarter. For example, group services could include:   * The number of persons involved in job fairs or other onetime events or, * The number of family members of a participant who also participate and benefit from the granted funded activity. * Participant could be counted in group services even if they are also receiving and counted in individual services/case managed data. | | | |
| **GROUP SERVICES:** Describe the group services activities provided this quarter, if applicable | | | |
|  | | | |
| **DATA ON PARTICIPANTS SERVED – INDIVIDUAL SERVICES -** (Cumulative for the SFY) | | | |
| Total Individual Participants Served | | |  |
| **Gender** | A. Female | |  |
| B. Male | |  |
| C. Other | |  |
| D. Prefer not to answer | |  |
| **Age** | 1. 14 – 15 | |  |
| B. 16 – 17 | |  |
| C. 18 | |  |
| D. 19 – 21 | |  |
| E. 22 – 24 | |  |
| **Ethnicity / Race** | A. Hispanic and Latinx | |  |
| B. American Indian or Alaska Native | |  |
| C. Asian American and Asian Pacific Islander | |  |
| D. Black or African American | |  |
| E. White | |  |
| F. Multi-Race | |  |
| G. Other | |  |
| **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. Participant/Family Receiving Public Assistance | |  |
| C. Foster Youth | |  |
| D. Participants with a Disability | |  |
| E. High School Drop-Out | |  |
| F. Youth or Adult Offender | |  |
| G. Pregnant or Parenting Youth | |  |
| H. Basic Skills Deficient | |  |
| I. Homeless Individual or Runaway Youth | |  |
| J. Not Employed at Program Enrollment | |  |
| K. Veteran | |  |
| L. Economically Disadvantaged Individual | |  |
| **PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE FOR INDIVIDUAL SERVICES -** (Cumulative for the SFY) | | | |
| 1. Received Education, Employment Preparation, or Work Readiness/Job Training Activities (Includes Training in ABE/Remedial, Basic Skills, Classroom, Labor Market Info, Life Skills, and Occupational Skills) | | |  |
| 1. Received Work Experience, Internship, or Apprenticeship 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 | | |  |
| 1. Received Financial Literacy Education | | |  |
| 1. Low-performing Students that Received Academic and Behavioral Interventions (Includes Study Skills, Tutoring, and Alternative School Services) | | |  |
| 1. Youth that Received Intervention Activities | | |  |
| **INDICATORS OF PERFORMANCE FOR INDIVIDUAL SERVICES -** (Cumulative for the SFY) | | | |
| 1. Attained Work Readiness Goals | | |  |
| 1. Attained 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, or Military | | |  |
| 1. Entered employment | | |  |
| 1. Retained employment, increased wages or advanced career | | |  |
| 1. Completed program objective | | |  |
| **CUSTOMER SATISFACTION FOR INDIVIDUAL SERVICES -** (Cumulative for the SFY) | | | |
| 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 | | |  |

## Data Summary Definitions:

1. **Gender**
2. ***Male:***  Identifies as male
3. ***Female****:* Identifies as female
4. **Other**: Does not identify as male or female
5. **Prefer not to answer**
6. **Age** (age at time of program enrollment, round down to the past birthday)
7. ***14 – 15***: Self-explanatory
8. ***16 – 17*:** Self-explanatory
9. ***18*:** Self-explanatory
10. ***19 - 21:*** Self-explanatory
11. ***22 - 24*:**  Self-explanatory
12. **Ethnicity/Race (more than one category may be selected per participant)**
13. ***Hispanic/Latinx (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.
14. ***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:
15. 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.
16. Alaska Native: These are individuals who identify as their race as Eskimo, Aleuts, Alaska Indians, Arctic Slope, Inupiat, Yupik, Alutiq, Egegik, and Pribilovian.
17. ***Asian or Pacific Islander:***
18. Asian: these are individuals having origins in any of the original peoples of Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes, but is not limited to:
19. Asian Indian
20. Chinese
21. Filipino
22. Japanese
23. Korean
24. Vietnamese
25. Pacific Islander: these are individuals having origins in any of the original peoples of Hawaii, Guam, Samoa, or another Pacific Islands. It includes:
26. Native Hawaiian
27. Guamanian/Chamorro
28. Samoan
29. Other Pacific Islander
30. ***Black or African American:*** These are individuals having origins in any of the Black racial groups of Africa. It includes, but is not limited to, individuals who identify themselves as:
31. Black
32. African – American
33. Kenyan
34. Nigerian
35. Haitian
36. Somalian
37. ***White:*** These are individuals having origins in any of the original peoples of Europe, the Middle East, or North Africa.
38. ***Multi-Race***: Identifies with one or more race.
39. ***Other***: Identifies with a race not listed above.
40. **Educational Level:** (The highest level of school completion at the time of program enrollment either in this country or in another country)
41. ***8th grade and under***: Self-explanatory
42. ***9th grade – 12th grade***: Does NOT include high school graduation
43. ***High School graduate or equivalent****:* Includes GED and all High School diplomas or equivalents
44. ***Post-Secondary Education:*** Includes any formal educational experience beyond high school or equivalent
45. **Other Demographics**
46. ***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.
47. ***Participants/Families Receiving Public Assistance***: These are participants who receive or come from families receiving Temporary Assistance to Needy Families (TANF/MFIP) and general assistance. It does NOT include any Supplemental Security Income.
48. ***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.
49. ***Participants with a Disability*:** These are participants with a disability as defined by section 3 of the Americans with Disabilities Act of 1990.
50. ***High School Dropout:*** These are individuals who are no longer attending any school and who have not received a secondary school diploma or a recognized equivalent.
51. ***Youth or Adult Offender*:** These are participants who:
52. Have been subject to any stage of the criminal or juvenile justice process, for whom services under this program may be beneficial; or
53. Require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
54. ***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).
55. ***Basic Skills Deficient****:* These are participants who:
56. 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
57. 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.
58. ***Homeless Individual or Runaway Youth:***

A participant is considered a homeless individual or runaway youth if the individual:

* 1. Lacks a fixed, regular, and adequate nighttime residence; this includes an individual who:
     1. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
     2. Is living in a motel, hotel, trailer park or campground due to a lack of adequate alternative accommodations;
     3. Is living in an emergency or transitional shelter;
     4. Is abandoned in a hospital; or
     5. Is awaiting foster care placement.
  2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
  3. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; or
  4. Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (e.g. runaway youth).

