

Unified Local Youth Plan
PY 2024 WIOA Youth Formula Funds
SFY 2025 Minnesota Youth Program (MYP)

Due Friday, April 12, 2024

Minnesota Department of Employment and Economic Development
Employment and Training Programs
Office of Youth Development

PY 2024 WIOA Youth Formula Funds
SFY 2025 Minnesota Youth Program (MYP)
Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Ramsey County Workforce Solutions	
Director Name: Ling Becker Telephone Number: 651-266-6001 Fax: 651-266-9891 E-Mail: ling.becker@ramseycounty.us	Contact Name: Bradley Mahr Telephone Number: 651-266-3452 Fax: 651-266-9891 E-Mail: bradley.mahr@co.ramsey.mn.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005878	8027726
Unique Entity ID (UEI) Number:	SWIFT Vendor ID Number (if known):
S5C3Q2AJXM83	0000196508 001

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

Signature:	
Title:	Director
Date:	2-14-24

Checklist of Items to be Included With Your Unified Local Youth Plan Submitted to DEED:

NOTE: After the unified plan is approved by DEED and final allocations have been released by DOL, a WIOA Youth budget form and instructions will be sent to you at that time to update and complete, sign and return so your PY24 WIOA Youth Formula Grant funding can be released as quickly as possible. Since SFY25 MYP allocations are final, we encourage you to submit the SFY25 MYP budget with the Unified Local Youth Plan in April or shortly thereafter to ensure that MYP contracts are in place when the new fiscal year begins July 1, 2024. The budget forms are Excel documents that are attached separately from this planning document.

Signed Cover Page:	_____
PY24-25 WIOA Youth Performance (submitted after local goals negotiated):	X _____
List of Youth Committee Members (if applicable):	X _____
(If applicable) List of Youth Service Providers For PY24 (WIOA) and SFY25 (MYP):	X _____
Current Youth Committee Mission Statement and Workplan (if applicable):	X _____
Copy of the Most Recent Request For Proposal (RFP) Used to Select Service Providers and/or Services OR a Copy of LWDB Minutes Affirming LWDA Staff are the Sole Providers of WIOA Youth Services for the WDA:	X _____
Best Practices for Serving the Neediest Youth:	X _____
Copy of Current Local Supportive Services Policy for Youth Participants:	X _____
Copy of Current Local Youth Incentive Policy:	X _____
Copy of Current ITA Policy for Youth, Plus Related Forms:	X _____
Copy of Current Local Stipend Policy:	X _____
Completed "WIOA Youth Program Elements" Chart:	X _____
Completed "Shared Vision for Youth" Chart:	X _____
Completed Narrative:	X _____
(If applicable) Attachment 1H Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care	X _____

PY22 and PY23 WIOA Youth Approved/Negotiated Levels of Performance - MN

(as of 7/22/22)

State	Program Year 2022 (7/1/22 - 6/30/23)					Program Year 2023 (7/1/23 - 6/30/24)				
	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG
State	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 1	69.0%	69.0%	62.0%	\$ 4,000	42.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 2	68.0%	70.0%	62.0%	\$ 4,000	49.0%	69.0%	70.0%	62.0%	\$ 4,250	50.0%
WDA 3	69.5%	69.0%	62.5%	\$ 3,800	49.0%	70.0%	69.5%	62.5%	\$ 3,850	49.5%
WDA 4	68.0%	69.0%	54.0%	\$ 3,100	41.0%	69.0%	69.0%	55.0%	\$ 3,400	42.0%
WDA 5	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 6	68.0%	69.0%	62.0%	\$ 3,400	41.0%	69.0%	69.0%	62.0%	\$ 3,400	42.0%
WDA 7	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 8	68.0%	69.0%	55.0%	\$ 4,000	46.0%	69.0%	69.0%	55.0%	\$ 4,000	46.0%
WDA 9	68.0%	69.0%	54.0%	\$ 3,500	41.0%	68.0%	69.0%	55.0%	\$ 3,500	42.0%
WDA 10	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 12	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 14	68.0%	69.0%	62.0%	\$ 4,000	41.0%	69.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 15	68.0%	69.0%	62.0%	\$ 4,000	41.0%	68.0%	69.0%	62.0%	\$ 4,000	42.0%
WDA 16	69.0%	69.0%	62.0%	\$ 4,000	50.0%	69.0%	69.0%	62.0%	\$ 4,000	50.0%
WDA 17	76.0%	74.0%	62.0%	\$ 4,000	41.0%	76.0%	74.0%	62.0%	\$ 4,000	42.0%
WDA 18	49.0%	74.0%	62.5%	\$ 4,000	41.0%	69.0%	49.0%	62.5%	\$ 4,000	42.0%

- denotes target value +/- state-negotiated levels of performance

PY 2024-2025 WIOA Youth Performance

(Definitions of Each Measure are on the Following Page)

WDA/Contact:	WDA 15 / Ling Becker
E-Mail Address/Phone Number:	ling.becker@ramseycounty.us / 651-266-6001
Date Submitted (or Modified):	

WIOA Youth Performance Measure	PY 2024 (STATE PLANNED)	PY 2025 (STATE PLANNED)	PY 2024 (WDA PLANNED)	PY 2025 (WDA PLANNED)
Employment/Training 2nd Quarter After Exit:	TBD	TBD	68%	68%
Employment/Training 4th Quarter After Exit:	TBD	TBD	69%	69%
Credential Attainment:	TBD	TBD	62%	62%
Median Earnings:	TBD	TBD	\$4,000	\$4,000
Measurable Skills Gain:	TBD	TBD	42%	42%

Youth team will negotiate WDA-level performance goals AFTER DEED negotiates state-level performance goals with DOL in May/June 2024. No action is needed by WDAs on this form until after performance goals are negotiated.

WIOA Youth Performance Definitions

Employment/Training 2nd Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

Employment/Training 4th Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Youth Committee Information For PY 2024/SFY 2025

Provide a current Mission Statement and Work Plan for your Youth Committee

Youth Committee Mission: Supporting and building a foundation for all youth to thrive as healthy productive members of our community.

Youth Committee Work Plan: This document is located in Attachment 2.

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: Aalayha Traub Phone Number: 763-525-3020 E-Mail: atraub@KnutsonConstruction.com	Business	Yes
Member Name: Tom Aasheim Phone Number: 651-230-5742 E-Mail: taasheim@ftium.edu	Education	Yes
Member Name: Nardos Tesfalidet Phone Number: 651-266-6547 E-Mail: nardos.tesfalidet@ci.stpaul.mn.us	Government	No
Member Name: Breanna Galuska Phone Number: 651-744-6061 E-Mail: Breanna.galuska@spps.org	Education	No
Member Name: Jennifer Germain Phone Number: 651-539-36161 E-Mail: jennifer.germain@state.mn.us	One-Stop Operator	Yes
Member Name: Mary Sue Hansen Phone Number: 651-604-3514 E-Mail: marysue.hansen@isd623.org	Community-based organization	No
Member Name: Hyon Kim Phone Number: 763-233-1751 E-Mail: htkim@mnbestinc.com	Business	Yes
Member Name: Virginia Nayman-Tonn Phone Number: 651-444-1820 E-Mail: nayman-tonn.virginia@jobcorps.org	Community-based organization	No
Member Name: Sheri Riemers Phone Number: 651-227-4184 ex 14 E-Mail: sheri.riemers@adycenter.org	Community-based organization	Yes

Youth Service Provider Information For **PY 2024/SFY 2025**

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: <i>Hired</i></p> <p>Address: <i>800 Minnehaha Ave E Suite 200</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55106</i></p> <p>Contact Person: <i>Patrick Coleman</i></p> <p>Contact Person Phone: <i>(612) 477-9035</i></p> <p>Contact Person E-Mail: <i>Pat.Coleman@hired.org</i></p> <p>Service Provider Website: www.hired.org</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Face to Face</i></p> <p>Address: <i>1165 Arcade St</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55106</i></p> <p>Contact Person: <i>Stephanie Reinitz</i></p> <p>Contact Person Phone: <i>(651) 772-5596</i></p> <p>Contact Person E-Mail: <i>reinitzs@face2face.org</i></p> <p>Service Provider Website: https://face2face.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: <i>Goodwill Easter Seals</i></p> <p>Address: <i>553 Fairview Ave N</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55104</i></p> <p>Contact Person: <i>Kristen Hoyles</i></p> <p>Contact Person Phone: <i>(612) 424-1050</i></p> <p>Contact Person E-Mail: <i>krhoyles@gesmn.org</i></p> <p>Service Provider Website: https://www.goodwilleasterseals.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: Change Inc.</p> <p>Address: 281 East Robie St City, State, ZIP Saint Paul, MN 55107</p> <p>Contact Person: Regina Edmisten</p> <p>Contact Person Phone: (651) 231-1898</p> <p>Contact Person E-Mail: redmisten@thechangeinc.org</p> <p>Service Provider Website: https://www.thechangeinc.org/gap-school.html</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: Urban Boat Builders</p> <p>Address: 2288 University Ave W City, State, ZIP Saint Paul, MN 55114</p> <p>Contact Person: Marc Hosmer</p> <p>Contact Person Phone: (651) 644-9225</p> <p>Contact Person E-Mail: Marc@urbanboatbuilders.org</p> <p>Service Provider Website: https://www.urbanboatbuilders.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: Tree Trust</p> <p>Address: 1419 Energy Park Dr City, State, ZIP Saint Paul, Mn 55108</p> <p>Contact Person: Cami Subra</p> <p>Contact Person Phone: (612) 214-5921</p> <p>Contact Person E-Mail: cami.subra@treetrust.org</p> <p>Service Provider Website: https://treetrust.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Hmong American Partnership</i></p> <p>Address: <i>394 University Ave</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55013</i></p> <p>Contact Person: <i>Yer Yang</i></p> <p>Contact Person Phone: <i>(651) 495-1639</i></p> <p>Contact Person E-Mail: <i>yery@hmong.org</i></p> <p>Service Provider Website: https://hmong.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Restoration for All, Inc.</i></p> <p>Address: <i>1870 50th St E</i></p> <p>City, State, ZIP <i>Inver Grove Heights, MN 55077</i></p> <p>Contact Person: <i>Dr. Tolulope Monisola Ola</i></p> <p>Contact Person Phone: <i>(651) 366-0279</i></p> <p>Contact Person E-Mail: <i>tmola@restoreall.org</i></p> <p>Service Provider Website: https://www.restoreall.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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Attachment 1

Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2024 WIOA Young Adult and SFY 2025 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.

A copy of the Request for Proposals that was released in November 2021 for Youth Services beginning April 1st, 2022, and lasting through March 31st, 2027, are located in Attachment 3.

2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)
 - In-School Youth (“ISY”)

Ramsey County WFS (WFS) is fortunate to have an extensive network of community partners as contracted vendors to provide youth employment services through WIOA and MYP funds. Each of these organizations has their own unique strategies for recruiting young people into their programs. Vendors collaborate closely with their own partners, including schools and other youth-serving organizations and, in turn, they leverage their connections to young people through other, non-employment services that they offer young people. Such services include housing supports, mental health supports, and educational supports. Additionally, vendors use their respective websites and social media accounts to share youth employment program information with their communities.

To support these individual efforts, Ramsey County supplies information on each vendor’s youth service offerings to community members via a Youth Employment Service webpage. The county also receives direct referrals for youth employment services from a large network of non-contracted partner organizations that are engaged in the [Ramsey County Youth Works!](#) initiative and CareerForce. As part of Ramsey County Youth Works!, the county provides [monthly systems-orientation session](#) to share and uplift youth employment resources to anyone who supports young people in the county. Connections to WIOA and MYP programs are highlighted at these sessions. In all these instances, Ramsey County staff inform the referred individuals about WFS’ youth vendors and allow the young person(s) to decide for themselves which organization appears best suited to meet their unique needs. Lastly, Ramsey County is working with a nationally recognized organization, Roadtrip Nation, and local agency Youth Lens 360 to develop a new career exploration and readiness website that will serve as the virtual hub for youth career pathways. That website will have information about all youth

employment services in Ramsey County, including those provided through these funds and other resources in the community, including city services and Youth at Work providers. This new digital resource is being supported by funding through the American Rescue Plan Act (ARPA). This hub is currently being developed and expected to launch in spring 2024.

