

ATTACHMENT 1: PROJECT DESCRIPTION MN DEI PROJECT/PHASE IV (Year 3)

- 1) Describe the outreach/recruitment strategies and tools your area is using to bring eligible participants into the project, including out of school youth. Please also include a description of how you are recruiting culturally diverse youth and their families.

Rural Minnesota CEP, Inc. (RMCEP) will continue to use our Workforce Investment Act (WIA) and Minnesota Youth Program (MYP) programs as a resource to identify out-of-school youth with disabilities that may benefit from this project. Additionally, RMCEP will tap into its current partnerships with Department of Rehabilitation Services (DRS), local mental health care organizations, county human and social services, post-secondary institutions, other Workforce Center partners, public schools/area learning centers/alternative education, Community Transition Interagency Committees (CTIC), Community Action Agencies and other agencies and entities that work with individuals with disabilities to identify and recruit eligible out-of-school youth for this project. These partnerships will continue to expand and strengthen through the focus of this project.

RMCEP has established procedures within its Workforce Centers that encourage persons with disabilities to self-disclose. This system has been effective in identifying prospective Disability Employment Initiative (DEI) participants.

Outreach and recruitment will include public service announcements, posters or flyers, expo participation, and personal contacts with agencies and schools serving persons with disabilities. RMCEP will engage professional organizations interested in expanding the available workforce in our area to include persons with disabilities. RMCEP will create and promote HireAble.biz, a website developed to create awareness among the disabled community about services available at our eight Workforce Centers.

As part of our "Outreach to Schools" strategies, RMCEP will utilize our career advisors to provide presentations to schools in our service area that will include the services available to youth with disabilities. Additionally, youth with disabilities who are transitioning out of high school will be provided information regarding services for persons with disabilities that are available at each of our Workforce Centers.

RMCEP will continue to collaborate with local veterans' representatives to establish a referral channel for those veterans suffering from combat or non-combat injuries that require long-term re-employment supports, particularly those who are on Social Security benefits. With the new Workforce Investment Opportunity Act (WIOA), DRS will play more of a role in working with in-school youth. We are working with VR regional managers to identify a proper bridge from VR to WIA services as youth with disabilities transition.

Members of our Workforce Investment Board (WIB), its Youth Council, and our Board of Directors are directly involved through their extensive connections throughout our service area with most or all of the organizations that work with persons with disabilities. The Disability Resource Coordinator (DRC) has already made multiple presentations to these groups and had begun networking with many of them to open lines of communication that can lead to referrals and/or additional outreach.

The DRC, the Department of Education, and PACER will continue to provide training to the CTICs in our service area. Through this training, the DRC invites parents and professionals to provide information to their clients/students about these services that are available.

As an Equal Opportunity Agency, RMCEP does not discriminate on any basis and in fact, has strong partnerships with other agencies that service culturally diverse youth and families. As such, all of the above outreach/recruitment strategies include this population.

- 2) What criteria are being used to determine if a participant will have an Integrated Resource Team (IRT) and how is the IRT documented? What is the role of the Disability Resource Coordinator (DRC) in the IRT process in your area?

As a general rule, anytime the participant has two or more existing plans (ie: ISS, IEP, IPE, Tx plan), an IRT will be implemented as part of the individual service strategy.

Upon selection for DEI, the RMCEP Youth Coordinator will plan and facilitate an initial meeting with the participant, his or her family, and the DRC (at a minimum). This meeting will establish the core IRT. The participant's VR counselor, IEP case manager, worksite supervisor, or any other organization that has a plan for the participant may also be in attendance. During this meeting, an overview of the DEI will be discussed, as well as other key strategies designed to assist the participant to meet his/her goals. These include the IRT concept and recommending additional IRT members who could have a positive influence in meeting the desired outcome of being employed in a career field that matches the participant's interest and aspirations.

The IRT will identify the strengths of the youth based on a review of all the assessments and service strategies that had previously been identified by the agencies and programs already working with the youth. The members of the team will recommend activities as part of the transition plan. The plan will include an occupational goal, appropriate achievement objectives, and an appropriate combination of services that will support the youth to meet that goal. The youth will make the final decision on anything in the plan. The Resource Mapping Tool will be used to identify gaps and road blocks along to path to the participant's career goal. The *Guideposts for Success* model will drive the development of the collaborative plan. The RMCEP's client-centered approach, the plan will support the motivation of the participant. The plan will be modified at any time as needed and appropriate.

