

2009

**Local Unified Plan
UPDATE**

For Minnesota's

**INTEGRATED LOCAL
WORKFORCE INVESTMENT SYSTEM**

Program Year 2009

**– Submitted by –
Workforce Investment Board**

Name: City of Minneapolis – WSA10

Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *PY-2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY-2009 LUP UPDATE covers the time period of July 1, 2009 to June 30, 2010. WIBs are required to submit an annual LUP to the Minnesota Department of Employment and Economic Development (DEED) in order for their Workforce Service Area (WSA) to receive funding under the Workforce Investment Act (WIA) and the State Dislocated Worker program.

The PY-2009 LUP UPDATE guidance is composed of three sections:

- **Section A: “Regional Strategies.”** DEED will use this section to benchmark the WIB's engagement in regional economic development strategies, as well as how the WIB conducts business beyond the narrow focus of WIA programs.
- **Section B: “Program Operations.”** This section collects information required by law in order for WIBs to receive their base funding.
- **Section C: “System Operations and Attachments.”** This section includes information needed to ensure that the local workforce delivery systems meets certain legal requirements as well as complies with agreements between DEED and Workforce Service Areas (WSAs). This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

Please note: While a provision for 'no change from last year' was not provided as an option for responses, if there are truly no changes from last year for a particular response, feel free to 'cut and paste' your response from the PY-2008 LUP. Sections of your PY-2009 response may be used for other purposes and your local plans will be posted on the web as is, so any responses with 'no change from last year' may not provide appropriate information or confuse readers.

2009 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 15, 2009 (1)
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to: Kyle.Temme@state.mn.us and;
 2. Mail one (1) hard copy of the Certification and Assurances which includes a signature page with original signatures to:

*Kyle Temme
Minnesota Department of Employment and Economic Development
Workforce Development Division – Location #036
1st National Bank Building
332 Minnesota Street – Suite E200
St. Paul, MN 55101-1351*

¹ If you cannot make the May 15, 2009 deadline, provide information on why an extension is needed and the duration of the requested extension to Peggie Hicks at Peggie.Hicks@state.mn.us or 651-259-7577. PY-2009 LUP UPDATE extension requests must be received by May 15, 2009 to be considered for approval.

Planning Timetable Estimates

February 4, 2009:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 11, 2009:	Deadline for receipt of comments.
February 18, 2009:	Issuance of final LUP Guidelines.
April, 2009:	WIA and Wagner-Peyser Allocations issued to States.
April, 2009:	WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries).
May 15, 2009:	2009 LUP UPDATEs are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period.
June 15, 2009:	End of 30 Day Public Comment Period.
Week of June 15-19, 2009:	Approval of Local Plans.
July 1, 2009:	Beginning of PY-2009.

List of Acronyms used:

DW – Dislocated Worker Program
DVOP – Disabled Veterans Outreach Program
FSET – Food Support Employment & Training Program
ISP – Independent Service Provider
LUP – Local Unified Plan
LVER – Local Veterans Employment Representative
MFIP/TANF – Minnesota Family Investment Program/ Temporary Assistance for Needy Families
MYP – Minnesota Youth Program
RS – Rehabilitation Services
SCSEP – Senior Community Service Employment Program
SSB – State Services for the Blind
WIA – Workforce Investment Act
WIB – Workforce Investment Board
WP – Wagner-Peyser
WSA – Workforce Service Area

Section A: Regional Strategies

One of the state's strategies for 2007-2010 is to invest in WIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the WIB's engagement in regional development strategies, as well as how the WIB conducts business beyond the narrow focus of employment programs. DEED will use this information for guidance on allocating special grants and discretionary and incentive funds.

The response to questions A.-1. thru A.-4. must be limited to no more than 9 pages, not including attachments.

1. How does the WIB identify and analyze regional economies?

The Workforce Investment Board (WIB) uses several sources of data to analyze our regional economy and also completes analysis at several levels. For the last several years, as part of the Twin Cities Greater Metropolitan Workforce Council (GMWC), we have considered our region to include eighteen counties including seven local Workforce Service Areas (Anoka, Dakota-Scott, Hennepin-Carver, City of Minneapolis, Ramsey, Washington, and Central Minnesota). Practically, we focus attention on an eleven-county region, adding Wright, Sherburne, Isanti, and Chisago counties. As appropriate, we also engage other surrounding counties to the west and north which are part of the Central Minnesota WIB as well as colleagues in western Wisconsin with whom we also share a labor market.

Each of the metropolitan region's Workforce Investment Boards typically undertakes analysis on three levels:

- a) Working cooperatively through the Greater Metropolitan Workforce Council (GMWC), the WIB participates in a biennial analysis of the regional economy that is completed by the GMWC and accompanied by an action agenda for regional stakeholders. In September 2008, the analysis was published as the Regional Agenda for Prosperity, identifying key industry drivers for our regional economy and suggesting three tangible action steps to strengthen our regional economic vitality.
- b) In addition to our cooperative regional analysis, the WIB also looks carefully at our own specific workforce service area, using data from our local county/city sources. The individual WSA data typically mirrors the metropolitan data; and, sometimes highlights pockets of activity in which we have particular strengths or needs to address.
- c) Finally, in response to the "market intelligence" of our local business and elected officials, the WIB may undertake analysis of a specific population or neighborhood within our localities that require attention. Parallel to efforts that address major industry drivers (e.g., healthcare); and, those addressing significant local assets or priorities, the WIB may pursue analysis and action at 'micro' level that meets an identified local need.

How is this information used to identify the key industries and demand occupations within your WSA?

