ATTACHMENT 1: PROJECT DESCRIPTION
MN DEI PROJECT/PHASE IV (Year 3)

1) Describe the outreach/recruitment strategies and tools your area is using to bring eligible participants into the project, including out of school youth. Please also include a description of how you are recruiting culturally diverse youth and their families.

Minnesota Valley Action Council has a strong history and network of established relationships throughout the nine county area to recruit eligible youth. Below is a partial list of organizations in this network that receive informational letters and program applications to recruit youth, specifically out of school youth and youth from communities of color:

WorkForce Center Partners:
Job Service
State Services for the Blind
Vocational Rehabilitation Services
Life-Work Planning Center
MRCI WorkSource

Education Community:
55 School Districts in nine counties
Alternative Schools
GED Programs
Adult Basic Education Programs
South Central Service Cooperative
Community Interagency Transition Committees (CTIC)
South Central College*
Minnesota State University-Mankato*
Rasmussen College*
Bethany Lutheran College*
Gustavus Adolphus College*
**Specifically Student Support Services*

Area Service Providers:
Human Services
Community Corrections
Lutheran Social Services
The REACH Drop-In Center
Salvation Army
Committee Against Domestic Abuse
Catholic Charities
LA-MANO, Inc.
African Family and Education Center
Greater Mankato Diversity Council
Emergency Food Shelves
Area Homeless Shelters
Area Thrift Stores
Mental Health Agencies
Foster Care Agencies
Veteran Services Offices
Temporary Employment Agencies

MVAC Internal Programs:
Homeless Prevention Program
Head Start
Diversionary Work Program
Minnesota Family Investment Program
Food Support Employment & Training Program
Dislocated Worker Programs
WIA Adult
Car Ownership Program
Energy Assistance Program
Housing Programs
AGAIN Thrift Store

In addition, South Central provides Outreach to School activities under our Partners in Career Exploration Program where interns from the Student Counseling Program at Minnesota State University - Mankato are placed in local school districts to provide career exploration activities to high school juniors and seniors. PICE interns received training from the DRC on the DEI project to share with their school districts to assist with outreach and recruitment.

2) What criteria are being used to determine if a participant will have an Integrated Resource Team (IRT) and how is the IRT documented? What is the role of the Disability Resource Coordinator (DRC) in the IRT process in your area?

When a youth participant has an employment or education goal and needs assistance beyond the services provided through MVAC to meet that goal, an Integrated Resource Team (IRT) is developed. A youth participant may currently be working with multiple service providers or need the support of multiple service providers. In those cases, an IRT is used to coordinate services and resources for the youth. The IRT is youth driven. The youth has to want the IRT and needs to be motivated and willing to participate in the process. Approximately, 43 IRT meetings have been held to date.

The Disability Resource Coordinator (DRC) will help identify members of the IRT and schedule meetings. The DRC will facilitate the first meeting but most youth counselors will facilitate subsequent meetings. Many youth counselors schedule and facilitate their own IRT meetings and that has been successful. The DRC is called upon for funding resources, case reviews, answering questions, and scheduling when needed. The IRT is documented in the youth case notes.

3) Describe the co-enrollment strategies your site is using to fund training, work experience, etc. for project participants. **DEI grant funds may NOT be used to pay wages or stipends to participants directly.**

Participants are co-enrolled in the Minnesota Youth Program, WIA Youth or other specialized grants such as Youth Intervention Program or Minnesota Competitive Youth grants to fund work experience for project participants.

4) Describe the partnerships developed during the DEI that will continue to support services to youth with disabilities following the end of this grant in September 2015. Please include copies of any Memoranda of Understanding (MOUs) in place to define the roles of partners.

The DRC has developed strong relationships with numerous agencies and organizations in the community that serve individuals with disabilities. Many agencies and organizations have participated in the IRT meetings and seen the benefits of working together to help youth with disabilities reach their goals. To build on the momentum of the DEI Project, the South Central WorkForce Council plans to develop

a standing committee that focuses on services to people with disabilities under the new Workforce Innovation and Opportunity Act (WIOA).