Upon completion of the initial meeting, the DRC will service as the IRT facilitator for the DEI participant and the IRT. The DRC will also advocate for employment opportunities, broker for additional resources on behalf of the participant and the IRT as needed, and provide mentorship for the youth.

- 3) Describe the co-enrollment strategies your site is using to fund training, work experience, etc. for project participants. **DEI grant funds may NOT be used to pay wages or stipends to participants directly.**

All project participants will continue to be co-enrolled, as appropriate, in at least one of the following programs, which are also operated by RMCEP: WIA Youth Program, MYP, WIA Adult Program, or the Minnesota Family Investment Program (MFIP).

RMCEP has a long track record of exceeding performance measures as it relates to employment outcomes. With additional training, we will use these proven techniques to meet the needs of those who come to us with disabilities. RMCEP will leverage resources and opportunities to cultivate and

nurture the capacity of the person with disability to attain necessary credentials, improve employability skills, and expand employment opportunities. The DRC will provide continued mentorship and counsel through periodic and routine outreach to those who need continued supports. Proactively mitigating potential employment-related issues is critical for our customers with disabilities to achieve and sustain their employment goals.

- 4) Describe the partnerships developed during the DEI that will continue to support services to youth with disabilities following the end of this grant in September 2015. Please include copies of any Memoranda of Understanding (MOUs) in place to define the roles of partners.

RMCEP has enhanced partnerships with the majority of schools within our service area and their respective IEP programs to that identifies share goals and collaborates on behalf of participants transitioning out of high school and into either post-secondary programs and/or career pathways.

As outlined in question 6, we have established a strong relationship in this effort with our DRS partners. We have and will continue to enhance our on-going meetings with VR counselors in working together to provide a Roadmap to Success for mutual clients.

Additionally, RMCEP has strengthened our relationships with area MnSCU institutions and the Department of Education that provides ongoing support as youth transition into post-secondary programs and will continue to partner with CTICs in our service area to provide disability training.

We have improved upon our existing relationships with local Adult Basic Education (ABE) programs to provide a bridge for those who seek post-secondary success but to not yet possess the basic skills necessary for success in post-secondary coursework.

RMCEP currently has MOU's in place with DRS, all of the area ABEs, Migrant Employment and DEED. As needed, RMCEP will continue to develop additional MOUs with new partnerships as they evolve. We will look to amend our current MOU with VRS to establish a Partnership Plus system that will sustain our continued dedication to persons with disabilities who are seeking employment.

- 5) Describe how the local employer community is engaged in the project, including how DEI participants are being exposed to high-growth industries and occupations in demand in your region and career pathways.

Over the years, RMCEP has developed a strong network of worksites within local employer communities throughout our service area. This network of employers provides for a wide range of career exploration opportunities and takes into account the special needs of youth. RMCEP staff is experienced with the development of worksites, including working with job site supervisors to assist youth with disabilities.

RMCEP will continue to recruit and create work sites to provide skill building experiences. Employers are also recruited to provide job shadowing and/or internship opportunities, as well as site visits, so that youth can have opportunities to learn more about specific occupations related to a career pathway. RMCEP encourages employers to mentor youth and supports them in that mentorship.

The DRC plans to create an Excellence in Equal Opportunity Award for employers who distinguish themselves as open and accommodating to the needs of persons with disabilities. We will establish criteria for these awards and provide media coverage of the award

presentations. RMCEP will reach out to employer and business organizations such as the local Chambers of Commerce to facilitate and present these awards. The objective is to recognize our current champions and also encourage other employers to hire our participants.

RMCEP has increased the number of FastTRAC and revised its Youthbuild program in our service area. These programs can provide increased opportunities as appropriate, for persons with disabilities. Additionally, RMCEP hosts job fairs throughout our service area and the DRC will network with potential employers at those events.

Finally, the DRC, in collaboration with RMCEP leadership, will reach out to employer organizations and foundations such as Rotary Clubs, the Shriners and the Chambers of Commerce in our service area to inform them of our intent to build a tryout work experience program and how RMCEP can train qualified persons with disabilities for their companies, as well as providing assistance to the employer in provide any accommodations for those potential employees.

- 6) How are you educating participants, partners and potential referral sources about Ticket to Work? Describe any creative outreach strategies your area has developed to identify Ticket holders.

