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Minnesota Job Skills Partnership



Legislative Report
Healthcare and Human Services Program

Submitted
March 15, 2000

REPORT PURPOSE:

The purpose of this report is to fulfill the legislative reporting obligations for the Healthcare and Human Service grant program as required under M.S.116L.12 Subd.7.

Enabling legislation

The Healthcare and Human Services Training Program (MS 116L. 10) was established by the 1999 MN Legislature to:

- 1) Alleviate critical worker shortages specifically in the healthcare and human services industry.
- 2) Increase opportunities for current and potential direct care employees to qualify for advanced employment in the healthcare and human services field through experience, training and education.

The two primary eligibility criteria established under MS 116L.10, are as follows:

- An eligible applicant must be a consortium that includes at least one educational institution within the state of Minnesota and one eligible employer as defined in 116L.11, Section 4, Subd. 2.
- All persons trained under this program must be currently eligible for federal TANF benefits and/or be at or below 200% of the federal poverty guideline. This requirement is outlined in the Federal TANF Fund Rider, Chapter 245, Article 1, Section 2, Subdivision 10 - Economic Support.

At this time, \$1,500,000 of federal TANF funds are available to the Minnesota Job Skills Partnership to be used for the program during the FY 00 - 01 biennium.

Actions Taken To Establish the Program

In May of 1999, MJSP staff began preliminary planning and taking administrative action to implement the program. MJSP staff met with Senator Linda Berglin and Senator Sheila Kiscaiden, two of the chief authors of MS 116L.10, to clarify legislative intent for the program. Also, an MJSP Healthcare and Human Services Training Program Fact Sheet was completed in June 1999, and was distributed to more than 50 interested parties.

By August 1999, draft grant application materials were developed. They were developed using a format similar to other MJSP programs. This was done to ensure that the Healthcare & Human Services Training Program would be consistent with other MJSP programs in terms of content, reporting requirements, and project evaluation considerations (See Appendix A).

A workshop on application materials and procedures was held at DTED offices in December,

following publication in the State Register and mailing of invitations. Approximately 25 individuals representing 15 to 20 different organizations attended the workshop. An announcement was then placed in the State Register stating that grant applications would be accepted for the Healthcare and Human Services Training program and considered by the MJSP Board in February 2000.

Program Summary:

Operation of the program FY00.

Subsequent to MJSP announcement of program availability and the grant workshop, several consortiums indicated intent to submit applications. In January, two (2) applications were submitted. On February 28, 2000, the MJSP Board approved both grants which totaled \$135,695.

Because the program is beginning its first year of operation and has just awarded its first grants, outcome data is yet to be generated. However, comparative information regarding the initial awards of expected outcomes is available. One of the projects will serve extreme rural Minnesota. The other will serve the ex-urban area just north of the Twin Cities. Both projects have large numbers of new hires planned and anticipate large female populations as trainees. Wages for the rural project average \$7.74 per hour, while the urban project average \$10.36 per hour. The urban project focuses on interesting youth in the healthcare field. The rural project focuses on retention of workers in rural healthcare. Cost per trainee for the two projects average about \$550.00 per person. More detailed project information can be found in Appendix B.

S.W. MN PIC & Technical College Project:

The application was submitted by the Southwest MN Private Industry Council as the fiscal agent and MN West Community & Technical College as the educational provider. The request was for a grant of \$86,397. Consortium employers include a number of nursing homes in the Marshall, MN area. The project is designed to address the needs of several rural nursing homes. It will attempt to reduce staff turnover and increase advancement opportunities. The nursing homes participating in this project are all experiencing a variety of problems associated with short supply and high employee turnover. Many care providers are using nursing pools to cover immediate needs, but at high costs. The grant application indicated every nursing home has current openings for CNA's and LPN's. Some positions have been open for more than a year. Through this project, 175 persons are anticipated to be trained, including 120 persons eligible for TANF benefits, or persons who are at or below 200% of the federal poverty guideline. The project will run from 04/01/00 to 06/30/03.

Fairview Foundation & Century College Project:

The application was submitted by the Fairview Foundation, along with two employers and a consortium of secondary and post secondary educational institutions in northern metro area, the request was for an MJSP grant of \$49,218. The project is designed to train up to 80 high school students who are considering a medical career. The project will include an introduction to

medical language and hands-on experience at healthcare facilities which will provide employment and help with career decision making. Students completing all requirements will be eligible to take the MN Nursing Assistant Competency Exam, which will allow them to work as a nursing assistant in a health care facility, while still in high school. The project is intended to train 80 persons and will run from 09/01/00 to 06/30/01.

Legislative Recommendations:

On January 24, 2000, a special meeting of the MN Job Skills Partnership Special Board was held to consider the need for legislative or programmatic changes to the Healthcare & Human Services Training Program. The MJSP Board directed the MJSP Chair and the Executive Director to proceed with recommended changes to the Healthcare & Human Services enabling legislation. The following concerns were discussed and acted on at the meeting:

- **116L.11 Sec. 4. Subdivision 3. Potential Employee Target Groups:** legislation states:
" Potential employee target groups means high school students, past and present recipients of MFIP benefits, immigrants, senior citizens, current healthcare and human services workers, and persons who are underemployed or unemployed."

Concern: Section 116L.10 Sec. 3. Program Established indicates this program is established to

" increase opportunities for current and potential direct care employees to qualify for advanced employment in the healthcare or human services fields through experience, training, and education."

It appears that Section 116L.10 Sec. 3 already defines who is to be trained through the Healthcare and Human Services Training Program. 116L.11 Sec. 4. Subdivision 3. Potential Employee Target Groups, seems to confuse the issue of who is eligible to be trained through the Healthcare and Human Services Training Program.

Recommendation: 116L.11 Sec. 4 Subdivision 3 Potential Employee Target Groups appears to be unnecessary for the administration of the program and should be eliminated.

- **116L. 11 Sec. 4. Subdivision 4. Qualifying Consortium:** legislation states:
" Qualifying Consortium means an entity that may include a public or private institution of higher education, work force center, county, and one or more eligible employers, but must include a public or private institution of higher education and one or more eligible employers."

Concern: The first part of Subdivision 4 states that an entity may include a public or private institution of higher education and the last sentence in the same subdivision states that a public or private institution of higher education must be included.

Recommendation: The language in 116L.11 Sec. 4. Subdivision 4 should be amended to state that "A qualifying consortium must include a public or private institution of higher education and one eligible employer."

- **116L. 12 Sec. 5. Subdivision 2. Fiscal Requirements:** legislation states

" The application must specify how the consortium will make maximum use of available federal and state training, education, and employment funds to minimize the need for training and retention grants."

Concern: MJSP has no way to verify whether or not prospective grantees have actually met requirements as indicated in 116L.12 Sec. 5. Subdivision 2. Fiscal Requirements.

Recommendation: Because the Healthcare and Human Services Training Program is competitive in nature, projects showing a maximum utilization of other resources will receive preference. Therefore, this section appears unnecessary and should be eliminated.

- **116L. 12 Sec. 5. Subdivision 5. Local Match Requirements:** legislation states

" A consortium must provide at least a 50 percent match from local resources for money appropriated under this section. The local match requirement must be satisfied on an overall program basis but need not be satisfied for each particular client."

