

October 17, 2017

Mr. Dan Wenner, Executive Director
Rural Minnesota Concentrated Employment Program, Inc.
803 Roosevelt Ave
Detroit Lakes, MN 56502

RE: Round 7 Youth DEI Grant (#7029600) Modification #1

Dear Mr. Wenner:

The Round 7 Youth DEI Grant (#7029600) 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 (#7029600) for the period of November 1, 2016 through March 31, 2020:

- Notice of Grant Action (NGA 16-26)
- 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 (#7029600), 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: Vicki Leaderbrand
Arylce Cucich
Nancy Stensgard
Financial Services
Cory Schmid
Sou Thao
JoAnne Beaudry

Notice of Grant Action (NGA)

Minnesota Department of Employment and Economic Development
Master Grant Agreement #RMCEP2013M
SC #71599

Effective Master Grant Agreement Date: June 24, 2013 - March 31, 2018

Master Grant Agreement #RMCEP2016M

SC #109732

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

DUNS #076517291

Rural Minnesota CEP
WDA #2
803 Roosevelt Avenue,
PO Box 1108
Detroit Lakes, MN 56502

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

GRANTEE:

FUNDING SUMMARY

1		2		3		4		5		6		7		8		9		10	
Title ID/Name	Performance Period	Grant ID #	Prior Level	Obligation with this Action	New Level	Award/Amount	CFDA #	CFDA Name	NGA #	SWIFT P.O. #	SWIFT Contract ID								
FEDERAL																			
WIOA Youth	04/01/2016 - 03/31/2018	6023600	\$1,207,527.00	\$0.00	\$1,207,527.00	\$1,207,527.00	17.259	WIOA Youth	1	3-248332	109205								
PY16 Senior Community Service Employment Program (SCSEP)	07/01/2016 - 06/30/2017	7025100	\$130,471.00	\$0.00	\$130,471.00	\$130,471.00	17.235	Senior Community Service Employment Program (SCSEP)	4	3-254504	110698								
PY16 WIOA Adult Formula	07/01/2016 - 06/30/2018	6023100	\$1,398,661.00	\$0.00	\$1,398,661.00	\$1,200,121.00	17.258	WIOA Adult	5,8,12	3-256306	111282								
PY16 WIOA DW Formula	07/01/2016 - 06/30/2018	6028000	\$297,808.00	\$0.00	\$297,808.00	\$496,348.00	17.278	WIOA DW	5,8,12	3-260364	112459								
Rural MN CEP/MWCA/Marnita's Table (WIA Incentive Funds)	12/01/2016 - 06/30/2017	6025302	\$157,500.00	\$0.00	\$157,500.00	\$157,500.00	17.266	WIA Incentive	10	3-281608	119436								
Youth Disability Employment Initiative	11/01/2016 - 03/31/2020	7029600	\$495,000.00	\$0.00	\$495,000.00	\$495,000.00	17.207	Employment Services / Wagner Pevsner	11,26	3-284729	120521								
Rural MN CEP/MWCA/WIA Incentive	02/15/2017 - 06/30/2017	6025303	\$139,912.51	\$0.00	\$139,912.51	\$144,000.00	17.266	WIA Incentive	14,24	3-286948	121317								
2017 TANF Youth	04/01/2017 - 12/31/2017	8027400	\$38,000.00	\$0.00	\$38,000.00	\$38,000.00	93.558	1502MINTANF*	16,23	3-289029	122258								
OTHER																			
MN Youth	07/01/2016 - 09/30/2017	7026400	\$517,835.00	\$0.00	\$517,835.00	\$517,835.00	N/A	N/A	2,17	3-254202	110522								
HECAP	07/01/2016 - 06/30/2017	7026301	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	N/A	N/A	2	3-253731	110168								
Youth Competitive Grants	07/01/2016 - 09/30/2017	7028801	\$125,000.00	\$0.00	\$125,000.00	\$125,000.00	N/A	N/A	2,17	3-254162	110428								
MN Youthbuild Program	07/01/2016 - 09/30/2017	7026500	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	N/A	N/A	2,17	3-254013	110387								
State Dislocated Worker Program (DWP)	07/01/2016 - 06/30/2018	6028500	\$1,206,058.00	\$0.00	\$1,206,058.00	\$1,206,058.00	N/A	N/A	3,15	3-256336	111362								
Pathways to Prosperity - (P2P) SFY 2017 - Round 1 Year 2	07/01/2016 - 12/31/2017	7027900	\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	N/A	N/A	6,21	3-256794	111534								
Rural Career Counseling Coordinators	07/01/2016 - 03/31/2018	7024800	\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	N/A	N/A	7,13	3-267107	114629								
MWCA 800 West Broadway Center (McKnight Funds)	09/09/2016 - 06/30/2017	6025300	\$38,912.50	\$0.00	\$38,912.50	\$38,912.50	N/A	N/A	9,20	3-267275	114685								
Rural MN CEP/MWCA/CLASP (McKnight Funds)	10/19/2016 - 01/31/2018	6025301	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	N/A	N/A	10,25	3-282233	119601								
Rural MN CEP/MWCA/Capacity Building	04/05/2017 - 03/31/2018	6025305	\$105,000.00	\$0.00	\$105,000.00	\$105,000.00	17.266	N/A	18	3-290757	122974								
Rural MN CEP/MWCA/TA	02/28/2017 - 06/30/2017	6025304	\$11,628.87	\$0.00	\$29,685.00	\$29,685.00	17.266	N/A	19,22,24	3-292002	123674								
TOTAL			\$6,394,313.88	\$0.00	\$6,412,370.01	\$6,416,457.50													

