

# Request for Proposals

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

**WIOA Youth Services**  
January 9, 2017

**Proposals Due by: February 10, 2017**

January 9, 2017

Dear Minneapolis Employment and Training [Eligible Providers](#):

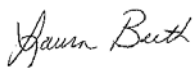
The mission of the City of Minneapolis Employment and Training is to grow a competitive workforce through programming aimed at helping youth learn academic, life and work skills, identify career paths, and achieve meaningful employment. Minneapolis Employment and Training uses a decentralized approach where services are delivered by community-based Provider Agencies at the neighborhood level. This neighborhood-based approach puts services by agencies skilled at providing culturally-competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community close to the job seekers and businesses that need workforce development support. The Provider Agencies are selected to deliver services through various competitive Requests for Proposals (RFP) that correspond to programmatic goals and funding sources.

It is with these values and service model that we release the following Request for Proposal to provide employment services 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 RFP for details. If any addenda are needed for this Request for Proposal, they will be posted on the City of Minneapolis web site at: [http://www.ci.minneapolis.mn.us/cped/cped\\_rfp](http://www.ci.minneapolis.mn.us/cped/cped_rfp). It is the responsibility of the agency to check this City website for any addenda to the RFP.

Proposals are due by Friday, February 10 at 4:00 pm Central time.

We look forward to your response to this RFP.



Laura Beeth, Chair  
Minneapolis Workforce Development Board



Deb Bahr-Helgen, Director  
Minneapolis Employment and Training

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## OPENING STATEMENT

The Minneapolis Workforce Development Board and City of Minneapolis Employment and Training are soliciting proposals from [Eligible Providers](#) to provide Workforce Innovation and Opportunity Act (WIOA) Youth comprehensive employment and training services, including work-based learning, an introduction to career pathways, attainment of recognized credentials and wraparound support services.

Minneapolis Employment and Training is a division of the City's Community Planning and Economic Development Department (CPED). CPED combines employment, training, planning, economic development, housing and some regulatory services into one City department. Minneapolis Employment and Training is the workforce development division of economic development, assisting Minneapolis residents, both youth and adult, prepare to enter the labor force. Yearly, City of Minneapolis Employment and Training delivers employment and training services to just under 5,000 Minneapolis residents through various targeted programs that focus attention on the core issues of joblessness and employment disparities. Minneapolis Employment and Training administers employment and training programs under the direction of the Mayor, City Council, and Workforce Development Board. Minneapolis Employment and Training is the administrative entity/staff to the Workforce Development Board. The Minneapolis Workforce Development Board provides strategic guidance to the local workforce development system. City programs under the oversight of the Workforce Development Board include services for low income adults, dislocated workers, welfare recipients, and youth. The operating principle of the Minneapolis Workforce Development Board and City of Minneapolis Employment and Training is partnership. Minneapolis Employment and Training uses a community-based service delivery model; partnering with both non-profit and state government employment service providers to offer employment services to Minneapolis youth, adults and dislocated workers.

WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Training is supported through a robust Eligible Training Provider List (ETPL), comprised of entities with a proven capability of securing quality employment outcomes for participants. WIOA calls for customer-focused services based on the needs of the individual participant including the creation of career pathways. Career pathways are the new way of doing business, and they operate at two levels—a systems level and an individual program level. At the systems level, career pathways development is a broad approach for serving populations that may experience significant barriers to employment and can substantively alter the way the workforce system delivers its services and its relationship with partner organizations and stakeholders. Career pathway programs offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies.

Career pathway programs make it easier for people to earn industry-recognized credentials through avenues that are more relevant; to provide opportunities for more flexible education and training; and to attain market identifiable skills that can transfer into work. These comprehensive education and training programs are suited to meet the needs of working learners and non-traditional students. Career pathways programs are designed to serve a diverse group of learners to include; adults, youth, dislocated workers, veterans, individuals with a disability, public assistance recipients, new immigrants, English language learners, and justice involved individuals. Up until now, career pathways systems and programs have been defined in multiple ways. WIOA now codifies the essential elements of career pathways into law.

