



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: February 22, 2022
Subject: Grant Request – JFO #3089

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Agency of Human Services has requested an expedited review of JFO #3089. Please respond by Thursday, March 3, 2022.**

JFO #3089 - \$6,589,481 to the VT Agency of Human Services, Dept of Disabilities, Aging and Independent Living from U.S. Dept of Education. Funds to establish a system and to provide support for 500 Vermonters with disabilities to achieve credentials leading to high-wage employment. Includes eight (8) limited-service positions: one (1) Project Director; six (6) VR Counselor/Career Navigator; one (1) Assistive Technology Specialist funded through 9/30/2026. *[Received 2/17/2022, expedited review requested 2/17/2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Members will be polled on Thursday, March 3, 2022, if they have not responded before then.



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
 [fax] 802-828-2428

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		Vermont Career Advancement Project initiative to serve 500 Vermonters with disabilities over a five-year term.			
Date:		1/27/2022			
Department:		AHS - DAIL			
Legal Title of Grant:		Disability Innovation Fund (DIF) Vermont Career Advancement Project			
Federal Catalog #:		84.421C			
Grant/Donor Name and Address:		US Dept. of Education			
Grant Period:	From:	10/1/2021	To:	9/30/2026	
Grant/Donation		\$6,589,481			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$482,568	\$1,290,430	\$1,350,360	\$6,589,481	
Position Information:		# Positions	Explanation/Comments		
		8	(1) Project Director, (6) VR Counselors/Career Navigators, (1) Assistive Technology Specialist		
Additional Comments:		Delta between 'total' and SFY1-3 amounts are for SFYs 4 and 5.			
Department of Finance & Management		Adam Greshin	Digitally signed by Adam Greshin Date: 2022.02.02 12:19:52 -0500		
Secretary of Administration		<i>Robert R. Fitch</i>	DocuSigned by: (Initial)		
Sent To Joint Fiscal Office		41948B1C0A3B415...	(Initial)		
			Date		



STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: DAIL VR Date: 10/12/2021

Name and Phone (of the person completing this request): James Smith 802 279-3713

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

US Department of Education, Disability Innovation Fund, Vermont Career Advancement Project H421C210003

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Project Director	1	DVR	9/30/2026
VR Counselor/Career Navigator	6	DVR	9/30/2026
Assistive Technology Specialist	1	DVR	9/30/2026

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The VCAP is a \$6.5 million initiative with the goal of serving 500 Vermonters with disabilities statewide over a five year term. A project this size and scope requires a full time project director. The six VR counselors/Career Navigators will be caseload carrying staff primary responsible for the coordination and delivery of the required services. The Assistive Technology Specialist will provide the specialized support statewide. It will be impossible to implement the grant services without these 7 direct service positions.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Monica White

Digitally signed by Monica White
Date: 2021.11.01 14:17:13 -04'00'

DocuSigned by: 12/9/2021

Jenny Sam... 12/9/2021

Signature of Agency or Department Head

Aimee Pope

Digitally signed by Aimee Pope
Date: 2021.12.14 07:35:20 -05'00'

Date



Approved/Denied by Department of Human Resources

Adam Greshin

Digitally signed by Adam Greshin
Date: 2021.12.28 09:24:33 -05'00'

Date

Approved/Denied by Finance and Management

Douglas Farnham

Digitally signed by Douglas Farnham
Date: 2021.12.28 10:10:21 -05'00'

Date

Approved/Denied by Secretary of Administration

Date

2/17/22

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

Comments:

Proj. Director will require transfer of employee to new pos #.

DocuSigned by:

Tracy O'Connell 12/14/2021

DHR - 08/12/2019

E30932098A6F482...