DATE ISSUED: 10-17-2017

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

The approved Project Specific Plan, along with this NGA, and attached workplan and budget is releasing funding under the RMCEP2013M and RMCEP2016M State/Federal Master Grant Agreement with DEED.
*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 #: RMCEP2016M
 Term of Master Contract: 7/01/2016-6/30/2021
 Master Supplier Contract #: 109732
 Contract ID #: 7029600
 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	Rural Minnesota Concentrated Employment Programs, Inc. 803 Roosevelt Ave, P.O. Box 1108 Detroit Lakes, MN 56502
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Cory Schmid Title: DEI Project Lead Telephone Number: 651-259-7541 Email: cory.schmid@state.mn.us	Name: Dan Wenner Title: Executive Director Telephone Number: 218-846-7400 Email: DanW@rmcep.com

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) *Dan Wenner*

10-10-17 Date:

Printed Name: Dan Wenner

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: ~~May 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:	11/01/2016	Total Grant Amount:	495,000
Original Contract End Date:	3/31/2020	Original Grant Amount:	495,000
Proposed Grant End Date:	N/A	Previous Modification Amount:	N/A
Match/Leverage Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Modification Amount:	N/A
	SWIFT Contract ID	SWIFT PO Number #	
	120521	3000284729	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
Cory Schmid	1626	0000196982.001	34529

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
Rural Minnesota CEP, Inc. 803 Roosevelt Ave, Ste 301 Detroit Lakes, MN 56502	
Director Name: Daniel J. Wenner Telephone Number: 218-847-0717 E-Mail: danw@rmcep.com	Contact Name: Vicki Leaderbrand Telephone Number: 218-847-0718 E-Mail: vickil@rmcep.com

Agency DUNS# 076517291

MN Tax ID #: 7223300 Federal Employer ID #: 41-0942639

Local Website Address (if applicable): www.rmcep.com

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:

Daniel J. Wenner

Title: Executive Director

Date: 9-27-2017

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 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.)?

