My Journey Home, Inc.

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Work 4 Success

Amount Requesting: $73,606.00

Washoe County Nevada, Carson City, Lyon County

Elaine Voigt, Executive Director

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**A: Articulating a Clean and Aligned Vision:**

**(A) (1)**. **Program design, activities, and services (including any partnering activities):** Work4Success (W4S) is designed to serve a target population which otherwise would be chronically unemployed and at risk of homelessness and justice involvement. Because of the barriers to employment of the target population, the program design involves intensive job preparatory assistance. My Journey Home, Inc (MJH) will have formal partnerships and will work as the lead entity with several providers with which it has letters of intent. MJH worked with Sen Gustavson bringing SB159 the Federal Bonding Program to Nevada and recently attained the contract through for the Social Security Ticket to Work Program for Northern Nevada.

**Intensive case management**: Each potential client undergoes an initial interview in which his or her eligibility for WINN programs is determined. If eligible, he or she will have an individual assessment of educational level, skills, work experience, certifications, criminal and military history, and other indicators of employability and adjustment to work culture. O-Net services will be used to determine vocational areas of interest. If the assessment indicates that the individual can benefit from available W4S employment services, the Career Advisor will work with the individual to develop an employment plan, which the individual will need to agree to before receiving intensive services. The Career Advisor will continue to work with the individual to track his or her progress for nine months after exiting program, contact frequency.

**Alcohol and other drug therapy**: The target population tends to have chronic alcohol and other drug issues, which cause on-the-job problems. The W4S program will have available low cost alcohol and drug assessments, along with an on-going therapy group under the leadership of a licensed drug and alcohol counselor, who will be an independent contractor. MJH proposes to budget for mandatory D&A assessments and if recommended for therapy groups.

**Education for work: 1)** GED: A high school diploma or a GED is a minimal requirement for most jobs. Experience with the target group indicates that some may be functionally illiterate. This population usually has had multiple failures in the education system and does not do well with the customary literacy service providers, nor are those providers comfortable with the target population.

**Basic computer skills** are increasingly required in employment. Clients need these skills to do job searches, write resumes, do applications, find bus schedules, and function on many jobs as well as in society.

**Personal financial management** is a skill needed to successfully survive and maintain unsubsidized employment in current society. Many members of the client population do not and never have maintained a bank account, do not know how to build credit, do not understand the hazards of pay-day loans, or of cashing pay checks in casinos, budgeting for expenses, or even the difference between a want and a need. Partnership with the Financial Northern Nevada Services, Financial Counseling Services, Housing Services, Asset Accumulation, Financial Education. Financial Guidance Center (FGC) is an HUD Approved, non-profit NFCC member United Way Agency that has been providing services since 1972.

**A. Communicating a Clear and Aligned Vision**

**(A)(2)** We vision this grant will prepare participants for the “in-demand” occupations in our area. There are multiple construction project being introduced to Northern Nevada, this training will bring our participants into a median paying position rather than a minimum paying job. We have spoken to the Western Apprenticeship Coordinators Association in regards to training in the construction fields. They have agreed to partner with us for that purpose and were not concerned in regards to the incarceration of our participants. One of our past achievements has been our relationship with the local construction company doing the grounds preparation for the construction of Tesla, F and P Construction, and they agreed to hire participants only if they had already completed the OSHA 10 classes. We contacted OSHA and put 15 persons through the class. All 15 were hired. As part of the agreement, we asked the participants to sign a release of information in regards to any drug testing done by Parole and Probation. When OSHA did an unscheduled inspection, F and P Construction called to let us know that the only ones that passed the drug tests were our referrals. F and P also reiterated that the drug and alcohol evaluations were a huge part of the hiring process they appreciated.

**Heavy Equipment Operation Training** by the Western Apprenticeship Coordinators Association will be offered as continuing education to 10 clients from the 2016 class who have taken the assessment to determine ability to complete the training to operate trucks which are moving earth and other loads likely to shift and needing special handling techniques to certify them for heavy equipment operation. Part of this training will be hands on at lots provided for this purpose by OEU.