Key industries and demand occupations are identified from a combination of the following sources:

1. Location quotient analyses for individual metro counties and the combined region

2. US Bureau of Labor Statistics Current Employment Statistics data
3. MN DEED Job Vacancy Survey data
4. US Bureau of Labor Statistics Employment Outlook projections
5. MN DEED Occupations in Demand analysis
6. other sources including the Metropolitan Council, industry association data, Jobs Now Coalition, etc.

The WIB reviews these data sources through analysis prepared by DEED regional labor market analysts, WIB staff, and contracted staff supporting the Twin Cities Greater Metropolitan Workforce Council (GMWC). This review is done in presentations and discussion among WSA staff and at WIB meetings with members.

Using the information reviewed, WIB members – with the input of staff and other stakeholders – agree upon the key industries and demand occupations for the WSA.

How is this information incorporated into your service delivery strategies?

The WIB uses key industry and demand occupations in several ways:

- a) Service priorities are established within WIA programs that encourage jobseekers to explore key industries and demand occupations;
- b) WIB business outreach efforts, in concert with DEED Business Service staff and area college business outreach staff, are focused on industries or occupations that the WIB has identified as priorities.
- c) Initiatives are created in response to these identified priorities with WIB member.

2. In a separate attachment, based on your analysis of regional economies, please provide a list of the key industries in your WSA.

3. Provide the following information for each regional development initiative that the WIB is involved in:

a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

SEE ATTACHED "INITIATIVE SUMMARY"

b) Identify key players/partners and define their roles, including the role of the WIB.

SEE ATTACHED "INITIATIVE SUMMARY"

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

SEE ATTACHED "INITIATIVE SUMMARY"

4. If applicable, Complete **Attachment C**, "Workforce Investment Board Subcommittee List".

Section B: Program Operations

This section collects information required by “WIA Law, Section §118: Local Plan” in order for WIBs to receive their base funding.

WIA Law reference: (Section §118)

(a) IN GENERAL. – Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to this title as the “local plan”), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.

(b) CONTENTS. – The local plan shall include –

(b)(1) an identification of –

- (A) the workforce investment needs of businesses, job-seekers, and workers in the local area;
- (B) the current and projected employment opportunities in the local area; and
- (C) the job skills necessary to obtain such employment opportunities;

The response to questions B.-1. thru B.-3. must be limited to no more than 5 pages.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local:

a) Businesses.

Minneapolis is the largest city in Minnesota and serves as the center for finance, industry, trade and transportation for the Upper Midwest of the United States. Minneapolis is a developed city with 22 lakes and 182 City parks, one acre of parkland for 60 residents.

Minneapolis has a strong and highly diverse business foundation of companies. Seven Fortune 100 Companies have their headquarters within the City. The City is home to several major financial institutions and with seven hospitals and the University of Minnesota’s medical school, Minneapolis is a nationally known medical center with many spin-off companies that produce high technology medical products.

Workforce Investment needs include these critical elements:

- a. Increased skills for entry level workforce.
- b. Continued use of federal tax credit for employment of qualified workers.
- c. Increased limited English proficiency training for immigrant workers.
- d. Continued development of transit services that provide workers with affordable transportation to and from work.
- e. Increased accelerated depreciation on capital equipment for business modernization and expansion.
- f. Access to incumbent training funds.

b) Job-seekers.

Minneapolis has seen a steady increase of racial and ethnic diversity in its population since the 1950’s when the city was 1.6% non-white to 2006 when the City was 36% non-white. While its Scandinavian and European roots are still evident, Minneapolis has the largest urban population of Native Americans in the country and large minority groups of Black/African American at 18.5 percent, and Hispanics at 10 percent of the total population.

The City’s population is also growing because of new residents from Mexico and Latin

America. Asia and Somalia, Ethiopia and other African countries. On average these new residents are younger than the existing population, have higher birth rates and communicate in over 90 languages.

Job seekers are often products of a K-12 public education system that suffers from declining enrollment and competition from suburban, private and charter schools. Taken as a whole, they have less income and job readiness skills than suburban or greater Minnesota job seekers. The perception of public safety is a serious barrier to increased business activity. Minneapolis faces competition from suburban and exurban areas for business development.

Job seekers needs include these critical programs and services:

- a. Increased access to transit and mobility to job sites.
- b. Continued training in job soft skills.
- c. Increased training in computer and technical skills.
- d. Increased access to affordable health care services and affordable housing opportunities.
- e. Continued and increased youth employment opportunities so that career preferences can be discovered and enhanced.
- f. Increased access to day care services.
- g. Increased and concentrated services for job seekers returning from prison.
- h. Counseling for job seekers with spouses or family members that are currently incarcerated.
- i. Increased availability of living wage jobs (2008 Living Wage is \$13.25 per hour).
- j. Follow-up counseling to ensure retention of new job holders.
- k. Specific and targeted Limited English Proficiency training for newly arrived immigrants and children of first generation immigrants.

c) Workers.

Minneapolis is part of the Minneapolis/St. Paul Metropolitan Statistical Area (MSA) and draws its workforce from throughout the larger metropolitan area. Employment has fluctuated in recent years resulting from national and economic conditions largely beyond the city's control, such as globalization, the dot.com bust, and the post 9/11 national recession. In 2007, Minneapolis gained jobs at a faster rate than either the metropolitan area or state.

Recent data suggests that the City is keeping pace with regional and national trends, expanding its labor force and tracking below the national unemployment rate. Recent Metropolitan Council forecasts suggest the City is entering a growth phase where employment is projected to increase to 317,000 jobs by 2010 and 346,000 jobs by 2030.

There were nearly 292,184 jobs in the 2007 Minneapolis Workforce. The largest sectors of that workforce were health care and social assistance at 16% of the labor force, professional/ technical services at 11%, and finance/insurance and educational service at 10% each.