RMCEP is a private non-profit corporation funded by federal, state, and local governments. Functioning under the leadership of a broadly representative Board of Directors, and through the programming guidance of the Workforce Development Board, the Agency's purpose is to provide workforce development services to individuals and businesses in 19 counties in northwestern MN. Our 2017-2021 Vision Statement is - *"RMCEP inspires positive change leading to successful and prosperous individuals and communities through the power of work."* Direction is provided by WSA 2 Youth Council whose Mission Statement is - *"to establish a comprehensive development system that will assist youth to achieve economic self-sufficiency and empower them to act as solid contributors to community growth. The system will provide: effective learning environments linking education and employment; leadership development; nurturing mentors; and sustained support,"* and further identifies key priorities that align with DEI. Services are provided from seven WorkForce Center locations. Additionally, mobile services are provided throughout Economic Development Region 2 in Minnesota with a hub in Bemidji. The local Disability Resource Coordinator (DRC) is considered a management level position within our organizational structure and answers to the Director of Operations/HR. Program Managers, Team Leaders, and Youth Services Coordinators are additional staff who will contribute to DEI responsibilities and outcomes. The DRC will work closely with the State DEI Project Lead, NDI Technical Consultants, and key stakeholders to move DEI from a program level to a system capacity building level. The DRC will carry out the goals of the DEI on the local level, including implementing the strategic approaches of Guideposts for Success, Integrated Resource Teams, and partnerships and collaboration. This will be achieved by accessing resources from DOL, NDI, Workforce GPS, DEED, PACER Center, LEAD Center, SSA, among other sites, and maximizing best practices by sharing relevant and current information, conducting training and workshops, adapting or implementing content into our internal processes, making resources available to a broad community audience including families, service providers, and stakeholders. DRC will help staff leverage established collaborations with counties, VRS, SSB, and other state entities, PACER Center, 6 CTIC groups, ABE and Alternative Learning Centers, post secondary institutions, tribal and other cultural entities and look for ways to broaden the collaboration process. DRC will serve as a facilitator and resource to staff who provide MYP, MFIP, and WIOA program services. DRC will conduct community outreach to parent and employer groups, leveraging other stakeholders as appropriate.

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**

RMCEP will serve 100 youth with a disclosed disability and one additional risk factor ages 14 through 24. The type of disability is unique to each participant and will conform to the definitions established by the Americans with Disabilities Act (ADA). This may include students with an IEP or 504 Plan. We will serve youth without regard to racial or ethnic background, although efforts will be made to reach those youth with disabilities who are underserved by race or ethnicity. Additional at-risk characteristics may include at least one of the following:

foster youth * homelessness * out-of-school youth * at-risk of dropping out of school * juvenile offenders/diversion program youth * pregnant or parenting* basic skills deficiency * Limited English Proficiency * educational attainment one or more levels below grade level appropriate for age * chemically dependent or children of drug or alcohol abusers/dependents * receiving public assistance and/or group home services

RMCEP will be cognizant of the priority of service in Round 7 by seeking avenues to reach young adults with disabilities age 18 through 24 who may be eligible for WIOA Out of School or WIOA Adult

programs. Although WDA2 is a predominantly rural area, there are several American Indian reservations, and several counties including OtterTail and Clay that are home to quite diverse refugee and new American people groups.

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 will use power point presentations, Go to Meeting training format, and one to one coaching to empower staff to promote DEI, increase co-enrollments in our MYP, WIOA Youth programs, and strengthen the referral process between partners. Our active CTIC groups have grown from four to six, and the DRC systematically secures a DEI presentation spot on each year’s agenda, disseminates electronic materials and webinar opportunities, and is present at career expos and parent forums. Historically, RMCEP has well-established relationships with schools and agencies that serve youth with disabilities and we continue to strengthen and expand those partnerships in terms of recruitment and service delivery. Partners include Vocational Rehabilitation Services (VRS), DEED, State Services for the Blind (SSB), County Human Services, Public Schools/Area Learning Centers/ABE/Alternative Education, Probation Officers, sheltered work environments, among others. RMCEP is expanding the Career Advisor Project, which is funded by other grants, and currently has contracts to serve 24 school districts. The DRC will identify and connect with Disability Service Coordinators at multiple campuses to identify potential joint strategies to recruit and support students with disabilities in post secondary education environments. Additionally we will begin developing an even stronger relationship with the local Social Security Administration especially related to Ticket to Work, PACER Center to disseminate assistive technology information and training to families and service providers.

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?

The enrollment process of our MYP, WIOA, MFIP and other youth serving programs requires an assessment of the skill levels and service needs of each youth. This assessment includes an examination of basic skills, occupational skills, educational background, prior work experience, employability, interests, attitudes towards work, motivation, behavioral patterns affecting employment potential, and family situation. The assessment also includes an evaluation of the youth’s strengths, current resources, and identification of additional resources needed to improve access to employment including financial resources, adaptive needs, and supportive service needs. Through our previous DEI project, the assessment tool was expanded to include the elements outlined in the “Guideposts for Success,” such as health and social well-being, and input from the parent or guardian. This strengths-based approach is continually being incorporated into our programming, including our work with youth with disabilities. Assessments conducted by other human service, education, or employment and training programs that have been completed within the year of registration for service will also be reviewed both to eliminate duplication of assessments and to ascertain specifics of disabilities and related services needed. These may include IEP and/or ISP/ISS, math and reading scores, and other tools that have been developed at the school, or other entities already working with the youth. Since this input is critical to the success of the Integrated Resource Team (IRT) model, RMCEP will request a release of information to obtain such documents. Information contained in these multiple assessments will contribute to the development of RMCEP’s Employment Plan as well as the DEI Youth Action Plan, thus building on the inter-agency contributions of all IRT partners.