3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

Eligibility Determination & Enrollment Process:

The eligibility determination process is critical for the success of both youth and the youth program. Once a youth, young adult, or their representative is connected with a vendor:

1. Vendor staff collect basic information, including name, age, contact information, and school status.
2. Vendor management assigns the new participant to a youth case manager.
3. The case manager contacts the participant and aids them in gathering information required for eligibility determination (included in program application). Case managers then review the application information with their assigned participant, determine eligibility (as governed in Minnesota WIOA Youth Policies Chapter 2), and document required proofs of eligibility, including self-attestation of income and barriers to employment.

Prior to official enrollment, eligible participants must:

- Provide proof of identification (photo ID).
 - Reside in Ramsey County or spend most of their time in Ramsey County.
 - Provide proof of legal residence in the United States.
 - Provide proof of Selective Service Registration, if they are an 18+ year old male.
4. If the participant has been deemed eligible, according to the above criteria, the case managers will formally enroll the youth into the appropriate program in Workforce One.

5% Window:

If a young person who does not meet the financial eligibility but has a significant barrier to success in employment and education and would benefit from supports is referred to a vendor, the vendor management team will notify their assigned WFS planner. The WFS planner will then review the current enrollments data to ensure that no more than 5% of enrolled participants do not meet income eligibility requirements. As long as this remains true, the WFS planner will communicate to inquiring vendors that an income-ineligible enrollment may proceed, but that the vendor must document in a Workforce One case note that said

enrollment does not exceed the WDA's 5% Window. Greater detail is provided in Ramsey County's WIOA Youth 5% Window Policy, located in Attachment 4.

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The Workforce Innovation Board of Ramsey County (WIB) Youth Committee has defined "an individual who requires additional assistance to complete an education program or to secure and hold employment" as the following:

Youth with a barrier, such as but not limited to:

- Mental, physical, emotional or learning disability.
- Youth who is a potential dropout.
- Youth with limited English skills.
- Youth at risk of gang involvement or involvement with the juvenile justice system.

While some of the above barriers are already targeted accordingly to WIOA, other barriers that are considered for young adults where employment or education attainment is inhibited due to the following (but not limited to):

- Incarcerated parent.
- Chemical/Substance abuse.
- Domestic violence.
- Chronic health conditions.

Vendor staff, in consultation with their WFS planner, will determine whether an individual requires additional assistance to complete an education program or to secure and hold employment after the initial intake or preliminary assessments are complete. The planner makes the final recommendation to the vendor supervisor after careful consideration and review of all the educational and employment experiences, barriers, and options.

5. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as "basic skills deficient" if he or she—
 - a. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - b. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of "basic skills deficient" in their local youth plans. Please provide any additional local policy that defines "basic skills deficient" differently from existing federal policy, or indicate if your local policy will mirror existing federal policy as shown above.

Ramsey County (WDA 15) defines “basic skills deficient” as the status of an individual who either cannot read, write, speak, compute, or solve problems at or above an eighth-grade level, or is otherwise unable to perform these tasks at a level necessary to function on the job, in the individual's family, or in society.

6. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

Youth vendor case managers conduct an objective, comprehensive annual assessment that addresses not only a participant’s educational and employment history, but well-being indicators such as their social situation, family support, living arrangements, and health status as well. The assessment process is strength-based, client-centered, and uses motivational interviewing techniques that encourage the counselors and participants to identify both barriers and the strengths/resources that can be harnessed to overcome them. Additionally, this assessment incorporates the first component of the Youth Program Career Pathway Bridge, which asks young adults where they are in their career exploration and skill building processes. This formal assessment tool must be updated at least every 365 days to ensure that ongoing supports are still appropriate and necessary to help participants achieve their goals.

Although formal assessments are completed only once per year, all of Ramsey County’s youth vendors recognize that effective assessment must be an ongoing process. In addition to the required annual assessment, case managers use various skill, interest, and strength assessments to help youth identify potential career pathways. The assessment(s) used is based on individual goals and situations. Online and/or paper options include:

- TABE Test: youth who are basic skills deficient would be referred to ABE or on-site tutoring.
- CASAS Test: Testing for English Language proficiency.
- Mynextmove.org.
- GPS LifePlan.

Vendors use the results of completed assessments to inform future youth service plan creation.

7. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts For Success” with some (or all) of your participants, please discuss when and how it is used.

Ramsey County and its youth vendors have developed an ISS tool with guidance from WorkforceGPS, a technical assistance website sponsored by the U.S. Department of Labor, and federal statute WIOA section 129(C)((1)(B). This ISS includes all required components, including goals for education, training, employment, and personal development, along with ties to the 14 program elements, potential barriers, and youth-staff agreements. Additionally, a Career Pathway Tool supplements the ISS’s standard goal-setting framework by helping youth participants develop either a short- or long-term career plan. And although vendors may opt to

use a modified version of the ISS form, all ISS templates and forms must be approved by WFS planning staff to ensure that standard requirements are met.

Case managers make every effort to meet the young adults at a starting point that works for the individual at that time. Typically, the process to develop the ISS includes the following steps:

- Complete an annual assessment that determines both areas of strength and growth.
- Assist the participant in setting SMART personal, employment, and/or education goals.
- Co-determine the objectives and appropriate timelines for meeting the identified goals.
- Identify any barriers to achieving the participant's goals and identify what wraparound support services are needed to ensure successful program completion.
- Identify WIOA Youth program elements and providers that will aid in accomplishing goals.
- Identify other outside supports or services that will aid in accomplishing the participant's goals and make appropriate referrals.
- Co-determine any other strategies that will be needed for success (i.e., network building, job shadows, and technology exposure).

The ISS is a document that should be altered or modified as the youth progresses through timelines and goals. These plans must be reviewed at least quarterly with participants and updated at least every 365 days to track progress on identified goals. Case managers and leadership meet regularly to ensure plans are up-to-date and to review progress towards goals.

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to changes resulting from the pandemic.

WFS believes that traditional entry-level employment opportunities often fail to harness young people's full skill-building and professional development potential. Therefore, the county has committed to invest in Learn and Earn initiatives that contribute toward building a more equitable and inclusive economy. These investments most frequently take the form of vendor-provided training experiences, including summer and year-around internships working with local businesses and non-profits, work-readiness learning opportunities, and occupational training opportunities. But to ensure that each of these unique work and other paid experiences focus on skill development, vendors support youth in the completion of a Work Experience Learning Plan. In this plan, young people identify why they want to participate in the work experience and what they want to learn. These plans are shared with the team supporting the young person, including their supervisor and/or support individuals at their work experience site(s).

Importantly, all the approaches, policies, and procedures outlined above were developed as a direct response to economic challenges and exacerbated disparities resulting from the Covid-19 pandemic. Data gathered early in the pandemic revealed the significance and scale of youth contributions toward household income, especially in financially disadvantaged families. Moreover, young people who entered the open job market, with the intention of helping

support their families, were forced to choose between continuing their education/training and working in entry-level, low-wage jobs. Therefore, WFS is investing state and federally allotted resources, which now also includes ARPA funds, into Learn and Earn models. This way, youth program participants can financially support their families in the short-term while building the necessary skills to achieve financial stability in the long-term.

WFS also leveraged funding opportunities to support technological investments during the pandemic, with the intention of making work experience opportunities available to all young people in Ramsey County. Examples of these investments include supplying youth participants with the equipment and connectivity necessary to participate in virtual and hybrid programming as well as the incorporation of simulated training technology – such as virtual driving simulators in the County’s Driver’s License Academy and Virtual Reality trades skills simulators at various outreach events. And, lastly, the County has continued to invest in the development of a free online job board: [Job Connect](#). On the Job Connect board, there is a designation for “Youth-Friendly” jobs, which are indicated as such by employers who seek to recruit and support young job seekers.

9. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

In 2021, Ramsey County commissioned an extensive Youth Employment Report, in partnership with Real Time Talent. This report included an in-depth analysis of labor market information and recommendations for better connecting young people with occupations and employers in Ramsey County. Since then, the Youth Employment Report has served as a foundational guide for the development of all new WFS youth employment initiatives, both state- and federally-funded.

Today, WFS continues to work closely with Real Time Talent and commissioned a second report specifically to develop strategies for engaging job seekers, including youth and young adults, on opportunities in Promising Career Pathways (Promising Pathways). These Promising Pathways have been deeply informed by current labor market information and highlight industries and pathways that have current or projected labor shortages. WFS and the WIB are continually developing new programs and initiatives that are intended to help shift workers, many of whom are young people, from industries that have an oversupply of workers (i.e., hospitality, retail, food service) to these Promising Pathways (i.e., healthcare, technology, manufacturing, etc.). Promising Pathways’ other exciting distinction is that rather than prescribe young people with a single, rigid career path, they outline several unique career opportunities within a broader job sector. For example, a participant who is currently working as a nursing assistant (which is considered an “Origin Occupation”) would be presented with information about “Gateway Occupations”, such as licensed practical nurses (LPN), medical secretary, medical assistant, or dental assistants rather than one specific next step (often LPN).

The work around Promising Pathways was shared with all WFS youth vendors during their onboarding in April 2022, and WFS now provides quarterly, in-person trainings on these pathways to vendor staff and community partners, alongside information on how to work with

young people to identify available short-term occupational trainings and how to leverage WIOA Youth and MYP funds to provide these to participants (using ITAs and other methods).

10. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Indicate if your WDA will be using Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21.

WFS provides policy guidance to all Youth vendors regarding use of Individualized Training Accounts and other training supports. This policy is located in Attachment 5. Vendors may have their own procedures for how the policy is to be implemented. But there are no present plans from our vendors to use Individual Training Accounts, Ramsey County Workforce Solutions (WDA 15) does not plan to use Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21.

11. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

All youth vendors were trained, soon after their contract period began, on the statutory requirement to make follow-up services available to participants, and new staff continue to be trained on these requirements during monthly Peer Learning sessions or vendor check-in meetings – where WFS staff provide virtual technical assistance on topics requested by the vendors. Prior to a participant's program exit, vendor staff informs the youth of their ability to access up to 12 months of follow-up services. Vendor staff will convey this information to all youth participants, even if the youth is being exited because staff were unable to contact them and engage them in programming for at least 90 consecutive days. The methods by which vendor staff will communicate follow-up information with the soon-to-be-exited youth include phone calls, personal contact, text messages, email, and online tools such as Ramsey County Job Connect.

Follow-up supports are intended to help participants continue their career building journey and to ensure success in future employment and training opportunities.

Typically, young people seeking services in follow-up want help with:

- Updating resumes.
- One-on-one career counseling.
- Accessing real-time employment and training information.
- Invites/information on career and resource fairs.
- Interview skills through conducting mock interviews.
- Support services to reduce barriers in continued success.

12. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) "WIOA Youth Cost Matrix" for additional background.

WFS provides policy guidance to all Youth vendors regarding use of incentives in youth programming. This policy can be located in Attachment 6. Vendors may have their own procedures for how the policy is to be implemented.

13. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA's Supportive Service Policy for Youth)

WFS provides policy guidance to all Youth vendors regarding use of support services in youth programming. This policy is located in Attachment 7. Vendors may have their own procedures for how the policy is to be implemented.

14. If applicable, describe how stipends will be used for participants and attach a copy of your WDA's Stipend Policy.

WFS has promoted and developed Learn and Earn workforce development programs that ensure young people are compensated for their time as they learn. This monetary incentive, often in the form of stipends, is essential because many youth participants need means for supporting not only themselves, but their families as well. WFS provides policy guidance to all Youth vendors regarding this intended use of stipends in youth programming, which can be found in Attachment 8. But vendors can have their own procedures for how the policy is to be implemented.

15. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are "braided or blended" with participants beyond WIOA Youth Formula Grant funds and MYP funds.

WFS had traditionally blended MYP and WIOA funds to support youth participants in programming. However, in response to an influx of other non-WIOA, non-MYP funds that began in 2020, WFS decided to more clearly separate programs funded by WIOA Youth and MYP dollars. This separation has allowed WFS to serve more young people than in years past and ensure resources are being more equitably spent on participant needs. Even so, WFS does not explicitly prohibit vendors from co-enrolling youth participants but has simply discouraged such practices unless the vendor can clearly explain its necessity on a case-by-case basis.

