

October 17, 2017

Ms. Carrie Bendix, Executive Director
Southwest Minnesota Private Industry Council
Lyon County Government Center
607 West Main Street
Marshall, MN 56258

RE: Round 7 Youth DEI Grant (#7069600) Modification #1

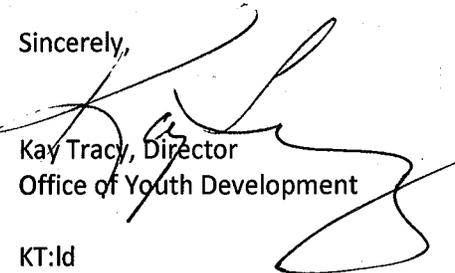
Dear Ms. Bendix,

The Round 7 Youth DEI Grant (#7069600) is covered under your current Master Grant Agreements with DEED. The term of the Master Grant Agreement is July 1, 2016 through June 30, 2021. The following documents are attached for your Round 7 Youth DEI Grant (#7069600) for the period of November 1, 2016 through March 31, 2020:

- Notice of Grant Action (NGA 16-18)
- Project Specific Plan (PSP) Contract Cover Sheet and Attachments
- Customized fiscal reporting template in Microsoft Excel. Please be sure to use this template ONLY with this grant.

If you have questions regarding the Round 7 Youth DEI Grant (#7069600), please contact me at 651-259-7555 or Cory Schmid at 651-259-7541. We ask that you share this information and documentation with appropriate local staff as needed. Thank you for your cooperation.

Sincerely,


Kay Tracy, Director
Office of Youth Development

KT:ld

Attachments

c: Eriann Faris
Leah Hastad
Financial Services
Cory Schmid
Sou Thao
JoAnne Beaudry

Indirect Cost Rate
FSR/CAPR

(Not Applicable at this time)

NGA # 16-18

Notice of Grant Action (NGA)

Minnesota Department of Employment and Economic Development
Master Grant Agreement #SWMNPIC2013M

SC #71603

Effective Master Grant Agreement Date: June 5, 2013 - March 31, 2018

Master Grant Agreement #SWMNPIC2016M

SC #109738

Effective Master Grant Agreement Date: July 1, 2016 - June 30, 2021

DUNS #: 061564931

GRANTEE:

Southwest MN Private Industry Council WDA #6
607 West Main Street
Marshall, MN 56258

GRANTOR-STATE: MN Dept of Employment and Economic Development
Employment & Training Programs (ETP) Division
1st National Bank Building
332 Minnesota Street, Suite E200
Saint Paul, MN 55101-1351

FUNDING SUMMARY

Title ID/Name	Performance Period	Grant ID #	Prior Level	Obligation with this Action	New Level	Award/Amount	CFDA #	CFDA Name	NGA #	DEED USE	
										P.O. #	SWIFT Contract ID
FEDERAL											
WIOA Youth	04/01/2016 - 03/31/2018	6063600	\$168,789.00	\$0.00	\$168,789.00	\$168,789.00	17,259	WIOA Youth	1, 14	3-248336	108214
WIOA Adult Formula	07/01/2016 - 06/30/2018	6063100	\$269,036.00	\$0.00	\$269,036.00	\$164,237.00	17,258	WIOA Adult	4, 8, 17	3-256315	111290
WIOA DW Formula	07/01/2016 - 06/30/2018	6068000	\$77,767.00	\$0.00	\$77,767.00	\$182,566.00	17,278	WIOA DW	4, 8, 17	3-256281	111136
Pathways to Prosperity - (P2P)											
SFY 2017 - Round 1 Year 2 DHS Funds	06/01/2016 - 12/31/2016	7067801	\$53,030.00	\$0.00	\$53,030.00	\$53,030.00	93,558	* See Below (TANF)	5	3-252785	109781
Youth Disability Employment Initiative											
Logic PD ERAG	11/01/2016 - 03/31/2020	7069600	\$495,000.00	\$0.00	\$495,000.00	\$495,000.00	17,207	Employment Services / Waaner	9, 18	3-283670	119701
2017 TANF Youth	12/14/2016 - 02/28/2017	6068201	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	17,278	WIA/WIOA DW	10	3-284604	120440
OTHER											
MN Youth Program	07/01/2016 - 06/30/2017	7066400	\$122,968.00	\$0.00	\$122,968.00	\$122,968.00	N/A	N/A	2	3-254328	110537
Youth Competitive Grants	07/01/2016 - 09/30/2017	7068801	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	N/A	N/A	2, 13	3-254165	110436
HECAP	07/01/2016 - 06/30/2017	7066301	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	N/A	N/A	2	3-253734	110173
State Dislocated Worker Program (DWP)	07/01/2016 - 06/30/2018	6068500	\$388,439.00	\$0.00	\$388,439.00	\$388,439.00	N/A	N/A	3	3-256340	111367
Pathways to Prosperity - (P2P)	07/01/2016 - 12/31/2017	7067900	\$121,798.00	\$0.00	\$121,798.00	\$121,798.00	N/A	N/A	6, 15	3-256827	111566
SFY 2017 - Round 1 Year 2 Rural Career Counseling Coordinators	07/01/2016 - 03/31/2018	7064800	\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	N/A	N/A	7, 11	3-267113	114641
TOTAL			\$2,031,827.00	\$0.00	\$2,031,827.00	\$2,031,827.00					

APPROVED BY:

Shelley Landgraf
Shelley Landgraf, Director
Employment & Training Programs (ETP) Division, Fiscal Planning/Monitoring Activities

DATE ISSUED:

10-17-2017

The approved Project Specific Plan, along with this NGA, and attached workplan and budget is releasing funding under the SWMNPIC2013M and SWMNPIC2016M State/Federal Master Grant Agreement with DEED. See Attachment 3 for DEED's Contacts and Additional Terms and Conditions.