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

RMCEP has a well developed network of community agencies and entities that support families, especially communities of color or refugee groups. Examples include ABE, Community Action Agencies, Head Start and Migrant Head Start, Village Family Service Center, Evergreen Youth & Family Services, DL Family Resource Center, Lutheran Social Services (responsible for refugee resettlement services), New American Consortium, Leech Lake Tribal College, Red Lake Tribal College and CTIC groups.

RMCEP continues active participation in groups and attendance at trainings and workshops from LSS of ND, the New American Consortium, and city human rights organizations. The Moorhead office has a New American Program funded by Clay County and recently leveraged community partnerships to organize a New American Job Fair to reach both job seekers and employers. RMCEP will seek out additional opportunities to connect with families of diverse cultural and ethnic groups through community events that include family participation. RMCEP is committed to building staff cultural competencies through the promotion of self study, professional development such as LSS 3 day workshop-Building Bridges, webinars or electronic content that can be self-paced, and open dialogue. PACER Center has been approached to provide topics from their Cultural Liaisons at an upcoming all staff training. The Cultural Liaisons have also facilitated community dialogue when labor issues arise with a New American workforce in a rural small town.

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.

All DEI project participants will be co-enrolled, as appropriate, in at least one of the following programs: MYP, WIOA In School, WIOA Out of School, or WIOA Adult (through age 24 at time of enrollment). Assessments, CASAS testing, and other enrollment components, along with leveraged funds for work training will be inter-dependent with the approaches of DEI.

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

The initial contact with the participant is an opportunity to begin to identify and develop the Integrated Resource Team. Application and assessment content can point to some established resources. Families are typically more aware of the school based services, county and court/probation services, due to the formal parameters around those providers. The participant might inadvertently limit the IRT to professional service providers as a “must have” even though it is vital to deepen the IRT to include informal supports. Through conversations of, “Who do you go to with a problem?” “Who can you talk to about a private concern?” “Who do you go to for encouragement?” the participant can identify peers or adults they value in their lives. This may include friends, coaches, youth pastors, employers willing to act as mentors, grandparents or other extended family members; virtually anyone the participant trusts and looks to for guidance or support. Often these IRT members may prove valuable as their support may be more weighted simply because they are not “someone who gets paid to take an interest in me.” An IRT is a fluid and flexible mix of members that contributes uniquely along the career pathway. The IRT will assist the youth self-identify strengths, interests, and goals based on a review of all the assessments and service strategies in process and recommend a transition plan for each youth that will include an occupational goal, appropriate achievement objectives, including training, and an appropriate combination of services for the youth to reach that goal. This process includes career planning and identification of career pathways appropriate to the youth as identified in the assessment and career planning processes. The “Guideposts for Success” model is a key underlying piece in the development of this plan. It is also grounded in high expectations. The PACER developed Youth Action Plan document will integrate and reflect components of the school IEP, the County IFSP, and RMCEP’s Employment Plan, and further identify the responsible party and the associated Guideposts for Success elements to ensure that all 5 Guideposts are addressed along the career pathway.

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.

Worksites providing basic work readiness and maturity skills are developed through an on-going process of counselor outreach into the communities we serve. Counselors are trained to develop sites that offer quality work experiences with supervisors that are committed to mentorship type relationships. Job descriptions are obtained from prospective employers and used to match participant interests and abilities gathered through on-going assessment and career counseling. We supplement the work experience with job retention modules such as Workplace Principles, Career Readiness 101, and 360 Career Success Skills. Youth may benefit from an array of diverse work training experiences to confirm a desired career pathway or from progressive experiences along a

particular career pathway such as healthcare. Private sector employers are selected for paid youth internships. This can also be in conjunction with School-to-Work Partnerships or apprenticeship programs to assist youth to obtain and document employer-identified and accepted skill standards. Staff are active in local Chambers of Commerce, Business Associations, Economic Development, and the Labor Force Development Committee. These forums guide regional planning and business sector strategies of recruitment and retention of skilled employees, increasing opportunities for pre-apprenticeships or internships, and identifying skill and education gaps in workforce preparation. DEI will be leveraged to assist the employer and participant identify and provide assistive technology, worksite accommodations, or other interventions to maximize the work experience.

