

October 17, 2017

Ms. Barbara Chaffee, Executive Director
Central Minnesota Jobs & Training Services
406 7th St. E
Monticello, MN 55362

RE: Round 7 Youth DEI Grant (#7059600) Modification #1

Dear Ms. Chaffee:

The Round 7 Youth DEI Grant (#7059600) 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 (#7059600) for the period of November 1, 2016 through March 31, 2020:

- Notice of Grant Action (NGA 16-14)
- 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 (#7059600), 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: Leslie Wojtowicz
Tera Brooks
Eric Day
Financial Services
Cory Schmid
Sou Thao
JoAnne Beaudry

Indirect Cost Rate
FSR/CAPR 17.50%

NGA # 16-14

Notice of Grant Action (NGA)

Minnesota Department of Employment and Economic Development
Master Grant Agreement #CMJTS2013M
 SC #71602
 Effective Master Grant Agreement Date: June 3, 2013 - March 31, 2018

Minnesota Department of Employment and Economic Development
Master Grant Agreement #CMJTS2016M
 SC #109702
 Effective Master Grant Agreement Date: July 1, 2016 - June 30, 2021
 DUNS #: 034383344

GRANTEE: Central Minnesota Jobs and Training Services WDA #5
 406 7th Street East
 P.O. Box 720
 Monticello, MN 55362

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 FEDERAL	Performance Period	Grant ID #	Prior Level	Obligation with this Action	New Level	Total Award/Amount	CFDA #	CFDA Name	NGA #	DEED USE	
										SWIFT P.O. #	SWIFT Contract ID
WIOA Youth	04/01/16 - 03/31/18	6053600	\$637,475.00	\$0.00	\$637,475.00	\$637,475.00	17.259	WIOA Youth	1	3-248335	108213
WIOA Adult Formula	07/01/16 - 06/30/18	6053100	\$746,293.00	\$0.00	\$746,293.00	\$566,524.00	17.258	WIOA Adult	4,5,12	3-256314	111288
WIOA DW Formula	07/01/16 - 06/30/18	6058000	\$333,864.00	\$0.00	\$333,864.00	\$513,636.00	17.278	WIOA DW	4,5,12	3-256280	111135
Youth Disability Employment Initiative	11/01/16 - 03/31/20	7059600	\$495,000.00	\$0.00	\$495,000.00	\$495,000.00	17.207	Employment Services/Wagner	7,14	3-283668	119922
2017 TANF Youth	04/01/17 - 12/31/17	8057400	\$74,000.00	\$0.00	\$74,000.00	\$74,000.00	93.558	Peysner 1502MNTANF*	8,13	3-289033	122267
OTHER											
MN Youth	07/01/16 - 09/30/17	7056400	\$296,718.00	\$0.00	\$296,718.00	\$296,718.00	N/A	N/A	2,11	3-254207	110532
MN Youthbuild Program	07/01/16 - 06/30/17	7056500	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	N/A	N/A	2	3-254014	110390
Youth Competitive Grants	07/01/16 - 09/30/17	7058801	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	N/A	N/A	2,10	3-254164	110434
State Dislocated Worker Program (DWP)	07/01/16 - 06/30/18	6058500	\$1,092,842.00	\$0.00	\$1,092,842.00	\$1,092,842.00	N/A	N/A	3	3-260363	112458
Pathways to Prosperity SFY 2017, Round 1 Year 2	07/01/16 - 03/31/18	7057800	\$127,271.00	\$0.00	\$127,271.00	\$127,271.00	N/A	N/A	6,9	3-256632	111571
TOTAL			\$3,978,463.00	\$0.00	\$3,978,463.00	\$3,978,466.00					

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 CMJTS2013M and CMJTS2016M State/Federal Master Grant Agreement with DEED. See Attachment 3 for DEED's Contacts and Additional Terms and Conditions.
 *CFDA Name: Temporary Assistance for Needy Families (TANF)
 FSR = Financial Status Report/ CAPR = Cash Advance Payment Request
 For questions, contact Shelley Landgraf at 651-259-7580 or shelley.landgraf@state.mn.us

**STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
AMENDMENT**

Master Contract #: CMJTS2016M
 Term of Master Contract: 7/01/2016-6/30/2021
 Master Supplier Contract #: 109702
 Contract ID #: 7059600
 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	Central Minnesota Jobs and Training Services 406 E 7 th St. Monticello, MN 55362
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Cory Schmid Title: DEI Project Lead Telephone Number: 651-259-7541 Email: cory.schmid@state.mn.us	Name: Barbara Chaffee Title: Executive Director Telephone Number: 763-271-3715 Email: bchaffee@cmjts.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) Barbara Chaffee CEO Date: 10/10/17