FSR = Financial Status Report / CAPR = Cash Advance Payment Request

*TANF - Temporary Assistance for Needy Families (TANF) Federal ID 1502 MNTANF

For questions, contact Shelley Landgraf at 651-259-7580 or shelley.landgraf@state.mn.us

**STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
AMENDMENT**

Master Contract #: SWMNPIC2016M
 Term of Master Contract: 7/01/2016-6/30/2021
 Master Supplier Contract #: 109738
 Contract ID #: 7069600
 Modification #: 1

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment and Training Division 1 st National Bank Building 332 Minnesota Street - Suite E200 Saint Paul, MN 55101-1351	Southwest Minnesota Private Industry Council, Inc. Lyon County Government Center 607 West Main Street Marshall, MN 56258
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Cory Schmid Title: Program Coordinator Telephone Number: 651-259-7541 Email: cory.schmid@state.mn.us	Name: Carrie Bendix Title: Executive Director Telephone Number: 507-476-2188 Email: cbendix@swmnpic.org

For expired contracts:

- The Original Contract and any previous amendments are incorporated into this amendment by reference.
OR
 Standard amendment language
 Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

If Applicable

- Attachment 1, "Work Plan" is deleted in its entirety and replaced with the following Attachment 1- Work Plan Mod 1.
 Attachment 2, "Budget" is deleted in its entirety and replaced with the following Attachment 2- Budget Mod 1.

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.
 (Signature) Carrie Bendix Date: 10/10/17

Printed Name: Carrie Bendix
 Title: Executive Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.
 (Signature) Jeremy Hanson Willis Date: 10-13-17

Printed Name: ~~Max Thao Shuck~~ Jeremy Hanson Willis
 Title: ~~Director, Employment and Training Division~~ Deputy Commissioner
 Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: Youth Disability Employment Initiative

Contract Start Date:	<u>11/01/2016</u>	Total Grant Amount:	<u>495,000</u>
Original Contract End Date:	<u>3/31/2020</u>	Original Grant Amount:	<u>495,000</u>
Proposed Grant End Date:	<u>N/A</u>	Previous Modification Amount:	<u>N/A</u>
Match/Leverage Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Modification Amount:	<u>N/A</u>
	SWIFT Contract ID	SWIFT PO Number #	
	<u>119701</u>	<u>3000283670</u>	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
<u>Cory Schmid</u>	<u>16-18</u>	<u>0000204682 002</u>	<u>34530</u>

AFS Signature: [Signature]

Encumbrance Date: 10/10/2017

Year 2 Planning instructions
Round 7 Minnesota Disability Employment Initiative (MN DEI)
Local Implementation Site Work Plan and Budget Instructions

The Minnesota Department of Employment and Economic Development (DEED) has been awarded a \$2.5 million, 42 month Disability Employment Initiative (DEI) grant from the U.S. Department of Labor (DOL) for the purpose of linking Minnesota youth with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, postsecondary career education, systems linkages and service coordination, and other promising practices.

Amount of Funding

Each implementation site has received \$495,000 for the three-year duration of the grant.

Project Objectives

The specific objectives of MN DEI are to demonstrate practices that:

- Strengthen partnerships and strategically align youth and adult career pathways systems to effectively serve youth with disabilities through multiple entry and exit points;
- Build capacity of WDA staff to support at least 300 youth with disabilities to participate in career pathways system using the Guideposts for Success best practices framework and an Integrated Resource Team (IRT) approach;
- Utilize innovative intergenerational family support approach to promote successful outcomes for youth with disabilities participating in career pathways system and programs;
- Implement specific strategies to address the state's employment gap for culturally and racially diverse individuals;
- Increase the state's number of employment networks (ENs) and the number of Social Security disability beneficiaries participating in career pathways programs.

Target Population

The MN DEI project targets youth who meet the following criteria:

- Age 14 to 24
- Have one or more documented disabilities
- Have one or more additional risk factors, such as:
 - Foster youth
 - Teen parents
 - Homelessness
 - At-risk of dropping out of school
 - Out-of-school youth
 - Ex-offenders

The project also targets culturally and racially diverse youth as well as SSI/SSDI recipients, particularly those 18 and over who have a TTW. Beginning with the third quarter, we will be collecting the number of participants served under DEI that are SSI/SSDI recipients. An updated data summary form will be sent to reflect this change.

Required Activities

All implementation sites must agree to the following requirements of the grant:

- *Local Disability Resource Coordinator (LDRC)* - hire a new, or designate an existing, full-time equivalent (FTE), as the LDRC to implement the strategic approach of the MN DEI project. See Attachment 1 for a general job description for the LDRC.
- *One-Stop Physical, Programmatic, and Communications Accessibility* - continue to review and upgrade access to the local WorkForce Centers as part of ongoing administration and compliance obligations. See Section 188 of WIOA. Reference: <https://www.dol.gov/oasam/programs/crc/Section188Guide.pdf>
- *Participate in the Social Security Administration's TTW program as an EN* – become an active EN.
- *Sustainability* – explore ways to sustain the successful strategies of the DEI after the grant period ends.
- *Evaluation Process* – actively participate in all aspects of DOL's data collection and evaluation activities.

Allowable Use of Grant Funds

Grant funds may be used for DEI activities only. Allowable activities include, but are not limited to, the following:

- Salary and fringe for LDRC and other staff required to implement the project;
- Partnership coordination and collaboration activities or meetings required to support the project objectives;
- Necessary travel to conduct activities across the Workforce Development Area;
- Necessary travel for the LDRC to attend one national conference per year;
- Data collection expenses related to this grant
- Recruitment and outreach activities
- Acquisition and use of assistive technology
- Benefit planning activities
- Financial literacy activities
- Administrative costs (15% limit)

These are costs generally associated with the expenditures related to the overall operation of the program. Administrative costs are associated with functions not related to the direct provision of services as outlined in the grant. Specifically, the project defines the following costs as administration:

- *Accounting, budgeting, financial and cash management functions;*
- *Procurement and purchasing functions (not otherwise covered by the grant);*
- *Personnel management functions;*
- *Payroll functions;*
- *Audit functions;*
- *Incident reports response functions;*
- *General legal service functions;*

- *Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment (not otherwise covered by the grant), utilities, office supplies, postage, and rental and maintenance of office space;*
- *Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and*
- *Travel costs incurred for official business related to the above administrative functions.*

Note: Workforce Innovation and Opportunity Act, Wagner-Peyser or other state or federal program resources must be used to the greatest extent possible to fund all education, training, job search activities and supportive services for participants. **DEI grant funds MAY be used to pay wages or stipends to participants.**

Package Content

Work plan packages must include:

- * Cover Page (Form 1)
- * Project Description
- * Partnership Chart (Form 2)
- * Workplan (Form 3)
- * Project Budget (Form 4)
- * Budget Detail (Form 5)

Availability of Funds

Funding will be issued through the current Master Agreement structure following approval of the work plan and budget. Funds will be issued on an annual basis.

