

Year 2 Planning instructions

Minnesota Disability Employment Initiative (MN DEI) Round 7 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 will receive \$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.

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 second year plans, 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
Director Name:	Contact Name:
Telephone Number:	Telephone Number:
FAX:	FAX:
E-Mail:	E-Mail:

Agency DUNS# _____

MN Tax ID #: _____ Federal Employer ID #: _____

Local Website Address (if applicable): _____

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: _____

Date: _____

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.)?

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

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?

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?

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

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.**

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

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

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

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

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.

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, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail

FORM 3: WORKPLAN YEAR 1 MN DEI PROJECT

Make additional copies of this form as needed.

Agency:			Contact:		
Project Goal:					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date

FORM 4: BUDGET SUMMARY MN DEI PROJECT

BUDGET PERIOD: _____ TO _____

Agency/Contact Person	Address/Phone/Fax/E-mail		
Budget Category	DEI Funds	Leveraged Funds (Optional)	Total Budget Amount
885 - Personnel			
875 - Fringe Benefits			
890 - Travel			
821 - Equipment/Supplies			
838 - Training			
840 – Contractual: Benefit Planning			
834 – Contractual: Assistive Technology			
830 – Other Contractual			
845 – Construction/Space Costs			
850 – Youth Wage and Fringe			
833 - Administration (15% limit) (<i>note definition</i>)			
TOTAL			

FORM 5: BUDGET DETAIL MN DEI PROJECT

Budget Period: _____ to _____

Agency: _____

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:	
885 - Personnel	DEI Funds	
	Leveraged Funds (Optional)	
875 - Fringe Benefits	DEI Funds	
	Leveraged Funds (Optional)	
890 - Travel	DEI Funds	
	Leveraged Funds (Optional)	
821 – Equipment / Supplies	DEI Funds	
	Leveraged Funds (Optional)	
838 – Training	DEI Funds	
	Leveraged Funds (Optional)	
840 – Contractual: Benefit Planning	DEI Funds	
	Leveraged Funds (Optional)	

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:	
834 – Contractual: Assistive Technology	DEI Funds	
	Leveraged Funds (Optional)	
830 – Other Contractual	DEI Funds	
	Leveraged Funds (Optional)	
845 – Construction / Space Costs	DEI Funds	
	Leveraged Funds (Optional)	
850 – Youth Wage and Fringe	DEI Funds	
	Leveraged Funds	
833 – Administration (15% limit)	DEI Funds	
	Leveraged Funds (Optional)	

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.