A Memorandum of Understanding between the core partners of the WorkForce Centers includes language on access to assistive technology for the Resource Area and career information as well as connecting youth job seekers with disabilities to the DRC for assistance with program access and application assistance.

5) Describe how the local employer community is engaged in the project, including how DEI participants are being exposed to high-growth industries and occupations in demand in your region and career pathways.

MVAC has developed strong relationships with a variety of area employers. Not only do these connections results in work experiences or internships for youth, but expose them to careers in their interest area. Some of these employers have hired the youth that were placed there after they exhibited positive work habits. These relationships also provide youth with opportunities for job shadowing, informational interviews and business tours. Local employers are often brought in to workshops to speak about what is expected of their employees. MVAC continues to recruit new worksites based on the current youth caseload, youths' career interest areas and relationships with local employers.

MVAC staff spend time working with youth to explore careers which involves investigating careers and the labor market information that relates to their interest area. Labor market information gathered includes statistics on the number of jobs in an area, average wages, and the projected outlook. There are a variety of resources staff use to explore the local labor market including MN Careers, Minnesota Works, ISEEK website, MN DEED website, and the Occupational Outlook Handbook. The South Central regional career website, www.iseek.org/southcentral, provides additional local information regarding current and future "hot jobs" along with information about industries in the area.

Each year the South Central WorkForce Council develops a demand occupation list from a rich set of labor market information, including statistics on current demand and future outlook, coupled with real-time input from local employers and job counselors. The information utilized includes:

- Jobs with large numbers of vacancies or indication of labor shortages.
- Jobs projected to grow along with regional industries, providing good future employment opportunities.
- Jobs that support key regional industries or industry clusters.
- Jobs paying higher than average wages or jobs that are part of career ladders that lead to higher wages.
- Education and training requirements of the job.

The demand occupation list is utilized by employment counselors to assist participants in identifying high growth/high demand occupations in the region.

6) How are you educating participants, partners and potential referral sources about Ticket to Work? Describe any creative outreach strategies your area has developed to identify Ticket holders.

MVAC has a strong history and extensive network of established relationships throughout the nine county area to educate organizations about the Ticket to Work program as well as identify eligible youth. A partial list of those organizations was mentioned above. In addition, the DRC has served as an ambassador of the DEI project to gain support from staff, partnering organizations and key stakeholders in the community. To gain a better understanding of the Ticket to Work program, the DRC attended Benefit Planning Training and is provisionally certified. The DRC expects to complete her certification in 2015. This experience has improved the DRC's ability to explain the program to youth participants and other organizations involved. The DRC and employment counselors identify ticket holders through the enrollment process.

In addition, the DRC has discussed the Ticket to Work program with other partnering agencies in the WorkForce Center system for outreach to universal customers as well as participants in other employment and training programs.

7) Describe the promising/best practices implemented during the project that are likely to be continued in your area following the end of this grant.

The implementation of the key strategic approaches for the DEI Project including Guideposts to Success, Integrated Resources Teams, and Partnerships & Collaborations have proven to be very successful and we plan to continue the following practices after the grant period:

- **IRT meetings** have been instrumental in coordinating services and resources with multiple agencies for youth with disabilities. The IRTs have resulted in increased communication and coordination between agencies. This strategy will be helpful for all youth participants.
- **Guideposts for Success** represent key educational and career development interventions that make a positive difference in the lives of youth with disabilities. The Guideposts strategy can benefit all youth participants and has been included in the youth assessment and Individual Service Strategy for all youth programming.
- **Partnerships & Coordination** – The DRC has developed strong relationships with numerous agencies and organizations in the community. Many agencies and organizations have participated in the IRT meetings and seen the benefits of working together to help youth with disabilities reach their goals. To build

on the momentum of the DEI Project, the South Central WorkForce Council plans to develop a standing committee that focuses on services to people with disabilities under the new Workforce Innovation and Opportunity Act (WIOA).

