



Amount:

\$476

CONTRACT FOR SERVICES

This contract is between **SOAR Career Solutions (SOAR)** and **Adult Basic Education (Contractor)** to fulfill outcomes of the MN FastTRAC Adult Career Pathways WDF SFY14 grant.

TERM OF CONTRACT

Effective Date: October 1, 2013

Expiration Date: March 31, 2015 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

CONTRACTOR'S DUTIES

The Contractor will:

1. Perform the duties specified in the Work Plan (Exhibit A), which is attached and incorporated into this contract.
2. Provide quarterly reports two weeks prior to the reporting due date and/or any other reporting required by MN FastTRAC, including...
3. Submit invoice outlining services provided with supportive documentation to SOAR finance director on a quarterly basis (see *Terms of Payment Section*). Examples of documentation for services include detailed receipts and timesheets.
4. Coordinate with SOAR staff on scheduling for services and/or workshops.
5. If applicable, provide evaluations, attendance and completion information for services, trainings or workshops.
6. Develop and maintain ongoing communication with SOAR staff.

SOAR DUTIES

1. Perform the duties specified in the Work Plan (Exhibit A), which is attached and incorporated into this contract.
2. If applicable, provide evaluations, attendance and completion information for services, trainings or workshops.
3. Develop and maintain ongoing communication with Adult Basic Education staff.

TERMS OF PAYMENT

SOAR will pay the Contractor for all services performed under this contract as specified in the Budget Narrative (Exhibit B), which is attached and incorporated into this contract. The total obligation of MN-FastTRAC/SOAR for all compensation and reimbursements to the Contractor is: \$476.00

Invoices can be submitted on a monthly basis, but **must be** submitted quarterly. Quarterly due dates are as follows:

- January 10, 2014
- April 10, 2014
- July 10, 2014
- October 10, 2014
- January 10, 2015
- April 10, 2015
- July 10, 2015

Payment for services will be sent within 30 days of receipt of invoice.

AUTHORIZED REPRESENTATIVES

SOAR's Authorized Representative is Emily Edison, Executive Director, 205 W. 2nd Street, Suite 101, Duluth, MN, 55802, 218-722-3126, or successor.

The Contractor's Authorized Representative is Patty Fleege, ABE Coordinator, 215 N. 1st Ave East, Duluth, MN 55802, (218) 336-8790.

AMENDMENTS AND TERMINATION

The agreement may be amended by the mutual consent of the parties. Either party may propose a change in the contract at any time by providing a written proposal to the other party, who shall have 30 days to accept, reject or modify the proposed amendment.

If the proposed amendment is modified, the original proposing party shall have 30 days to accept, reject or modify the counter amendment, and so forth. If the process of seeking changes to the agreement ends in a rejection, the proposing party shall have the option of terminating the agreement.

Termination for Insufficient Funding: SOAR may terminate this contract if it does not obtain the promised funding from MN-FastTRAC. SOAR will notify Contractor in writing as soon as we receive notice of loss of funds. SOAR is not obligated to pay for any services that are provided after notice and effective date of termination. However, Contractor will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed, to the extent that funds are available.

Signed and approved by:

1. Contractor,

By: W. Hanson

Title: CFO

Date: 11/22/13

2. SOAR Career Solutions

By: Emily Edison

Title: Executive Director

Date: 11/19/13

Form 2 – Minnesota FastTRAC Work Plan

Program Name: LABORATORY HEALTH CARE CAREER PATHWAY

Target Population – description of population(s) your program will serve – Define the adults this program will serve who need academic and employability supports to be successful in postsecondary credential attainment.

Fifteen adults from the following target populations: individuals returning to work from public assistance (MFIB, SNAP, etc.), long-term unemployed or underemployed individuals and low-income workers will participate in the Laboratory Health Career Pathway program. Participants will be recruited and/or referred from the Duluth Workforce Development; SOAR Career Solutions (SOAR); Duluth Adult Basic Education (ABE); Duluth Workforce Center/DEED; Arrowhead Economic Opportunity Agency (AEOA); Minnesota Chippewa Tribe and through other local non-profits that serve low-income individuals experiencing barriers to employment.

