

# **Pathways to Employment: Creating Connections to Work**

## **A Comprehensive Approach to Support the Competitive Employment of Minnesotans with Disabilities**

**Minnesota's Application for a Comprehensive Employment Opportunities Grant**

**August 4, 2004**

## **PROJECT ABSTRACT**

In 2000, the Minnesota Department of Human Services (DHS) created the Pathways to Employment initiative when it was awarded a four-year Medicaid Infrastructure Grant (MIG) from the Centers for Medicare & Medicaid Services (CMS). Pathways to Employment focused mainly on developing Medicaid infrastructure and enhancing employment related supports within the Department of Human Services (DHS). Minnesota succeeded in building enduring infrastructure through the enhancement of the Medical Assistance Employed Persons with Disabilities Program (Minnesota's Medicaid buy-in program for working individuals with disabilities), developing policy and research reports on its buy-in population and generating on-going support for employment issues for people with disabilities throughout DHS.

While Pathways to Employment has done collaborations with Social Security Administration, other state agencies, private partners, disability advocacy organizations, consumers, and other stakeholders, there has not been a comprehensive statewide approach to removing employment barriers for people with disabilities. In order to create a coordinated statewide strategy to support the competitive employment of Minnesotans with disabilities, DHS is partnering with the Department of Employment and Economic Development (DEED) and the Minnesota State Council on Disability (MSCOD) in applying for the 2005 Comprehensive Employment Opportunities grant or CEO. Minnesota will use the CEO grant to create a strategic planning structure to develop initiatives that will increase the competitive employment of people with disabilities. It will create a Strategic Planning Team made up of high level public sector officials, business community leaders, people with disabilities, and other key stakeholders. This Team will be instrumental in determining what initiatives will be conducted during the four-year grant period. In addition, the CEO will continue to support and enhance current MIG activities to ensure that Minnesota remains on the cutting edge of the employment of people with disabilities. As a result, an action oriented comprehensive employment system, built around existing partnerships, will emerge in Minnesota.

Minnesota is seeking \$10,009,314 million for the four years of funding (January 1, 2005-December 31, 2008). The specific goals for the 2005-2008 CEO grant are as follows:

- To develop and implement a statewide employment and economic development strategic planning effort, which fully incorporates workers with disabilities and will increase the number of people with disabilities who are competitively employed and/or improve their employment related outcomes (i.e. wages, hours worked and benefits).
- To develop effective initiatives and long-standing relationships between the business community, state agencies and the disability community in order to align disability services, workforce and economic development efforts.
- To facilitate a comprehensive approach in addressing existing operational, policy and economic barriers to competitive employment of people with disabilities.
- To increase employment of people with disabilities by developing strategies which increase knowledge of available work incentives and supports through information, referral, assistance and outreach activities.
- To provide ongoing research, evaluation and support related to policy and employment for people with disabilities.

# **Pathways to Employment: Creating Connections to Work A Comprehensive Approach to Support the Competitive Employment of Minnesotans with Disabilities**

Minnesota's Application for a Comprehensive Employment Opportunities Grant

## Table of Contents

Project Abstract.....	ii
424 Budget Forms.....	v
1. Environmental Analysis	
Introduction .....	1
Minnesota's current economic environment.....	1
Anticipated Worker Shortage.....	2
Services and Support Systems for People with Disabilities.....	2
2. Overview of current programs and services for people with disabilities.....	3
3. Strengths and Challenges in the Current System.....	10
4. Experience Working with/knowledge of Current Programs and Services (Collaborations).	15
5. Mission and Purpose.....	17
6. Goals, Objectives and Activities.....	19
7. Strategic Planning Structure.....	27
8. Benefits Planning, Assistance and Assistance.....	30
9. Technical Assistance Plan: Strategic Planning Process.....	30
10. Outcome Tracking System.....	32
11. Communication Plan.....	33
12. Partnerships.....	34
13. Organization and Staffing.....	36
14. Contracts or Subcontracts.....	38
15. Additional Technical Assistance to be Purchased.....	39

16. Sources..... 39

Budget..... I

Budget Narrative..... II

Tables/Figures

Table A: DHS Programs FY 2002-2003..... 5

Table B: DEED Programs FY 2002-2003..... 7

Table C: Strengths and Challenges in Minnesota..... 11

Figure A: Minnesota’s Strategic Planning Structure ..... 27

Appendices

Appendix A:	MA-EPD Information
Appendix B:	Summary of MA-EPD Enrollment (July 1999-January 2004)
Appendix C:	Location of Minnesota WorkForce Centers
Appendix D:	Minnesota State Council on Disability: Statutory Responsibilities
Appendix E (1):	Minnesota Work Incentives Connection: Project Summary
Appendix E (2):	MN Work Incentives Connection: Participation by Service (1999-2003)
	MN Work Incentives Connection: % of Participants Who Moved Off SSA Benefits
Appendix F:	Summary of Stakeholder Input (April/May 2004)
Appendix G:	Memorandums of Commitment
Appendix H:	Letters of Support
Appendix I:	Resumes of Key Project Staff
Appendix J:	Organizational Chart

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b> August 4, 2004	Applicant Identifier 91087/5
	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
	(Empty)	(Empty)

**5. APPLICANT INFORMATION**

Legal Name: Minnesota Department of Human Services	Organizational Unit: Disability Services
Address (give city, county, State, and zip code): 444 Lafayette Road St. Paul, MN 55155-3872 DUNS: 1450531802	Name and telephone number of person to be contacted on matter involving this application (give area code): MaryAlice Mowry Phone: 651.634.2058 Fax: 651.582.1808 Email: maryalice.mowry@state.mn.us

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 4 1 - 6 0 0 7 1 6 2	<b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box): <input checked="" type="checkbox"/> A
--	--

<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease award    C. Increase Duration D. Decrease Duration    E. Other (specify):	A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify):
---	--

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 9 3 - 7 6 8 Health Care Financing Research, Demonstrations and Evaluations	<b>9. NAME OF FEDERAL AGENCY:</b> Department of Health and Human Services Center for Medicaid and State Operations
--	--

<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Medicaid Infrastructure Grant
---

<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> State of Minnesota
--

<b>13. PROPOSED PROJECT</b> Start Date: 01/0/05    Ending Date: 12/31/08	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: Fourth b. Project: All
---	---

<b>15. ESTIMATED FUNDING:</b> a. Federal: \$ 10,009,313.00 b. Applicant: \$ c. State: \$	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372PROCESS FOR REVIEW ON: DATE:
---	---

d. Local	\$		b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372  <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$	10,009.313.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes. If "Yes," attach an explanation. <input checked="" type="checkbox"/> No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

a. Type Name of Authorized Representative Mary B. Kennedy	b. Title Medicaid Director	c. Telephone Number 651.282.9921
d. Signature of Authorized Representative		e. Date Signed August 4, 2004

Previous Edition Usable  
Authorized for Local Reproduction

Standard Form 424 (7)  
Prescribed by OMB Circular A-

**INSTRUCTIONS FOR THE SF-424** (*Centers for Medicare & Medicaid Services*)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry:  |  |
|-------|---|--|
| 1.    | Self-explanatory.   | 9. Name of Federal agency from which assistance is being requested with this application.  |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).   | <div style="border: 1px solid black; padding: 2px;"><i>Enter "Centers for Medicare &amp; Medicaid Services"</i></div>  |
| 3.    | State use only (if applicable).   | 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.  |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.   | <div style="border: 1px solid black; padding: 2px;"><i>Enter 93-779 for the CFDA number and Health Care Financing Research, Demonstrations and Evaluations" for the Title.</i></div> |
| 5.    | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.  |  |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   |  |
| 7.    | Enter the appropriate letter in the space provided.   |  |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>-- "New" means a new assistance award.<br><br>-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |  |

Item: Entry:

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.  

Check "No."
-------------
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

SF-424 (Rev. 7-97) Back



SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Benefits Planning	93.768	\$ 909,937.00	\$	\$	\$	\$ 909,937.00
2. Strategic Planning Team	93.768	2,483,952.00				2,483,952.00
3. Policy	93.768	1,151,079.00				1,151,079.00
4. Grant Administration & Technical Assistance	93.768	3,992,730.00				3,992,730.00
5. Research and Evaluation	93.768	381,073.00				381,073.00
6. Training & Education	93.768	1,090,542.00				1,090,542.00
7. Total		\$ 10,009,313.00	\$	\$	\$	\$ 10,009,313.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Benefits Planning	(2) Strategic Planning Team	(3) Policy	(4) Grant Admin & Technical Assistance	
a. Personnel	\$ 0	\$ 227,607.00	\$ 779,269.00	\$ 289,145.00	\$
b. Fringe Benefits	0	61,454.00	210,403.00	78,069.00	
c. Travel	0	21,075.00	16,860.00	63,224.00	
d. Equipment	0	21,075.00	16,860.00	33,720.00	
e. Supplies	0	32,645.00	12,645.00	37,934.00	
f. Contractual	909,937.00	1,915,000.00	20,000.00	3,140,963.00	
g. Construction		0	0	0	
h. Other		0	0	20,000.00	
i. Total Direct Charges (sum of 6a-6h)	909,937.00	2,278,855.00	1,056,036.00	3,663,055.00	

j. Indirect Charges		205,097.00	95,043.00	329,675.00	
k. TOTALS (sum of 6i and 6j)	\$	909,937.00	\$ 2,483,952.00	\$ 1,151,079.00	\$ 3,992,730.00
7. Program Income		0		\$	\$ 0

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

Previous Edition Usable

**SECTION B - BUDGET CATEGORIES CONTINUED**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5) (including previous page)
	(5) Research and Evaluation	(6) Training & Education	(7)	(8)	
a. Personnel	\$ 225,499.00	\$ 423,602.00	\$	\$	\$ 1,945,122.00
b. Fringe Benefits	60,885.00	114,372.00			525,183.00
c. Travel	21,075.00	21,075.00			143,309.00
d. Equipment	21,075.00	42,149.00			134,879.00
e. Supplies	21,075.00	124,299.00			228,598.00
f. Contractual	0	275,000.00			6,260,900.00
g. Construction	0	0			0
h. Other	0	0			20,000.00
i. Total Direct Charges (sum of 6a-6h)	349,608.00	1,000,497.00			9,257,988.00
j. Indirect Charges	31,465	90,045.00			751,325.00
k. TOTALS (sum of 6i and 6j)	\$ 381,073.00	\$ 1,090,542.00	\$	\$	\$ 10,009,313.00
7. Program Income		0		\$	\$ 0

<b>SECTION C - NON-FEDERAL RESOURCES</b>						
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	Medicaid Infrastructure Grant	\$	0	\$	\$ 0	
9.						
10.						
11.						
12.	TOTAL (sum of lines 8-11)	\$	0	\$	\$ 0	
<b>SECTION D - FORECASTED CASH NEEDS</b>						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13.	Federal	\$ 1,937,692.00	\$ 484,423.00	\$ 484,423.00	\$ 484,423.00	\$ 484,423.00
14.	Non-Federal	0	0	0	0	0
15.	TOTAL (sum of lines 13 and 14)	\$ 1,937,692.00	\$ 484,423.00	\$ 484,423.00	\$ 484,423.00	\$ 484,423.00
<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>						
(a) Grant Program		FUTURE FUNDING PERIODS (Years)				
		(B) Second	(c) Third	(d) Fourth	(e) Fifth	
16.	Medicaid Infrastructure Grant	\$ 2,733,612.00	\$ 2,655,868.00	\$ 2,682,142.00	\$	
17.						
18.						
19.						
12.	TOTAL (sum of lines 16-19)	\$ 2,733,612.00	\$ 2,655,868.00	\$ 2,682,142.00	\$	
<b>SECTION F - OTHER BUDGET INFORMATION</b>						
21. Direct Charges:			22. Indirect Charges:			
			Fixed Rate of 9% calculated prior to the 10% BPAO. Estimated base: \$8,348,051 for a total expenditure amount of \$751,325.			
23. Remarks:						

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

#### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)** For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

#### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program narrative statement the nature and

source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants. If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Previous Edition Usable**

**Authorized for Local Reproduction**

**Prescribed by OMB Circular A-102**

**Standard Form 424B (Rev. 7-97)**

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
10. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
12. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
14. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
15. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
16. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Medicaid Director
APPLICANT ORGANIZATION	DATE SUBMITTED
Minnesota Department of Human Services	August 4, 2004

Standard Form 424B (Rev. 7-97) Back

## ADDITIONAL ASSURANCES

### CERTIFICATIONS

#### 1. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that it will provide a drug-free workplace in accordance with regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart F.