**Commercial Driver’s License (CDL)** is available through Desert Trucking Driving School. It includes the required physical, classes, and driving test. Those who pass the tests will hold a CDL in Nevada, which includes double and triple trailer driving. With the rebirth on mining in Nevada and the new road construction in our area, CDL drivers are in big demand.

**Mine Safety Training is offered by Mines Safety and Training Section (MSATS)** in the form of 24 hours of specified training of which four hours of which must be taken prior to employment at mining operations. **OSHA 10 and OSHA 30 training**—the OSHA-10 classes are the primary way to train workers in the basics of occupational safety and health. OSHA-30 is a comprehensive safety program designed for those in the construction industry. Successful completion of either class results in a 10 or 30 hours DOL course completion card.

Monitoring of the programs will be done as we have in the past, with the forms and compliances learned with other Federal grants we have been awarded.

B. **Implementation Plan:**

**(B)(1)** The strategies used by our organization to support our participants: The opportunities for construction is growing every day. At present, TESLA’s construction project will not be completed for another 2 years; The RTC has published a Complete Street Master Plan; The Nevada Department of Transportation has been working with trustees from the Department of Corrections and have advised My Journey Home, Inc., that they will and do hire those with the qualifications for construction work and the criminal background is not an issue. UNR Campus Construction Project includes high water upgrades; a New Business building, Central Chilled Water plant to name a few; EDAWN continues to bring new commerce including new Advanced Manufacturing plants, Distribution, Logistics & E-Commerce, Back office, Business Support & Data Centers all needing construction or building renovations requiring construction. The training mentioned will put our clients in line if not at the top of the hiring process. The training will take them way beyond the grant period.

The Western Apprenticeship Coordinators Association has informed My Journey Home, Inc, (MJH) that because we are a non-profit organization, the training will be at no cost to those we refer. Since that is the case, the grant monies will be used to assist our participants with rent, needed medical exams, eye exams, tools, and required protective gear.

**(B)(2)** Intensive case management: Each potential client undergoes an initial interview in which his or her eligibility for WIA programs is determined. If eligible, he or she will have an individual assessment of educational level, skills, work experience, certifications, criminal and military history, and other indicators of employability and adjustment to work culture. O-Net services will be used to determine vocational areas of interest.

The target population tends to have chronic alcohol and other drug issues, which cause on-the-job problems. The W4S program will have available low cost alcohol and drug assessments, along with an on-going therapy group under the leadership of a licensed drug and alcohol counselor, who will be an independent contractor.

A high school diploma or a GED is a minimal requirement for most jobs. Experience with the target group indicates that some may be functionally illiterate, and as many as 3 will either lack at least a GED or are otherwise illiterate. This population usually has had multiple failures in the education system and does not do well with the customary literacy service providers, nor are those providers comfortable with the target population.

Basic computer skills are increasingly required in employment. Clients need these skills to do job searches, write resumes, do applications, find bus schedules, and function on many jobs as well as in society. Basic computer skills will be taught in house by an instructor, who has experience teaching this population.

Personal financial management is a skill needed to successfully survive and maintain unsubsidized employment in current society. Many members of the client population do not and never have maintained a bank account, do not know how to build credit, do not understand the hazards of pay-day loans, or of cashing pay checks in casinos, budgeting for expenses, or even the difference between a want and a need. MJH staff will provide a class in personal financial management. The partnership with Project Help’s Executive Director is a National Certified Financial Coach.