In 2022, Ramsey County's Board of Commissioners, in partnership with the city of Saint Paul, decided to make a large investment of ARPA funds into youth workforce programs, including Learn & Earn opportunities. From 2023 through 2026, these funds will be leveraged to support Learn and Earn youth programming and the individual needs of program participants, beyond what WIOA Youth and MYP currently provide. Additionally, as is the case with WIOA Youth and MYP funds, young people can receive services through both ARPA and formula-funded programs, but only if the vendor can explain why – for the participant's goals to be achieved – doing so is necessary.

16. Describe local partnerships to serve "opportunity youth" who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations

Dropouts and potential dropouts

WFS' strategy for serving dropout and potential dropout populations is to continue developing and enhancing partnerships with youth vendors and non-contracted partners to encourage service coordination between these groups. WFS has non-contracted partnerships with community-based organizations, urban and suburban alternative schools, and Adult Basic Education Providers (e.g., Saint Paul Public Schools, Adult Basic Education, and Harmony Learning Center) from across Ramsey County. And youth vendors have developed close connections to counselors at local high schools to find, connect with, and serve young people that are disengaging from school.

Youth with language and/or cultural barriers to employment

Ramsey County is guided by its commitment to racial equity, as outlined in the [Economic Competitiveness and Inclusion Plan](#) and therefore, provides services to communities of color with the explicit goal of eliminating economic disparities between Ramsey County residents of color and their white counterparts. In pursuit of these goals, WFS and its youth program vendors have partnered with culturally specific organizations to concentrate on dismantling barriers to employment and targeting outreach toward populations experiencing the highest levels of unemployment and poverty.

WFS works in partnership with many of these culturally specific agencies/organizations, locally, including:

- Hmong American Partnership (Provider of youth services).
- Restoration for All (provider of youth services).
- Network for the Development of Children of African Descent.
- Ain Dah Yung Center.
- Karen Organization of Minnesota.
- CLUES (Comunidades Latinas Unidas en Servicio).
- LEAP High School.
- Change Inc.
- English Language Learner Programs (Harmony Adult Basic Education, The Hubbs Center – Saint Paul Public Schools, etc.).

Moreover, because WFS believes strongly in the value of partnerships, the department continues to make significant investments in creating and maintaining a robust [database of employment providers](#). This database is available for all stakeholders in the community to access, and includes specific categories devoted to [Youth and Young Adult Employment Service](#)

[Providers](#) and [Culturally Specific Organizations](#) in Ramsey County.

Lastly, the Ramsey County Board of Commissioners has made significant investments in workforce programming targeted toward youth and young adults with ARPA funding. Those investments have increased resources and alignment to ensure we are better reaching opportunity youth populations and reducing barriers to employment. [Power Within Us](#) is a coordinated ARPA funded with Ramsey County Community Corrections and the 2nd Judicial Branch to bring employment and training to young people on probation. The [Ramsey County Driver's License Academy](#) works to eliminate the barrier of access to a driver's license for young people 18-24 who are on a career pathway that requires a license. The county and the WIB will continue to work on leveraging new relationships that were formed with culturally specific, community-based organizations to ensure all young people have the support and access they need to employment and training resources.

Youth in foster care and aging out of foster care

Through connections with WFS, the department's youth vendors partner with Ramsey County Social Services Child Protection, Permanent Connections (adoptions) and Fostering Connections (long-term foster care) units to identify and serve eligible youth in the Ramsey County foster care system. This partnership includes direct referrals and team consultations, as needed. Because of the WIOA Youth Program's focus on serving out-of-school youth, this partnership focuses on youth who are choosing to remain in extended foster care, past their 18th birthday, and are required to be engaged in either employment or education supports.

Additionally, WFS vendors are connected to Foster Advocates, a local non-profit organization that provides education navigation to youth who have spent time in out-of-home (dis)placement (i.e., foster care). While Foster Advocates leads the supports focused on connecting young people to appropriate high school and post-secondary education, vendors provide support and resources to integrate the education services into promising pathways work. Most recently, WFS has partnered with Foster Advocates, Partnerships for Permanence, Ramsey County Human Services, and young people with lived experience in foster care to serve as expert panelists in one of WFS' quarterly "Creating Meaningful Connections" sessions, where programs and resources for specific opportunity youth populations in Ramsey County are highlighted. Youth in foster care and aging out of foster care were the subject population of the second session, after homeless and highly mobile youth were discussed and featured in session one.

Youth experiencing homelessness or runaway youth

Like the work around serving other systems-involved youth (foster care, justice, etc.), WFS will continue to serve as a bridge for vendors to connect with both internal County partners, including Ramsey County's recently established Housing Stability Office, and other strategic community partners. Since mid-2019, a working group comprised of members from Heading Home Ramsey and Outside In (a collaborative focused on unsheltered homelessness in Ramsey County), collectively redesigned the Continuum of Care for greater engagement of leaders and improved outcomes for those at-risk of or experiencing homelessness. The redesign was launched in 2021 and continues to serve as a critical link for WFS to support residents

experiencing homelessness. Also in 2021, the Continuum of Care charged WFS with developing a working group focused on connecting youth experiencing homelessness to employment supports. This group met regularly through 2022 and developed recommendations for how WFS can play a more effective role in supporting these young people. In addition, WFS provides regular youth employment resource information to the Continuum of Care's newsletter that is distributed to housing support organizations in Ramsey County. Lastly, WFS hosts an annual convening to share youth employment program resources with Ramsey County housing vendors, and quarterly Creating Meaningful Connections meetings where such resources for homeless and runaway youth have been a featured subject.

Youth program vendors will continue to partner with a variety of organizations serving youth experiencing homelessness and runaway youth, including the Ramsey County Social Services Youth Engagement Program (YEP) unit, which refers truant and runaway youth directly to vendors. Moreover, during the youth programs vendor selection process in 2022, WFS sought partners that specialized in serving opportunity youth and Face to Face was selected as a WIOA Youth vendor. Face to Face is a Saint Paul-based organization which has served youth experiencing homelessness since 1972 and is deeply connected to the homeless youth community through their drop-in center, Safe Zone, comprehensive medical care, mental healthcare, housing support, case management, employment training and support, and other social services. So, the addition of integrated employment and training resources will only increase the ability of these young people to address their holistic needs.

Youth involved in the juvenile justice system

WFS continues to deepen a partnership with both Ramsey County Community Corrections and their contracted community service providers to better serve youth and young adults who have experienced the justice system. Currently, Community Corrections and some of the community partners complete direct referrals to vendors for employment and training supports, and staff from all parties participate in planning more extensive, integrated programming. Meanwhile, WFS promotes these services to juvenile and adult probation officers, and the contracted community-service providers who support these young people, at bi-monthly youth supports orientations, quarterly Creating Meaningful Connections sessions, and other information sessions.

Ramsey County has been a leader in juvenile justice reform since 2005, with WFS recently joining these efforts to better incorporate employment and training opportunities. WFS is excited to elevate its existing youth program partnerships, like the one with Hired, into this justice work. Hired is not just a WIOA Youth and MYP vendor, but a provider with many years of experience serving justice involved youth, including previous efforts at the former Ramsey County residential treatment facility, Boys Totem Town, as well. Because of their experience in – and specialized programming for – supporting justice-involved youth, Hired was brought in as a partner in the Ramsey County Attorney Office's new [Community Emergency Response Team \(CERT\)](#) that diverts young people with non-violent offenses to supports and services, as opposed to imprisonment. Another new vendor, YouthPrise, is also leveraging MYP resources to support youth at-risk or system-involved with specific occupational and work-readiness training and case management.

The county is also working on juvenile justice reform through [Transforming Systems Together](#) (TST); a shared decision-making initiative of community members and Ramsey County personnel tasked with rethinking the county's approach to service delivery and local investment – primarily as they pertain to criminal justice reform with opportunities for innovative upstream strategies. A [Youth Advisory Council \(YAC\)](#), which is entirely composed of young adults, is also part of the TST initiative. As such, the YAC not only shares an equal voice in systems-change discussions but provides valuable insight to youth-oriented priorities. WFS is a proud member of the TST work and the WIB Youth Committee are given regular updates on its relevant work.

Lastly, WFS will facilitate connections between vendors and Ramsey County Community Corrections to ensure that youth are referred to the appropriate employment and training program (including WIOA and MYP). This effort began in early 2023, and will continue in 2024, with the re-launch of the ARPA-funded program Power Within Us. Power Within Us is a partnership between WFS, Community Corrections, Second District Judicial Bench, and the Transforming Systems Together Youth Advisory Council, that brings aligned- and immediate-employment and training resources to young people on probation through regular, intentionally created opportunities for young people to decide their own outcomes. Youth participation is voluntary, but all County partners, especially judges, will promote the program to their youth served population.

Youth with disabilities

WFS partners with Minnesota Vocational Rehabilitation Services (VRS), to serve youth and young adults with disabilities. This includes connecting some of their clients with and subsidizing paid summer internships. Additionally, management from VRS sit on both the WIB and the WIB Youth Committee.

Teen parents

WFS will continue to leverage internal partnerships with the Minnesota Family Investment Program (MFIP), and Ramsey County Public Health's Club Mom and Nurse Home Visiting Program to connect young parents with additional supports through employment and training programs. WFS also works closely with Saint Paul Public Schools, specifically Agape and their school for student parents. More narrowly, department planners work carefully with WIOA Youth and MYP vendors to determine how to most effectively process these referrals and ensure that this population is matched to an appropriate supports and training organization. And lastly, as one of the four core "opportunity youth" populations, workforce training and supports for pregnant and parenting youth will be featured during a quarterly Creating Meaningful Connections information session.

Youth of color and other under-served, under-represented youth populations

One of Ramsey County's strategic priorities is to "Advance race and health equity and shared community power". This priority influences all the decisions made in the planning and delivery of youth employment programs. One major example of its influence came in the selection priority of WFS's current vendors, each of whom have proven experience in providing culturally specific services to youth of color, specifically in the Black, Hmong, Karen, East African and

American Indian communities. In 2023, more than 88% of the youth served by these organizations were people of color.

17. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants.
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

WFS supplies a [Work Readiness Indicator Tool](#), developed by Wilder Research and the Sundance Family Foundation, to all youth vendors who coordinate subsidized work experiences. The tool asks young people to assess their own work-readiness, both before starting and after completing their work experience, according to their level of agreement with fourteen "I can" statements on fundamental workplace competencies. As a before-and-after assessment, the Work Readiness Indicator Tool documents participants' growth over the course of the work experience. Additionally, the retrospective prompts in this tool have been blended with DEED's WIOA Youth/MYP Customer Satisfaction Survey, to provide an annual check-in on both personal growth and perceived program quality, regardless of whether the participant has completed their training program. Beyond this, WFS requires youth vendors to complete a Work Experience Learning Plan with each participant, identifying their individual goals for the experience. Completed Learning Plans are then shared with the participant's work experience supervisor, to inform them of the youth's desired growth areas.

Equally important to youth participants' internally perceived growth is their supervisor's evaluation of that growth in the context of the work experience. As such, WFS requires youth vendors to submit a supervisor review for every participant who completes a work experience. Additional supervisor reviews, performed throughout the work experience, are permitted – so long as at least one review takes place after the experience has ended. And although WFS does not provide vendors with a uniform template for this review, Department staff performs monthly audits on youth participant files, to ensure evaluations are consistent and being completed, and will supply example templates if issues arise.

18. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2025, please provide an overview and anticipated goals/objectives.

Ramsey County has invested ARPA funds to support school partners and high school students. Examples of this investment already include a School Affiliate Partnership program in which the county has assumed a larger role in organizing job fairs, career exposure events, and other professional networking services for students at partner schools in Ramsey County. Additionally, the county provides individualized employment barrier reduction supports to

students, such as funds for a work uniform, bus cards until first paycheck, and a holistic driver's license attainment program to enable and encourage these young people pursue higher-paying employment opportunities.

Beginning in Q1 of 2024, Ramsey County Workforce Solutions will support and add to these efforts by hiring a new staff member dedicated solely toward Outreach to Schools programming. This Outreach to Schools Program Specialist is responsible for cultivating relationships with school staff, particularly guidance counselors, college and career specialists, and career and technical education personnel. Their duties will include disseminating information about the Job Ready Supports program to schools, reviewing applications received through the shared Outlook mailbox, and collaborating with finance staff to facilitate Job Ready Support requests, including the distribution of gift cards and payments to vendors. Additionally, the specialist will participate in school events such as career fairs and class presentations to link students with workforce programs.

19. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 3)

See below. Greater detail is provided in Ramsey County's Blueprint for Shared Vision for Youth, located on Pages 38-39 of this document.

- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

In 2023, WFS demonstrated a wider variety of work-based learning opportunities for young people than ever before with the help of new youth service vendors and new ARPA investment opportunities. This growth in youth programming capacity enabled WFS and its partners to approach service delivery in new, innovative, and exciting ways including apprenticeship-like programs that blend external, private employer internships with in-house, paid professional-skill development and occupational skill training. Such innovations were necessary to attract and retain youth participants, given the relative ease of obtaining entry-level employment this year. Youth programming needed to offer not only opportunities for skill building and credential attainment, but competitive pay as well.

Nevertheless, regardless of whether young people choose to enter the private job market or enroll in a workforce training program, WFS wanted to ensure that the youth and young adults' supervisors are adequately prepared and willing to support their unique needs. Ramsey County and the city of Saint Paul began offering countywide training for all managers working in industries that employ young people. Going forward, WFS expects these employers to share a greater understanding of not only the challenges that young people face in the workplace, today, but what resources are available to help them.

Lastly, labor market statistics inform WFS that those jobs that require minimal or no post-secondary education/training, which are readily available today, are projected to have more

workers than opportunities in the next ten years. Therefore, WFS is committed to leveraging its resource base to provide sufficient educational opportunities, blended with work-based learning, to shift young people into promising pathways that provide a brighter economic outlook both for the individual worker and our county’s workforce.

- N/A
- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
 - Strategies implemented during the Disability Employment Initiative including Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.

Although Ramsey County (WDA 15) was not one of the Workforce Development Areas selected to work on the Disability Employment Initiative, strengthening services for young people with disabilities remains a local priority. Workforce Solutions, specifically, connects with Vocational Rehabilitation Services (VRS) as the primary method of ensuring that youth with disabilities receive adequate and appropriate services. And, to adapt and expand the Department’s current practices, Workforce Solutions will host a Creating Meaningful Connections session on best practices in service young people with disabilities – as suggested by one an MYP vendor, Tree Trust.

- Strategies for coordinating with after-school and out-of-school time programming.

WFS works closely with the out-of-school time networks for both Saint Paul (Sprockets) and suburban Ramsey County (Suburban Ramsey Family Collaborative). WFS partners with both groups to supply high school out-of-school time providers with youth workforce information and resources, primarily regarding summer employment opportunities. One example of these collaborations so far is an ongoing series of discussion sessions with and material distribution to local youth workers about employment programs that are available to them through Sprockets, the city of Saint Paul, and WFS.

- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Beyond DEED-supported youth programs, WFS is also the county’s provider of MFIP and SNAP Employment & Training services. Additionally, WFS is the sole provider of MFIP Employment & Training supports for parents ages 25 and younger within Ramsey County. As such, department staff and programs are well-positioned for in-depth coordination. WFS has used and will continue to use its exclusive networks of communication and coordination to align policies, procedures, and best-practices for serving young people under the ages of 25, as well as to provide young adult MFIP and SNAP recipients with the county’s full host of support services.

20. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA [P.L 113-128, Sec 129(c)(2) and individually

defined and discussed in the final rules at 20 CFR 681.460] by completing the WIOA Youth Program Elements Checklist below. Also respond to the following for each of the 14 required elements:

- a. If the element is provided by another agency (or agencies) describe how the WDA ensures participants are receiving appropriate service levels.
- b. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
- c. Summarize how the required program element is delivered to participants and any “best practices” associated with that element.

Details of service provision are located in the WIOA Youth Program Elements Checklist on pages 29-34 of this document.

WIOA Youth Program Elements Checklist

Program Element	How Each Program Element is Offered							How program element is coded and entered in MIS
	In House	Partner Agreement			Provider Name(s)	Supporting Documentation	Notes	
		Contract	MOU	Other				
1. Tutoring, study skills training, instruction, and dropout prevention	No			X	Local Public School Districts Local Private Schools Local Charter Schools	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators and often in individualized settings.	Study Skills Training/Tutoring Activity in Workforce One
2. Alternative secondary school services or dropout recovery services	No	X		X	Goodwill Easter-Seals Change Inc. City Academy ABE Providers	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators in both individualized and group settings.	Alternative Secondary School Services Activity in Workforce One
3. Paid and unpaid work experiences	No	X			Goodwill Easter-Seals of MN Hired Face 2 Face Change Inc. Urban Boat Builders Tree Trust	A plan for this program element is noted in the participant's ISS and Worksite agreement, provision is detailed in	Participant is matched with agency that is appropriate fit to their skills and interests. Learning objectives are set	WEX Activity in Workforce One

					Restoration for All Hmong American Partnership	Workforce One Case Note(s)	prior to experience and evaluated at completion.	
4. Occupational skill training	No	X		X	Community-Based Agencies Local Post-Secondary Secondary Institutions Tree Trust Urban Boat Builders Goodwill-Easter Seals of MN Hmong American Partnership Hired Face 2 Face	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Participant choice of training is critical to the completion and success of the element. Paying participants for training time via stipend or other form of payment allow participants to engage in continuing education.	OST Activity in Workforce One
5. Education offered concurrently with workforce preparation for a specific occupation	No			X	Community-Based Agencies Local Post-Secondary Institutions ABE Providers	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Participant choice of training is critical to the completion and success of the element.	Case-specific activity/activities in Workforce One (Examples: Workforce Preparation and Education, Classroom Training, Entrepreneurial Training, Non-Credentialed Training, Secondary School Classes, etc.)
6. Leadership development opportunities	No			X	Goodwill Easter-Seals of MN Hired	A plan for this program element is noted in the	Participant's choice and investment in this element is	Community Involvement & Leadership

					Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Community-Based Organizations	participant's ISS, and provision is detailed in Workforce One Case Note(s)	key. Must be offered to all youth, regardless of barriers.	Development Activity in Workforce One
7. Supportive services	No	X			Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All Hmong American Partnership	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s), Support Service Tab entry, and uploaded Obligation form	See support service policy attached.	Staff Assisted Assessment Activity in Workforce One
8. Adult mentoring	No			X	Community-Based Agencies	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Mentorship should not be provided by EGC and should include at least 12 months of mentor relationship with at least monthly contact between mentors and mentees.	Mentoring Activity in Workforce One
9. Follow-up services	No	X			Goodwill Easter-Seals of MN Hired	A plan for this program element is noted in the	Offered to all participants who are exiting (unless	Case-specific activity/activities in Workforce One

					Face to Face Change Inc. Hmong American Partnership Tree Trust	participant's ISS, and provision is detailed in Workforce One Case Note(s) and Follow-Up Tab entries	no contact can be paid). Provided for up to 12 months for the purpose of assisting with participants to remain successful.	(Examples: Planned Extended Leave, Remained in School, etc.)
10. Comprehensive guidance and counseling	No	X			Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Scope of services provided does not include the provision of mental health, chemical health or housing supports, but rather appropriate referrals to qualified providers.	Career Counseling Activity in Workforce One
11. Financial literacy education	No	X		X	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Community-based organizations	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Multiple approaches to financial literacy, including curriculum that acknowledges historical disparities in wealth building	Financial Literacy Education Activity in Workforce One
12. Entrepreneurial skills training	No	X		X	Goodwill Easter-Seals of MN Hired	A plan for this program element is noted in the	Multiple approaches to training,	Entrepreneurial Training Activity in Workforce One

					Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Ramsey County Community & Economic Development Community based organizations	participant's ISS, and provision is detailed in Workforce One Case Note(s)	including curriculum that acknowledges historical disparities in entrepreneurial investment	
13. Services that provide labor market information	No			X	MN DEED Real Time Talent	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	One to one and group training when doing career exploration and work experience planning	Labor Market/In-Demand Employment Information Activity in Workforce One
14. Post-secondary preparation and transition activities	No	X		X	Local Public School Districts Local Private Schools Local Charter Schools ABE Providers Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators in both individualized and group settings.	Transition to Post-Secondary Activity in Workforce One

				Restoration for All Inc. Hmong American Partnership			
WIOA Youth Program Element Section 129 (c)(2)	Is the element further described in Final Rule? If so, application citations	Relates to or overlaps with other program element?	Applicable PIRL Data Element Number(s)				
1. Tutoring, study skills training, instruction and dropout prevention	No	Program elements 2 and 4	1402				
2. Alternative secondary school services or dropout recovery services	No	Program element 1	1403				
3. Paid and unpaid work experiences	Yes, 681.600, 681.590, 681.480						
4. Occupational skills training	Yes, 681.540, 681.550	Program element 1	1300, 1302, 1303, 1306, 1307, 1308				
5. Education offered concurrently with workforce preparation and training for a specific occupation	Yes, 681.630	Program elements 2, 3, and 4	1407				
6. Leadership development opportunities	Yes, 681.520, 681.530		1408				
7. Supportive services	Yes, 681.570		1409				
8. Adult mentoring	Yes, 681.490		1410				
9. Follow-up services	Yes, 681.580	Program elements 7, 8, 11, 13, and 14	1412				
10. Comprehensive guidance and counseling	Yes, 681.580		1411				
11. Financial literacy education	Yes, 681.500		1206				
12. Entrepreneurial skills training	Yes, 681.560		1413				
13. Services that provide labor market information	Yes, 651.10		1414				
14. Postsecondary preparation and transition activities	No		1415				

Attachment 1H

Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care (Applies to WIOA Youth funded programs ONLY)

IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. If your WDA plans to implement this waiver please complete the following questions.

Questions to be completed:

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.

According to Wilder Research, as of October 25, 2018, Ramsey County had 209 children and young adults (under the age of 24) who were in emergency shelter, transitional housing, or were unsheltered. Many of these youth and young adults are seeking employment, both for supplemental income and the increased stability that comes with relative-financial independence. To assist this group of job seekers, Ramsey County WFS developed four new strategies to connect with and recruit homeless in-school youth, both directly and through partners/other professionals already serving this population:

First, WFS is one of many stakeholders engaged in Heading Home Ramsey, a collaborative of community members, organizations, and government entities committed to eliminating homelessness in Ramsey County. Two planners on WFS's youth team represent the department at Heading Home Ramsey practitioner meetings, where they learn and share knowledge of resources for homeless and highly mobile families with other youth practitioners working in Ramsey County. This information is also relayed at both the quarterly Creating Meaningful Connections and Fostering Independence Grant (FIG) information sessions.

Second, Face to Face, an organization that primarily serves homeless youth, started as a new WIOA Youth vendor in April 2022. Face 2 Face provides street outreach, a youth drop-in center (Safe Zone) in Saint Paul, sexual, medical, and mental health supports. Through similar, formalized partnerships – including a co-created referral process – WFS hopes for even greater success in connecting homeless youth with employment supports.

Third, as a department of Ramsey County, WFS works closely with Ramsey County Social Services and Ramsey County Community Corrections, which administer child welfare, foster care, children's mental health, probation, and other supports for youth in the child protection system. These relationships are leveraged to connect WFS-contracted vendors to systems-involved youth, many of whom struggle with housing stability. WFS and Social Services also currently partner with Foster Advocates, an organization that supports foster youth with educational navigation, to provide additional and appropriate career supports to foster youth. Moreover, plans to bring additional

contracted and non-contracted partners into these interdepartmental collaborations will undoubtedly improve and expand service provision to homeless youths across Ramsey County.

Lastly, vendors will continue strengthening their connection with McKinney-Vento representatives and social workers at local high schools. With support from DEED and MDE, WFS will leverage connections with those representatives to increase referrals of homeless students to WIOA programs. Such efforts will build on existing relationships between vendor staff and schools, including those with St. Paul Public Alternative and Charter High Schools.

2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.

WFS does, and will continue to, work with all school districts with high schools in Ramsey County and those that provide educational services to residents of Ramsey County. Such schools include Northeast Metro District 916, Saint Paul Public Schools (ISD 625), North St. Paul-Maplewood Oakdale Schools (ISD 622), Mounds View Public Schools (ISD 621), White Bear Lake Schools (ISD 624), and Roseville Public Schools (ISD 623).