RMCEP's highest priority is to establish a stronger collaborative partnership between our agency and the Department of Rehabilitative Services (DRS). RMCEP has recently added a Vocational Rehabilitation counselor to our Youth Council. Her involvement will only strengthen RMCEP's ability to work together with DRS to provide timely and sufficient services to transition-aged youth ages 14-24. In addition, a collaborative strategic planning team including senior leadership of both agencies has been created. The members of this team include the two VR managers within our service area, the regional manager of MN DEED, the Executive Director of RMCEP, the Director of Operations of RMCEP and the DRC. The initial purpose of the meeting was to updated VR managers on DEI progress. The purpose of this team now is to share concerns, build mutual support, share ideas/resources, and embrace the one-stop philosophy. Thus far, this team has come up with many strategies to provide expanded customer choice, outreach plans, and enhanced services to Ticket holders. Some of these include the expansion of benefits planning services through CARF-accreditation, facilitation of Partnership Plus transitions, and collaborative efforts to increas access to work experience for DRS though the creation of HireAble, a try-out work experience program.

Ticket to Work (T2W) posters are on display in each of the Workforce Centers in our service area. Additionally, wallet cards are on the reception desk in each Resource Room that includes the contact information for the DRC or Work Incentive Practitioner. Each computer in the Resource Room has a speech bubble informing customers that if they have a ticket to work, to let a staff member know. Each site also has Social Security Red Books for the current year with contact information for their local Work Incentive Practitioner. The staff is familiar with the T2W program and will advise the DRC or Work Incentive Practitioner of any ticket holder of whom they become aware.

Other outreach strategies include the development of brochures to inform individuals, partners and referral sources about the RMCEP Employment Network. The DRC will provide these brochures at every opportunity including collaborative meetings, transitional expos, trainings and site visits. Work Incentive Practitioners will have their own brochures as well.

Partners, participants and referral sources will receive presentations educating them on the enhanced capabilities of RMCEP through the Certified Work Incentive Practitioner program and the Employment Network. This presentation can be customized to meet the needs of each audience. Further, once established, HireAble and the Employment Network will be prominently displayed on the RMCEP website. RMCEP will work with VRS to provide benefits analysis and counseling services under a Limited Use Vendor Contract. This will establish a potential pipeline under the Partnership Plus Agreement. In addition, those individuals that are on a VRS waiting list due to not meeting the Priority I level of disability can be immediately referred to RMCEP to receive services.

It is the intent of RMCEP to proactively conduct outreach to ticket holders who are not yet assigned to a provider and provide immediate confirmation and assignment once the person has identified themselves as a ticket holder.

- 7) Describe the promising/best practices implemented during the project that are likely to be continued in your area following the end of this grant.

Within our youth services, RMCEP has integrated the *Guideposts for Success* into our annual plans, our Individual Service Strategies (ISS), within templates for employment plans on Workforce One, and throughout our youth policies and procedures. This will be used to guide our staff functions for all youth, not just youth with disabilities.

In addition, RMCEP will create a specific activity that can be added to an ISS and will encompass all the tools utilized with the DEI was in existence. This activity will be called IRT and will be available for any participant that has multiple plans from multiple agencies. These tools include the Roadmap for Success, the Youth Action Plan checklist, the Resource Mapping Tool, and the actual IRT where the participants make the decisions regarding the action steps they want to take to reach their employment goals.

In the area of Employment Network, RMCEP will sustain four SSA-Certified Work Incentive Practitioners to provide benefits counseling to current and future ticket holders. These Work Incentive Practitioners will provide guidance and training to RMCEP staff and Workforce Center partners to ensure the advances we have made under the DEI are not lost over time.

In our presentations with employers and employer groups/associations, we will appeal to their philanthropic ability to invest in this largely untapped workforce population through channeling donations to fund a tryout work experience program designed to better prepare persons with disabilities to meet the demands of our intensive WIA programs and full-time work requirements. This work training program will be designed specifically for the purpose of preparing SSI/SSDI beneficiaries for full-time work. Specifically, the program will be designed to build stamina and skills, increase confidence, and develop the courage it takes to work beyond their initial capabilities and above the maximum allowable to maintain their public assistance. Our Board of Directors has approved the development of HireAble to sustain, promote and build upon the success of the DEED Employment Network.

