

**Division of Vocational Rehabilitation (DVR)
Innovation and Expansion Grant-Retail Employees with Disabilities
(REDI) Implementation-Walgreen's**

Project Title: REDI-Walgreen's Trainer Agreement

Grantee: Aurora Vocational Services

Contact Information: Terri Bollinger
Aurora Vocational Services
406 Techology Drive East, Suite B
Menomonie, WI 54751
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TBollinger@AuroraServices.com

DVR Program Specialist: Linda Cottington
Division of Vocational Rehabilitation
201 East Washington Avenue, Rm. A100
Madison, WI 53707
608-266-0177
Linda.cottington@dwd.wisconsin.gov

Local WDA Contact: Randy Sommerfeld
Division of Vocational Rehabilitation
221 West Madison Street, Suite 140-C
Eau Claire, WI 54703

Grant Amount: \$ 6,400.00

Effective Dates: From: February 1, 2014 – September 30, 2014

Services to be Provided:

The Division of Vocational Rehabilitation (DVR) funds will be used to support two REDI-Trainers for a series of DVR consumer training cohorts offered at Walgreen's locations in Menomonie, Wisconsin. This training is designed to provide in-depth knowledge of the REDI-Walgreen's model, store operations and lead to certification of DVR Externs. The designated REDI Trainers must attend all Trainer and Extern sessions - each session builds upon the next.

Project Outcomes and Evaluation:

Aurora Vocational Services (AVS) will create and provide in active collaboration with DVR, screening services using the customized vocational evaluation that reflects the requisite skill categories needed for retail employment. An individualized report will be provided to DVR for each participant. AVS will provide training for externs following the

Walgreens REDI program materials. Associated costs for this service will be funded using DVR case service dollars for each participant per established fee schedule Attachment B.

AVS will select and provide three Trainers to learn the REDI-Walgreen's curriculum by attending all required sessions. The Trainers will provide training and support during DVR Extern training sessions. The DVR will work with the Trainers to provide and fund support services and goods needed by the DVR Externs to successfully complete the training. Reports will be provided within 5 days of the end of the Trainer session and each cohort session. The report will include:

- Trainer and Extern attendance data to include dates and hours
- Reporting of progress for each learning category for each DVR Extern
- Identified areas of excellence
- Identified areas of skill gaps and recommendations for training/resolution
- Identified needs and recommendations for job search perimeters for permanent job placement
- Relevant other observation and information

Billing, Reporting and Use of DVR Funds:

DVR funds are payable subject to the following conditions:

- DVR funds are to be used to cover the initial cost of training the Trainers,
- The provider will provide documentation that the Trainers attended all sessions and completed curriculum satisfactorily,
- This funding is understood to be a one-time expenditure of Vocational Rehabilitation (VR) program income on a discretionary basis, and
- Continued support for ongoing REDI-Walgreen's project sustainability will be paid to the provider after completion of the Trainer training via DVR case service funds using a specialized fee for service agreement. See attached fee schedule.

A mid-grant report is due to the DVR Project Manager by June 30, 2014 and will include training progress plus attendance data to date. A final report is due to the DVR Program Specialist by September 30, 2014 and will include DVR Externs training progress information, attendance data and status of employment for all participants. Copies of all reports must be provided to the local WDA contact.

The provider will submit a mid-grant grant invoice for up to one half of the total contract no later than close of business on June 30, 2014. Payment is contingent upon receipt of the mid-grant report.

The provider will submit a final invoice for up to one half of the total contract amount no later than close of business on September 30, 2014. Payment is contingent upon receipt of the final report.

Invoice and Billing Requirements:

Invoices are due by June 30 2014 and September 30 2014 respectively and are to be accompanied by updated reports. This contract will be a cost basis contract, and only actual expenditures will be reimbursed. Invoices will be supported by accompanying reports.

Invoices are to be submitted electronically to the DVR Budget and Policy Analyst, Lenn Schneider; lenn.schneider@dwd.wisconsin.gov. *Misdirected invoices will not be processed.*

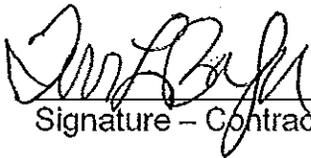
Reports are to be submitted electronically to the DVR Program Specialist, Linda Cottington, linda.cottington@dwd.wisconsin.gov

The provider shall retain financial records, statistical records, and all supporting documents and records pertaining to this contract, adequate to document the accuracy of the information and statements, for a period of seven(7) years.

The provider will provide DVR with an annual audit, in accordance with federal and state audit requirements.

Procedures for changes:

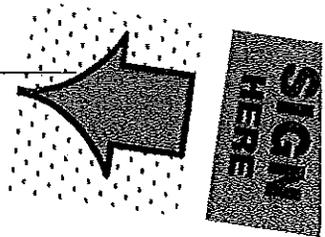
Requested changes can be made in writing to the DVR Program Specialist for consideration. Amendments to the agreement will be made on a case by case basis. Changes in contact information should be provided electronically via email to the respective parties.

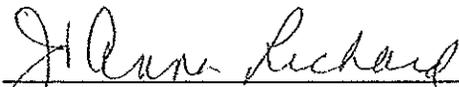


Signature – Contractor Authorized Representative

3/16/14

Date





Signature – Deputy Administrator
Division of Vocational Rehabilitation

3/18/14

Date

Attachment: REDI Proposal
REDI Fee Schedule
Project Budget
Reporting Form
Agreement Standard terms and conditions
Certification Regarding Debarment, Suspension and other Responsibility Matters
Certification Regarding Lobbying
Certification Regarding Drug-free Workplace Requirements