Concern: This language may be confusing in what the actual match ratio is. Some may interpret the match to be 1:1 while others may understand it to be 2:1.

Recommendation: Language should be amended to conform to the 1:1 match requirements as stated in M.S.116L.02 MN Job Skills Partnership.

- **116L. 12 Sec. 5. Subdivision 7. Evaluation:** legislation states

" The report must compare consortia in terms of overall program costs, costs per client, retention rates, advancement rates, and other outcomes measured by the grant making process."

Concern: The language throughout MS116L.10 to MS 116L.15 appears to be sufficient in regard to the purpose, administration and evaluation of the Healthcare and Human Services Training Program. In addition, expected outcomes on all projects will vary therefore stating specific evaluation requirements seems unnecessary.

Recommendation: This language is ambiguous and elimination of 116L.12. Sec. 5. Subdivision 7 is recommended.

Programmatic Areas of Concern:

- There is nothing indicated in the statute regarding allowable and unallowable costs.

Recommendation: The same standards that are set by the Partnership program should be used for the Healthcare and Human Services Training Program to allow MJSP programs to be uniform.

- There is concern regarding the current usage of the federal TANF funds. It appears that the guidelines relating to who can be trained using TANF funds may create a barrier to some small employers and potential trainees interested in this program.

Recommendation: If federal TANF funds continue to be utilized as the funding source for the Healthcare and Human Services Training Project, changes to the federal regulations relating to the flexibility of these funds should be pursued.

Financial Areas of Concern:

- Funding of the program is provided with federal TANF funds. The first years' appropriation is due to expire 06/30/00, which will be before other interested parties can apply.

Recommendation: That all program funds are made available until expended.

APPENDIX A -

Healthcare and Human Services Grant Program

- 1) Fact Sheet
- 2) Grant Application



Health Care and Human Services Training Program

- Program Purpose:** To alleviate worker shortages in the health care and human services industries and to increase opportunities for current and potential direct care employees to qualify for advanced employment in the health care and human services fields through training and education.
- How it Works:** Grants are awarded to qualifying consortiums to provide training.
- Eligible Applicants:** Consortiums may include employers within the health and human services industry, work force centers, and counties. A public or private higher education institution and at least one employer must be present in the consortium.
- Minimum Requirements:** All projects must include at least one educational institution and one eligible employer. Consortiums must provide at least a 50% match for grant funds awarded through cash or in-kind contributions from local resources.
- Eligible Projects:** The board shall make grants to eligible consortia to operate local, regional, or statewide training and retention programs.
- Ineligible Activities:** Grants may not be made to alleviate shortages of physicians, physicians assistants, or advanced practice nurses.
- Maximum Available:** Grants must be within the limits of available appropriations. Current appropriations are \$750,000 for FY 2000-01.
- Other Funds Available:** Partnership/Pathways grants and Hire Education Loan Program.
- Terms:** It is expected that projects will operate up to three years. The grantee agreement must be executed within 90 days from the date of the award or the agreement becomes null and void.
- Application Accepted:** On a year round basis through a grant application process. Grants, pending the availability of funding, are generally approved on a quarterly basis.
- Approving Authority:** Minnesota Job Skills Partnership Board
- Disbursement of Funds:** Costs are paid on a reimbursement basis.
- Contact:** To request additional information or a grant application, please contact the Minnesota Job Skills Partnership at 651/296-0388, or if you would like a grant application e-mailed to you, please e-mail MJSP at sharon.eiden@state.mn.us.

Healthcare & Human Services Training Program **GRANT APPLICATION**

Minnesota Job Skills Partnership



Minnesota Department
of Trade and Economic Development

*Business and Community
Development Division*

*500 Metro Square
121 7th Place East
St. Paul, Minnesota 55101-2146*

*651-296-0388
1-800-657-3858
Fax 651-215-3842*



**Minnesota Job Skills Partnership
Healthcare & Human Services Training Program
Proposal Cover Page**

A. General Information							
Fiscal Agent				Consortium Education Provider (s)			
Name:				Name:			
Address:				Address:			
City:				City:			
State:		Zip:		State:		Zip:	
Contact:				Contact:			
Title:				Title:			
Phone:				Phone:			
Fax:				Fax:			
SIC Code (s):				E-mail:			

B. Program Information							
Project Period:	From:			To:			
Type of Training: Check as appropriate	Entry Level			Retraining			Advanced
	Number of Trainees:						
Expected Placement	No.			%			
Occupation(s) to be trained for:	1.						
	2.						
	3.						
Cost Per Trainee	MJSP :			Total:			

C. Computation of Funds Requested			
1. MJSP Healthcare Funds	2. Consortium Match	3. Other Non Match	4. Total

D. Terms and Conditions			
<p>It is understood and agreed by the undersigned that: 1) Funds granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of this state. 2) Any proposed changes in this proposal as approved will be submitted in writing by the applicant and upon notification of approval by the state shall be deemed incorporated into and become part of this agreement. 3) Funds awarded may be terminated at any time for violations of any terms and requirements of this agreement. 4) The applicant agrees to comply with all state and federal civil rights laws according to the Federal Civil Rights Act of 1964.</p>			
Name and title of individual authorized to commit applicant to this agreement:			
Name:			Signature:
Title:			Date:

A. Education Provider (s) Continued...

Name:		Name:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Contact:		Contact:	
Title:		Title:	
Phone:		Phone:	
Fax:		Fax:	
E-mail:		E-mail:	

B. Consortium Employer (s)

Name:		Name:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Contact:		Contact:	
Title:		Title:	
Phone:		Phone:	
Fax:		Fax:	
SIC Code (s):		SIC Code (s):	

C. Other Consortium Member (s)

Name:		Name:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Contact:		Contact:	
Title:		Title:	
Phone:		Phone:	
Fax:		Fax:	
SIC Code (s):		SIC Code (s):	

Introduction

Under M.S. 116L.10 the Minnesota Job Skills Partnership may provide healthcare and human services training grants-in-aid for the purposes of alleviating worker shortages and increasing opportunities for advancement for current workers in the healthcare and human services industry. Grants may be awarded to a qualifying consortium including, public or private higher educational institutions, work force centers, counties or other eligible employers for projects meeting the following eligible criteria:

- The qualifying consortium must include at least one public or private higher education institution located within the state of MN.
- The project must involve the active participation of at least one employer within the healthcare and human services industry.
- The qualifying consortia must describe targeted employers or types of employers and must describe the specific critical work force shortage the program is designed to alleviate.

Programmatic Information

Applicants are expected to comply with the general assurances and certifications required by the state of Minnesota as well as any special requirements included in the grant document.

The solicitation of a proposal does not commit the Minnesota Job Skills Partnership Board to award a grant, to pay the costs incurred in the preparation of a proposal, to procure or contract for services or supplies, or to the issuance of a written grant agreement.

In order to provide for multiple funding cycles, the board may authorize less than the available funds at any board meeting. The board retains the right to accept or reject all proposals, to negotiate with selected bidders and to require revisions to applications as agreed to during negotiations. The awarding of a grant to successful bidders is contingent upon satisfactory negotiations and signing of the grant agreement.