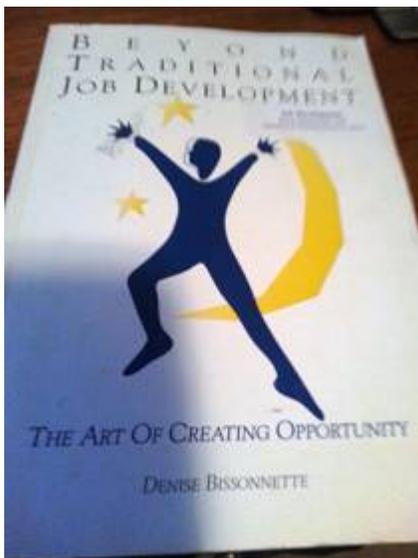
The following emboldened questions were asked by the State Lead to clarify the answers provided above and to further explain some of the budget line items identified in Attachment 5: Budget Detail. The responses to these questions are in italics below the questions.

Please provide some additional information about the HireAble model you are planning to implement, with emphasis on how it complements and works with the existing services available to customers through VRS and the WorkForce Center system.

A white paper has been submitted to the State Lead along with this Phase IV plan explaining RMCEP's intent to create HireAble, a bridge-to-work outreach and training program strictly for persons on SSI, SSDI or both with an assignable Ticket to Work or as part of the Partnership Plus Agreement between RMCEP and DRS.

Please provide some additional explanation/justification for the expenses associated with HireAble in the "other contractual" category of the budget detail.

HireAble Launch: RMCEP intends to bring in Denise Bissonnette, a subject matter expert on job development and disability employment to provide staff training. (Below you will see a picture of a book written Ms. Bissonnette). Speaker fees are typically \$5000 plus travel. We will also provide a meal to all RMCEP Staff. RMCEP will invite Partners for this training from throughout the 19-county area for this extremely beneficial seminar. This training will be a part of a two-day All-Staff Conference held in Fergus Falls sometime in August 2015.



HireAble Program Identity: RMCEP believes that by creating a specific identity for HireAble, we improve our ability to attract those that we want to serve, specifically, Ticket holders. Persons with Disability are searching for an EN choice in our area that can provide the training they need to find and retain employment. While RMCEP is recognized in our area as an employment and training provider, it is not recognized as a provider that offers specific programs for only those persons with disabilities. Many Ticket holders have sought out employment supports and experienced differing levels of success under existing workforce investment act programs. RMCEP or the Workforce Centers are not typically associated with providing a tryout work experience for Ticket holders. We want to create excitement within the disability community and we believe establishing a specific identity will highlight this service and provide new hope through choice to persons with disabilities seeking to enter/re-enter the workforce.

Outreach/Recruiting Consultation: RMCEP intends to hire a strategic planning consultant to assist in developing a long-range strategic plan for outreach/recruiting to the 19,000 eligible Ticket holders in our workforce service area. By reaching out to those who are aware of empirically-based best practices in reaching a target audience, RMCEP will be able to ensure we are investing in the right strategies up front. We will set up our agency for long

term success by maximizing the effectiveness of our campaign to reach as many Ticket holders as possible while not wasting time or limited resources on ineffective practices.

Please provide some language in the narrative regarding CARF-accreditation and how that will enhance the project.

As part of a growing and ongoing partnership in providing services to persons with disability, Vocational Rehabilitation (VR) has indicated that benefits planning availability in our WSA is lacking. In addition, one of the Vocational Managers in our area has indicated that his team will require benefits analysis for the clients his team serves as part of a pilot program. At present, RMCEP has secured a limited use vendor contract, one of several strategies RMCEP will use to sustain the DEI best practices. This contract is only good for \$20,000 per year. Vocational Rehabilitation anticipates it will need more than \$20,000 worth of services to meet the demands of their pilot. In order to meet this demand, RMCEP intends to seek out CARF-accreditation to strengthen our partnership. This will allow RMCEP to be an unlimited vendor for VR. This will also allow RMCEP to seek out new ways our agency could provide essential services to VR if called upon. CARF-accreditation will allow us to maintain, and possibly expand, our Benefits Counseling Services. The goal is to have a benefits counselor in each workforce center we operate, ensuring our Ticket holders have immediate access to this service. In addition, RMCEP intends to make this service part of the core services we offer. By having this level of benefits counseling, RMCEP is confident it will always be the first choice of any Ticket holder to assign their Ticket and Ticket holders will always get the information they need to make an informed choice about work.