Navigation Support Plan – Identify which agency(ies) will provide program navigation and outline recruitment, retention, employability skill building, interaction with educators, communication plan with participants, and other activities along the career pathway.

Please note: *The timeline of activities is outlined on the Timeline and Work Plan Illustration attached as a PDF accompanying this application.*

Recruitment: SOAR Career Solutions will prepare and distribute program information to all partner organizations outlining eligibility requirements including but not limited to criminal history and income limitations. Participant recruitment will be implemented by each partner organization through their individual networks and by posting at their physical sites. Information will also be posted through social media outlets, local blog sites and on the SOAR website. SOAR will identify interested and eligible participants. Partner agencies will refer eligible individuals through an already established referral process. SOAR will facilitate an information session including detailed information about the Laboratory Health Care Career pathway program and careers as phlebotomists, medical and clinical technicians and technologists. Participants will take an employability measure and interest assessment and to further assess their barriers, skills, interests and capabilities for this pathway program.

Retention: Support services offered to continue to employment and retention include 1:1 case management by SOAR case managers who are well trained to support people in the areas of conflict resolution, getting along with co-workers/boss, preparing for 3, 6, or 12 month review, identifying trainings that will further your career, support through transitions of a new job, supporting clients and preventing quitting due to stress or other factors surrounding returning to work.

Employability Skill Building: SOAR will provide employability skill building through a cognitive change course called Steps to Economic and Personal Success (STEPS) and will also offer Career Quest, a 30 hour employability skill building workshop for adult learners. Navigators (Career Specialists) will also refer participants to the Duluth Workforce Center for additional employability skill building services such as Creative Job Search, Make MinnesotaWorks Work For You, Job Club, resume assistance, interview preparation and access to the National Career Readiness Certificate (NCRC).

Interaction with educators: SOAR's Navigators (Career Specialists), will serve as liaisons to the instructor in the classroom at Lake Superior College by communicating about attendance, performance, and overcoming barriers students are facing.

Communication plan with participants: Career Specialists will provide 1:1 case management to support participants in meeting course requirements as adult learners by creating communication guidelines to address unexpected events that could potentially interrupt attendance or other course requirements.

Other activities along the career pathway: SOAR Employment Services program director and Navigators (Career Specialists) will provide coordination of activities in partnership with employer partners who provide career and job search services as part of this grant. Career and job search activities that business partners will participate in include industry focused and business driven mock interviews, presentations describing job duties in Laboratory Health Care careers, and industry focused job application advice. SOAR will work in partnership with the Workforce Center's Regional Labor Market Analyst, who will facilitate relationships with industry businesses. Career Exploration activities such as business tours, coordinated by SOAR staff, will be held to increase the retention of interested students in the Laboratory Health Care Career Pathway. Navigators (Career Specialists) will also refer participants to the Duluth Workforce Center for additional employability skill building services such as Creative Job Search, Make MinnesotaWorks Work For You, Job Club, resume assistance and interview preparation and the NCRC.

ABE Bridge Course Description – include content area, participant eligibility requirements, site, duration, recruitment, outcomes. Programs are encouraged to build contextualized GED 2014 bridge courses to simultaneously prepare adults for success on the GED 2014 exams as well as prepare for success in postsecondary course work.