Printed Name: Barbara Chaffee

Title: CEO/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: May Thao Shuek Deputy Commissioner
 Title: Director, Employment and Training Division
 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>119922</u>	<u>3000283668</u>	

Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
<u>Cory Schmid</u>	<u>16-151</u>	<u>0000197394 001</u>	<u>34528</u>

AFS Signature: [Signature]

Encumbrance Date: 10/6/2017

**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- 3711 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

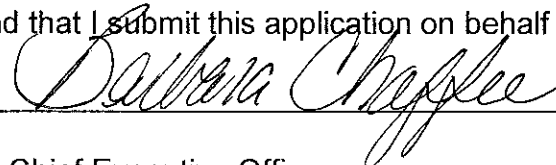
Agency DUNS# 034383344

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: Chief Executive Officer

Date: 9/6/2017

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 style="text-align: center;">Meeker County CTIC</p> <p style="text-align: center;">Pine County CTIC</p> <p style="text-align: center;">Rum River Special Education Cooperative CTIC</p> <p style="text-align: center;">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 style="text-align: center;">Deb Sundin dsundin@isd465.org</p> <p style="text-align: center;">Jennifer DuFresne P: 651-303-3803 jdufresne@scred.k12.mn.us</p> <p style="text-align: center;">Amanda Cook P: 763-639-2238 acook@rumriverspecial.k12.mn.us</p> <p style="text-align: center;">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 style="text-align: center;">Carol Pankow P: 651-539-2300</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 style="text-align: center;">Central VRS Team</p> <p style="text-align: center;">North VRS Team</p> <p style="text-align: center;">South VRS Team</p>	<p style="text-align: center;">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 style="text-align: center;">Jill Grand P: 763-271-3740 jill.grand@state.mn.us</p> <p style="text-align: center;">Lori Thorpe P: 763-279-4460 lori.thorpe@state.mn.us</p> <p style="text-align: center;">Mimi Schafer P: 612-437-2718 mimi.schafer@state.mn.us</p>

FORM 3: WORKPLAN YEAR 2 MN DEI PROJECT

Make additional copies of this form as needed.

Agency: Central Minnesota Jobs and Training Services Inc.,	Contact: Leslie Wojtowicz Development Manager 763-271-3757 lwojtowicz@cmjts.org
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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

PROJECT DESCRIPTION MN DEI PROJECT

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

The LDRC will be supervised by the CMJTS development manager (DM). The Round V DEI project and employment network currently fall under the DM. To ensure consistency and competence the Round V LDRC will also coordinate the Round VII DEI project. This will help to ensure sustainability and promote the embedding of DEI processes into the daily work of all CMJTS staff. The LDRC will train staff and promote best practices in case management for people with disabilities.

DEI staff dollars will supplement the Ticket-to-Work and Youth team staff-related budgets. The Ticket team is comprised of six employment specialists across the 11-county region. They serve adults and youth in a variety of programs, including Public Assistance. The majority of the Round VII enrollments will be co-enrolled with the CMJTS Youth Program or other WIOA-funded Partner Programs. This structure will allow the LDRC to coordinate services and train other staff on the IRT model so it may be incorporated into other service delivery strategies and grow the employment network to generate revenue needed for DEI sustainability.. CMJTS plans to have an additional staff become a certified work incentives counselor to increase DEI service provision.

–The DM will provide oversight, monitor budgets, be the primary employment network contact with SSA, and review reports. The LDRC will coordinate the project, develop and deliver outreach and training presentations, train ticket and youth staff on the IRT model and the use of the Guideposts for Success, and assess potential ticket holder assignments. The CEO, Youth Program manager and administrative support staff will assist with all project aspects project. Accounting staff will process training and/or payroll for DEI participants. Administrative assistant staff will design promotional materials.

Workforce Development Coordinators and Placement Specialists will assist with business engagement and employment opportunities for DEI participants. The Quality Assurance Department will review enrollments for accuracy and ensure data validation. Ticket team staff will case manage all DEI ticket assignments

Youth team staff will case manage all DEI enrollments (in collaboration with ticket team).