Work Plan Submittal

WDAs that would like to begin implementing their updated plans to meet grant goals, need to submit plan packages electronically to Cory.Schmid@state.mn.us. As soon as second year plans are approved WDAs can begin to implement the work. The original signed cover sheet must be mailed under separate cover to:

Kay Tracy, Director
Office of Youth Development
Minnesota Department of Employment and Economic Development
332 Minnesota Street, Suite E-200
Saint Paul, MN 55101

Questions on the planning instructions may be directed to Cory Schmid at Cory.Schmid@state.mn.us.

Minnesota's DEI proposal and other resource information is available on the MN DEI webpage: <https://mn.gov/deed/programs-services/office-youth-development/special/disability-employment-initiative/>

**Form 1 - Cover Sheet/Signature Page
MN DEI Project**

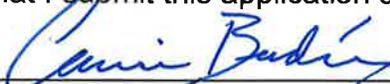
APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
The Southwest Minnesota Private Industry Council Lyon County Government Center 607 West Main Street Marshall, MN 56258	Eriann Faris, Youth Program Manager 607 West Main Street Marshall, MN 56258
Director Name: Carrie Bendix Telephone Number: 507-476-4060 FAX: 507-537-6362 E-Mail: cbendix@swmnpic.org	Contact Name: Eriann Faris Telephone Number: 507-476-4053 FAX: 507-537-6362 E-Mail: efaris@swmnpic.org

Agency DUNS# 061564931

MN Tax ID #: ES30306 Federal Employer ID #: 41-1487964

Local Website Address (if applicable): www.swmnpic.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: Executive Director

Date: 10/5/17

**PROJECT DESCRIPTION MN
DEI PROJECT
(Maximum of 4 pages)**

Based on the job description of the Local Disability Resource Coordinator (LDRC) (Attachment 1), describe how its duties/responsibilities will be carried out in your area. *What will be its position in the organizational structure? How will other staff be allocated to this project (e.g. support staff, supervisory staff, etc.)?*

The Southwest Minnesota Private Industry Council, Inc. (PIC) is a private, non-profit 501©3 corporation created in October 1983 and operates job training programs in the 14-county Workforce Development Area WDA (6) in SW MN. The Local Elected Official Board has designated PIC as the WIOA Title I provider and fiscal agent. The PIC's mission statement is "Building tomorrow's workforce through partnerships with a shared focus on training, leadership, and economic development." The PIC Youth and Young Adult programs have organized a network of agencies and community members with an interest in helping youth succeed in education and employment. Services offered through the programs include: work experience, On-the-Job Training opportunities; career exploration activities, career pathways programs, post-secondary tuition assistance, job seeking/retention assistance, transition services and support services.

The PIC Youth and Young Adult programs are staffed by highly qualified GCDF Nationally certified professionals, including two Employment Specialists (ES) and one Program Manager. The PIC Youth and Young Adults programs are overseen by the PIC Executive Director, the Workforce Development Board (WDB) and the Youth Standing Committee (YSC). The vision of the YSC is "To work in partnership to ensure youth have access to the services they need to become self-sufficient and successful."

The Local Disability Resource Coordinator (LDRC) reports to the Program Manager, and is a member of the Youth and Young Adult Team. This provides the link necessary to match youth with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, postsecondary career education, systems linkages and service coordination, and other promising practices.

According to the PIC Local Disability Resource Coordinator (LDRC) position description, the LDRC is responsible for carrying out the goals of the DEI project within WDA 6. This includes implementation of strategic approaches such as the Guide Posts for Success, implementation of Integrated Resource Teams (IRTs), as well as expanding and enriching current partnerships and collaborations.

The LDRC conducts outreach to the disability community and the organizations that serve youth with disabilities to: 1) market workforce services; 2) promote interagency collaboration; 3) convene and facilitate IRT meetings to address barriers related to achieving the participant's education, training, and/or employment goals; 4) work with other partner staff to ensure strategies identified by the IRTs are being implemented; and 5) assist youth job seekers in navigating and using the WorkForce Center system and other mandated/non-mandated partners that provide services and supports needed to obtain/maintain employment.

Describe the characteristics of the participants your area plans to serve through this project:

- *Age range*
- *Additional at-risk characteristics*
- *Disability types (if known)*
- *Racial/ethnic groups*

The PIC provides services to approximately 75-90 youth, ages 14-24, who have one or more documented disabilities, have one more additional risk factor(s), such as: foster youth; teen parents; homelessness; at-risk of dropping out of school; out of school youth; and/or ex-offenders. The project will also target racially and ethnically diverse youth and SSI/SSDI recipients, particularly those 18 and over who have a TTW. The PIC is a leader in the rural 14 county workforce development area (WDA) 6 to provide culturally competent/responsive services through its comprehensive set of workforce development programs including welfare-to-work, low income adult, dislocated worker, career pathways and youth and young adult programs. The region includes Nobles County, which has the highest percentage of residents reporting Hispanic origin in the state at 26.3% (American Community Service 2015). Additionally, the PIC provides services to members of the Upper and Lower Sioux reservations, communities of African and Karen immigrants in Marshall, Windom and Worthington, as well as Hmong communities in Tracy and Walnut Grove, and a Micronesian community in Milan. The PIC engages communities of color and

their leaders regularly to gain a greater understanding of their cultures; incorporating their feedback into the workforce development plan, organizational policies, and program practices; as well as in helping to facilitate the programs for successful outcomes. Examples of this include assisting with recruiting program participants, supporting participants while in the program, teaching staff on cultural practices and overall sharing of resources.

PIC staff have developed strong partnerships with both community leaders and other culturally competent organizations. These partners participate in board and committee meetings, strategic planning and program implementation meetings, and one-on-one meetings with staff to facilitate coordinated, unduplicated efforts to gain the best outcomes. Organizational partnerships include the Karen Organization of MN, Nobles County Integration Collaborative, Worthington Community Connectors, Yellow Medicine Integration Collaborative, Lower Sioux Indian Community, Milanese Council of Women, school and community minority advocates, among others. It is a priority of the PIC as an organization to provide culturally competent services that result in excellent outcomes, as well as reflect the communities served in its staff and board. To facilitate this commitment the board has established an Equity Committee comprised of the local Karen Organization of MN, as well as representatives from two of the largest employers in the region of individuals of diverse background – JBS in Worthington and Schwan Food Company in Marshall. The goals of the committee are to address employment disparities, seek feedback and engage communities of color, and to evaluate and improve the cultural competency of the organization.

Describe the outreach/recruitment strategies and tools your area plans to use to bring eligible participants into the program including the possible use of “Outreach to Schools” techniques. What partnerships might be used?