Participants in Bridge programming are candidates identified by SOAR as having a serious interest and potential for enrolling in the Laboratory Health Care Career Pathway. These candidates are assessed by an Adult Basic Education teacher in the areas of reading and math using the TABE (Test of Adult Basic Education). Those candidates whose academic skills do not meet the entrance criteria (8th grade reading and 8th grade math) or who would benefit from brush up in one or both of those areas are entered into a brush-up skills class which focuses on industry specific content. This targeted skills development will be provided through direct classroom instruction on site at SOAR. Candidates who are identified as not having a high school diploma or GED may be entered into this same brush-up skills program if their skills assessment reflects an ability to be GED ready within the brush-up class time period. If a candidate is in need of a GED and may need more skill preparation than the brush-up skill class can provide, the candidate will be directed to GED instruction available at the Adult Learning Center. Also, students who are determined to be deficient in basic computer skills, as determined by computer assessment at SOAR, will have those needs addressed through a health care focused computer basics skills course also provided at SOAR. Bridge participants may also attend additional classes at the Adult Learning Center, which is located three blocks from SOAR. The length of the Bridge Course will vary with the amount of basic skills development needed by the participant.

Integrated ABE/Postsecondary – include **Course Names/Numbers**; rationale for choosing these courses for integration (e.g., current pass/fail/withdraw rate), site, duration, terms, recruitment, student eligibility requirements (e.g., TABE/Accuplacer scores), credentials for which these courses are required, (provide a link to program web page online), and **integrated outcomes** (MnSCU course outcomes tied to ABE foundational skill outcomes). Include plan for meetings between ABE and MNSCU faculty and integration model they intend to provide (e.g., co-requisite, integration of ABE just-in-time skill building in college course, etc).

Adult Basic Education will provide integrated instruction for students of the Laboratory Health Career Pathway at the Lake Superior College Campus. Integrated instruction will be provided by an Adult Basic Education teacher in conjunction with a content area instructor at numerous junctures throughout the pathway coursework. This instruction will be provided in a variety of formats. Student support needs will be determined and met throughout the pathway dependent on the academic nature of the course and the form of support and instruction determined to best meet that need. Students' learning styles and individual academic strengths/needs will be taken into account in determining support that best meets each course.

The ABE instructor will focus efforts not only on content instruction, but also in developing a strong “community of learners” whose foundation is built on strong communication. Our learning from past cohort implementation and observations of integrated instructors is the importance of building such a “community of learners.” Communication skill development will target soft skills such as problem solving, conflict resolution, and accurate oral communication while developing a foundational atmosphere of support within the “community.”

Phlebotomy is a 14 credit certificate that includes a 1 credit Medical Terminology class, 1 credit Medical Ethics and Law class, 1 credit Interviewing Procedures and Practice, 4 credits Basic Skills for Laboratory Personnel, 3 credit Collection Procedures and Skills for Phlebotomist

and a 1 credit Internship. Students must also complete 3 credits from one of the following classes; Introduction to Communication, Interpersonal Communication or Composition I. Within the 14 credits of instruction, ABE will provide integrated academic skills building, with the primary goal of being able to pass these classes with preferably a grade B or better. For more information on LSC's phlebotomy certificate: http://www.lsc.edu/academics/requirements.cfm?major_id=8200 Phlebotomy was chosen as the health careers pathways because it is offered in a short term certificate format, and credits from this certificate can be used to complete the Associate of Science degree in Medical Laboratory Technician. Lake Superior College will offer these classes in a closed enrollment format allowing students to develop a "community of learners."

In this proposal the "Gateway" program becomes the transfer of credits that are already built into the Phlebotomy certificate that can be counted towards the 64 credit Medical Laboratory Technician Associate of Applied Science. This includes one of the 3 credit classes in Communications or Composition and the 1 credit course in Medical Ethics and Law. Additional support will be provided in the Gateway program through workshops and individual counseling provided by LSC Advisors to prepare students for the transition from the 14 credit Phlebotomy Certificate to the 64 credit Medical Laboratory Technician A.A.S. Topics will include: Prep for the Accuplacer, Applying for State and Federal Financial Aid, Access to LSC Student Support Services, Understanding prerequisites and program requirements and Using D2L for Online Classes. Gateway workshops will be provided by LSC staff, with coordination provided by SOAR. Participants will also be invited to participate in the summer session "Pathways to College Success", an 8-week class offered by ABE in the LSC Learning Center. This class is designed to improve participants' Accuplacer scores and study skills before they start college classes.

