



State Fiscal Year (SFY) 16 Program Year (PY) 15

EMPLOYMENT & TRAINING PROVIDERS ANNUAL ASSESSMENT

For

Minnesota's Integrated Workforce Investment System

October 2015

To be used in conjunction with

INSTRUCTIONS AND REFERENCE MANUAL FOR
EMPLOYMENT AND TRAINING PROVIDERS' ANNUAL ASSESSMENT

– Submitted by –

Name: Margie Earhart

Agency: Jewish Family and Children's Service of Minneapolis

Date: 2/17/16

SECTION A: STRATEGIES

BE SURE TO USE THE CORRESPONDING INSTRUCTIONS AND REFERENCE MANUAL.

Getting Minnesota back to work is Governor Dayton's top priority.

For the workforce development system, this means utilizing resources to align the skills of Minnesotans to the skills needed by employers today and in the future...

AS AN EMPLOYMENT AND TRAINING PROVIDER OR SUBGRANTEE:

1. A. How does your vision/mission fit into the Governor's top priority of "Getting Minnesotans Back to Work"?

Getting Minnesotans back to work is Governor Dayton's top priority. This means utilizing all available resources in the workforce development system to align the skills of Minnesotans to the skills needed by employers today and in the future. Jewish Family and Children's Service of Minneapolis (JFCS) provides essential services to people of all ages and backgrounds to sustain healthy relationships, ease suffering and offer support in times of need. Its vision is that JFCS is the first place people choose for help, to volunteer, to donate and to work. Both the vision and mission of JFCS fit the Governor's priority. Earning a living wage is essential component for people in order to sustain healthy relationships, ease suffering, and it is our intent to serve people with employment assistance in times of need. Ensuring that JFCS is the place people turn for this component strengthens our work. Our vision also allows us to strive for the best in fundraising to leverage the state's investment and to provide the highest quality staff and volunteers who work as a team to get Minnesotans back to work.

- B. How will your service delivery strategies fit into the Governor's priorities (i.e., identifying key industries, demand occupations, etc.)

JFCS always provides personalized service and ensures that our career services staff is current on employment trends, including key industries and high demand occupations. We use all tools available to us to convey this information to our participants as we provide guidance on areas for potential employment and/or training. Our staff uses such resources as O*NET and MN DEED publications (MN Economic Trends Magazine, Job Vacancy Survey, Minnesota Employment Review), as well as working connections with WIBs and local businesses to identify employer needs and develop strategies for matching participants with occupations in high-demand, high-growth industries. Through our training partners in the Information Technology (IT) industry we are making employer connections to support our IT Pathways program. We are a partner in the Minneapolis TechHire Initiative which has been recognized by the White House. In all career programs, counselors and employment specialists integrate workforce information in their work with program participants, to ensure a good fit between the individuals' interests, values and strengths and the needs of employers. We provide careful assessment of each participant's training needs and develop training plans that align jobseekers' skills

with jobs that provide best opportunities for sustainable employment and career growth.

JFCS collaborates with other workforce development agencies, such as WorkForce Centers, MNSCU System and the Minnesota Employment Services Consortium (MESCC), which allows us to maximize the impact of our work and avoid duplication of services.

JFCS has a long-term relationship with the Minneapolis Employment and Training (MET), which is housed within Minneapolis Community Planning and Economic Development. One of their goals is to promote economic self-sufficiency for individuals and families. With the support of MET, JFCS has provided a variety of career counseling, job training and placement programs, including Career Training Assistance (CTA) program for WIA/WIOA Adult participants and administration for training funds and case management for students attending Prime Digital Academy, and IT coding boot camp.

JFCS will continue to work closely with DEED and to utilize the expertise of the department's staff.

2. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

We encourage every participant to have a resume viewable to employers in MinnesotaWorks.net. We offer a basic training on how to register for MinnesotaWorks.net, post a resume and use the MinnesotaWorks.net search tool. We provide our program participants with employment readiness training which enables them to create a downloadable resume and ensures that they are ready to conduct an online job search.