The Minneapolis workforce contributes to the reputation that Minnesota has for a high labor force participation rate. In 2006, 73.5% of the working-age population was employed. That was the highest in the nation. Its unemployment rate is lower than the State's and just slightly higher to the greater 7-County Metro Area. (The unemployment gap between Minneapolis and its suburbs has closed in recent years

and eliminated briefly during the first quarters of 2006 and 2007.)

The Minneapolis workforce is younger than both the 7-County Metro Area and State's workforces. However, Minneapolis faces the same jump in workers turning age 62 that the State does. Beginning in 2008 Minnesota will see a 30 percent jump in workers that turn that age. Because competition for the future workforce will increase, migration of new workers to our city will be an increasingly important counter point to the slowing of our present workforce.

Given this environment and conditions, the Minneapolis workforce needs include:

- a. Increase access to affordable health care and housing.
- b. Continued customized Limited English Proficiency services to newly hired workers.
- c. Increase skill levels for entry level workers that will allow them to successfully compete in the 21st Century workforce.
- d. Increased access to transit services.
- e. Lower costs for basic necessities such as financial services, cars, and mortgages.
- f. Increased and continued access to daycare services.
- g. Continued youth mentorship and internship programs.
- h. Renewed emphasis and application of incumbent training funds to increase technical skills.
- i. Increased opportunity to earn the area's living wage of \$13.25 per hour.
- j. Training that increases workers knowledge of and proficiency with digital technology.
- k. Increased succession planning to meet the oncoming wave of retirements in the next few years.
- l. Increased and continued services for workers recently release from prison.
- m. Services for workers with a family member or spouse that is currently incarcerated.

2. Describe the current and projected employment opportunities in your local area.

Current employment opportunities in the Twin Cities regional economy:

- Health care occupations, including registered nurses, home health aides, nursing aides and orderlies, licensed practical nurses, medical assistants, and physical therapists
- Professional and technical service occupations, including accountants and auditors, paralegals, management analysts, computer system analysts, network systems and data communications analysts, market research analysts, and industrial engineers, and marketing managers
- Customer service and sales occupations, including customer service representatives, sales representatives (wholesale, manufacturing, and services), sales managers
- Financial occupations, including tellers, financial managers, and financial analysts

DEED projects 175,310 new jobs will be added to the Twin Cities regional economy between 2006 and 2016, a 9.9% employment growth rate. In total, the number of job openings anticipated due to industry growth and net replacement demand is 587,200 between 2006 and 2016.

The following industry sectors are projected to add the most new jobs between 2006

and 2016 in the Twin Cities:

- Education and health services – 65,100 jobs
- Professional and business services – 49,740 jobs
- Leisure and hospitality –20,620 jobs
- Financial activities – 17,880 jobs

The following occupational sectors are projected to add the most new jobs between 2006 and 2016 in the Twin Cities:

- Business and financial operations – 18,890 jobs
- Personal care and service – 16,220 jobs
- Food preparation and service related – 16,130 jobs
- Computer and mathematical – 15,830 jobs
- Health care practitioners and technical – 15,640 jobs

3. Describe the job skills necessary to obtain such employment opportunities.

The skills areas projected to be most utilized by future occupations are:

- Reading comprehension
- Active listening
- Speaking
- Writing
- Active learning
- Coordination
- Monitoring
- Instructing
- Critical thinking

Knowledge areas projected to be most utilized by future occupations are:

- Customer service
- Mathematics
- Clerical
- Education/training
- English
- Sales/marketing
- Psychology
- Computers/electronics
- Administration/management

Law reference:

(b)(2) a description of the one-stop delivery system to be established or designated in the local area, including –

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

The response to questions B.-4. thru B.-7. must be limited to no more than 1 page per question.

4. How does the WIB ensure the continuous improvement of its providers of WIA Title I-B?

WSA #10 addresses the issue of continuous improvement for Adult and Dislocated Worker providers on multiple fronts:

- The WSA's Dislocated Worker Task Force Committee meets on a quarterly basis to coordinate services and to facilitate discussion between service providers. This group is made up of members of the City of Minneapolis Workforce Council Dislocated Worker Committee, Minneapolis Employment and Training Program (METP) staff, and the non-profits that provide the service delivery. These open forums keep the members of the Minneapolis Workforce Council fully informed and engaged with the service providers; they also provide an opportunity to share updates, technical assistance, and best practices.
- METP vendors are graded quarterly on their success at placing and retaining clients in full time permanent employment. (Refer to Section B, question 19 for a detailed description of the evaluation process). The amount each vendor is awarded in a contract with METP is related to the grade the agency receives at the end of a funding cycle. This method of linking the level of funding to actual performance encourages vendors to implement job placement and retention services to the best of their abilities.
- At least annually, METP staff monitor all service providers. The visit includes a review of sample files to determine that each contracted service provider is delivering their services according to the policies and regulations set forth by City, State, and Federal guidelines.
- METP's Adult and Dislocated Worker program staff have created manuals for each program area for service provider staff. These manuals are updated annually and changes are covered in a face-to-face annual meeting. METP staff also provides on-going technical assistance via email, phone and in-person.
- METP's Adult Programs also use a performance-based contracting method; the amount the vendor is paid is earned by placing clients into employment and providing job retention services. Service providers are reimbursed for job placement and after 90, 183, and 275 days. Follow-up with the client after 365 days is required and documented in the case notes.
- All WSA and service provider staff that perform assessment and create employment plans for METP must be a certified Global Career Development Facilitator (GCDF). Continuing education is required to maintain current GCDF certification. From the GCDF website: "...GCDFs must demonstrate that they engage in continuing education activities to remain abreast of current information in the career development field".

5. List the continuous improvement activities in which your local providers participated in PY 2007-2008. (i.e., Demand Driven Training, Microeconomics of Competitiveness Training, Sector Academies, Resource Area Advisory Team, etc.)