**(B)(3)** There are 2 staff members chosen specifically for this grant. One holds an A.A. in Human Resources Management from the University of Nevada Reno, former Court Security Officer, Sheriff’s Support Specialist, presently a Family Services Specialist II and the parent of a former inmate. The other is a Certified Job Developer through DETR, also trained as an Offender Employment Specialist by Federal Supervision and has been working with the population since 2008. Both will act as job developers, working with trainers and employers to determine appropriate preparation for openings available with employers. The advisor will meet face-to-face with employers where possible to make them aware of incentives available including (1) the federal bonding program, under which a potential employee can be bonded for 6 months at no cost to the employer or the employee; (2) the involvement of an on-going alcohol and drug program, (3) the involvement of a Career Advisor providing an interface to work through any rough spots and (4) employer benefits the Federal Bonding Program, the newly reinstated Work Opportunity Tax Credit, Drug and Alcohol Assessments and continued contact with the staff.

Most persons who are exiting prison or who border on homelessness lack any means of transportation other than walking. MJH works with Kiwanis’ Bike Project, which provides bicycles the clients can use for nearby trips. For longer trips clients need either bus passes or gas cards for their own vehicles to get to classes or other training, job interviews, etc.

Services offered without direct budgeted cost to W4S: Peer-to-peer support groups which help at-risk individuals cope with the stresses of social, family and job adjustments. The groups have proven helpful in increasing job retention, as well as reducing recidivism among those who attend.

OSHA will be providing OSHA-10 and OSHA-30 classes, as well as other employment related safety classes at no cost to the program.

**C. Partnership Development**

**(C)(1)-**Core partnerships are with:

**Western Apprenticeship Coordinators Association** (WACA) has an “earn as you learn” program. They have offered to work with our client at no cost. The have apprenticeship programs for Construction Laborers, Electricians, Heat and Frons Insulators, Ironworkers, NV Energy sponsored programs, Operating Engineers, Painter and Allied Trades, Plasterers and Cement Masons, Plumbers and Pipefitters, Steel Metal Workers and Stationary Engineers.

**Nevada Trucking Driving School**, is a locally owned business. It includes the required classes, and driving test. Those who pass the tests will hold a CDL in Nevada, which includes double and triple trailer driving. This school is on the approved provider list from Nevada Works. The price includes the DOT medical exam.

**State of Nevada Mines Safety and Training Section** (MSATS). With the rebirth on mining in Nevada, the demand for Mine Safety Inspectors is an ideal occupation for a new business start-up for this in demand occupation. . SCORE also partners with MJH to assist with the business start-ups.

**OSHA 10 and OSHA 30 through Safety Consultation and Training Section** of the Nevada Department of Business and Industry. OSHA 10 is required for entrance on any construction site; OSHA 30 is a 30 hour training program for onsite supervisors. Having this training will open the door for advancement in the construction business. Worker deaths in America are down-on average, from about 38 worker deaths a day in 1970 to 13 a day in 2014.

**Basic Computer Skills** with Professional Institute of Technology (PITA) a non-profit organization. Technology changes by the second. Basic skills is a essential for job applications and even our cells phones.

**Steven Derrick, MA, LADC** Substance Abuse Counselor/Evaluator. Steven Derrick has worked in the Nevada Department of Corrections WINGS program in 2006 and is at ease with and acquainted with the re-entry population. He has had 24 year of experience with drug and alcohol counseling.

**(C)(2)** As of June 8, 2016, My Journey Home, Inc. signed a contract with the Social Security Administration for the Ticket to Work Program. Social Security's Ticket to Work Program is a free and voluntary program available to people ages 18 through 64 who are blind or have a disability and who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. The Ticket assignment, will coordinate and provide appropriate services to help the beneficiary find and maintain employment. These services may be training, career counseling, vocational rehabilitation, job placement, and ongoing support services necessary to achieve a work goal. While participating in the Ticket to Work Program, beneficiaries can get the help they need to safely explore their work options without immediately losing their benefits and find the job that is right for them. Beneficiaries also can use a combination of work incentives to maximize their income until they begin to learn enough to support themselves.

**(C)(3)-**My Journey Home is open to any partnerships that would enhance the programing already envisioned. MJH believes in collaborating to bring necessary services to the participants to ensure success; being proprietary in services does not promote success for the participant.