Consortiums should include service agencies and organizations that have access to and knowledge of target populations. These may include, but are not limited to, one or more of the following: Department of Economic Security, Department of Human Services, Department of Trade & Economic Development, local workforce centers, private industry councils, local workforce councils, and other organizations serving particular client groups identified in the proposal.

The central theme of the Healthcare and Human Services Training Program is to alleviate health care and human service worker shortages confronting specific geographical areas of the state, while increasing opportunities for current and potential direct care employees to qualify for advanced positions in the healthcare and human services field through experience, training and education.

Training may take place at a site or location acceptable to the members of the consortium. MJSP especially encourages innovative, creative and effective models of interaction between educational institutions and other members of the consortia providing education and training.

Trainees participating in a project should not be used to replace current employees, laid-off employees or those who are on strike. Trainee recruitment must include the implementation of a marketing and outreach strategy to recruit into the health care and human services fields to include persons from one or more of the potential employee target groups.

Recruitment strategies must also include a screening process to evaluate whether potential employees may be disqualified as the result of a required background check or are otherwise unlikely to succeed in the position for which they are being recruited.

While a major goal of the Minnesota Job Skills Partnership is to create a permanent partnership between education and training institutions and private business, it also seeks to ensure that the numerous agencies currently involved in the state's employment, training and education systems coordinate the development and implementation of their programs with existing employment, training, and education resources.

Availability of Funding

Funding of projects is contingent upon legislative appropriations. Information regarding current appropriations may be sought by contacting MJSP at 651/296-0388.

Proposal Timetables

All requests for funding must be submitted as formal proposals to the Minnesota Job Skills Partnership using this application. Proposals will only be funded with the approval of the MJSP Board of Directors. In order to be considered, proposals must be postmarked on or before proposal due dates. Proposals are generally due twenty working days prior to each board meeting. Applications will be reviewed by the MJSP Board of Directors, and grants will be awarded in accordance with the guidelines adopted by the Board.

Information regarding timetables for submission of proposals is published in the State Register, or may be obtained by contacting MJSP at 651/296-0388.

Proposal Format

All organizations and institutions interested in submitting a proposal must adhere to the following conditions:

- A. Proposals must be typewritten, have numbered pages and a table of contents.
- B. Proposals should be no more than 20 pages in length. Appropriate attachments and budget are not included within this 20 page limit.

- C. One original with authorized signatures and 20 copies of each proposal must be received by the Minnesota Job Skills Partnership by 4:30 p.m on the due date. The copies must be 2-sided and 3-hole punched. Proposals should be delivered to:

Minnesota Job Skills Partnership
500 Metro Square Building
121 7th Place East
St. Paul, MN 55101-2146

- D. Proposals should be submitted using the following format: (Note: A detailed explanation of proposal requirements and accompanying instructions follow).

Financial Information

While MJSP maintains a flexible attitude towards cost and match requirements, there are parameters within which the costs and match must fall. It should be noted that MJSP's policy on budget revisions is that they should be kept to a minimum.

All costs of the training program to be conducted must be detailed. Specifically, the financial commitment sought from the Minnesota Job Skills Partnership, employer (s), and the educational institution or other third parties must be itemized.

Match Requirements

The consortium must provide at least a 50 percent match from local resources. The match requirement must be satisfied on an overall program basis and need not be satisfied on a dollar for dollar basis for each member of the consortium. The local match requirement may be reduced for consortia that include a relatively large number of small employers whose financial contribution has been reduced in accordance with section 116L.15. In-kind goods and services and expenditures may be used to meet the 50 percent match. Grantees must guarantee that small employers, including licensed personal care assistant organizations, be allowed to participate in consortium programs. The financial contribution required from a small employer must be adjusted to reflect the employer's financial circumstances. The grant application must specify the financial contribution from each member of the consortium.

Tuition

MJSP recognizes in some cases that potential trainees may be economically disadvantaged and unable to pay tuition. In these cases, state and federal job training programs, educational institution stipends, federal grants, other state funds, company funds, or other outside sources of funding should be sought to cover tuition expenses for those who cannot afford to pay their own. The proposal should indicate who is going to pay tuition in cases when tuition is required.

Tuition paid by a qualifying consortia member may be considered a match; tuition paid by the educational institution or trainee may not.

Affirmative Action Compliance

All agencies receiving MJSP grants must comply with state and federal laws prohibiting discrimination.

GENERAL GRANT INFORMATION

SECTION 1. INTRODUCTION. This section provides background information regarding members of the qualifying consortium (as defined in MS 116L.10).

Subsection 1.A. Qualifying Consortium - explains the members of the consortium's eligibility and experience with past healthcare and human service training programs. This section must include the agency designated as the fiscal agent.

A qualifying consortium is an entity that must include at least one public or private institution of higher education and one eligible employer and may also include a work force center, county agency or other organization (s). The consortium must designate a lead agency to serve as the fiscal agent for reporting, claiming, and receiving payments. A public or private institution of higher education may be designated, however, the governing board of a multicampus higher education system may not act as the grant's fiscal agent.

Subsection 1.B. Eligible Employer (s) -describes the type and location of the employer (s), the occupational environment and duties of the trainee population.

An eligible employer may be a private non profit or public organization including but not limited to nursing facilities, small rural hospital's, intermediate care facilities for persons with mental retardation or related conditions, waived services provider's, home health services provider's, personal care assistant provider's, semi-independent living services provider's, day training and habilitation services provider's, or similar provider's of healthcare or human services.

SECTION 2. PROPOSAL NARRATIVE. This section explains the goals of the proposal. In it are the following subsections:

Subsection 2.A. Need Statement. Describes targeted employer (s) or types of employer (s) and must describe the specific critical workforce shortage the program is designed to alleviate. Programs may be regional or statewide. In addition, the application must verify that in the process of determining that a critical work force shortage exists in the target area, the applicant has:

1. consulted available data on worker shortage (s);
2. conferred with other employers in the target area; and
3. compared shortages in the target area with shortages at the local, regional or statewide level.

Subsection 2.B. Work Statement/Curriculum. Explains training goals and provides a detailed outline of curricula to be used in the proposed training project. Also, the proposal must show how the consortium will make maximum use of federal and state training, education, and employment funds to minimize the need for training and retention grants.

Subsection 2.C. Project Impact. Explains how the employer (s), trainees, and members of the consortium will benefit through this training project.

Subsection 2.D. Target Population. Describes the trainee population. Potential employee target groups include but are not limited to, high school students, immigrants, senior citizens, current healthcare and human services workers, and persons who are underemployed or unemployed. This section includes a Target Population Characteristics worksheet which must be completed and describes the proposed trainee population.

NOTE: MJSP Healthcare & Human Services Training Funds must be used to train persons eligible to receive federal TANF benefits or be at or below 200% of the federal poverty level.

Subsection 2.E. Placement. This section lists the employer (s), number of proposed trainees and anticipated wages. A placement chart is provided and must be completed.

Subsection 2.F. Career Ladder and Educational Pathway. The career ladder and educational pathway must show how trainees have the opportunity to advance including career and educational opportunities, coordination between job duties, and planned promotions for which qualified employees will be eligible. This section must be implemented consistent with existing collective bargaining agreements. (See sample Career Ladder and Educational Pathway chart.)