In previous years the salary and fringe for the Executive Director was budgeted under administration not the Personnel and Fringe Benefits cost categories which is for direct project staff. Please explain the reason for the change or adjust as necessary.

In years past, the Executive Director has only been involved in direct supervision and was not involved in developing innovative policies, procedures and best-practices to serve our youth participants and Ticket holders. The current staffing levels of those that were involved in program and policy development, including the HR Planning Specialist, the Director of Operations, and the Operations Specialist, will be drastically reduced in Phase IV. RMCEP will continue ask the program development team to meet to further integrate the DEI best practices in our eight workforce centers. RMCEP anticipates that the DRC's priority will shift to sustaining what the agency has already established. To do this, RMCEP's Board of Directors has instructed our Executive Director or his designee, to assist in creating excitement and interest among prospective employers, foundations and philanthropist in supporting a program designed to tap into an underutilized talent pool. The Executive Director and the DRC will work together to create access for the DRC to present the strategic intent of HireAble in and around WSA2. The Executive Director will also work closely with the DRC to ensure that the Board of Director's directives as they apply to HireAble are carried out.

ATTACHMENT 2: PARTNERSHIP CHART MN DEI PROJECT PHASE IV (Year 3)

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
Vocational Rehabilitation	MN Workforce Center 125 W. Lincoln Ave Fergus Falls, MN	Staff, Time, Referrals and Financial Resources	Blending/Braiding Resources IRTs	Steve Jacobs 218-739-7565 steve.jacobs@state.mn.us Tom Anderson 218-277-7862 thomas.j.anderson@state.mn.us
State Services for the Blind	MN Sate Services for the Blind 2200 University Ave W St. Paul, MN	Staff and Time	IRTs	Lindsey Hanson 651-649-5986 Lindsey.hanson@state.mn.us
Local CTICs	Crow Wing County CTIC Support Services Central Lakes College 501 W. College Dr. Brainerd, MN 56401	Staff, Time, Financial Resources and Space	IRTs, Workshops. Training	Heidi Holm 218-828-2450 HeidiH@rmcep.com Ann Chouinard 218-855-8117 achouinard@clcmn.edu
	Ottertail CTIC Ottertail Family Service Collaborative	Staff, Time, Financial Resources and Space	IRTs, Workshops. Training	Bob Vaadeland 320-762-2141

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
Local School Districts	530 W. Fir Fergus Falls, MN 56537			bvaadela@alexandria.k12.mn.us Rose Krick 320-762-2141 rkrick@alexandria.k12.mn.us
	Runestone Area CTIC (Pope and Douglas Counties CTIC) Special Education ISD 206 PO Box 308 1410 S. McKay Ave. Ste 201 Alexandria, MN 56308	Staff, Time, Financial Resources and Space	IRTs, Workshops. Training	Jane Patrick 218-731-4163 Patrick@prtcl.com
	Clay County CTIC Freedom Resource Center 2701 9th Ave SW, Fargo, ND 58103	Staff, Time, Financial Resources and Space	IRTs, Workshops. Training	Debra Grant 218-287-5060 DebG@rmcep.com
	Bemidji Regional Interagency Committee (BRIC) P.O. Box 974 Bemidji, MN 56619	Staff, Time, Financial Resources and Space	IRTs, Workshops. Training	Brenda Story, Director 218-751-6622 bstory@bric.k12.mn.us Bob Connor 218-631-7660 BobC@rmcep.com
	Detroit Lakes Public Schools	Staff, Time & Space	IRTs	Wendy Fritz (218) 847-9268 x7143
	Lake Park Audubon Public Schools	Staff, Time and Space	IRTs	Wanda Monroe wmonroe@lpa.k12.mn.us
	Moorhead Public Schools	Staff, Time and Space	IRTs	Debra Grant 218-287-5060 DebG@rmcep.com
Department of	Ticket to Work Liaison	Staff and Time	Training and	

