

AMENDMENT TO CONTRACT # 25-IBCLINMAR-01

This amendment is dated **September 15, 2026**, and amends the Iowa Blueprint for Change contract with beginning date of October 1, 2024, and ending date of September 30, 2026, between Iowa Vocational Rehabilitation Services and **Linn Mar Community School District**. The parties amend the contract as follows:

1. As permitted by section 3.b., IVRS hereby renews this contract for 9 month term. The end date of this new contract period will be **June 30, 2027**.
2. Update Statement of Work (Exhibit A), Annual Budget (Exhibit B), and Reports (Exhibit C) as attached.
3. Update the Division Contract Manager to Brandi Fitch, (563) 588-4697, Brandi.Fitch@iwd.iowa.gov. Update Billing Contact phone and email for Marissa Greenleaf to (515) 387-3962, Marissa.Greenleaf@iwd.iowa.gov.
4. The total amount of the budget for October 1, 2026, to June 30, 2027, is **\$54,156.75**.
5. All other provisions of this contract and subsequent amendments remain in effect.

Iowa Vocational Rehabilitation Services

By: _____ Date _____

Contractor

By: _____ Date _____

EXHIBIT A

Statement of Work and Performance Standards

INTRODUCTION

The Iowa Blueprint for Change (IBC) project seeks to improve systems so Iowans with disabilities—especially those currently in, or at risk of entering, subminimum wage employment—can access competitive integrated employment (CIE) that supports long-term economic self-sufficiency. The IBC transition pilot allows Linn-Mar Community School District (Contractor) to support this goal by expanding and enhancing early high school preparation, placement, and support services for students with disabilities, ensuring seamless transition into CIE.

Although Linn-Mar CSD has established transition programs such as TAP, Work Experience, and Project Search, a significant gap remains for students with the most complex support needs. These students often require more flexible and individualized approaches than what traditional programming provides. This pilot initiative introduces a new layer of targeted transition services to better support these students. By addressing this service gap, Linn-Mar will expand the continuum of services available to secondary students and further strengthen their path to employment and independence.

ELIGIBLE PROGRAM PARTICIPANTS

Eligible participants in the IBC program must meet all of the following criteria:

- Be enrolled in Linn-Mar Community School District
- Receive Social Security (SSI) benefits based on their own disability and/or be identified by the school district as having the most complex support needs (Level 3 via IEP)
- Be eligible for services through Iowa Vocational Rehabilitation Services (IVRS)
- Have a signed “Consent to Release Information to and from IVRS” form on file

IBC Services

I. IBC Services to Participants

Participants in the Linn-Mar IBC pilot program will receive individualized services tailored to their unique strengths, interests, and transition needs. These services will include:

- **Job Exploration Activities:** The Employment Specialists will plan and facilitate engaging and developmentally appropriate activities that help students explore various career options and workplace environments.
- **Workplace Readiness Training:** Students will receive training in key areas such as time management, communication, emotional regulation, self-advocacy, and problem-solving to better prepare them for future employment.
- **Career Interest Assessment:** Student preferences will be identified through transition assessments included in their IEPs, along with career interest inventories (e.g., picture-based surveys) and online tools such as O*Net to support informed career exploration.
- **Competitive Integrated Employment Preparation:** Employment Specialists will assist students in developing the skills and awareness needed to pursue and sustain meaningful, competitive employment in community-based settings.
- **Community Navigation and Safety:** Instruction will be provided on safely navigating community environments, using transportation, and understanding social expectations in work and community contexts.
- **Assistive Technology and Adaptive Equipment:** If needed, students will receive tools such as visual templates, adaptive switches, headphones, or other support recommended by professionals to ensure they can fully participate in program activities.
- **Introduction to Adult Services:** Employment Specialists will provide students and families with information on relevant adult services such as IVRS, SSI, and Medicaid Waivers, helping them prepare for life after graduation.

A minimum of 10 students will be served during the school year (190 instructional days). Student progress will be monitored through transition assessments, staff observations, family feedback, and documentation of participation and skill development.