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

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

DEI will serve 100+ youth, ages 14-24, with visible and non-visible disabilities, including those with chronic health conditions, facing racial disparity, or with one of the following at-risk characteristics:

- Pregnant or parenting
- Youth with Limited English proficiency
- Dropouts/potential dropouts
- Offenders
- Public assistance recipients
- Recipients of group home services
- Chemically dependent
- Homeless or runaway
- Basic skills deficiency
- Educational attainment one or more levels below grade level appropriate to age
- In or transitioning from foster care
- New immigrants and/or refugees

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

The DRC has developed a DEI Project presentation to inform staff and partners about the youth focus of round VII. Recruitment strategies will also include promotional flyers and social media. By training all CMJTS staff trained in the DEI Project and its promotion, increased co-enrollments with WIOA and public assistance programs will occur. The DRC will partner with WorkForce Center (WFC) staff at job fairs and other community events where WFC programs are promoted. Partnerships with higher learning will be expanded to enhance DEI participant access to and success at college. The DRC will work closely with the Disability Services office at each college to provide DEI information and invite them to attend IRT’s for enrolled youth. The DRC will connect with high school counselors and special education staff to inform them of the project and recruit participants. The DRC and youth staff will educate themselves on local early-middle college programs and work-based learning opportunities. Expanded partnerships with these programs will increase referrals and opportunities for DEI participants. To ensure service and reduce disparity among communities of color, the DRC will make or expand connections with the MN Migrant Council, the Mille Lacs Band of Ojibwe, the Employment Immigrant Connection group, and the Islamic Center of St. Cloud.

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?

One or more of the following assessments will be used in the development of the individual service plan: WRAT3 or GAIN English/math assessment, COPSsystem, MN Careers, or GetMyFuture vocational assessment, financial needs assessment or other assessment that may benefit the participant. Assessments of participant interests/goals will be used to develop an individual service plan. Ongoing assessments will be used to demonstrate increases in skill attainment and help the participant determine a career pathway.

The IRT meeting is a participant-driven meeting. Participants identify the service providers, and other supporters they would like to attend. The participant may share their assessment results with the team and inform them of how the team will support their employment plan. This model is effective in case management and, by training more staff in its use, it may be replicated beyond the DEI project.

Ongoing assessment will serve to expand identified skills and clarify interests of the participant.

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 IRTs will be put into action? What potential resources/partnerships will be leveraged?

IRTs will be assembled for each youth participant. The LDRC will work with staff to coordinate the IRT. These meetings will occur after a rapport has developed with the participant. The LDRC will work with the participant to identify service providers, support people, and anyone else the youth would like to participate in the IRT. CMJTS staff will work with the participant to draft an IRT agenda and assist the participant with meeting facilitation. By bringing all service providers to the table, services will be better coordinated and duplication will be avoided, especially for participants who need only attend one meeting with all of their service providers. Providers' time and services are leveraged to assist the participant in achieving their goals and additional services or relationships may develop as a result of the IRT.

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.

CMJTS has a Community Outreach 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 families and PACER Center will be engaged throughout the life of the grant?

CMJTS staff will use PACER Center's staff and information as resources. The Ticket team received a Simon technology center tour. 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. Recently, PACER Center provided an informational session for families to learn about the WorkForce Center and career

pathways. Feedback from attendees was positive and CMJTS hopes to partner and host other events in the future for families.

Describe how much experience you have with being an Employment Network. If you are not currently an active EN, provide a description of the current status and goals for year 2 of the round 7 DEI.

CMJTS became an employment network on June 4, 2013. A flow chart of services was created and a ticket team established. Since that time, 18 tickets have been assigned and revenue of over \$70,000 has been generated. The ticket team consists of program staff across all 11 counties and represents a variety of program expertise in adult, youth, and public assistance. The team meets monthly to share information and receive guidance. The team is receiving support from SSA, maximus, and NDI staff and outreach sessions are being held in WFCs throughout the area. Leslie Wojtowicz, program manager, and Tera Brooks, LDRC, are active participants on the DEI Ticket Ambassador Contact list.

The ticket team has recently completed the DRC level 1 training, which consisted of webinars, in-person meetings, and assessments, to increase disability awareness and universal access. The ticket team will continue on with DRC level 2 training. All remaining CMJTS frontline staff and supervisors will soon complete DRC level 1 training.

Goal to increase ticket assignments to 25 by June 30th, 2018.

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	\$54,000	\$309,000
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	\$210,310	\$705,310

**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:
<p>885 - Personnel</p>	<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>
<p>875 - Fringe Benefits</p>	<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>
<p>890 - Travel</p>	<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 \$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 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>