

Amendment #1 to Agreement

WISCONSIN CAREER ADVANCEMENT INITIATIVE MODEL DEMONSTRATION PROJECT

This Amendment Number 1 (Amendment #1) is to the Interagency Agreement (Agreement) with an effective date of October 1, 2021, between the Board of Regents of the University of Wisconsin System (University) and the Department of Workforce Development (DWD), on behalf of the Division of Vocational Rehabilitation (DVR).

The above-referenced Agreement is hereby amended to reflect the following:

The purpose of this Amendment #1 is to add to the Agreement that UW-Madison shall provide one (1) Project Coordinator for the project, subject to consultation with DWD, that meets the qualifications described in Attachment B.

The attachment hereto, labeled “**Attachment B Project Coordinator Qualifications, Roles, Responsibilities, and Pricing Details**” shall be included in the Agreement as such Attachment B thereto.

Except as amended herein, all terms and conditions of the Agreement remain unchanged and in effect.

This Amendment #1 shall become effective as of July 1, 2022.

University
DocuSigned by:

Robert Gratzl

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Robert Gratzl, Assistant Director of Contracts
Research & Sponsored Programs
University of Wisconsin–Madison

6/24/2022

Date

DVR
DocuSigned by:

Delora Newton

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Delora Newton
Administrator
Division of Vocational Rehabilitation

6/24/2022

Date

DWD
DocuSigned by:

Pamela McGillivray

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Pamela McGillivray
Deputy Secretary
Office of the Secretary

6/24/2022

Date

Attachment B

Project Coordinator Qualifications, Roles, Responsibilities, and Pricing Details

The Project Coordinator provided by UW-Madison shall serve as the project lead and provide statewide coordination and management of the project, with the goal of increasing the number of youth and adults with disabilities engaging in career pathways services resulting in paid, competitive, and integrated employment.

SERVICES TO BE PROVIDED:

- A. The Project Coordinator must meet the following qualifications:
 - i. Formal Post-Secondary Education and/or professional experience in Vocational Rehabilitation Counseling, Special Education, Psychology, Human Services, or other related degrees and two or more years of relevant experience.
 - ii. Experience conducting research and evaluation, including methodological design, data collection, data management, statistical analysis, technical report writing, and dissemination.
 - iii. Effective project management skills to include organizational and problem-solving skills and the ability to manage multiple tasks and respond to overlapping deadlines.
 - iv. Knowledge of process improvement techniques.
 - v. Effective oral and written communication skills.
 - vi. Ability to work with a team and independently.
 - vii. Knowledge of and ability to provide training and technical assistance to various groups or individuals.
 - viii. The ability to prioritize work and meet competing deadlines.
- B. If UW-Madison does not provide a Project Coordinator that meets the qualifications outlined above, DWD reserves the right to request a replacement of the Project Coordinator. Should no suitable Project Coordinator be provided, DWD reserves the right to cancel Attachment B and the Agreement.
- C. The Project Coordinator is to be supervised by UW-Madison. The DWD Agreement designee will provide direction to the Project Coordinator in matters related to DVR policies and service provision.
- D. Project Coordinator travel expenses shall be billed monthly and reimbursed to UW-Madison per UW System policy reimbursement rate.
- E. DWD will provide all equipment (e.g., work area, computer, and general office consumables) necessary to the Project Coordinator to perform the services required under this Attachment B.
- F. UW-Madison will return all equipment, files, and any information pertaining to DVR consumer personal information within 60-days of Agreement expiration. If UW-Madison is unable to recover and return the equipment to DWD, UW-Madison will reimburse DWD based on the original purchase price.

RESPONSIBILITIES SHALL INCLUDE:

- a) Train DVR staff, project partners, and stakeholders on the project as instructed by DWD/DVR leadership and outlined in the project plan.
- b) Serve as the liaison between DWD/DVR, the DWD/Division of Employment and Training, Department of Public Instruction (DPI) Wisconsin Technical College System, Workforce Boards, employers, and other stakeholders.
- c) Collaborate with project workgroup members, the steering committee, and the DWD/DVR leadership team to develop and implement a project plan and monitor the evaluation of the project.
- d) Coordinate and facilitate weekly meetings with the DWD/DVR leadership team and workgroups.
- e) Ensure that the project plan is updated biennially.
- f) Gather project data, conduct data analysis as needed, and share results with DWD/DVR leadership for the purpose of completing and submitting the bi-annual reporting to the U.S. Department of Education, Rehabilitation Services Administration.
- g) Meet with the DWD/DVR leadership team weekly and steering committee quarterly in-person or remotely for the first two months of service delivery; meetings for ensuing months will be determined by DWD/DVR on an as needed basis.
- h) In collaboration with DWD/DVR administer programs that provide services and supports to working age persons with disabilities to promote competitive integrated employment and ensuring the self-determination and informed choice of the individual as related to this project.
- i) In collaboration with stakeholders, including the Wisconsin Rehabilitation Council, develop performance improvement targets and methods to ensure that programs, policies, and procedures support career pathways programming and competitive integrated employment.
- j) Provide annual reporting on the progress, outcomes and achievements made in competitive integrated employment by DVR consumers participating in career pathways programming in accordance with the project plan.
- k) Share information with other agencies and stakeholders as identified by DWD/DVR on the training provided to DVR staff, consumers, employers, and workforce partners that promotes competitive integrated employment of people with disabilities and advancement in career pathways in healthcare, manufacturing, construction, and digital technology.

- l) Track data on a quarterly basis and report to DVR the progress towards meeting annual benchmarks and goals.
- m) Provide recommendations to DVR to improve progress towards annual benchmarks and goals.
- n) Analyze agency data to determine the services, supports, or other factors impacting competitive integrated employment for working age individuals with disabilities receiving public services outside the home and for subgroup populations (e.g., disability type, age, race, ethnicity, gender, etc.).
- o) Coordinate data sharing agreements and any additional data collection identified.
- p) Develop, implement, and coordinate other projects required and identified by the DWD/DVR leadership team designed to increase career advancement opportunities for working age individuals with disabilities receiving public services outside their home in Wisconsin.
- q) Submit monthly reports to the DWD Agreement designee detailing the development, implementation, coordination, and evaluation of the project. Monthly reports due to DVR within five (5) business days from the end of the month.

Pricing Details

WCAI Project Coordinator

07/01/2022 through 9/30/2022

| | % Effort | # of months | Salary request | Fringe | Total (Salary and Fringe) |
|---|----------|-------------|----------------|---------|---------------------------|
| Project Coordinator, TBD | 60% | 3 | \$11,550 | \$4,066 | \$15,616 |
| Tim Tansey, Project evaluator | 1% | 3 | \$468 | \$165 | \$633 |
| Total Salaries and Fringe | | | | | \$16,249 |
| Variable expenses (Travel and Supplies) | | | | | \$3,000 |
| Total Direct Costs | | | | | \$19,249 |
| Indirect at 55.5% | | | | | \$10,683 |
| Total Project Cost | | | | | \$29,932 |

