# Application

City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment & Training

Minneapolis Pathways Fund
2024 RFQ

June 28, 2024

Dear Minneapolis Employment & Training [Eligible Providers]:

The City of Minneapolis Employment and Training Division's mission is to grow a competitive workforce. Our division provides programming to increase adults' access to career services. We offer skills training that leads to stable employment, and career counseling for job seekers to gain rapid reentry to the workforce.  Minneapolis Employment and Training uses a decentralized approach where services are delivered by community-based organizations at the neighborhood level. This neighborhood-based approach allows us to provide culturally competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community. Community based organizations are competitively selected to deliver services that correspond to programmatic goals and funding sources.

It is with these values and this service model that we are requesting applications for the Minneapolis Pathways to provide employment opportunities to Minneapolis job seekers.  It is the intent of this document to outline the specific services needing to be provided to job seekers in Minneapolis and the requirement of the funding source.

Please review the application for details. We look forward to your application.

Deb Bahr-Helgen, Director
City of Minneapolis Employment and Training

## OPENING STATEMENT

In this Request for Qualifications (RFQ), the City of Minneapolis intends to award up to a total of $800,000 to support Career Pathways' workforce development initiatives that reduce disparities in income and employment by preparing job seekers for high-demand positions and career advancement.

To support the City's goal of eliminating racial and economic disparities, the City of Minneapolis has established Minneapolis Pathways to assist employers with recruiting, training, or preparing un- or underemployed Minneapolis residents with the skills needed to fill positions in their businesses.

Projects will be evaluated based on the following criteria:

- Engages business in the identification, development, and support of career pathways
- Achieves measurable outcomes by organizing education, career counseling, supportive services around the needs of target populations
- Clear and coordinated pathways that provide participants with visual roadmaps or templates depicting career laddering on-ramps, transitions, and off-ramps
- Contextualized and modular curriculum that provides multiple entry points to family-sustaining careers in regional industry sectors
- Accelerated training that integrates basic skills and work-readiness training with occupational skills
- Industry endorsed training that leads to academic credits, credentials, or job placement

## ELIGIBLE APPLICANTS

The funding is open to organizations that applied and were competitively selected by the City Council as Eligible Providers of Workforce Development Services for 2021-2025. While eligibility for this funding opportunity will be based on the lead applicant's status as an Eligible Provider, established partnership(s) with employer(s) and other stakeholders that bring additional expertise or resources to the project are encouraged.

Before the proposed work can begin or funding will be awarded, all Eligible Providers competitively selected for this funding opportunity must have in place an executed Master Contract for Workforce Development Services with the city. If your organization has an executed master contract on file, then you will need to complete a project-specific Funding Availability Notice (FAN) agreement prior to moving forward with the proposed project.

Furthermore, all funded organizations and any subcontractor training providers (if any) must be on Minnesota's Eligible Training Provider List (ETPL) at the time of application.

There are two main criteria for a training provider to be considered eligible for Minnesota's ETPL:

- Have a public location in Minnesota, and
- Be licensed, registered, or exempt with the state agency that regulates the industry's training. Most often this is the Office of Higher Education. However, there are forty-seven unique state agencies that approve trainings for various industries.

There are a few reasons why these two eligibility criteria exist prior to review of specific courses and programs on the ETPL. They include basic consumer protections, federal guidance, and criteria set by the governor to help focus the ETPL on trainings that will lead to a sustainable career.