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## SCOPE OF SERVICES

Minimum qualifications for a proposer are:

1. Must be on the Minneapolis Employment and Training's Eligible Providers List for 2016-2020. This list can be found here: <http://tinyurl.com/Eligible-Provider-List>.
2. Must be able to provide participant payroll services. Minneapolis Employment and Training will reimburse selected providers for participant wages, FICA/Medicare, worker compensation and service related costs through cost reimbursement.

In general the WIOA Youth services to be performed are:

- Outreach, eligibility determination, objective assessment, development of an Individual Service Strategy for youth ages 14-24; and
- Provide directly or through referral the following 14 required program elements:
  - 1) Tutoring, study skills training, and dropout recovery and prevention;
  - 2) Alternative secondary school services;
  - 3) Paid and unpaid work experience, including summer employment;
  - 4) Occupational skill training;
  - 5) Education offered with workforce preparation activities and training;
  - 6) Leadership development activities;
  - 7) Supportive services;
  - 8) Adult mentoring;
  - 9) Follow-up services;
  - 10) Comprehensive guidance and counseling;
  - 11) Financial literacy education;
  - 12) Entrepreneurial skills training;
  - 13) Labor market and employment information about in-demand industry sectors/occupations;
  - 14) Activities helping youth prepare for and transition to post-secondary education and training.
- At a minimum, 75% of youth served under this RFP must be out-of-school youth (see Attachment B); and
- Verified as not less than 14 and not more than age 24.

The expected results (subject to change) are at minimum meeting or exceeding the required WIOA Performance Indicators (as described in **Attachment B**) and detailed below:

STATE PERFORMANCE STANDARDS FOR WIOA YOUTH PROGRAM, PY 2017	
Employment or Placement Rate (2 <sup>nd</sup> Quarter after Exit)	74.2%
Employment or Placement Rate (4 <sup>th</sup> Quarter after Exit)	68.6%
Credential Attainment (within 4 Quarters after Exit)	49.7%

Minneapolis Employment and Training estimates up to \$900,000 per program year in WIOA Youth funding will be available for youth employment and training services April 1, 2017-March 31, 2018. **This funding is subject to change** consistent with allocation levels established by the State of Minnesota on an annual basis. Minneapolis Employment and Training will enter into a master contract agreement for cost reimbursement with selected providers for the period of April 1, 2017 through December 31, 2020. Service providers selected through this RFP process will be funded for these years, if agency performance remains satisfactory and adequate funds are available. The funding amount may be greater or lesser than planned, successful proposers must be prepared and have the capacity to adjust to changes in funding levels.

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## SPECIFIC TASKS

The specific tasks involved with the services are detailed in **Attachment B** and further described below:

- Minneapolis Employment and Training seeks agencies with the experience, capability and desire to perform the full range of services required as described in **Attachment B**. The "Operating Guidelines" will be part of any contract awarded in response to this RFP. Proposers should review the guidelines to ensure they can comply with the requirements if they are awarded a contract.

- Service location(s) must be within the City of Minneapolis and must be specified in the proposal (see attached Cover Page in **Attachment A**.) Staff assigned to this funding source must maintain full time office hours at this or these locations. WIOA services are a required part of the one-stop delivery system so the successful proposer must agree to establish and maintain a strong connection with the one-stop, including on-site recruitment as appropriate, in order to assure customer of seamless delivery. Successful proposers must recruit city-wide to ensure geographic coverage to serve the city's diverse populations.
- Proposers should ensure that all services are provided by competent staff who maintain the highest professional standards. Proposers should ensure, that during the term of the contract, it has adequate qualified staff to perform the service delivery and meet the performance measures outlined in their contract.
- Successful proposers will be required to keep auditable records. On December 26, 2013, new 2 CFR Part 200 regulations were published in the Federal Register. Your organization will be need to be in compliance with these new administrative and cost principles and have the capacity to comply with affirmative action, insurance requirements and any other requirements as specified in your master contract.
- Many details regarding the WIOA Youth program service structure, performance standards, policy, and definitions are subject to change. Proposers agree to accommodate any conditions that may be imposed as details are defined and adjusted.
- Proposers agree to participate fully in all training sessions and meetings hosted by State of MN or Minneapolis Employment and Training staff to provide policy/program updates and/or technical assistance. All participant forms will be provided by or must be approved by the Minneapolis Employment and Training contract manager.
- Successful proposers will be expected to participate actively as part of a Minneapolis Employment and Training work team that collaborates regularly to create a seamless, universally accessible, customer-centered service delivery system that is highly focused on continuous improvement.
- Successful proposers must make available to any community or neighborhood member at least some employment and training related service(s) provided for by resources other than those provided by Minneapolis Employment and Training.
- Sub recipient enrollment and exit goals are negotiated each program year based on funding. Proposers must accept this as a condition of the subcontract.
- Employment service providers are responsible for operating and maintaining program participant files in accordance with detailed parameters outlined in WIOA Youth Manual provided by the Minneapolis Employment and Training Contract Manager. Employment service providers selected through this RFP will be monitored by Minneapolis Employment and Training staff for compliance with all Minneapolis Employment and Training policies, including source funding financial parameters annually (at a minimum). State and/or Federal reviews may also be required.