WSA #10 and service provider staff from the Adult and Dislocated Worker programs participated in the following:

- National Association of Social Workers Conference
- Ex-offender workshop
- E-Folio training
- U of M Power of Education - Continuing Education
- Financial Health training
- Cultural Diversity (Native American, Somali, and Islam)
- Vulnerable Adults Act

- Community Safety
- Re-Entry programming for Ex-Offenders
- Cultural competency trainings through Neighborhood House
- Emotional Intelligence training
- Implementation of a Comprehensive Service Delivery Model
- CPR/1st Aid training
- MN Saves Building Prosperity through Self Employment workshop
- Global Career Development Facilitator (GCDF) Certification training
- Disability Awareness
- Manufacturing Industry Labor Market Info
- Healthcare Industry Labor Market Info
- MNCIS Training
- How to Work with a Recruiter
- Working on Purpose
- Practical Concepts in Resolving Conflicts
- Planning for an Aging WorkForce
- Presentation Skills
- LinkedIn
- Employment Law
- Unemployment Insurance
- Keeping Clients "up" in a Down Market
- Time Management
- Labor Market Training
- Project Gate II Entrepreneur Training
- Anti Harassment/Discrimination
- StrengthFinders
- DEED Job Seeker Counselor Conference
- Adult/Dislocated Worker Roundtable
- MCDA conference: Finding Opportunity in Times of Transition
- MCDA conference: Entrepreneurship: A Primer for Career Counselors
- LeadWorker: Coaching & Feedback Training
- Building the Leader within You
- Tech Skills
- Multicultural Panel Discussion: Challenges faced by African, Native American, Hmong and Hispanic Participants
- Accent Modification
- Dale Carnegie Networking
- Muslim Culture
- US Census Bureau
- Six Sigma Training Information
- How to Stop Worrying and Start Living

6. Provide a list of planned continuous improvement activities for PY 2009 in which your local providers will participate.

- Adult/Dislocated Worker Roundtable
- Excel training
- Social Worker Conference
- Working with Ex-offenders
- Global Career Development Facilitator (GCDF) Certification training

- Mandatory Reporting
- Resume
- Case Management
- Job Search over 40: curriculum, understanding the needs, development of resources
- Conflict Management
- Having Crucial/Critical Conversations,
- High Level Time Management/Organization
- Doing More with Less
- More workshops on the Aging WorkForce,
- New Job Trends Developing from Current Economy
- Self Employment Trends in Economy
- Stressful Times- Care for Counselor
- Hearing What's Not Being Said
- Research skills
- Running Effective and Efficient Meetings
- Reading Non-Verbal Communication
- StrengthFinders
- MN Career Development Association Conference
- CPAD (Career Professionals and Adult Development) monthly meetings
- Powerpoint
- WorkKeys
- Labor Market Information
- Green Economy
- Twin City Entrepreneurs
- Green Jobs
- DEED Job Seeker Counselor Conference
- How to handle Grief and Stress in Participants

7. How has the WIB's role changed to ensure that the local workforce system meets the needs of employers and participants?

The Minneapolis Workforce Council provides strategic guidance for the broad partnerships that make up the local workforce development system – a “one-stop” service delivery system for area jobseekers and employers. The collective goal is to build a workforce with the skills employers seek, in order to help strengthen and maintain the area's economy. Employers benefit by hiring workers with the skills they need for business success; workers benefit by achieving and maintaining economic self-sufficiency for themselves and their families.

A primary responsibility of the Workforce Council is guidance and oversight of employment and training programs administered by the City of Minneapolis. These programs are supported by a variety of funding sources including the Workforce Investment Act (WIA) – the Federal law that mandates and empowers Workforce Councils in each jurisdiction in the country that receives WIA funds. Under this law, the Council has equal decision-making ability with the Mayor and City Council on how WIA employment and training programs operate in the City. In Minneapolis, the purview of the Workforce Council has expanded to include all employment and training programs funded by the City as well as coordination with other partner agencies that make up the broader local workforce development system.

The current annual budget for employment and training programs directly operated by

the City is about \$10 million; partner resources under other local control or state control add several million more dollars to coordinated local efforts on workforce development.

The Minneapolis Workforce Council is made up of nineteen individuals appointed by the Mayor. Members serve two-year terms that are staggered to provide continuity. Council members are leaders and key decision-makers within their organizations and/or the community. They include business owners and executives as well as agency and program directors. They are people with the knowledge, influence, and interest to envision, guide, and support positive action and outcomes.

Federal law mandates that a majority of the Council members be private sector representatives, and that the Chair also be selected from the private sector. The private sector seats deliberately include both large and small employers. The remainder of the Council's members represent other key stakeholders in the workforce development arena, including education, labor, community agencies, economic development, public assistance, rehabilitation services, and public employment services.

The Minneapolis Employment and Training Program (METP) is a program of the City's Community Planning and Economic Development Department (CPED). CPED combines employment, training, planning, economic development and housing into one City agency. It is very nearly unique in the State because of its ability to buy land, induce development through business finance and also provide trained workers for both construction and the complete project. During 2007 and 2008, METP engaged developers and construction firms in workforce employment agreements. They encourage neighborhood hiring in the zip codes surrounding construction projects. They invite the developer and contractor to provide outreach to Minneapolis public schools. And they stress minority and women participation in contracting and construction workforce. METP considers Workforce Employment Plans to be a best practice.

METP administers employment and training programs under the direction of the Mayor, City Council, and Workforce Council. METP also staffs the Workforce Council. City programs under the oversight of the Workforce Council include services for low-income adults, dislocated workers, welfare recipients, and youth. On an annual basis, about 19,000 people receive services aimed at securing and retaining employment and economic self-sufficiency. For every person placed and retained in employment there is an employer who has acquired an employee who meets their needs and enhances their economic stability and growth. In Minneapolis, these services are delivered to job seekers and employers by about 20 community-based organizations which have been competitively evaluated and selected based on their ability to effectively serve target groups and achieve employment-related outcomes, including both placement and support for retention in employment.