Additionally, all funded organizations must maintain the city's required insurance policies, as outlined in the Master Contract. These insurance levels may be subject to change by the city. The current required liability coverages include:

*All awarded Providers and their subcontractors (if any) shall secure and maintain the following insurance:*

a) *Workers Compensation insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least $100,000 each accident, $500,000 disease - policy limit and $100,000 disease each employee.*

b) *Commercial General Liability insurance with limits of at least $2,000,000 general aggregate, $2,000,000 products - completed operations $2,000,000 personal and advertising injury, $300,000 each occurrence fire damage and $5,000 medical expense any one person.  The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.  The amount of coverage will be automatically increased if the project amount is expected to exceed $2,000,000 or involves potentially high-risk activity.*

c) *Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $1,000,000 per accident.*

d) *Professional Liability Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors.  The insurance policy should provide coverage in the amount of $2,000,000 each claim and $2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after the expiration of the contract.*

e) *Network Security and Privacy Liability for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability.  Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to:  1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees.   2) Breach of the City's private data, whether electronic or otherwise.  The insurance policy should provide minimum coverage in the amount of $1,000,000 per occurrence and $2,000,000 annual aggregate.  If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.*

## FUNDING AND OUTCOMES

Funding awards are expected to range from $50,000 - $250,000. The primary outcome for this funding is placement into full-time employment as defined as a minimum of 32 hours per week.

## CO-ENROLLMENT

Eligible Minneapolis residents may be co-enrolled with other non-MET or MET funding streams as long as the participant is provided with distinct and specific services that are not duplicated.

## PARTICIPANT ELIGIBLITY

Participant eligibility requirements:

- <u>Minneapolis resident at time of enrollment</u>

  AND

- <u>Unemployed</u>

  OR

- <u>Employed/Underemployed</u>
  - o Individuals who are employed/underemployed are employed full-time or part-time and meet the definition of a *low-income individual* (Household income at or below 200% of the federal Health and Human Services poverty guidelines adjusted to household/family size. - https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines) and are seeking training services as part of a career pathway.

## PARTNER INVOLVEMENT:

A minimum two employer partners must provide a letter of commitment and state how the career pathway program provides credentials that will improve the likelihood of considering applicants for available unsubsidized full-time positions within the company. The two employers, and any additional employer partners, may also commit to participate in classroom training (mock interviews, facility tours, classroom speakers, etc.), inform and help deliver curriculum, and/or offer paid internships, paid work experience, On-The-Job training, and/or work-based learning opportunity(ies) that will prioritize graduates for unsubsidized full-time open positions at the business.

City of Minneapolis

Partnering and/or collaborating with the City of Minneapolis' Employment and Training division's Apprenticeship Outreach Office and/or the Northside Works program is encouraged and will be given precedence but is not required.

All partners must be listed in the Partnership Chart.

## SCHEDULE

The following is a listing of key proposal and project milestones, along with their *estimated* timeline.

| Milestone | 2024 Timeline |
|---|---|
| RFQ Release | June 28, 2024 |
| Pre-application Q&A | July 10, 2024 (1:00 P.M. - 2:00P.M.) |
| Proposals Due | August 7, 2024 (By 12:00 P.M., NOON, CDT) |
| Recommendation Notification | September 10, 2024 |
| Fund Availability Notice (FAN) and Project Begins as Early as | October 1, 2024 |

## APPLICATION PROCESS

Applications may be emailed to brant.ingalsbe@minneapolismn.gov.

Please submit application **as a Word document (.doc) and a signed PDF.** Applications must be received no later than <u>**12:00 P.M. (NOON, Minneapolis Time) on the application due date above.**</u>

<u>**NOTE:  Applications received after the deadline may not be considered.**</u>

## REQUESTS FOR CLARIFICATION

MET welcomes written questions about the proposal or application process. For more information, there will be an optional pre-application Q&A webinar on the date above – July 10, 2024, from 1:00pm – 2:00pm. For those who are unable to attend the Q&A webinar, you may submit questions in writing to:

> Brant Ingalsbe
> brant.ingalsbe@minneapolismn.gov

Answers to all written questions will be posted to the City of Minneapolis website, under the listing for Employment and Training funding opportunities: https://www2.minneapolismn.gov/business-services/doing-business-with-the-city/community-planning-development-rfps/

For those who are able to attend the Q&A webinar, **email Brant Ingalsbe** requesting a Teams link.

## GENERAL CONDITIONS

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this application.