3. Identify employment disparities in your region/area and explain how you will address these employment disparities?

In 2008, Minneapolis Employment and Training produced a report to the City Council entitled *Reducing Racial Disparities in Minneapolis Employment*. Following that report, the MET and the Minnesota Workforce Council, upon direction of the City Council, formed the Equity in Employment Taskforce. JFCS has been collaborating with MET on reducing disparities in employment through the Career Training Assistance program – an ACT (Assessment, Counseling, Training) model, which provides low-income residents of Minneapolis opportunities for developing skills and obtaining credentials in high-growth, high-demand occupations. We have partnered with IT training programs committed to increasing diversity in the industry. Our business relations manager attends multiple job fairs and intentionally works with employers who are seeking to diversify their staff. As an MFIP employment services provider, JFCS supports residents of Minneapolis and greater Hennepin County in their efforts to become self-sufficient. We actively recruit program participants among underrepresented groups and create services that enable these individuals to participate more fully in employment and economic development.

SECTION B: PROGRAM OPERATIONS

BE SURE TO USE THE CORRESPONDING INSTRUCTIONS AND REFERENCE MANUAL.

AS AN EMPLOYMENT AND TRAINING PROVIDER OR SUBGRANTEE:

1. You are aware of TEGL 36-11 regarding the **American Job Center Network**.

Yes X

2. In keeping the changing economy in mind, describe the **workforce investment needs of your local area:**

A. Businesses

According to MN DEED Occupations in Demand (OID) among the occupations in high demand are: Registered Nurses, Licenses Practical and Vocational Nurses, Customer Service Representatives, Nursing Assistants, Personal Care and Home Health Aids, Retail Salespersons, Software Developers, Computer Systems Analysts, Computer User Support Specialists, Office Clerks, Truck Drivers, and Food Preparation and Service Workers.

According to the state unified plan which is currently open for comment: "Employers in Minnesota reported 97,997 job vacancies in the second quarter of 2015, which is the second highest number ever recorded, and a 16 percent increase compared to the previous year. The Twin Cities had 50,880 vacancies, an 8 percent increase from 2014, while Greater Minnesota had 47,117 vacancies. Overall, about 40 percent of the openings were part-time, and 35 percent required postsecondary education. The median hourly wage offer was \$12.99)." "Employers also report high levels of competition for employees and often find that they are competing with other firms on the basis of wages and benefits."

B. Job seekers

According to MN DEED, job seekers and/or current workers in 7-County Metro Area are especially in need of services that allow them to obtain industry-recognized, "stackable" credentials that lead to higher earnings and greater job security. Large numbers of unemployed and underemployed individuals lack basic literacy skills and benefit from ABE and literacy building interventions.

Needs for job seekers continue to be:

- a) Increased access to transit and mobility to job sites
- b) Continued training in essential job skills (soft skills and basic technical 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 child 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 livable wage jobs
- 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

Current workers, according to MN DEED, are in need of industry-recognized, “stackable” credentials that lead to higher earnings and greater job security, Workers benefit from incumbent worker training; improved access to transportation networks; tuition assistance programs; housing assistance and child care assistance. JFCS partners with Minneapolis Employment and Training to provide tuition assistance to eligible Minneapolis workers through the Career Training Assistance program. Through both Pathways to Prosperity and Dislocated Worker programs JFCS continues to support individuals on career pathways.

D. Local education (i.e., ABE, post-secondary, etc.)

According to DEED and MET, large numbers of unemployed and underemployed individuals lack basic literacy skills and benefit from ABE and literacy building interventions. JFCS cooperates with local ABE providers, with special focus on post-secondary institutions that award industry-recognized credentials in addition to basic literacy programs, such as MCTC, Normandale Community College, Dunwoody College, Hennepin Technical College and North Hennepin Community College. JFCS partnered with Adult Options in Education to create integrated IT classes: IT Pathways for Math and IT Pathways for Reading. A partnership with Normandale Community College also allows eligible students to earn credit for prior learning.

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

According to MN DEED Economics Trend Magazine health care and social assistance are fields that have in-demand job openings. In addition to these areas other opportunities are and will continue to be in accommodation and food services; professional, technical and scientific services; educational services; arts, entertainment and recreation; and public administration

4. Describe the **job skills necessary** to obtain such employment opportunities.

Experienced and mature job seekers benefit from targeted interventions that allow them to update their technical and information management skills. MN DEED analysts found that all workers in current job market need to demonstrate proficiency in foundational skills, such as written and oral communication, organization, problem-solving, planning and leadership.

