**EQUITY GRANTS SUPPORT SERVICES (YOUTH) PROGRAM ONSITE TECHNICAL ASSISTANCE AND TRAINING REPORT**

**GRANTEE: PROJECT LEGACY**

**DATE AND LOCATION: November 2nd and 3rd, 2017, Rochester, MN**

STAFF INTERVIEWED: Karen Edmonds-Co-Founder and Executive Director

 Debby Adams-Treasurer

DEED STAFF: Darryl Scarborough-Employment and Training Program

**GENERAL DESCRIPTION OF THE ONSITE TECHNICAL ASSISTANCE AND TRAINING REPORT**

The purpose of this onsite technical assistance visit was to conduct a review of Project Legacy, Equity Grants Support Services (Youth) Program, to ensure compliance with state rules, regulations, and statutes. The Department of Employment and Economic Development (DEED) 2016-2017, Equity Grants Support Services (Youth) Program Guide formed the basis for discussions.

The categories reviewed were *Outreach, Access and Referrals*, *Program Implementation*, and *On-Site Documentation Review*. The onsite review, conducted on, November 2 and 3rd, 2017. All backup documentation and notes are on file at the DEED Employment and Training Program in St. Paul, Minnesota.

**ABOUT THE PROJECT**

Project Legacy, founded in 2008, provides comprehensive free services for youth seeking employment, education and a path out of gang life. The program spearheads the needs of the at-risk-youth, such as employment and housing, while simultaneously addressing issues including extreme poverty, mental health disorders, substance abuse and lack of education.[[1]](#footnote-1)

Project Legacy provides a sense of hope, training and support to at-risk-youth of color ages 17-24 who are refugees, homeless, recently incarcerated or gang affiliated.

The program provides long-term support to assist the youth participant in skills (education, job and life-skills), towards great futures and for future generations.

**PROJECT EXPENDITURES AND FINANCIAL RECONCILIATION**

*Grant Amount:* **$150,000**

*Grant Number:* **7PJTLEG1800S**

*Need for Technical Assistance/Corrective Action:* **None.**

*Enrollment Levels as of October 31:* **40**

*Expenditure Levels as of October 31*: **$91,091.35**

*Modification Summary: The grant/contract extended through June 30, 2018.*

**BUDGET**

The grantee has expended 61% of funds as of October 31, 2017. As of October 31, 2017, the breakdown of the budget, with Cost Category titles are as follows: Administration $535.00, Direct Services $54,542.41, Support Services $36,013.94.

Figure 1. BUDGET BREAKDOWN

**FINANCIAL RECONCILIATION**

The financial reconciliation conducted, utilized October 2017 Financial Status Report form (FSR). Expenditures from the direct services cost category traced to the general ledger of staff salaries for that period. The amounts were traceable and matched the expenses reported on the FSR’s. No concerns identified with the Grantee’s process for cash receipt and disbursement.

**REPORTING**

The grantee has provided complete and timely reports. The grantee has also provided the proper procedure for grant/contract amendments and submitted the quarterly report narratives.

**OTHER RESOURCES**

Global Homeboy Network[[2]](#footnote-2), Empowerment Center

**COST-PER-PARTICIPANT**

$3750

**CONCERNS/CORRECTIVE ACTION**

There are no concerns or corrective actions required.

**PROJECT GOALS, PERFORMANCES, SERVICES AND ACTIVITIES**

The sites are:

* Peace United Church of Christ, 1503 2nd Ave NE, Rochester, MN
* Empowerment Center Rochester, MN (Move into space by November 15, 2017)

The organization uses marketing materials such as brochure and word-of-mouth. The organization also receives referrals from schools and probation officers.

The organization uses emotional support, social activities, and necessary material support such as food and education assistance for keeping the youth participants engaged in the program.

An example of the organization referring youth to other agencies for service are DFO Community Corrections will make referrals.[[3]](#footnote-3) The organization meets with PO’s and the youth participant. The program administrator views if the program will be a good fit for the youth and if the youth qualifies. After assessment is found a good fit, the participant comes to, “Circle”.

The program provides emotional and peer support though healing circles. The program conducts college visits; provide leadership opportunities, career and educational guidance, food shelter assistance, access to chemical dependency treatment and mental health services.

The organization has a wide group of volunteers with connections in their careers. Youth participants meet with people in fields they are interested in going into. The program has volunteers who have arranged internships for college students. The program has brought youth to the Mayo Clinic in Rochester, where they met with representatives in the HR Department to learn about the opportunities and hiring process at Mayo.

The program does not offer credentials and certificates at this time. The program assist in the support of acquiring a high school diploma, GED and college degrees. The program uses transcripts and diploma for source of documentation

Some of the programs and services offered are:

* Case management
* Employment Services
* Curriculum and Education
* Mental Health, Substance Abuse and Domestic Violence Services
* Legal Services

The organization conducts three different Healing Circles each week. The meetings or “Circles” are a mix of support group and group therapy led by trained facilitators and therapists. In addition, the organization provides all of this in a culturally responsive trauma-informed, therapeutic community setting that also allow participants to work on attachment repair, and building healthy relationships with co-members who may formerly have been members of rival gangs.