The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

#### Certification Regarding Drug-Free Workplace Requirements

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about –
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (a) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (b) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (a) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (b) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted –
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

#### 1. CERTIFICATION REGARDING LOBBYING

Title 31, U.S. Code, Section 1352, entitled "Limitation on Use of Appropriated funds to Influence Certain Federal Contracting and Financial Transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR 93). The undersigned certifies, to the best of his or her knowledge and belief, that:

*Certifications (Additional Assurances) Page 1*



<p>(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.</p> <p>(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p> <p>(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p><b>1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS</b></p> <p>NOTE: In accordance with 45 CFR Part 76, amended June 26, 1995, any debarment, suspension, proposed debarment or other government exclusion initiated under the Federal Acquisition Regulation (FAR) on or after August 25, 1995, shall be recognized by and effective for Executive Branch agencies and participants as an exclusion under 45 CFR Part 76.</p> <p>(a) Primary Covered Transactions The undersigned (authorized official) signing for the applicant certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principles:</p> <ol style="list-style-type: none"> <li>(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;</li> <li>(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;</li> <li>(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and</li> <li>(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.</li> </ol>
--	---

**Should the applicant not be able to provide this certification, an explanation should be placed under the assurances page in the application package.**

(B) Lower Tier Covered Transactions

The applicant agrees by submitting this proposal that it will include, without modification, the following clause entitled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," (Appendix B to 45 CFR Part 76) in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	
APPLICANT ORGANIZATION	DATE SUBMITTED
Minnesota Department of Human Services	August 4, 2004

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input checked="" type="checkbox"/> b. grant                  c. cooperative agreement                  d. loan                  e. loan guarantee                  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input checked="" type="checkbox"/> a. bid/offer/application                  b. initial award                  c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input checked="" type="checkbox"/> a. initial filing                  b. material change</p> <p><b>For Material Change Only:</b>                  year <input type="text"/> quarter <input type="text"/>                  date of last report <input type="text"/></p>										
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p><b>B. Tier</b> <input type="text"/>, if known:</p> <p>Minnesota Department of Human Services                  444 Lafayette Road North                  St. Paul, MN 55155</p>		<p><b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b></p> <p><input type="text"/></p>										
<p><b>Congressional District, if known:</b> <input type="text"/> Fourth</p>		<p><b>Congressional District, if known:</b> <input type="text"/></p>										
<p><b>6. Federal Department/Agency:</b></p> <p>Department of Health and Human Services                  Centers for Medicare &amp; Medicaid Services</p>	<p><b>7. Federal Program Name/Description:</b></p> <p>Demonstration to Maintain Independence and employment.</p> <p align="right">CFDA Number, if applicable: 93-769</p>											
<p><b>8. Federal Action Number, if known:</b></p> <p><input type="text"/></p>	<p><b>9. Award Amount, if known:</b></p> <p align="center">\$ <input type="text"/></p>											
<p><b>10. a. Name and Address of Lobbying Registrant</b> (If individual, last name, first name, MI):</p> <p>Minnesota Department of Human Services                  444 Lafayette Road North                  St. Paul, MN 55155</p>	<p><b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):</p> <table style="width:100%; border: none;"> <tr> <td>Mowry, MaryAlice</td> <td>Owen, Shelly K.</td> </tr> <tr> <td>Wolford, Linda</td> <td>Gibson, Karen</td> </tr> <tr> <td>Baldwin, Michael</td> <td>Selleck, Virginia</td> </tr> <tr> <td>Benolken, Sue</td> <td>Grube, Beth</td> </tr> <tr> <td>Juelich, Barb</td> <td>Schauffert, Deb</td> </tr> </table>		Mowry, MaryAlice	Owen, Shelly K.	Wolford, Linda	Gibson, Karen	Baldwin, Michael	Selleck, Virginia	Benolken, Sue	Grube, Beth	Juelich, Barb	Schauffert, Deb
Mowry, MaryAlice	Owen, Shelly K.											
Wolford, Linda	Gibson, Karen											
Baldwin, Michael	Selleck, Virginia											
Benolken, Sue	Grube, Beth											
Juelich, Barb	Schauffert, Deb											
<p><b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: <input type="text"/></p> <p>Print Name: <input type="text"/> Mary B. Kennedy</p> <p>Title: <input type="text"/> Medicaid Director</p> <p>Telephone Number: <input type="text"/> 651.282.9921</p>	<p><input type="text"/></p>										
<p><b>Federal Use Only:</b></p>		<p align="right">Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>										

**BIOGRAPHICAL SKETCHES**

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> MaryAlice Mowry	<b>Title</b> Manager, Access, Employment, and Accountability Section—Continuing Care Division Minnesota Department of Human Services
--------------------------------	--

**Role in Proposed Project**

Will be the Project Director and will be responsible for coordinating CEO efforts and oversee all facets of the CEO and will supervise the other project staff within DHS.

**Education** (Begin with Baccalaureate training and include post-doctoral training)

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>• University of Wisconsin, Madison</li> <li>• University of Wisconsin, Madison</li> </ul>	<ul style="list-style-type: none"> <li>• B.S.</li> <li>• M.S.W.</li> </ul>	<ul style="list-style-type: none"> <li>• 1982</li> <li>• 1983</li> </ul>	<ul style="list-style-type: none"> <li>• Education</li> <li>• Social Work</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Manager, Access, Employment, and Accountability Section, Minnesota Department of Human Services (2000-present)—Responsible for the overall implementation, coordination, collaboration and maintenance of the Department’s Medicaid Infrastructure Grant and other federal grants.
- Director, Vermont Work Incentives Initiative (1999-2001)—Responsible for the overall implementation, coordination, collaboration and maintenance of the Division of Vocational Rehabilitation’s State Partnership Initiative with the Social Security Administration. This five year demonstration that seeks to remove barriers to employment for adults with disabilities through the provision of direct services, training and technical assistance, policy planning, collaborative agreements and research activities.
- Project Manager, Health Systems for Workforce Enhancement, Madison, Wisconsin (1996-1999)—Responsible for the overall planning, coordination, and implementation of a Robert Wood Johnson Foundation funded research and vocational services feasibility study to eliminate barriers to employment for persons with severe physical disabilities.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Cathy R. Carlson	<b>Title</b> Director, Strategic Planning and Program Development
---------------------------------	--

**Role in Proposed Project**

Ms. Carlson will provide technical assistance support for the grant regarding employment and economic development.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>Bethel College St. Paul, MN</li> <li>Mankato State University Mankato, MN</li> </ul>	<ul style="list-style-type: none"> <li>B.A.</li> <li>M.S.</li> </ul>	<ul style="list-style-type: none"> <li>1971</li> <li>1978</li> </ul>	<ul style="list-style-type: none"> <li>Sociology / Psychology</li> <li>Vocational Rehabilitation Counseling</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Director, Strategic Planning and Program Development (May 2002- present)— Direct Rehabilitation Services strategic planning and program development activities including implementing the Workforce Investment Act and the Ticket to Work and Work Incentives Improvement Act within RS
- Manager, Program Planning and Development Unit (1993-2002) — Provide statewide agency leadership and direction in developing and implementing innovative programs, service strategies and new program initiatives to assure that all Minnesotans with disabilities have equitable access to services with an emphasis on populations that have been under-served; develop state level coalitions.
- Rehabilitation Specialist, Program Planning and Development Unit (1987 – 1993) — Provide consultation and technical assistance statewide to RS counselors and managers on the development, implementation and assessment of service delivery in the program areas of school to work transition, Projects With Industry, specific learning disabilities, occupational information, supported employment, and placement.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Kim Rezek	<b>Title</b> Rehabilitation Program Director, Minnesota Department of Employment and Economic Development
--------------------------	--

**Role in Proposed Project**

Ms. Rezek will provide supervision for the Regional Business Development Consultants, will provide technical assistance support regarding employment and economic development and coordination of reporting and evaluation activities related to Rehabilitation Services activities.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>• <b>University of Minnesota, Minneapolis, MN</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>B.S.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1991</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Legal and Business Administration</b></li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Rehabilitation Program Director, Minnesota Department of Employment and Economic Development (1997-present)— Directs Extended Employment, a \$14 million program that provides ongoing employment supports to people with severe disabilities; Independent Living, a \$3 million non-residential program that helps people with disabilities live independently
- Rehabilitation Program Director MN Department of Economic Security Division of Rehabilitation Services (1991 - 1997)—Directed the State Vocational Rehabilitation program including 176 counselors, 21 regional area managers, 3 program managers, and 25 placement staff who provided vocational rehabilitation services to individuals with disabilities.
- Rehabilitation Program Manager, MN Department of Jobs and Training Division of Rehabilitation Services (1988 –1991) —Managed a broad array of program development, planning and training activities including statewide collaborative and interagency efforts, development of new program initiatives, research development, resource acquisition and building consensus for change.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Beth Grube	<b>Title</b> State Programs Administrator Principal/Policy Consultant, Department of Human Services, Continuing Care for Persons with Disabilities & Health Care Eligibility
---------------------------	---

**Role in Proposed Project**

Ms. Grube will provide legislative and policy development support for the Disability Services Division as well Minnesota’s Buy-In (MA-EPD).

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>Willmar Community College (Ridgewater Community College), Willmar, MN</li> </ul>	<ul style="list-style-type: none"> <li>Associate of Arts Degree</li> </ul>	<ul style="list-style-type: none"> <li>1991</li> </ul>	<ul style="list-style-type: none"> <li>Human Services</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- State Programs Administrator Principal/Policy Consultant, Department of Human Services, Continuing Care for Persons with Disabilities & Health Care Eligibility (2001- present)— Managing Minnesota’s Medicaid Buy-In program - Medical Assistance for Employed Persons with Disabilities (MA-EPD) Researching and analyzing federal, state and local health and welfare eligibility policies and their impacts on consumers with disabilities
- Income Maintenance Program Advisor/Managed Health Care Enrollment Coordinator, Department of Human Services, Purchasing and Service Delivery (1998- 2001) — Coordinating and managing components of managed care expansion projects. Providing training and information to county staff.
- Income Maintenance Program Advisor/State Managed Health Care Ombudsman, Department of Human Services, Purchasing and Service Delivery (1997- 1998) — Investigating consumer complaints. Assisting in achieving fair settlements between consumers, health plans, health care providers and DHS.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Debra Schauffert	<b>Title</b> State Program Administrator – Principal Minnesota Department of Human Services
---------------------------------	---

**Role in Proposed Project**

Ms. Schauffert will provide technical assistance and policy support for the day training and habilitation program.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>University of Minnesota, Minneapolis, MN</li> </ul>	<ul style="list-style-type: none"> <li>B.S.</li> </ul>	<ul style="list-style-type: none"> <li>1994</li> </ul>	<ul style="list-style-type: none"> <li>Political Science &amp; Education Psychology</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Policy Consultant, Minnesota Department of Human Services (2001-present) – policy lead for the State of Minnesota for Day Training and Habilitation services which provide an array of employment supports primarily for people with Mental Retardation or Related Conditions. Work with counties and providers on alternatives for people they serve including options for employment. Develop policy for employment related choices for people with disabilities in conjunction with Home and Community Based Waivers staff.
- Programs Administrator Senior, Minnesota Department of Human Services (1998-2001) – General and technical guidance received from a higher-level State Programs Administrator and provided assistance with Day Training and Habilitation policy development for employment related choices.
- Contractor and Unclassified employee, Department of Human Services (1994-1998) – Administered State funded grant program and worked with internal staff involved with youth transitioning from school to work. Provided support to policy lead for Day Training and Habilitation Services in transition and employment options available.



Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Jerrold C. Wood	<b>Title</b> Program Planning and Development Specialist, Rehabilitation Services Branch Minnesota Department of Employment and Economic Development
--------------------------------	--

**Role in Proposed Project**

Mr. Wood will provide lead staff support to Regional Business Consultants and will provide support with reporting and evaluation activities related to Rehabilitation Services activities.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
• Kenyon College - Gambier, OH	• BA	• 1973	• History

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Program Planning and Development Specialist MN Rehabilitation Services (1/30/95 – present) — Provide statewide technical assistance and planning support to RS staff and partners regarding Job Placement, School-to-Work Transition and Small Business Development/Management. Act as Liaison between MN Business Leadership Network and Twin Cities job placement community.
- Assistive Technology Specialist, MN Services for the Blind (1/29/90-1/27/95) — Provide consultation and training to professionals, consumers and employers regarding the use of Assistive Technology. Provide job analysis and job modification services with MN employers. Develop and implement assistive technology center.
- Coordinator Vocational Services In Touch, Inc (5/85-1/28/90) — Develop, implement and coordinate Job Placement and Assistive Technology Programs to increase employment of people who are deafblind. Provide consultation and job placement services with consumers, employers and partners. Develop/manage OSERS Demonstration Projects (supported employment and assistive technology). Provide training, nationwide.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Shelly Owen	<b>Title</b> Strategic Planning Specialist, Minnesota Department of Human Services
----------------------------	--

**Role in Proposed Project**

Ms. Owen will be responsible for monitoring the progress of the grant activities and work with the Strategic Planning Team Coordinator to make sure the grant goals are being met as well as prepare quarterly and final reports to CMS.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>Mankato State University, Mankato, MN</li> </ul>	<ul style="list-style-type: none"> <li>B.S.</li> </ul>	<ul style="list-style-type: none"> <li>1987</li> </ul>	<ul style="list-style-type: none"> <li>Accounting</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Strategic Planning Specialist, Minnesota Department of Human Services (2003-present)— Provide grant management and coordination functions across all Disability Services federal grants (Medicaid Infrastructure Grant and Real Choice Systems Change Grants. Provide policy development support for employment-related policy for people with disability within the Department.
- Project Specialist, Minnesota Department of Human Services (2000-2003)— Provided assistance to the grant management coordination functions for the Medicaid Infrastructure Grant for the Disability Services Division. Also provided policy development support for employment-related policy for people with disability within the Department.
- Management Analyst III, Minnesota Department of Corrections (1998-2000)— Provided research and statistical support for all facets of the unit with a primary focus on sex offender/predatory community notification process. Managed collaborative information flow of time-sensitive information used to meet legislative guidelines.

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Linda Wolford	<b>Title</b> Policy Consultant, Minnesota Department of Human Services
------------------------------	---

**Role in Proposed Project**

Ms. Wolford will provide legislative and policy development support for the Disability Services Division concentrating on the home and community services (state plan and waivers).

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>St. Cloud State University, St. Cloud, MN</li> </ul>	<ul style="list-style-type: none"> <li>B.A.</li> </ul>	<ul style="list-style-type: none"> <li>1984</li> </ul>	<ul style="list-style-type: none"> <li>Criminal Justice Studies</li> </ul>
<ul style="list-style-type: none"> <li>St. Cloud State University, St. Cloud, MN</li> </ul>	<ul style="list-style-type: none"> <li>M.S..</li> </ul>	<ul style="list-style-type: none"> <li>1987</li> </ul>	<ul style="list-style-type: none"> <li>Counseling Psychology</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Policy Consultant, Minnesota Department of Human Services (2001-present)— Lead policy consultant for division that implements quality assurance and work incentive initiatives for the Department’s Disability Services Division. Write and assist with implementation of federal grants which address consumer directed personal care assistance services and employment for people with disabilities.
- Director, Disability and Consumer Advocacy, Courage Center, Golden Valley, MN (1999-2001)— Lead initiatives for the organization in the following areas: cultural diversity, disability awareness and education, disability research, leadership development, disability advocacy, public policy/legislation, consumer advocacy, and community relations.
- Director, Diversity Institute for Student Development and Educational Training, Office of Multicultural Affairs, University of Minnesota (1996-1999)— Administrative responsibilities included budgeting, hiring and supervising staff, report-writing, grant writing and overall program oversight; designed, conducted and implemented diversity programs and workshops; conducted audits for University departments to improve their climate for diversity

Provide the following information for all professional personnel who will be involved in the project. Use Continuation pages and follow the general format for each person.