SECTION 3. PRIVATE PARTICIPATION. This section includes one subsection.

Subsection 3.A. Eligible Employer (s). explain how the input from the employer (s) in the proposal's development will facilitate the qualifying consortia's ability to develop and implement similar programs to other area healthcare and human service employer (s) in need of training.

SPECIFIC APPLICATION INFORMATION

SECTION 1. INTRODUCTION

This section provides background information regarding all members of the consortium involved in the training project. Please incorporate information in the following subsections:

Subsection 1.A. Qualifying Consortium Member (s). This section ensures the consortium's members eligibility according to criteria listed in this packet. Please list the names, titles and phone numbers of staff representing each member of the consortium starting with the fiscal agent.

Fiscal Agent:			
Please describe the financial organizations past experience with the administration of grant programs:			
Name of last auditor:		Phone Number	

Also provide a brief description of the designated fiscal agent's financial organization and the method and manner in which they have accounted for any other grants administered. The name, title, address and phone number of the institution's financial officer and the institution's last auditor is required.

Name of Financial Officer:			
Title			
Address:			
Phone Number:			
Fax Number:		E-mail:	

Name of Organization:			
Contact:			
Title:			
Telephone Number:			
Fax Number:		E-mail:	

Subsection 1.B. Eligible Employer (s). In this section, describe in detail the location, type, services provided, and size of business or employer (s) involved in this training project. It also provides the names, titles, addresses and phone numbers of staff involved in the training project. In your description, please include information such as revenues, total number employed, number employed in Minnesota, number of facilities, number of facilities being served for this project, headquarter locations, or other pertinent information.

Name of Employer:			
Headquarter Location:			
Total number of facilities:			
Total number of facilities served in this training project:			
Total number employed within Minnesota:			
Total yearly revenues:			
Types of services provided:			

Subsection 1. C. Other Qualifying Consortium Members. Please list any other organization's participating within the consortium that does not include the eligible employer (s), educational institution or fiscal agent.

Name of Organization:			
Location:			
Types of services provided:			

SECTION 2. PROPOSAL NARRATIVE

This section is to be used to describe what you are proposing to do. It is divided into six subsections. Each subsection is to be used to provide information which will answer our basic questions and enable us to properly evaluate your proposal.

Subsection 2.A. Need Statement. This section must describe targeted employer (s) and types of employers and must describe the specific critical workforce shortage the program is designed to alleviate. In addition, this section must also show that in the process of determining that a critical work force shortage exists in the target area, the applicant has:

1. consulted available data on worker shortages (i.e. employment/unemployment data);
2. conferred with other employer (s) in the target area; and
3. compared shortages in the target area with shortages at the regional or statewide level.

Also, describe the occupations you plan to train for, the occupational environment and duties of the trainee population and explain the proposed outcome of the training project in regard to the trainee (i.e., will she/he have new skills, increased marketability, etc.). Specify individual employer (s) and their needs. Describe how you determined that the proposed training is not being met through their existing programs. Finally, describe how the consortium will make maximum use of available federal and state training, education, and employment funds to minimize the need for training and retention grants for healthcare and human services.

Subsection 2.B. Work Statement/Curriculum. Give a clear and concise explanation of what you are going to do. Describe the nature of your program. This should include a detailed time line of how, when and what you intend to provide in the way of training. Identify the location of the program, the length, the number of hours per week that the trainees will spend in training and the personnel to be trained. Important: If you are requesting Partnership and Pathways funding in addition to the Healthcare and Human Services Training funds, you must clearly indicate which portions of the training will be done under each funding source.

This subsection must also include extensive information about the instruction to be delivered. This includes, but is not limited to, the instructors, equipment, curriculum and materials to be used, and the relationship between training in the classroom and hands-on training. Explain whether trainees will receive school credit upon successful completion of the training program, whether the instruction is competency or credit based, whether the curriculum is new or existing, etc. Include in your description any innovative, creative or new education materials, methodologies or delivery systems.

It is important that the curriculum be written in conjunction with personnel from the qualifying consortia including the employer (s). It should also demonstrate the employer (s) commitment to the training. List the names, titles and phone numbers of the personnel involved and their role in the project.

Subsection 2.C. Project Impact. This subsection is divided into three parts: trainee, employer and overall consortium impact. This subsection will describe the expected benefit to the eligible employer (s) within the consortium and how this project impacts the trainees involved both short and long term. In addition, the benefit to the educational institution should also be indicated.

Employer Impact - list the expected impact of this project on the employer (s). This should include any benefits to the employer (s) or its employees. It may include new or increased services to the employer (s) clients, new occupation skills for staff, expected profitability and cost reductions for the company or other measures of success.

Trainee Impact - indicate how this project will benefit the trainees participating. Describe the new skills trainees' will learn, how these skills will enhance their new or current position and how these skills will allow trainees to seek promotional opportunities in the future.

Consortium Impact - describe how instructional methods, skills, knowledge and materials acquired through this project can be used to enable all members of the consortium to design and implement other training programs for employer (s), educational institutions, and other public agencies to better serve the healthcare and human services industry.

Subsection 2.D. Target Population. This subsection contains a narrative description of the targeted trainee population and a Target Population Characteristics form which must be completed.

In the narrative portion, please explain who will be trained and how you intend to identify, recruit and screen the proposed trainees. Again, due to the nature of the occupations included in the healthcare and human services training project, all proposed trainees must complete a background screening process prior to training. Include a profile of the age, sex, race, previous employment and/or educational status of your proposed training population. In addition, proposed trainees eligible for TANF benefits or those who are at or below 200% of the federal poverty guideline must be indicated in Section C on the Target Population Characteristics form.

Healthcare & Human Services Grants will not be made to train physicians, physicians assistants, or advanced practice nurses.

TARGET POPULATION CHARACTERISTICS
Healthcare & Human Services Training Program

A. Target Population			
	Female	Male	Total
List by sex the estimated number of individuals to be trained.			

B. Employment Status			
	Female	Male	Total
Total Number of Persons Employed			
1) Of those listed in "A" indicate those who are current healthcare & human services workers.			
2) Of those listed in "A" indicate those who are employed outside the health care & human service field.			
Total Number of Persons Unemployed			
TOTAL			

The grand total in Section B. must match the total number of individuals to be trained in Section A.

C. TANF Eligible Participants			
	Female	Male	Total
Please indicate the number of proposed trainees currently eligible for TANF benefits or who are at or below 200% of the Federal Poverty Guidelines.			

D. Special Populations			
1. Minority			
	Female	Male	Total
Of those listed in "A", indicate the approximate number that are minorities or immigrants.			
2. Senior Citizens			
	Female	Male	Total
Of those listed in "A", indicate approximate number that are senior citizens.			
3. High School Students *			
	Female	Male	Total
Of those listed in "A", indicate the approximate number of high school students.			

* NOTE: High School Students are not permitted to work more than 20 hrs per week when school is in session.

Subsection 2.E. Placement. A critical aspect of the Healthcare and Human Services Training Program is the placement and retention of trainees into jobs in the healthcare and human service industry upon program completion. The process of job development, placement, and specific goals for numbers to be placed must be addressed. Please indicate how trainees will be placed and any paid benefits placed trainees will receive.

