

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
GREAT LAKES INTER-TRIBAL COUNCIL  
AND THE  
DIVISION OF VOCATIONAL REHABILITATION**

**Memorandum of Understanding Between The Great Lakes Inter-Tribal Council  
And The Division of Vocational Rehabilitation**

This Memorandum of Understanding (MOU) is entered into by and between the Great Lakes Inter-Tribal Council (GLITC), acting as contract agent for the Section 121 Vocational Rehabilitation projects in the State of Wisconsin, and the Division of Vocational Rehabilitation (DVR). This MOU will continue to assist GLITC and member tribes in providing vocational rehabilitation services to Native Americans with disabilities in Wisconsin.

The parties enter into this MOU in recognition that on-going cooperation between GLITC and DVR will continue to help GLITC to expand and support its Section 121 Programs throughout the State of Wisconsin. The DVR will continue to provide necessary technical services to GLITC to help support its efforts to serve eligible individuals on or near the reservations, including services to Native Americans living in urban areas of the State; e.g., Milwaukee, Madison, Black River Falls.

This agreement describes the joint venture between GLITC and DVR for the period of July 1, 2015 through June 30, 2016 for the use of \$314,900.00 in "Native American Gaming Initiative" funds (NAGI). This agreement will be renewed annually for a twelve (12) month contract by mutual agreement, contingent upon funding availability and achievement of outcome and reporting objectives.

**PURPOSE OF AGREEMENT**

The objective of this MOU is for DVR to work cooperatively with GLITC and respective Wisconsin AIVR programs in efforts to provide vocational rehabilitation services to eligible Native Americans with disabilities. A major focus will be for collaboration and cooperation to support GLITC in expanding Section 121 Programs by supporting, through technical assistance, DVR and AIVR staff, so that all tribal reservations are served by qualified vocational rehabilitation counselor. The DVR will assist GLITC by providing technical consultation to the GLITC Vocational Rehabilitation Program including case management training and mentorship to newly hired GLITC AIVR program staff. Additionally, DVR will work closely with GLITC in providing technical assistance related to rehabilitation technology, ongoing support, job coaching, benefits counseling, and other needed support and specialized training which can benefit GLITC's Section 121 Program. Technical assistance support will also be provided, as needed, to GLITC's administrative and support staff. This cooperative relationship is designed to assist both GLITC and DVR in increasing employment outcomes for Native American DVR and AIVR program participants.

A total of \$314,900 will be provided under this contract from the NAGI funds to GLITC to accomplish staffing, equipment, travel, supplies and services, and other support services. Both agencies (DVR and GLITC) will work together to ensure the necessary infrastructure is in place to achieve employment outcomes consistent with the mission, values and strategic priorities of GLITC and DVR. Support services and other fiscal activities are attached.

The contract will not exceed a total of \$314,900 of NAGI funds administered by DVR.

## JOINT GLITC/DVR RESPONSIBILITIES

1. Perform outreach activities to increase the number of Native American job seekers with disabilities served.
2. Increase Vocational Rehabilitation services to Native Americans.
3. Provide training and technical assistance to GLITC/AIVR/DVR staff.
4. Expand program evaluation process.
5. Improve GLITC AIVR program automation and computer/technology support.
6. Provide counseling "tools" for AIVR program staff
7. Increase AIVR program staff knowledge and use of rehabilitation technology.
8. Collaborate and coordinate training for AIVR/DVR staff. As needed, jointly plan and implement training and staff development activities. The GLITC and DVR will share program materials that support training staff of the DVR/AIVR programs in the implementation of the MOU.
9. Hold quarterly GLITC/DVR management meetings to share information, review program progress and fiscal information, and develop plans regarding collaborative service efforts.
10. As appropriate and when funds are available, participate in meetings, conferences, and training sessions which benefit each program's effectiveness in meeting the needs of staff and consumers of AIVR and DVR staff and consumers.

## TARGET PERFORMANCE GUIDELINES

1. Foster a strong partnership and service collaboration between DVR and the Wisconsin tribes.
2. Foster for DVR Counselors knowledge of cultural needs, wants, and differences.
3. Reduce the number of Native Americans with disabilities declining vocational rehabilitation services.
4. Increase the number of Native Americans successfully completing Individualized Plans for Employment (IPE).
5. Higher incidence of employment outcomes for Native American consumers
6. Provide training and technical assistance to support qualified vocational rehabilitation staff.
7. Lower unemployment among Native American consumers over time.
8. Create access to basic VR services, as well as, including natural medicine and health services.
9. Increase the level of trust and understanding leading to improved collaboration and coordination of services among GLITC/AIVR and DVR program staff.