<b>Name</b> Michael Baldwin	<b>Title</b> Research Analyst, Minnesota Department of Human Services
--------------------------------	---

**Role in Proposed Project**

Mr. Baldwin will be providing data, research and evaluation support for CEO activities.

**Education (Begin with Baccalaureate training and include post-doctoral training)**

<b>Institution and Location</b>	<b>Degrees</b>	<b>Year Conferred</b>	<b>Professional Field</b>
<ul style="list-style-type: none"> <li>University of Minnesota, Minneapolis, MN</li> </ul>	<ul style="list-style-type: none"> <li>B.A.</li> </ul>	<ul style="list-style-type: none"> <li>1998</li> </ul>	<ul style="list-style-type: none"> <li>English</li> </ul>

Research and Professional Experience (Starting with present position, list training and experience relevant to the proposed project.)

- Research Analyst, Minnesota Department of Human Services (2002-present): Produce ad hoc and on-going reports on health care service utilization, enrollment, and other relevant information pertaining to publicly administered health care programs. Create databases and conduct research and analysis to support evaluation of public health care programs.
- Management Analyst, Minnesota Department of Human Services (2000-2002): Performed research and compiled data on publicly administered health care programs to support External Quality Review (EQR) projects, legislative and internal department initiatives, and external inquiries.
- Functional Analyst, Minnesota Department of Human Services (1997-2002): Analyzed, designed, and tested software enhancements for statewide users of economic assistance computer applications. Designed, compiled, and tested ad-hoc reports for internal and external interested parties.

## **1. ENVIRONMENTAL ANALYSIS**

### **Introduction**

Minnesota is a national leader in the employment of people with disabilities. According to Cornell University Rehabilitation Research and Training Center's 2002 Current Population Survey (CPS), 52% of Minnesotans with disabilities were employed compared to 31% of people with disabilities across the United States. Although Minnesota has a better record of employment of people with disabilities than many other states, Minnesotans with disabilities remain grossly underemployed compared to the general population. In the same survey, 92% of working age Minnesotans without a disability were employed, compared to 85% of people without a disability across the United States (Houtenville, 2004). Today, Minnesota maintains a strong commitment to enhance and increase the competitive employment of people with disabilities. We will now explore some of the factors that characterize Minnesota's existing systems related to employment of people with disabilities.

### **Minnesota's Current Economic Environment**

The overall health of Minnesota's economy and its potential for future growth makes the state an excellent place for businesses to thrive. Minnesota's economy is represented by a wide variety of prosperous businesses. The state is the home to nineteen Fortune 500 companies, including 3M, General Mills and Northwest Airlines. Minnesota also offers opportunities for small and medium companies, as well as women and minority-owned businesses (Minnesota Department of Employment and Economic Development, 2004). Minnesota's overall labor force participation rate was 75.7 % in 2002, the highest among states, according to the Geographic Profile of Employment and Unemployment, U.S. Bureau of Labor Statistics (BLS), as compared to the national rate of 66.6 %. Minnesota expects an increase in the number of people employed

from 2.8 million in 1998 to 3.2 million by 2008, an increase of 15.7 percent or almost 435,000 workers (Minnesota Department of Employment and Economic Development, 2004).

### **Anticipated Worker Shortage**

According to the Policy and Budget Recommendations put forth by the Governor's Workforce Development Council (GWDC), "Minnesota continues to have a relatively strong economic climate. However, we see a coming workforce shortage (mirroring national trends) that requires attention now. We find evidence that Minnesota risks losing the competitive edge we currently have in a well-educated and prosperous workforce" (Policy and Budget Recommendations for Minnesota's Workforce Investment Portfolio, 2004). In other words, in Minnesota, with an anticipated 15.7% increase in the number of workers needed, there will soon not be enough people to fill open positions. It is imperative that Minnesota find and cultivate untapped labor resources.

### **Services and Support Systems for People with Disabilities**

People with disabilities are an untapped resource - a potential solution to this looming labor shortage problem. There are approximately 100,000 adults in Minnesota whose disabilities are severe enough that they qualify for benefits from the Social Security Administration (SSA). There are also undetermined numbers of people with impairments who are not beneficiaries of SSI, SSDI, or Medicaid, yet are eligible for employment supports. In Minnesota, a continuum of resources and supports are available to people with disabilities who wish to enter competitive employment. The following categories represent an overview of Minnesota's existing supports and infrastructure dedicated to employment supports for people with disabilities living and working in the community.

## **2. OVERVIEW OF CURRENT PROGRAMS & SERVICES**

### Department of Human Services (DHS)

DHS is a state funded, county-administered human services structure that manages publicly funded programs to support people with a wide variety of disabilities including mental retardation and related conditions, chronic medical conditions, acquired or traumatic brain injuries, mental health disabilities, chemical health disabilities, HIV/AIDS and physical disabilities.

In 1999, Minnesota implemented a Medicaid buy-in program called Medical Assistance for Employed Persons with Disabilities (MA-EPD). This program addresses a primary barrier to employment for people with disabilities--the fear of losing comprehensive, affordable health coverage if they commenced or returned to work. MA-EPD has been very successful, with a current enrollment of over 6,000. The total Medicaid expenditures for this group are approximately \$130 million per year. Minnesota's program is designed to be a true work incentive; there is no income limit and the asset level is \$20,000. Every enrollee pays premiums based on a sliding fee scale with a minimum premium of \$35 per month; the maximum premium is 7.5% of total income (earned and unearned income). Refer to Appendix A for more information on MA-EPD and Appendix B for a summary of MA-EPD Enrollment (July 1999-January 2004).

DHS also provides a variety of home and community based services designed to meet the needs of people with disabilities. County human service agencies are the gateway for most services including Personal Assistance Services (PAS), Private Duty Nursing (PDN), Home Health Aide (HHA) and home and community based waivers. The 1915(c) waiver programs include: Community Alternative Care for Chronically Ill Individuals (CAC), Community

Alternatives for Disabled Individual (CADI), Mental Retardation and Related Conditions (MR/RC), Traumatic Brain Injury Waiver (TBI), and Elderly Waiver (EW). Employment supports are included under the CADI, TBI and MR/RC Waivers, which includes Day Training and Habilitation (DT&H), Pre-Vocational services and Supported Employment. Minnesota's PAS services may be authorized 24 hours per day in or out of the home including competitive employment settings.

Within the Adult Mental Health Division (MHD) of the Department of Human Services, Supported Employment (SE) is a service focus in conjunction with a long-standing interagency agreement (15 years) with the State's Rehabilitation Services (RS). Currently MHD and RS fund thirty supported employment projects designed to meet the needs of people with serious mental illness throughout the state. Supported employment effort is based on evidence based practices. Under the Medicaid Rehabilitation Option, MHD is redesigning services and supports to better meet the needs of people with serious mental illness. In the past year, the resources from Minnesota's Medicaid Infrastructure Grant, MHD funded 5 new projects (6 providers) to convert from site-based Day Treatment Programs to Supported Employment following best practice guidelines in conjunction with the Becker/Drake Individual Placement and Support (IPS) Model. Each of these projects is using the SE Fidelity Scale to monitor their Supported Employment Evidence Based Practice.

In June of 2004, The Department of Human Services (DHS) began sponsoring a new initiative called the Disability Linkage Line. DHS contracts with the Metropolitan Center for Independent Living (MCIL) and the Southeastern Minnesota Center for Independent Living (SEMCIL) to provide this free statewide information, referral and assistance service for people with disabilities and chronic illnesses and their representatives. Services include a resource



specialist to provide one-to-one assistance to help people access supports and services in the community, maintain independence and make informed decisions. For people who prefer looking for resources on the Internet, Disability Linkage Line is a partner in the statewide resource database found at <http://www.minnesotahelp.info.com>.

**Table A: DHS Programs FY 2002-2003**

<b>Program</b>	<b>Numbers Served 2002</b>	<b>Medical Assistance State Share</b>	<b>Medical Assistance Federal Share</b>
MA-EPD	6,534	\$65,938,016	\$65,909,908
Home care (includes PAS, HHA, and PDN)	12,737	\$85,697,043	\$85,697,043
Home and Community Based Waivers	15,825	\$40,949,697	\$40,949,697
Mental Health	54,360	\$281,000,000	\$281,000,000
Day Training and Habilitation	10,223	\$73,602,038	\$73,602,038
Disability Linkage Line	Numbers yet to be determined. Launched in June of 2004.		\$400,000 Year to Date. CMS 2001 Real Choice Systems Grant.

Department of Employment and Economic Development (DEED)

DEED is the state’s principal economic development agency with programs promoting business recruitment, expansion and retention, workforce development, international trade, community development and tourism. DEED services are available to people with disabilities and can be accessed through its One-Stop system of local WorkForce Centers throughout the state. These fifty-three WorkForce Centers provide services for both job seekers and employers, ranging from training and job seeking assistance to online job banks (refer to Appendix C for locations of WorkForce Centers in Minnesota).

Specialized programs for people with disabilities within DEED are located within Rehabilitation Services (RS) and State Services for the Blind (SSB). In RS, the Vocational Rehabilitation services include vocational counseling, planning, guidance and placement. One hundred and sixty counselors work statewide to provide employment services through Minnesota

WorkForce Centers across the state. Extended Employment provides on-going employment support services to individuals with the most severe disabilities in a variety of settings. Eight Centers for Independent Living provide comprehensive services to people with severe disabilities to enhance their ability to live independently. Targeted Universal Participation provides reasonable accommodations for people with disabilities who are receiving Minnesota Family Investment Program (MFIP) benefits to ensure equal access to employment services. State Services for the Blind strives to foster vocational and personal independence in persons of all ages who are blind or visually impaired.

Also located within Rehabilitation Services, the Minnesota Work Incentives Connection (WIC) is one of two Benefits Planning, Assistance and Outreach (BPAO) agencies in Minnesota, serving 70 of the 87 Minnesota counties under the Social Security Administration's BPAO Initiative. By combining BPAO funds with funding from other sources, WIC is able to offer services statewide to all disability groups. The Work Incentives Connection helps people with disabilities go to work with clear, accurate information about the effects of work on their government benefits. Established in 1999, WIC also serves as Minnesota's State Work Incentives Support Center, providing state benefits training to staff of Riverfront, Inc., the state's second BPAO, which serves 17 counties in southern Minnesota (for more information on WIC, refer to Appendix E).

Additionally, to enhance employment supports for people with disabilities, the Department of Labor gave a grant to DEED called "Focus on Ability". This project includes a web and CD based initiative produced for Minnesota Workforce Center staff and employers to help them better understand, serve, and work with people with disabilities.

DEED also participates in Minnesota's Ticket to Work and Work Incentives initiative. Minnesota was phased into the Ticket to Work program from November 2003-September 2004. As of July 13, 2004, 96,379 tickets were issued in Minnesota. Beneficiaries may use their ticket at one of 56 approved employment networks or the two state vocational rehabilitation agencies to obtain needed services. The reality is that a small number of Tickets issued are actually used, which supports the idea that more collaborations and outreach are needed to engage Ticket holders to explore employment opportunities.

**Table B: DEED Programs FY 2002-2003**

Program	Numbers Served	State Funding Allocation	Federal Funding Allocation
<u>Rehabilitation Services</u>			
Vocational Rehabilitation	24,902	\$7.5 million	\$33.2 million
Extended Employment	7,161	\$13 million	
Independent Living	5,026	\$1.87 million	\$1.14 million
Work Incentives Connection	4,737		\$860,000
<u>State Services for the Blind</u>			
Vocational Rehabilitation	1,346	\$1.4 million	\$4 million
Other Programs	16,885	\$2.48 million	\$2.5 million
Local Labor Exchange-WIA Title I	204,556	No State Funding	\$18.84 million
Work Opportunity Tax Credit	11,432	No State Funding	Pending in Congress
Disability Determination Services	48,000	No State Funding	\$18 million
Employment Services for Welfare to Work Program	62,100	No State Funding	\$33.2 million through DHS
Adult Training and Info Services-WIA Title III	9,547 est.	\$10.5 million	\$10.7 million

Minnesota State Council on Disability (MSCOD)

MSCOD is an agency that collaborates, advocates, advises and provides information to expand opportunities, increase the quality of life and empower all persons with disabilities. Services are provided to individuals with disabilities and their families, the Governor and Legislature, government and private agencies, employers and the general public.

MSCOD is governed by a Governor-appointed twenty-one member council representing all regions of the state. Minnesota Statutes (Minn. Stat. 256.482) provide the State Council on Disability (MSCOD) with the broad charge of giving attention to the needs of persons who have a disability and to advocate plans, programs and policies which serve the need of people with

disabilities. Statutes also direct the Council to serve as liaison to the office of Disability Employment Policy, which recently assumed all duties of the President's Committee on Employment of People with Disabilities. Within this broad charge, the Council has focused its purpose by identifying strategies that span all Council activities: technical information, referral services and trainings, advisory recommendations, customer focus and quality improvement and research and data collection (Refer to Appendix D for MSCOD Statutory Responsibilities).

### Educational Systems Supports

Minnesota has supports in K-12 programming for students with disabilities through age 21. Special education and transition age youth-opportunities (i.e. vocational services) for competitive employment is one of five transition areas that must be addressed in Individual Education Plans (IEPs) beginning at age 14. Currently, vocational readiness opportunities for youth with disabilities vary across the state. Additionally, higher education offers support services for students with disabilities while they are in post-secondary educational settings. These services focus mainly on academic-related accommodations and services versus vocational supports.

Minnesota has a legislatively mandated interagency workgroup called Minnesota System of Interagency Coordination (MnSIC). MnSIC is mandated to develop and implement a coordinated, multidisciplinary, interagency intervention system for children and youth with disabilities ages 3-21 and their families. The departments associated with MnSIC include: Education, DEED, Commerce, Corrections, Health, Human Rights and DHS. Other members include: Association of Minnesota Counties, Minnesota School Boards Association, Minnesota School Nurse Association, Minnesota Administrators of Special Education.