Employment service providers selected through this Request for Qualifications will be monitored by Minneapolis Employment and Training staff for compliance with all Minneapolis Employment and Training policies, including source funding financial parameters. This RFQ does not commit Minneapolis Employment and Training to award a contract, to pay any costs incurred in the preparation of this request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or reject any or all RFQs received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFQ, if it is in the best interest of the City of Minneapolis to do so. The City of Minneapolis Employment and Training may require the selected providers to participate in negotiation and to submit any fiscal, technical, or other revisions of their proposal that may result from negotiations with Minneapolis Employment and Training.

Responding to this application does not guarantee that your organization will be selected to provide services.

Selected Eligible Providers that may be new to Minneapolis Employment & Training-funded projects and programs must execute a master contract agreement before services can begin and before Minneapolis Employment & Training will disburse any funds. All Providers must have current insurance coverage at the levels required by the City of Minneapolis. Please see the Eligibility section above for more information.

*Please complete this cover page and attach it to your application.*

RFQ REQUIREMENTS: Must be able to reply "yes" to all red boxes.

| Applicant Agency:<br>☐ Yes, this agency is on the Eligible Provider list for 2021-2025 - REQUIRED.<br>Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed. | Contact Name and Address:<br>(If different from the APPLICANT AGENCY) |
|---|---|
| Agency Name:<br><br>Director Name:<br><br>Telephone:<br><br>Email: | Contact Name:<br><br>Title:<br><br>Telephone:<br><br>Email: |
| Address: | Address: |
| Federal Tax ID:<br>(required) | Minnesota Tax ID:<br>(required) |

Unique Entity ID (UEI*) Number: (required)_____

*For more information on how to obtain an UEI number, please watch the video, "How to get a Unique Entity ID" that can be found on this page https://sam.gov/content/home*

| Total funding requested | |
|---|---|
| Number of participants placed in jobs | |
| Cost per participant placed in job | |

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

| Authorized Signature | Title | Date |
|---|---|---|
| | | |

# Minneapolis Pathways Application

## Section 1 – Project Narrative

1. Provide a 100–150-word narrative summary of your proposal that includes the training and outcomes. This will be your 'elevator pitch' that will help readers quickly understand what you plan to accomplish. **(10 points)**

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2. Include a visual roadmap depicting career laddering on-ramps, transitions, and off-ramps for participants, which helps illustrate paths to participants' success. See Appendix A and B for examples of visual roadmaps or flow charts. **(10 points)**

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3. Describe how your organization addresses equity, fair and just inclusion into society so all Minneapolis residents can participate, prosper, and reach their full potential. **(5 points)**

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4. What are some processes you will provide to overcome the challenges of recruiting new participants in the current labor market with very low unemployment? **(5 points)**

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5. Will this funding have a specific, cultural, demographic, or geographic focus? If so, what knowledge, resources, and community connections does your organization have to provide services to the population you will serve? **(5 points)**

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6. Describe your outreach and communication strategy to job seekers and/or the population identified in question 5. How does your agency evaluate its outreach efforts and adapt strategies when needed? If you have any staff involved in recruiting and/or outreach for this project, please list them on the Staff Chart in Section 2. **(10 points)**

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7. Describe the support services your organization will provide to participants throughout the program. What is your agency's process to determine what support is needed (assessments, questionnaires, interviews, ongoing case management), and what skills and resources will you provide or help them access? **(10 points)**

> [blank answer box]

8. If applicable, describe how your organization and/or training partners might implement and process the option of offering training stipends for eligible participants? **(5 points)**

> [blank answer box]

9. Provide a summary of the partnerships and collaborations the proposed program will facilitate. All partners must be listed in the Partnership Chart, provide letters of support, and indicate the specific service and commitment to the program for each partner. Your summary should align with the Proposal's attached Workplan.

    Include a minimum of two (2) Employer partners and their commitment to the project according to the required component.