The PIC Youth and Young Adult programs outreach and recruitment strategies will be built on the strong history and network of established relationships to recruit eligible youth. The following is a list of organizations in the network that assist in recruiting and identifying youth who may benefit from services, with a focus on out of school youth and communities of color:

WorkForce Center Partners:

- Job Service
- State Services for the Blind
- Vocational Rehabilitation Services
- PIC Programs:
 - Diversionary Work Program
 - Minnesota Family Investment Program
 - SNAP
 - Dislocated Worker Programs
 - WIOA Adult
 - WIOA Youth
 - Minnesota Youth Program

- Outreach to School/HECAP Career Education Services

- Southwest Minnesota State University
- Ridgewater Community and Technical College

Education Community:

- 45 Secondary School Districts in 14 counties
- Alternative Schools
- GED Programs
- Adult Basic Education Programs
- SW/WC Service Cooperative
- Community Interagency Transition Committees (CTIC)
- Minnesota West Community & Technical College

Area Service Providers:

- Health & Human Service Agencies
- Community Corrections
- Food Shelves
- Area Homeless Shelters
- Area Thrift Stores
- Mental Health Agencies
- Foster Care Agencies
- Veteran Services Offices
- Temporary Employment Agencies

Based on the on-going initiatives, including career pathways, career education, and outreach to schools services, one of the key responsibilities of the LDRC is to align and assure non-duplication of services. Over the past 12 years, the PIC has expanded its career pathways partnership to meet the needs of SW MN's residents and workforce. The partners belonging to the Career Pathway Partnership (CPP) are passionate about making a positive impact for individuals in the region ultimately resulting in a stronger workforce for regional businesses. All partners involved in the project understand the specific needs of the target audience and the need to incorporate career pathways into the participants work and family lives for optimal success and overall participant confidence. The partnerships strength is collaboration and understanding each agency's strengths and utilizing that to navigate for the success of the student and reducing duplicating services.

Describe the assessment techniques your area plans to use when working with participants? How will the Individualized Education Plan (IEP) and/or the Individualized Service Plan (ISP) be used during the assessment period? Who will be the key members of the Integrated Resource Team (IRT) and how will the IRT be used during the assessment period?

Assessment techniques: Following eligibility determination and enrollment, the applicant will meet with the LDRC to prepare for participation. The initial meeting is the first step in developing trust and rapport with the individual.

1. The initial meeting provides an opportunity for the individual and LDRC to gather information for agency/organization records, discuss the young person's career goals, and develop the Individual Service Plan (ISP).
2. The ISP outlines the steps the youth will take to progress along his/her career pathway, including specific courses or programs of study, stackable credentials to be earned, ideas for financial assistance, and the need for supportive services. The framework of the Guideposts for Success will be incorporated into the ISP outlining what all youth need to successfully move from school to employment, post-secondary education, and living independently in their communities.
3. Participants will complete a World of Work Inventory (WOWI), and a CASAS assessment (if applicable) to determine whether the youth can be successful in their chosen career pathway. If candidates do not initially pass the assessments, they are provided remediation services and may take the assessments again. Program goals include high standards of readiness and skill for those in the Career Pathways program. The jobs included in the program require specific technical and soft skills, therefore it is important that the results of the assessments be considered together to create a "big picture" view for the young person of the challenges he/she may face in preparing for a career. Such challenges may include the amount of training or remediation indicated by the assessment results, or an indication their chosen career pathway is not in line with the youth's interests.

When a youth participant has an employment or education goal and needs assistance beyond the services provided through PIC 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.

The DRC will help identify members of the IRT and schedule meetings. The DRC will facilitate the first meeting. Following the initial meeting, PIC staff or other partnering and serving agencies will facilitate subsequent meetings. The DRC is called upon for funding resources, case reviews, answering questions, and scheduling when needed. The IRT will be documented in the youth participant file.

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

It is a priority of the PIC to provide culturally competent services that result in excellent outcomes. To facilitate this commitment the board has established an Diversity/Emerging Workforce Committee including representation from the local Karen Organization of MN and representatives from JBS in Worthington and Schwan Food Company in Marshall. The goal of the committee is to address employment disparities, seek feedback and engage communities of color, and to evaluate and improve the cultural competency of the organization.

PIC youth employment specialist collaborates closely with the Southwest MN ABE Consortium. When it is determined that language or cultural barriers to education or employment exist a referral to ESL classes is made. Interpreters are available to work with individuals with language and cultural barriers. The SW MN PIC has in-house staff available to provide interpreter services to Spanish speaking participants. When necessary the language line may be used or interpreters hired to assist. Southwest MN PIC strongly encourages and supports staff to attend cultural diversity trainings to learn how to incorporate programming approaches such as: acknowledging students differences as well as their commonalities, validate students cultural identity, educate students about diversity of the world around them, and promote equity and mutual respect. Youth staff works with the schools Minority Advocates and Integration Collaborative in the region to incorporate program approaches.

PIC demonstrates cultural competence through: 1) a commitment from senior leadership and the board to provide culturally responsive services; 2) the mission, structure, policies, and procedures; 3) all program participants feeling valued, programming that builds on their strengths, 4) translation or interpretation services being available; 5) a diverse representation of the board and staff members; 6) engaged ethnic communities in the planning and implementation of services; 7) staff trained in the cultures and traditions of communities of color; and 8) personal performance measures that include skills related

cultural competency.

WDA 6 works closely with regional youth serving organizations to ensure under-served and under-represented youth populations are receiving applicable resources. Partnerships with the Nobles County Integration Collaborative, Area Adult Basic Education ESL programs, Yellow Medicine Integration Collaborative, Lower Sioux Indian Community, Karen Organization, PACER Center and others are key to expand outreach and increased services.

The PIC understands the benefit of seeing a diverse and new immigrant population as strength in the community and a solution to workforce shortages. The implementation of the actions outlined above is the work of the board's equity committee. Utilizing community members, past participants and organizational cultural competency assessments, the committee will evaluate the organizations cultural competences and work to continually improve on an ongoing basis.

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.

The PIC is committed to leveraging funds through co-enrollments, with public assistance programs (MFIP), WIOA Youth/Adult, Pathways to Prosperity, MN Youth at Work SFY2016 (PIC's Young Adult Career Pathway Program), and the Minnesota Youth Program (MYP) or other youth-focused employment and training programs (TANF Innovations Project, Career Pathways, and the Youth Intervention Program) to ensure a smooth transition from school to work and/or work to school to provide youth with additional opportunities for career development.