STEM (Science, Technology, Engineering, and Mathematics) skills will continue to be in high demand by employers. Industry-specific credentials will be necessary to obtain employment in highly specialized industries, such as healthcare or high-tech manufacturing.

5. You acknowledge **customer satisfaction surveys** are conducted AND that your respective Board Members review the results AND are using the results as part of your continuous improvement and priorities for the future.

Yes X

6. Describe the planned **continuous improvement activities** in which your staff will participate.

Across the organization JFCS is using the Results-Based Accountability (RBA) model. This model puts performance measures in place to make sure accountability is linked to the outcome of the program. RBA assesses: how much did we do; how well did we do it; and is anyone better off? This set of questions is used to identify and improve upon the process or ensure we are meeting our outcomes. JFCS also outlines the tools/resources, activities, outputs and outcomes anticipated for the program. Data collected includes the number of people who complete training, become certified, and placed into paid employment. Wages and job retention are also tracked.

7. A. If applicable, how do you ensure that staff comply with the policies and procedures for **Rapid Response** as communicated on [DEED's website](#)?

Staff working with Rapid Response have been trained by DEED and work in concert with DEED staff in this area. New staff are trained during the onboarding process. We work to make sure that all forms of communication have been established and appropriate staff are apprised of any possible projects and able to respond as needed.

B. How does the local area inform the State **Rapid Response team** within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

n/a

C. How does the local area cooperate with the State **Rapid Response team** in securing information when there is a possibility of a mass layoff?

n/a

D. Who is the **rapid response liaison** for mass layoffs?

Name	Leah Temkin
Title	Career Services Program Manager
Phone	952-417-2108
TTY	
E-mail	ltemkin@jfcsmpls.org

8. A. If applicable, how do you inform the State **Trade Adjustment Assistance (TAA)** staff of companies that are potentially TAA certifiable?

n/a

B. How do you cooperate with the State **TAA** staff where the layoff involves a company that the DOL Trade-certified?

n/a

C. If applicable, you will be willing to participate in **TAA Counselor Training** and TAA Participant Training when a Trade-Certification occurs (see Reference Manual)?

Yes No

If No, explain:

SECTION C: SYSTEM OPERATIONS AND ATTACHMENTS

BE SURE TO USE THE CORRESPONDING INSTRUCTIONS AND REFERENCE MANUAL.

AS AN EMPLOYMENT AND TRAINING PROVIDER OR SUBGRANTEE:

1. Have processes in place to assure **non-duplicative services**, and avoid duplicate administrative costs.

Yes No

2. **A.** Provide contact information for the **Equal Opportunity Officer** (whose duties include resolving local discrimination complaints).

Name	Diana MacLennan
Title	Human Resource Manager
Phone	952-542-4858
TTY	
E-mail	dmaclennan@jfcsmpls.org
Reports To	COO

- B.** Are aware of the responsibilities of an **Equal Opportunity Officer**, including attending DEED sponsored EO Training?

Yes

3. You have in place an agreed upon internal **Discrimination complaint process**? (This is different than posting a complaint procedure for the customer.)

Yes No

If no, please indicate when a process will be in place:

4. You have in place a **Program Complaint Policy**?

Yes No

If no, please indicate when a policy will be in place:

5. You need training or technical assistance in regards to complying with questions 2-4 above?

Yes No

If yes, contact Susan Tulashie at 651-259-7586 or Susan.Tulashie@state.mn.us

6. List contact information for the Provider **complaint officer** (includes all programs)

Name	Lee Friedman
Title	COO
Phone	952-542-4812
TTY	
E-mail	lfriedman@jfcsmppls.org
Reports To	CEO

7. Provide contact information for the **Americans with Disabilities Act (ADA)** coordinator for Provider.

Name	Lee Friedman
Title	COO
Phone	952-542-4812
TTY	
E-mail	lfriedman@jfcsmppls.org
Reports To	CEO

8. Provide contact information for the Provider **data practices coordinator**.

Name	Lee Friedman
Title	COO
Phone	952-542-4812
TTY	
E-mail	lfriedman@jfcsmppls.org
Reports To	CEO

9. Provide contact information for **English as a Second Language (ESL)** coordinator.

Name	None
Title	
Phone	
TTY	
E-mail	
Reports To	

Veterans: Considering the [Public Law](#) and [Executive Order](#), answer the following questions pertaining to your process and procedures that ensure that Veterans receive priority for service.