    - A commitment that applicants who complete the program will improve the likelihood of them being considered for unsubsidized open full-time employment positions within the company.

    - May also commit to participate in classroom training (mock interviews, facility tours, classroom speakers, etc.), inform and help deliver curriculum, and/or offer paid internships, paid work experience, On-the-Job training, and/or work-based learning opportunity(ies) that will prioritize graduates for unsubsidized full-time open positions at the company.

    Partnering and/or collaborating with the City of Minneapolis' Employment and Training division's Apprenticeship Outreach Office and/or the Northside Works program is encouraged but not required. **(20 points)**

> [blank answer box]

10. List the anticipated employment positions training graduates will be eligible for, the occupational demand and/or supporting labor market information (LMI) for the position(s) you are preparing job seekers for, and complete the grid below. **(5 points)**

| Position | Employer/Occupational Demand | Skills Required | Target Wage |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

11. How does your *soft skills/work readiness* and/or pre-apprenticeship training(s), when applicable, prepare individuals for the positions above? Include a summary of the curriculum or content, hours, and training provider(s). **(5 points)**

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12. How does your *technical* training prepare individuals for the positions above? Include a summary of the curriculum or content, hours, credential earned, and identify training provider(s). **(10 points)**

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13. If applicable, with the rise of remote or hybrid work trends, how will your organization and/or training partners prepare participants with these new skill needs? **(5 points)**

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14. Describe how your organization and/or partners will provide continuous support for individuals who have completed their training programs, and ongoing data tracking and reporting requirements. Data tracking and job placement assistance for participants in training-related positions can continue for at least 90 days beyond the end date of the award. Placements attained within those 90 days will be credited to the original project's results. **(10 points)**

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## Section 2 – Budget & Staff Chart

Provide a list and description of planned expenses for this project.  Note that this budget will be the basis for allowable costs and expected documentation for the funding. Expenses not included in the budget will not be reimbursed.

| Project Budget (10 points) | | |
|---|---|---|
| Budget Item | Description | Total Cost |
| Direct Services | (Staff) | $0.00 |
| Training Stipend | (Total stipends provided to participants) | $0.00 |
| Support Services | (List services provided directly to participants) | $0.00 |
| Training | (List individual training programs and cost) | $0.00 |
| Administrative and Operational | (Insurance, travel, professional fees, occupancy, communications, etc.) | $0.00 |
| **Total Costs** | | **$0.00** |
| Leveraged Funding- Workforce | (List all additional funding that is directly supporting the project) | $0.00 |

| Staff Chart (5 points) | | |
|---|---|---|
| Staff | Role | % FTE |
| | | |
| | | |
| | | |
| | | |
| Ratio of direct service FTE to cohort size* | | |

*Staff that directly engage participants on a regular basis, typically employment coaches/navigators. Typically, will not include supervisors or other support positions.

## Section 3 – Workplan (15 points)

List key activities/outcomes for the project and who is responsible for them.  This may include recruitment, enrollment, eligibility/aptitude assessments, training, support services, placement, data tracking, retention, and employer engagement.  Provide specific numbers for quantifiable objectives such as enrollment, placement, and retention.

### Project Goal – Recruitment / Outreach

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|---|---|---|---|---|
|  |  |  |  |  |

### Project Goal 2 – Training

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|---|---|---|---|---|
|  |  |  |  |  |

### Project Goal 3 – Placement

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|---|---|---|---|---|
|  |  |  |  |  |

## Section 4 – Past Performance (10 points)

List Minneapolis Pathways projects seeking renewed or continued funding, and/or other past Career Pathways programs funded either by the Minneapolis Pathways program or State of Minnesota Pathways to Prosperity (P2P) and managed within the last two years. Include the Workforce One performance data to date.

