

Form 1 - Cover Sheet/Signature Page MN DEI Project

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Central Minnesota Jobs and Training Services, Inc. 406 7 th Street East PO Box 720 Monticello, MN 55362	Leslie Wojtowicz 406 7 th Street East PO Box 720 Monticello, MN 55362
Director Name: Barbara Chaffee Telephone Number: 763-271- 371 1 FAX: 763-271-3701 E-Mail: bchaffee@cmjts.org	Contact Name: Leslie Wojtowicz Telephone Number: 763-271-3757 FAX: 763-271-3701 E-Mail: lwojtowicz@cmjts.org

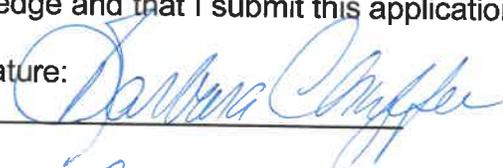
Agency DUNS# 034383344

MN Tax ID #: 2073311

Federal Employer ID #: 41-1484048

Local Website Address (if applicable): www.cmjts.org

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: 

Title: CEO

Date: 9/26/2018

PROJECT DESCRIPTION MN DEI PROJECT

Year 3

Describe your organization's Employment Network outreach strategy to engage ticket holders:

CMJTS staff, with the assistance of a VISTA member is developing some outreach and electronic informational sessions. The ticket to work program has a tab on the CMJTS website with information on the program and contact information. Current WIOA and MYP program enrollments, if they have disclosed on their application as being benefits recipients, are informed of the opportunity to assign their ticket.

Staff have shared that CMJTS is an employment network with partner staff and with county agencies as well as at the CTIC meetings. The Program Manager and DRC will be presenting at the Vocational Rehabilitation staff meetings to remind them that we have a partnership plus agreement and will take referrals of ticket holders when they will be exiting their services.

CMJTS has also become a member of NENA. Through participation in these calls, CMJTS staff have learned additional recruitment techniques. CMJTS requested to be put on the list to receive electronic information of beneficiaries in our area. There used to be a DVD of this information sent to Employment Networks years ago and was discontinued. SSA started a pilot program called proof of concept, where this information was sent electronically (securely). Only a few organizations were able to be a part of this pilot. SSA is now expanding this program and CMJTS has requested to be on the list.

Describe the Employment Network goals your organization hopes to achieve in the next year. How many ticket holders do you anticipate assigning a ticket to your organization's EN? Does your organization anticipate any ticket revenue in the next year?

1. Goal to ensure outreach materials are available in partner organizations, such as CAP agencies.
2. Increase to 25 ticket assignments by 6/30/2019
3. Goal of Revenue received of \$115,000 total by the end of the year

Describe the promising practices your organizations intends to sustain beyond the grant's life. Describe how your organization will integrate promising practices into core programs like WIOA Youth/Adult:

CMJTS plans to continue the DRC position beyond the grant through ticket revenue and WIOA funding. The use of guideposts for success as well as IRTs will continue across all programs when appropriate and a good fit for the participant. CMJTS will continue to provide enhanced universal services to potential ticket holders. The Disability Resource Information training is currently being made into an electronic delivery method of voice over power point. It will be used to ensure all new staff are trained. It will also be provided to all partners in Region 3; Voc Rehab staff, ABE, and DEED staff for their use as well.

Describe how the connections your organizations has made with the PACER Center will continue beyond the life of the grant:

CMJTS staff used information provided by PACER in the DRI training. Participants will be encouraged to schedule consultations for assessment of adaptive technology needs when appropriate. PACER's Cultural staff will be consulted, as needed to ensure culturally appropriate DEI service delivery. PACER website resources (videos and links) will be shared with all CMJTS staff to improve their ability to work with people with disabilities. PACER Center will be providing an second informational session for families to learn about the WorkForce Center and career pathways.

Describe how you will reach youth of color. What techniques, strategies, and/or resources will you utilize to serve youth of color?

Targeted outreach to students of color will occur. Staff will provide outreach efforts at the Somali teen center in Willmar, through school counseling networks and WorkForce Center core partners(Adult Basic Education, Vocational Rehabilitation Services, and Veteran's Services), and via social media.