10. How do you identify current or former **Military Service Members** coming in for services?

Intake forms ask potential participants about their veteran status.

11. **A.** How do you assess the needs of current or former Military Service Members, including the identification of a "significant barrier to employment"?

Personal interviews and standardized assessments as needed.

B. How do you refer them to appropriate services including but not limited to County Veteran Services and the WorkForce Center Disabled Veteran Outreach Program (DVOP) Representative?

As with all clients, a thorough assessment identifies needs and appropriate referrals both internal and external follow.

12. Selective Service: How do you comply with the guidance provided in TEGL 11-11, 11-11 Change 1, and 11-11 Change 2 regarding **Selective Service**?

Yes X

13. Board Conflict of Interest and Integrity: Your Board/s must make decisions in keeping with several laws and regulations. Indicate below that your Board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes X

14. Are your conflict of interest policies in compliance with above two references?

Yes X No _____

15. A. Are you aware of the referenced statute on **Government Records**.

Yes X

B. Indicate the **Records Management/Retention Coordinator**.

Name	Lee Friedman
Title	COO
Phone	952-542-4812
TTY	
E-mail	lfriedman@jfcsmpls.org
Reports To	CEO

16. Are you aware of, have a procedure in place, and complying with: a **Handling and Protection of Personally Identifiable Information** (guidance provided in TEGL 39-11?)

Yes X No _____

If No, when will you have this process in place?

17. Human Trafficking: Are you aware of TEGL 09-12 AND will follow the procedures for working with trafficked persons.

Yes X

18. Nondiscrimination Requirements/Gender Identification: Are you aware of TEGL 37-14 AND

will comply with the nondiscrimination requirements described?

Yes _____X_____

19. A. Briefly describe your Board’s policy and timetable for filling vacancies, replacing/reappointing individuals when terms come to an end. **Include in your description any plans to fill the terms that are expired.**

A nominating committee chaired by the immediate past board president convenes each year to nominate new board members and fill vacancies. Elections are held at the agency Annual Meeting.

B. Complete Attachment A – Providers Program Service Delivery Location List

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) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Disability** - 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](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313, 200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues;
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - 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 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;

- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national origin, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status (employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);
- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section §188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive

branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;

- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#).
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA 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 Minnesota's Executive Order 06-02.

CERTIFICATIONS

By signing and submitting this plan, the Employment and Training Provider Board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Program Year 2015 Annual Assessment** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's Unified Plan;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the Provider's Board and the public (including 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 and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative);
- C. that the public (including individuals with disabilities) have access to all of the 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 contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable Board;
- F. that it will comply with the confidentiality requirements of WIA Section §136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the Provider's Board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the Provider's Board 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;
- L. that Provider Board and Staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the Board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.

SIGNATURE PAGE

Provider Name Jewish Family and Children's Service of Minneapolis

Provider Board Name Jewish Family and Children's Service of Minneapolis

Name and Contact Information for the Provider Board Chair:

Name	<u>Danny Zouber</u>
Title	<u>President</u>
Organization	<u>Jewish Family and Children's Service of Minneapolis</u>
Address 1	<u>13100 Wayzata Blvd</u>
Address 2	<u>Suite 400</u>
City, State, ZIP Code	<u>Minnetonka, MN 55305</u>
Phone	<u>952-5460616</u>
E-mail	<u>jfcs@jfcsmpls.org</u>

We, the undersigned, attest that this submittal is the Program Year 2015 Annual Assessment for our Board and hereby certify that this Assessment has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Independent Provider Board Chair

Executive Director, _____

Name Danny Zouber

Judy Halper, CEO

Title Board President

Subgrantee (or Provider) Chief Executive Officer

Signature 



Date _____

PROVIDER (SUBGRANTEE) PROGRAM SERVICE DELIVERY LOCATION LIST

Program Year 2015

Provider Jewish Family and Children’s Service of Minneapolis

Date Submitted: 2/17/16

Name and Location (City)	Program Service Delivered
<u>Jewish Family and Children’s Service of Minneapolis, Minnetonka and Minneapolis</u>	<u>Dislocated Worker and Pathways to Prosperity</u>