Please indicate using the following Placement Data Chart: 1) the employer that will do the hiring; 2) expected number to be recruited for training; 3) in what occupations; 4) how many trainees will be placed in training-related positions following training; 5) at what hourly wage (do not include benefits) and; 6) at what level of training (entry level, retraining, or advanced). **Completion of this section is required. Proposals will not be considered without completing this form.**

Subsection 2.E. Placement Data Chart

Employer Name	Expected Recruitment Number	Occupations	Expected Placement Number	Expected Wage/Salary Placements	Level of Training*

- ** a. **Entry Level Training** - Training that is usually short term and leads to beginning employment opportunities in the healthcare and human services fields.
- b. **Retraining** - Training intended to help individuals make the transition from terminated or obsolete jobs into careers within the healthcare and human services fields.
- c. **Advanced Training** - Training relating to the current occupational area that is intended to result in the advancement or promotion of the trainee.

While participating employer (s) or consortiums will not be required to commit themselves to hiring all trainees, a high percentage of placements or retention is expected.

Subsection 2.F. Career Ladder & Educational Pathway. A Career ladder and defined educational pathway must be demonstrated showing which direct care staff have the opportunity to advance. In addition, please describe how current and future employees within the healthcare and human services field will be able to advance along the indicated career ladder.

Please use the following format to describe occupational advancement opportunities, the education required for advancement and the expected wages upon such advancement.

CAREER LADDER & EDUCATIONAL PATHWAY

Training Related Occupation	Credential Earned/ Required	Educational Requirements	Educational Provider	Position Exists at: (name employer)	Starting Pay Range	Average Industry Salary

SECTION 3. ELIGIBLE EMPLOYER (S) PARTICIPATION

Subsection 3.A. Employer (s). You should use this section to describe the employer (s) participation in the project. MJSP is most interested in understanding the nature of this joint public/private venture, and will look closely at the level of joint participation of the employer (s).

The proposal must indicate what incentives the employers are offering to employees or potential employees for recruitment and retention. Some of the incentives may include:

- providing scholarship programs, such as an Edvest account under Minnesota Statutes, sections 136A.241 to 136A.245;
- the provision of advanced education to employees so that they may qualify for advanced positions in the healthcare and human services field;
- providing work maturity or soft skills training;
- providing child care subsidies during training and educational activities;
- providing transportation to and from training and education training programs;
- coordinating efforts where feasible by employer members of the consortium to share staff among employers.

In addition, you should indicate the financial commitment of each employer within the consortium. This support may be in the form of cash, in-kind goods and services. While the budget section of the proposal will outline the actual financial participation, a letter of commitment by each employer must also be included in the proposal (see sample letter on next page).

Sample Letter of Commitment

Dear Board Members:

This is to confirm XYZ organization's planned contribution to the name of training program to be operated by ABC name of fiscal agent.

Name of Employer's contributions will consist of:

1.	Cash		\$7,500	
	To be used for (cite the planned use of these funds in the program) in conducting the program.			
2.	Loaned instructor (s) for 26 weeks at 24 hours per week, the equivalent of:		\$11,000	
3.	Donated equipment:	Computer	\$3,000	
		CPR Dummy	<u>\$1,000</u>	
				<u>\$4,000</u>
	Total			<u>\$22,500</u>

We will submit this contribution (period of time of commitment) with specific dates to be mutually agreed upon by the Minnesota Job Skills Partnership, name of fiscal agent or employer. The list of material/equipment to be contributed to this project has been reviewed, and I verify that all contributions listed are necessary to the successful implementation of the training project.

This contribution is given to name of grant from the Minnesota Job Skills Partnership, and is not a general gift or donation that the training institution has or would otherwise receive without the prospect of Minnesota Job Skills Partnership funding.

The training project will not result in any dislocation of company employees from their current place of employment. The increased skills training will benefit the trainees involved and is in response to a skills shortage experienced by both our company and the industry.

The company does not anticipate any circumstances, financial or legal, barring the company from meeting its commitments as presented in the project proposal.

Sincerely,

Company Official - (Name and Title)

Date

Company Official - (Name and Title)

Date

II. FINANCIAL REQUIREMENTS

This section of the proposal is intended to indicate to MJSP where you expect to obtain the revenue to finance the project and how you expect to expend those revenues.

BUDGET GUIDELINES

A. Healthcare & Human Services Program Guidelines

The Minnesota Job Skills Partnership (MJSP) requires a detailed budget breakdown that describes and differentiates between MJSP Healthcare, employer (s) and other consortia members funds. In preparing the budget document, please note the following definitions of costs as well as the distinction between what MJSP Healthcare Funds will and will not pay for.

1. Staff/Personal

MJSP will pay for actual staff time associated with curriculum development, training, supervision and placement activities for all trainees.

a. **Training Personnel:** those individuals directly involved in curriculum development, teaching and counseling.

b. **Non-Training Personnel:** those individuals involved directly in program direction, coordination, recruiting, testing, orientation, support staff, job development activities, supervision of faculty and/or trainees, and secretarial activities.

2. Equipment

a. **Lease/Rent:** equipment leased/rented under a competitive procurement process or at fair market value for the duration of training and pro-rated for the amount of time used in the program.

b. **Purchase:** only the equipment directly attributable to the training of program participants shall be allowable.

c. **Examples of Equipment:** may include such things as discs, computer terminals, software, etc. Equipment purchased must be pertinent to the training program. Written approval from the employer (s) and other members of the consortium is recommended.

3. Training Facilities/Space

MJSP intends that consortia members utilize their own facilities for training or those of the employer at no cost to MJSP. However, if the applicant must lease additional space and can verify that this is necessary to the success of the program, MJSP may consider paying a rental rate based on competitive rates for the area in which the program will operate.

4. Materials and Supplies

MJSP will pay for materials and supplies required to directly support training activities, competitively procured at fair market value. No materials and supplies will be allowed in support of program administration, as MJSP intends that such costs will be included in administrative overhead. Materials and supplies may include textbooks, films, video tapes and other expendable items.

5. Communications and Utilities

Costs of utilities and/or rental and installation of communications equipment directly related to training are allowable. This may include such things as telephone lines for running computer training equipment or utility costs for running electrical equipment. Generally, MJSP will not allow communication and utility costs related to administrative functions.

6. Travel

Cost of staff travel directly related to training is allowable. Travel costs of trainees is generally not allowable, although group travel of trainees as part of the training project may be allowable.

7. Other

Costs included in this category include those not included in the other line items, and that may be unique to the project. Each item of cost must be listed separately, along with the basis for valuation. The costs allowed in this category will be determined on an item-by-item basis. Other general or indirect administrative costs should not be included in this line item. Costs for consultants should be included in this line item.

Cost of meeting MJSP audit requirements should be included in this section and should be separate from any other costs. If no amount is listed for audit costs, it is assumed that any costs incurred in providing the required audit will either be covered by the 5 percent administrative charge or borne by the consortia's fiscal agent.

Trainee wages, and/or stipends are not costs which are payable with MJSP funds.