Describe the co-enrollment strategies your site plans to use to fund training, work experience, etc. for project participants. DEI grant funds MAY be used to pay wages or stipends to participants.

Presentations to CMJTS staff and WIOA core partners will lead to increased referrals to the DEI project. By co-enrolling WIOA and MYP youth and/or VRS participants into DEI, funds will be leveraged to cover the cost of training and work experience opportunities.

Additional state funds or CMJTS discretionary grants will be accessed, as appropriate, for other co-enrollment opportunities to ensure a true blending and braiding of services and funds.

Based on lessons learned from the round V DEI project, the DRC's coordination of services will be key to leveraging funds. Helping the participant access all programs beneficial to them will reduce the need for training or work experience funds and will enable CMJTS to use only a small portion of the DEI grant for these activities.

Describe how worksites will be developed for participants including how employers will be engaged to provide a range of work experience opportunities including private sector internships. Describe how accommodations are made for youth who need them:

CMJTS has a Community Out Reach Employees (CORE) team that works specifically with businesses and community/employer organizations to advance business services and work-based learning opportunities. These established relationships with business and organizations, many of whom have hosted work experience participants in the past, will be leveraged for DEI worksite placements. The DRC and manager will present information, regarding the project and its value, to the Workforce Development Board to leverage members' business relationships and increase work opportunities across the 11-county region. The CORE team has also participated in customized NDI-hosted employment training webinars and this information is incorporated into worksite development, as appropriate.

If a DEI participant expresses an interest in a career field for which a current employer relationship does not exist a member of the CORE team will conduct outreach with employers to find a suitable match. A member of the CORE team, youth employment specialist, or DEI coordinator will assist the youth by arranging/assisting with one or more of the following experiential learning opportunities;

- Informational interview with an employer
- Business tour
- Job shadow experience
- Volunteer opportunity
- Paid work experience
- Enhanced Workforce Protégé experience (employer contributes to the wage and provides weekly mentorship)
- On-the-job training opportunity
- Exploration of a state-certified youth or registered apprenticeship
- Unsubsidized employment

Youth participants will be encouraged to attend local career events such as Construct Tomorrow, SCRUBS camps, and business tours. The CORE team's relationships and expertise with employers, and leveraged WIOA and MYP funds, will support these initiatives.

Describe how worksite orientation will be given for both project participants and for worksite supervisors. How will safety training be given?

Once it has been determined that workplace learning is appropriate for the advancement of a participant's career readiness and a worksite has been identified, the employment specialist will complete a worksite orientation. During this orientation the importance of workplace safety and compliance with Occupational Safety and Health Agency standards, as well as the Minnesota Right to Know Act and child labor laws, will be conveyed to both the participant and the workplace supervisor. The employment specialist will also address the procedures for, and importance of, injury reporting and maintaining CMJTS agency standards (e.g. drug free, harassment free, and weapon free workplace rules) meant to keep the participant safe during their experiential learning. The participant and site supervisor will have the opportunity to ask

questions and gain the same understanding of work experience expectations.

Proper safety procedures and protocols related to specific on-the-job tasks will be demonstrated by the worksite supervisor. To ensure that the participant understands these procedures. The worksite supervisor will follow up with the participant on a regular basis to ensure he or she continues to follow worksite safety protocols.

Describe how youth are supported in order to earn academic and/or service-learning credit:

Youth are encouraged to remain in or complete their education. Education goals are written into the guideposts for success. All youth are co-enrolled with MYP or WIOA and eligible for stipends as applicable. Releases are signed in order to work with school to work coordinators if youth participants are working with one. CMJTS staff work with the applicable school staff to ensure requirements are met. To earn the service learning credit.

CMJTS has curriculum developed for life skills and leadership skills that will be used to help the youth attain goals written into their guideposts.

