

**Minneapolis Employment and Training Program (METP)
2010 Year-Round Workforce Investment Act (WIA) Youth Program**

RFP Questions and Answers

Q: Does the agency staff need to currently hold a GCDF or can we hire a staff with the certification if the grant is awarded?

A: If an agency youth case manager does not have a GCDF certificate or a provisional GCDF certificate that is in active status, one option would be to have someone else who is certified within your agency review and sign off on Individual Service Strategies (ISS). For example, if an adult program case manager at your site is GCDF certified, he/she could legitimately review and sign off on your youth ISS's. If your agency does not have any in-house staff that are GCDF certified, your agency could hire a new staff person that is GCDF certified.

Q: If the agency staff do not currently hold a GCDF, will that negatively affect the rating of the proposal?

A: No. If your agency does not have in-house staff that are GCDF certified, or new staff is not GCDF certified, METP wouldn't want that to preclude you from applying. In this scenario, METP's Teresa Harrold holds an active GCDF certificate and would sign off on your agency ISS's until arrangements have been made for your youth staff to take the GCDF class. METP would expect an agency to enroll their youth staff in the GCDF class as soon as possible.

Q: Is there a specific list of "objective assessment tools" that are approved (or suggested) by the City of Minneapolis, or can the agency use a self-developed tool or a tool that has proven useful in their work?

A: No, METP does not have an approved or suggested list of objective assessment tools. For further information regarding the objective assessment, visit The Department of Employment and Economic Development (DEED) Youth Administrative Manual, Chapter 6 at:
http://www.positivelyminnesota.com/Programs_Services/Youth_Services/Administrative_Policy_Information/WIA_YthAdmin-Full.pdf

Q: Is there a specific list of work readiness curricula that are approved (or suggested) by the City of Minneapolis, or can the agency use a self-developed curricula or a curricula that has proven useful in their work?

A: No, there is not a specific list of work readiness curricula that is approved by METP. Each youth service provider develops their own work readiness curriculum for their participants. See the Work Readiness Skills Goal definition on page 101 of the DEED Youth Administrative Manual at:

http://www.positivelyminnesota.com/Programs_Services/Youth_Services/Administrative_Policy_Information/WIA_YthAdmin-Full.pdf

The following METP WIA Youth Program Forms link also provides information on work readiness tasks/items: <http://www.ci.minneapolis.mn.us/cped/youth-forms.asp>.

Q: Is there a specific list of "literacy & numeracy assessment tools" that are approved (or suggested) by the City of Minneapolis, or a tool that has proven useful in their work (i.e. TABE)?

A: Beginning July 1, 2009, METP WIA Youth Providers administer the Test of Adult Basic Education (TABE) to all participants whose native language is English. METP WIA youth providers administer the Comprehensive Adult Student Assessment Systems (CASAS) to English Language Learners (ELL).

Q. Our agency plans to enhance our relationship with various AmeriCorps programs. If we propose to work with a certain percentage of older youth that we exit into AmeriCorps programs, how will this impact (positive or negative) our performance percentages under WIA since AmeriCorps is considered subsidized employment?

A. The main exit types for WIA older youth are: Entered Unsubsidized Employment, Entered Advanced Training, or Entered Post-Secondary Training. Since AmeriCorps doesn't fall under one of these exit types, this approach would have a negative impact on performance measures, unless the participant was also working in part-time in unsubsidized employment.