Note: this definition does not include an individual imprisoned or detained under an Act of Congress or State Law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

1. ***Not Employed at Program Enrollment:*** These are participants who have not had a job within one week of program enrollment.
2. ***Veteran:*** These are participants 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.
3. ***Economically Disadvantaged:*** These are participants who received an income, or is a member of a family that received a total family income, that, in relation to family size, is no higher than the poverty level. Youth who are eligible to receive or are receiving free or reduced price school lunch are considered to be low-income.
4. **Program Services, Activities, and Other Related Assistance**
5. ***Received Education, Employment Preparation, or Job Training Activities****:* These are participants 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.
6. ***Received Work Experience, Internship, or Apprenticeship Activities*:** These are participants 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.
7. ***Received Community Involvement and Leadership Development Activities***: These are participants 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.
8. ***Received Post-Secondary Exploration, Career Guidance and Planning Activities***: These are participants 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.
9. ***Received Mentoring Activities*:** These are participants 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.
10. ***Received Support Services*:** These are participants who receive such services as:
11. Linkages to community services;
12. Assistance with transportation;
13. Assistance with child care and dependent care;
14. Assistance with housing;
15. Referrals to medical services;
16. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
17. Substance abuse treatment;
18. Mental health treatment.
19. ***Received Financial Literacy Education*:** These are participants that received education or training, either individually or in groups, related to improving financial literacy. Examples of topics include money management, budgeting, credit and banking, credit scores, and debt management.
20. ***Low-performing Students that Received Academic and Behavioral Interventions:*** These are participants that are low-performing students, as defined by the program or school, that receive academic or behavioral interventions or support. Examples could include tutoring, homework help, attendance support, assignment tracking, outside classroom behavioral support, and alternatives to suspension.
21. ***Youth that Received Intervention Activities:*** These are youth participants (age 14 -24) that receive intervention activities to keep them in school, in their community, and out of the juvenile justice system. Intervention strategies are diverse and can include activities such as after school programing, caring adult support, drug/alcohol use prevention, conflict resolution, and truancy interventions.
22. **Indicators of Performance**
23. ***Attained Work Readiness Goals:*** The identified work readiness goals have been met for these participants. This could include career planning, job search goals, living skills such as budgeting, opening a bank account, and using public transportation. It also includes goals related to positive work habits such as punctuality, regular attendance, and assuming the responsibilities involved in maintaining a job.
24. ***Attained Education Goals:*** The identified education goals have been met for these participants.
25. ***Received Academic or Service Learning Credit:***
26. Academic Credit: Verification of an achievement of competency in a formal course of study by one or more of the following:
27. A local/state educational agency or a state agency responsible for administering vocational and technical education within a state;
28. 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).
29. 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:
30. A local/state educational agency or a state agency responsible for administering vocational and technical education within a state;
31. 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).
32. ***Obtained High School Diploma, GED, or Remained in School, Obtained a Certificate or Degree, or Drop-out Returned to School***:
33. Obtained High School Diploma, GED: These are participants who successfully graduate from state accredited high schools or obtain a GED by passing the requisite tests.
34. Remained in School: These are participants who are at risk of dropping out from school but instead remain in school.
35. Obtained a Certificate or Degree: These are participants 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).
36. Dropout Returned to School: These are participants classified as high school dropouts (definition is above) who return to school to complete a course of study.
37. ***Entered Post-Secondary Education, Vocational/Occupation Skills Training, Apprenticeship, or Military***
38. Entered Post-Secondary Education: These are participants 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).
39. Vocational/Occupational Skills Training: These participants are engaged in a program of study leading to the acquisition of job ready skills.
40. Apprenticeship: These participants 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.
41. Military: These participants have entered the Armed Services (Regular, Reserves or the National Guard)
42. ***Entered Employment:*** These participants have secured unsubsidized employment.
43. ***Retained employment, increased wages, or advanced career:*** The number of participants who have retained unsubsidized employment, increased their wage, or advanced their career such as a promotion, or new job/position better aligned with career goals.
44. ***Completed program objective****:* The number of participants who have completed program objective in accordance with the goals and outcomes stated in the organization’s approved work plan.
45. **Customer Satisfaction (using a standardized rating sheet)**
46. **Number of Participants Rating Their Experience as “Excellent:”**  These are participants who are rating their program experience as “Excellent.”
47. **Number of Participants Rating Their Experience as “Very Good:”** These are participants who are rating their program experience as “Very Good.”
48. **Number of Participants Rating Their Experience as “Average:”** These are participants who are rating their program experience as “Average.”
49. **Number of Participants Rating Their Experience as “Below Average:”** These are participants who are rating their program experience as “Below Average.”
50. **Number of Participants Rating Their Experience as “Poor:”** These are participants who are rating their program experience as “Poor.”
51. **Total Number of Surveys Completed**: Sum of A through E.