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
Rehabilitative Services	(DEED) First National Bank Building 332 Minnesota St STE E200 St. Paul, Minnesota 55101		Program Development	Alan Luntz 651-259-7365 allan.lunz@state.mn.us
Social Security Administration	AWIC	Consultation, Training, Quality Assurance	Work Incentive Planning/Benefits Counseling	Joani Werner (866) 667-6032 ext-10661 Joani.Werner@ssa.gov
Local Colleges and Universities	Rasmussen College 4012 19 th Ave S, STE 420 Fargo, ND 58103	Staff, Time and Financial Resources	Accommodations and Credentials	Jon Olson 701-277-3889 jon.olson@rasmussen.edu
	Minnesota State Community and Technical Colleges (Network includes the communities of Detroit Lakes, Fergus Falls, Moorhead and Wadena) 1900 28th Ave S Moorhead, MN 56560	Staff, Time and Financial Resources	Accommodations and Credentials	Claudia Simon (218) 299-6882
Local Community Action Agencies	Mahube-OTWA Community Action Partnership 1125 West River Rd PO Box 747 Detroit Lakes, MN 56502-0747	Time, Staff, Financial Resources, Space, and Referrals	Housing, Transportation, Child Care and Asset Development	Marcia Otte 218-847-1385 motte@mahube.org

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
Local non-profit organizations that work with individuals with disabilities	Lakes and Prairies Community Action Partnership (Clay/Wilkin) 715 11th Street North Moorhead, MN - 56560	Time, Staff, Financial Resources, Space, and Referrals	Housing, Transportation, Child Care and Asset Development	Joe Pederson 218-799-7000 joep@lakesandprairies.net
	Freedom Resource Center 2701 9 th Ave S. Ste H Fargo, ND 58103 www.freedomrc.org	Time, Staff, Financial Resources and Referrals	Independent Living	LaDonna Korstad 701-630-3650 (C) ladonnak@freedomrc.org
	Legal Services Advocacy Project Midtown Commons, Ste 101 2324 University Ave W St. Paul, MN 55114 www.mnlsap.org	Time, Staff and Financial Resources	Asset Development	Dave Snyder 651-842-6910 (W) 612-867-7118 (C) dsnyder@mnlsap.org
Local Adult Basic Education	Moorhead Adult Basic Education 2410 13 th St S	Staff, Time, Space, and Support Services	Training	Sean Roy sroy@PACER.org Deborah Leuchovius tatra@PACER.org Jonathon Campbell Jonathon.campnbell@PACER.org Judy Moses jmoses@pacер.org 952-838-9000 Tammy Schatz 218-284-3460

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
Deaf and Hard of Hearing Services	Moorhead, MN 56560 Minnesota Dept. of Human Services 715 11 th St N Ste 200 Moorhead, MN 56560	Staff, Time, Support Services,	Accessibility and Accommodation	Tschatz@moorhead.k12.mn.us Marcia Schutt 218-291-5880 Marcia.l.schutt@state.mn.us

ATTACHMENT 3: PHASE IV (Year 3) Participant Plan and Expenditure Plan

Agency: Rural Minnesota CEP, Inc. Contact: Greg Kaiser

Participant Plan (please use cumulative totals with actual figures for Year 1 and 2 and planned figures for Year 3)

	Year 1: Jan – Dec 2013	Year 2: Jan – Dec 2014	Year 3: Jan – Mar 2015	Year 3: Apr – Jun 2015	Year 3: Jul - Sep 2015
Total DEI Enrollments (minimum of 30 through Year 1; 75 through Year 2; 120 through Year 3)	32	102	114	120	120
WIA Co-enrollments	21	58	64	64	64
MYP Co-enrollments	9	33	39	39	39
Other Youth program Co-enrollments	1	2	2	2	2
Total Other Youth Receiving DEI Services	1	9	9	9	9
Total Adults Receiving DEI Services	2	18	24	30	36
TOTAL DEI Enrollments and/or Others Receiving DEI Services	34	120	138	150	156
Ticket Holders assigned to DEED's EN	2	18	24	30	36
DEI Participant Exits	0	1	1	11	21

- The figures in this chart should represent your proposed plan to reach a minimum of 120 enrollments by the end of Year 3.
- The figures within each quarter may be revised as necessary.