3. What services would you anticipate may need to be provided above and beyond what you are already offering?

First, WFS's vendors will prioritize all Homeless Youth Referrals, whether they come from a direct partner or an indirect referral source, to ensure that homeless youth are promptly contacted and connected with services. Second, WFS will discuss, periodically, with vendors (especially Face to Face, which specifically serves low-income and insecurely housed youth ages 11 to 24) whether Support Service spending caps should be extended for homeless youth, considering that the needs of this population are often greater than those with stable housing. Third, WFS will offer direct referrals or connections to other service providers in the county that serve homeless youth. This will be done primarily through partnerships with the new Office of Housing Stability within Ramsey County.

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Take direct referrals from Juvenile and Adult Probation Officers in order to provide employment services.	Take direct referrals from Ramsey County Social Services, Child Protection Unit, Fostering Connections Unit and Permanent Connections Unit in order to provide employment services.	Make appropriate cross referrals to Vocational Rehabilitation Services to provide integrated employment supports.	Continue engagement as stakeholder in Heading Home Ramsey Coalition and other county-wide efforts to end homelessness.	Work with ABE and other K-12 partners will aide in exposing youth to services that can help in the attainment of GED and other credentials.
Adult Probation Restructure Program: Partner with Community Corrections to provide employment and training supports with the purpose of reduce recidivism and revocation for high risk, young adult offenders.	Support the work of Foster Advocates, an organization contracted with Ramsey County Social Services, to support foster youth with continued engagement in education, through additional career pathways information & referrals.	Continue guidance on best practices with those with disabilities by local Vocational Rehabilitation management on Workforce Innovation Board and youth Committee.	Continue engagement with Heading Home Ramsey workgroup focused on connecting youth experiencing homelessness with employment services.	
Engage with other stakeholder to guide Ramsey County Juvenile	Engage with other stakeholders to guide the work of Transforming		Contract with Face 2 Face to provide WIOA youth services to	Engage with other stakeholder to guide Ramsey County Juvenile

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Detention Alternatives Initiative and other juvenile justice policy, procedure and systems reform.	Child Welfare to reduce the number of youths, and the racial disparities, who reach “aging out” without permanency.		youth experiencing homelessness who are also seeking supports including drop-in space, housing supports & health services.	Detention Alternatives Initiative and other juvenile justice policy, procedure and systems reform.
Take direct referrals form County Attorney’s diversion process of Community Response Team.				Take direct referrals form County Attorney’s diversion process of Community Response Team.

[ATTACHMENT 2]

Workforce Innovation Board – Action Plan

Youth Committee			
Action	Timing	KPIs	Strategic Areas
Support Ramsey County Youth Works! Initiative <ul style="list-style-type: none"> • ARPA Funding • EDA Good Jobs Challenge 	On-going	Annual assessment	<ul style="list-style-type: none"> • Systems Alignment, Support and Leadership • Employer Engagement • Systems Innovation • Culturally Responsive Leadership
Gather nominations, evaluate, and present Vern Vick Award	Q3 2022	# of nominees	<ul style="list-style-type: none"> • Systems Alignment, Support and Leadership
Employer support strategies in partnership with City of Saint Paul: On-boarding, supervisor training, youth-employer advisory	2022	# of employers engaged	<ul style="list-style-type: none"> • Systems Innovation • Employer Engagement
Assess and grow committee membership <ul style="list-style-type: none"> • Add youth member to the Youth Committee • Recruit more employers to the Youth Committee • Vern Vick Award winner join for the following year 	2022	# of youth members # of business members	<ul style="list-style-type: none"> • Systems Alignment, Support and Leadership • Employer Engagement
Monthly evaluation of Youth Dashboard and quarterly evaluation of performance outcomes	On-going	Performance outcomes	<ul style="list-style-type: none"> • Systems Alignment, Support and Leadership

**Ramsey County Request for Proposals ("RFP")****RFP #: JTPA0000003389****RFP Title: Workforce Youth Programming**

Procurement Specialist Name: Andrew Greenlee
Procurement Specialist Email: Andrew.greenlee@ramseycounty.us
Procurement Specialist Telephone: 651-266-8069
Procurement Specialist Fax: NA

- a. Responses must be received by 2:00 p.m. Central time on October 30, 2021.
 - **THIS IS A PRICE INQUIRY. THIS IS NOT AN ORDER.**
- b. General Contract/Agreement Terms and Conditions governing this solicitation, including applicable insurance requirements, are included as a part of this document in Section 3. Ramsey County has no obligation to place an order as a result of this inquiry.
 - **Solicitation Schedule**
- c. Listed below is the solicitation schedule. Actions with specific dates and/or times must be completed as indicated. If Ramsey County needs to change any of the dates and/or times, an addendum will be posted to DemandStar.

RFP Released:
Pre Solicitation Response Conference: TBD Central time, October 28, 2021
Pre Solicitation Response Conference Location: TBD
Contractor Questions Due:
Addendum with Answers to Questions Issued:
Solicitation Responses Due: October 30, 2021
Solicitation Public Opening:
Notice of Interviews:
Interviews:
Notice of Intent to Award:
Anticipated Contract Start Date: April 01, 2022

- **Solicitation Description**

Workforce Youth Programming

- **Pre Solicitation Response Conference**
- d. A non-mandatory pre solicitation response conference will be held at TBD Central time, on October 28, 2021 at TBD. The purpose of the conference is to discuss the work to be performed, answer questions, clarify ambiguities and respond to general issues in order to establish a common basis for understanding all of the solicitation requirements. Individuals needing an interpreter or individuals with a disability needing accommodation should contact the Procurement Specialist identified above prior to the date set for the pre solicitation response conference so that a reasonable accommodation can be made.

Project Information

1.1. Purpose

Ramsey County (the "County"), through the Workforce Solutions Department, seeks proposals from qualified youth employment service providers to assist eligible youth and young adults to access employment, education/training, and/or support services to succeed in a competitive labor market and to match employers with the skilled workers they need to compete in the global economy.

WFS is seeking partners to provide a variety of workforce supports for youth and young adults. Because of funding stream complexities, these services will be delivered in components. Details about components can be found in "Scope of Services".

WFS is seeking partners to provide employment & training services for youth and young adults in Ramsey County. In particular, WFS is seeking opportunities to enhance services for youth and young adults that may be justice-involved, foster or former foster youth, black, indigenous and youth of color, and youth living in the suburbs of Ramsey County.

1.2. Background Information

Overview of Ramsey County, the Workforce Investment Board and WIOA

The Workforce Innovation Opportunity Act (WIOA) legislation was signed into law on July 22, 2014, which supersedes the Workforce Investment Act (WIA) of 1998 and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. New provisions in WIOA are intended to generate innovative, cross program approaches that align employment and training policies and funding to support integrated, comprehensive services that help low-skilled and low-income people including disconnected youth, under-employed adults and others with unique barriers to employment gain access to education, training, employment and support services needed to successfully enter and/or advance in the workforce.

Employment Services are authorized by the Ramsey County Board of Commissioners ("Board") and the Workforce Innovation Board of Ramsey County ("WIB"), which have joint responsibility for oversight and policy direction for workforce development services carried out under WIOA in the State of Minnesota's Workforce Development Area (WDA) #15. WDA #15 covers all nineteen cities of geographical Ramsey County, including the City of Saint Paul.

The Board is the fiscal agent for these services. The County assumes direct fiscal management responsibilities on behalf of the Board and receives the funds to provide Employment Services through its department WFS and contracted Employment Service Providers.

Community Engagement & Development of Proposals

In alignment with Ramsey County's strategic priority of "Advancing racial & health equity and shared community power", Workforce Solutions, in partnership with two paid consultants, completed a number of community engagements to inform the development of this Request for Proposals. Through community townhalls, a youth & young adult survey and two facilitated focused conversations about the future of youth employment services, Workforce Solutions gleaned a number of themes regarding what young people in Ramsey County want and need from services to support their education and career goals. Additionally, throughout the COVID emergency, Workforce Solutions completed a variety of listening sessions and evaluation of emergency youth and adult workforce programs. That input and information also deeply impacted the development of this solicitation. Workforce Solutions encourages all applicants to review these findings (located in Exhibit 1 – Section A) and use them to inform the response.

Workforce One

Workforce One is a state operated internet-based electronic case management system that is required to be used in all federal & state funded workforce development programs. This system includes electronic data collection and document storage to maintain case files. The state provides regular Workforce One basics training and Ramsey County will provide initial Workforce One training. After the initial Workforce One trainings, organizations will be required to provide the training to their own staff.

CareerForce Center

Workforce Solutions is an affiliate partner of the Minnesota CareerForce system. CareerForce operates a space at 540 Fairview Ave N, Suite 103, St Paul MN. Job seekers are invited into that space for career support, and connection to ongoing employment and training programs. Youth and young adult employment and training programs must be represented at this site. Partner organizations should expect to provide program information to staff who work at the CareerForce site and possibly provide

services out of the location, when/if it is safe to do so. Beyond the physical CareerForce location, partners should also be prepared to coordinate with other workforce partners within the local workforce eco-system.

Program Goals

The County is seeking partners to assist in achieving the goals of assisting youth and young adults with entering in-demand career pathways. Additionally, the Minnesota Department of Employment & Economic Development mandates the number of performance outcomes for youth and young adults served with state & federal workforce funds. These benchmarks may be slightly negotiated between WDAs, states and the federal Department of Labor, but have been stable for many years. Progress on these goals is tracked through entering mandated activities in Workforce One and does not need to be reported on separately.

- 75% of youth employed in quarter two after successful exit from program
- 73% of youth employed in quarter four after successful exit from program
- 62% of youth enrolled in training activities receive a credential within 12 months of exit from program
- 49% of participants in school or training have documented measurable skills gain
- Average earnings of \$3,700 for youth working after successful exit from program

1.3. Scope of Services

WFS seeks to partner with organizations to provide two types of employment & training programs, described as Program 1 and Program 2 below. Interested organizations must indicate which Program they propose to provide in Attachment A – Narrative and Budget Form. Organizations can propose to provide multiple Programs, but the programming and services proposed must be substantially different and the same participants should not be served by multiple programs. The differences in programming should be detailed in the Narrative Form, including participants served, program elements and service model.

Youth Services that result from this RFP will be paid for using a variety of funding sources, including but not limited to Federal and State workforce grants, foundation grants, Federal grants for COVID-19 relief and recovery, and Ramsey County levee funds.

Requirements

The program requirements for Program 1 are more extensive and specific than the requirements for Program 2. For example, providers of services for Program 1 must provide *all* 14 program elements in accordance with WIOA requirements (as stated in the State Policy Manual).

Providers of services for Program 2 must only provide *some* (one or more) services in the areas of career exploration, career pathways supports, personal and/or professional development, and other education and employment supports; these services can include, but are not limited to, the services described in Program 2.

The County encourages organizations to propose to provide Program 1 if they have the capacity/resources to provide all the required services for Program 1 and the ability to comply with all federal WIOA requirements. The County encourages organizations to propose to provide Program 2 if they can provide creative, innovative employment & training that may not meet the more extensive and specific WIOA requirements included in Program 1.

Program 1 – Traditional WIOA Youth Services

WFS is seeking partners to provide traditional youth and young adult employment & training services to eligible Ramsey County residents ages 14-24. These services should assist participants with achieving their individual education, employment & career goals. Federal regulation also dictates the performance outcomes of participants completing occupational and other recognized credentials.

Participant Eligibility- Additional details regarding participant eligibility can be located in [State Policy Manual](#) (chapter 2) or in the Exhibit.

In School Youth: Attending school AND not younger than age 14 or older than age 21 at time of enrollment AND low-income individual AND one or more of the following:

- Basic skills deficient
- An English language learner
- Justice-involved
- Experiencing/experienced homelessness
- Foster or former foster youth
- Pregnant or parenting

- An individual with a disability; OR
- An individual who requires additional assistance to complete an educational program or to secure or hold employment

Out of School Youth: Not attending school AND not younger than age 16 or older than age 24 at time of enrollment AND one or more of the following:

- Dropped out of school
- Low-income AND basic skills deficient or an English language learner
- Justice involved
- Experiencing/experienced homelessness
- Foster or former foster youth
- Pregnant or parenting
- An individual with a disability; OR
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Required Supports & Activities- Additional details regarding required program elements can be located in [State Policy Manual – \(chapter 11\)](#) or in the Exhibit.