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	DAIL			
3. Program:	Division of Vocational Rehabilitation (DVR)			
4. Legal Title of Grant:	Disability Innovation Fund (DIF) Vermont Career Advancement Project			
5. Federal Catalog #:	84.421C			
6. Grant/Donor Name and Address: US Department of Education				
7. Grant Period:	From:	10/1/2021	To:	9/30/2026
8. Purpose of Grant: To establish a system to train and support DVR achieve credentials leading to high wage employment				
9. Impact on existing program if grant is not Accepted: It would be a missed opportunity to improve career outcomes for DVR consumers				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2022	FY 2023	FY 2024	
Personal Services	\$251,400	\$647,628	\$683,410	
Operating Expenses	\$153,870	\$238,612	\$262,760	
Grants	\$77,298	\$404,190	\$404,190	
Total	\$482,568	\$1,290,430	\$1,350,360	
Revenues:				
State Funds:	\$0	\$0	\$0	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$438,698	\$1,173,118	\$1,227,600	100% Federal
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$43,870	\$117,312	\$122,760	100% Federal
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$482,568	\$1,290,430	\$1,350,360	
Appropriation No:				
	3460015000	Amount:		\$
	3460040000			\$405,270
				\$77,298
				\$
				\$
				\$
				\$
		Total		\$482,568

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy. Appointing Authority Name: Monica White Commissioner DAIL Agreed by: <u>MW</u> (initial)		
12. Limited Service Position Information:	# Positions	Title
	1	Project Director
	6	VR Counselor/Career Navigators
	1	Assistive Technology Specialist
Total Positions	8	
12a. Equipment and space for these positions:		<input checked="" type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.
13. AUTHORIZATION AGENCY/DEPARTMENT		
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>Monica White</u> Title: Commissioner	Date: 11/1/2021
	Signature: Title:	Date:
14. SECRETARY OF ADMINISTRATION		
<input type="checkbox"/> Approved:	(Secretary or designee signature) <u>Boyer R. Fink</u> <small>DocuSigned by: 41948B1C0A36413...</small>	Date:
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Check One Box: Accepted	<u>[Signature]</u> (Governor's signature)	Date: 2/17/22
<input type="checkbox"/> Rejected		
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1		
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).		



**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Vermont Agency of Human Services Vocational Rehabilitation HC 2 South 280 State Drive Waterbury , VT 05671	2	AWARD INFORMATION PR/AWARD NUMBER H421C210003 ACTION NUMBER 1 ACTION TYPE New AWARD TYPE Discretionary																										
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR James Smith (802) 279-3713 james.smith@vermont.gov EDUCATION PROGRAM CONTACT Darryl A Glover (202) 245-7339 darryl.glover@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT TITLE 84.421C The Vermont Career Advancement Project (VCAP)																										
5	KEY PERSONNEL <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>NAME</u></th> <th style="text-align: left;"><u>TITLE</u></th> <th style="text-align: left;"><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Richard Tulikangas</td> <td>Project Director</td> <td>100 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Richard Tulikangas	Project Director	100 %																				
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**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: H421C210003
 RECIPIENT NAME: Vermont Agency of Human Services
 Vocational Rehabilitation
 GRANTEE NAME: HUMAN SERVICES, VERMONT AGENCY OF
 280 STATE DR,
 WATERBURY, VT 05671 - 9501
 PROGRAM INDIRECT COST TYPE: Unrestricted
 PROJECT INDIRECT COST RATE: 100%

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (2) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:
- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
 - 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS, 2 CFR PART 180 AS ADOPTED IN 2 CFR 3485, AND 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8); AND
 - 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS (BLOCK 8).

IN ACCORDANCE WITH 2 CFR 200.308(c)(2), CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 120 DAYS AFTER THE END OF FEDERAL SUPPORT (BLOCK 6).

- (3) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)



**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant s project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

- (4) As indicated in the Notice Inviting Applications: The Final Performance Report must be completed and submitted by the end of the project period, September 30, 2026. Therefore, all project activities (other than work on the evaluation and final performance report) must conclude earlier than 60 months to allow time for the evaluation and final performance report to be completed and submitted by the end of the project period of September 30, 2026.