Date of Workforce One data pull: _____

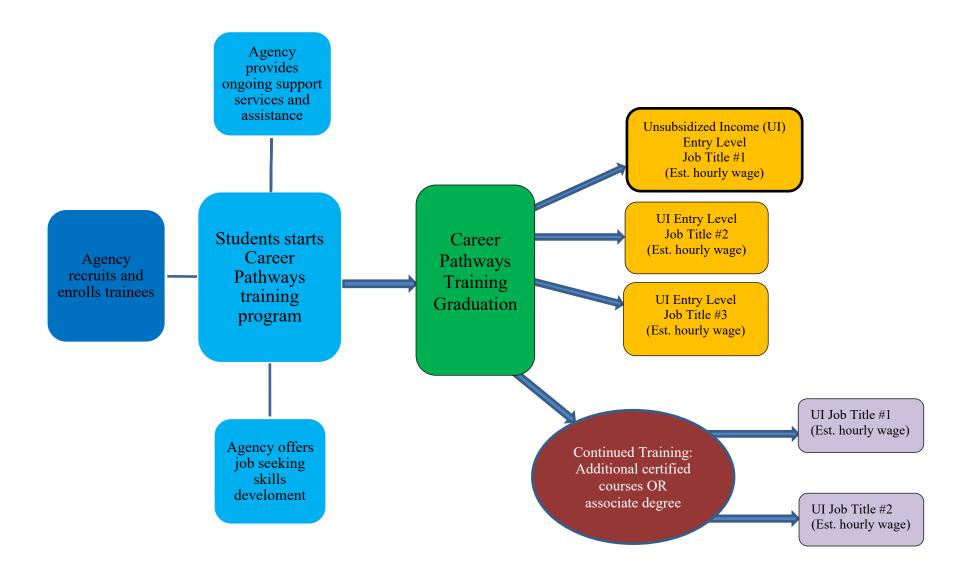| Program Name | Start Date | End Date | Enrollment Goal # | Actual Enrollment | Job Placement # | Actual Placement | Percent Exited to UE* |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Unsubsidized Employment (UE)

### Section 5 – Partnership Chart (5 points)

List partners and employer(s) and their commitments to this project. A minimum two employer partners must provide a letter of commitment and state how the career pathway program provides credentials that will improve the likelihood of considering applicants for available unsubsidized full-time positions within the company. Additional letters of commitment are encouraged but not required.

| Name | Key Contact | Specific commitment(s) | Employer (Y/N) | Letter of Commitment Enclosed (Y/N) |
|------|-------------|------------------------|----------------|-------------------------------------|
|      |             |                        |                |                                     |
|      |             |                        |                |                                     |
|      |             |                        |                |                                     |
|      |             |                        |                |                                     |
|      |             |                        |                |                                     |

# Appendix A
# Example Career Pathways Visual Roadmap 1

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Agency provides ongoing support services and assistance

Agency recruits and enrolls trainees  →  Students starts Career Pathways training program  →  Career Pathways Training Graduation

Agency offers job seeking skills develoment
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Career Pathways Training Graduation →
- Unsubsidized Income (UI) Entry Level Job Title #1 (Est. hourly wage)
- UI Entry Level Job Title #2 (Est. hourly wage)
- UI Entry Level Job Title #3 (Est. hourly wage)
- Continued Training: Additional certified courses OR associate degree →
  - UI Job Title #1 (Est. hourly wage)
  - UI Job Title #2 (Est. hourly wage)

**Appendix B**
**Example Career Pathways Visual Roadmap 2**

**Students Start Career Pathways Training**

**Ongoing Agency Roles and Responsiblities:**

- Develop training completion and job placement plan
- Provide direct and support services
- Job seeking skills development
- Continouos recruiting and enrollment
- Lead job placement assistance
- Workforce One data tracking
- Program evaluation and reporting

**Career Pathways Graduation**

Unsubsidized Income (UI) Entry Level Job Placement:
1) Job Title 1
2) Job Title 2
3) Job Title 3

**Continued Training OR Associate Degree Enrollemnt**

Second Tier Job Placement:
1) Job Title 1
2) Job Title 2