Continuing Pathway – Define additional, non-integrated courses included in the pathway and identify credential(s) to be obtained. Outline work or OJT experiences. Outline support services that will continue to employment placement and retention.

The credential offered through this grant is a 14 credit Phlebotomist Certificate. This certificate option is designed to prepare a laboratory practitioner whose primary duty is to obtain patient blood specimens by venipuncture and micro collection techniques and to facilitate collection and transportation of other clinical laboratory specimens. MLT technical courses in this program are accepted by the LSC MLT program. Background study required by Minnesota law.

The academic path upon completion of the Phlebotomist certificate is advancement into the Medical Laboratory Technician 2 year degree program. The Clinical/Medical Laboratory Technician program is one that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and tests and to apply preset strategies to record and analyze data. Includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications;

interpersonal and communications skills; and the basic principles of hematology; medical microbiology; immunohematology; immunology; clinical chemistry, and urinalysis.

Additional, non-integrated courses: In this proposal the “Gateway” program becomes the transfer of credits that are already built into the Phlebotomy certificate that can be counted towards the 64 credit Medical Laboratory Technician Associate of Applied Science. This includes one of the 3 credit classes in Communications or Composition and the 1 credit course in Medical Ethics and Law. Additional support will be provided in the Gateway program through workshops and individual counseling provided by LSC Advisors to prepare students for the transition from the 14 credit Phlebotomy Certificate to the 64 credit Medical Laboratory Technician A.A.S. Topics will include: Prep for the Accuplacer, Applying for State and Federal Financial Aid, Access to LSC Student Support Services, Understanding prerequisites and program requirements and Using D2L for Online Classes.

Gateway workshops will be provided by LSC staff, with coordination provided by SOAR. Participants will also be invited to participate in the summer session “Pathways to College Success”, an 8-week class offered by ABE in the LSC Learning Center. This class is designed to improve participants’ Accuplacer scores and study skills before they start college classes.

Retention:

Support services offered to continue to employment and retention include case management by SOAR case managers who are well trained to support people in the areas of conflict resolution, getting along with co-workers/boss, preparing for 3, 6, or 12 month review, identifying trainings that will further your career, support through transitions of a new job, supporting clients and preventing quitting due to stress or other factors surrounding returning to work. Additional supportive services include employer career exploration support such as mock interviewing and applications specific to job seeking in hospital environment. Navigators (case managers) will also refer participants to the Duluth Workforce Center for additional employability skill building services such as Creative Job Search, Make MinnesotaWorks Work For You, Job Club, resume assistance, interview preparation, and the NCRC.

Program and Participant Outcomes – Note overall total served in the program and project expected number to achieve each outcome. These are overall program outcomes; individual participants are not expected to achieve all these outcomes within one grant period.

<p>Total Number Served: 15</p> <p>See page 14 of RFP for full description of each outcome.</p> <ul style="list-style-type: none"> • Basic skills acquisition – 100% (15 people) • Credit Accumulation – 80% (12 people) • Credential Attainment – See Department of Labor TEGL 15-10 for further definition of the term “credential.” 80% (12 people) • Job placement in career field – 50% (6) of people who obtain phlebotomy credentials will find a job in the career field. • Job retention – 50% (8) of the total enrollees will retain jobs. • Wage progression – Average increase in wages of \$4,000.00 • Continuation of career pathway training – 10% (2 people) will continue the pathway to obtain their Associates of Science degree for the medical and clinical technician occupation.