8. Administrative Overhead

Administrative overhead shall be limited to 5 percent of the total of all other program categories and shall include: postage, telephones, photocopying, advertising, printing, office supplies, travel, janitorial supplies, heat, lights, etc.

It is not necessary to detail costs if the 5 percent rate is used. Any institution requesting more than 5 percent in administrative overhead must list each item and associated cost.

The 5 percent overhead allowed is based on the total MJSP funds requested from the MJSP Healthcare and Human Services Training Program. For example, if the educational institution requests \$80,000 in MJSP funding, \$4,000 in administrative overhead would be allowed.

B. Consortium Match Allowed Costs

The Minnesota Job Skills Partnership is looking for proposals that demonstrate a match that is at least 50 percent of MJSP funds being requested. The contributions may be in the form of cash or in-kind contributions. Resources provided by either the consortia employer (s) or other (s) may be used as match. Consortium members match may also be used to train those persons not currently eligible to receive federal TANF benefits or are not at or below 200% of the federal poverty guidelines.

1. Staff/Personnel

Match may include payment for actual staff time associated with curriculum development and training, screening and testing of trainees, based on actual rate of pay with reasonable travel and fringe benefits.

a. **Training Personnel:** those individuals directly involved in curriculum development, teaching and counseling.

b. **Non-Training Personnel:** those individuals involved directly in program direction, coordination, recruiting, testing, orientation, job development activities, supervision of faculty and/or trainees, and secretarial activities.

Note: Do not include trainee wages in either "a" or "b" of this section. Trainee wages paid by consortia members should be included under the "other" line item.

2. Equipment

a. **Donated Equipment:** current fair market value of donated equipment that is permanent and classified as contributed capital.

b. **Loaned Equipment:** current fair market value or rental value of the equipment, prorated for the percentage of time the equipment is used by trainees during the program.

(Note: if equipment will be used by non trainees, that portion of the time cannot be used for matching purposes).

3. Training Facilities/Space

The cost or value of training facilities/space provided by the consortium members match for the project is allowable.

4. Materials/Supplies

Current fair market value of contributed materials that have been competitively procured may be counted as a match.

5. **Communications/Utilities**

Costs of communications/utilities are allowable when directly attributable to training. They could include such things as a telephone line for computer hookups, electricity cost for running equipment, and heating and light costs for training facilities/space, etc.

6. **Travel**

Cost of staff travel directly related to training, whether provided by cash or in-kind, is allowable. Also, cost of travel incurred by members of the consortium for trainees during training, but not to and from training is allowable.

7. **Other**

Costs included in this category, whether provided for by cash or in-kind, should be listed separately along with the basis of valuation. Items not fitting into other line items should be included here.

8. **Administrative Overhead** Not allowed

Note: Cash paid directly to the qualifying consortia education institution by the employer (s) as tuition should be broken down into the line items where the cash will be spent for the project. If the trainees are paying their own tuition and are being reimbursed by the employers, it is considered an in-kind contribution from the employers. Again, this contribution should be broken down into the line items to show what the tuition will be used to pay for.

C. Other Non Matching Funds Allowed Costs

In preparing the budget document, please include those items of cost that are necessary for project operation that the fiscal agent or linking organization will pay for with either a cash donation or by an in-kind contribution. This may include cost paid for with other MJSP non matching Healthcare and Human Services Training funds.

1. **Staff/Personnel:** Please list staff associated with the project whose salary, including fringe benefits, will be paid for by the linkage (s).

a. **Training Personnel:** those individuals directly involved in curriculum development, teaching and counseling.

b. **Non-training Personnel:** those individuals involved directly in program direction, coordination, recruiting, testing, orientation, job development activities, supervision of faculty and/or trainees, and secretarial activities. General administrative personnel expenses should not be included here, rather, they should be under Administrative Overhead.

2. **Equipment:** The fair market value pro-rated for time used of loaned, leased, or donated equipment provided by either the grantee institution and/or a linking organization, or the cost of rented equipment is allowed.
3. **Training Facilities/Space:** The fair market value pro-rated for time used in training facilities provided by the other organization (s) is allowable.
4. **Training Materials:** The cost of training materials and supplies paid for on the fair market value of in-kind contributions thereof provided by the other organization (s) is allowable.
5. **Communications & Utilities:** The cost of communications and utilities directly related to the project or the in-kind contributions thereof provided by the other organization (s) is allowable.
6. **Travel:** The cost of travel directly related to the project paid for or the in-kind contributions provided by the other organizations is allowable.
7. **Other:** The "other" costs related to the project, including audit costs paid for in-kind contributions received in lieu of cash are allowable, but each item included in "other" must be indicated along with the basis for valuation.
8. **Administrative Overhead:** The cost of administrative overhead relating to the direct cost of the project paid for or the in-kind value provided by the other organization (s) is allowable.

**INSTRUCTIONS FOR COMPLETING
FINANCIAL INFORMATION FORMS**

BUDGET EXPLANATION OF REVENUE

This form provides MJSP with detailed information on where to get the revenue needed to pay for the proposed project. Amounts listed in B and C of this form should be reasonably assured prior to proposal submission. Please insure that this form is filled out completely and accurately. Incomplete and inaccurate proposals cannot be considered for funding.

A. MJSP Healthcare Funds

Purpose Column: Enter in short, descriptive words the purpose (s) for which MJSP funds will be used.

Cash Column: Enter the amount of cash that you expect to receive from MJSP.

In-Kind Column: Please note that MJSP does not provide in-kind contributions.

Total Column: Enter the total MJSP Healthcare Funds you expect to receive.

B. Consortium Matching Revenue (Eligible Employer (s), Consortium Member (s))

Consortium Column: List the names of the consortium member (s) and employer (s) match to the program. Please list each consortium member's match separately.

Purpose Column: List in short, descriptive words the purpose (s) for which the consortium member (s) funds will be used.

Cash Column: List the portion of each consortium member (s) match which is cash.

In-Kind Column: List the sum of each member (s) contribution (i.e., cash plus in-kind contribution).

Total Column: List the sum of each column on the "total" line.

C. Other Non-Matching Revenue

Source Column: List other MJSP program funds to be used towards this training project which provide non match revenue (i.e. Partnership, Pathways, HELP Loan funds).

Other Linkages Column: List the names of other public or private institutions providing support to the program. List each one separately.

Additional Instructions

Purpose Column: List in short, descriptive words the purpose (s) for which the contributions will be used.

Cash Column: List the portion of each contribution that is cash. Please note that student tuition contributions should include only the portion of tuition that is paid by the student.

In-Kind Column: List the portion of each contribution that is an in-kind contribution. Please note there are not in-kind contributions of student tuition.

Total Column: List the sum of each organization's contribution (i.e., cash plus in-kind)

Total Line: List the sum of each column.

SUPPORTING BUDGET SCHEDULE SUMMARY

Purpose: The purpose of this form is to summarize by funding source and line item the costs to be incurred by this project. In addition, this form also indicates which costs will be cash costs to the project and which will be covered by in-kind contributions to the project. Finally, the form indicates how revenues will be applied to costs.