## PROJECT FUNDING

Upon the signature of both parties GLITC will invoice DVR quarterly for actual and allowed expenditures up to the **\$314,900.00** contract amount. Invoices will include a detailed description of expenditure activity for each month in the quarter. Invoices are to include a detailed description of the specific expenditures. The invoices are to be submitted electronically as an attachment of an e-mail message to Lenn Schneider, DVR Budget and Policy Analyst at [lenn.schneider@dwd.wisconsin.gov](mailto:lenn.schneider@dwd.wisconsin.gov) with a copy to Thomas Draghi, WDA 7 Director, at [thomas.draghi@dwd.wisconsin.gov](mailto:thomas.draghi@dwd.wisconsin.gov) within 30 days of the end of the quarter.

Funds encumbered before June 30, 2016 are to be liquidated and a final expenditure report submitted to DVR within 60 days of the contract end date. Funds unencumbered by June 30 or unliquidated before the final expenditure report is due, will revert back to DVR. The GLITC will also provide DVR with an annual audit, in accordance with federal audit requirements under OMB A-128, showing actual expenditures under the terms of the agreement.

**PROGRAM REPORTING**

The GLITC will provide DVR with a quarterly program report detailing the progress of the program for the contract year. This program report shall include a narrative of Wisconsin AIVR activities and outcome benchmarks in accordance with the 10 target performance guidelines. The GLITC is to provide the annual program report to DVR within 30 days after the close of the quarter. Quarter and annual program reports are to be submitted electronically as an attachment of an e-mail message to Thomas Draghi, WDA 7 Director, at thomas.draghi@dwd.wisconsin.gov within 30 days of the end of the quarter.

**SUSPENSION OR TERMINATION**

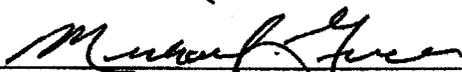
This agreement may be suspended or terminated if funds are not available.

**AMENDMENT OF THIS AGREEMENT**

All or part of this agreement may be amended at any time by written amendment signed by the Administrator of DVR and the Administrator of GLITC's Section 121 Program. It is acknowledged this agreement is subject to change, if either applicable state or federal laws change. Upon the giving of the required notice, DVR and GLITC agree to negotiate as to the effect the particular federal or state law change will have on the future implementation and continuation of this agreement.

Each party agrees to give the other party written notice within thirty (30) days after becoming aware of any state or federal law changes which may impact upon the performance of either party under this agreement.

As agreed to by the Administrator of the Wisconsin Department of Workforce Development, Division of Vocational Rehabilitation (DWD-DVR), and the Director of Great Lakes Inter-Tribal Council-Section 121 Program.

  
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Mike Greco, Administrator DWD-DVR

Date 6-17-15

  
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Michael W. Allen, Executive Director, GLITC

Date 6-30-15

**FY 2015 NAGI Budget**

Administrative Staff	\$ 60,000.00
Management Info Staff	\$ 21,000.00
TOTAL	\$ 81,000.00
Fringe Benefits	\$ 32,400.00
TOTAL Salary and Fringe	\$ 113,400.00
Indirect Costs 36.7% of Sal. & Fringe	\$ 41,618.00
Agency Operations	\$ 20,200.00
Technical Assistance	\$ 8,559.00
Training	\$ 24,223.00
Travel	\$ 28,000.00
Consultants/Subcontracts	
LCO	\$ 31,000.00
Menominee	\$ 20,000.00
Oneida	\$ 10,000.00
Service Contracts	\$ 17,900.00
TOTAL Contracts	\$ 78,900.00
<b>GRAND TOTAL</b>	<b>\$ 314,900.00</b>

Administrative staff salaries: Covers a portion or all of Deputy Director and Deputy Director Assistant.  
Management Info: Technical support for all VR staff. (This person travels to sites for repairs and support.)  
Agency Operations: copy, telephone, space, equipment, supplies, postage.  
Technical Assistance provides technical training for Voc Rehab staff (state and tribal).  
Training includes Cultural training offered to WI DVR staff.  
Consultants/Subcontracts include job placement agencies, education and training contracts, advocate for transition student support contracts and subcontracts to LCO, Oneida and Menominee.

## Mitchell Meinhardt

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**From:** Jeff Muse  
**Sent:** Tuesday, June 30, 2015 1:46 PM  
**To:** Mitchell Meinhardt  
**Subject:** FW: AIVR 16

Hawks approval for AIVR 16.

Thanks-  
Jeff

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**From:** Jim Hawkins  
**Sent:** Monday, June 29, 2015 2:27 PM  
**To:** Jeff Muse  
**Subject:** RE: AIVR 16

I approve the AIVR MOU, but point out that #2 in the Target Performance Guidelines on Page 2 should probably read "Foster DVR Counselors' knowledge..."

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**From:** Jeff Muse  
**Sent:** Friday, June 26, 2015 10:58 AM  
**To:** Jim Hawkins  
**Subject:** AIVR 16

Please review the attached so Mike can sign and we can start spending \$\$ next week.  
Thanks-  
Jeff