### Disability Employment Service Providers

Minnesota has a wide array of employment providers who vendor services for people with disabilities such as job readiness, vocational assessment, job placement, job development, supported employment and day training and habilitation programs. Minnesota currently has 265 Day Training and Habilitation (DT&H) Providers, 56 Community Rehabilitation Providers (CRPs), 88 Limited Use Vendors (LUVs) and 8 Centers for Independent Living (CILs) that support people with disabilities. The work between the agencies continues to enhance the strong community-based support system for people with disabilities.

### Business Collaborations

The Minnesota Business Leadership Network (BLN) is an employer-lead endeavor that promotes best employment practices and enhances competitive employment opportunities for skilled candidates with disabilities. Minnesota BLN members include 3M, American Express Financial Advisors, Best Buy, Blue Cross Blue Shield of MN, Cargill, Medtronic, Northwest Airlines, Thompson West, Wells Fargo, the Disability Institute, DEED, MSCOD and the Employers Association. BLN employers are recognized both locally and nationally for upholding policies and practices that remove barriers for individuals with disabilities related to various aspects of employment, including recruitment, hiring, job accommodations, benefits, training and advancement.

Currently there are also local Work Investment Boards (WIBs) which are partnerships between counties, DEED and community leaders. These Boards link existing workforce development services and utilize private and public resources to enhance the current system. These programs also identify underutilized resources and address anticipated worker shortages.

### **3. STRENGTHS AND CHALLENGES IN THE CURRENT SYSTEM**

As outlined above, Minnesota has developed a comprehensive system of supports and services for the employment of people with disabilities, providing many different avenues one can choose when seeking competitive employment. The challenge to this system is that many of these services and supports work in relative isolation; there is a significant lack of vertical and horizontal collaboration within the service delivery system. Limited collaborations do exist around employment issues between state agencies yet there is no comprehensive statewide approach to promoting competitive employment for people with disabilities.

More collaboration is necessary to facilitate a seamless system of supports and services within employment and economic development for people with disabilities. This includes giving agencies and programs incentive to form collaborations to eliminate the disconnect between state agencies.

Currently, there is no overall statewide planning effort for the employment of people with disabilities. A state-level strategic planning structure is needed to 1) increase knowledge of employment supports and opportunities to all stakeholders; 2) identify barriers, gaps, areas of duplication and potential synergies within the current system; and 3) develop changes to the system and how it interacts with the business community to enhance Minnesota's efforts to increase competitive employment of people with disabilities.

The following table summarizes key strengths and challenges currently identified in Minnesota. The table is broken into four categories (Business Initiatives, Policy Initiatives, Training and Education, and Research, Technology and Evaluation) that are consistent with Minnesota's focus for the Comprehensive Employment Opportunities (CEO) grant. The items are described in greater detail in the narrative which follows the table.

**Table C: Strengths and Challenges in Minnesota**

Category	Strengths	Challenges
<b>Business Initiatives</b>	<ul style="list-style-type: none"> <li>• Business Leadership Network- (especially large employer support)</li> <li>• National recognition of BLN members</li> <li>• Employment supports integrated into competitive work settings</li> <li>• RS/VR projects with local Workforce Investment Boards (WIBs)</li> <li>• MN has a high rate of employment of people with disabilities in the nation</li> </ul>	<ul style="list-style-type: none"> <li>• Limited participation of small and medium size business in employment initiatives</li> <li>• Lack of collaboration between consumers, disability service providers and the business community</li> <li>• Limited outreach to employers regarding the employment of people with disabilities</li> <li>• No specific initiatives linking disability services with workforce and economic development activities</li> </ul>
<b>Policy Initiatives</b>	<ul style="list-style-type: none"> <li>• MNSIC</li> <li>• Strong Medicaid Supports</li> <li>• Conducted PCA Survey, 2004 (includes Employment data)</li> <li>• “People are interested in working” (PCA Consumer Survey, MSCOD Future Direction, 2004)</li> <li>• 53 WorkForce Centers</li> <li>• Legislative support around Centers for Independent Living (CILS)</li> <li>• MSCOD mandate to work with agencies</li> <li>• Strong alliance with SSA in both DHS and DEED</li> </ul>	<ul style="list-style-type: none"> <li>• Lower than expected utilization of MA-EPD by PCA consumers</li> <li>• Lack of inclusion of employment related goals within individual service planning</li> <li>• Limited employment options with MA supports</li> <li>• “Silo effect” adds to the lack of understanding of the complexity of the systems</li> <li>• Limited funding for ongoing employment supports</li> <li>• No high level centralized focus on solving systemic issues</li> <li>• Limited programs and policies geared to prepare transition age youth (14-28) focusing on employment.</li> </ul>
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>• Strong coordination between DHS/DEED in BPAO and MA-EPD training</li> <li>• Wide array of Work Incentives, employment supports and Information materials</li> <li>• Use of technology in training and outreach</li> <li>• Large number of consumers use work incentives</li> <li>• Web technology available</li> <li>• Strong alliance with SSA</li> <li>• Developed trainings on Accommodations and Assistive Technology (AT Training)</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of outreach to Minnesota communities of color</li> <li>• Funding for BPAO is not sufficient to keep up with the demand for services</li> <li>• Lack of disability in employment mentorship programs</li> <li>• Limited training collaborations</li> <li>• Limited training options for BPAO consumers</li> </ul>
<b>Research, Evaluation and Technology</b>	<ul style="list-style-type: none"> <li>• Accurate Medical Assistance and SSI data</li> <li>• Comprehensive MA-EPD Evaluation and reports</li> <li>• State agencies desire for data and outcome based measures</li> <li>• Comprehensive evaluation of state vocational rehabilitation programs</li> <li>• Outcomes research on BPAO recipients through the Work Incentives Connection</li> </ul>	<ul style="list-style-type: none"> <li>• Limited statewide data on employment for all people with disabilities (currently only</li> <li>• Lack of comprehensive outcome measures and/or program evaluation regarding disability and employment</li> </ul>

Business Initiatives

Minnesota currently has a Business Leadership Network (BLN) of 14 member organizations that promote hiring of people with disabilities. However, there are large gaps

between the disability community and the business community. Targeted outreach and closer collaboration with BLN members is needed.

Moreover, research says that small businesses (less than 500 employees) represent over 99% of all employers, employ 52% of all workers, and provide most of the new jobs (National Organization on Disability, 2001). In Minnesota, most BLN member organizations represent large companies. This limits the impact of the BLN since the majority of available jobs are in small and medium sized companies. Therefore, initiatives for hiring people with disabilities also need much greater emphasis on small and medium size businesses.

### Policy Initiatives

Minnesota has many strong systems and progressive policies that encourage and support the employment of people with disabilities. Minnesota also has an active advocacy community that works to expand and enhance legislation to provide needed supports and services to Minnesotans with disabilities who are either competitively employed or who desire to become competitively employed. Nevertheless, gaps still exist in some areas and duplication in others. DHS, DEED and other state agencies have historically worked in relative isolation, rather than focusing holistically on a comprehensive system to support the employment of people with disabilities. This results in a system that is not integrated, causing consumers to lack full access to available services and programs.

For example, despite strong Personal Assistance Services (PAS) policy, and the overall success of Minnesota's Medicaid buy-in program (MA-EPD), a recent survey conducted by DHS found only 4% of MA-EPD recipients were receiving publicly financed PAS services. This is particularly startling, considering that when Minnesota created the MA-EPD program in 1999, one of the major goals was to remove the barrier of losing their Medical Assistance coverage for



PAS services when going to work. Conversely, in a random sample survey of 455 people receiving PAS services in Minnesota, only 24% of working age PAS consumers were employed and of this number, only 23% worked more than 25 hours per week (Wilder Research Center, 2004). This is lower than the percent of individuals who work in the general Medicaid disabled population, which is approximately 28%. Minnesota needs to explore the barriers to working that exist for PAS users including increasing the utilization rates for work incentives programs (i.e. MA-EPD).

Similar to other states, Minnesota is constantly challenged with budget deficits, funding cuts and legislative changes. Minnesota wants to ensure that policies for the competitive employment of people with disabilities remains a priority for the state.

### Training and Education

State Vocational Rehabilitation services, located in 53 WorkForce Centers throughout Minnesota, are a comprehensive training and education resource for Minnesotans with disabilities (Appendix C). Vocational Rehabilitation has historically been the first place someone with a disability is directed to when they want to pursue post-secondary education/employment. In 2003, limited funding forced the creation of a waiting list for vocational rehabilitation services. The number of people on this waiting list is currently over 4,000. This could cause people with disabilities to delay post secondary training or other services needed to secure employment.

The Work Incentives Connection, housed within DEED, provides Benefits Planning, Assistance and Outreach (BPAO). They have shown through research an increase in participant employment rates of 17%. They have also successfully moved 7.1% of participants off of SSA benefits, as compared to 0.5% of the national SSA beneficiaries (See Appendix E for more

information). In addition to providing direct BPAO services, the Connection has developed successful models for training on work incentives. There is a need to enhance these efforts to create web-based and interactive learning opportunities, as well as expanding face-to-face training of other disability service providers to meet the future demand for BPAO services.

Despite Minnesota having higher employment rates for people with disabilities, there is still a prevailing societal attitude that people with disabilities are not expected to work. This can result in people with disabilities themselves internalizing this message. Often the best way for people to recognize their work potential is by getting connected to other people with disabilities who are successfully employed. In Minnesota, a successful peer-mentoring program needs to be created to facilitate these opportunities.

#### Research, Evaluation and Technology

A number of sophisticated research efforts related to employment of people with disabilities exist, but there is little coordination among these efforts. DHS currently has a comprehensive system for tracking and evaluating Medicaid and Medicare enrollees. Likewise, DEED has a detailed system for tracking general employment population outcomes and Vocational Rehabilitation (VR) program participants. One specific gap in our respective tracking systems is that they do not track general disability population statistics. Therefore, Minnesota specific data on working individuals not receiving Social Security or Medical Assistance benefits is currently unavailable.

There are also gaps in the integration of current data systems both within and between state agencies. For instance, DEED needs to integrate Ticket to Work and SSA recipient databases. DHS and DEED need to create data sharing agreements that will enhance service delivery to common participants. Plans to address the challenges within research and evaluation

include building in data sharing agreements between state agencies, and producing new Management Information Systems (MIS) that are accessible to more advocates, providers, and consumers.

#### **4. EXPERIENCE WORKING WITH/KNOWLEDGE OF CURRENT PROGRAMS AND SERVICES (COLLABORATIONS)**

As referenced above, Minnesota maintains a complex system of programs and employment supports that attempt to instill a culture of choice and self-determination for people with disabilities. The large amount of programs that may duplicate service options, however, leads to a disconnect between what the consumer needs and what the consumer gets. Additionally, service delivery is often based on personal contacts and individual relationships because there is no standardized protocol for employment service delivery.

There is a need to move toward a more comprehensive approach to eliminate the barriers embedded in a complex and fragmented system. Minnesota does have the capacity to do this by using the CEO grant to strategize how to build upon and establish new collaborations among state, county and local agencies, provider organizations, disability advocacy organizations, policy makers and people with disabilities. This could lead to a more seamless service delivery system for people with disabilities.

##### Stakeholder meetings

As a part of the 2000-2004 Basic MIG, DHS developed a Disability Advisory Council to target barriers to employment for people with disabilities and envision ways in which these barriers could be eliminated. The Advisory Council, made up of advocates from Minnesota's disability community and employment community, engages in thoughtful discussions around challenges and triumphs within respective communities. In the spring of 2004, the Advisory Council held two focus groups to create buy-in for this Comprehensive Employment

Opportunities (CEO) grant and to gather recommendations for the use of grant resources. The meetings resulted in the following major themes that emulate those discussed in this proposal (A full report can be found in Appendix F):

Supported Employment Concerns  
Policy Issues  
Interagency Collaborations  
Service Gaps

Service Gaps  
Business Initiatives  
Culturally Appropriate Services

A member expressed the following sentiment in one of these stakeholder meetings:

*“There needs to be a paradigm shift from where work is seen as an ‘activity’ to a meaningful part of life.”*

## **5. MISSION AND PURPOSE**

As evidenced by testimony from Re-Charting the Course: The First Report of the Presidential Task Force on Employment of Adults with Disabilities (November 1998), “Real jobs with real pay-this is what [people with disabilities] want. The need to pay taxes because of earned wages-this is what [people with disabilities] want. Having jobs that are driven by the personal choice and interests of the individual-this is what [people with disabilities] want.”

Minnesota’s mission in “Pathways to Employment: Creating Connections to Work” is to “assure all Minnesotans with disabilities have access to competitive employment opportunities with needed supports.” Minnesota will do this by creating connections between Medicaid, workforce development, education, and economic development. Minnesota strives to create a system of supports and services that are consumer driven and are guided by disability policy goals of equality of opportunity, full participation, independent living, and economic self-sufficiency. We ascribe to the philosophy that disability is a normal part of the human experience and should be regarded as such. Hiring people with disabilities adds to the diversity of our workforce and makes good business sense.

Minnesota will enlist the expertise of a Technical Assistance entity to guide a comprehensive strategic planning process and has identified 5 major components of the Comprehensive Employment Opportunity (CEO) grant. These initiatives will:

- Develop and implement a statewide employment and economic development strategic planning effort, which fully incorporates workers with disabilities and will increase the number of people with disabilities who are competitively employed and/or improve their employment related outcomes (i.e. wages, hours worked and benefits).
- Develop effective initiatives and long-standing relationships between the business community, state agencies and the disability community in order to align disability services, workforce and economic development efforts.
- Facilitate a comprehensive approach in addressing existing operational, policy and economic barriers to competitive employment of people with disabilities.

- Increase employment of people with disabilities by developing strategies which increase knowledge of available work incentives and supports through information, referral, assistance and outreach activities.
- Provide ongoing research, evaluation and support related to policy and employment for people with disabilities.

People with disabilities will have timely and unfettered access to:

- Work incentives such as Ticket to Work, Medical Assistance for Employed Persons with Disabilities (MA-EPD), 1619 (a) and (b), Plan to Achieve Self Support (PASS), and potentially an SSDI 2-for-1 demonstration.
- Benefits Planning, Assistance and Outreach (BPAO) services to help people with disabilities make informed decisions about employment.
- Employment supports and accommodations to maintain/obtain employment.
- Information referral and assistance providers.
- Informed providers, employers, educators and other stakeholders.

