***Attachment D***

***Project Proposal Name\_\_*Job Search Assistance Center *\_\_\_ Name of Agency or Individual* WeLIFT Job Search Center*\_\_\_\_\_\_\_***

***County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Warren*\_\_\_\_\_\_\_\_\_ Amount Requested\_\_\_\_*$10,000*\_\_\_\_***

# Indianola DCAT Mini Grant Projects

# RESULTS MATRIX FY16

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| **Goals**  **&**  **Objectives** | | Program/ServiceComponents | | Action StepsAndTime Frames | | Program/Service Outcome & Performance Measures *(What is the expected measurable result? How will it be measured throughout the project period?)* | |
| 1. To provide individual, customized, & quality service to WeLIFT clients to ensure job readiness  2. Provide tools and skills necessary so clients can create, update, and maintain their own resumes, cover letters, and job search materials  3. To organize, plan, and implement a ‘work ethics’ course | 1. Central Iowa Works, Community Partners, Collaborative Partners  2. Online assessment tools  Resume homework papers  3. Bring Your ‘A’ Game to Work curriculum | | 1. Prepare an effective Action Plan for each client followed up with a client evaluation  2. Establish a consistent class schedule and provide additional training, including Basic Computer Skills class, Microsoft Word, and Excel, as well as Online Job Search class  3. Purchase curriculum and materials- summer 2015  -Identify, staff and organize class- summer 2015  -Begin to offer class- fall 2015 | | 1. **Increase to 90% the WeLIFT clients considered ‘job ready’ after our services** (First quarter- 88% of our clients are currently considered ‘job ready’)  (Second quarter- 88% of our clients at 12/31/15 are currently considered ‘job ready’)  (Third quarter- 89% of our clients at 3/31/16 are considered ‘job ready’.)  **(Fourth quarter- 83% of our clients at 6/30/2016 are currently considered ‘job ready’.)**  ***-*Decrease to 15% (from 20%), those clients receiving state aid after our services** (First quarter- 48% of our clients currently receive state aid)(Second quarter- 49% of our clients currently receive state aid)  (Third quarter- 55% of our clients currently receive state aid.)  **(Fourth Quarter- 46% of our clients currently receive state aid.)**  2. This goal will also be determined by the % of clients considered job ready and receiving state aid.  **(See numbers above)**  3. Award 15 “Certificate of Work Ethic Proficiency” in FY16 to WeLIFT clients  (During first quarter, 0 certificates have been awarded)  (Second Quarter we reported This outcome has not been realized as we have not finished writing curriculum and begun teaching the class.)  (Third quarter- Curriculum has been finished. Clients are currently enrolled and progressing in this course.)  **(Fourth Quarter- 2 clients have successfully completed this course. We are developing a marketing plan to present this to area employers who have employees who could benefit from this program.)** | |

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| **FY 16**  **1st Qtr** | FY 16 **2nd Qtr** | FY16 **3rd Qtr** | ***FY 16***  ***4th Qtr*** |
| First Quarter: New Clients**-** **130**  (**47** have dependent children)  Returning Clients**- 226**  Total Visits of New and Returning Clients- **356**  Office Hours Available per Week:  20 hours per week  Counties Served:  Warren- **185**  Lucas- **3**  Polk- **3**  Madison- **2**  Marion- **7**  Clients Receiving State Aid: **101** | Second Quarter New Clients – **175**  (80 have dependent children)  Returning Clients – **500**  Total Visits of New & Returning Clients – **675**  Office Hours Available Per Week:  24 hours per week (Opened office in Winterset on Friday’s)  Counties Served:  Warren – **330**  Lucas **– 11**  Polk **– 3**  Madison **– 16**  Marion – **4**  Other – **36**  Clients Receiving State Aid: **180** | Third Quarter: New Clients – **231**  (121 have dependent children)  Returning Clients – **852**  Total Visits of New & Returning  Clients – **1083**  Office Hours Available per Week:  24 hours per week (4 hours in Winterset on Friday’s)  Counties Served:  Warren – **536**  Lucas –**11**  Polk –**10**  Madison –**29**  Marion – **8**  Other –**40**  Clients Receiving State Aid: **222** | Fourth Quarter: New Clients -**310** ( 141 have dependent children)  Returning Clients –**1177**  Total Visits of New & Returning Clients -**1487**  Office Hours Available per Week:  24 hours per week ( Winterset clients can schedule appointments with staff to meet at our office in Winterset)  Counties Served;  Warren – **686**  Lucas – **11**  Polk – **26**  Madison – **31**  Marion – **13**  Other – **42**  Clients Receiving State Aid: **243** |