Other funds from HECAP (Higher Education Career Advisors Pilot) and MYP's Outreach to Schools will be available as well to support the work of the DEI grant funds to ensure that these participants are being serviced to the fullest extent possible.

Describe how the IEP/ISP will be put into action? What potential resources/partnerships will be used?

The ISP will be put into action through the IRTs of which the youth will be a key member and final decision maker. Meetings will be coordinated by the LDRC. Other team members might include, and will not be limited to the LDRC, family, youth professionals from partner agencies such as Vocational Rehab Services, county social services, employers, post-secondary representatives, and special education case managers. The Youth Standing Committee, Career Pathway Partnership, the Worthington Career Exploration Team, and existing partnerships of which exist in southwest Minnesota will be used.

Describe how worksites will be developed for participants including how employers will be engaged to provide a range of work experience opportunities for project participants.

Businesses benefit from work-based learning because training can be tailored both specifically to their needs and the needs of the participants, which leads to increased productivity and engagement from the worker. Work-based learning also supports a broader pipeline of workers by connecting businesses to a pool of underrepresented populations that they may otherwise have difficulty engaging. In order to realize these benefits, business partners are engaged in career pathway program design and curriculum development to ensure it meets their needs.

Many youth need to develop career success skills before they are ready to succeed in unsubsidized employment. Often, they also lack the experience necessary to secure jobs. PIC youth staff will address these barriers by continuing to provide experiential and work-based learning opportunities for appropriate youth. This will give the participants the opportunity to gain the skills and experience necessary to find success in the workplace.

Work Based Learning provides an opportunity for youth to learn about and meet employer expectations while gaining transferable skills, allows youth to try out different jobs to help determine what they like and dislike, helps build work-readiness skills to prepare them for a future career, and provides youth exposure to work/careers that will improve their employment prospects. A worksite evaluation measuring performance in the workplace is required. This allows the staff and supervisor to assess the participants work readiness based on the work readiness indicator. The most effective method of assessing work readiness is to require the worksite supervisor to observe and evaluate workplace performance. The worksite supervisor who regularly observes performance at the worksite is in the best position to assess the quality of a young person's work performance. The rating categories are located on the students' timecards and the supervisor evaluates the participant on a bi-

weekly basis. The participants' supervisor completes the evaluation using a Likert scale of one through four, one signifying unacceptable to four identifying exceeding requirements. The evaluation is included on the time card to promote a conversation about positive developments and needed improvements. Short-term goals for skills improvement are set and monitored by the PIC Youth Staff when workplace deficiencies or areas for improvement are identified. The PIC Youth Staff regularly visits the worksite to observe the participant, discuss progress and areas for skills enhancement, and provide encouragement and support. The PIC Youth Staff work with the worksite supervisors to address any issues that arise with the participants.

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

PIC has a strong network of businesses and organizations willing to host youth, including youth with disabilities at their sites. The supervisor and youth receive an in-person orientation from the PIC youth staff. The orientation outlines the responsibilities and expectations of the youth intern, the worksite supervisor, and the employment specialist. Other items addressed include workplace safety, child labor restrictions (as appropriate), the Minnesota Right to Know Act, injury reporting, state and federal employment rules, confidentiality, and equal opportunity employment.

Describe how families and PACER Center will be engaged throughout the life of the grant?

The LDRC will engage with PACER Center staff on technical assistance items including the Guideposts for Success and on-site parent training on work incentives, benefits planning, and other transition topics. Family Engagement is one of the five categories of supports needed by youth as identified by the Guideposts for Success. Parent or family engagement and PACER Center engagement will be a critical factor to the participants' success.

Describe how much experience you have with being an Employment Network. If you are not currently an active EN, please explain what resources/support you will need throughout the process of establishing an active EN. (This does not need to be answered at this point in order for the implementation sites to get their start-up funds. Implementation sites are to be prepared to respond to these questions at a later date.)

Southwest MN PIC is currently not an Employment Network. Staff are conducting research and discussing the process and requirements necessary to become an EN. Staff will continue to pursue the opportunity of becoming an EN by engaging with existing EN's in MN and working with other key stakeholders including DEED, PACER, and other entities that may be able to assist PIC in the process.

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
<p><u>Community Transition Interagency Committees</u></p> <p>Representatives from a variety of community organizations serving youth meet to develop transition plans for youth with disabilities. Partners include: PIC, K-12 schools, Human Services, Health Industries, Rehabilitation Services, Parents and Community Education.</p>	<p>Marshall Senior High School 400 Tiger Drive Marshall, MN 56258</p>	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<p>Integrated Resource Team</p>	<p>Julie Kent julie.kent@marshall.k12.mn.us 507-537-6920 ext. 1212</p>

<p><u>Vocational Rehabilitation Services</u></p> <p>VRS is a WDA partner and located onsite. Provides vocational rehabilitation services in helping transition youth with disabilities to self-sufficiency.</p>	<p>Lyon County Government Center 607 W Main Street Marshall, MN 56258</p> <p>Nobles County Government Center 318 9th Street Worthington, MN 56187</p> <p>Montevideo WorkForce Center 202 N. 1st Street Montevideo, MN 56265</p>	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<p>Integrated Resource Team</p>	<p>Mimi Schafer Mimi.schafer@state.mn.us</p>
<p><u>DEED State Services for the Blind & Hard of Hearing</u></p> <p>SSB is a WDA partner and located onsite. Provides vocational rehabilitation services in helping transition youth with disabilities to self-sufficiency.</p>	<p>Lyon County Government Center 607 W Main Street Marshall, MN 56258</p>	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<p>Integrated Resource Team</p>	<p>Lee Ann Buysse 507-476-4045</p>

Project Search

The program serves as an opportunity for students to transition from high school to community employment by working Monday to Friday, generally from 8am to 3pm, during the school year. Students are provided an opportunity to participate in a variety of 8-10 week internship rotations at Avera Marshall Medical Center that best meet their interests, experiences and abilities. A job coach, program instructor, and department staff work with the students (and IEP team) to help them develop the necessary interpersonal and job skills to gain meaningful employment.