- **Meetings with Vocational Rehabilitation Services** – Due to the number of youth jointly being served by VRS and MVAC, staff from both agencies meet on a monthly basis to discuss co-enrolled youth, services and resources. Both agencies have a better understand of what each other does. Appropriate referrals are being made more often and ultimately more youth are being served.
- **Community Transition Interagency Committee involvement** – The DRC participated in local CTIC meetings and has gained a better understanding of the services being provided to youth with disabilities through the high school. Participation on this committee has also built a better connection to special education staff.
- **Relationship with high school special education staff** has resulted in increased referrals. The staff have a better understanding of the services that MVAC can provide to youth with disabilities.
- **Awareness of different types of disabilities -** This project has been a tremendous learning experience for staff. In the past, many DEI youth may have been referred to other agencies with disability expertise. The DEI project has increased the level of awareness of disabilities including impact in school/work, accommodations, and services/resources that are available to help youth with disabilities achieve their employment and training goals.
- **High expectations for youth with disability** – The DEI Project has demonstrated repeatedly that youth with disabilities can succeed.
- **Resource mapping** – The DRC collected information on area services and resources for youth with disabilities. This information will be incorporated in the Youth Directory of resources in the nine county area that was developed by the Youth Council.

Attachment I - Work Plan Mod 3

ATTACHMENT 3: PHASE IV (Year 3) Participant Plan and Expenditure Plan

Agency: South Central WorkForce Council/ Minnesota Valley Action Council **Contact: Heather Gleason**

Participant Plan *(please use cumulative totals with actual figures for Year 1 and 2 and planned figures for Year 3)*

	Year 1: Jan – Dec 2013	Year 2: Jan – Dec 2014	Year 3: Jan – Mar 2015	Year 3: Apr – Jun 2015	Year 3: Jul - Sep 2015
Total DEI Enrollments (minimum of 30 through Year 1; 75 through Year 2; 120 through Year 3)	35	95	108	120	120
WIA Co-enrollments	15	21	23	26	26
MYP Co-enrollments	23	44	49	55	55
Other Youth program Co-enrollments	11	17	19	21	21
Total Other Youth Receiving DEI Services	0	0	0	0	0
Total Adults Receiving DEI Services	0	0	0	0	0
TOTAL DEI Enrollments and/or Others Receiving DEI Services	35	95	108	120	120
Ticket Holders assigned to DEED's EN	**2**	**3**	**4**	**5**	**6**
DEI Participant Exits	**1**	**22**	**25**	**29**	**35**

- The figures in this chart should represent your proposed plan to reach a minimum of 120 enrollments by the end of Year 3.
- The figures within each quarter may be revised as necessary.

Expenditure Plan *(use cumulative figures)*

Total Allocation					
$615,000	**Year 1: Jan – Dec 2013**	**Year 2: Jan – Dec 2014**	**Year 3: Jan – Mar 2015**	**Year 3: Apr – Jun 2015**	**Year 3: Jul – Sep 2015**
Expenditures	$125,000	$370,000	$460,000	$540,000	$615,000
Leveraged Funds	$62,115	$220,628	$245,000	$275,000	$300,000

- Year 1 and 2 expenditures and leveraged funds should represent your actual expenditures as closely as possible

Attachment 2- Budget Mod 3

ATTACHMENT 4: BUDGET SUMMARY
MN DEI PROJECT PHASE IV (Year 3)

Budget Period: January 1, 2013 to September 30, 2015

Agency/Contact Person	Address/Phone/Fax/E-mail
South Central WorkForce Council Heather Gleason	706 North Victory Drive Mankato, MN 56001 Phone: 507-345-2418 Fax: 507-345-2414 hgleason@workforcecouncil.org

Budget Category	DEI Funds	Leveraged Funds	Total Budget Amount
885 - Personnel	$332,855		$332,855
875 - Fringe Benefits	$98,510		$98,510
890 - Travel	$10,000		$10,000
821 - Equipment/Supplies	$17,260		$17,260
838 - Financial Literacy Training	$400		$400
840 – Contractual: Benefit Planning	$3,400		$3,400
834 – Contractual: Assistive Technology	$6,000		$6,000
830 – Other Contractual	$75,075		$75,075
891 - Youth Support Services	$10,000		$10,000
845 – Construction/Space Costs			
850 – Youth Wage and Fringe		$300,000	$300,000
833 - Administration (10% limit - note definition)	$61,500		$61,500
TOTAL	$615,000	$300,000	$915,000