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## SCHEDULE

The following is a listing of key proposal and project milestones:

RFP Release	<i>January 9, 2017</i>
Questions on RFP Due by	<i>January 18, 2017</i>
Responses to Questions posted by	<i>January 25, 2017</i>
Proposals due by	<b>4:00 PM on February 10, 2017</b>
Estimated provider selection	<i>March 22, 2017</i>
Estimated services start date	<i>April 1, 2017</i>
Estimated services end date	<i>December 31, 2020</i>

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## PROPOSAL DUE DATE and LOCATION

Proposals may be sent by certified mail or hand delivered to the 2<sup>nd</sup> floor reception desk. All applicants must submit one (1) original and four (4) copies of their completed proposals including the cover page to:

**City of Minneapolis Employment and Training  
Crown Roller Mill  
105 Fifth Ave. South – Suite 200 (Second Floor)  
Minneapolis, MN 55401-2593**

Proposal must be received no later than **4:00 P.M. (Minneapolis Time), Friday, February 10, 2017.**

**NOTE: Late proposals may not be accepted.**

Additional Proposal Format and Submission Guidance:

- The cover page, original proposal, and four copies of each should be submitted in one envelope labeled: Request for Proposal: Minneapolis Employment and Training – **WIOA Youth**
- Proposals should not exceed ten (10) typed, double spaced pages with one (1) inch margins
- Font size should not be less than eleven (11) point
- Please do not send annual reports, brochures, or similar attachments
- Faxed or e-mailed proposals will not be accepted
- An applicant conference will not be held

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## REQUESTS FOR CLARIFICATION

Prospective responders shall direct inquiries/questions ***in writing only*** to: [CPEDetwioayouthrfp@minneapolismn.gov](mailto:CPEDetwioayouthrfp@minneapolismn.gov)

All questions are due no later than **4:00 pm (Minneapolis Time), January 18, 2017**. Responses to the Questions will be posted by **January 25, 2017** on City's RFP website at: [www.minneapolismn.gov/cped/rfp](http://www.minneapolismn.gov/cped/rfp)

The email address (above) is the only method to obtain clarification of questions regarding the RFP before proposals are submitted. The Contract Manager cannot answer questions or vary the terms of the RFP. All requests for clarification should be submitted in writing as outlined in this RFP. Failure to follow this prohibition could result in the rejection of the proposal.

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## EVALUATION CRITERIA

Proposals submitted for this RFP will be reviewed and rated by a panel of impartial readers. The following are the key criteria that will be used to evaluate the responses to the technical proposal questions from **Attachment A**:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff (includes a review of references, if requested).
- C. How well the scope of services offered meets department objectives.
- D. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP. A pre-award Risk Assessment will be completed.
- E. Organization and management approach and involvement for a successful project.

Minneapolis Employment and Training may also require proposers to host site visit for the RFP review panel and receive a composite site visit score of at least eight (8) out of ten (10); (1 being the lowest and 10 being the highest), prior to awarding a contract.

The final selection of providers will be made by the Ad Hoc Youth Committee and approved by the Minneapolis Workforce Development Board.