Avera Marshall Medical Center
300 S. Bruce Street
Marshall, MN 56258

- Staff, Time, Space
- Planning
- Implementation
- Oversight
- Referrals

Integrated Resource Team

Cathy Schlagel
cathy.schlagel@swsc.org

Mary Kay Lacek
marykay.lacek@swsc.org

<p>Advanced Opportunities, Inc. Advance Opportunities is a private not-for-profit agency that has been providing quality employment opportunities and vocational training to individuals with developmental, physical and other disabilities since 1963. Current employment services are provided on our work floor as well as at community businesses and include assembly, shredding, collating, aluminum can recycling, housekeeping (hotel, new construction businesses/homes), office cleaning, lawn care services and digital imaging services. Advance Opportunities is committed to broadening the scope of our employment offerings. To that end, we strive to forge new mutually beneficial relationships with businesses and community partners that result in expanded employment opportunities.</p>	<p>1401 Peterson Street Marshall MN 56258</p>	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<p>Integrated Resource Team</p>	<p>Dawn Wambeke 507-537-7018</p>
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Employer	Avera Marshall Morningside Heights Care Center 300 South Bruce Street Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training ○ Work-Based Training ○ Employer Engagement Activities 	Kimberley Torkelson 507-537-9131
Employer	The Schwan Food Company 115 W. College Drive Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training ○ Work-Based Training ○ Employer Engagement Activities 	Rachel Nuese Rachel.Nuese@schwans.com Jeff Varcoe Jeff.varcoe@schwans.com
Employer	Schuneman Equipment Co. Tyler, MN Marshall, MN	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training ○ Work-Based Training ○ Employer Engagement Activities 	Melanie Wiegert 605-432-5523

Employer	JBS Worthington PO Box 369 Worthington, MN 56187	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training ○ Work-Based Training ○ Employer Engagement Activities 	Abigail Wilking 507-372-6324
Educator	Marshall School District 400 Tiger Drive Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training 	Brian Jones 507-537-6920

Educator	Minnesota Valley Area Learning Center 1313 East Black Oak Ave Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	Integrated Resource Team	Rhonda Brandt 320-269-7131
Educator	Southwest Minnesota State University 1500 State Street Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training 	Matt Suby & Michele Sterner-Knife (800)-642-0684 ext 6286 (Matt) michele.sterner@smsu.edu
Educator	MN West Community and Technical College 1011 1 st Street West Canby, MN 56220	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Career Pathway Training 	Dawn Reginer 507-223-7252 Rebecca Weber 320-564-5000

Human Services	Lac qui Parle County Family Service Center PO Box 7 930 1 st Ave Madison, MN 56256-0007	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team 	Joel Churness 320-598-7594
Human Services	Southwest Health and Human Services 607 West Main Street Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team 	Craig Wilson, SELF Coordinator 507-537-6747
Education Service Co-op	SW/WC Service Cooperative 1420 East College Drive Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team 	Tom Hoff 507-537-2240

Educator	SW Adult Basic Education 607 W Main Street Marshall, MN 56258	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team 	Pat Thomas Marty Olson Darcy Kleven http://www.southwestab.org/staff-directory-c1txh
Community Organization	University of MN Extension	<ul style="list-style-type: none"> ○ Staff, Time, Space ○ Planning ○ Implementation ○ Oversight ○ Referrals 	<ul style="list-style-type: none"> ○ Integrated Resource Team ○ Financial Literacy Workshops 	Sara Croymans 320-589-5419
Employer	Stepping Stone Home Health Care 601 Village Drive Marshall, MN 56258	<ul style="list-style-type: none"> ○ Time, Resources, Staff 	Stepping Stone Home Health Care will provide time and space for Career Pathway Trainings, Value-Added Employer Engagement activities for Career Pathway, participate as a work experience site and provide OJTs as applicable. They will also participate in IRTs.	Tammy Gustafson 507- 532-3834

Community Organization	Lower Sioux Indian Community 39527 Reservation Highway 1 Morton, MN 56270	<ul style="list-style-type: none"> ○ Time, Resources, Referrals, Staff, Space 	The Lower Sioux Indian Community will provide referrals, time to participate in IRTs, and provide the DRC an increased awareness, knowledge, and understanding of what services are provided and can be non-duplicative.	Teresa Peterson 507-697-8638
Educator	Yellow Medicine East (Racially Isolated School for Yellow Medicine Integration Collaborative) Granite Falls, MN	<ul style="list-style-type: none"> ○ Time, Referrals, Staff, Space 	The Yellow Medicine East Integration Collaborative will provide referrals, time to participate in IRTs, and as needed or applicable provide space for IRT meetings, DRC presentations, etc.	Robin Henderson 320-564-4081 Ext 104
Community Organization	Karen Organization of MN Marshall, MN 56258	<ul style="list-style-type: none"> ○ Referrals 	The Karen Organization of MN will provide referrals, time to participate in IRTs, and as needed or applicable provide space for IRT meetings, DRC presentations, etc.	Ron Skjong rskjong@mnkaren.org

Community Organization	Nobles County Integration Collaborative 117 11 th Ave Worthington, MN 56187	<ul style="list-style-type: none"> ○ Referrals, Space, Materials 	The Nobles County Integration Collaborative will provide referrals, time to participate in IRTs, and as needed or applicable provide space for IRT meetings, DRC presentations, etc.	Thi Syndare 507-376-3300
Chamber of Commerce	Marshall Area Chamber of Commerce 118 W College Drive, Marshall, MN 56258	<ul style="list-style-type: none"> ○ Space, Materials, Time 	Employer Engagement	Brad Gruhot 507-532-4484
Chamber of Commerce	Worthington Area Chamber of Commerce 1121 3 rd Ave, Worthington, MN 56187	<ul style="list-style-type: none"> ○ Space, Materials, Time 	Employer Engagement	Darlene Macklin 507-372-2919
Chamber of Commerce	Windom Area Chamber of Commerce 303 9 th Street Windom MN 56101	<ul style="list-style-type: none"> ○ Time, Space, Materials 	Employer Engagement	Alexandra Leland 507-831-2752
DEED	Business Services Montevideo, Marshall, Worthington Workforce Centers	<ul style="list-style-type: none"> ○ Time 	Employer Engagement	Denise Myhrberg 507-476-4043 Julie Redepenning 320-441-6571

FORM 3: WORKPLAN YEAR 1 MN DEI PROJECT

Make additional copies of this form as needed.