DHS, DEED and MSCOD are partnering to promote the mission and vision of this grant. Together we will create buy-in among a pluralistic group of employment sources that have vested interest in increasing the number of people with disabilities in competitive employment. This endeavor is further discussed in the Strategic Planning Structure below.

## **6. GOALS, OBJECTIVES AND ACTIVITIES**

Through the CEO, Minnesota will create a system where people with disabilities have access, knowledge and resources to integrate employment as a viable option in their lives. It is the goal of this collaboration to see possibilities and to create a comprehensive approach that allows people with disabilities to realize the options for work. The CEO will allow Minnesota to bring stakeholders together to identify priorities and to implement the comprehensive statewide strategic plan. Minnesota has a strong commitment to continue working on goals which have already been identified through the first four years of MIG activities. Therefore, Minnesota will be submitting activities that go beyond Year One of the grant. Through meetings with stakeholders, state agencies and consumers, we have identified the following five goals for Minnesota's CEO along with measurable objectives, activities, resources and timeframe.

***Goal #1: To develop and implement a statewide employment and economic development strategic planning effort, which fully incorporates workers with disabilities and will increase the number of people with disabilities who are competitively employed and/or improve their employment related outcomes (i.e. wages, hours worked and benefits).***

<b>Objective</b>	<b>Activities</b>	<b>Time-frame</b>	<b>Resources</b>
1(a). To create a statewide Strategic Plan for employment and economic development for people with disabilities	<ul style="list-style-type: none"> <li>• Develop a Strategic Planning Team and supporting and workgroups.</li> <li>• Hire a Strategic Planning Coordinator to support the Strategic Planning Team and Workgroups.</li> <li>• Find and contract with a Consultant to assist with the strategic planning process.</li> <li>• Formulate the Strategic Planning Team's vision, mission, goals, objectives and workplan.</li> </ul>	2005	DHS, DEED, MSCOD, stakeholders, technical assistance providers, & other governmental organizations
1(b). To increase the employment and employment related outcomes (i.e. wages, hours worked and benefits) for SSA/Medicaid recipients through	<ul style="list-style-type: none"> <li>• Develop outcome measurements based on MMIS, MAXIS, SSA, UI and RIMS data.</li> <li>• Integrate Strategic Planning Team's plan developed in Objective 1(a).</li> <li>• Work with Businesses and Economic Developers to expand employment options.</li> <li>• Utilize knowledge gained through grant activities and best practices.</li> </ul>	2005-2008	Strategic Planning Team & Workgroups, other stakeholders, other governmental agencies and business community

effective partnerships by 5% over the four-year grant period.	<ul style="list-style-type: none"> <li>• Direct initiatives to improve the competitive employment for people with disabilities.</li> <li>•</li> </ul>		
1(c). To increase by 6% the employment and employment related outcomes (i.e. wages, hours worked and benefits) for ALL Minnesotans with disabilities.	<ul style="list-style-type: none"> <li>• All Activities in 1(b).</li> <li>• Develop other outcome measurements based on Current Population Survey (CPS) data to look at increases in salaries, wages, and benefits.</li> </ul>	2005-2008	Strategic Planning Team & Workgroups, other stakeholders, other governmental agencies, business community, & Current Population Survey data
1(d). To build quality assurance measures into the statewide strategic plan.	<ul style="list-style-type: none"> <li>• Apply quality assurance principles to the Strategic Planning effort.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups
1(e). Develop a communication plan for effective and efficient dissemination of information.	<ul style="list-style-type: none"> <li>• Assure communication within existing structures.</li> <li>• Develop a formal communication tool (i.e. newsletter, semi-annual narrative reports, Power Point presentations, etc.).</li> <li>• Systematically disseminate information about work incentives and employment supports for people with disabilities.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups

**Goal #2:** *To develop effective initiatives and long-standing relationships between the business community, state agencies and the disability community in order to align disability services, workforce and economic development efforts.*

Objective	Activities	Time-frame	Resources
2(a). Develop a Workgroup for Business Initiatives.	<ul style="list-style-type: none"> <li>• Create a brief summary of Workgroup goals and objectives.</li> <li>• Identify and recruit potential members, including local Chambers of Commerce.</li> <li>• Integrate workgroup members into the strategic planning process.</li> </ul>	2005	Strategic Planning Team, CEO Grant Partners, BLN, Work Investment Boards, Chambers of Commerce & other Stakeholders
2(b). To increase the number of small and medium sized businesses participating in stakeholder groups.	<ul style="list-style-type: none"> <li>• Target outreach to small and medium sized businesses.</li> <li>• Encourage the BLN to include more small and medium sized businesses as members.</li> <li>• Develop outreach materials regarding employment aspects and services for people with disabilities.</li> </ul>	2005-2008	BLN, Regional Business Development Consultants, Assistive Technology Providers, Disability Service organizations, employees with



			disabilities & Chamber of Commerce
2(c). To increase by 5% the number of consumers participating in the micro enterprise supports and venture capital opportunities (small business loans).	<ul style="list-style-type: none"> <li>Continue existing efforts around micro enterprise and venture capital opportunities.</li> <li>Review the broader self-employment issue for people with disabilities.</li> <li>Develop supports and outreach materials for self-employment for people with disabilities.</li> <li>Participate in outreach to employers and people with disabilities to promote self-employment.</li> </ul>	2005-2008	Strategic Planning Team & Workgroups, BLN, State Agencies, & Employees with Disabilities
2(d). Develop regional infrastructure to integrate Strategic Planning outcomes in employment and economic initiatives.	<ul style="list-style-type: none"> <li>Develop position descriptions for Regional Business Development Consultants to meet the goals of the CEO.</li> <li>Hire Regional Business Development Consultants.</li> <li>Work with existing regional supports to integrate disability and employment initiatives (i.e. Work Investment Boards).</li> <li>Establish Regional Business Advisory Councils to strategically develop business partnerships.</li> <li>Establish collaborative initiatives between the business community and the disability services community to advance employment for people with disabilities.</li> <li>Match people with disabilities seeking employment with business needs.</li> </ul>	2005-2006	Strategic Planning Team & Workgroups, BLN, State Agencies, Employees with Disabilities, Chambers of Commerce & Work Investment Boards
2(e). Develop regional reports on best practices and outcomes pertaining to infrastructure developed through the Regional Business Development Consultants.	<ul style="list-style-type: none"> <li>Review and integrate best practices, on a statewide level, for all Regional Business Development Consultants.</li> </ul>	2007-2008	Regional Business Development Consultants, Strategic Planning Team & Workgroups
2(f). Build upon currently existing <i>peer support systems</i> for people with disabilities in employment.	<ul style="list-style-type: none"> <li>Publish Request for Proposals (RFP) for solicitations to support peer mentor system development.</li> <li>Contract with community partners to perform facilitation of the peer mentoring system.</li> </ul>	2006	Strategic Planning Team & Workgroups, BLN, State Agencies, & Employees with Disabilities
2(g). To build quality assurance measures into the statewide strategic plan.	<ul style="list-style-type: none"> <li>Apply quality assurance principles to the Business Initiatives effort.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups
2(h). Develop a	<ul style="list-style-type: none"> <li>Assure communication within existing</li> </ul>	2005-	Strategic Planning

communication plan for effective and efficient dissemination of information.	<p>structures.</p> <ul style="list-style-type: none"> <li>• Develop a formal communication tool (i.e. newsletter, semi-annual narrative reports, power point presentations, etc.).</li> <li>• Systematically disseminate information about work incentives and employment supports for people with disabilities.</li> </ul>	2008	Team Contractor, Strategic Planning Team & Workgroups
--	---	------	---

**Goal #3: *To facilitate a comprehensive approach in addressing existing operational, policy and economic barriers to competitive employment of people with disabilities.***

Objective	Activities	Time-frame	Resources
3(a). Develop a Workgroup for Policy Initiatives.	<ul style="list-style-type: none"> <li>• Create a brief summary of Workgroup goals and objectives.</li> <li>• Identify and recruit potential members.</li> <li>• Integrate Workgroup members into the Strategic Planning process.</li> </ul>	2005	Strategic Planning Team, CEO Grant Partners & other stakeholders
3(b). Identify systemic policy gaps that currently exist among disability and employment related systems.	<ul style="list-style-type: none"> <li>• Review current disability policy and legislation to identify gaps in current systems.</li> <li>• Review current rate structure and rule revisions necessary to maximize long-term employment support opportunities for people with disabilities.</li> <li>• Coordinate initiatives to address identified policy gaps.</li> <li>• Clarify differing definitions of employment supports within Medical Assistance (Waivers and State Plan Services), Vocational Rehabilitation, Extended Employment, Mental Health, employers, families, individuals with disabilities, etc.</li> <li>• Recognize what employment supports are within each program, who provides the supports, what kinds of supports are available, and how to bundle the supports for each individual.</li> <li>• Identify work incentives in all public programs.</li> <li>• Coordinate needed changes between DHS, DEED and other state/local agencies.</li> <li>• Develop a best practices document.</li> </ul>	2005-2006	DHS and DEED policy staff and the Policy Workgroup, disability advocacy and provider organization and consumers
3(c). Study and	<ul style="list-style-type: none"> <li>• Generate a report within the Strategic</li> </ul>	2006-	Strategic Planning

formulate a plan of action to resolve policy/programmatic gaps.	<p>Planning Structure.</p> <ul style="list-style-type: none"> <li>• Communicate policy initiatives to key stakeholders, consumers, county staff, state agencies and providers.</li> <li>• Implement and measure policy initiatives that will enhance and improve employment supports.</li> </ul>	2006	Team & Workgroups
3(d). Increase by 5% the number of people receiving Personal Assistant Services (PAS) who work.	<ul style="list-style-type: none"> <li>• Enhance Home Care supports and assessments to include employment related activities.</li> <li>• Targeted outreach to current PAS consumers regarding work incentives, employment benefits, etc.</li> </ul>	2005-2008	DHS and DEED policy staff and the Policy Workgroup, disability advocacy and provider organization and consumers
3(e). To position Minnesota as an early implementation state for the SSA \$2 for \$1 SSDI work incentive.	<ul style="list-style-type: none"> <li>• Volunteer to pilot the new \$2 for \$1 SSDI work incentive program.</li> </ul>	2005-2008	DHS and DEED policy staff and the Policy Workgroup
3(f). To assist in the enhancement of infrastructure to support people with disabilities between the ages of 14 and 28 to gain employment.	<ul style="list-style-type: none"> <li>• Focus efforts on giving people with disabilities between the ages of 14 and 28 skills and confidence to successfully enter the workplace.</li> <li>• Promote the development of project activities that educate youth, parents, and professionals regarding transition issues.</li> <li>• Develop initiatives based on findings from the Strategic Planning Team.</li> </ul>	2005-2008	DHS and DEED policy staff, the Strategic Planning Team, Policy Workgroup, disability advocacy and provider organizations & consumers.
3(g). To build quality assurance measures into the statewide strategic plan.	<ul style="list-style-type: none"> <li>• Apply quality assurance principles to Policy Initiatives.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups
3(h). Develop a communication plan for effective and efficient dissemination of information.	<ul style="list-style-type: none"> <li>• Assure communication within existing structures.</li> <li>• Develop a formal communication tool (i.e. newsletter, semi-annual narrative reports, Power Point presentations, etc.).</li> <li>• Systematically disseminate information about work incentives and employment supports for people with disabilities.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups

**Goal #4: *To increase employment of people with disabilities by developing strategies which increase knowledge of available work incentives and supports through information, referral, assistance and outreach activities.***

Objective	Activities	Time-frame	Resources
4(a). Develop a Workgroup for Training and Education.	<ul style="list-style-type: none"> <li>• Create a brief summary of Workgroup goals and objectives.</li> <li>• Identify and recruit potential members.</li> <li>• Integrate Workgroup members into the Strategic Planning process.</li> </ul>	2005	Strategic Planning Team & Workgroups, CEO grant partners & other stakeholders
4(b). Establish an infrastructure that provides consistent, accurate and comprehensive information about available work incentives and employment supports for people with disabilities.	<ul style="list-style-type: none"> <li>• Develop a position description for the CEO Training Developer to meet the goals of the CEO.</li> <li>• Hire the CEO Training Developer.</li> <li>• Develop e-learning/online and face-to-face training materials for MA-EPD and other work incentives for county and community staff.</li> <li>• Develop outreach materials related to current work incentives options and employment supports.</li> <li>• Develop training materials to target topics related to increasing the competitive employment for people with disabilities.</li> <li>• Coordinate training efforts between SSA, DEED, and DHS regarding work incentives.</li> <li>• Create mechanisms to provide resources which allow consumers to make informed choices that will lead to a more consumer driven system.</li> </ul>	2005-2008	Strategic Planning Team & Workgroups, Training Developer & other stakeholders
4(c). Develop 3 targeted outreach initiatives for people with disabilities in employment.	<ul style="list-style-type: none"> <li>• Develop targeted outreach to disability organizations regarding employment and work incentives for people with disabilities.</li> <li>• Develop targeted outreach for small and medium sized businesses.</li> <li>• Develop an initiative to increase outreach to people of color and other underserved groups.</li> <li>• Share best practices among a variety of audiences that include: county staff, disability organizations, businesses and people with disabilities.</li> <li>• Continue and enhance efforts to support current activities including Benefits Planning, Assistance and Outreach (BPAO), Disability Linkage Line and other</li> </ul>	2005-2008	Strategic Planning Team & Workgroups, CEO grant partners & other stakeholders

	<p>information, referral and assistance services.</p> <ul style="list-style-type: none"> <li>• Develop materials on available employment support options that exist.</li> </ul>		
4(d). To build quality assurance measures into the statewide strategic plan.	<ul style="list-style-type: none"> <li>• Apply quality assurance principles to Training and Education.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups
4(e). Develop a communication plan for effective and efficient dissemination of information.	<ul style="list-style-type: none"> <li>• Assure communication within existing structures.</li> <li>• Develop a formal communication tool (i.e. newsletter, semi-annual narrative reports, Power Point presentations, etc.).</li> <li>• Systematically disseminate information about work incentives and employment supports for people with disabilities.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups

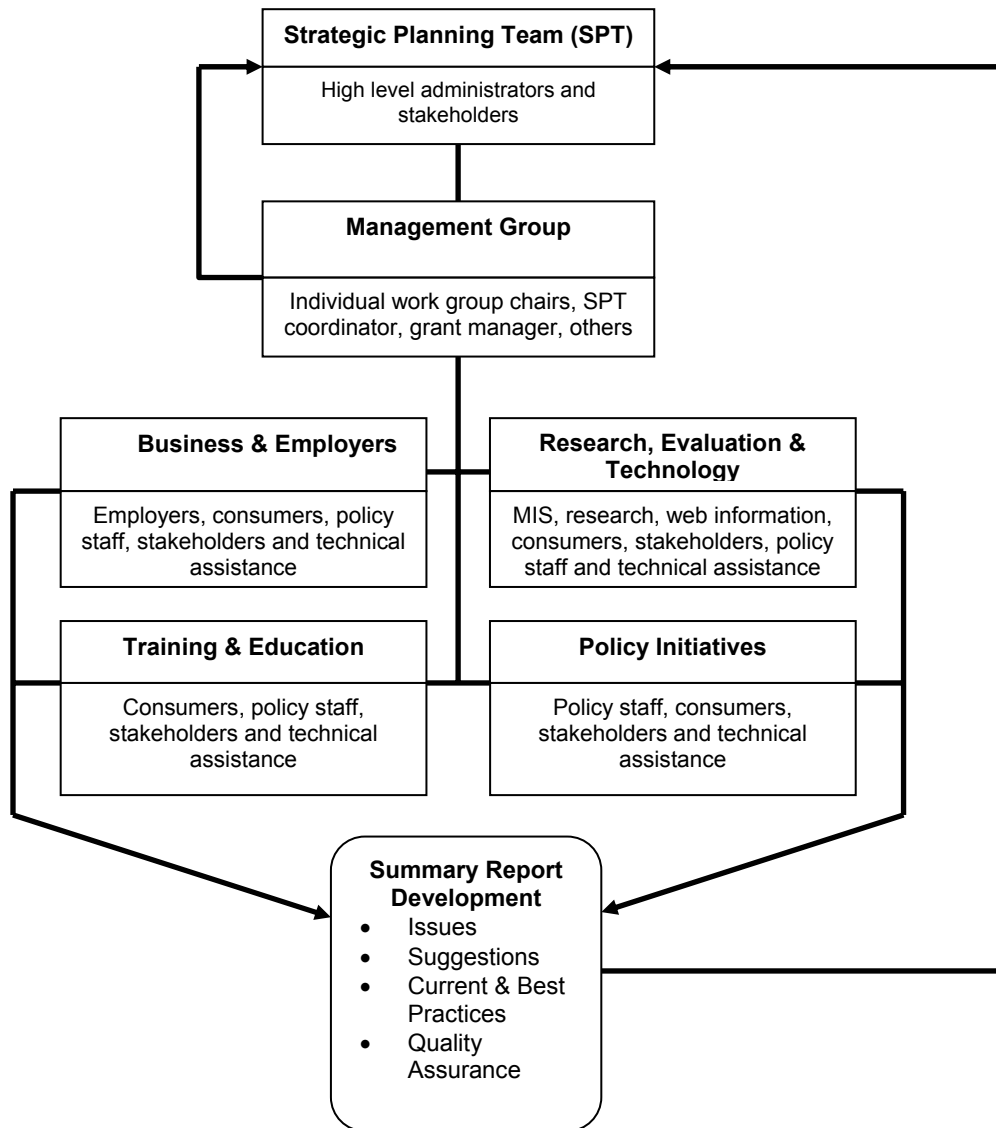
**Goal #5: *To provide ongoing research, evaluation and support related to policy and employment for people with disabilities.***

<b>Objective</b>	<b>Activities</b>	<b>Time-Frame</b>	<b>Resources</b>
5(a). Develop a Workgroup for Research, Evaluation and Technology.	<ul style="list-style-type: none"> <li>• Create a brief summary of Workgroup goals and objectives.</li> <li>• Identify and recruit potential members.</li> <li>• Integrate Workgroup members into the Strategic Planning process.</li> </ul>	2005	Strategic Planning Team & Workgroups, CEO grant partners & other stakeholders
5(b). Develop reporting measures for the CEO grant.	<ul style="list-style-type: none"> <li>• Identify data measures to support grant reporting activities.</li> <li>• Integrate data collected by DHS, DEED, SSA, Ticket to Work, and MSCOD to allow for aggregate reporting on people with disabilities.</li> <li>• Develop formalized data sharing agreements to support CEO strategies and outcomes.</li> </ul>	2005-2008	MMIS, MAXIS, UI, RIMS, Ticket to Work, and consumer surveys
5(c). Continue and enhance current data reporting activities.	<ul style="list-style-type: none"> <li>• Review current reporting and data collection on MA-EPD and SSA Work Incentive beneficiaries and BPAO consumers and make changes as needed.</li> </ul>	2005-2008	MMIS, MAXIS, UI, RIMS, Ticket to Work & other program related data sources
5(d). Enhance Research and Evaluation methods to identify best practices around employment outcomes for people with disabilities.	<ul style="list-style-type: none"> <li>• Collect Work Incentives Connection research on cost analysis of BPAO activities each year.</li> <li>• Review other disability employment research and identify best practices and/or best measures.</li> <li>• Continue to provide technical assistance to</li> </ul>	2005-2008	MMIS, MAXIS, UI, RIMS, Ticket to Work, other program related data sources, Strategic Planning Team & Workgroups

	other states, federal agencies, and other agencies and organizations regarding buy-ins.		
5(e). Maintain and expand current data collection systems that track people with disabilities.	<ul style="list-style-type: none"> <li>• Continue to maintain data collection systems for MAXIS, MMIS, SSA, UI and RIMS.</li> <li>• The Workgroup will determine additional variables that expand current data sets.</li> <li>• Develop measures to include people with disabilities not currently enrolled in SSA, Medicaid, and DEED programs.</li> <li>• Use of Bendex to track trial work periods and other work incentives</li> </ul>	2005-2008	MMIS, MAXIS, UI, RIMS, Ticket to Work, other program related data sources, Strategic Planning Team & Workgroups
5(f). To build quality assurance measures into the statewide strategic plan.	<ul style="list-style-type: none"> <li>• Apply quality assurance principles to Technology, Research and Evaluation.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups
5(g). Develop a communication plan for effective and efficient dissemination of information.	<ul style="list-style-type: none"> <li>• Assure communication within existing structures</li> <li>• Develop a formal communication tool (i.e. newsletter, semi-annual narrative reports, Power Point presentations, etc.).</li> <li>• Systematically disseminate information about work incentives and employment supports for people with disabilities.</li> </ul>	2005-2008	Strategic Planning Team Contractor, Strategic Planning Team & Workgroups

## 7. STRATEGIC PLANNING STRUCTURE

Minnesota views the strategic planning process as an integral step to define and build supports for a comprehensive employment systems infrastructure that will affect change on multiple system levels. The first year of the grant will be devoted to the development of a strategic plan producing the framework for the last 3 years of the grant cycle. This strategic plan will build a comprehensive employment system with strong and effective leadership from both the state and local levels. *Figure A: Minnesota's Strategic Planning Structure.*



Minnesota’s strategic planning framework consists of six active workgroups, a strategic planning coordinator and technical assistance/strategic development contracts. At the top of the framework is the actual Strategic Planning Team which consists of high level government officials and other important community leaders (disability and business) who will steer the first year of the statewide planning effort. Relevant Minnesota groups/agencies/organizations involved in the Strategic Planning team would include:

Kevin Goodno	Commissioner, Department of Human Services
Matt Kramer	Commissioner, Department of Employment and Economic Development
Mary Kennedy	Minnesota’s State Medicaid Director, Department of Human Services
Joan Willshire	Executive Director, Minnesota State Council on Disability
Ann Lewandowski	District Manager, Social Security Administration
Colleen Wieck	Director, Governor’s Council on Developmental Disability
Howard Glad	Director of Rehabilitation Services, Department of Employment and Economic Development
Representative John Tschida	Minnesota’s Business Leadership Network Coalition of Citizens with Disabilities (CCD)
<i>Representatives to be named later:</i>	
<i>An additional member from DEED, Department of Employee Relations, Department of Education, County Representative, State Mental Health Advisory Council Representative and Representatives from the small/medium-size business community, Governor’s Workforce Development Council and Local Workforce Investment Boards.</i>	

Supporting this team will be a strategic planning coordinator whose tasks will include maintaining the workplans and assisting in the ongoing planning development. Another support will be the contracting of technical assistance and/or strategic planning consultants to help formulate and focus the Strategic Planning Team and support workgroups to achieve Minnesota’s goals for this grant.

In May of 2004, the Department of Human Services held two stakeholder meetings to solicit input regarding the development of the Comprehensive Employment Opportunity Grant (CEO). It was clear after the meetings that four distinct areas of focus were identified for the grant. They were: 1) Business and Employer community, 2) Policy Enhancement and Development, 3) Training, Education and Outreach, and 4) Technology, Research and



Evaluation. Minnesota will use these four elements in addition to the Strategic Planning Team to build the components of this grant.

Concurrently, representative experts from the business community, policy, training, outreach and education, technology, research and evaluation will be recruited to form Workgroups. Members of the Workgroups will be determined through input by grant partners, strategic planning team members, and other supporters of the CEO.

Information will flow freely throughout the framework. Workgroups are required to develop reports and other information documents to support the requests of the Strategic Planning Team. Minnesota is seeking a process that continues to build upon “best practices” and quality assurance measures. By ensuring a common reporting structure for each Workgroup, information will be presented in a consistent and concise manner. Agencies in Minnesota that have been identified for work groups membership are as follows:

<b>State Government</b>	<b>Advocacy Groups/Provider Orgs.</b>	<b>Partners/Other</b>
Department of Human Services Department of Employment and Economic Development Minnesota Council on Disability Department of Education  Department of Employee Relations	MN Consortium of Citizens with Disabilities State Rehabilitation Council  Centers for Independent Living Minnesota Disability Law Center  State Rehabilitation Council for the Blind PACER  Mental Health Advisory Council Tribal Organizations Other Disability Organizations	Social Security Administration Business Leadership Network  Minnesota Counties Governor’s Workforce Development Council Local Work Investment Boards Community Rehabilitation Programs WorkForce Center Partners

The final key component to the framework is the development of a Management Group, which will act as a liaison between the Strategic Planning Team and the four Workgroups. The Management Group will consist of a key representative of each Workgroup, the Grant Manager and the Grant Director, the Strategic Planning Coordinator and other managers within the grant partnerships.

## **8. BENEFITS PLANNING, ASSISTANCE AND OUTREACH**

Minnesota plans to use the 10% direct service option to continue to support Benefits Planning, Assistance and Outreach (BPAO) that began from the State Partnership Initiative (SPI) grant in 1999. In 2004, DHS allocated \$109,000 from its MIG grant to help support the Minnesota Work Incentives Connection (WIC) efforts (as referenced on page 6 and in Appendix E). CEO funding will be used to supplement BPAO funding so the WIC can continue statewide activities. Services include:

- Benefits Analysis includes a comprehensive and detailed written plan showing the specific financial impact if an individual takes a job or chooses to work more.
- Information, Referral and Problem Solving answers questions about work rules and work incentives via a statewide toll-free hotline.

The Work Incentives Connection will continue to conduct outcome research that was administered from 2000 through early 2004. Preliminary findings indicate that Work Incentives Connection services do help people with disabilities go to work, increase their hours, take promotions, and even give up benefits.

## **9. TECHNICAL ASSISTANCE: STRATEGIC PLANNING PROCESS**

As required, Minnesota will participate in a mandatory Technical Assistance plan including an on-line information exchange for states who share similar objectives and who need similar types of assistance. Additionally, all technical assistance products produced with funds from the grant will be made available for use by other states.

As part of our strategic planning process, we plan to engage with contractors and technical assistance organizations with a proven history of strategic planning and organizational development to assist with the Strategic Planning Team development, implementation and quality assurance activities. Structural technical assistance will uncover what other states are

doing to promote best practices and to determine measures of success in bringing vastly different systems together to work on action oriented plans for increasing the number of competitively employed Minnesotans with disabilities. In Year One, Minnesota intends to engage a technical assistance organization with a proven strategic planning and organizational development track record to tailor Minnesota's Technical Assistance System and to assist in the implementation of the comprehensive strategic planning structure described above. In Year Two, Minnesota will submit a technical assistance plan and a strategic planning structure plan that will guide the next three years of the grant.

## **10. OUTCOME TRACKING SYSTEM**

Minnesota plans to build upon the existing outcome tracking systems which includes the DHS SSA and DEED databases. DHS uses MAXIS, Medicaid Management Information System (MMIS), and Unemployment Insurance (UI). MAXIS is the system used by state and county human services workers to determine eligibility for public assistance including health care and for cash assistance and food support programs. MAXIS also determines the appropriate benefit level and issues benefits. Minnesota's Medicaid Management Information System (MMIS) is used to track Medicaid claims information and Medicaid enrollment data.

DEED tracks wages and earnings through the Unemployment Insurance (UI) wage detail. They also use RIMS (Rehabilitation Information Management System) which is designed to collect information on all consumers receiving vocational rehabilitation services. This information is needed to meet federal reporting, program management, and evaluation requirements. Workforce One is a web based application--under development--that will be used by DEED and local WorkForce Center partners and will eliminate the need for multiple databases within their department. Individual programs (i.e. MA-EPD, MN Work Incentives Connection, etc.) also maintain outcome tracking systems through large systems like MMIS, or have developed their own smaller database and rely on direct consumer self-report such as surveys and profiles to track information.

The above data systems only track individuals who are in the SSI, SSDI, VR and MA specific program systems. To better track outcomes for people with disabilities, we need to enhance and expand data sharing agreements between major state agencies that include: DHS, DEED, the Department of Revenue (DOR), and the Department of Education. We currently do not have a comprehensive way to track employment information about people with disabilities in general (within the state or federal system). Relying on Current Population Survey (CPS) or

Census data alone does not give Minnesota an accurate picture of general employment data for people with disabilities. Minnesota will consider, through the Strategic Planning Team developing and implementing a statewide survey in Year One and Year Three to look at the general employment statistics of people with disabilities in order to measure whether differences have occurred. Survey data should reveal whether CEO-related efforts are improving the employment infrastructure for people with disabilities.