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## GENERAL CONDITIONS

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

Federal Funding Accountability and Transparency Act of 2006 (FFATA)  
(Public Law 109-282; 31U.S.C. Section 6101, et. seq.)

The FFATA applies to direct federal grants received by the City which are provided as a sub award (sub grant, sub contract or sub recipient) to a first tier contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central Contractor Registry (CCR) and comply with the requirements of the Federal Subaward Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (DUNS) and report total compensation of certain executive level members of the company/entity (see [www.fsrs.gov](http://www.fsrs.gov) for details).

This Request for Proposals does not commit Minneapolis Employment and Training to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFP, 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 RFP does not guarantee that your organization will be selected to provide services.

*Grant recipients new to Minneapolis Employment and Training-funded grants must complete a master contract agreement before Minneapolis Employment and Training will disburse any funds.*

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#### **ADDENDUM TO THE RFP**

If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at: [www.minneapolismn.gov/cped/rfp](http://www.minneapolismn.gov/cped/rfp). The City reserves the right to cancel or amend the RFP at any time.

**ATTACHMENT A**

**Proposal Format**



**City of Minneapolis Employment and Training  
WIOA Youth Services  
Request for Proposals**

<i>Please complete this cover page and attach it to your proposal.</i>
<b>RFP REQUIREMENTS: Must be able to reply "yes" to all red boxes.</b>
<input type="checkbox"/> <b>Yes, this agency provides services in a Minneapolis location at this address:</b> <hr/>

<b>Applicant Agency:</b> <input type="checkbox"/> <b>Yes, this agency is on the Eligible Provider list for 2016-2020 - REQUIRED.</b> <small>Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.</small>	<b>Contact Name and Address:</b> <small>(If different from the APPLICANT AGENCY)</small>
<b>Agency Name:</b>  <b>Director Name:</b>  <b>Telephone:</b>  <b>Fax:</b>  <b>Email:</b>  <b>Address:</b>	<b>Contact Name:</b>  <b>Title:</b>  <b>Telephone:</b>  <b>Fax:</b>  <b>Email:</b>  <b>Address:</b>
<b>Federal Tax ID:</b> <b>(required)</b>	<b>Minnesota Tax ID:</b> <b>(required)</b>
<b>DUNS Number: (required)</b>	

**Applicants must submit one (1) original and four (4) copies of this completed cover page and proposal by 4:00 p.m. on Friday, February 10, 2017. Late proposals may not be considered**

*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.*

<b>Authorized Signature</b>	<b>Title</b>	<b>Date</b>

City of Minneapolis Employment and Training use only					
Date Received		Time Received		Staff Initials Received	

The technical proposal should be your responses to the following questions from the four (4) categories with a possible total of 100 points.

	<b>Specific Questions</b>
Organization History, Capacity and Relevant Experience  (30 Points)	1. Describe your organization's mission, qualifications and experience in delivering comprehensive education and employment and training case management programs for economically, disadvantaged youth and young adults ages 14-24.
	2. Demonstrate specific results that detail your organization's success in assisting economically, disadvantaged youth and young adults to attain educational goals, earn diplomas or equivalent, obtain industry specific credentials, secure and retain employment and attend post-secondary or advanced training. Provide quantitative statistics about educational, credential and employment outcomes (subsidized and unsubsidized), wage detail, and retention to describe your agency's outcomes.
	3. Describe the diversity of the youth and young adult population your agency serves and explain how your organization reaches out to and serves diverse populations. Describe any populations your organization may be uniquely qualified to serve.
	4. Describe your agency's expertise and capacity in managing and monitoring grants or government-funded programs for performance results and contract compliance.
Service Design  (35 Points)	5. What are the core aspects of your approach to providing individualized education and employment case management services to youth and young adults? What is unique or innovative about how your agency provides these services?
	6. Describe how your agency, on its own or in collaboration with others, addresses the complete range of a typical participant's needs (including needs beyond the scope of this program).
	7. Describe your organization's outreach and recruitment strategy or strategies to ensure access to eligible youth and young adults who live throughout the City of Minneapolis and how you propose to deliver services to diverse populations.
	8. Explain your agency's capabilities to provide payroll services for participant wage subsidies. Include previous history providing participant payroll services and/or creative payroll options your agency has implemented.
	9. List standardized assessment and testing tools you utilize in your case management model and describe how they are used.
	10. Demonstrate your organization's ability to deliver work readiness training including but not limited to resume writing, networking, interviewing techniques and job clubs.
	11. Explain your agency's 12 month follow-up/retention services for participants. Indicate how follow-up services will occur to support successful long-term outcomes for youth. Describe planned follow-up activities for participants.
Staff Expertise  (15 Points)	12. Describe the educational background, credentials/qualifications, and experience that will be required for the case manager(s)/career planner(s) who will be providing services.
	13. Who would manage the case manager(s)/career planner(s) providing services? What are the manager's educational background, credentials/qualifications, and experience?
	14. Describe the cultural and linguistic capabilities of the staff at your organization that are available to assist youth and young adults, as needed.
Partnerships and Leverage  (20 Points)	15. Describe relationships with private sector employers, both large and small, and methods by which the agency facilitates effective communication or employer needs as well as linkages that lead to job opportunities for youth and young adults.
	16. Describe partnerships or collaborations your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood, and/or community organizations.