Signature Not Verified

Digitally signed by Kerrie Clark

Date: Tue Sep 28 11:00:22 EDT 2021



AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and businessmanagement concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): _____ Date: _____

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:



11/1/2021

Appointing Authority or Authorized Representative Signature (required)

Date

**State of Vermont
 Department of Disabilities, Aging and Independent Living (DAIL)
 Division of Vocational Rehabilitation (DVR)
 Rehabilitation Services Administration (RSA) Disability Innovation Fund (DIF)
 Vermont Career Advancement Project (VCAP)
 Budget Narrative
 October 2021 to September 2026**

YEAR ONE

I. Staff Salaries

The Vermont Career Advancement Project (VCAP) demonstration will be implemented by the Vermont Division of Vocational Rehabilitation (DVR). All employees of DVR are classified State of Vermont employees and receive full state government benefit packages. Staff salaries are determined by the state government pay grade for the position and length of service.

The VCAP project will have seven full time employees and one part time employee supported with DIF funds. This will include:

- A full time Project Director, Rich Tulikangas
- Six full time Career Pathways Navigators allocated to each of the six DVR regions
- One .5 FTE Assistive Technology Specialist

In Year One, the Project Director will be deployed for the full project year. We project it will take about three months to recruit and hire the six VCAP Career Pathways Navigators. We estimate on Project Year One (FFY 2022) we will expend 75% of the total annual salary and fringe. DVR will not recruit and hire the Assistive Technology Specialist in Year One because we expect the caseload will not be sufficient to justify this position and the associated services.

State and contracted staff such as local DVR Benefits Counselors, Business Account Managers, and Employment Consultants, will be part of the VCAP team and an in kind contribution to the project.

Staff Person and Title	Annual Salary Costs	Fringe@ 45%	FTE Assigned VCAP Year One	Annual Cost to VCAP Salary	Annual Cost to VCAP Fringe
Richard Tulikangas VCAP Project Director	\$90,106	40,548	1	\$90,106	40,548

6 FTE VCAP Career Pathways Navigators	\$342,204	\$153,992	.75	\$256,653	115,494
.5 FTE VCAP Assistive Technology Specialist	\$23,254	\$10,464	0	\$0	\$0
Totals	\$455,564	\$205,004		\$346,759	\$156,042

Total Salary Costs Year One: \$346,759

II. Fringe Benefits

As noted, all staff are employees of the State of Vermont and receive the state government benefits package. The individual fringe rates for staff depend on both the number of dependents and the healthcare options selected. Since most of the staff are yet to be hired, we estimate fringe benefits will cost 45% of the salary costs.

A complete description of the State of Vermont employee salaries and benefits can be found at: <http://www.vermontpersonnel.org/employee/benefits.cfm>

Total Fringe Costs Year One: \$156,042

Total Personnel Costs: \$502,801

III. Travel

In-state Travel: \$8,000

The VCAP Project will budget \$8,000 for in-state mileage for the Project Director and six Career Pathways Navigators for Year One. They will be reimbursed at the federal rate (\$.56 per mile currently).

Out of State Travel: \$2,000

DVR anticipates the Project Director or a designee may be required to travel to one out of state meeting at the request of the Department of Education.

Total Travel Year One: \$10,000

IV. Equipment

All the equipment for VCAP staff including computers, phones, and office equipment, will be an in-kind contribution from DVR.

Total Equipment Year One: \$0

V. Supplies

Marketing Materials \$10,000

The VCAP will need to purchase marketing materials to support recruitment. This might include development of a web page, direct mailings, and other efforts. \$10,000 has been budgeted to cover these costs.

Total Supplies Year One: \$10,000

VI. Contractual

Case Service Funds for Related Instruction: \$25,000

DVR is requesting \$25,000 for related instruction costs in Year One. We know this amount will be insufficient to support the expected level of need. Therefore, we plan to blend and braid these funds with DVR 110 and VDOL WIOA monies to cover all necessary costs.