Good News Stories:

Good News story by WeLIFT (First Quarter):

I was in the worst point in my life by far. I was being released to the real world from prison after two years. It was a hard change because everything was new again. I had no job, no money and was stressing out. I was having no luck finding a job until I found WeLIFT. WeLIFT helped to keep my spirits up. They encouraged me to think positive about my situation and my problems. I did not know where to start in making a cover letter and a resume which they helped me to do.

The WeLIFT team went out of their way to try to help me find a job. They spent many hours with me and believed in me even when I didn’t believe in myself. They also a big part of my rehabilitation back into the community. We had little meetings multiple times a week to talk about goal setting and getting a game plan for the next step in the job search process. They didn’t give up on me even when it seemed like nothing was going to happen. It seemed like the odds were against us a majority of the time.

I’ve learned a lot in working with WeLIFT. I was always scared of job interviews but now I can go in to one and present myself well and not get freaked out. Without WeLIFT, I would not be where I am today. I have a job working at Applebees. I can’t thank them enough for everything they did and not giving up and believing in me. Thank you WeLIFT team!

Thanks again!

*Client Prefers to remain anonymous*

Good News Story by WelIFT (Second Quarter):

Duane was a forty-five year old, life-long resident of Indianola who found himself jobless, divorced, and nearly homeless after losing his job as a truck driver due to an OMVI conviction. As he quickly learned, a barrier such as an OMVI can be hard to overcome especially for a commercial truck driver. Duane ended up losing his home and moving in with an elderly parent.

After several months, Duane ended up just taking temporary jobs and trying to get by the best he could. His future was pretty hopeless. After several months, he found his way in to WeLIFT Job Search Center. Through job coaching with his job developer at WeLIFT, he developed an action plan. Actions he took included taking several of WeLIFT’s free course offerings such as Interviewing Skills and Electronic Job Searches. He frequently visited WeLIFT looking for and applying for jobs online. All the while, Duane filled in with odd jobs to help meet expenses when he could. He was eventually able to get his CDL back and began applying for truck driving jobs. WeLIFT staff helped him learn how to answer questions potential employers had about his OMVI conviction and poor choices he had made. After nearly a year, Duane got a job as an over-the-road trucker for a large trucking company.

Thanks again!

*Client Prefers to remain anonymous*

Good News Story by WelIFT (Third Quarter):

A few months ago, I was at a job that I wasn't very happy with and was getting tired of living paycheck to paycheck, especially since I have a college degree. I knew there had to be something better out there.  I heard about a job that sounded like something I would be happier with, but I didn't have a resume or cover letter.  After so many years out of school I wasn't even sure how to write one.  A friend suggested I come to WeLIFT and I'm so glad I did.  Everyone was so welcoming and made the scary process of finding a job more comforting.

I am happy to tell you that I got the job I wanted!  My family and I are so grateful for all of WeLIFT’s help.  I'm so glad I came to WeLIFT that day.  I make sure to tell everyone in the same situation about the help I received.  You helped take the intimidation out of looking for a new job.

Thanks again!

*Client Prefers to remain anonymous*

**Good News Story by WelIFT (Fourth Quarter):**

**I wanted to take time to thank you for helping me recently. I was in a bad spot in my life. I was referred to your office from a place in Warren Co. that helped me pay my rent. I was working part time waitressing and bartending and just not making ends meet. Meeting with you at WeLIFT was actually a changing point in my life.**

**You encouraged me to go back to school, and you helped build my confidence that I was employable. You told me to set goals. I now set goals all of the time. I went from making seven dollars an hour and not being able to pay my rent, pay for daycare or survive on my own. I honestly could not envision even living without government food assistance. After I got a divorce, supporting my two kids was about survival. You believed in me. I dared to dream.**

**Now, because of your help and encouragement, I now have a salary making over $10,000 more a year than I made previously. I am able to support my children 100% on my own with no government assistance. Thank you.**

**Some goals that I am working on now are paying off debt, having an emergency savings account, buying a house and finishing college. These are things I gave up on after life had beaten me down. Thank you for “lifting” me☺**

***Client Prefers to remain anonymous***