The Workforce Council currently meets five times a year (on the third Tuesday of the month starting in September). The meetings start at 7:30 a.m. and conclude by 9:00 a.m. A sixth meeting occurs in the summer when the Council visits youth at work in the Summer Youth Program. There are three standing committees (Dislocated Worker, Adult and Youth) that do much of the work of the Council. Each member of the Council is asked to serve on one standing committee. METP supplies staff support for these committees.

The Workforce Council Chair develops the meeting agendas and conducts the

meetings. The Chair also establishes committees of the Council. The Chair is selected by the Mayor.

8. Refer to *Section C* of this document for MOU requirement.

Law reference:

(b)(3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

9. **(PENDING – TBD)** Refer to **Attachment A**, “Performance Standards” for state and local figures.

10. What percentage of the participants will be in training (not pre-vocational services) programs that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A? (Note: There is a recommended state benchmark level of 60 percent.)

The WSA will adopt the state's recommended benchmark of directing 60% of our WIA Dislocated Worker clients who receive training into training programs (except short-term, pre-vocational training) that prepare job seekers for high-growth, high-wage industries, demand driven occupations, and/or career laddering occupations.

The WSA will target 100% of our WIA Adult program training dollars to prepare workers for employment in the one of six demand industries. These industries were identified in 2005 as a shift towards a demand driven system was formalized through the PI/WC. A Labor Market Analyst for DEED analyzed the local labor market data and determined which areas should be targeted in a demand driven system. The industries are:

- Healthcare
- Finance and Insurance
- Professional and Technical
- Transportation
- High-Tech Manufacturing
- Construction

Construction was added by the Minneapolis Workforce Council due to a number of large, local projects that include two stadiums, two children's hospitals and Coloplast.

Law reference:

(b)(4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

11. No response will be needed at this time. Forms required for Budget, Participant Information, and Activity Summaries for WIA Title I-B Adult and Dislocated Worker, and State Dislocated Worker programs will be forwarded when the final allocations are released. The applicable approved grant application and budgets will be attached to the Notice of Funds Available (NFA), which then becomes part of the Master Agreement with DEED.

Law reference:

(b)(5) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

The response to questions B.-12. thru B.-14. must be limited to no more than 2 pages.

12. How does the WIB coordinate its workforce investment activities with the state’s Rapid Response office?

If a mass layoff/plant closing is announced or if a Worker Adjustment and Retraining Notification (WARN) is issued, the State Rapid Response Team (RRT) is the entity that takes the lead. If WSA staff become aware of a substantial layoff or plant closing in the area, state staff are informed so that they can investigate. Local Elected Officials and WSA staff who may have company contacts share their network with the RRT to facilitate employer contacts and garner cooperation.

When a large layoff event results in a competition among all eligible service providers of Dislocated Worker services, the WSA decides based on the particular details of each event whether to join the competition with sub-contractors as partners or release local service providers to apply on their own. If a competition is developed, the WSA is bound to the policies that apply to project competition designed by the state. The extent to which the WSA is involved is largely dictated and delimited by the established procedures that govern the competitive process.

In the case of smaller layoffs or situations where competition for a project is not developed, the WSA is allowed to play a larger role. Staff from the WSA and/or local Dislocated Worker service providers meet in-person, on-site with affected workers whenever possible; the WSA coordinates with the RRT if they are involved. Information about local resources and services is shared with the workers.

13. (New Question) How will your local area work with DEED in calling in and conducting orientation sessions to people who are permanently unemployed?

WSA #10 works in close partnership with Minneapolis’ Workforce Center Site Manager, Kathy Carney. We share a common goal of creating the most effective system to provide both information and access to appropriate services to as many unemployed customers in our WSA as possible. As part of our collaborative efforts, Dislocated Worker staff from WSA #10 recently participated in the interviewing process to hire Reemployment Assistance Representatives and Workforce Development Representatives for the North and South Minneapolis Workforce Centers. To manage the orientation process and to ensure maximum effectiveness, a basic plan has been developed that describes the process for customers and that assigns responsibilities for staff. This plan is a working document that will evolve as part of our effort to continuously improve our process and outcomes.

Universal customers, who walk into the center, proceed through an intake process that has been recently improved. The general public is invited to a Workforce Center Orientation which occurs four times daily. This information session is used to acquaint universal customers with the resources and services available at the center. Information about the center’s programs including WSA #10’s Adult and Dislocated Worker Programs are presented. The customers are also asked to fill out an Universal Application form that identifies their need for services and helps to match them with appropriate programs and resources. Customers may elect to continue their self-directed job search or to register for a two-week series of job search training

workshops called Employment Ready U (ERU). ERU offers eight training sessions designed to prepare the job seeker to conduct an effective job search. The series includes Creative Job Search, Networking, two days each of Resume and Interview preparation, Money Talks (asset management during and after the job search) and Stand Where You Land (job retention).

Unemployment Insurance claimants follow a similar process. Currently, claimants are being profiled for their likelihood of exhausting unemployment insurance and those considered most at risk are called in to the center by Unemployment Insurance staff to a mandatory orientation. The remaining pool of claimants will now be contacted by the Workforce Center staff to come in for a similar orientation session. This group of claimants may be organized according to one or more relevant demographic characteristics depending on what makes sense as the process evolves. Reemployment Assistance Representatives and Workforce Development Representatives will conduct these parallel orientation sessions. WSA #10 coordinates with the Workforce Center to ensure that other program partners, in addition to DEED, staff these orientation sessions so that no one provider is overloaded with clients and that the service delivery process is seamless to the customer.