**D. Proof of Sustainability**

On June 8, 2016, My Journey Home signed a contract with the Social Security Administration for the Ticket to Work and Self-Sufficiency Program. In this program, there are Milestone payments made to the organization for such things as rent, insurance and basic business expenses required for this service. The Employment Network (EN) Specialist, Elaine Voigt, is a Certified Job Developer for DETR and has been trained by the Federal Supervision Office as an Offender Employment Specialist. According to the EN website, there are only 2 Ticket to Work EN’s in northern Nevada. After substantial training, the list of assigned qualified participants is presently at 21. As of the date of this RFP, more than 81% are employed and working on their first Milestone.

**E. Data**

Currently, our outcomes are measured with the Access Data base we keep for our re-entry clients. As a Job Developer, I have continued the program style of contacting the clients at least once per month for a three month period.

**(E)(1)** Our outcomes in the Ticket to Work are measured by the input into the EN Network coordinators. Our past experience with Nevavdaworks, we have adopted the basic accounting skills and the project tracking using Microsoft Excel and Microsoft Access Database. The data base information is as follows: Name, address, contact phone number, alternative contact, NDOC#, Parole Officer, services needed, agencies contacted, resume, housing, military status, buss pass, clothing, ect. We have peer to peer support groups for the released inmate, for the families and for the children. With this much contact, we can have a better idea how to measure the outcomes from many different levels. Our placement rate for those we have worked with in 2015 has been 91% and this year, 2016, is looking better. We contact employers regarding the Work Opportunity Tax Credit revised in 2015 to expire 2020; the Federal Bonding program and workshops to engage the participants in a positive job search.

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| **GOALS** | **RESPONSE** |
| How many participants will you engage? | We plan on 25 participants: 10 with WACA;  5 CDL’s and 10 with MSHA and OSHA 10. |
| What is the cost per participant? | For those participating in WACA the cost for safety equipment for the 10 paid apprenticeship program is $108. Per person. Basic computer classes for 10 individuals is $250.00 per client. For the 5 CDL students the cost is 2825.00 per person. |
| What is the demographic of our target population? What are the projected retention rates? | Our target population will be those with a criminal history, veterans and the hard to place job seeker. The retention for the trainees has been at 100%. |
| What are/will be the specific skills gained by your participants? | In their pasts, they have not had the opportunity to pursue their dream occupations due to lack of funds and the untrusting nature of employers. With the Federal Bonding program, training, peer to peer support and the financial classes offered, our participants self -confidence and self-esteem will forward them as a contributing part of their new found community. |
| What percentage of your participants (will) gain credentials, certificates licenses, ect. | Our past experiences have been that 100% will continue onto a better way of life than what they have had. |
| How many and what percentage of your participants (will) gain employment? What is their expected average median earnings? | With the WACA (Western Apprenticeship Coordinators Association, they will be in paid training and referred by WACA for employment as well as the CDL, OSHA 10-30 graduates. WACA has partnerships with 100% of the construction projects in Northern NV. |

**(E)(3)** The data point that will let us know whether the program is successful and effective is when the participants are working. MJH (My Journey Home) also participates in the Federal sponsored Project Home that will assist them in purchasing their own homes. Part of the process for Project Home is to work with the Financial Guidance Center to assist in establishing credit and/or cleaning up the past credit issues. The past participants that have engaged in Project Home have been more than 33 just in 2015. It has been our data-collected effective programing that the more you get our target population involved and accepted into the community, the more they participate and protect what they have earned.

**F. Budget and Funds Leveraged**

**(F)(1)**The funds from this grant will be usedto train those leaving our prison system into a new way of life, one that is more productive not just in wages earned but in life skills learned. Recent in depth studies by the Dept of Justice have found that the re-entry population’s prior family life has been infected by drugs and low income challenges. The training provided basically opens the door to a new way of life and one that is most productive which is also passed on to their families in a positive way.