# **ATTACHMENT B**

## **APPENDIX**

## **WIOA Youth Overview**

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

The WIOA youth program is a required partner in the one-stop delivery system. WIOA made some significant reforms to how services are delivered in the one-stop delivery system for youth. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Training is supported through a robust Eligible Training Provider List (ETPL), comprised of entities with a proven capability of securing quality employment outcomes for participants.

The WIOA youth program emphasizes serving out-of-school and disconnected youth, high school dropout recovery and attainment of recognized postsecondary credentials. WIOA prepares opportunity youth and other young job seekers for successful employment through increasing the use of proven service models.

WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department of Labor's commitment to providing high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre- apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in postsecondary education, or a registered apprenticeship. Youth programs promote evidence-based strategies to assist in achieving high levels of performance, accountability, and quality in preparing young people for the workforce.

## **WIOA Youth Required Program Elements**

WIOA identifies 14 required youth program elements that must be available to youth and delivered based on individual need as determined during the objective assessment period.

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
- 2) Alternative secondary school services or dropout recovery services, as appropriate;
- 3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - Summer employment opportunities and other employment opportunities available throughout the school year;
  - Pre-apprenticeship programs;
  - Internships and job-shadowing; and
  - On-the-job training opportunities;
- 4) Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development activities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- 7) Supportive services;
- 8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
- 9) Follow-up services for not less than 12 months after the completion of participation;
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- 11) Financial literacy education;
- 12) Entrepreneurial skills training;
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Activities that help youth prepare for and transition to post-secondary education and training.

## **WIOA Youth Operating Guidelines**

These guidelines supplement requirements specified in contracts, plans, fund availability notices, and other Minneapolis Employment and Training communications.

### Responsibilities of sub-recipients/service providers include:

- Outreach and recruitment of WIOA eligible youth ages 14-24, targeting out-of-school youth in need of employment and training services;
- Documentation of eligibility as required by WIOA, state, and Minneapolis Employment and Training policy, and completion and data input of MIS paperwork according to procedures;
- Advise each applicant of appropriate employment, training and community services for which the individual may be eligible;
- Create an Objective Assessment for each youth registrant that evaluates the needs of the participant with regard to services or training programs available in the workforce service area;
- Develop an Individual Service Strategy (ISS) for each youth registrant that identifies appropriate employment and education goals as well as identifies barriers to these goals and needed supportive services. Update an individual's ISS as needed;
- Provision of services in a case management context;
- Each ISS created for a participant in a City of Minneapolis Employment and Training funded program must be reviewed and signed by an agency staff who possesses either an active Global Career Development Facilitator (GCDF) certification or a counseling-related Bachelor's or Master's degree (including but not limited to a degree in social work, counseling, psychology, or related fields), which will be subject to annual audit;
- Spend a minimum of 75% of the total allocation to serve out-of-school youth. Invoice Minneapolis Employment and Training monthly (by the 10<sup>th</sup> of the month) for services provided to youth;
- Provision of needed career services, support, and employment and training services;
- Must be able to provide participant payroll services. Minneapolis Employment and Training will reimburse selected providers for participant wages, FICA/Medicare, worker compensation and service related costs through cost reimbursement;
- Creation and retention of participant files containing all information collected about each participant and making this information available for City of Minneapolis or state/federal review;
- Must spend at least 20% of the total allocation for work experience activities such as internships, on-the-job training and pre-apprenticeship;
- Youth participants must receive some form of follow-up services for a minimum of twelve (12) months. The types of services provided must be determined based on the needs of the individual youth;
- Documentation of incentives must be kept in participant files if used;
- Adhere to enrollments and outcomes detailed in the approved Participant Plan and Budget;
- Provide all participants with information about educational training and employment opportunities in non-traditional occupations;
- Participate in bi-monthly meetings with Minneapolis Employment and Training and other youth provider staff.
- Deliver individually and/or in groups, effective work readiness instruction in job-seeking skills (resume preparation, interviewing skills, filling out applications, job search strategies, etc.);