We will work to establish best practices and outcome measures for the employment of people with disabilities. In all employment initiatives implemented as a part of the strategic plan, quality assurance and outcome measures will be included as a part of the process.

## **11. COMMUNICATION PLAN**

Minnesota plans to enhance the current infrastructure by using the communication plan embedded in the Strategic Planning Structure (see above). Communication strategies that focus on empowering people with disabilities will be infused into the community through the Work Groups, Management Groups and Strategic Planning Team. It is important for the groups to have agreed upon goals and priorities. Once the knowledge and resources are shared, it is essential for each member of the Strategic Planning Structure to carry directives to their respective systems. It is even more essential that the information carried is consistent in terms of language, definition, etc. As one of its objectives, each Workgroup will develop a communication plan. It is only then that Minnesota will begin creating comprehensive, integrated systems that are consumer driven and easier for people with disabilities to navigate, that address barriers to competitive employment, and proactively work toward eliminating those

barriers. Ideas on how to best communicate information, findings and best practices to the public, consumers, employers, service providers and legislators are as follows:

#### Media Outlets

- A quarterly newsletter (web-based and print copy) would be developed that would include key aspects of BPAO, MA-EPD the Strategic Planning Team activities.
- DEED will provide project updates at least 3 times per year in their newsletter and discuss grant initiatives at relevant meetings.
- Press releases on Strategic Planning Team activities will be developed and released to key stakeholders and other appropriate sources.
- A toolbox will be developed to include posters, outreach activities, videos, etc.
- The MN Work Incentives Connection Website will coordinate resources necessary to integrate already existing links within the community.
- Each agency involved that has a communication division will coordinate newspaper and magazine articles targeting parts of the state and constituencies.
- Senior Management in each agency will work together on placing articles in newspapers and magazines. An example of a periodical to target would be *Access Press*, Minnesota's monthly disability community newspaper.

#### Tools for Businesses

- Toolbox for businesses would be developed to expand employer awareness about infusing people with disabilities into diversity initiatives.

#### Best Practices for Key Stakeholders

- Communication will be targeted to people who are enrolled in MA-EPD, Vocational Rehabilitation, and PAS consumers.
- The Training and Education Workgroups would continuously be putting information together and sharing information.
- Provider associations will be given information to distribute.

## **12. PARTNERSHIPS**

Minnesota identified DHS, DEED and MSCOD to be the best lead agencies partnering to achieve the goals of this grant. DHS will act as grant management and will oversee Medicaid Infrastructure development as well as house collaborative staff for the grant (Strategic Planning Coordinator, Training Coordinator and Employment Policy Director). DEED's role is to be the Economic Development leader. Outreach and connection to the Business Community will be achieved through the development of six new Regional Business Development Consultants.

These consultants will work with local Chambers of Commerce, Work Investment Boards and other employers in the community to further develop collaborative initiatives throughout Minnesota. DEED also houses the BPAO agency which will provide BPAO services through this grant. MSCOD will provide logistic support for the Strategic Planning Team as well as outreach and education on disability and employment issues per their legislative mandate. Memorandums of Commitment have been signed between DHS and DEED as well as DHS and MSCOD (refer to Appendix G). Minnesota has established many partners in its first MIG including an Advisory Group. This group of key stakeholders has provided the basis and recommendations upon which this proposal has been developed.

Agencies and organizations identified in the Environmental Analysis will be key components of the Strategic Planning framework, which includes the Strategic Planning Team, the Management Group and the Four Workgroups. These Four Workgroups, Business Initiatives, Policy Initiatives, Training and Education, and Research, Evaluation and Technology, will be comprised of consumers, state agency staff, business and economic development leaders, employers, disability community organizations, and other key stakeholders.

The CEO will be working with MnSIC (described on page 8) to develop and implement employment initiatives targeted to transition age youth with disabilities in this endeavor (see Appendix H for Letter of Support).

This grant also has the support of Minnesota's highest elected official, Governor Tim Pawlenty (See Appendix H for Letter of Support). Additional Letters of Support have been received from key stakeholders eager to assist in the rollout of the CEO. Letter contributors include: Social Security Administration, Business Leadership Network, Minnesota State Council on Disability, Minnesota Governor's Council on Developmental Disabilities, Ramsey County

Workforce Investment Board, Consortium of Citizens with Disabilities, MN Disability Law Center, Courage Center and the Metropolitan Center for Independent Living.

### **13. ORGANIZATION AND STAFFING**

The Minnesota Department of Human Services (DHS) will partner with the Department of Employment and Economic Development (DEED) and the Minnesota State Council on Disability (MSCOD) to develop and implement a Comprehensive Employment Opportunity (CEO) for people with disabilities. DHS will be the lead agency with all grant management responsibilities.

#### ***DESCRIPTIONS OF STAFF POSITIONS***

##### Department of Human Services

- **Project Director (.30 FTE).** The Project Director will be responsible for coordinating CEO efforts and oversee all facets of the CEO and will supervise the other project staff within DHS. **Key Staff:** MaryAlice Mowry. Ms. Mowry is currently the manager of the Access, Employment and Accountability section of the Disability Services Division and is the current Medicaid Infrastructure Grant manager. She will be responsible for staff supervision at DHS.
- **Grant Manager (.50 FTE).** The Grant Manager will be responsible for monitoring the progress of the grant activities and work with the Strategic Planning Team Coordinator to make sure the grant goals are being met. The Grant Manager will also prepare quarterly and final reports to CMS. **Key Staff:** Shelly Owen. Ms. Owen is a strategic planning specialist with the Disability Services Division of DHS. She is currently managing the Medicaid Infrastructure Grant administrative duties.
- **Research Scientist (.50 FTE).** This position will be coordinated out of DHS and will be responsible for managing data reporting for the Medicaid population. Will work collaboratively with other research/evaluation staff on grant goal measurement. **Key Staff:** Michael Baldwin. Mr. Baldwin is a research analyst within the Disability Services Division of DHS. His current duties are research and evaluation support for the Medicaid Infrastructure grant. CEO duties will include providing data support, evaluation activities and coordinating research activities.
- **Policy Support Specialists (2.0 FTE).** These positions will provide legislative and policy development support for the Disability Services Division as well Minnesota's Buy-In (MA-EPD). (1.5 FTE in year one and 2.0 in years 2-4). **Key Staff:** Beth Grube. Ms. Grube currently provides policy and technical assistance support for Minnesota's Buy-In (MA-



EPD). Linda Wolford. Ms. Wolford currently provides assistance on PAS and other home and community supports. She also is a liaison with the Real Choices grants in Minnesota.

- **Data Support Specialist (.50 FTE).** New position. The data support specialist would provide assistance to the research scientist in gathering administrative data for evaluation and policy activities. These positions will also assist in the preparation of data reports for CMS.
- **Administrative Support Specialist.** Marsha Nadeau. Ms. Nadeau currently is the Administrative Support Specialist and will assist the CEO staff with the daily administrative needs of the project.

### **Department of Employment and Economic Development**

[All positions under this agency will be supported through an interagency contract.]

- **Rehabilitation Services--Director (.10 FTE).** **Key Staff:** Cathy Carlson. Ms. Carlson will provide technical assistance support for the grant regarding employment and economic development.
- **Rehabilitation Services—Manager (.15 FTE).** **Key Staff:** Kim Resek. Ms. Resek will provide supervision for the Regional Business Development Consultants, will provide technical assistance support regarding employment and economic development and coordination of reporting and evaluation activities related to Rehabilitation Services activities.
- **Rehabilitation Specialist (.20 FTE).** **Key Staff:** Jerry Wood. Mr. Wood will provide lead staff support to Regional Business Consultants and will provide support with reporting and evaluation activities related to Rehabilitation Services activities.
- **Trainer and Outreach Specialists (1.5 FTE).** New positions. These positions will provide training to direct service providers, consumers, county staff and other stakeholders regarding employment related work incentives and disability and employment policy.
- **Regional Business Development Consultants (6.0 FTE).** New positions. These positions will work as liaisons for people with disabilities to and for regional businesses. Work would include uniting Workforce Development activities of recruitment, employee retention and human resources staffing with economic development activities of business attraction, business retention and business creation and growth.

### **Collaborative Staff**

- **Employment Policy Director (1.0 FTE).** New Position. This position will provide support for both DHS and DEED regarding disability and employment policies. Analysis of current employment policies and barriers and the implications of policy will be key for this position.

- **Planning Team Coordinator (1.0 FTE).** New Position. This position will provide the direct support for the strategic planning team. This position will act as the liaison, logistics coordinator and facilitator for the management and work groups. He/she will also act as report coordinator and will develop all final materials from the strategic planning team.
- **Training Development Coordinator (1.0 FTE).** New Position. This position will provide the development of a statewide disability and employment training plan. Due to the increase in demand, current training protocols are not sufficient to meet the need. This position will work with all partnering agencies to develop online training modules, comprehensive information packages and other training protocols to broaden the current scope of training and outreach.

#### **14. CONTRACTS OR SUBCONTRACTS**

Minnesota anticipates these contracts for the grant. Broader descriptions of activities are found in the grant narrative.

<b>Who</b>	<b>What</b>	<b>Cost</b>
Strategic Planning Team Meeting Facilitator.	Will provide facilitation activities for the 3-4 meetings per year.	\$20,000
Strategic Planning Process Consultant(s)/Technical Assistance Provider(s)	Will provide support for the strategic planning process throughout the grant	\$215,000
Interagency agreement with the Department of Employment and Economic Development	Will provide employment and economic development support for grant. Will house the six regional business development consultants.	\$2,760,962
Interagency agreement with Department of Employment and Economic Development for Work Incentive Connection (BPAO)	Will provide BPAO activities for the grant.	\$909,938
Interagency agreement with the Minnesota State Council on Disability	Will provide logistic support for the strategic planning team.	\$80,000
Annual plans for consumer involvement	Will provide consumer input in Medicaid infrastructure activities as well as strategic planning.	\$20,000
Annual plan for update of online buy-in premium estimator	Will maintain website for consumer buy-in premium estimator.	\$20,000
Technical Assistance on Medicaid Infrastructure activities and general grant management support		\$360,000

Minnesota also anticipates that there will be needed contracts or grants for the training and material development (\$275,000) and strategic planning team initiatives (\$1,600,000). These

will be utilized once there is a clearer picture of what is needed through strategic planning and training coordination.

## **15. ADDITIONAL TECHNICAL ASSISTANCE TO BE PURCHASED**

Minnesota will continue to utilize the expertise found in the two current Medicaid Infrastructure Grant Technical Assistance Agencies: Center for Workers with Disabilities and the National Consortium for Health Systems Development. Minnesota will continue with individual consultants, organizations, and educational institutions as determined in the strategic planning process. All technical assistance contracts will be guided through the development of specific workplans driven by our goals, objectives and strategic plan. Additionally, Minnesota will continue to work with these agencies and other states to enhance, develop and share best practices and outcomes around technical assistance tools used to increase the competitive employment for people with disabilities.

## **16. SOURCES**

GAO-01-153, "Improving Return-to-Work Efforts," p.3

Houtenville, Andrew J. 2004. "Disability Statistics in the United States." Ithaca, NY: Cornell University Rehabilitation Center, [www.disabilitystatistics.org](http://www.disabilitystatistics.org). Posted May 15, 2003. Retrieved on June 11, 2004.

Minnesota Department of Employment and Economic Development, 2004. Economic Mix. Retrieved on May 24, 2004 from <http://www.dted.state.mn.us>.

National Organization on Disability. 2001. Excerpt from the N.O.D./Harris 2000 Survey of Americans with Disabilities: Employment Facts about People with Disabilities in the United States. Retrieved on June 11, 2004 from <http://www.nod.org/content.cfm?id=134>.

Policy and Budget Recommendations for Minnesota's Workforce Investment Portfolio, 2004. Retrieved on June 11, 2004 from <http://www.gwdc.org/investmentadvisory.PDF>

Wilder Research Center (May, 2004). Survey of consumers of the Minnesota Personal Care Assistance Program. Prepared for the Minnesota Department of Human Services. St. Paul: Minnesota.