My Journey Home has acquired a contract with the Social Security Administration for the Ticket to Work Program. The purpose is to bring people from government dependency to self -sufficiency. This is very much like re-entry. By taking our experiences from re-entry and Ticket to Work, the road to self-sufficiency is a leverage that can be used for other grants. When the success in our community with those we serve is aluminate, the grants from the Federal Government program will be easier to attain. MJH has been chosen by the Estipona Group for their “Good Deeds” campaign to expand our multi-media and public relations for this coming year. The Estipona Group specializes in Brand Development, Strategic Planning & Research, Advertising & Design, Website Development, Online Marketing & Content Development, Online Search Optimization, Social Media Campaigns, Media Planning & Placement and Public & Media Relations. The leverage that would have for our community is priceless.

We have a contract with TANF’s Community Work Experience Program (CWEP) to assist in training in the administrative field. There is no cost for this service. This grant will allow the kind of training that is needed and provide the skills for this in-demand occupation.

**PROGRAMMATIC EXPENSES/CURRICULUM DEVELOPMENT**

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| **ITEM** | **QUANTITY** | **Amount Paid with Grant Funds** | **Match in kind or cash** | **Description/**  **Justification** |
| Drug & Alcohol evaluations/counseling | 25 | Evals-$1250  Groups $600 per month x12= $7200.00 | **None** | One specific requirement for employment is drug & alcohol screening. This will be done for the employer as leverage for employment. |
| Computer Basics | 10 | $250. Per person total  $2500 | **None** | Computer skills are required in today’s job market. |
| CDL classes | 5 | $2,825. X 5  $14,125.00 | **None** | This includes the DOT medical exam. |
| Mine Safety Training | 5 | No cost to a non-profit for training | **None** | Nevada mining industry is growing. Mine safety inspectors are in huge demand. |
| OSHA 10 & OSHA 30 | 15 | No cost to a non-profit for training | **None** | OSHA 10 is required for anyone stepping onto a construction site. |
| Western Apprenticeship Coordinators Association | 15 | No cost to a non-profit | **None** | Construction occupations include heavy equipment operators, construction laborers, ironworkers and concrete workers |
| Safety Equipment for construction jobs | 15 | Combined total of pants, boots, vests, shirts, googles, hard hats $1080.00 | **None** | Safety gear required by the OSHA: Steel toed boots, vests, pants, shirts, goggles and hard hats |
| Bus Passes | 25 | 90 day passes for each participant $4675.00 | **None** | It is important for the participants to get to the training and to the jobs. |
| High School Equivalency | 5 | None | **None** | The Doyle Foundation will pay for the testing. |
| Total Programmatic expenses |  | $29,654.00 |  |  |