- Consideration of a variety of sources of information on wages, demand, and trends, including the most current Occupations in Demand list from the Minnesota Department of Employment and Economic Development website, in order to guide participants toward occupations with appropriate wages and continuing demand;
- Compliance with WIOA rules and regulations, state law and policy, as well as Minneapolis Employment and Training policy;
- Cooperate in annual program monitoring review and agree that 90% of the provider's allocation will be based on performance and 10% on annual monitoring results.  
**90% performance formula:** Ninety percent of the provider's contract dollars will be based on the prior program year quarterly evaluation results.  
**10% annual monitoring results formula:** Ten percent of the contract dollars will be based on the agency's prior program year annual monitoring score. A provider that did not receive an average score of 90% or above will have their allocation reduced by 10%.
- Cooperate in City of Minneapolis financial audits if requested;
- Participate in City of Minneapolis financial monitoring training if requested;
- Regular review of participant progress (minimum, at least once every 30 days), and adjustment of the youths' ISS as necessary;
- Documentation of follow-up at specified intervals by contacting employers/workers and recording information as required;
- Retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for 6 years after the client exits the program;
- Adherence to Performance and Special Requirements detailed in Fund Availability Notices and attachments including handling and protection of Personally Identifiable Information; and
- Reference to the City of Minneapolis and/or Minneapolis Employment and Training (by the inclusion of the City's logo and/or by acknowledging the City as a funding source) in any advertising and/or public relations efforts related to activities funded through Minneapolis Employment and Training.

## **WIOA OUT-OF-SCHOOL YOUTH ELIGIBILITY REQUIREMENTS**

The Workforce Innovation and Opportunity Act (WIOA) requires that an individual meet the following criteria at the time of enrollment to be eligible for services as an out-of-school youth:

1. Not attending any school; AND
2. Not younger than 16 nor older than 24; AND
3. One or more of the following:
  - a. School dropout (no diploma or equivalent);
  - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - c. Recipient of a secondary school diploma or its recognized equivalent who is low income and either basic skills deficient or an English language learner;
  - d. An individual who is subject to the juvenile or adult justice system;
  - e. A homeless youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Social Security Act section 477 (John Chaffee Foster Care Program), or in an out-of-home placement;
  - f. An individual who is pregnant or parenting;
  - g. A youth who is an individual with a disability;
  - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

## **WIOA IN-SCHOOL YOUTH ELIGIBILITY REQUIREMENTS**

The Workforce Innovation and Opportunity Act (WIOA) requires that an individual meet the following criteria at the time of enrollment to be eligible for services as an in-school youth:

1. Attending school; AND
2. Not younger than age 14 or (unless an individual with a disability who is attending school) older than age 21; AND
3. A low-income individual; AND
4. One or more of the following:
  - a. Basic skills deficient;
  - b. An English language learner;
  - c. An offender;
  - d. A homeless youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Social Security Act section 477 (John Chaffee Foster Care Program), or in an out-of-home placement;
  - e. An individual who is pregnant or parenting;
  - f. A youth who is an individual with a disability;
  - g. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