II. IBC Services to Contractor

Linn-Mar CSD will receive training and technical assistance to support effective program implementation, in collaboration with IVRS, IBC, and other key stakeholders. These supports may include:

- **Professional Learning:** Employment Specialists and other school staff will engage in professional development focused on the IBC pilot model, person-centered planning, and best practices in secondary transition.
- **Assistive Technology Support:** Technical assistance will be provided to identify and

implement assistive technology solutions that support student success across settings.

- **STOP Training and Certification:** Staff will participate in STOP driving certification or other necessary trainings to ensure safe transport and supervision of students during community-based learning experiences.
- **Universal Design and Transition Planning:** Instructional staff may receive training in universal classroom design and strategies to better integrate transition planning into daily instruction.
- **Collaboration with IVRS:** Linn-Mar staff will meet regularly with IVRS counselors to align goals, review student progress, and coordinate planning for IEPs and Individualized Plans for Employment (IPEs).
- **Program Outreach and Communication:** The district will create and distribute program brochures, attend school events for outreach and recruitment, and ensure families are aware of IBC services and eligibility.

CONTRACTOR DUTIES AND RESPONSIBILITIES

Linn-Mar CSD will supervise one Employment Specialist who will coordinate and deliver the IBC pilot services as described. This staff member will manage the daily implementation of the program, provide direct services to students, and collaborate with district teams, IVRS counselors, and families. Core responsibilities include:

- Plan and facilitate job exploration and career awareness activities
- Provide workplace readiness training and coaching
- Support students in developing skills for competitive employment
- Teach community navigation and safety
- Deliver instruction on financial literacy, communication, and emotional regulation
- Introduce students and families to available adult service systems
- Identify eligible students and assist with referral and intake into IVRS
- Ensure all necessary documentation (e.g., release forms, transition assessments) is completed and submitted to IVRS
- Participate in Youth Transition Team (YTT) meetings to coordinate services and monitor student progress
- Track service delivery and maintain program records in compliance with IBC reporting requirements
- Attend and share relevant information from professional development with school staff and families
- Participate in ongoing consultation and planning meetings with IVRS counselors

PERFORMANCE MEASURES

1. Time Documentation: Contractor staff will complete a Personnel Activity Report (PAR) to document time spent on contract-related duties. PARs will be submitted monthly. Due to this being the final renewal of the contract, all claims must be submitted to IVRS by 7/31/27 for reimbursement.
2. Service Documentation: Case notes will be entered into the IRSS Interface within five business days or by the end of the quarter, whichever comes first.
3. Eligibility Compliance: 100% of participants will meet the eligibility requirements listed above.
4. Outreach Tracking: The district will conduct quarterly outreach to families and students and will document these activities in an outreach tracking sheet obtaining at least 10 new outreach students per semester.
5. Minimum Participation: At least ten students will actively participate during the Linn-Mar 2026-2027 school year.
6. The school district will develop and submit a sustainability plan post contract renewal for continued services that were provided under DIF. This will be included as a part of the final report to IVRS.

(End of Exhibit A)

EXHIBIT B
Linn Mar CSD DIF Budget
October 1, 2026-June 30, 2027

Expense	Amount
Linn Mar CSD	
Salaries	\$40,000.00
Fringe Benefits	\$7,000.00
Travel	\$400.00
Materials & Supplies	\$500.00
Professional Development/Training	\$1,000.00
Subtotal	\$48,900.00
<i>FFY27 Federal Indirect Cost Rate =up to 10.75%</i>	\$5,256.75
Total Budget	\$54,156.75

Due to contract ending on 06/30/2027, all claims must be submitted by 07/31/2027 to be paid out.

BUDGET NARRATIVE

Salaries: This line item includes 1.0 FTE for Linn-Mar CSD Employment Specialists to fully support students both on and off campus for activities directly related to exploring employment and their community. Accordingly, IVRS, will only reimburse for the time the contracted staff devotes to this Contract. This expense will be documented with Personnel Activity Reports (PAR), payroll journals, printouts from the district accounting system, etc.

Fringe Benefits: These benefits were calculated at 15% of salary for all positions outlined above in Salaries. Payroll documentation including Personnel Activity Report (PAR), payroll journals, job description, and employment contract will be available to support all salary and fringe benefit costs charged to this agreement.