Cost Category Column

Lines A-G of the cost category column are line items for which the project may incur costs directly related to the program. Total Direct Costs is the sum of all direct costs indicated in line A-G. Line H is for indicating administrative overhead costs and is the only place where indirect charges may be included. Total Costs is the sum of Total Direct Costs and line H and constitutes total cost for each column. The amounts indicated for each column for lines A through H are derived from the Supporting Budget Schedule.

Funding Source

MJSP Column: This column is to be used to indicate those costs that the project will incur for which the healthcare and human services training funds will be used.

Consortium Match Column: This column is to be used to indicate those costs the project will incur that will be paid for by cash or in-kind goods and services from employer (s) and other members of the consortium. Note: Administrative Overhead of the employer (s) is not an allowed cost.

Other Non Match Column: This column is to be used to indicate those costs the project will incur that will be paid for by those public or private organizations with which the consortium has formed linkages in conducting the project.

Category Total Column:

This column is to reflect the total costs by line item along with the total revenues expected from each revenue source. The total cost for each line item is the sum of the three Funding Source columns. Please note that the Total Costs line of the Category Total column is the total cost of the project. These sums should be the same as the numbers on the Cover Page.

Cash Column:

This column is to reflect that portion of cost indicated in the Category Total column that will be paid with cash.

In-Kind Column:

This column is to reflect that portion of cost indicated in the Category Total column that will be paid with in-kind contributions from the consortium members, employer (s), or by other institutions with whom the grantee has formed linkages. Note that MJSP does not provide in-kind contributions.

SUPPORTING BUDGET SCHEDULE

This form provides detailed information on how the project arrived at the financial information indicated on the Project Budget Summary. It is the formal worksheet that tells MJSP the methodology the project is using in arriving at cost figures for each line item.

Explanation of Supporting Budget Schedule by Line Item

A. Personnel

1. **Training Personnel:** List each position by the title that will be involved in training. List the hourly rate, the number of hours to be worked each week, and the number of weeks the person will be employed for the project. Multiply the hourly rate times the hours per week and the number of weeks. Next, indicate that portion of the total that will be paid by each funding source in the appropriate column. Sum each column to the total column. Then indicate in the two columns to the right of the total column the portion of training personnel costs that will be cash and the portion that will be in-kind.

Next compute the fringe benefit by multiplying the salaries by your institution's fringe benefit rate, and distribute the total to each column as appropriate.

2. **Non-Training Personnel:** List each position by title of those persons directly involved in the program but not involved in actual training. Repeat the same procedure as indicated in A.1.

Total Personnel: Sum the totals of A.1. and A.2. on the total personnel line (i.e. bottom line of page 1 of 3.)

B. Training Equipment: List each item of training equipment to be used in the project under the appropriate sub-category. When applicable, include the model number. Indicate the number of units to be used and the cost or value per unit. Multiply the units by the value and distribute to the column (s) as appropriate. Total each column on the total training equipment line.

C. Training Space/Facilities: In the space provided, list the square feet of training space to be utilized. If differing rooms of buildings are to be used, list each separately. Multiply the square footage of each space indicated by the monthly rate per square foot and the number of months it is to be used. Distribute the total to each column as appropriate. Total each column on the training space/facilities line.

D. Training Materials/Supplies: Describe in short, descriptive words the materials/supplies to be used in the program. List each item and the cost per item. Multiply each item by its cost and distribute the total to each column as appropriate. Sum each column to the total Materials/Supplies lines. Please note that this refers to program supplies, not supplies used in administration.

E. Communications/Utilities: Describe in short, descriptive words the communication and utilities to be used for the project. List each item separately. Multiply the number of items by their cost, and distribute them to the appropriate column. Sum each column and indicate the total in the Total Communications/Utilities line. Insure that all items indicated pertain to actual training and not to administrative function.

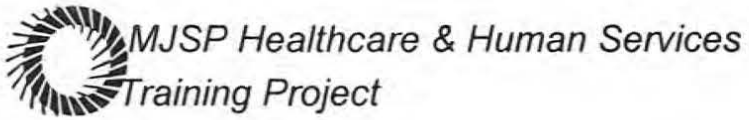
F. Travel: Describe in short, descriptive words the position (s) and/or purpose of proposed travel. Indicate the expected miles to be traveled and multiply by the rate per mile. Distribute the total to the appropriate column. Sum each column on the total travel line. If travel costs include items other than mileage, please indicate separately.

G. Other: Describe in short, descriptive words each item included under "other". Also indicate the basis for determining the cost. Distribute each item total to the appropriate column. Sum each column on the total other line.

H. Administrative Overhead: The administrative overhead chargeable to MJSP is determined as follows: Add the total lines A-G in the MJSP column. Multiply that total by 5 percent and enter the sum in the Administrative Overhead line under the MJSP column. This is the maximum amount chargeable to MJSP without a detailed explanation of all overhead costs. If the project desires to claim more than 5 percent, then the detail required should be completed on a separate sheet of paper and included with the Supporting Budget Schedule. At any rate, no more than 10 percent of administrative overhead can be paid for with MJSP funds. Note that administrative overhead cost of the fiscal agent is allowable. The total of each column should be included on the total Administrative Overhead line.

Additional Instructions

In those cases where there is not enough for explanation on the Supporting Budget Schedule, additional explanation may be provided on a separate sheet with the appropriate reference. These additional sheets should be titled " Additional Explanation of Supporting Budget Schedule," and should immediately follow the Supporting Budget Schedule.



SUPPORTING BUDGET SCHEDULE
SUMMARY

Cost Category	Funding Source			Category Total	Cash	In-Kind
	MJSP Health Care Funds	Consortium Match	Other Non Match Funds			
A. 1. Training Personnel						
A. 2. Non-Training Personnel						
B. Training Equipment						
C. Training Space						
D. Training Materials						
E. Communications & Utilities						
F. Travel						
G. Other						
Total Direct Costs						
H. Administrative Overhead						
Total Costs						



A. Personnel									
1. Training Personnel (List Position)	Hourly Rate	Hours Per Week	Number of Weeks	MJSP Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Training Personnel Sub-Total									
Fringe Benefits		Rate X Salaries							
Training Personnel Total									
2. Non-Training Personnel (List Position)	Hourly Rate	Hours Per Week	Number of Weeks	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Non-Training Personnel Sub-Total									
Fringe Benefits		Rate X Salaries							
Non-Training Personnel Total									
Total Personnel									



B. Training Equipment								
1. Purchased (Indicate Model Number)	Number of Units	Unit Cost	MJSP Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
2. Leased/Rented (Indicate Model Number)	Number of Units	Unit Cost	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
3. Donated (Indicate Model Number)	Number of Units	Unit Cost	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Equipment								

C. Training Space Facilities						
Description (No. Sq. Ft. x cost per Sq. Ft. x Mo. = Total Cost)	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Training Space						



D. Training Materials/Supplies						
Description (Number of items x cost per item = Total Cost)	MJSP Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Materials/Supplies						

E. Communications/Utilities						
Description (Item x cost = Total)	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Communications/Utilities						

F. Travel						
Description (Milage x rate per mile = Total)	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Travel						

G. Other						
Description	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Audit						
Total Other						

H. Administrative Overhead						
(Base x % rate = Total Cost) Note: 5% MJSP limitation without additional documentation	Healthcare Funds	Consortium Match	Other Non Match Funds	Total	Cash	In-Kind
Total Administrative Overhead						

