

MEMORANDUM OF AGREEMENT
BETWEEN
CINCINNATI CHILDREN'S HOSPITAL MEDICAL CENTER (CCHMC)
AND
DIVISION OF VOCATIONAL REHABILITATION (DWD/DVR)
FOR
PROJECT SEARCH LICENSURE & FIDELITY REVIEWS

Purpose:

This Memorandum of Agreement (MOA) describes the services provided by CCHMC to Project SEARCH sites in Wisconsin and the allocation of funding for services effective **July 1, 2024, through June 30, 2025.**

Agreement Requirements:

CCHMC agrees to provide services as outlined in **Exhibit 1 Services to be Provided.**

Level of Funding:

This agreement authorizes DVR to pay CCHMC up to **\$144,400.00** for the provision of services as identified in **Exhibit 2 Budget** for services CCHMC provides to DVR Project Search sites through June 30, 2025.

Dollars identified above are allocated but not available, and therefore not committed, until this agreement has been fully signed. While costs may be incurred prior to signature of this MOA, no costs will be reimbursed until this Agreement is fully executed by the parties.

Monitoring/Reporting Requirements:

DVR staff will monitor the expenditure and utilization of funds under this agreement including:

- CCHMC will provide an Expenditure Report to DVR describing the services provided under this agreement on a quarterly basis.
- Expenditure Report to be sent to: DVRSpecialContracts@dwd.wisconsin.gov

Monitoring of program goal will be achieved through both Expenditure Report and invoices. Quarterly Expenditure Reports and invoices are due as follows:

October 31, 2024 (for services provided July 1, 2024, through September 30, 2024)
January 30, 2025 (for services provided October 1, 2024, through December 31, 2024)
April 30, 2025 (for services provided January 1, 2025, through March 31, 2025)
July 31, 2025 (for services provided April 1, 2025, through June 30, 2025)

Authorized DVR staff will review and store the reports.

Invoice Instructions:

Address the invoice as follows:

DWD – DIV OF VOC REHAB
ATTN: DVR BUDGET ANALYST
PO BOX 7852
MADISON WI 53707-7852

Then e-mail the invoice to: Einvoice@dwd.wisconsin.gov

There is no need to mail in a hard copy of the invoice if the above step is followed.

Invoices must be received by DWD/DVR within the timeframe specified in this Agreement.

Final invoice due July 31, 2025. No payment will be issued for any invoice received after July 31, 2025.

Amendments and Termination:

Non-compliance with the terms of the agreement will render the agreement null and void.

DVR and CCHMC may negotiate changes to this agreement based upon changes to any federal or state law or Wisconsin Administrative Code requirements or funding level changes. Any modifications of this agreement other than those made by DVR shall be subject to prior written approval of the Rehabilitation Services Administration.

Either CCHMC or DVR may opt out of this agreement with 90 days written notice to the other party.



Courtney Campbell-Saxton
Vice President Patient Services Finance
Cincinnati Children's Hospital Medical Center

8/7/24

Date



Meredith Dressel, Administrator
Division of Vocational Rehabilitation

8/7/2024

Date

Signed by:


Pamela McGillivray, Deputy Secretary
Department of Workforce Development

8/7/2024

Date

Exhibit 1 Services to be Provided

Service	Details	Timeline
Virtual or in-person Technical Assistance	This Technical Assistance (Virtual) is aimed to foster collaboration, share creative insights, drive innovation, build the next generation of young workers with disabilities, and reach meaningful employment outcomes for every Project SEARCH intern. This can be for specific sites or multiple sites. Technical Assistance must be at least six (6) hours per site.	07/01/2024-06/30/2025
Hourly Technical Assistances	<p>New or existing sites: State leadership meetings, technical assistance, problem solving with smalls groups. These will be completed virtually via virtual platforms (Teams, Zoom, etc.), phone calls, emails, etc. Specific topics may require several hours at a time and could be bundled. DVR will pay based on the number of Technical Assistance hours provided. The following topics are typical examples of remote technical assistance (but not limited to): (75 hours per year)</p> <ul style="list-style-type: none"> • discussing program issues/needs • participating in steering committee meetings • clarifying roles & responsibilities • problem solving partnerships, internships, or specific intern challenges • discussing database/web portal data entry and locating resources • reviewing self-audit and identifying continuous improvement goals • addressing model fidelity challenges • reviewing other topics as needed, such as marketing tools, government regulations, budget, culture climate, etc. • assisting with host business challenges and changes 	07/01/2024-06/30/2025
Target Technical Assistances-In-person	Partners (all WI Project SEARCH programs) to gain understanding of State of Project SEARCH and share strategy and resources to implement program according to the model and reach the goal of competitive employment for every intern. Includes three (3) statewide meetings, and Summer Orientation.	07/01/2024-06/30/2025
Special Events	Project SEARCH National Consultants can be available to attend and take part in events such as open houses, information nights, graduations, Business Advisory Counsel luncheons, mediation, facilitation, presentations, state conferences, etc. These events could also include workshops or technical assistance trainings that are created/modified based on the need of the site(s) – or –	07/01/2024-06/30/2025

	state.	
Conference Registration	Registration, hotel and additional services for July 2024 Project Search National Conference in New Mexico and National Conference 2025. See Exhibit 2 Budget for details.	07/01/2024-06/30/2025
Site Licenses	DVR will cover the annual cost for all site license to National Project SEARCH.	07/01/2024-06/30/2025

Exhibit 2 Budget

Service	Details	Timeline	Budget
Targeted Technical Assistance-In person	Partners (all WI Project SEARCH programs) to gain understanding of State of Project SEARCH and share strategy and resources to implement program according to the model and reach the goal of competitive employment for every intern. (12 In-person trips at \$2000/day if applicable).	07/01/2024-06/30/2025	\$24,000
Technical Assistance	This Technical Assistance (TA) (Virtual) is aimed to foster collaboration, share creative insights, drive innovation, build the next generation of young workers with disabilities, and reach meaningful employment outcomes for every Project SEARCH intern. This can be for specific sites or multiple sites. (six (6) Virtual TA Days per year at \$1750. up to six (6) or more hours of training).	07/01/2024-06/30/2025	\$10,500
Hourly Technical Assistances	State leadership meetings, technical assistance, problem solving with	07/01/2024-06/30/2025	\$11,250

	<p>smalls groups. These will be completed virtually via virtual platforms (Teams, Zoom, etc.), phone calls, emails, etc. Specific topics may require several hours at a time and could be bundled. DVR will pay based on number of Technical Assistance hours provided (75 hours per year at \$150/hr.).</p>		
National Conference Registration and Hotel	<p>Registration for July 2025 conference TBD Two (2)* site partners/Project Search Site at \$525.00/registration. Total number of attendees is 60*. Number of attendees is subject to change based on approved funding levels.</p>	07/01/2024-06/30/2025	\$31,500
	<p>Hotel rooms for New Mexico 2024 Conference at \$175 x four (4) nights x 60 partners.</p>		\$42,000
WI Project SEARCH Conference	<p>Two (2)-day conference for all WI PS partners. Will work the National PS to secure speakers/create a conference committee</p>	07/01/2024-06/30-2025	Up to \$15,000 for speakers and travel
Project SEARCH Yearly site License	<p>29 site License at \$350</p>	07/01/2024-06/30/2025	\$10,150
Total			\$144,400