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

Both worksites supervisors and participants receive orientation for work experience programs, OJT, and Internships. Job Counselors are trained to provide detailed instruction using specific manuals for both program participants and worksite supervisors which includes information about creating a learning-rich workplace, conduct of participants, youth program policies for the workplace, the supervisor's role as mentor, and safety instruction. Alternate or substitute supervisors must also attend this training. Each supervisor is briefed through the RMCEP Supervisor's Handbook. Supervisors are informed of the specific safety standards that are required in RMCEP's safety policy and of the consequence of noncompliance. Tools such as Work Experience Worksite Agreement, monthly Evaluation of Trainee Performance & Behaviors, Building Dreams, and the reference book, Improving Lives One Job at a Time are all utilized to enhance continued learning. All youth receive an orientation to work skills prior to any placement. This orientation (World of Work) reaffirms the behavioral expectation for the worksite as well as provides specific information about program operations, youth rights and responsibilities, and the supervisor's role and expectations. Safety equipment is provided to youth when required and is to be provided by the worksite. If the worksite is related to the career interests of the youth and no other worksite can be found for the youth, safety equipment is provided from program funds.

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

The DRC will systematically disseminated newsletters, webinar announcements, power point material and handouts PACER Center, National Parent Center on Transition & Employment, Simon Technology Center, Center for Parent and Family Resources, Center on Technology and Disability, and Diversity Partners (Cornell Univ.) to internal staff, CTIC groups, VRS, County Collaboratives, and any entity that connects with families in the community. RMCEP is hosting two Parent Workshops with PACER Center speakers in October. Six more Parent Workshops are being planned for 2018 and 2019 to reach 6 RMCEP sites throughout the rural counties. Prior to the future workshops, the DRC will poll parent groups, CTIC participants and VRS staff to determine the most requested topic. Parents will be encouraged to form peer support groups and advocate for other less connected families. DRC will continue to share content from the Autism Society of MN and other family focused organizations.

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.

RMCEP is currently an affiliate EN under DEED with 5 Certified Work Incentive Practitioners. We are reaching out to EN Communities of Practice such as CMJTS as well as requesting some targeted assistance from NDI. Currently 4 staff are enrolled in the Cornell University CWIP course with an additional 6 staff identified for future Cornell training. The policy will be developed to ensure compliance to SSA, refine our Employment Network infrastructure and processes, strengthen referrals, and increase our visibility to potential Ticket to Work clients.

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, and it is encouraged to include businesses, and if possible Community Interagency Transition Committees (CTICs).**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Vocational Rehabilitation	staff located at: MN Workforce Center 125 W Lincoln Ave Ste 3 Fergus Falls MN 56537 MN Workforce Center 303 22 nd Ave W Ste 107 Alexandria MN 56308 MN Workforce Center 124 1 st St SE Ste 1 Wadena MN 56482 MN Workforce Center 609 13 th Ave NE Ste G Little Falls MN 56345 MN Workforce Center 204 Laurel St Ste 21 Brainerd MN 56401	Meet with potential clients in Workforce resource rooms to provide service options so they can make informed choices. Blend and braid services and funding for specific "shared" youth participants. Capitalize on co-located offices to simplify services to clients		Eric Wittbrodt, Rehabilitation Area Manager Eric.wittbrodt@state.mn.us 218-739-7565