1. Recruit eligible participants into the program. The number of participants each service provider must enroll will be mutually agreed upon at the beginning of the program year. At a minimum, 60% of enrollments (and spending) must be for Out of School Participants.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. A new plan should be developed at least every 365 days.
6. Develop and maintain active participant case notes in Workforce One with appropriate, on-time activity documentation, attendance records, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled in the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Make all 14 required program elements (below) available to all participants. Details of program elements can be located in [State Policy Manual -chapter 11](#). This can be done either through internal sources, formal (paid) partnership & referrals, and/or informal (unpaid) partnership & referrals.
 - Program Element 1: Tutoring, study skills training, instruction and dropout prevention
 - Program Element 2: Alternative secondary school services or dropout recovery services
 - Program Element 3: Paid and unpaid work experience (minimum of 20% of total expenses must be spent on work experiences)
 - Program Element 4: Occupational skills training
 - Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
 - Program Element 6: Leadership development opportunities
 - Program Element 7: Support services
 - Program Element 8: Adult mentoring
 - Program Element 9: Follow-up services
 - Program Element 10: Comprehensive guidance and counseling (note: NOT general case management & career counseling)
 - Program Element 11: Financial literacy education
 - Program Element 12: Entrepreneurial skills training
 - Program Element 13: Services that provide labor market information
 - Program Element 14: Postsecondary preparation and transition activities
9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.

10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

Program 2- Minnesota Youth Programs (Service Delivery)

WFS is seeking partners to provide new, innovative, career pathway services and programming for eligible Ramsey County residents ages 14-24.

Participant Eligibility- Additional details regarding participant eligibility can be located on page 8-9 of the [State Youth Eligibility Handbook](#), “Minnesota Youth Program”. Eligible participants meet the following criteria:

- Between the ages of 14 and 24
- Be economically disadvantaged OR “at-risk”. “At-risk” participants are
 - Pregnant/parenting youth
 - Youth with limited English proficiency
 - Potential or actual dropouts
 - Justice-involved
 - Receiving public assistance and/or group home services
 - Youth with disabilities, including learning disabilities
 - Homeless or runaway youth
 - Chemically dependent or children of drug or alcohol abusers
 - Youth with basic skills deficiency
 - Youth with educational attainment one or more levels below grade level appropriate to age
 - Foster child

Required Supports & Services- Below are activities that are REQUIRED be included in Program 2. Activities may be provided to individual participants or in a cohort.

1. Recruit eligible participants into the program as per agreed upon enrollment goals.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. New plan should be developed at least every 365 days.
6. Develop and maintain, Workforce One, active participant case notes with appropriate on time activity documentation, attendance, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled into the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Provide career exploration, career pathway supports, personal **and/or** professional development and other education and employment supports. These services **may** also be culturally or population specific. Examples of these activities include:
 - a. Financial literacy education: providing information & training regarding budgeting, saving, credit, debt, understand financial products, protect from identity theft and more.
 - b. Entrepreneurial skills training: providing information, training & mentorship to participants interested in starting their own business, this may include creatively seeking and identify business opportunities; developing budgets and forecast resource needs; understanding various options for acquiring capital and the trade-offs associated with each option; communicating effectively and market oneself and one’s ideas and more.
 - c. Adult mentorship: mentorship can be delivered individually or in groups but should be for the purpose of developing a sustained relationship between the participant and the adult to support the participants personal or professional goals.
 - d. Occupational/career pathway training: training to be provided to participants for the purpose of either entering or advancing in a career pathway or in-demand industry, this training may lead to industry-recognized credentials.
 - e. Resource connection: provide information, exploration and training for participants where to location and how to connect with other supports and services available to them in the community, such as food support, housing support, mental health & wellness supports, etc.
 - f. Internships/work experience: provide subsidized internships and other on the job learning opportunities for participants.

9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.
10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

General Requirements and Considerations for Program 1 & Program 2

Partnerships & Other Resources

WFS encourages organizations to develop partnerships and leverage other resources to ensure that youth and young adult participants are served using a wholistic method. This includes leveraging in resources to support food, housing, mental health and other basic needs of participants. Additionally, all partners should expect to participate in a variety of Ramsey County Workforce events, including Workforce Innovation Board meetings & committees, technical assistance training, and monthly and quarterly meetings with Workforce Solutions staff.

Internships & Subsidized Work Experiences

Organizations applying to provide services in Program 1 must be prepared to administer subsidized work experiences for youth and young adult participants. If an organization is proposing to provide subsidized internships or work experiences in Program 2 they must also be prepared to administer payroll for participant. Subsidized participant internships are a critical activity for youth employment & training services. This includes administering payroll, worker’s compensation and other liability insurance and can be paid for with contract funds. Advances, including for youth and young adult payroll expenses, may be administered following Ramsey County’s Advance Policy.

- i.**
 - i. The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.
- ii.**
 - ii. The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

1.4. Contractor Qualifications

- Contractor’s mission must align with the County’s mission to grow a competitive workforce through programming aimed at meaningful and stable employment for youth and young adults.
- Contractor’s team must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous, Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.
- Contractor’s fiscal management and team must have demonstrated qualifications in accounting, reporting and monitoring programs.
- Contractor must have the ability to collect, protect and disseminate data utilizing Workforce One, Minnesota’s employment services case management system.
- Contractor must have the ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.
- Contractor must have the ability to comply with all informal and formal monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.
- Contractor must participate in regular technical assistance provided by the County.

b. Multiple Contractors

- ↳ Ramsey County reserves the right to contract with one or more Contractors based on the evaluation criteria stated in this solicitation.

1.5. Contract Term

- i.**
 - i. The term of the resulting Agreement is estimated to begin on April 01, 2022 and shall not exceed 5 years, including any renewal options.
 - 1.**
 - 1. Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

1.6. Costs

- ii.**
 - ii. The resulting contract fee shall be a maximum not to exceed, threshold and rates to be determined.

1.6.1.

The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the Work.

- iii.**
 - iii. The contractor is understood to have included in its response price any *applicable* State or Federal sales, excise or other tax on all materials, supplies and equipment that are to be utilized. Do not itemize tax separately.

c. Subcontractors

- ↳ Subcontractors may be used to perform work under the resulting contract.

1.7. Special Conditions

1.9.1 Additional Services

During the term of the contracts that result from this RFP, the County reserves the right to add additional funds and additional youth programs and services or reduce funds and youth being served, via written amendment, to accommodate unanticipated needs, accidental omissions, new service offerings, or changes in funding. In the event that additional funds or services are added or removed, funding information, requirements, and other updates will be added to the contract via written amendment.

Some or all of the payments under this Agreement may be made from federal funds obtained by the County through COVID-19 emergency relief and recovery efforts. In the event this type of federal funding is utilized, the Contractor will be notified of associated award details, performance requirements and updates consistent with federal Uniform Administrative Requirements.

1.9.2 Communications and Marketing Requirements

All publications or presentations related to the Purchased Services and produced by the Contractor must be pre-approved and shall include the County's new logo and the statement, "...funded by [or "funded in part by", as appropriate] Workforce Solutions, a department of Ramsey County" The County shall provide the Contractor with an electronic version of the County's logo.

All information released to the media regarding the Purchased Services shall state that the program is, "...sponsored and administered by Workforce Solutions, a department of Ramsey County, and operated under contract by" the Contractor.

All brochures, publications, presentations, media releases and other written materials produced by the Contractor relating to Purchased Services must be pre-approved by County management or planning staff.

If the Contractor applies for or partners with other agencies for grant funding that involve data or information about the population served through the Purchased Services, Contractor agrees to notify the County thirty (30) days in advance of the grant application. If the Contractor desires to conduct or publish any research, or to speak or present at professional conferences, involving such data, the Contractor agrees to notify the County thirty (30) days prior to conducting or publishing such research or applying to present at any conferences.

The Contractor must notify the County a minimum of thirty (30) days in advance when facilitating workshops, seminars, conferences or webinars and participating in research or research studies relating to Purchased Services. The distribution of publications pertaining to programs or project outcomes and evaluation results directly related to Purchased Services must be pre-approved by County management staff.

1.9.3 Monitoring Requirements

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services and mandated by the Federal, State or County grant administration. This includes any outside audit that includes grant management and procurement policies and procedures related to procuring support services for customers. Such information shall be furnished within a reasonable period, set by the County and outlined in the negotiated contract, upon request.

Contractor's underspending at the end of the contract year will automatically revert back to the County. WFS reserves the right to pull back funds due to underspending at any time during any contract year and re-allocate funds.

The County reserve the rights to monitor files for each Contractor, require Contractor to provide results of internal monitoring to the County bi-monthly, conduct at least monthly continuous improvement reviews, require improvement plans or corrective actions when appropriate.

The Contractor shall participate in ongoing monitoring activities and training provided by the County which may include, but is not limited to, check-in calls, desk reviews and on-site visits with County staff. Further, as applicable, Contractor shall be responsible for ongoing monitoring of its subcontractors if subcontractors are part of the approved work plan.

The Contractor shall maintain financial records through an accounting system which sufficiently and properly reflects all revenue received and all direct and indirect costs of any nature incurred in the performance of this Agreement as determined by the County. All financial transactions must have supporting documentation. The accounting system must clearly state the fiscal processes and internal controls for cash and cash in-kind items.

The Contractor shall maintain an accounting policy and procedure manual as part of a sound financial accounting system.

1.9.4 Background Check Requirements

The Contractor shall ensure it has a Background Studies policy in place and shall perform background studies on all staff, volunteers and contractors who may have contact with clients or client families. Contractor shall maintain records of completed and passed background studies. Contractor's background studies policies and records of completion shall be made available to the County upon request.

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General Solicitation Standard Terms and Conditions

1.8. Solicitation Process

- i.**
 - i. The County will not provide compensation to the Contractor for any expenses incurred for solicitation response preparation.

- ii.**
- ii. All communications during the solicitation process shall be directed to the Procurement Specialist as identified on the first page of this solicitation. Contractors shall not have contact with any other County employees, elected officials, community representatives, County consultants and/or other contractors associated with the solicitation at any time during the procurement process. Violation of this provision may disqualify the contractor from consideration.

- iii.**
- iii. The County expressly reserves the right to amend or withdraw this solicitation at any time and to reject any or all responses, and to waive any informalities or irregularities in the responses as may be deemed in the best interest of the County.

d. Solicitation Questions

- ↳ All questions concerning this solicitation shall be submitted in writing to the Procurement Specialist at the email address listed on the first page of this solicitation document.

e. Solicitation Addenda

- ↳ Any solicitation changes, additions, alterations, corrections, or revisions shall be made in writing via an addendum within a reasonable time to allow prospective contractors to consider them in preparing their solicitation responses.

f. Collusion

- ↳ Contractors shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result from its acceptance, including actions involving other contractors, competitors, County employees, County consultants or County Board members. Evidence of such activity will result in rejection of the solicitation response.

1.9. Solicitation Response Content Checklist

Contractors shall include the following forms and information in their solicitation responses. Responses, including all content listed below, should be a maximum of 20 pages.

- i.**
- i. Completed Solicitation Response Form, attached.
- ii.**
- ii. Completed Contractor Information and Reference Form, attached.

1.9.1.

A completed Attachment A – Narrative and Budget Form

- iii.**
- iii. Any exceptions to the General Contract/Agreement Terms and Conditions must appear in the Contractor's proposal under a separate section titled "Exceptions", with proposed alternate language or deletions. The County has no obligation to accept or agree to any such exceptions requested by a Contractor. Even if there are no exceptions, a statement must be provided.
- iv.**
- iv. Completed Lobbying Certification Form, attached.

1.10. Response Submission

Contractors must submit the solicitation response electronically on Demandstar.com. Proposal responses must be uploaded no later than 2:00 P.M., Central time, on October 30, 2021. Faxed, delivered, emailed, and oral solicitation responses will not be considered. The Contractors' names will be read at public opening. If you wish to hear the names, please join the zoom meeting at 2:01 P.M., Central time, on October 30, 2021, using the following link:

<https://zoom.us/j/102575333?pwd=dDA2Rnk4MEtVW9DS3k4cUpIRDJlQT09>

1.11. Solicitation Response

- v.
- v. Upon submission, a solicitation response becomes the property of the County and will not be returned. The County retains the right to use any concept or idea presented in any solicitation response, whether or not that solicitation response is accepted. All information included in the submitted solicitation response will be classified in accordance with Minn. Stat. §13.591 governing data practices.