**CAPITAL EXPENSES**

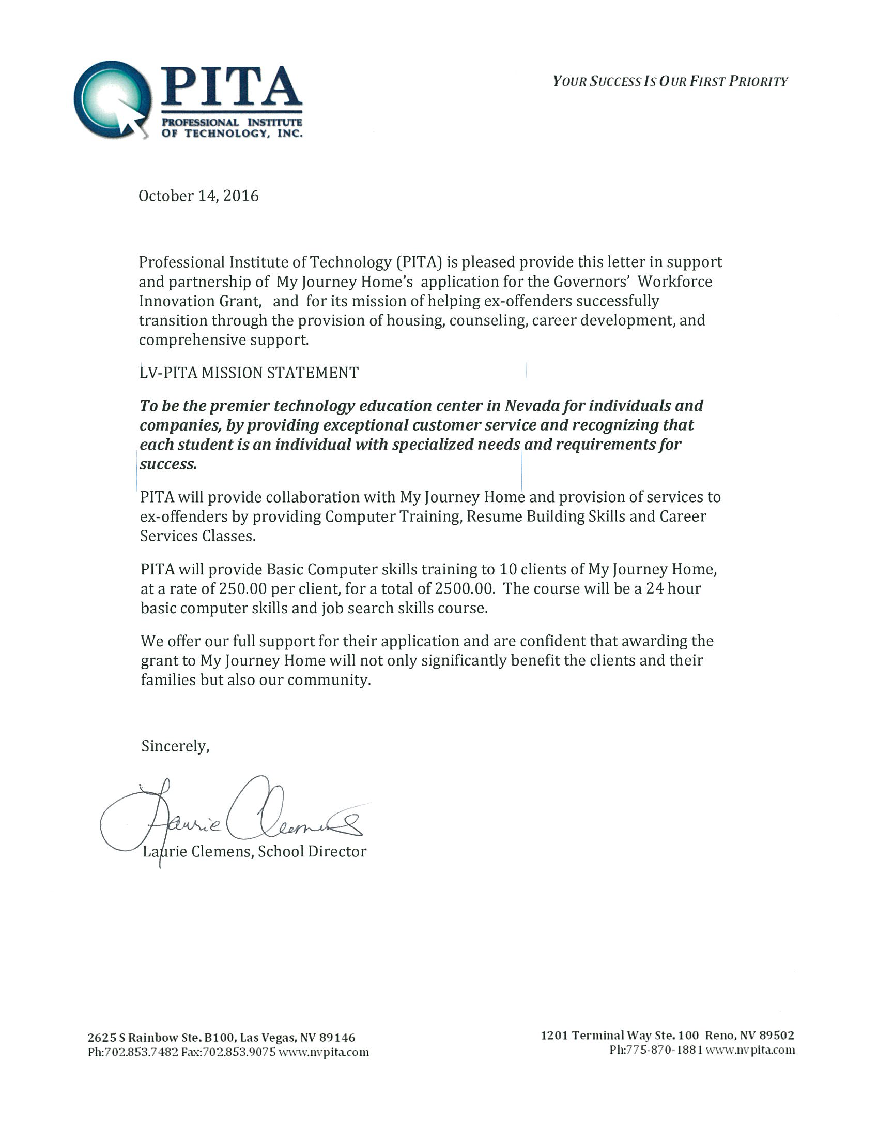
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| **Item** | **Quantity** | **Amount paid with grant funds** | **Match in kind or cash** | **Description/**  **Justification** |
| Salary for Executive Director | 1 | Stipend for  $500.00 per mo.  X 12 mo=$6000. | **None** | Ex Director is presently on SSI and retirement the stipend is acceptable |
| Salary for the Human Resource Director | 1 | Salary $36,000 | **None** | Base salary for the Human Resource Admin. |
| Administrative Assistant | 1 | TANF Community Work Experience Program CWEP | **None** | No salary volunteer training |
| Workers Comp |  | 752.00 | **None** | This policy will be for the 1 salaried employee. Volunteers are protected through CWEP and the Stipend does not required workers comp. |
| Staff Travel | 1 | $1200 | None | 200 miles per month; .50 per mile x 12 months |
| Total Expense |  | **$43,952.00** |  |  |

Other business expenses such as rent, liability insurance and office supplies will be covered under the Ticket to Work funds distributed to My Journey Home, Inc. Our contract for the Ticket to Work is in place and Social Security is sending local SSI/SSD recipients information regarding this program and we are getting “beneficiaries” signing up every day. Presently we have 21 clients and the list is growing. I am also a Certified Job Developer for DETR and will be making a presentation before the northern district staff for the re-entry program will result in referrals to MJH regarding clients recently released and those with the Washoe County Specialty Courts and the Ticket to Work. I am also speaking to the staff of Northern NV Hopes on October 26, 2016 and Parole and Probation on Nov 3, 2016 in relationship to our services.

Letters of Support for our program are attached in a folder.

Thank you for the opportunity to apply.

Elaine Voigt, Ex. Director of My Journey Home, Inc.

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