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Vocational Rehabilitation Services	<p>Staff located at:</p> <p>MN Workforce Center 715 N 11th St Ste 302b Moorhead MN 56560</p> <p>VRS 616 America Ave Bemidji MN 56601</p> <p>MN Workforce Center 803 Roosevelt Ave Detroit Lakes MN 56501</p>	<p>Meet with potential clients in Workforce resource rooms to provide service options so they can make informed choices.</p> <p>Blend and braid services and funding for specific "shared" youth participants.</p> <p>Capitalize on co-located offices to simplify services to clients.</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Randa Lundmark, Rehabilitation Area Manager Randa.lundmark@state.mn.us 218-333-8205</p>
Community Transition Interagency Committee (CTIC)	<p>Brainerd Lakes Area CTIC Central Lakes College 501 W College Dr. Brainerd MN 56401</p> <p>Ottertail CTIC Fergus Falls Special Educ. Co-op. 518 Friberg Ave Fergus Falls MN 56537</p> <p>Runestone Area CTIC 1204 34th Ave S Alexandria MN 56308</p>	<p>Promote full participation in IEP, IFSP, and IRT meetings.</p> <p>Present accurate and relevant program and funding updates from all sources to professional and parent participants.</p> <p>Create venues to hear from families and employers.</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Krista Brodal, Chair Kbrodal13@gmail.com</p> <p>Sandy Kitzman, Chair skitzman@fergusotters.org 218-998-0544</p> <p>Tina Erickson, Chair terickson@alexandria.k12.mn.us 320-763-5559 ext. 5754</p>

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
CTIC continued	Becker County CTIC Detroit lakes High School 1301 Roosevelt Ave Detroit lakes MN 56501 Clay Co. CTIC Moorhead High School 2300 4 th Ave S Moorhead MN 56560 Bemidji Area CTIC 616 America Ave NW #240 Bemidji MN 56501	Promote full participation in IEP, IFSP, and IRT meetings. Present accurate and relevant program and funding updates from all sources to professional and parent participants. Create venues to hear from families and employers.	All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.	Karen Nudell, Chair knudell@detlakes.k12.mn.us 218-847-9271 Brandon Yoney, Chair byoney@moorheadschoools.org 218-284-7128 Stephanie Hubbard, Chair Stephanie_hubbard@isd31.net 218-333-3100 Stephen D Larson, Area Manager Stephen.d.larson@state.mn.us 218-825-2185
VRS/State Services for the Blind Staff at multiple Workforce locations	MN State Services for the Blind 204 Laurel St Ste 21 Brainerd MN 56401 *Steve Larson also has an office at grantee site; also co-chair of Brainerd lakes Area CTIC			
Community Action Agencies	Lakes & Prairies Community Action Partnership 715 N 11 th St Ste 402 Moorhead MN 56560	Provide avenues to join community specific initiatives and projects, blending and braiding funds whenever possible. Solicit feedback from other service providers to eliminate duplicative services and maximize funding dollars.	All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.	Lori Schwartz, Exec. Dir loriw@lakesandprairies.net 218-512-1500 (RMCEP Bd member)

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Higher Education	<p>Central Lakes College 501 West College Drive Brainerd, MN 56401</p> <p>MN State Community and Technical College 4 campuses in our WDA: 900 Hwy 34 E Detroit Lakes MN 56501</p> <p>405 Colfax Ave SW Wadena MN 56842</p> <p>1414 College Way Fergus Falls MN 56537</p> <p>1900 28th Ave S Moorhead MN 56560</p>	Use space, staff, and student focused programs to promote post secondary education and attract and retain students, especially those with risk factors. Leverage potential to secure assistive technology to address disability related barriers.	All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.	<p>Mallori A Sheik, Disability Services Coordinator msheik@clcmn.edu 218-855-8175</p> <p>Kristina Siefert, Disability Support Coord. 218-846-3737 (serving Detroit Lakes and Wadena campuses)</p>

**FORM 3: WORKPLAN YEAR
2 MN DEI PROJECT**

Make additional copies of this form as needed.