All UI customers, whether profiled or not, who are called into the center will receive the information that is provided to universal customers in the Workforce Center Orientation sessions (described above). Clients electing to receive Dislocated Worker services at the center will receive expedited enrollment in one of the center's ERU training series. Clients who choose one of WSA #10's other service providers have access to that vendor's workshops and enroll with that provider.

14. Who is the WIB's rapid response liaison for mass layoffs?

Name: Catherine Christian
 Title: Dislocated Worker Program Coordinator
 Phone: (612) 673-6230
 TTY: (612) 673-2157
 E-mail: Catherine.Christian@ci.minneapolis.mn.us

Name: (1st Alternate) Savi Samaroo
 Title: Family Support Specialist II – Dislocated Worker Program
 Phone: (612) 673-6229
 TTY: (612) 673-2157
 E-mail: Savi.Samaroo@ci.minneapolis.mn.us

Name: (2nd Alternate) Deb Bahr-Helgen
 Title: Director, METP
 Phone: (612) 673-6226
 TTY: (612) 673-2157
 E-mail: Deb.Bahr.Helgen@ci.minneapolis.mn.us

Law reference:

(b)(6) a description and assessment of the type and availability of youth activities in the local area,

including an identification of successful providers of such activities;

15. Youth planning is a separate process and is not required with this submittal process.

Law reference:

(b)(7) a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

The response to question B.-16. must be limited to no more than 1 page.

16. Provide a description of the process used by the local board to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

The Minneapolis Workforce Council provides opportunity for public comment through posting the Local Unified Plan and its supporting materials on the Minneapolis Employment and Training Program website at <http://www.ci.minneapolis.mn.us/cped/metp.asp>. Responses can be sent via e-mail to board staff.

Law reference:

(b)(8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(9);

17. Who is the entity responsible for the disbursement of grant funds?

Name: Deb Bahr-Helgen
 Address: Director, METP
 Phone: 612 673-6226
 TTY: 612 673-2157

18. Within the entity, who has authority to sign local plans, and who has authority to sign WIA Master Agreements?

Name: Deb Bahr-Helgen
 Title: Director, METP
 Phone: 612 673-6226
 TTY: 612 673-2157
 E-mail: Deb.bahr.helgen@ci.minneapolis.mn.us

Law reference:

(b)(9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

The response to question B.-19. must be limited to no more than 2 pages.

19. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

Every five years, the Minneapolis Employment and Training Program issues Requests For Proposals (RFP) and, under a competitive solicitation, selects potential vendors to deliver employment and training services. A Master Contract list is created that defines the universe of eligible providers for a specific time period. The open competition for this RFP is advertised on the METP website; former Master Contract vendors are also alerted to check the website for the upcoming RFP. The vendor requirements are determined by the Minneapolis Workforce Council. Some of the proposal questions used in the last process included:

- Describe your agency's experience in providing the service(s). Describe background and experience demonstrating ability to provide required services.
- What is the volume of service or the number of people you provided this service to during the last program year?
- Why should the City consider your organization as a service provider?

Historically, the Minneapolis Workforce Council has also been very interested in issues such as living wages, benefits, and long term retention for clients served in our programs.

The responses to the RFP are systematically reviewed by neutral parties and ranked. The criteria used to evaluate the proposals includes:

- Quality, thoroughness and clarity of proposal.
- How well the scope of services offered meet department objectives.
- Financial responsibility and capacity of company.
- Organization and management approach and involvement for a successful project.
- Insurance coverage as appropriate for the services.

Staff then make recommendations to the Minneapolis Workforce Council and the Minneapolis City Council on which agencies should be awarded contracts. Agencies that are selected are placed on a "Master Contract" list that is updated every five years. When WIA and other funding opportunities become available, a funding-specific RFP is issued to vendors who have met the requirements to be placed on METP's Master Contract list. The current list became effective January 1, 2006 and remains in force until December 31, 2010.

Accountability measures are built into each contract. Each contract contains very specific outcome measures. All vendors are required to collect data in the Management Information System (MIS) so that METP staff can evaluate their performance against the desired outcomes. The information is then used to test compliance with the contract outcome measures. Information collected in the MIS is randomly verified for accuracy.

METP also takes action on performance data. Vendors are formally reviewed against outcome measures on a quarterly basis. Performance is then graded on an "A through F" scale with individual contract assessments provided to the vendors and a summary report provided to the Minneapolis City Council. Vendors that consistently receive "D"s or "F"s are required to complete corrective action and may be recommended for contract termination. This evaluation system has been in effect in the City of Minneapolis since 1990. It is a sound system and provides clear incentives for service providers to improve performance. On an annual basis contract amounts

are adjusted based on the amount of funding that is available and the each agencies past performance.

Section C: System Operations and Attachments

Law reference:

(b)(10) such other information as the Governor may require.

In this section, WIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED’s executive management, and other interested parties.

1. List contact information for the designated Workforce Center Site Manager(s) in each of your WorkForce Center (WFC) locations. (For Site Manager Position Description, please refer to: <http://www.deed.state.mn.us/wia/policy/title-one/sitemanager.htm>)
(Highlight, copy and paste additional contact information fields as needed for each WFC.)

WFC Location: South Minneapolis, 777 E. Lake St, Mpls 55407
Name: Kathy Carney
Title: Workforce Development Field Operations Manager
Phone: (612) 821-4010
TTY: (612) 821-4013
E-mail: Kathy.Carney@state.mn.us

WFC Location: North Minneapolis, 1200 Plymouth Av N, Mpls 55411
Name: Kathy Carney
Title: Workforce Development Field Operations Manager
Phone: (612) 821-4010
TTY: (612) 821-4013
E-mail: Kathy.Carney@state.mn.us

2. List contact information for one Americans with Disabilities Act (ADA) coordinator for all partner programs in your local area.