APPENDIX B

Project Information

- 1) Healthcare Criteria Sheet
- 2) Proposal Summaries
 - a. S.W. PIC
 - b. Fairview Foundation

MINNESOTA JOB SKILLS PARTNERSHIP BOARD MEETING

HEALTHCARE CRITERIA SHEET

February 28, 2000

CRITERIA	SW MN PIC/ MN West CTC	Fairview Foundation/Century College	TOTAL/ Average
MJSP Healthcare Funds Request	\$86,397	\$49,218	\$135,615
% MJSP Request to Total Cost	22%	50%	36%
Consortium Match	\$291,602	\$49,327	\$340,929
% Match to Request	338%	100%	219%
Consortium Non-Match Contributions	\$8,228	\$0	\$8,228
Return on Invest. (R.O.I.) (months)	17.43	20.10	18.77
Rank R.O.I. (low-high)	1	2	--
Likert Scale Rating (1-5)	3.1	3.0	3.05
Likert Scale Rating Rank	1	2	--
MJSP Cost Per Trainee	\$494	\$615	\$555
Type of Training*	E	E	--
Number of New Hires (those unemployed or not employed in the healthcare field)	125	80	205
Number of Retrained (those employed in the healthcare field)	50	0	50
% of Trainees Female	97%	75%	86%
Special Population (in %)**	99%	100%	100%
Salary Range (hourly)	\$7.05-\$11.05	\$8.50-\$12.22	\$7.05-\$12.22
Weighted Average Hourly Salary	\$7.74	\$10.36	\$9.05
Rank, Salary (high-low)	2	1	--
Grant Length (months)	39 mo.	10 mo.	25 mo.
Consortium Employer Location	Worthington	Wyoming	--

* Entry Level, Retraining, Advanced

** includes: women, minorities, disabled/not including TANF recipients

PROPOSAL SUMMARY

Fiscal Agent: Southwest MN Private Industry Council (PIC)
Educational Institution: MN West Community & Technical College
Consortium Employer (s): Gil - Mor Manor, Tuff Memorial Home, Meadowlane Healthcare Center, Atchinson Enterprises
Occupational Training Program: Certified Nursing Assistant, Trained Med Assistant, Licensed Practical Nurse

Project Period: 04/01/00 to 06/30/03
Level of Training: Entry Level

Number to be Trained: 175
Cost Per Trainee: MJSP: \$494 Total: \$2,207

Funding Contributions:	Healthcare Fund	Other MJSP Funds	Total
MJSP Healthcare:	\$86,397	\$0	\$86,397
Consortium Match:	\$291,602	\$0	\$291,602
Non Match Funds:	\$8,228	\$0	\$8,228
Total Proposal Cost:	\$386,227	\$0	\$386,227

Training Need: The challenges associated with recruiting, training and retraining a sufficient and qualified nursing assistant workforce are among the more critical facing the long term care industry today. The nursing homes participating in this project are all experiencing a variety of problems associated with short supply and high turnover. Many of them are using nursing pools to cover their needs, with the associated high cost. Every nursing home has current openings for CNA's and LPN's, some of the have been open for more than one year. One of the homes indicated that they are spending 10% of their gross revenue on premium benefit staffing, including time and a half, double time, and on-call. In addition, the average age of CNA's is rising - these homes all have people working into their 80's, and fewer young people are considering this as a career. It is thought that part of the reason for this lack of interest for the CNA profession is due to the lack of career path associated with it.

Description of Training: The curriculum/training path will include five components, all of which will be customized for the participating businesses and the individuals, to best meet their needs. Training will include the following: Steps to Excellence for Personal Success (STEPS), Assessment of Potential and Upward Mobility, Mentor/Preceptor Training, Pre Vocational Transition Courses, Skill Specific ESL Training, and Credit Based Continuing Education.

Anticipated Results: The employers involved in this project will benefit through an increase in skills of current and future employee's. They believe that by increasing current/potential employees skills they will have a more defined career path leading to an increase in wage and ultimately, an increase in job retention. For the consortium, it is expected that the partnership created through this project will enhance future employment, training, and education opportunities in the health care industry. The project will serve as a pilot, and other facilities throughout the region will then be able to take advantage of the instructional methods, skills, knowledge and materials developed.

Wages range from \$7.05/ for CNA at Meadowlane Healthcare Center to \$11.05/hr for LPN at Crossroads/South Shore Care Center.

PROPOSAL SUMMARY

Fiscal Agent: Fairview Foundation
Educational Institution: Century College, Forest Lake High School, Chisago Lakes High School
Consortium Employer (s): Fairview Lakes Regional Healthcare, Parmly Senior Housing & Services

Occupational Training Program: Nursing Assistant Registered

Project Period: 09/01/00 to 06/30/01
Level of Training: Entry Level

Number to be Trained: 80
Cost Per Trainee: MJSP:\$615 Total:\$ 1,232

Funding Contributions:	Healthcare Funds	Other MJSP Funds	Total
MJSP Healthcare:	\$49,218	\$0	\$49,218
Consortium Match:	\$49,327	\$0	\$49,327
Non Match Funds:	\$0	\$0	\$0
Total Proposal Cost:	\$98,545	\$0	\$98,545

Training Need: The ever changing health care market demands, such as increased technology, aging population, health care risks, budget cuts, and mergers and acquisitions add additional pressure on employees, making staff retention more challenging. As the United States population ages, people will require more health care services increasing the number of service jobs. By the year 2001, it is estimated that Minnesota will need 42,400 new health care workers. The worker shortage is especially tight in rural areas of Minnesota where Fairview entities are located. These regions have a proportionately older population, lower wage scales, and are in the midst of a disastrous farm economy. The health care provisions of the Balanced Budget Act are exacerbating already serious problems in staffing rural health facilities. To date, Parmly Senior Housing & Services has 12 openings for NAR's. Fairview Lakes has ongoing unfilled openings in the Medical Center, HomeCaring and Hospice, and convalescent and nursing care units.

Description of Training: The proposed curriculum Introduction to Health Care will be a two term class for students who might be considering a medical career. The course will provide an introduction to medical language and hands on experience to help with career decision making. Students completing all requirements are eligible to take the MN Nursing Assistant Competency Exam, which will allow them to work as a nursing assistant registered in health care facilities while still in high school. Students would be expected to complete 24 hrs of clinical work at Parmly Senior Housing & Services. Fifty six hours will be dedicated to the required NAR curriculum. An additional 46 hours is available for the course content dedicated to the Career Exploration Graduation Standard class being 89 days at 85 minutes per class period.

Anticipated Results: The employers will benefit from this partnership through an increased ability to respond to workforce shortages in the area of NAR's while also continuing to provide services in areas where staff shortages are reducing access to healthcare. Trainees will benefit from the ability to become registered as a NAR and seek employment and earnings while in high school and also allows them the opportunity to look at a variety of careers prior to making the decision related to a lifelong career. Overall, this project will aid the community through an increased socio-economic status of students in skilled jobs.

Wages start at \$8.50/hr for NAR's and increase to \$12.22/hr.