**FORM 2: PARTNERSHIP
CHART MN DEI PROJECT**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
CAP Agencies	Heartland Community Action Agency Lakes and Pines Community Action Council Tri-CAP	The below bullets apply to CAP Agencies and Community Based Organizations <ul style="list-style-type: none"> • Provide resources to individuals in local communities • Provide assistance with basic needs • Uses agency and community sites • Provides referrals through collaboration 	The below bullets apply to CAP Agencies and Community Based Organizations <ul style="list-style-type: none"> • Share grant information with clients • Identify resources • Blend and braid services • Provide referrals • Build strong relationships and effective practices • If appropriate attend IRT meetings 	Rochelle Brummond P: 320-587-5244 rochelleb@heartlandcaa.org Dawn Besemann P: 320-679-1800 dawnb@lakesandpines.org Patrick Shepard P: 320-257-4501 Tammy Biery P: 320-308-5702 tammy.biery@sbetc.org Mohayadin Mohamed P: 320-223-2755 boqore1@gmail.com Melanie Benjamin P: 320-532-4181 melanie.benjamin@millelacsband.com
Community Based Organizations	Employment Immigrant Connection Islamic Center of St. Cloud Mille Lacs Band of Ojibwe MN Migrant Council			Josefina Chavez P: 320-441-6575 josefina.chavez@state.mn.us

**FORM 2: PARTNERSHIP
CHART MN DEI PROJECT**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Adult Basic Education	<p>Glacial Lakes ABE</p> <p>Central Minnesota East ABE</p> <p>West ABE</p> <p>Anoka Technical College/Anoka Ramsey Community College</p> <p>Ridgewater College-Hutchinson</p> <p>Ridgewater College-Willmar</p> <p>Pine Technical College</p>	<p>The below bullets apply to ABE and Post-Secondary Institutions</p> <ul style="list-style-type: none"> • Uses agency/school/community sites • Has on-site staff to work with students • Provides referrals through collaboration 	<p>The below bullets apply to ABE and Post-Secondary Institutions</p> <ul style="list-style-type: none"> • Share grant information with students • Identify resources • Blend and braid services • Connect students to Disability Services • Provide referrals • Build strong relationships and effective practices • If appropriate attend IRT meetings 	<p>Shari Brunos P: (320) 234-8507 shari.brunos@ridgewater.edu</p> <p>Carolyn Nerhus P: 763-689-6228 cnerhus@cambridge.k12.mn.us</p> <p>Michelle Higgins P: 763-571-3768 michhiggins10@gmail.com</p> <p>Julie Packer P: 763-576-4069 jpacker@anokatech.edu</p> <p>Linnea Janas P: 763-433-1903 Linnea.Janas@AnokaRamsey.edu</p> <p>Terry Grinde P: 320-234-8650 terry.grinde@ridgewater.edu</p> <p>Jay Morrison P: 320 222-8040 jay.morrison@ridgewater.edu</p> <p>Katie Krier P: 320-629-5174 krierka@pine.edu</p>

**FORM 2: PARTNERSHIP
CHART MN DEI PROJECT**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Vocational Rehabilitation Services	<p>Central VRS Team</p> <p>North VRS Team</p> <p>South VRS Team</p>	<p>The bullets pertain to the three VRS Regions</p> <ul style="list-style-type: none"> • Meet with staff as needed • Blend and Braid services/funds • Housed out of regional WFCs • Provide DEI referrals 	<ul style="list-style-type: none"> • Provide DEI Referrals • Leverage funds for participant success • Address skill gaps in order for career development • Develop effective practices • Provide comprehensive employment and training services • Offer strength-based assessments • Provide career development • Help navigate multi-agency career pathway system • If appropriate attend IRT meetings 	<p>Jill Grand P: 763-271-3740 jill.grand@state.mn.us</p> <p>Lori Thorpe P: 763-279-4460 lori.thorpe@state.mn.us</p> <p>Mimi Schafer P: 612-437-2718 mimi.schafer@state.mn.us</p>