Travel: This line item includes mileage only for the Linn-Mar staff, estimating 400 miles annually at **\$0.50 per mile**. Travel will be between the high school and transportation to pick up the school vehicle. If Linn-Mar staff were to travel elsewhere, mileage, meals and lodging will be claimed at current rates and will not exceed the State of Iowa rates listed here:

<https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel> Meals will only be allowed when contracted staff is in overnight status. Detailed travel documentation will be kept for mileage, and itemized receipts will be kept for lodging, registrations, and other travel expenses.

Materials & Supplies: These items include office supplies, supplies or activities needed to develop work experience, learn transferable work skills and provide assistive/adaptive equipment necessary for students to explore different areas of career interests. All supply costs will be directly related to this Contract, and invoices will be kept to document cost.

Professional Development: Funds in this line item will be used to cover training and other workshops needed for Linn-Mar to improve the knowledge, skills, and experience of the staff and improve the outcomes of the pilot project, including Linn-Mar STOP driving certification requirements. Invoices and copies of registrations and training agendas will be kept to document project-related costs.

Indirect Costs: [The current IDC rate is up to 10.75%.](#) This is the Unrestricted Indirect Cost Rate provided to the CSD by the DE. The most current rate can be found here: <https://educateiowa.gov/documents/indirect-cost-rates>.

Notification of Staff Changes: Please contact IVRS Financial and the contract manager as major staff changes occur. Please include the temporary plan for meeting the needs of this contract, who will cover those duties, an estimated timeframe for temporary change, permanent plan for replacement, and possible impact on the budget. Documentation required for your claim may change due to staff changes.

Miscellaneous: Additional documentation may be requested upon review of claims submitted to make sure costs are allowable, allocable, reasonable and necessary.

(End of Exhibit B)

EXHIBIT C

REPORTS

A. QUARTERLY PROGRESS REPORT

1. Overview

Contractor shall submit a Quarterly Progress Report in which it will describe the IBC transition pilot site services and operations, participant characteristics, and outcomes achieved during the quarter. The quarters are based on the federal fiscal year, October 1-September 30. This renewal will end on 6/30/27.

2. Quarterly Report Format

IVRS Contract Manager will provide the Quarterly Report template to the Contractor to be used for the entire contract. All three quarters will be reported on the same document along with IVRS Analysis/Recommendations for each quarter.

3. Due Date and Submission

Quarterly Progress Reports and supporting documentation are due within five business days after the end of the quarter (January 8, April 7, July 8). Contractor shall submit reports to the IVRS Contract Manager via electronic mail.

4. Content

a. Budget Status:

The Contract Financial Contact will be required to fill in this area based on the approved budget contained in the Contract, indicate if the Contractor is within budget and provide a report of expenditures for the reported period. If over budget, indicate by how much, the reasons why and the impact this will have on the project. Also, indicate the plan for addressing and remedying any actual or anticipated budget shortfalls. Changes to the Statement of Work due to budget considerations or changes in strategy must be approved by strategy must be approved by IVRS.

b. Primary Tasks:

Provide the updated Quarterly Progress Report which describes the work completed during the reporting period. Include or attach supporting documents or information as needed.

c. Problems or Delays:

Describe any unexpected problems encountered and the impact or possible impact on overall performance of the Contract.

d. Performance Measures:

Provide all performance measures as required in Exhibit A for the quarter and year-to-date. Providing updates on strategies used for performance measures did not meet the prior FFY.

B. END OF CONTRACT REPORT

1. Overview

Contractor shall submit a summary report at the end of the Contract in which it provides a description of the activities undertaken in performance of the entirety of the Contract, utilizing the template provided by the IVRS Contract Manager. The Contractor shall provide information demonstrating substantial progress in achieving the objectives of IBC and data that assists IVRS in demonstrating the usefulness and effectiveness (including cost-effectiveness) of the IBC transition pilot site.

2. Due Date and Submission

End of Contract Report and the Quarterly Progress Report for 3rd Quarter are due July 8, 2027. Contractor shall submit the reports to the IVRS Contract Manager via electronic mail.

(End of Exhibit C)