Expenditure Plan (use cumulative figures)

Total Allocation	Year 1: Jan – Dec 2013	Year 2: Jan – Dec 2014	Year 3: Jan – Mar 2015	Year 3: Apr – Jun 2015	Year 3: Jul – Sep 2015
\$615,000					
Expenditures	\$205,000	\$410,000	\$478,333	\$546,666	\$615,000
Leveraged Funds	\$39,736	\$80,858	\$107,093	\$133,328	\$159,563

- Year 1 and 2 expenditures and leveraged funds should represent your actual expenditures as closely as possible

**ATTACHMENT 4: BUDGET SUMMARY
MN DEI PROJECT PHASE IV (Year 3)**

Budget Period: January 1, 2013 to September 30, 2015

Agency/Contact Person	Address/Phone/Fax/E-mail
Rural Minnesota CEP, Inc. Nancy Bisek	803 Roosevelt Ave. Detroit Lakes, MN 56502 218-846-7400 218-846-7404 nancyb@rmcep.com

Budget Category	DEI Funds	Leveraged Funds	Total Budget Amount
885 - Personnel	326,025	0	326,025
875 - Fringe Benefits	78,915	0	78,915
890 - Travel	41,788	0	41,788
821 - Equipment/Supplies	30,487	0	30,487
838 - Financial Literacy Training	0	0	0
840 - Contractual: Benefit Planning	0	0	0
834 - Contractual: Assistive Technology	0	0	0
830 - Other Contractual	43,795	0	43,795
891 - Youth Support Services	19,387	0	19,387
845 - Construction/Space Costs	13,103	0	13,103
850 - Youth Wage and Fringe		159,563	159,563
833 - Administration (10% limit - note definition)	61,500	0	61,500
TOTAL	\$615,000	\$159,563	\$774,563

**ATTACHMENT 5: BUDGET DETAIL
MN DEI PROJECT PHASE IV (Year 3)**

Budget Period: January 1, 2013 to September 30, 2015

Agency: RMCEP, Inc.

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:		
885 - Personnel	DEI Funds	DRC 1.00 FTE \$113,398 Executive Director .05 FTE \$6,885 Director of Operations .20 FTE \$53,365 Operations Specialist .10 FTE \$59,260 HR/Planning Specialist .10 FTE \$28,069 Secretary III .05 FTE \$10,432 Youth Coordinators (9) .05 FTE \$19,660 Work Incentive Practitioner (tm 22) .20 FTE \$17,824 Work Incentive Practitioner (tm 20) .10 FTE \$3,638 Work Incentive Practitioner (tm 11) .10 FTE \$3,674 Youth Career Advisors (2) .15 FTE \$9,820 TOTAL \$326,025	
	Leveraged Funds		
875 - Fringe Benefits	DEI Funds	DRC 1.00 FTE \$26,835 Executive Director .10 FTE \$1,992 Director of Operations .30 FTE \$14,015 Operations Specialist .50 FTE \$6,042 HR/Planning Specialist .10 FTE \$10,852 Secretary III .05 FTE \$3,092 Youth Coordinators (9) .05 FTE \$6,053 Work Incentive Practitioner (tm 22) .20 FTE \$2,563 Work Incentive Practitioner (tm 20) .10 FTE \$1,105 Work Incentive Practitioner (tm 11) .10 FTE \$1,634 Youth Career Advisors (2) .15 FTE \$4,732 TOTAL \$78,915	
	Leveraged Funds		
890 - Travel	DEI Funds	CY2013 mileage \$7,500 CY2014 mileage \$13,000 (520 miles/week x 50 weeks x .50/mile) CY2014 training mileage \$500 CY2013 Conferences \$9,188 CY2015 mileage \$7,600 (400 miles/week x 38 weeks x .50/mile) CY2015 Conferences \$4,000 TOTAL \$41,788	