**MINNESOTA'S COMPREHENSIVE EMPLOYMENT OPPORTUNITIES GRANT:  
FOUR-YEAR BUDGET**

<b>MINNESOTA'S FOUR-YEAR CEO BUDGET</b>					
<b>Object Class Detail</b>	<b>CY 2005</b>	<b>CY 2006</b>	<b>CY 2007</b>	<b>CY 2008</b>	<b>Total</b>
<b>Personnel</b>	438,600	485,001	501,976	519,545	1,945,122
<b>Fringe Benefits</b>	118,422	130,950	135,534	140,277	525,183
<b>Travel</b>	34,000	35,190	36,422	37,696	143,308
<b>Equipment</b>	32,000	33,120	34,279	35,479	134,878
<b>Supplies</b>	65,000	56,400	52,850	54,348	228,598
<b>Contracts</b>	923,068	1,534,249	1,449,009	1,444,637	5,350,963
Outreach/Education Materials	30,000	80,000	20,000	10,000	140,000
Technical Assistance Advisory (consumers)	5,000	5,000	5,000	5,000	20,000
MA-EPD Premium Estimator	5,000	5,000	5,000	5,000	20,000
Technical Assistance (MIG)	90,000	90,000	90,000	90,000	360,000
MN State Council on Disability	20,000	20,000	20,000	20,000	80,000
Facilitator	5,000	5,000	5,000	5,000	20,000
Technical Assistance (Strategic Planning)	120,000	50,000	25,000	20,000	215,000
Strategic Planning Initiatives	100,000	500,000	500,000	500,000	1,600,000
Training	50,000	50,000	25,000	10,000	135,000
Dept. of Employment & Economic Development	498,068	729,249	754,009	779,637	2,760,963
<b>Construction</b>	0	0	0	0	0
<b>Other</b>	5,000	5,000	5,000	5,000	20,000
<b>Sub-Total Direct</b>	1,616,090	2,279,910	2,215,069	2,236,983	8,348,052
<b>Benefits Planning, Outreach and Assistance</b>	176,154	248,510	241,442	243,831	909,937
<b>Indirect Costs</b>	145,448	205,192	199,356	201,328	751,325
<b>Total</b>	<b>1,937,692</b>	<b>2,733,612</b>	<b>2,655,867</b>	<b>2,682,142</b>	<b>10,009,314</b>

## STRATEGIC PLANNING TEAM COSTS: OBJECT CLASS DETAIL

STRATEGIC PLANNING TEAM					
Object Class Detail	CY 2005	CY 2006	CY 2007	CY 2008	Total
Personnel 1.00	54,000	55,890	57,846	59,871	227,607
Fringe Benefits	14,580	15,090	15,618	16,165	61,454
Travel	5,000	5,175	5,356	5,544	21,075
Equipment	5,000	5,175	5,356	5,544	21,075
Supplies	8,000	8,105	8,214	8,326	32,645
Contracts	245,000	575,000	550,000	545,000	1,915,000
MSCOD	20,000	20,000	20,000	20,000	80,000
TA (SPT)	120,000	50,000	25,000	20,000	215,000
Facilitator	5,000	5,000	5,000	5,000	20,000
Initiatives	100,000	500,000	500,000	500,000	1,600,000
Construction	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub-Total Direct</b>	<b>331,580</b>	<b>664,435</b>	<b>642,391</b>	<b>640,449</b>	<b>2,278,855</b>
<b>Indirect Costs</b>	<b>29,842</b>	<b>59,799</b>	<b>57,815</b>	<b>57,640</b>	<b>205,097</b>
<b>Total Strategic Planning</b>	<b>361,422</b>	<b>724,234</b>	<b>700,206</b>	<b>698,089</b>	<b>2,483,952</b>

### STRATEGIC PLANNING TEAM BUDGET NARRATIVE:

**PERSONNEL:** Includes a Strategic Planning Coordinator (1.0 FTE) at \$54,000 salary. Yearly salary increase is based upon 3.5%.

**FRINGE BENEFITS:** Benefits were projected at 27% of the estimated salary level based on current employment expenses and trends.

**TRAVEL:** Includes in-state travel, out state travel, and mileage reimbursement at IRS allowable rates (currently 37.5 cents/mile).

**EQUIPMENT:** Includes computer and software purchases and upgrades, office furniture, etc...

**SUPPLIES:** Includes office supplies, communications, evaluation materials, training materials, copying, postage, printing, etc...

**CONTRACTS:** Includes 1) the Minnesota State Council on Disabilities contract for logistical support for the Strategic Planning Team (\$20,000 per year); 2) the contract for a technical assistance/ strategic planning processing for the Strategic Planning Team. This budget amount may be split between multiple vendors. Vendors will be chosen within the first year of the grant (\$120,000, \$50,000, \$25,000 and \$20,000 respectively); 3) the contract for a meeting facilitator for Strategic Planning Team. This contract will only be for the actual meeting days for the Strategic Planning Team; and 4) the Strategic Planning Team Initiatives. Budgeted funds will be allocated through the Strategic Planning Team's vision to meet the goals of the grant.

**CONSTRUCTION:** None.

**OTHER:** None.

**INDIRECT COSTS:** Are based upon the grant maximum of 9%.

## RESEARCH, EVALUATION & TECHNOLOGY COSTS: OBJECT CLASS DETAIL

RESEARCH, EVALUATION & TECHNOLOGY					
Object Class Detail	CY 2005	CY 2006	CY 2007	CY 2008	Total
Personnel 1.00	53,500	55,373	57,311	59,316	225,499
Fringe Benefits	14,445	14,951	15,474	16,015	60,885
Travel	5,000	5,175	5,356	5,544	21,075
Equipment	5,000	5,175	5,356	5,544	21,075
Supplies	5,000	5,175	5,356	5,544	21,075
Contracts	0	0	0	0	0
Construction	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub-Total Direct</b>	<b>82,945</b>	<b>85,848</b>	<b>88,853</b>	<b>91,963</b>	<b>349,608</b>
<b>Indirect Costs</b>	<b>7,465</b>	<b>7,726</b>	<b>7,997</b>	<b>8,277</b>	<b>31,465</b>
<b>Total Research, Evaluation &amp; Technology</b>	<b>90,410</b>	<b>93,574</b>	<b>96,850</b>	<b>100,239</b>	<b>381,073</b>

### RESEARCH, EVALUATION & TECHNOLOGY BUDGET NARRATIVE:

**PERSONNEL:** Includes a Research Scientist (.50 FTE) at \$60,000 salary and a Data Support Position (.50 FTE) at \$54,000. Yearly salary increase is based upon 3.5%.

**FRINGE BENEFITS:** Benefits were projected at 27% of the estimated salary level based on current employment expenses and trends.

**TRAVEL:** Includes in-state travel, out state travel, and mileage reimbursement at IRS allowable rates (currently 37.5 cents/mile).

**EQUIPMENT:** Includes computer and software purchases and upgrades, office furniture, etc...

**SUPPLIES:** Includes office supplies, communications, evaluation materials, training materials, copying, postage, printing, etc...

**CONTRACTS:** None.

**CONSTRUCTION:** None.

**OTHER:** None.

**INDIRECT COSTS:** Are based upon the grant maximum of 9%.

## TRAINING AND EDUCATION COSTS: OBJECT CLASS DETAIL

TRAINING & EDUCATION					
Object Class Detail	CY 2005	CY 2006	CY 2007	CY 2008	Total
Personnel 1.75	100,500	104,018	107,658	111,426	423,602
Fringe Benefits	27,135	28,085	29,068	30,085	114,372
Travel	5,000	5,175	5,356	5,544	21,075
Equipment	10,000	10,350	10,712	11,087	42,149
Supplies	40,000	30,700	26,425	27,174	124,299
Contracts	80,000	130,000	45,000	20,000	275,000
Outreach	30,000	80,000	20,000	10,000	140,000
Training	50,000	50,000	25,000	10,000	135,000
Construction	0	0	0	0	0
Other	0	0	0	0	0
Sub-Total Direct	262,635	308,327	224,219	205,316	1,000,497
Indirect Costs	23,637	27,749	20,180	18,478	90,045
<b>Total Training &amp; Education</b>	<b>286,272</b>	<b>336,077</b>	<b>244,399</b>	<b>223,794</b>	<b>1,090,542</b>

### TRAINING AND EDUCATION BUDGET NARRATIVE:

**PERSONNEL:** Includes a Training Developer/Coordinator (1.0 FTE) at \$60,000 salary and a Policy Trainer (.75 FTE) at \$60,000. Yearly salary increase is based upon 3.5%.

**FRINGE BENEFITS:** Benefits were projected at 27% of the estimated salary level based on current employment expenses and trends.

**TRAVEL:** Includes in-state travel, out state travel, and mileage reimbursement at IRS allowable rates (currently 37.5 cents/mile).

**EQUIPMENT:** Includes computer and software purchases and upgrades, office furniture, etc...

**SUPPLIES:** Includes office supplies, communications, evaluation materials, training materials, copying, postage, printing, etc...

**CONTRACTS:** Includes 1) the contract for developing outreach materials. It is anticipated that numerous brochures and other materials will need to be developed to support the work of this grant as well as maintain the current information for Minnesota's Buy-In current; and 2) the contract(s) for a coordinated approach to training. It has been identified that development of more online training is need that currently exists. Contracts could include online training modules for Minnesota's Buy-In and other work incentives for consumers, county workers, and stakeholders.

**CONSTRUCTION:** None.

**OTHER:** None.

**INDIRECT COSTS:** Are based upon the grant maximum of 9%.

**GRANT ADMINISTRATION AND TECHNICAL ASSISTANCE COSTS:  
OBJECT CLASS DETAIL**

<b>GRANT ADMINISTRATION &amp; TECHNICAL ASSISTANCE</b>					
<b>Object Class Detail</b>	<b>CY 2005</b>	<b>CY 2006</b>	<b>CY 2007</b>	<b>CY 2008</b>	<b>Total</b>
<b>Personnel</b> 1.10	68,600	71,001	73,486	76,058	289,145
<b>Fringe Benefits</b>	18,522	19,170	19,841	20,536	78,069
<b>Travel</b>	15,000	15,525	16,068	16,631	63,224
<b>Equipment</b>	8,000	8,280	8,570	8,870	33,720
<b>Supplies</b>	9,000	9,315	9,641	9,978	37,934
<b>Contracts</b>	593,068	824,249	849,009	874,637	3,140,963
Advisory	5,000	5,000	5,000	5,000	20,000
TA (MIG)	90,000	90,000	90,000	90,000	360,000
DEED	498,068	729,249	754,009	779,637	2,760,963
<b>Construction</b>	0	0	0	0	0
<b>Other</b>	5,000	5,000	5,000	5,000	20,000
<b>Sub-Total Direct</b>	717,190	952,540	981,615	1,011,710	3,663,055
<b>Indirect Costs</b>	64,547	85,729	88,345	91,054	329,675
<b>Total Grant Administration &amp; Technical Assistance</b>	<b>781,737</b>	<b>1,038,269</b>	<b>1,069,961</b>	<b>1,102,764</b>	<b>3,992,730</b>

**GRANT ADMINISTRATION AND TECHNICAL ASSISTANCE BUDGET NARRATIVE:**

Technical assistance in this section refers to both the contracts for the national providers that currently provide Minnesota's technical assistance as well as Minnesota's technical assistance activities to other states, federal agencies and stakeholders. This does not include technical assistance support for the Strategic Planning Team.

**PERSONNEL:** Includes a Grant Director (.30 FTE) at \$80,000 salary, a Grant Manager (.50 FTE) at \$61,000 and an Administrative Support Position (.30 FTE) at \$47,000. Yearly salary increase is based upon 3.5%.

**FRINGE BENEFITS:** Benefits were projected at 27% of the estimated salary level based on current employment expenses and trends.

**TRAVEL:** Includes in-state travel, out state travel, and mileage reimbursement at IRS allowable rates (currently 37.5 cents/mile).

**EQUIPMENT:** Includes computer and software purchases and upgrades, office furniture, etc...

**SUPPLIES:** Includes office supplies, communications, evaluation materials, cell phone (director only), training materials, copying, postage, printing, etc...

**CONTRACTS:** Includes 1) annual plans for stakeholder input/advisory activities; and 2) the technical assistance support for continuing Medicaid Infrastructure activities (policy/legislative development and support as well as research and evaluation assistance).

**CONSTRUCTION:** None.

**OTHER:** Allocation of \$5000 per year.

**INDIRECT COSTS:** Are based upon the grant maximum of 9%.



**BENEFITS PLANNING, OUTREACH AND ASSISTANCE COSTS:  
OBJECT CLASS DETAIL**

<b>BENEFITS PLANNING, OUTREACH AND ASSISTANCE</b>					
<b>Object Class Detail</b>	<b>CY 2005</b>	<b>CY 2006</b>	<b>CY 2007</b>	<b>CY 2008</b>	<b>Total</b>
Personnel 0.00	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Travel	0	0	0	0	0
Equipment	0	0	0	0	0
Supplies	0	0	0	0	0
Contracts WIC	176,154	248,510	241,442	243,831	909,937
Construction	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub-Total Direct</b>	<b>176,154</b>	<b>248,510</b>	<b>241,442</b>	<b>243,831</b>	<b>909,937</b>
Indirect Costs	0	0	0	0	0
<b>Total Benefits Planning</b>	<b>176,154</b>	<b>248,510</b>	<b>241,442</b>	<b>243,831</b>	<b>909,937</b>

**BENEFITS PLANNING, OUTREACH AND ASSISTANCE BUDGET NARRATIVE:**

**PERSONNEL:** None.

**FRINGE BENEFITS:** None.

**TRAVEL:** None.

**EQUIPMENT:** None.

**SUPPLIES:** None.

**CONTRACTS:** Includes the Interagency Agreement with the Work Incentives Connection to provide benefits planning, outreach and assistance.

**CONSTRUCTION:** None.

**OTHER:** None.

**INDIRECT COSTS:** None.

## POLICY INITIATIVES COSTS: OBJECT CLASS DETAIL

POLICY INITIATIVES						
Object Class Detail		CY 2005	CY 2006	CY 2007	CY 2008	Total
Personnel	3.00	162,000	198,720	205,675	212,874	779,269
Fringe Benefits		43,740	53,654	55,532	57,476	210,403
Travel		4,000	4,140	4,285	4,435	16,860
Equipment		4,000	4,140	4,285	4,435	16,860
Supplies		3,000	3,105	3,214	3,326	12,645
Contracts	Estimator	5,000	5,000	5,000	5,000	20,000
Construction		0	0	0	0	0
Other		0	0	0	0	0
<b>Sub-Total Direct</b>		<b>221,740</b>	<b>268,759</b>	<b>277,991</b>	<b>287,546</b>	<b>1,056,036</b>
<b>Indirect Costs</b>		<b>19,957</b>	<b>24,188</b>	<b>25,019</b>	<b>25,879</b>	<b>95,043</b>
<b>Total Policy</b>		<b>241,697</b>	<b>292,948</b>	<b>303,010</b>	<b>313,425</b>	<b>1,151,079</b>

### POLICY INITIATIVES BUDGET NARRATIVE:

**PERSONNEL:** Includes (1.5 FTE) Policy Positions in Year One and (2.0) Policy Positions in Year 2-4 at \$60,000 and (1.0 FTE) Employment Policy Director at \$72,000. Yearly salary increase is based upon 3.5%.

**FRINGE BENEFITS:** Benefits were projected at 27% of the estimated salary level based on current employment expenses and trends.

**TRAVEL:** Includes in-state travel, out state travel, and mileage reimbursement at IRS allowable rates (currently 37.5 cents/mile).

**EQUIPMENT:** Includes computer and software purchases and upgrades, office furniture, etc...

**SUPPLIES:** Includes office supplies, communications, evaluation materials, training materials, copying, postage, printing, etc...

**CONTRACTS:** Includes the annual plan to maintain the online buy-in premium estimator developed under the first MIG.

**CONSTRUCTION:** None.

**OTHER:** None.

**INDIRECT COSTS:** Are based upon the grant maximum of 9%.