Name: Linda DeHaven
Title: MFIP Manager
Phone: (612) 673-5294
TTY: (612) 673-2157
E-mail: Linda.dehaven@ci.minneapolis.mn.us
Reports To: Deb Bahr-Helgen, Director, METP

3. List contact information for the local Equal Opportunity Officer.

Name: Linda DeHaven
Title: MFIP Manager
Phone: (612) 673-5294
TTY: (612) 673-2157
E-mail: Linda.dehaven@ci.minneapolis.mn.us
Reports To: Deb Bahr-Helgen, Director, METP

4. List contact information for one English as a Second Language (ESL) coordinator for all partner programs in the local area.

Name: Narin Sihavong
 Title: Minneapolis Multicultural Services Coordinator
 Phone: (612) 673-3737
 TTY: (612) 673-2157
 E-mail: Narin.Sihavong@ci.minneapolis.mn.us
 Reports To: Michael Jordan, Director of Minneapolis Civil Rights

5. List contact information for the local program complaint officer.

Name: Linda DeHaven
 Title: MFIP Manager
 Phone: (612) 673-5294
 TTY: (612) 673-2157
 E-mail: Linda.dehaven@ci.minneapolis.mn.us
 Reports To: Deb Bahr-Helgen, Director, METP

Please list the programs this individual is responsible for taking complaints:

This individual takes complaints for all programs except Wagner Peyser and the Veterans Program.

If the individual is NOT the complaint officer for any of the core partner programs, please list the contact information for the complaint officer for each of the other programs.
(Highlight, copy and paste additional contact information fields as needed.)

Program(s): Wagner Peyser and Veterans Program
 Name: Kathy Carney
 Title: Workforce Development Field Operations Manager
 Phone: (612) 821-4010
 TTY: (612) 821-4013
 E-mail: Kathy.Carney@state.mn.us
 Reports To: Jim Korkki, DEED

6. List contact information for the local WFC data practices coordinator.

Name: Cher Schowalter
 Title: Office and Administrative Specialist, Principal
 Phone: (612) 821-4012
 TTY: (612) 821-4013
 E-mail: Cher.Schowalter@state.mn.us
 Reports To: Kathy Carney, Workforce Development Field Operations

7. **(New Question)** Complete **Attachment D**, “Workforce Service Area Sub-Grantee List” and provide a current listing for each of the WSA Sub-Grantee names, services provided,

funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a WorkForce Center (WFC).

8. Complete **Attachment B**, “Workforce Investment Board/ Council Membership List” and provide current contact information for the members of the local workforce investment board, **including any vacancies**, and the organizations that are represented on the board. Please indicate whether the business representatives come from “targeted high-growth / high wage” industries, and/or provide demand driven occupations, and/or provide career laddering occupations. (See either Minnesota Statute. §116L.666, Subdivision 3 or the Workforce Investment Act, Section §117 for required composition.)

9. Is there a revised joint powers agreement since last year’s plan submittal? If yes, please submit it, along with signature pages, with this plan.

Yes _____ No Not Applicable _____

10. Is there a revised Memoranda of Understanding, as described in the Workforce Investment Act, since last year’s plan submittal? If yes, please submit it, along with signature pages, with this plan.(2)

Yes _____ No Not Applicable _____

According to DOL Training and Employment Guidance Letter (TEGL) 5-03 (<http://wdr.doleta.gov/directives/attach/TEGL5-03.html>) program operators/service providers are required to provide Veterans Priority of Service in twenty (20) DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

Additional reference: Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs: (<http://www.thefederalregister.com/d.p/2008-12-19-E8-30166>)

In addition, Governor Pawlenty’s Executive Order 06-02 (<http://www.governor.state.mn.us/priorities/governorsorders/executiveorders/2006/february/PROD005612.html>) requires state agencies and institutions of higher education to seek out and correct barriers to the employment and training of Veterans. Programs covered by this Executive Order include state-funded Dislocated Worker programs.

Considering the Public Law and Executive Order cited here, please answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority for service.

The response to questions C.-11. thru C.-13. must be limited to no more than 3 pages.

11. What is the process you use to identify Veterans coming into your WorkForce Center (WFC)?

Both sites of the Minneapolis WFC provide orientations to the public four times each day. All individuals who are using the center for the first time are asked to participate in a presentation which provides information on Veterans Services including the Veterans benefits that are available for family members.

(2) For more information on Memoranda of Understanding (MOUs), including a MOU template, see: www.deed.state.mn.us/wia/mou.htm .

12. What is the process you use to assess the needs of Veterans seeking service in your WFC, and how do you identify Veterans with a barrier to employment?

Individuals who attend the orientation are asked to identify themselves if they are Veterans or a member of a Veteran's family. After the orientation Veterans are given an assessment with would identify barriers to employment. The assessment is then given to the DVOP who will contact the Veteran and set up an appointment to begin the process of offering individualized services.

13. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

There are two Veterans Employment Representatives that serve both the Minneapolis sites. The primary location for the Veterans Reps is at South Minneapolis and the representatives travel to the North office twice a week. Referrals are made to the Veterans Representatives from the orientation process.

Staffing

Workforce Service Area: _____ City of Minneapolis – WSA 10

A. Please provide the **TOTAL** number staff for each WFC. Each partner is to complete the information. Please indicate your full-time and part-time equivalents* as of April 1, 2009. Do not include vacancies.