	Leveraged Funds																									
821 – Equipment / Supplies	DEI Funds	<table> <tr> <td>Consumable supplies</td> <td>\$4,555</td> </tr> <tr> <td>Copier expenses</td> <td>\$3,167</td> </tr> <tr> <td>Telephone expenses</td> <td>\$2,010</td> </tr> <tr> <td>postage expenses</td> <td>\$2,803</td> </tr> <tr> <td>DRC cellphone expenses</td> <td>\$948</td> </tr> <tr> <td>Recruiting and Outreach Activities</td> <td>\$9,414</td> </tr> <tr> <td>Recruiting and Outreach Display</td> <td>\$1,800</td> </tr> <tr> <td>Outreach Flyers/TriFolds/Brochures</td> <td>\$5,790</td> </tr> <tr> <td>TOTAL</td> <td>\$30,487</td> </tr> </table>	Consumable supplies	\$4,555	Copier expenses	\$3,167	Telephone expenses	\$2,010	postage expenses	\$2,803	DRC cellphone expenses	\$948	Recruiting and Outreach Activities	\$9,414	Recruiting and Outreach Display	\$1,800	Outreach Flyers/TriFolds/Brochures	\$5,790	TOTAL	\$30,487						
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838 – Financial Literacy Training	DEI Funds																									
	Leveraged Funds																									
840 – Contractual: Benefit Planning	DEI Funds																									
	Leveraged Funds																									
834 – Contractual: Assistive Technology	DEI Funds																									
	Leveraged Funds																									
830 – Other Contractual	DEI Funds	<table> <tr> <td>HireAble Launch</td> <td></td> </tr> <tr> <td>Speaker Fee</td> <td>\$5,000</td> </tr> <tr> <td>Speaker Travel</td> <td>\$2,500</td> </tr> <tr> <td>Facility Fee and Lunch</td> <td>\$2,800</td> </tr> <tr> <td>CARF - Accreditation</td> <td></td> </tr> <tr> <td>CARF Fee</td> <td>\$995</td> </tr> <tr> <td>Surveyor Days (4)</td> <td>\$6,100</td> </tr> <tr> <td>Work Incentive Practitioner (Cornell) Training (2)</td> <td>\$2,900</td> </tr> <tr> <td>HireAble Program Design</td> <td>\$9,000</td> </tr> <tr> <td>Outreach/Recruiting Consultation</td> <td>\$10,000</td> </tr> <tr> <td>DRC Training</td> <td>\$4,500</td> </tr> <tr> <td>TOTAL</td> <td>\$43,795</td> </tr> </table>	HireAble Launch		Speaker Fee	\$5,000	Speaker Travel	\$2,500	Facility Fee and Lunch	\$2,800	CARF - Accreditation		CARF Fee	\$995	Surveyor Days (4)	\$6,100	Work Incentive Practitioner (Cornell) Training (2)	\$2,900	HireAble Program Design	\$9,000	Outreach/Recruiting Consultation	\$10,000	DRC Training	\$4,500	TOTAL	\$43,795
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	Leveraged Funds	
891 - Youth Support Services	DEI Funds	\$19,387
	Leveraged Funds	
845 – Construction / Space Costs	DEI Funds	Facility expenses DEI staff \$11,511 Utilities and maintenance expenses \$1,592 TOTAL \$13,103
	Leveraged Funds	
850 – Youth Wage and Fringe	DEI Funds	
	Leveraged Funds	\$159,563
833 - Administration (10% limit – note definition)	DEI Funds	\$61,500
	Leveraged Funds	

- While reporting of leveraged funds is required, not every cost category must indicate leveraged funds.

Allowable Uses of Grant Funds for MN Disability Employment Initiative (DEI)
(based on original statement of work and modifications approved by DOL 7/30/13 and 3/25/14)

- Recruitment and Outreach (including Outreach to Schools)
- Salary and Fringe for Disability Resource Coordinator (DRC)
- Salary and Fringe for Other Staff Conducting DEI Activities, Including Case Managers/Counselors and Staff Involved the following:
 - Ticket to Work Activities
 - Coordinating mentoring activities for participants
 - Employer Engagement Activities
- Assistive Technology¹
- Benefit Planning Activities (either contracted services or directly provided by DEI staff)
- Support Services¹
- Training Expenses, such as the following:
 - Tuition Payments for Skill Training¹
 - Individual Training Accounts¹
 - Financial Literacy Training¹
 - Entrepreneurship Training¹
- Work Experience Opportunities, such as the following:
 - Paid Internships (private sector)^{1,2}
 - Wage Subsidy Opportunities (private sector)^{1,2}
 - On-the-Job Training (private sector)^{1,2}
- Partnering Activities/Meetings
- Travel (including expenses for DRC to attend one national DEI conference per year)
- Data Collection
- Administration (10% limit)
- Other Activities as Included in Approved Local Plan

¹No more than 15 percent of the grant funds may be used for these expenses, and the file must be documented to show that other funding sources are not available to pay for these expenses.

² DEI grant funds may NOT be used to pay wages or stipends to participants. Reimbursement must be to employer due to the prohibition on paid wages or stipends to participants. These activities are allowable as of 7/1/14.

Definition of Administrative Costs (10% 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.*