Partnership – Partners and Roles

Organization	Role	Outcomes (for which partner is responsible)
<p>EMPLOYERS</p> <p>Essentia Health</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER Pathway. 2. Provide information on how career advancement occurs within the Essentia Health system. 3. Provide job requirements for the phlebotomist, medical laboratory technicians and medical technologists' careers. 4. Provide information regarding the current and future need for careers in phlebotomy, medical laboratory technicians and medical technologists. 5. Provide staff to give participants insight on interview skills, explain the “ins and outs” of applying for jobs, and give pointers on resume writing. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants are aware of the Essentia Health system and know what needs to happen to advance up the career ladder. 3. Participants know the requirements

		<p>needed to acquire positions as a phlebotomist, medical laboratory technician and medical technologist.</p> <ol style="list-style-type: none"> 4. Trends for employment needs in the Duluth Laboratory Health Care Career Ladder are confirmed. 5. Participants increase job search skills.
<p>WORKFORCE DEVELOPMENT Duluth Workforce Development</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER program. 2. Provide participant referrals. 3. Provide access to job search services. 4. Share dual participant data. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants are referred to the DULUTH LABORATORY HEALTH CARE CAREER pathway program from Duluth

		<p>Workforce Development.</p> <p>3. With support from case managers and DEED job search tools, participants will conduct a job search that results in employment.</p> <p>4. Data sharing agreement is signed.</p> <p>Increased participant communication among partner agencies.</p>
<p>Arrowhead Economic Opportunity Agency (AEOA)</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER program. 2. Provide participant referrals. 3. Share dual participant data. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants are referred to the DULUTH LABORATORY HEALTH CARE CAREER pathway program from AEOA.

		<p>3. Data sharing agreement is signed. Increased participant communication among partner agencies.</p>
<p>ADULT BASIC EDUCATION The Adult Learning Center</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER program. 2. Provide bridge programming/supportive services (brush-up assistance for math, reading and computer skills within laboratory health care field). 3. Implement TABE assessment. 4. Provide participant referrals. 5. Share dual participant data. 6. Provide integrated instruction. 7. Provide Pre-Gateway Instruction. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants who need assistance gain skills / knowledge in math, reading and computers. 3. Participants take TABE assessment. 4. Participants access the DULUTH LABORATORY HEALTH CARE CAREER program. 5. Data sharing agreement is signed. Increased

		<p>participant communication among partner agencies.</p> <p>6. Participants who need assistance have access to and gain skills /knowledge in medical terminology and applied mathematics.</p> <p>7. Participants access "Pathways to College Success" pre-gateway course.</p>
<p>MNSCU</p> <p>Lake Superior College</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER pathway program. 2. Provide orientation to postsecondary education. 3. Provide customized training to support participants in a laboratory health care career pathway and obtain phlebotomy certificate. 4. Connect with employers hiring in laboratory health care career field. 5. Provide <i>Gateway Instruction</i>: Financial Aid and scholarship application information and technical assistance; career counseling and advisement. 6. Share dual participant data. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants attend post-secondary education orientation at LSC. 3. Participants receive Phebotomy certificate.

		<p>4. Participants increase contact with employers hiring in laboratory health care career field.</p> <p>5. Participants increase knowledge of financial aid and scholarship application process; participants receive advisement on careers.</p> <p>6. Data sharing agreement is signed. Increased participant communication among partner agencies.</p>
<p>GRANT ADMINISTRATOR/FISCAL HOST</p> <p>Soar Career Solutions</p>	<p>1. Recruit, orientate, screen and enroll participants.</p> <p>2. Share dual participant data.</p> <p>3. Provide ongoing case management and support services.</p> <p>4. Provide STEPS Training.</p>	<p>1. Eligible and capable participants are orientated and enrolled in the</p>