A	B	C	D	E	F	G	H	I	J	K	L	M
WorkForce Center	WSA Suprvsr	WSA Staff	WP Suprvsr	WP Staff	RS Suprvsr	RS Staff	SSB Staff	LVER and/or DVOP	Non-Profit Staff	(Non-Profit) Name of Agency	Other Staff	(Other) Name of Agency
Minneapolis South			.50	18	2	19.5	0	1.5	1	Goodwill Easter Seals		
Minneapolis South									3	Hennepin County		
Minneapolis South									1	AmeriCorps		
Minneapolis South									2	Student Workers		
Minneapolis South									1	Pathways to Employment		
Minneapolis North			.50	10					1	AmeriCorps		

*Full-time equivalent is a staff person who works more than 32 hours a week, receives benefits, etc. To separate out part-time from full-time, use the respective fraction of full-time. For instance, if one staff person works 40 hours a week and another works 20 hours a week part-time, the total would be 1.5 FTEs.

Column headings A – M corresponding definitions on the following page.

Column A – WorkForce Center: List each WFC in your WIB's local WSA.

Column B – WSA Supervisors: Please identify the number of WSA managers located in each WFC. Do not include vacancies. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WorkForce Centers, the table would indicate .50 for each of the two sites).

Column C – WSA Staff: Indicate number of WSA staff in the WFC. Do not include vacancies. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column D – Wagner-Peyser Supervisor: Indicate the number of Wagner-Peyser manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Column E – Wagner-Peyser Staff: Indicate number of Wagner-Peyser staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column F – Rehabilitation Services Supervisor: Indicate the number of Rehabilitation Services manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Column G – Rehabilitation Services Staff: Indicate number of Rehabilitation Services staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column H – State Services for the Blind Staff: Indicate number of State Services for the Blind staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Columns I – Veterans (LVERs and/or DVOPs): Indicate the number of LVERs and/or DVOPs located in each WFC. Identify how the LVER and/or DVOP splits their time between WFCs (i.e., if the majority of the manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Columns J and K – Non-Profit Staff and Agency Name: Identify the number of non-profit staff (who are not WSA staff) in the WFC. Include the name of their agency in Column J.

Columns L and M – Other Staff and Agency Name: Identify the number of full-time or part-time staff who are Field Audit, BCD Reps, non DEED, or non WSA in your WFC. List their agency in Column L.

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with the Minnesota Unified State Plan;(3)
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public through such means as public hearings and local news media; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by DEED have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03, and Governor Tim Pawlenty's Executive Order 6-02;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB) and it will maintain a certifiable local Youth Council;
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

(3) The State Unified Plan is available on the DEED website <http://www.deed.state.mn.us/wia/unifiedplan/>.

Certifications and Assurances

- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;(4)
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding and Cost Allocation Plans are in place and available upon request for each WorkForce Center within the WIB's local workforce service area;
- P. that the required voter registration procedures described in Minnesota Statutes §201.162 are enacted without the use of federal funds;
- Q. that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations 20 CFR, Section §667.274;
- R. that the local policies on fraud and abuse adheres to DEED's Chapter 2.9 of WIA Title I-B and Related Activities Manual as required under Regulations 20 CFR, Section §667.630 (The local policy is to be in accordance with State requirements;(5))
- S. that it has provided an opportunity for public comment and input into the development of plan by persons with disabilities and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested;
- T. that core services are integrated such that all WorkForce Center partners provide the same high level and quality of core services to job seeking customers;
- U. that all staff are provided the opportunity to participate in appropriate staff training;
- V. that an acceptable WIA program complaint procedure will be established and will be maintained;
- W. that an acceptable WIA discrimination complaint procedure will be established and will be maintained;
- X. that there is an agreement between the WIB and the 'unit of local government' (that represents the local elected official/s) that outlines what powers the unit of local government agrees to give the WIB on their behalf and how they are going to work together;

(4) See WIA Title I-B Related Activities Manual at Chapter 5: Complaints and Grievances, Section 5.3: Discrimination Complaint Handling Procedures, http://www.deed.state.mn.us/wpd/policy/titleIB/5.0_complaints/complaints5.3.htm

(5) See Chapter 2.9 of WIA Title I-B Related Activities Manual at: http://www.deed.state.mn.us/wpd/policy/titleIB/2.0_fiscal_mngmnt/fiscal_mngmnt2.9.htm

Certifications and Assurances

- Y. that (if applicable) if there is a joint powers board, that there is a joint powers agreement which outlines who is on the joint powers board and how the local units represented on it are going to work together;
- Z. that it will comply with the nondiscrimination provisions of WIA, Section §188 and it's implementing Regulations at 29 CFR, Part 37. Each grant applicant for financial assistance as defined in Regulations 29 CFR, Part 37.4 must include in the grant application the exact language as is in the following (29 CFR, Part 37.20):

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A, which prohibits discrimination on the bases of race, color, creed, religion, natural origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, citizenship, or age;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impartment;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Certifications and Assurances

Signature Page

Program Year 2009

Local Unified Plan UPDATE for an Integrated Local Workforce Investment System

Workforce Service Area Name: City of Minneapolis

Workforce Investment Board Name: Minneapolis Workforce Council

Name and Contact Information for the WIB:

Carolyn Roby, Chair
Vice President
Wells Fargo Foundation Minnesota
Wells Fargo Center N9305-192
Sixth Street and Marquette Avenue
Minneapolis, MN 55479-1055
(612) 667-8847
carolyn.h.robby@wellsfargo.com

Name and Contact Information for the Local Elected Official(s):

Mayor R.T. Rybak
City Hall, Room 331
350 South Fifth Street
Minneapolis, MN 55415
(612) 673-2100
rt@minneapolis.org

We, the undersigned, attest that this submittal is the Program Year 2009 Local Unified Plan UPDATE for our WIB / WSA and hereby certify that this LUP UPDATE has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board

For the Local Elected Officials

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____