Agency:	The Southwest Minnesota Private Industry Council	Contact: Eriann Faris Youth Program Manager			
Project Goal: Strengthen partnerships and strategically align youth and adult career pathways systems to effectively serve youth with disabilities through multiple entry and exit points.					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date

<p>Modify and adapt academic, training, and employment services in existing career pathways to enhance accessibility, increase participation, and obtain career outcome success in support of youth & young adults with disabilities and diverse support needs.</p>	<p>All local/regional intake and assessment staff demonstrate competency with integrated alternative assessments and intake processes.</p>			<p>1/1/2017</p>	<p>3/1/2017</p>
<p>Identify youth & young adults with disabilities for career pathways through assertive outreach strategies in non-Vocational Rehabilitation (VR) programming to increase awareness and more comprehensive understanding of disabilities, especially non-visible disabilities, in order to engage individuals who may typically choose not to self-identify as an individual with a disability.</p>	<p>Enrollment of youth and young adults with disabilities into career pathway programs.</p>	<p>\$15,600</p>	<p>36</p>	<p>1/1/2017</p>	<p>12/31/2020</p>
<p>Identify young adults currently served by VR (active and waitlisted) with disabilities for career pathways programs.</p>	<p>Youth & Young Adult VR consumers enrolled in career pathway programs.</p>		<p>36</p>	<p>1/1/2017</p>	<p>12/31/2020</p>
<p>Support youth and young adults with disabilities through career pathways programs to career pathway employment.</p>	<p>Placement/Wage data for completing participants.</p>		<p>36</p>	<p>1/1/2017</p>	<p>12/31/2020</p>
<p>Provide job retention services and career pathway re-engagement for adults with disabilities in career pathway employment.</p>	<p>Job retention and/or further education data for completing participants.</p>		<p>24-30</p>	<p>1/1/2017</p>	<p>12/31/2020</p>
<p>Align and expand services in Minnesota's Workforce Center System and sustain practices developed to increase employment and wage outcomes for individuals with disabilities.</p>	<p>State and local/regional commitment to universal service model across Minnesota's Workforce Center System providers.</p> <ul style="list-style-type: none"> • Increased % of youth with disabilities served across all applicable WIOA Titles. • Increase % of youth with disabilities served in career pathway programs. 				

Agency: The Southwest Minnesota Private Industry Council		Contact: Eriann Faris Youth Program Manager			
Project Goal: Build capacity for WDA 6 youth and young adult staff and the LDRC to support youth with disabilities to participate in career pathways systems using the Guideposts for Success best practices framework and an Integrated Resource Team (IRT) approach.					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
Develop new Guideposts-based Individual Service Plan (ISP) for youth & young adults with disabilities that outlines how an individual will utilize career pathways systems to achieve their career and postsecondary goals Support approximately 25-30 youth with disabilities through career pathways programs. Provide professional development on critical topics to build capacity of PIC staff' to serve youth with disabilities, and the Local Disability Resource Coordinator	Youth & Young Adults will have individualized career pathways plans based on Guidepost framework. Develop ILPs/ISS for each youth focused on their unique needs, postsecondary plans, and career goals IRTs will have increased capacity to adapt typical career pathways based on youth's individualized needs. Utilize IRTs to leverage resources to support youths' progress on ILP/ISS goals and provide wraparound and extensive services to ensure youth receive credentials and/or obtain/retain employment. Increased number of youth with disabilities will participate in career pathways process. Increased number of youth with disabilities will have an ISP that identifies the training and support services to link them to a career path. PIC youth staff will have increased knowledge of unique career planning needs of youth with disabilities.	\$217,350	75-90	1/1/2017	12/31/2020

Agency: The Southwest Minnesota Private Industry Council	Contact: Eriann Faris Youth Program Manager
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Project Goal: Utilize innovative intergenerational approach to support successful outcomes for youth with disabilities participating in career pathways process system and programs.

Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
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Develop print and web resources for families of youth with disabilities which explains career planning process and how it relates to state-mandated individualized learning plans and IEP transition planning.	Families will be more engaged in youth's transition from high school based on increased understanding of career pathways process. Post infographic on website in format that is shareable on social media. Create printable versions that can be shared at trainings, in workforce centers, and other locations.	\$19,500	At least 12 parents, youth, and other family members will be engaged in the ISP that identifies the training and support services to link them to a career path as well as understand the career pathway process.	1/1/2017	12/31/2020
Disseminate information about project and career pathways to families.	Write press release about DEI project and career pathways in local newspapers.	\$19,500			
Train families of youth on career pathways, SSA work incentives, employment, and postsecondary planning	Include career pathways information in PICs Youth & Young Adult Newsletter, as well as other partnering youth serving organization newsletters.	\$19,500	At least 75% of attendees will report they learned new information.	1/1/2017	12/31/2020
	Post information on social media, including Facebook and Instagram and encourage other partners to share through their networks. Families will be more engaged in youth's transition from high school based on increased understanding of career pathways process.				
Develop youth self-advocacy skills.	Youth family members (parent, grandparent, etc.) who could benefit from career pathways programs themselves will receive information about relevant adult programs and be referred to appropriate partners.	\$19,500	At least 75% of attendees will report they have increased self-advocacy skills.	1/1/2017	12/31/2020
	Refer youth with disabilities to assistive technology consultation resources to build independence Include information in new family workshops on how to support youth to lead their career pathway process.				
	Youth will develop self-advocacy skills. Youth will have increased access to assistive technology accommodations that will lead to improved training and employment outcomes.	\$4,500			

Agency:	The Southwest Minnesota Private Industry Council	Contact: Eriann Faris Youth Program Manager
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Project Goal: Implement specific strategies to address the state's employment gap for culturally and racially diverse individuals.

Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
Develop Best Practices document based on WDA 6 plans and outcomes. Identify outreach and service strategies to increase number of youth of color with disabilities served.	Youth with disabilities from communities of color will benefit from services delivered through the DEI Round & Youth grant.	\$20,475			
Utilize PACER, school cultural liaisons, other community cultural liaisons to conduct outreach and serve diverse youth.	Youth with disabilities and their families will receive culturally appropriate services.	\$16,500	At least 60% of youth with disabilities will be a youth of color.	1/1/2017	12/31/2020
Develop career pathways graphics of diverse youth that can be posted on local workforce center websites and shared on social media.	Diverse youth with disabilities will be encouraged to enroll in career pathways programs by seeing someone like them portrayed in graphics.	\$8,475			

Agency:	The Southwest Minnesota Private Industry Council	Contact: Eriann Faris Youth Program Manager
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Project Goal: Increase the state's number of employment networks (ENs) and the number of Social Security disability beneficiaries participating in career pathways programs.

Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
WDA 6 will work towards becoming an employment network.	PIC will learn from existing WDA employer networks (EN) who will mentor to build our capacity to function as an EN.	\$86,565	TBD	1-1-2017	
Increase recruitment efforts to encourage Social Security beneficiaries to assign their Tickets and become engaged in career pathways programs.	An increased # of youth SSDI beneficiaries will participate in career pathways programs.	\$24,435	TBD	TBD	

**FORM 4: BUDGET SUMMARY
MN DEI PROJECT**

BUDGET PERIOD: 11/1/2016 TO 4/30/2020

Agency/Contact Person	Address/Phone/Fax/E-mail
Southwest Minnesota Private Industry Council, Inc. Pamela Russell, Fiscal Manager	Lyon County Government Center 607 West Main Street Marshall, MN 56258 507-476-4061 / 507-537-6362 / prussell@swmnpic.org

Budget Category	DEI Funds	Leveraged Funds (Optional)	Total Budget Amount
885 - Personnel	\$124,800.00	\$-	\$124,800.00
875 - Fringe Benefits	\$31,200.00	\$-	\$31,200.00
890 - Travel	\$24,408.00	\$-	\$24,408.00
821 - Equipment/Supplies	\$19,500.00	\$-	\$19,500.00
838 - Financial Literacy Training	\$2,250.00	\$-	\$2,250.00
840 – Contractual: Benefit Planning	\$7,500.00	\$-	\$7,500.00
834 – Contractual: Assistive Technology	\$2,572.00	\$-	\$2,572.00
830 – Other Contractual	\$83,996.00	\$-	\$83,996.00
845 – Construction/Space Costs	\$-	\$-	\$-
850 – Youth Wage and Fringe	\$124,524.00	\$-	\$124,524
833 - Administration (15% limit) (note definition)	\$74,250.00	\$-	\$74,250.00
TOTAL	\$495,000.00	\$0.00	\$495,000.00

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

Budget Period: 1-1-2017 to 4-30-2020

Agency: The Southwest Minnesota Private Industry Council (PIC)

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:
885 - Personnel	DEI Funds: PIC Disability Resource Coordinator Staff: 1 FTE @ \$20.00/hour = \$41,600* 3 years= \$124,800
	Leveraged Funds (include source)
875 - Fringe Benefits	DEI Funds: Disability Resource Coordinator (DRC): Social Security, Medicare, and MN UI Taxes, Workers' Comp Insurance Premiums, Health/Life Insurance, Retirement Plan Benefits: 25% of Personnel Salaries = \$10,400*3 years= \$31,200
	Leveraged Funds (include source)
890 - Travel	DEI Funds: Disability Resource Coordinator: Travel as necessary to carry out the role of the Disability Resource Coordinator and achieve the goals of the MN DEI grant: Approximately 88.5 miles/month X 12 months/year @ .565/mile = \$8,136*3years= \$24,408
	Leveraged Funds (include source)
821 – Equipment / Supplies	DEI Funds: Equipment and supplies necessary for the PIC and the Disability Resource Coordinator to carry out responsibilities as indicated in the DRC Position Description and PICs Implementation Plan= \$19,500
	Leveraged Funds (Optional)
838 – Financial Literacy Training	DEI Funds: Presentation and resource materials/supplies for hands-on financial literacy training to be held in conjunction with Career Pathway programming for DEI customers. Presenter, materials, and supplies= \$2,250
	Leveraged Funds (Optional)

840 – Contractual: Benefit Planning	DEI Funds	DEI Funds: Work Incentives Planning Training for Disability Resource Coordinator. Training, Travel, Lodging, Etc. = \$7,500
	Leveraged Funds (Optional)	
834 – Contractual: Assistive Technology	DEI Funds	Assistive Technology for DEI participants and/or customers of the WorkForce Center. \$2,572
	Leveraged Funds (Optional)	
830 – Other Contractual	DEI Funds	Assessment-WOWI \$10/ea. - 20 students= \$200. Career Pathway Training (College, ABE, Secondary Schools) \$2,000/participant (some trainings may be more, or less, however with our strong partnerships we are able to leverage dollars accordingly with braided funding), 36 participants \$72,000. On-the-Job Training (Employers) 400 hours * (50% of the wage/fringe- approximately \$6.00/hour) * 9 participants = \$11,796.
	Leveraged Funds (Optional)	
845 – Construction / Space Costs	DEI Funds	
	Leveraged Funds (Optional)	
850 – Youth Wage and Fringe	DEI Funds	Each student (45) will be allowed 240 hours/work experience. 10,800 hours @ \$11.53/hour (rate including fringe)= \$124,524
	Leveraged Funds	
833 - Administration (15% limit)	DEI Funds	Salaries, Payroll Taxes and Benefits for Fiscal Staff, the Program Manager, along with related costs that are allocated on a monthly basis. These include: Office Supplies, Rent & Utilities, Telephone (including internet costs), Insurance, Office Equipment Repair/Maintenance, etc. = 15% * \$495,000= \$74,250

	Leveraged Funds (Optional)	
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ATTACHMENT 1

General Job Description: Local Disability Resource Coordinator (LDRC)

- Work in cooperation with the State-level DEI Project Lead to carry out the goals of the DEI on the local level, including implementation of the strategic approaches identified by DEI grantee (Guideposts for Success, Integrated Resource Teams, and Partnerships and Collaboration);
- Conduct outreach to the disability community and the organizations that serve youth with disabilities to market workforce services and promote interagency collaboration;
- Work with participants to convene and facilitate Integrated Resource Team (IRT) meetings to assist with issues related to achieving the participant's education, training or employment goals;
- Work with employment counselors/case managers to ensure that strategies identified by the IRT are implemented;
- Coordinate services with other agencies, schools and community resources (e.g. community based organizations) to meet the participant's needs;
- Assist youth job seekers with disabilities, including SSI/SSDI beneficiaries, to navigate and use the WorkForce Center system and other mandated/non-mandated partners that provide services and supports needed to obtain/maintain employment (e.g. housing, transportation, health care, etc);
- Provide information to eligible youth on the Ticket to Work program
- Engage with PACER center staff on technical assistance
- Effectively present information to the public (business groups, disability groups, other community-based agencies, local government) on employment services, work incentives (especially the Ticket to Work program), job accommodations, and benefits of employment of youth with disabilities;
- Serve as a point of expertise on programs and services that impact the employment or employability of youth with disabilities such as health care options, transportation and housing supports;
- Serve as a resource to WorkForce Center staff and the business sector on issues and programs related to youth with disabilities such as universal design and accessibility, availability of assistive technologies, tax incentives and reasonable accommodations;
- Work to build the capacity of WorkForce Centers to more effectively serve youth job seekers with disabilities;
- Participate in training and technical assistance opportunities to enhance project effectiveness;
- Prepare reports to document progress toward meeting the project's goals and objectives.