Agency: Rural Minnesota CEP, Inc.		Contact: Vicki Leaderbrand			
Project Goal: Continue and expand DEI services for youth with disabilities and their families, integrating best practices into all program service delivery and become an Employment Network					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
Enhance staff capacity to serve youth with disabilities.	Youth Coordinators will build a library of webinar and other resources for reference and to incorporate into their work.	\$20,000	N/A	All strategies from 11/01/2017	To end of grant 03/31/2020
Update and modify internal policies, procedures, and practices.	DRC will utilize Go to Meeting, staff training, and peer to peer coaching. DEI and Ticket to Work Policies will be revised throughout the grant cycle with collateral training as necessary.	\$20,000			
Promote enhanced services to youth/young adults ages 14 through 254 with disabilities	35 youth will be enrolled in the DEI Project in Year 2.	\$25,000	35	11/01/2017	10/31/2018

Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
<p>Integrated Resource Teams (IRT) will become embedded in youth programming as well as Ticket to Work services.</p>	<p>IRTs will reflect the dual dimension of competence, the inter-dependence of formal and informal supports, and set high expectations for achievement along the career pathway.</p> <p>Meetings can be formal such as the IEP or informal to respond quickly to an identified barrier. DRC is available to facilitate as needed.</p> <p>DEI participants will be encouraged to take ownership of the IRT and practice self-advocacy</p>	<p>\$3,000</p>	<p>N/A</p>	<p>All strategies from 11/01/2017</p>	<p>To end of grant 03/31/2020</p>
<p>Continue to expand networking and community collaboration.</p>	<p>Focus on VRS and post secondary education to align processes for shared consumers.</p> <p>DRC will connect with Disability Coordinators on local campuses.</p> <p>Continue discussion with VRS on communication gaps that occur along the timeline of the stacked services.</p> <p>Respond to requests from CTICs, VRS, and parents by hosting PACER workshops at 4 to 6 locations throughout the region. Topics to be determined with input from target audience.</p>	<p>\$10,000</p>	<p>N/A</p>		

Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
DRC will conduct outreach to agencies, community organizations, and key stakeholders to inform and strengthen referral sources.	Reach out to partner organizations to identify ways to make the referral and enrollment process more seamless for families.	\$5,000	N/A	All strategies from 11/01/2017	To end of grant 03/31/2020
Participation at 6 CTIC groups currently active.	DRC, Team Leaders, and Youth Coordinators will attend scheduled CTIC meetings and community events; taking an active role in promoting DEI to partners and families.	\$3,000	N/A		
DRC will work with DEED, NDI, and CMJTS to become an Employment network.	DRC will use the DEI Work Group formed in the first year to complete the WorkForce EN Planning Guide and assist with designing the infrastructures necessary to become a competent Employment Network.	\$8,000	N/A		
	The Work Group and Ticket Team will determine if use of ADEN will allow us a better platform to provide Ticket to Work comprehensive services.				
	RMCEP will increase the number of staff trained as Certified Work Incentive Practitioners to provide coverage and timely responses throughout our 19 county region.	\$15,000	10		

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

BUDGET PERIOD: 11/01/2016 _____ TO 03/31/2020 _____

Agency/Contact Person	Address/Phone/Fax/E-mail
Rural Minnesota CEP Inc Nancy Bisek, Comptroller	803 Roosevelt Avenue Detroit Lakes MN 56502 218-847-0732 nancyb@rmcep.com

Budget Category	DEI Funds	Leveraged Funds (Optional)	Total Budget Amount
885 - Personnel	223,716		223,716
875 - Fringe Benefits	81,457		81,457
890 - Travel	17,144		17,144
821 - Equipment/Supplies	13,992		13,992
838 - Training	23,000		23,000
840 – Contractual: Benefit Planning	15,000		15,000
834 – Contractual: Assistive Technology	0		0
830 – Other Contractual	19,190		19,190
845 – Construction/Space Costs	4,251		4,251
850 – Youth Wage and Fringe	23,000	184,000	207,000
833 - Administration (15% limit) (note definition)	74,250		74,250
TOTAL	495,000	184,000	679,000