1.11.1.

The solicitation response shall remain valid for 120 days starting on the solicitation response due date.

g. Conditioning Solicitation Responses Upon Other Awards Not Acceptable

- ┘ Solicitation responses conditioned upon receiving award of both this particular contract being solicited and another County contract shall be rejected.

1.12. Solicitation Response Mistakes

- i.
- i. A solicitation response may be withdrawn on written request of the Contractor prior to the solicitation due date and time. Negligence of the Contractor in preparing its response confers no right to withdraw the solicitation response after the solicitation due date and time. Prior to the due date and time, changes may be made, provided the change is initialed by the Contractor's agent. If the intent of the Contractor is not clearly identifiable, the interpretation most advantageous to the County will prevail.
- ii.
- ii. Any solicitation response, withdrawal, or modification received after the solicitation due date and time shall be considered late and the solicitation response, withdrawal, or modification shall be rejected.
- iii.
- iii. If the solicitation response includes a unit price calculation and the Contractor has made an error when calculating the extended price, the unit price shall be used for contract award.

1.13. Evaluation and Selection Process

iv. Creation of Evaluation Team

- iv. The County shall create an Evaluation Team composed of scorers and contributors. The Evaluation Team scorers will consist of County employees, or community representatives who represent different backgrounds, experience, subject matter, and departments. The Evaluation Team contributors may consist of County employees, community representatives and County consultants. Contractors can only communicate with the County Procurement Specialist. Exceptions include interviews/demonstrations, site visits/e-visits or upon Notice of Intent to Award. Violation of this provision may disqualify the contractor from further consideration.

1.13.1.

The Evaluation Team shall evaluate the written solicitation responses using the following Evaluation Criteria, with the identified maximum points values:

⌚ Evaluation Criteria and Maximum Points Value

- 15 Contractor Qualifications (experience, training, technical and professional ability)
- 30 Quality of proposed services/programs
- 15 Recruitment and enrollment/intake plan
- 10 Resources for wholistic services to participants

15 Ability to serve BIPOC, justice-involved, foster or former foster, and/or suburban youth & young adults in Ramsey County. 15 Plan for accountability to youth and young adults being served.

1. **100 Total Possible Points**

1.13.2. Optional Contractor Interviews/Demonstrations

1.13.2.1.

The County reserves the right to interview any or all proposers, or to require a demonstration at its discretion. The County is not responsible for any costs incurred by the proposer in preparing for or participating in an interview or demonstration.

1.13.2.2.

If interviews or demonstrations are required, Contractors selected shall be given enough time to make necessary preparations and travel arrangements. All Contractors interviewed shall be given the same amount of time for the interview.

1.13.2.3.

An additional 100 points are allocated to interviews and/or demonstrations. The department determines how the points are to be split between interview and demonstration, if both are conducted.

1.13.3. Optional Site Visits/E-Site Visits

1.13.3.1.

The County reserves the right to conduct site visits or e-site visits with any or all proposers. The County is not responsible for any costs incurred by the proposer in relation to a site visit or e-site visit.

1.13.3.2.

If site visits or e-site visits are required, Contractors selected shall be given enough time to make necessary preparations and arrangements. All Contractors selected shall be given the same amount of time for the site visit or e-site visit.

1.13.3.3.

An additional 100 points are allocated to site/e-site visits if conducted.

1.13.3.4.

Departments may choose to conduct a site visit at the proposers' premises or an e-site visit using video conferencing as long as the same type of visit is used for all proposers.

1.14. Selection of Contractor

The responsible and responsive contractor that scores the highest combined score for the evaluation response, interview/demonstration (if requested by the County), and the site visit/e-site visit (if requested by the County) will be issued a Notice of Intent to Award Letter.

1.14.1.

The County is not bound to accept the lowest cost.

1.14.2.

The County reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of Contractors as the County deems to be in its best interests.

v.

v. The County reserves the right to request any additional information at any stage of the solicitation process. Compliance shall be at the contractor's expense.

1.15. Notice of Intent to Award

The following must be submitted in response to a Notice of Intent to Award Letter within 10 business days:

vi.

- vi. Taxpayer Identification Number and Certification, I.R.S. Form W-9

vii.

- vii. All Contractors, with the exception of sole proprietors, shall be properly registered with the State of Minnesota prior to contract award. A Contractor whose main office is not in the State of Minnesota must register with the State of Minnesota as a foreign vendor.

viii.

- viii. Certificate of Insurance (COI)

1.15.1.

Financial Review Form

h. Public Notice

- └ The County uses DemandStar to release competitive solicitations and associated addenda. Subscription to DemandStar is free by following the [DemandStar Registration Instructions](#). Contractors may contact DemandStar directly by calling 206-940-0305 or email at demandstar@demandstar.com. Solicitations shall be published in the County's official newspaper as required by state statute.

1.16. Trade Secret Information

i. Trade Secret Information Caution

- i. Solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by the County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b)

ii. No Contingency

- ii. The solicitation response shall not be contingent on the County accepting the contractor's claim that certain data is Trade Secret Information within the meaning of Minnesota Statute Section 13.37, subd. 1(b)

iii. Trade Secret Information Review

- iii. County review of data identified as Trade Secret Information will not occur unless and until such time as an appropriate request for the data is made by a third party

iv. Notice of Request for Trade Secret Information

- iv. At such time as an appropriate request for data identified in a response as Trade Secret Information is made, the County will provide the responder with notice of the request for the Trade Secret Information

i. Only One Solicitation Response Received

- └ If only one solicitation response is received, an award may be made to the single Contractor if the County finds that the price submitted is fair and reasonable, and that either other Contractors had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

General Contract/Agreement Terms and Conditions

j. Contract Term and Schedule

- └ Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.

1.17. Payment

- i.**
 - i. No payment will be made until the invoice has been approved by the County.
- ii.**
 - ii. Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

k. Application for Payments

1.17.1.

The Contractor shall submit an invoice by the 7th of the month..

- i.**
 - iii. Invoices for any goods or services not identified in this Agreement will be disallowed.
- ii.**
 - iv. Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.
- iii.**
 - v. Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.
- iv.**
 - vi. Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.
- v.**
 - vii. The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

l. Independent Contractor

- ┘ The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

m. Successors, Subcontracting and Assignment

- i.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.
- ii.**
 - i. The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

iii.

- ii. The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

n. Compliance With Legal Requirements
i.

- iii. The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

ii.

- iv. Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

1.18. Data Practices
iii.

- v. All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

iv.

- vi. The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

1.19. Security
v.

- vii. The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

vi.

- viii. Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such

other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

vii.

- ix. Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

viii.

- x. The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

ix.

- xi. All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

o. Indemnification

- ii. The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

p. Contractor's Insurance

i.

- xii. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

ii.

- xiii. Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

iii.

- xiv. Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

1.

- 1. All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

2.

- 2. The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

iv.

xv. Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.

1.

1. Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.

2.

2. Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.

v.

xvi. Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

vi.

xvii. An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

vii.

xviii. If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

viii.

xix. The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.

ix.

xx. These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

x.

xxi. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

xi.

xxii. The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

xii.

xxiii. All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

xiii.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

xxiv.

xiv.

xxv. A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

q. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

r. Notices

iii. All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

iv.

v. **County:** TBD

vi.

vii. **Contractor:** TBD

s. Non-Conforming Services

viii. The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

t. Setoff

ix. Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

u. Conflict of Interest

x. The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

v. Respectful Workplace and Violence Prevention

xi. The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

w. Force Majeure

- xii. Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

x. Unavailability of Funding - Termination

- xiii. The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

y. Termination

i.

- xxvi. The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

ii.

- xxvii. If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

iii.

- xxviii. The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

z. Interpretation of Agreement; Venue

i.

- xxix. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

ii.

- xxx. The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

aa. Warranty

- └ The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

bb. Infringement

- i. Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.
- ii. If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinderment imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

1.20. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

1.20.1.

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- iii. Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.
- iv. **Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- v. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

vi.

- vi. **Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

cc. Debarment and Suspension

- ↳ Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

dd. Diverse Workforce Inclusion

- ↳ For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:
 - ↳ 1. <http://www.JobConnectmn.com/>
 - ↳ 2. <http://www.ConstructionHiringConnection.com/>
- ↳ Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.
- ↳ Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.
- ↳ Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.
- ↳ Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.
- ↳ Additional assistance is available through jobconnectmn@ramseycounty.us or call 651-266-6042.

ee. Alteration

- xiv. Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

ff. Entire Agreement

- xv. The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Special Contract Terms and Conditions

1.21.

Manually Add Special Conditions in this Section



RAMSEY COUNTY
SOLICITATION RESPONSE FORM

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

The following shall be completed by the Contractor:

Contractor Company Name:

State the number of solicitation addenda received:

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS SOLICITATION RESPONSE FORM

The provisions of the solicitation document should be reviewed and understood before preparing a solicitation response. Unless the solicitation document provides otherwise, the solicitation response shall be the best price for all labor, equipment, materials and services for the project described in the solicitation document.

Max NTE Information (Edit Section to add Pricing Detail): Complete Attachment A

ACKNOWLEDGEMENT

By signing below, I certify that I understand, agree, and bind the Contractor to the provisions contained in the solicitation document for the above Solicitation Number, including the General Solicitation Terms and Conditions and the General Contract/Agreement Terms and Conditions and that I am authorized to submit this solicitation response on behalf of the Contractor.

COLLUSION

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees, County Consultants or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion.

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming



RAMSEY COUNTY
CONTRACTOR INFORMATION AND REFERENCE FORM

Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response may result in rejection of the Contractor's solicitation response.

Company Information:

- Contractor Name:
- Name of CEO or Company President:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:
- Is your company a Certified Small Business Enterprise?
- If yes, what is your certification number?
- Is your company a Veteran Small Business Enterprise?
- If yes, what is your certification number?

Solicitation Response Contact:

- Name:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:

Reference Requirements: Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation.

- First Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Second Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Third Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:



RAMSEY COUNTY
CONTRACTOR APPLICATION FOR DESIGNATION OF
TRADE SECRET INFORMATION FORM

Solicitation #

Solicitation Title

The submitted solicitation response data includes Trade Secret Information that we, the contractor, believe to be classified as nonpublic (relating to a non-person) or private (relating to a person) information under §13.37 of the Minnesota Government Data Practices Act.

As such, we are requesting that certain provisions of our submitted solicitation response data as indicated below, be treated as Trade Secret Information data and that any request for access to the data be handled in accordance with state law and the provisions of Ramsey County Policies and Procedures. We agree to indemnify and hold Ramsey County harmless from any damages arising out of the release of any materials or data unless they are specifically identified on this Trade Secret Information Form.

Section

Page #

Topic

Classification Justification

We understand that a decision regarding this request will be made by Ramsey County. We agree to indemnify and hold Ramsey County, its agents and employees, harmless from any claims or causes of action relating to the County's withholding of data based upon reliance on the above representations including payment of all costs and attorney fees incurred by the County in defending such action.

We further understand that solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by Ramsey County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b).

Company Name

Name and Title of Authorized Preparer

Signature

Date



Contractor Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name	Program
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Signature of Certifying Official	Print Name	Title	Date
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Solicitation Number: JTPA0000003389
Solicitation Title: Workforce Youth Programming



RAMSEY COUNTY
NO SOLICITATION RESPONSE FORM

Ramsey County strives to conduct all solicitations in an open, fair, and transparent manner. If you have selected to not participate in this solicitation, the Procurement Office is asking you to complete this form and return it via e-mail to the appropriate Procurement Specialist.

- 1. We did not feel we could be competitive.
- 2. Insufficient time to respond.
- 3. We did not have sufficient staffing to complete the solicitation response.
- 4. Other (350 character limit):

Contractor Name:
Contact Name:
Telephone Number:
Email Address:
Address:
City:
State:
Zip Code:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Website</i>	
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Project Information

Please give a 3-5 sentence overview of your organization and previous work you have completed with youth & young adults.

