



Rural Routes to Employment

(Developing Employment Opportunities for Individuals with Developmental Disabilities Residing in Rural Communities)

Notice of Opportunity to Apply to Participate as a Project Site Program Year One: 12 month project

Questions about completing/submitting applications should be directed to:

Cary Griffin: cgriffin@griffinhammis.com; **Patty Cassidy:** pcassidy@griffinhammis.com; and **Beth Keeton:** bkeeton@centorforsocialcapital.org

This announcement and application is being sent statewide to encourage your application to participate in the Rural Routes to Employment Project, operated by the Center for Social Capital (CSC) and funded by the Florida Developmental Disabilities Council. The application makes local communities eligible for selection as a Project Site, which provides your organization and local community with training, technical assistance, and mentoring tailored to your community, job seekers, and needs. Eligible applicants must:

- be *rural communities*. (If you are not sure if your area meets requirement of rural area or would like additional consideration, please contact us, and
- commit to developing a Community Action Team (CAT) comprised of community members that learns and applies new approaches to *customizing employment for people with developmental disabilities*.

As you know, Customized Employment is a growing option for many individuals with significant disabilities. The Center for Social Capital, the non-profit arm of Griffin-Hammis Associates, is a leader in assisting organizations to build capacity for improving employment outcomes and increasing financial independence for all job seekers. During Phase One, selected project sites will develop a Community Action Team (CAT) that will conduct Resource Mapping, extensive town hall meetings with stakeholders to capture barriers and opportunities for expanding employment, and learn about best practices of employment supports. By applying for this project, your agency has an opportunity to leverage generic community resources, utilize multiple funding sources, develop cooperative relationships, and facilitate inventive service delivery through the development of a Community Action Team. A project abstract is attached that gives a project overview.

If your agency is selected as a development site, you will receive:

1. Support, mentorship and guidance to develop a Community Action Team

A Community Action Team (CAT) is an integrated learning community representing community organizations, schools, workforce development agencies, employers, family, and friends who work one-on-one with employment seekers to discover his or her ideal conditions of employment. The group forms through a common interest in applying customized employment planning. For this project, the CAT will first assist with identifying local resources, barriers and opportunities essential to implementing Phase Two. To review the *Community Action Teams How to Manual*, go the Rural Routes to Employment Blog at: http://griffinhammis.typepad.com/florida_rural_routes_to_e/ Scroll down the page half way and click on the link.

2. 4 two-day on-site visits for CAT development activities, training, technical assistance, and mentoring

Each visit will consist of a mix of facilitated meetings to develop CAT membership and complete CAT

work on local issues and resource mapping; and will include specialized classroom training on best practices in employment within a framework of consumer choice and self-determination.

3. Training with the curriculum tailored to the site

The training content will be based on local need of the Community Rehabilitation Providers (CRP) of Employment Services to individuals with developmental disabilities, families, consumers with developmental disabilities, and intermediaries, but will use a foundation of CE essentials including: Introduction to CE and Discovery; Systematic Instruction and Job Analysis; Job Development, Carving, Creation and Resource Ownership; SSA Work Incentives; Business Feasibility and Plans, Support Strategies; etc. Training will be provided during on-site visits 4 times per year as well as Live Webinars on specialized topics throughout the project year.

4. Support and mentoring of staff/CAT teams for specific customized outcomes

During the project year, we will support your staff and CAT team in learning the CE process starting with Discovery and exploration, and beyond to informational interviewing and job analysis, job carving/creation, negotiation strategies, small business development, etc.

5. Community Resource Mapping

Additionally, we will support your CAT team to document potential community resources; develop user-friendly resource guides; establish ongoing, collaborative relationships with key local intermediaries; and to identify and utilize all possible funding streams available.

If selected, your agency will commit to and be responsible for:

1. Hosting all CAT meeting and training events

Responsibilities include *identifying and inviting* local intermediaries and potential CAT members, *advertising* the training throughout your local region, and *securing* meeting facilities in locations convenient to all attendees.

2. Ensuring all team members participate in trainings and meetings

Job seekers with developmental disabilities should be selected by the agency for participation during the first year of the project and members of their person-centered teams should plan to attend each training, along with other staff and consumers from your agency, as well as staff, consumers, case managers, business development personnel, VR staff, families, et al., from other communities and professions engaged in or interested in small business options.

3. Working through the CE process with CAT members to a customized outcome with at least 2 participants. CAT members are better able to understand and apply a community's resources and connections for employment outcomes when they apply their membership responsibilities to actual job seekers. Each site will identify at least two job seekers (possibly individuals currently receiving job development services) to help the CAT members understand and apply their shared community resources.

4. Following through on tasks and plans for each individual between consultants visits

Attached is an application with a series of questions that should be answered briefly. Your answers will guide both site selection and the initial design of our on-site training and technical consultation. It is not necessary for you to discuss these questions in depth with everyone in your agency or community, but we are seeking a general understanding of who your team feels should be your community partners, and what types of training and support the team, consumers, and others will need. The local team should be available to meet with our staff during every on-site visit.

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Cary Griffin: cgriffin@griffinhammis.com; Patty Cassidy: pcassidy@griffinhammis.com; and Beth Keeton: bkeeton@centorforsocailcapital.org

Application Deadline: December 14, 2011

Submit Completed applications to: **Patty Cassidy**
pcassidy@griffinhammis.com
(502) 681-4881

SITE APPLICATION
PHASE ONE PROJECT SITES

RURAL ROUTES TO EMPLOYMENT

(Developing Employment for Individuals with Developmental Disabilities Residing in Rural Settings)

PROJECT SITE PROFILE

AGENCY:

ADDRESS:

WEBSITE:

NAME PROJECT LIAISON:

POSITION/TITLE:

PHONE:

EMAIL:

AGENCY SITE TEAM MEMBERS

**(INCLUDE ALL STAFF MEMBERS COMMITTING TO CONSISTENT PARTICIPATION
IN PROJECT TRAINING AND TA SESSIONS)**

Provide Name, Position/Title, Phone, E-mail for each

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PROPOSED COMMUNITY ACTION TEAM (CAT) MEMBERS – COMMUNITY PARTNERS/ INTERMEDIARIES

(E.G., VR, SMALL BUSINESS DEVELOPMENT CENTERS, CONSUMER OF SERVICES, ONE-STOP/WORKFORCE REPRESENTATIVE, COMMUNITY LENDERS, EMPLOYMENT SERVICE PROVIDERS, ETC.)

Provide Name, Affiliation, Phone, E-mail for each

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

PLEASE PROVIDE BRIEF NARRATIVE ANSWERS TO THE FOLLOWING QUESTIONS:

1. Describe the rural community you are proposing for consideration in which you support people with disabilities.
2. Describe the challenges you face in employment opportunities for people with disabilities in your area.
3. What training needs do you have to better help people with disabilities get employed?

Our agency fully understands that if selected, involvement with this project will require an investment of staff time. In the event our agency is unable to meet the necessary staff time requirement, we understand that another agency represented on our team may be selected to take over the leadership role.

Executive Director or Designee

Date