Project Legacy is unique among other organizations in the area in serving former gang members and street involved youth for a number of reasons. The organization has learned jobs and education are an estimated 70% of what youth need to redirect their lives. The other 30% is a mixture of therapeutic and support services.

The organization requires the youth participates in the development of a positive plan for their future that includes education, career development and therapy to address past trauma. We also require that our youth make a commitment to becoming and remaining drug-free.

In addition to working with gang-affiliated and street-involved youth, Project Legacy also works with youth who are refugees from war-torn countries or large urban cities. These participants struggle with the lack of a positive support system as well as lack of resources.

The organization has three unique ways of raising funds and resources:

Operation Nourish:

Offers nutritious food to Project Legacy youth. Every other week, volunteers self-organize to purchase groceries, write caring notes, and drop them off for sorting and delivery.

Operation Courage:

Provides support to the program’s students. Each participant are matched with a student and send monthly care packages during the school year. From September through May, simple notes and small gifts let them know someone is thinking of them.

Operation Comfort Food

Helps create a nurturing environment for the Project Legacy healing circles. Volunteers prepare and deliver food, and are encouraged to share in the meal portion the meeting. Simple connection through food creates a sense of community.

**CUSTOMER SATISFACTION SURVEY**

The program uses DEED’s standard survey questions.

**PARTICIPANT FILE REVIEW**

Ten randomly selected files were reviewed. The files were reviewed for the fourteen compliance items and for proper storage of documents. All files contained the following:

• Enrollment Date

• Birth Date (Copy)

• Proof of Citizenship

• Proof of Right-to-Work, if applicable

• Selective Service (copy-for males age 18+ born after 12/31/1959)

• Social Security Card (Copy)

• Veteran Status (DD214), if applicable

• Low-income status or history of intergenerational poverty

• Parental participation consent form, for minors

• Emergency contact person and phone number(s)

• Address and telephone number

**PARTICIPANT INTERVIEW[[4]](#footnote-4)**

*What is your name?*

I interviewed the whole group, “Circle”, at their meeting.

*How old are you?*

The group age ranged from 16-23 years old.

*What activities are you participating in through this program?*

Project Legacy provides services in a safe loving environment, which is the organization’s foundation. The Circle, job skills and field trips to local businesses and colleges are some of the programs Project Legacy provides.

*How did you find out about this program?*

Word of mouth and from other youth, besides hearing from community services workers as well as the organization its self.

*What did you like/dislike about this program*?

 It was a consensus that everyone enjoyed the program and it was extremely helpful and effective in his or her lives. .

*What are your suggestions to improve the program?*

This was a consensus of the group that the participants would change nothing about the program besides receiving more funding and resources for the program to continue its outreach.

*What are you learning from this program?*

Skills such as job skills while a learning through a therapeutic, wellness and job placement service.

*What are your plans for school and/or work*?

The group were already in either college or planning to attend a higher education institution, to further their job skills. Some of the group members acquired employment after graduating from a trade school (i.e. auto mechanic). Some also expressed interest in opening his/her own practice or business.

**COMMENTS AND RECOMMENDATIONS:**

The program is serving a unique demographic in the city of Rochester, Minnesota and the surrounding area. A program like this is an effective way to serve more at-risk-youth in the area. This is an out-state program that is making an impact in the community. This is not a three strike and you are out program. The door is always open for the participant to come back through. [[5]](#footnote-5)

**REQUEST FOR TECHNICAL ASSISTANCE**

At this time, there is no request for technical assistance. The organization would like to see more workshops for combining resources, seeing what others are doing/not working and possible networking opportunities.

# Bibliography

Homeboy Industries. 2017. *Global Homeboy Network.* December 12. Accessed March 2, 2018. https://www.homeboyindustries.org/ghn/.

Project Legacy. 2017. "Project Legacy-Brochure." *How You Can Help.* Rochester: Davies Printing Company, December 12.

**TABLES and GRAPHS**

Figure 1. BUDGET BREAKDOWN

1. "Home." Project Legacy. December 12, 2017. Accessed March 05, 2018. https://projectlegacymn.org/. [↑](#footnote-ref-1)
2. Homeboy Industries - Global Homeboy Network |, 12 Dec. 2017, www.homeboyindustries.org/ghn. [↑](#footnote-ref-2)
3. Dodge-Fillmore-Olmstead (DFO) County Community Corrections [↑](#footnote-ref-3)
4. As a group, in the Circle. [↑](#footnote-ref-4)
5. "Home." Project Legacy. December 12, 2017. Accessed March 05, 2018. https://projectlegacymn.org/. [↑](#footnote-ref-5)