

Exhibit One: Scope of Services for Brooklyn Bridge Alliance for Youth Partnership

The Brooklyn Bridge Alliance for Youth ("the Alliance") was formed pursuant to a joint powers agreement between the City of Brooklyn Center, the City of Brooklyn Park, Hennepin County, and the school districts of Osseo, Brooklyn Center, Robbinsdale and Anoka-Hennepin. Hennepin Technical College and North Hennepin Community College may appoint ex officio, non-voting members to the board of the Alliance as advisors. The Alliance was launched through funds contributed and raised by this partner network, and with the support of Youthprise, United Way, Pohlad Foundation, and 20 other community contributions.

The Alliance is an employment program that serves youth aged 14-21 in Brooklyn Center and Brooklyn Park (the "Brooklyns"). The Alliance was launched in response to the roughly 10,000 young people in the Brooklyns who face barriers to employment and would benefit from workforce development services. This program currently provides a 1-day work readiness training, mock interviews, internship training, employer training, summer enrichment, employer and youth coaching, and paid internships for 6-8 weeks in the summer.

The Alliance partners have expressed interest in providing internships for youth with barriers, but do not have adequate funding to expand. The State of Minnesota through the Department of Employment and Economic Development (DEED) has awarded a grant to Hennepin County to address job disparity issues and Hennepin County will use this grant to reimburse for the services outlined in this scope of services.

In partnership with Hennepin County, the Alliance will continue to cultivate a strong network of public sector employers to provide entry level positions during the summer.

Primary Employer Partners: North Hennepin Community College, Hennepin Technical College, Brooklyn Center Area Schools, Osseo Area Schools, Anoka-Hennepin Schools, Robbinsdale Area Schools, City of Brooklyn Center, City of Brooklyn Park and Hennepin County.

Scope of Service:

The Alliance will coordinate and develop subsidized or partially subsidized living wage internships with the Primary Employer Partners; up to 50 in 2017, and up to 50 in 2018. The Alliance will have a focus on eliminating employment gaps youth with barriers that the Brooklyns face and increase racial and ethnic diversity in the public sector; specifically youth who live in or go to school in Brooklyn Center or Brooklyn Park. These internships will provide opportunities to increase pathways to college and career opportunities for youth completing the summer internships.

Terms of Employment and Funding: Primary Employer Partners will follow their own procedures for intern employment, onboarding and payroll. Employer Partners will only be able to receive reimbursement with a range from \$2,000 up to \$3,600, with the average reimbursement targeted at \$2,400 for each eligible internship. The reimbursement process will be done by each Primary Employer Partner submitting an invoice to the Alliance with accompanying wage detail for each intern. Reimbursement will be available at the end of the summer/internship period.

Costs

Budget Category	Budget Amount	Notes
2017 Participant Wages and Fringe Benefits	\$120,000	Wages for up to 50 internships at \$2,400 each for the Alliance to reimburse employer partners.
2018 Participant Wages and Fringe Benefits	\$0	Any funding for participant wages and fringe benefits not expended in 2017 can carry over to 2018 for the same purpose
2017 Direct Services*	\$20,000	Staff's salary to execute work
2018 Direct Services*	\$12,000	Staff's salary to execute work
2017-2018 Administrative	\$12,000	Staff's salary to execute program management, evaluation and reporting

***Breakdown of direct services**

Service	Hours	Rate	Cost
2017 direct services: .4 FTE for program staff to train, coach and mentor youth and employers.	833.3	24.00	20,000
2018 direct services: .2 FTE for program staff to train, coach and mentor youth and employers.	500	24.00	12,000
2017-2018 Administrative Costs: program direction, management and evaluation. Data reporting to the Workforce One system. .12 FTE	289	41.50	12,000
Total			\$44,000

Exhibit Two: Reporting Requirements

The grant will require the following reporting requirements:

1. **Workforce One:** Enter and maintain program data into Workforce One database.

2. **Budget Reporting:**

Approved Grant Budget Categories Reporting

Approved Grant Budget Category	Budget Detail Explanation	Total Program Amount	Other Funding	Equity / HC Portion
Admin Costs				\$0.00
Participant Wages				\$0.00
Direct Services -	Example, 0.5 FTE for Job Counselor & 0.3 FTE for XXX			\$0.00
Support Services				\$0.00
Training Services				\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Definitions of Cost Categories for DEED Reporting

- 1) **Administration** – Up to five percent (5%) of available program funds may be budgeted for administrative costs which shall consist of all direct and indirect costs associated with the management of the program. Administrative costs include staff costs for program direction, coordination, and management; program evaluation and data collection, and office support staff. Staff travel costs not specifically related to direct services are also considered administrative costs.
- 2) **Contracted Services** – Funds subcontracted to another organization to carry out activities described in the work plan
- 3) **Participant Wages and Fringe Benefits** – Wages and benefits paid directly to participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category.
- 4) **Direct Services** – Costs associated with providing direct service to participants, **EXCLUDING** costs of participant wages and fringe benefits and support services. Wages and fringe benefits for staff providing direct services to participants should be included in this costs category.
- 5) **Support Services** – Items that are necessary for a participant to participate in the program, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the participant or to a third party vendor.