	2022-2023
Total # of Planned Youth Served, Annually	

Budget

Total of Request : \$ _____

Below is list of required contractor qualifications. Please check each indicating that your organization understands and has capacity to fulfil the obligation.

Organization must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous and Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.

Organization must have proper fiscal management and comply with all federal and state funding requirements, reporting and monitoring.

Organization has ability to collect, protect and disseminate data utilizing Workforce One, Minnesota's employment services case management system.

Organization has ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.

Organization will comply with all informal and formal fiscal and programmatic monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.

Organization will participate in regular technical assistance provided by the County.

Authorization: By signing below I acknowledge that I am authorized to submit this proposal and if awarded a contract, I further acknowledge that the organization will comply with all state and federal funding requirements and guidance as amended and will comply with data and report submission requirements.

Name and title:

Signature

REQUEST FOR PROPOSAL NARRATIVE

Use the following outline as a guide to your narrative (10 page maximum):

1. Please identify which program or programs your organization would like to pursue. **If applying for Program 1, complete the program elements chart below (pages 6-7).**
2. Please describe your organization's experience and history, including providing services to low-income and youth who experience barriers to employment. (15 points)
3. Please describe your proposed services/programs. Please include target population, targeted industry sectors and occupation and how your services/programs will meet the goals as described in the Program Goals section of the solicitation. If applying for Program 2, please identify what supports & services you will make available to participants. (30 points)
4. How will you identify, recruit and support participants during the enrollment/intake process? (15 points)
5. Please identify any other resources you are leveraging to provide wholistic services to participants. Please include any relationships with partners that you will be utilizing and identify if any subcontracts will be required. (10)
6. As described in the Solicitation, Advancing Racial Equity is a strategic priority of Ramsey County. Please describe your organizations commitment to racial equity and how you will serve Black, Indigenous and Other Youth of Color. Also, if applicable, describe how you plan to serve justice-involved youth, foster or former foster youth, and/or youth living in suburban Ramsey County. Make sure to provide evidence that your organization is qualified to provide services catered to the unique needs of the specific groups you plan to serve. (15 points)
7. How will your organization be accountable to the youth and young adults you are serving? Please include how you will determine customer satisfaction, involve youth and young adults as stakeholders in your services and incorporate their feedback and input into the program? (15 points)

BUDGET

Organization/Project Name: _____

Information: All financial transactions, including Overhead Costs, must have supporting documentation. All costs, including overhead, must be necessary and directly linked to the project and within compliance with federal regulations.

Instructions: Please complete the budget(s) for the component that your organization is applying for. Administrative costs may not exceed 10% of total other expenses. In Program 1 budget, all Out-of-School Costs should be at least 60% of total allocation. Additionally, Work Experience Wages/Fringe & Work Experience Staff Costs should be at least 20% of total allocation. Information about cost categories is included below (see page 8 - 9).

Program 1 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
WORK EXPERIENCE WAGE/FRINGE	
In-School Youth Work Experience Wage/Fringe	
Out-of-School Work Experience Wage/Fringe	
Work Experience Total	
WORK EXPERIENCE STAFF COSTS	
In-School Youth Work Experience Staff Cost	
Out-of-School Youth Work Experience Staff Cost	
Work Experience Staff Costs Total:	
DIRECT SERVICES	
In-School Youth Direct Services	
Out-of-School Youth Direct Services	
Direct Services Total:	
SUPPORT SERVICES	
In-School Support Services	
Out-of-School Support Services	
Support Services Total:	
OTHER SERVICES	
In-School Youth Other Services	
Out-of-School Youth Other Services	
Other Services Total:	
BUDGET TOTAL **	

Program 2 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
YOUTH PARTICIPANT WAGE/FRINGE	
Wages/Fringe - Participant	
Youth Participant Wage/Fringe Total	
DIRECT SERVICES TO YOUTH	
Wages/Fringe - Staff	
Overhead: Computer Network, Phone, Printing, Postage	
Program Supplies	
Other: _____	
Direct Services Total	
SUPPORT SERVICES	
Training - Education and training	
Wraparound Services Support	
Client incentives	
Support Services Total:	
BUDGET TOTAL **	

Program 1 - Program Elements

Program Element	Who Provides the Element?	How will the Element be made available? Formal partnership, informal, cross referral, etc.
Tutoring, study skills training, instruction and dropout prevention services		
Alternative secondary school services or dropout recovery services		
Paid and unpaid work experience		
Occupational skill training		
Education offered concurrently with workforce preparation		
Leadership development opportunities		
Supportive services		

Adult mentoring		
Follow-up services		
Comprehensive guidance and counseling		
Financial literacy education		
Entrepreneurial skills training		
Labor market information		
Postsecondary preparation and transition activities		

WIOA YOUTH POLICY

REVISED:	February 17, 2021
TO:	Workforce Solutions (WFS) Staff and Vendor Staff
FROM:	WFS Director
SUBJECT:	Youth 5% Enrollment Window
PURPOSE:	This policy defines how the local Workforce Development Area interprets and implements the “5% window” for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).
POLICY:	Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.
PROCEDURES:	<p>If staff encounter youth who do not meet the income criteria yet need WIOA Youth services and meet the other eligibility criteria, a supervisor/manager will consult with agency planner and together they will evaluate if that person can be enrolled based on the 5% window. Eligible participants must:</p> <ul style="list-style-type: none">• Provide proof of social security number; card must be presented, and copies of the card will be entered into the client file.• Reside in Ramsey County.• Citizenship: Youth must be a legal resident.• Males 18 year of age and older must register for selective services.
EFFECTIVE DATE:	February 17, 2021
CONTACT PERSON:	WFS Youth Planner

WIOA YOUTH POLICY

REVISED: February 25, 2022

TO: WIOA Youth Employment Service Vendors

FROM: Workforce Solutions

SUBJECT: Youth Client Training Policy

PURPOSE: Document guidance for providing training to Youth clients

BACKGROUND: WIOA Youth program allows funding, through two different mechanisms, to provide training to enrolled youth clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful education and employment.

The first funding mechanism is a competitive procurement process. If a training is over a certain amount of money, dictated by the federal regulations, vendors must comply with competitive solicitation rules. Vendor should follow their individual policies for solicitation with federal funds.

The second funding mechanism is Individualized Training Accounts (ITAs). ITAs are a tool to provide additional flexibility in funding training for In School and Out of School youth.

PROCEDURES: If a youth is enrolled in WIOA Youth program and would like to attend occupational or entrepreneurial training, they must, in consultation with their employment counseling staff, document the desire for the training in their Individualized Service Strategy (ISS).

Once the desire to attend training is identified and documented, youth interested in attending training must first complete a training proposal in consultation with their employment guidance counselor. The proposal should compare training institutions, cost, availability/start date, length of training and labor market data related to that specific training. Short term training is supported with a focus on training that results in a credential. The training proposal must be filed in Workforce One EDS.

Once specific training is identified, employment guidance staff must document details of training in ISS and results of training (i.e., completion with credential, completion without credential, never attended, did not complete)

Training services may be provided if the participant:

- is unlikely or unable to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- needs training services to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- has the skills and qualifications to successfully participate in the selected program of training services; **and**
- selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate; **and**

Additionally, a determination should be made whether the participant:

- is unable to obtain grant assistance from other sources to pay the costs of such training, including state-funded training funds or Federal Pell Grants.

Duration: Each participant is allowed to use the total budget of the ITA once within the sequence of their program. If a youth unsuccessfully exits the program and re-enrolls, this eliminates their eligibility for ITA, without supervisor approval.

Eligible Trainings: Training services, when determined appropriate, will be provided through an ITA, when appropriate. The training provider must be listed on the State Eligible Training Provider List (ETPL). If a training is on currently on the ETPL, alert program supervisor and efforts will be made to aid the training provider in getting approval to be on the ETPL. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. WIOA funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupation-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)
- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training service)

- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- Non-credentialed training, which is an organized program or course of study that provides occupation-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: WFS Youth Programs Planner

RELATED DOCUMENTS:

Workforce One Training Activity Guide

[ATTACHMENT 6]

WIOA YOUTH POLICY

REVISED: February 25, 2022

TO: Youth Employment Service Providers

FROM: Workforce Solutions

SUBJECT: Incentives for Youth Programming

PURPOSE: The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.”

BACKGROUND: DOL included the reference to the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie, sporting event tickets, or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, *incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training.* Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcome.

All Incentive cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be locked in an individual folder, and it shall have sections for each support service gift card. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how

many cards are left in each program, and for which businesses or services they can be used.

Workforce One Coding:

The transfer of the Support Service between the EGC and participant shall be case noted using the Subject Line **“Incentive.”** The amount, type of incentive, and goal obtained (reason for the distribution of the incentive), shall all be included in the case note.

The Incentive shall also be recorded under the **Support Service** tab (as there is no Incentive tab in WF1) in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria, and therefore must be specified when distributed to each participant. This policy highlights the specifics of what an incentive is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Support Services Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

WIOA YOUTH POLICY

- REVISED:** February 25, 2022
- TO:** Youth Employment Service Providers
- FROM:** Workforce Solutions
- SUBJECT:** Support Services for Youth Programming
- PURPOSE:** Support services are those services which enable a participant to continue to participate in youth programming activities.
- BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.570 describes support services for youth as defined in WIOA Sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
- Linkages to community services
 - Assistance with transportation
 - Assistance with childcare and dependent care
 - Assistance with housing
 - Needs-related payments
 - Assistance with educational testing
 - Reasonable accommodations for youth with disabilities
 - Legal aid services
 - Referrals to health care
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
 - Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
 - Payments and fees for employment and training related applications, tests, and certifications
- PROCEDURES:** Youth vendors will utilize support services to encourage and help youth to stay on track with their program activities in order to reach their specific goals and obtain positive outcomes. Support Services will be provided to youth who are in compliance with their employment staff and have shown positive progress at achieving their program goals.

Youth may receive support services if all eligibility documents are in their file, the staff approves, and the staff obtains the approval of the program supervisor. Support Services are **not to exceed \$1,000.00 per calendar year per participant.**

All Support Service cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be kept in an individual folder, and it shall have sections for bus cards, gas cards, Target cards, Sears cards, etc. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

Every youth vendor should have their own individualized procedure for safeguarding and tracking support services. Any gift cards provided to participants should be considered and protected as cash. Additionally, vendor cannot request reimbursement for support services until the services (gift cards) are distributed/provided to participants.

Workforce One (WF1) Coding:

The transfer of the Support Service between the staff and participant shall be case noted using the Subject Line **“Support Service.”** The amount, type of support service, and the need/reason for the support service, shall all be included in the case note.

The Support Service shall also be recorded under the **Support Service** tab in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria and therefore must be specified when distributed to each participant. This policy highlights the specifics of what a Support Service is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Incentives Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

WIOA YOUTH POLICY

DATED ISSUED: February 28, 2022

TO: Youth Employment Service Vendors

FROM: Workforce Solutions (WFS)

SUBJECT: Participant Stipends

BACKGROUND: In WIOA Youth programs, there are times which it may be appropriate for participants to be compensated for training time, even when they are not engaging in a formal paid work experience, that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend, rather than with compensation through vendor's payroll system.

PURPOSE: The purpose of this policy is to provide guidance to vendors & their staff on how to administer stipends to youth participants.

POLICY: Stipends may be offered to participants to fairly compensate for their time engaging in approved classroom training, on-the-job training, occupational training or other training activities. The decision to offer stipends for a specific training program will must be approved by WFS staff prior to initiation of recruiting of participants for the program and will be formally incorporated into that specific program model. When approved, a stipend amount will be pre-determined and will be the same for all participants who complete training program. Stipends are considered taxable income to program participants. Participants will be notified of IRS implications.

PROCESS: In the planning of any training programs, vendors, in consultations with WFS, will determine if a stipend for participants is appropriate. If appropriate, vendor will determine the amount of the stipend, the payment structure (lump sum or multiple payments) for the specific program and obtain applicable approvals from relevant Local, State or Federal Agencies.

For any events when a participant will be receiving a stipend, vendor organization will:

- Ensure that the use of stipend is detailed in the participant's Individualized Service Strategy (ISS)

- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipend is income, and they will need to consider this in regard to their personal income taxes

EFFECTIVE DATE: February 28, 2022

CONTACT PERSON: WFS Youth Planner