Case Service Funds for Consumer Supports: \$10,000

DVR is requesting \$10,000 for participant support costs. These might include but are not limited to, transportation, childcare, academic tutoring, work clothing, and maintenance costs. We know this amount will be insufficient to support the expected level of need. Therefore, as with the related instruction, these funds will be blended and braided with DVR 110 and VDOL WIOA monies to cover all necessary costs.

The estimated costs for both related instruction and consumer supports are lower for Year One because this will be a ramp up year.

Community College of Vermont (CCV): \$72,373

DVR will contract with CCV to hire and deploy a full time Coordinator of Student Advisement; Learn and Earn Coordinator. This position will be dedicated to supporting VCAP participants enrolled at CCV. In addition, DVR will contract for 20% of CCV's Dean of Workforce Programs and 20% of the Director of Business Engagement. For Year One we do not expect the coordinator position to be recruited and hired until six months after project launch. Therefore, we are projecting lower costs for this year.

Vermont Technical College (VTC): 47,222

DVR will contract with VTC to hire and deploy a full time Coordinator of Student Advisement; Learn and Earn Coordinator. This position will be dedicated to supporting VCAP participants enrolled at VTC. The contract will also fund 20% of the Associate Dean of Workforce at VTC. For Year One we do not expect the coordinator position to be recruited and hired until six months after project launch. Therefore, we are projecting lower costs for this year.

Mathematica: \$200,000

DVR will initiate a five-year contract with Mathematica for \$800,000 to implement and complete the formative and summative evaluation work as outlined in Section D of this proposal. The Mathematica contract will be paid according to defined deliverables necessary to complete the evaluation. For Year One many of the deliverables, like the development of data sharing agreements and the establishment of procedures for enrollment and informed consent, are frontloaded in the budget. Based on the schedule of activities in Year One, Mathematica estimates they will draw down \$200,000.

Total Contractual Costs Year One: \$354,595

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

There are no construction costs associated with this Project.

Total Direct Costs Year One: \$877,396

IX. Indirect Costs

The State of Vermont has a federally approved cost allocation plan for all state agencies. A copy of the cost allocation plan and approval can be found at: <https://humanservices.vermont.gov/sites/ahsnew/files/documents/CostAllocationPlan/FY21/Signed%20AHS%20CAP%20Narrative%20FINAL%20QE%2012.31.20.pdf>. The cost allocation plan requires that all the regional and central supporting costs be shared among funded projects. These funds support the location of project staff in the DVR central office and in the 12 regional and district offices. This includes rent, utilities, supervision, clerical support, and other administrative overhead. It also includes the costs of the DVR management staff that oversee the program.

The State's indirect costs vary from year to year based on the actual operating costs of the agency. Based on similar sized projects we estimate the total indirect cost rate for the VCAP

project will be 16% or \$140,064. However, DVR is only requesting 10% or \$87,740 for Year One.

Total Indirect Costs Year One: \$87,740

TOTAL COSTS YEAR ONE: \$965,136

YEAR TWO

I. Staff Salaries

For Year Two we expect the Project Director and all six Career Pathway Navigators to be deployed full time. We expect the .5 FTE Assistive Technology Specialist to be deployed for half of the year.

Staff Person and Title	Annual Salary Costs	Fringe@ 45%	FTE Assigned WCAP Year Two	Annual Cost to WCAP Salary	Annual Cost to WCAP Fringe
Richard Tulikangas VCAP Project Director	\$92,809	\$41,764	1	\$92,809	\$41,764
6 FTE VCAP Career Pathways Navigators	\$342,204	\$153,992	6	\$342,204	\$153,992
.5 FTE VCAP Assistive Technology Specialist	\$23,254	\$10,464	.5	\$11,627	\$5,232
Totals	\$458,267	\$206,220		\$446,640	\$200,988

Total Year Two Salaries: \$446,640

II. Fringe

The fringe costs are adjusted based on the projected salary costs.