Attachment 2: Budget Mod 5

ATTACHMENT 5: BUDGET DETAIL
MN DEI PROJECT PHASE IV (Year 3)

Budget Period: January 1, 2013 to September 30, 2015

Agency: South Central WorkForce Council/Minnesota Valley Action Council

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:	
885 - Personnel	**DEI Funds**	DRC: 5,680 hrs x $27/hr = approx. $153,365 9 Employment Counselors: 3,740 hrs x $27/hr = $100,980 Community Services Director: 2,015 hrs x $34/hr = $68,510 Support Staff: 500 hrs x $20 = $10,000 *Please Note: MVAC utilizes a cost center so hours for vacation and holidays are not included.*
	Leveraged Funds	
875 - Fringe Benefits	**DEI Funds**	DRC: 5,680 hrs/yr x $8/hr = $45,440 9 Employment Counselors: 3,740 hrs x $8/hr = $29,920 Community Services Director: 2,015 hrs x $10/hr = $20150 Support Staff: 500 x $6/hr = $3,000 *Please Note: MVAC utilizes a cost center so hours for vacation and holidays are not included.*
	Leveraged Funds	
890 - Travel	**DEI Funds**	National Conference: $3,500 Benefit Analysis Training: $1,500 Mileage for DRC to travel for DEI activities: (60 mi/wk x 148 wks x $.56 = approx. $5,000)

Attachment 2 - Budget Mod 3

	Leveraged Funds	
821 – Equipment / Supplies	**DEI Funds**	-One computer for DRC: $800 -One cellphone for DRC: $30 -One iPad for DRC: $530 -Hotspot for iPad for use with DEI participants: $400 ($40/mo x 10 mo = $400) -Youth Directory: $5,000 -Work readiness curriculum: $6,000 -Meals and refreshments for workshops/trainings: $1,000 (25 participants x 4 workshops x $10 per/person = $1,000) -Meals for WorkForce Center Partner Training Day = $3,500 (140 staff x $20 per meal = $3,500)
	Leveraged Funds	
838 – Financial Literacy Training	**DEI Funds**	Financial Literacy Training from Lutheran Social Services 2 wksp x $200 = $400
	Leveraged Funds	

840 – Contractual: Benefit Planning	**DEI Funds**	Benefit Counseling through MN Work Incentives Connection for 4 youth. $850/Benefit Analysis x 4 yth = $3,400
	Leveraged Funds	
834 – Contractual: Assistive Technology	**DEI Funds**	Assistive Technology for DEI participants and/or customers of the WorkForce Center.
	Leveraged Funds	
830 – Other Contractual	**DEI Funds**	Cost for Bridge to the Future Training Program through MRCI WorkSource $2,500/per session x 3 yth = $7,500 $125/intake x 3 yth = $375 Tuition, books and fees for post-secondary training $3,000 x 13 yth = $39,000 Registration for Scrubs Camp $150 x 6 yth = $900 National Conference Registration: $1,100 (3 staff x $370 per person) Youth Intervention Program Certification: $1,200 (12 staff x $100 per person) Global Career Development Facilitator Training: $17,500 (12 staff x approx. $1458 per person) WorkForce Center Partner Training Day: $7,000 (2 speakers x $3,500 per speaker = $7,000) Speakers for local CTIC Training: $500 (1 speaker x $250 per speaker x 2 trainings)
	Leveraged Funds	
891 - Youth Support Services	**DEI Funds**	Support fund to assist youth with needs to participate in DEI project. (50 youth x avg. $200 per youth)
	Leveraged Funds	

Attachment 2- Budget Mod 3

845 – Construction / Space Costs	**DEI Funds**	
	Leveraged Funds	
850 – Youth Wage and Fringe	**DEI Funds**	[redacted]
	Leveraged Funds	$325,000 leveraged from WorkForce Investment Act, Minnesota Youth Program or other specialized youth programming.
833 - Administration (10% limit – note definition)	**DEI Funds**	$61,500
	Leveraged Funds	

- While reporting of leveraged funds is required, not every cost category must indicate leveraged funds.