FORM 2: PARTNERSHIP CHART MN DEI PROJECT

The information contained in this chart should support the work plan and project description. This form demonstrates partnerships that form the basis for planning, developing, and implementing the DEI Project. Only those organizations that have committed resources, staff, and time (or are prepared to do so) should be listed. **NOTE: All local projects should include partners from Vocational Rehabilitation Services, State Services for the Blind, Community Interagency Transition Committees (CTICs).**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Community Transition Interagency Committees	<p>Meeker County CTIC</p> <p>Pine County CTIC</p> <p>Rum River Special Education Cooperative CTIC</p> <p>Sherburne and Wright County CTIC</p>	<p>The four bullets pertain to all CTICs</p> <ul style="list-style-type: none"> • Meets one time per month. • Has an appointed Treasurer • Uses agency/school/community sites • Provides referrals through collaboration 	<ul style="list-style-type: none"> • Share grant information with members • Identify resources • Provide referrals • Build strong relationships and effective practices • If appropriate attend IRT meetings 	<p>Deb Sundin dsundin@isd465.org</p> <p>Jennifer DuFresne P: 651-303-3803 jdufresne@scred.k12.mn.us</p> <p>Amanda Cook P: 763-639-2238 acook@rumriverspecial.ed.k12.mn.us</p> <p>Ashley Nordlie P: 763-233-5194 anordlie@functionalindustries.org</p>
State Services for the Blind	State Services for the Blind Headquarters	<ul style="list-style-type: none"> • Provides resources and support to Round IV DEI Youth grant 	<ul style="list-style-type: none"> • Provide resources and training • If appropriate attend IRT meetings 	<p>Carol Pankow P: 651-539-2300</p>

FORM 3: WORKPLAN YEAR 3 MN DEI PROJECT

Make additional copies of this form as needed.

Agency: Central Minnesota Jobs and Training Services Inc.,		Contact: Leslie Wojtowicz 763-271-3757 lwojtowicz@cmjts.org		Development Manager	
Project Goal: To improve employment outcomes for youth with disabilities ages 14-24 by increasing their participation in career pathways. There are six key elements of successful career pathways which include: 1. Cross agency partnerships 2. Identified industry sectors and employer engagement 3. Education and training programs 4. Funding needs and sources 5. Align policies and programs and 6. Measure systems change and performance.					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost (DEI funds)	Number Served	Start Date	End Date
Create marketing materials	Marketing materials available and distributed	\$150		January 2017	March 2017
Educate staff on the Youth DEI	Provide appropriate referrals for co-enrollments to leverage funds – staff trained on DEI project	\$2,500	60	Jan., 2017	March 2017
Coordinate Youth DEI presentations to partners and community orgs.	Gain understanding of DEI and provide referrals – partners received information on DEI and referral process	\$2,500	50-100+	Jan., 2017	On-going
Complete the intake process	Increase number of enrollments	\$129,450	100	Jan., 2017	Spring 2020
Train staff and partners on the IRT process	Develop strong IRTs and create systems change	\$129,450	100+	Jan., 2017	Spring 2020
Provide assistive technology for participants	Increase AT and AT resources to provide to participants	Cost varies based on AT	As needed	Jan., 2017	Spring 2020
Offer benefits analysis services for participants	Participant self-sufficiency		As needed	Jan., 2017	Spring 2020

Learn about the guideposts to success	Successfully implement the guideposts to success	\$2,500	60+ Staff and Partners	Jan., 2017	On-going
Use guideposts to success	All participants will have a completed guidepost assessment	\$129,450	100+	February 2017	On-going
Experiential learning opportunities provided	Participants complete any of the experiential learning opportunities outlined in the narrative	\$49,500	100+	March 2017	Spring 2020
Complete reports as required	Data recorded and reports submitted to DEED	\$49,500	100+	January 2017	Spring 2020

FORM 4: BUDGET SUMMARY
MN DEI PROJECT

BUDGET PERIOD: January 2017 TO February 2020

Agency/Contact Person	Address/Phone/Fax/E-mail
Central Minnesota Jobs and Training Services, Inc. Leslie Wojtowicz	406 7 th Street East PO Box 720 Monticello, MN 55362 763-271-3757 763-271-3701 lwojtowicz@cmjts.org