FORM 5: BUDGET DETAIL MN DEI PROJECT

Budget Period: 11/01/2016 to 3/31/2020

Agency: RMCEP

885 - Personnel			
DEI Funds:			
Local Disability Resource Coordinator			
Salary - 1.0 FTE (6782 program hours)			
PY16:	1/1/17 - 6/30/17	\$	24,960
PY17:	7/1/17 - 6/30/18	\$	52,618
PY18:	7/1/18 - 6/30/19	\$	54,977
PY19:	7/1/19 - 3/31/20	\$	43,081
Director of Operations			
Salary - .10 FTE (678 program hours)			
PY16:	1/1/17 - 6/30/17	\$	1,769
PY17:	7/1/17 - 6/30/18	\$	7,288
PY18:	7/1/18 - 6/30/19	\$	7,507
PY19:	7/1/19 - 3/31/20	\$	5,799
Operations Specialist			
Salary - .10 FTE (678 program hours)			
PY16:	1/1/17 - 6/30/17	\$	2,598
PY17:	7/1/17 - 6/30/18	\$	5,404
PY18:	7/1/18 - 6/30/19	\$	5,620
PY19:	7/1/19 - 3/31/20	\$	4,369
Program Manager			
Salary - .10 FTE (287 program hours)			
PY17:	7/1/17 - 6/30/18	\$	2,228
PY18:	7/1/18 - 6/30/19	\$	3,089
PY19:	7/1/19 - 3/31/20	\$	2,409
885 Total			\$ 223,716

Leverage Funds - None

875 - Fringe Benefits

DEI Funds:
 Fringe Benefits include: Health, Dental, Life, Disability Insurances, retirement plan and employer payroll benefits.
 Benefit calculations based on DEI project FTE's per position.

	FTE	Insurances	Retirement	Employer Benefits	
LDRC	1.0 FTE	29668	7025	22190	\$ 58,883
Director of Operations	.10 FTE	5566	912	3376	\$ 9,854
Operations Specialist	.10 FTE	5990	800	2782	\$ 9,572
Program Manager	.05 FTE	1120	389	1639	\$ 3,148
875 TOTAL					\$ 81,457

Leveraged Funds - None

890 - Travel

DEI Funds:
 Mileage
 Estimated travel to WSA Workforce Center sites
 DEI Staff to attend National Conference per year at \$2,500 per year x 3 years =

	\$ 9,644
	\$ 7,500
890 TOTAL	\$ 17,144

Leveraged Funds - None

821 - Equipment/Supplies

DEI Funds:
 Estimated cost of overhead equipment and supplies for the DEI positions located in the Detroit Lakes Administrative offices.
 Calculation based on DEI positions as a proportion of the average cost per position in the following expenses:

Estimated consumable supplies = \$11.5/month x 39 months =	\$ 4,485
Estimated copier expenses = \$35/month x 39 months =	\$ 1,365
Estimated telephone expenses = \$99/month x 39 months =	\$ 3,861
Estimated postage expenses = \$29/month x 39 months =	\$ 1,131
Computer Equipment: Proxima and software =	\$ 1,200
Outreach, recruitment and advertising expenses for DEI project staff =	\$ 1,950
821 TOTAL	\$ 13,992

Leveraged Funds - None	
838 - Financial Literacy Training	DEI Funds - LFDC/PACER Workshop \$ 2,000.00 RMCEP/DEI Training Conference \$ 15,000.00 CTIC Parent Workshops \$ 6,000.00 <hr/> 838 TOTAL \$ 23,000.00
840 - Contractual: Benefit Planning	DEI Funds - Benefit Planning Certification - Cornell University \$ 15,000.00 <hr/> 840 TOTAL \$ 15,000.00
834 - Contractual: Assistive Technology	DEI Funds - None \$ Leveraged Funds - None <hr/> 834 TOTAL -
830 - Other Contractual	DEI Funds: Employment Network Implementation \$ 19,190 Leveraged Funds - None <hr/> 830 TOTAL \$ 19,190
845 - Construction/Space Costs	DEI Funds: Dedicated office space (approx 124.4 sq ft) for LDRC position within the Administrative offices. 124.4 sqft x \$10.50/sqft = \$1,306.20 / 12 months = \$109/month x 39 months = \$ 4,251.00 Leveraged Funds - None <hr/> 845 TOTAL \$ 4,251.00
850 - Youth Wage and Fringe	DEI Funds:

20 hours Work Training x average \$11.50/hour (wage & fringe) = \$230/youth x 100 youth =
 850 TOTAL \$ 23,000

Leveraged Funds:

160 hrs Work Training x average \$11.50/hr (wage & fringe) = \$1,840/youth x 100 youth = \$ 184,000

833 - Administration (10% limit)

DEI Funds:

Administrative services of the Executive Director, Accounting Department and
 IT Department to provide oversight, planning. Budgeting, data and payroll processing,
 auditing and reporting requirements of the project

833 TOTAL \$ 74,250

Leveraged Funds - None

DEI TOTAL \$ 495,000