	<ol style="list-style-type: none"> 5. Provide job seeking and job retention services to participants. 6. Serves as fiscal host and administrator of grant; follow reporting, training and grant guidelines. 7. Coordinate FastTRAC partner meetings. 	<p>DULUTH LABORATORY HEALTH CAREERS program.</p> <ol style="list-style-type: none"> 2. Data sharing agreement is signed. Increased participant communication among partner agencies. 3. Participants have access to one-on-one work with a career specialist and receive support services as indicated by case-notes. 4. Participants increase cognitive skills as indicated by pre-post test. 5. Participants gain and retain employment. 6. Provide proper financial and programmatic reports,
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		<p>maintain data files and attend trainings. FastTRAC meetings occur on a quarterly basis.</p> <p>7.</p>
<p>Duluth Workforce Center (WFC)</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER program. 2. Provide participant referrals. 3. Provide labor market and economic information and analysis. 4. Connect to employers in the laboratory health care career pathway field. 5. Provide access to KeyTrain and/or instruction as needed to prepare participants to score well on the NCRC and provide access to the NCRC tests. 6. Provide access to job search services such as Creative Job Search classes, Job Club and <i>Make MinnesotaWorks Work for You</i>. 7. Share dual participant data. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 2. Participants are referred to the DULUTH LABORATORY HEALTH CARE CAREER pathway program from Duluth Workforce Development. 3. LMI and analysis utilized at FastTRAC meetings. 4. Employers in laboratory health care career pathway fields will have increased knowledge of participant

		<p>outcomes.</p> <ol style="list-style-type: none"> 5. Based on WorkKeys profiles, students will be certified in the NCRC. 6. With support from case managers and DEED job search tools, participants will conduct a job search that results in employment. 7. Data sharing agreement is signed. Increased participant
<p>Minnesota Chippewa Tribe</p>	<ol style="list-style-type: none"> 1. Provide program review and feedback on FastTRAC's DULUTH LABORATORY HEALTH CARE CAREER program. 2. Provide participant referrals. 3. Share dual participant data. 	<ol style="list-style-type: none"> 1. Attend FastTRAC partner meetings. 4. Participants are referred to the DULUTH LABORATORY HEALTH CARE CAREER pathway program from AEOA. 5. Data sharing agreement is signed. Increased

		participant communication among partner agencies.
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Administration Support Plan – Identify agency/person responsible for overall administration of the grant including fiscal management, regular convening, staffing, and leadership for achieving program outcomes.

SOAR staff will provide overall administrative support for the program, including fiscal management, meeting coordination and oversight to ensure programmatic outcomes are met. David Mattson, SOAR Finance Director, will ensure fiscal controls are in place to manage grant funds. Sara Romagnoli, SOAR Program Director, will manage three career specialists and one program assistant through the navigation process. Romagnoli will oversee program activities to ensure program outcomes are met and grant reporting is completed with integrity. The Program Director will also convene regular scheduled meetings with partner agencies. Representatives from partner agencies will provide programmatic oversight to ensure programmatic outcomes are met, troubleshoot barriers to grant implementation and maintain communication with laboratory health care focused employers.

Memorandum of Understanding (MOU) – Agreement between core partners in support of this program, including data sharing practices.

See attached document entitled: SFY2014_FastTRAC_MOUsigned

Professional Learning Plan – In order to build a community of practice, all grant recipients will participate in a set of online meetings to share best practices and create networks across the state with other adult career pathway practitioners. **Each grant administrator should set this expectation and ensure staff have time and resources to participate.**

GENERAL TOPICS – Fall 2013

1. Using Workforce One for your MN FastTRAC Adult Career Pathways Program (for data entry staff)
2. Minnesota FastTRAC/Alliance for Quality Career Pathways Overview (for all)

ROLE SPECIFIC TOPICS -- Winter/Spring 2014

Administrator Team (representation from lead partner agencies)

1. Collaborative Leadership and Communication Strategies
2. Defining Roles in Your Partnership
3. Measuring Outcomes Across Partner Systems

Integrated Instruction (MnSCU & ABE instructional team)

1. Communication and Conflict
2. Creating Integrated Outcomes and an Integrated Syllabus
3. Team Teaching Styles & Lesson Planning

Navigator

1. The Role of a Navigator
2. Processes: Best Practices in Recruiting, Enrollment, Assessment
3. Proactive Intervention and Building a Student Support Network

Describe your partnership's commitment to the professional learning activities listed above and other professional development activities that support adult career pathway capacity building.