Budget Category	DEI Funds	Leveraged Funds (Optional)	Total Budget Amount
885 - Personnel	\$255,000	\$51,000	\$306,000
875 - Fringe Benefits	\$105,750	\$21,600	\$127,350
890 - Travel	\$8,000	\$10,000	\$18,000
821 - Equipment/Supplies	\$2,500	\$960	\$3,460
838 - Financial Literacy Training	\$0	\$0	\$0
840 – Contractual: Benefit Planning	\$0	\$0	\$0
834 – Contractual: Assistive Technology	\$0	\$0	\$0
830 – Other Contractual	\$0	\$0	\$0
845 – Construction/Space Costs	\$0	\$3,750	\$3,750
850 – Youth Wage and Fringe	\$49,500	\$120,000	\$169,500
833 - Administration (15% limit) (note definition)	\$74,250	\$0	\$74,250
TOTAL	\$495,000	\$206,060	\$702,310

**FORM 5: BUDGET DETAIL
MN DEI PROJECT**

Budget Period: January 2017 to February 2020

Agency: Central Minnesota Jobs and Training Services, Inc.

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:
885 - Personnel	<p>DEI Funds – Program Manager salary – oversight and supervision of DRC \$15,000</p> <p>DRC salary – project coordination, training staff, facilitating IRT's – \$145,000</p> <p>Youth staff & Ticket Team staff – co-enrollment case management - \$95,000 6 youth staff 6 ticket team staff</p>
	<p>Leveraged Funds (include source)</p> <p>Regional supervisor staff (3) – direct supervision of youth and ticket staff, \$12,000 from WIOA, MYP, public assistance and other discretionary grant funds</p> <p>Youth staff & Ticket Team staff – additional recruitment and case management of co-enrolled customers, \$39,000 from WIOA, MYP, public assistance and other discretionary grant funds</p> <p>Youth program manager – direction and oversight of youth co-enrollments, \$3,000 from WIOA, MYP funds</p>
875 - Fringe Benefits	<p>DEI Funds Fringe is approximately 40% of staff salaries totaling \$105,750 for Program Manager, DRC, youth staff, and ticket team staff</p>
	<p>Leveraged Funds (include source)</p> <p>\$21,600 – 40% of leveraged staff salaries for fringe from WIOA, MYP, public assistance and other discretionary grant funds</p>
890 - Travel	<p>DEI Funds Current travel for DRC is approximately \$4,000 annually Travel funded for 2 years through this round totaling \$8,000 16,000 miles @ \$0.50 reimbursement rate</p>

	<p>Leveraged Funds (include source)</p> <p>Round V DEI and WIOA adult program funds - funding DRC travel for 1 year, 8,000 miles @ \$0.50 reimbursement rate = \$4,000</p> <p>Youth staff and Ticket team staff travel leverage WIOA, MYP, public assistance and other discretionary grant funds – 12,000 miles @ \$0.50 reimbursement rate = \$6,000</p>
821 – Equipment / Supplies	<p>DEI Funds</p> <p>Computer for DRC use – based on previous computer purchases = \$2,000</p> <p>\$500 in additional supplies – pens, materials</p>
	<p>Leveraged Funds</p> <p>DRC phone service for 2 years 2 \$40 per month = \$960 (one year leverage to current Round V DEI grant)</p>
838 – Financial Literacy Training	<p>DEI Funds</p>
	<p>Leveraged Funds</p> <p>None</p>
840 – Contractual: Benefit Planning	<p>DEI Funds</p>
	<p>Leveraged Funds - None</p>
834 – Contractual: Assistive Technology	<p>DEI Funds</p>
	<p>Leveraged Funds - None</p>
830 – Other Contractual	<p>DEI Funds</p>
	<p>Leveraged Funds - None</p>
845 – Construction / Space Costs	<p>DEI Funds</p>

	<p>Leveraged Funds</p> <p>Space costs for DRC, 10 x 10 cubicle @ \$12.50 per square foot for 3 years = \$3,750</p>
850 – Youth Wage and Fringe	<p>DEI Funds</p> <p>\$49,500 will be available for work experience and fringe for DEI participants</p>
	<p>Leveraged Funds</p> <p>Approximately \$120,000 in leverage wages and fringe. Average work experience cost is \$2,000 x 60 co-enrolled youth, WIOA or MYP funds</p>
833 - Administration (15% limit)	<p>DEI Funds</p> <p>\$74,250 in administration costs; cover functions of the agency; payroll and financial management functions, personnel management functions, systems and procedures to carry out and provide oversight</p>
	<p>Leveraged Funds (Optional) - None</p>