Partner agencies (SOAR, Lake Superior College, and ABE) will demonstrate the commitment to participate in a community of practice by ensuring the inclusion of staff and administrator time in the proposed work plan and budget for attendance of FastTRAC online meetings. Other grant partner agencies will support professional learning activities and development through participation in quarterly FastTRAC partner meetings where feedback and coaching will be used to improve the program.

Partners also plan to leverage technical assistance for local capacity building through resources such as Minnesota Career and Technical Education, Center for Law and Social Policy's Alliance for Quality Career Pathways, to continue to learn to better define career pathways in the Duluth/Arrowhead region and align regional resources to ensure accessible, flexible, high-demand career pathways to adult learners.

Form 3 – Budget Information Summary

A. FISCAL ADMINISTRATION		
Contact Information	Name of Fiscal Agent	SOAR Career Solutions
	Address of Fiscal Agent	205 W. 2 nd Street, Suite 101
	Name, Title of Fiscal Contact Person	Emily Edison, Executive Director
	Phone, Fax and Email of Contact Person	218-722-3126 Fax: 218-722-4617 eedison@soarcareers.org
B. PROPOSED BUDGET FOR MN FastTRAC FUNDS		
Cost Category	Requested MN FastTRAC Funds	Matching Funds In-kind or cash match (no minimum required)
1. Total Administration of WSA/Fiscal Agent (SWIFT ACTIVITY 833 Subgrant Administration)	\$10,620	\$10,620
SOAR staff will conduct grant administration, including narrative/financial reporting, partnership coordination, and program oversight.		
Matching funds: In our soon-to-be-completed audit for FY ending 6/30/13, our Management and General percentage is approx 20%. Since this grant only covers 10% of Administrative costs, SOAR will provide another 10% in-kind match.		
2. Total Staff of WSA/Fiscal Agent for Programming (SWIFT ACTIVITY 828 Support Services)	\$37,147	\$21,581
SOAR staff will conduct recruitment, orientation, screening, enrollment, assessment, case management, career exploration, Computer Basics training, STEPS and Career Quest workshops, supportive services, job search, and data management. In addition, SOAR staff will attend the online trainings provided by FastTRAC on general, administration, and navigator topics.		

1:1 Case Management: Career Specialists spend approx 1 hour/week with each successful training client (excluding time spent on workshops). 1 hr/wk = 52 hrs/yr x 1.5 yr contract = 78 hrs/year per client x 15 clients = 1170 hours.

Workshop hours (including all prep/post workshop time): We'll need 2 of each workshop to serve 15 clients.

Career Quest = 91 total hours x 2 workshops = 182 hours.

STEPS = 41 total hours x 2 workshops = 82 hours.

Computer Basics = 37 total hours x 2 workshops = 74 hours.

Career Exploration events = 24 total hours x 2 events = 48 hours.

Total for all workshops = 386 hours.

Staff training – time needed for Professional Learning Plan:

General Topics: 5 SOAR staff x 1.5 hrs/meeting x 2 meeting = 15 hours.

Administrator Team: 3 SOAR staff x 1.5 hrs/meeting x 3 meeting = 13.5 hours.

Navigator topics: 3 SOAR staff x 1.5 hrs/meeting x 3 meeting = 13.5 hours.

Total for all trainings = 42 hours.

Grand total hours for SOAR staff: 1170 hrs Case Mgmt + 386 hrs Workshops + 42 hrs Trainings = 1598 hours x \$24/hour (includes fringe) = \$38,352 MINUS \$1,205 extra in-kind = \$37,147.

Matching funds: To enroll 15 successful clients in this training, we estimate we'll need to recruit/screen at least 30 clients through STEPS and Career Quest workshops, and 1/2 of the case management time = approx 849 hours x \$24/hr = \$20,376 PLUS \$1,205 extra in-kind = \$21,581.

**3. Total Direct Support for Participants (SWIFT
ACTIVITY 870 Participant Support)**

\$250

\$2,400

SOAR will provide 2 days worth of Career Exploration workplace tours. We need to rent a van to transport the students from one business to the next. We estimate \$250/day rental and gasoline for a 15-passenger van x 2 days = \$500 MINUS \$250 in-kind = \$250.

Matching funds: Based on our estimate that we'll need to recruit/screen at least 30 clients for this grant, we're likely to provide at least 15 additional clients with \$65/client average in Participant Support. In addition, SOAR will cover the costs of the items below as needed (due to reduced grant award):

SOAR provides a \$40 monthly bus pass for each client, plus an average of \$25/client for miscellaneous needs such as past-due tuition, photo ID, birth certificate, haircut certificate, work clothing, etc). \$65/client x 15 clients = \$975 extra in-kind. SOAR will pay the GED exam costs for students who cannot afford it. We estimate 2 of the 15 clients will need to take the GED exam before enrolling at LSC. We estimate the new "GED 2014" exam will cost \$100 after \$50 state subsidy (the current exam's unsubsidized cost is \$70). \$100 x 2 students = \$200 extra in-kind.

<p>4. Total Grant/Contracted Services (SWIFT ACTIVITY 884 specify who/what services)</p>	<p>\$61,235</p>	<p>\$14,740</p>
<p>MnSCU</p>	<p>\$58,125</p>	<p>\$13,075</p>
<p>MnSCU staff at Lake Superior College (LSC) will offer a "closed-enrollment format" 14-credit Phlebotomy Certificate. Tuition costs include teaching, planning, data management, curriculum development, and the 50% co-teaching time for the ABE instructor. Total tuition cost for the 14-credit Certificate for max of 15 clients = \$61,200 MINUS \$3,075 extra in-kind = \$58,125.</p> <p>Matching funds: LSC estimates an additional \$10,000 for in-kind administrative overhead costs.</p>		
<p>Workforce</p>	<p>\$2,634</p>	<p>\$1,141</p>
<p>Workforce Center staff will conduct NCRC (National Career Readiness Credential) exams. Estimate 2-3 testing sessions needed = approx 4 hours/client to administer the 3-part exam x \$40/hour +\$25 per exam = \$185/client x 15 clients = \$2,775 MINUS \$141 extra in-kind = \$2,634.</p> <p>Matching funds: Workforce Center estimates an additional \$1,000 for in-kind administrative overhead costs, PLUS \$141 extra in-kind.</p>		
<p>ABE</p>	<p>\$476</p>	<p>\$524</p>
<p>ABE staff will provide bridge activities, including TABE testing and brush-up skills. To prepare 15 participants for training, we estimate 6 hours of pre-testing, 2 hours of post-testing, and 12 hours of brush-up teaching = 20 hours x \$25/hour = \$500</p>		

MINUS \$24 extra in-kind. (Note that ABE co-teaching costs are included in LSC tuition).

Matching funds: Based on our estimate that we'll need to recruit/screen at least 30 clients for this grant, ABE is likely to provide at least 15 additional clients with bridge activities, PLUS \$24 extra in-kind.

5. Total Other (SWIFT ACTIVITY 830 Other Activities)	Travel: \$203 Program Materials: \$1,500	Travel: \$0 Program Materials: \$630
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Travel - estimated cost for local travel: 20 miles/mth x 18 months x \$0.565/mile = \$203.

Program Materials: STEPS curriculum: \$100 binder x 15 clients = 1,500.

In Kind: in-house curriculum: Career Quest (\$31/client) and Computer Basics (\$11/client) = \$42 x 15 clients = \$630

GRAND TOTAL	\$110,955	\$49,971
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BUDGET INSTRUCTIONS

Expenditures under a funding stream should total the amount of the funding stream allotment.
 Administration - must not exceed 10% of total award. Includes administrative salaries, supplies, etc., not specific to programming.
 Contracted services - specify individual amounts for ABE provider, MnSCU, or CBO.