Total Year Two Fringe: \$200,988

III. Travel

In-state Travel: \$13,000

The VCAP Project will budget \$13,000 for in-state mileage for the Project Director and six Career Pathways Navigators for Year Two. They will be reimbursed at the federal rate (\$.56 per mile currently).

Out of State Travel: \$2,000

DVR anticipates the Project Director, or a designee may be required to travel to one out of state meeting at the request of the Department of Education.

Total Travel Year Two: \$15,000

IV. Equipment

No equipment costs will be charged to the grant for Year Two

Total Equipment Year Two: \$0

V. Supplies

Marketing Materials

DVR expects to continue marketing efforts in Year Two to recruit 500 participants.

Total Supplies Year Two: \$6,300

VI. Contractual

Case Service Funds for Related Instruction: \$75,000

We expect the need for related instruction will increase in Year Two as more participants are enrolled. Therefore, DVR is requesting \$75,000 for this service component.

Case Service Funds for Consumer Supports: \$40,000

DVR is requesting \$40,000 for participant support costs as we expect more participants to be enrolled and require these supports in Year Two.

Community College of Vermont (CCV): \$144,746

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Two of the project along with the Dean of Workforce Development and the Director of Business Engagement at 20% of their time.

Vermont Technical College (VTC): \$94,444

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Two of the project along with the VTC Associate Dean of Workforce at 20% of her time.

Mathematica: \$100,000

Based on the schedule of activities in Year Two, Mathematica estimates they will draw down \$100,000.

ReSOURCE Inc: \$50,000

Starting in Year Two, DVR expects to contract annually with ReSOURCE Inc. They will provide credentialed training programming for participants including but not limited to;

- Construction 101, a National Center for Construction Education and Research (NCCER) training
- Certified Logistics Technician (CLT) Programs and Heating
- Ventilating & Air Conditioning (HVAC) Program:
 - EPA Class 1 Certification
 - Natural Gas Certification
 - Propane Certification.

ReSOURCE will also develop new credentialed opportunities based on the State Workforce needs and participant interests. DVR is requesting \$50,000 to partially fund these program options. The balance of the costs, will come from DVR 110 funds, VDOL WIOA funds, and State non-degree student aid.

Total Contractual Costs Year Two: \$504,190

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

There are no other costs associated with the Project after Year One.

Total Direct Costs Year Two: \$1,173,118

Total Indirect Costs Year Two: \$117,312

TOTAL YEAR TWO COSTS: \$1,290,430

YEAR THREE

I. Staff Salaries

Staffing assignments will be the same as Year Two, with the exception of the .5 FTE Assistive Technology Specialist who will be deployed for the full year rather than half. In addition, DVR estimates a 3% increase in staff salaries to cover COLA increases and State of Vermont step increases.

Total Year Three Salaries: \$471,317

II. Fringe

The fringe costs are adjusted based on the projected salary costs.

Total Year Three Fringe: \$212,093

III. Travel

In-state Travel: \$13,000

The VCAP Project will budget \$13,000 for in-state mileage for the Project Director and six Career Pathways Navigators for Year Three. They will be reimbursed at the federal rate (\$.56 per mile currently).

Out of State Travel: \$2,000

DVR anticipates the Project Director, or a designee may be required to travel to one out of state meeting at the request of the Department of Education.

Total Travel Year Three: \$15,000

IV. Equipment

DVR does not project equipment purchases in Year Three.

V. Supplies

DVR does not project any need for marketing supplies in Year Three.

VI. Contractual

Case Service Funds for Related Instruction: \$75,000

DVR is requesting \$75,000 for related instruction costs in Year Three.

Case Service Funds for Consumer Supports: \$40,000

DVR is requesting \$40,000 for participant support costs.

Community College of Vermont (CCV): \$144,746

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Three of the Project along with the Dean of Workforce Development and the Director of Business Engagement.

Vermont Technical College (VTC): \$94,444

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Three of the Project along with the VTC Associate Dean of Workforce.

Mathematica: \$100,000

Based on the schedule of activities in Year Three, Mathematica estimates they will draw down \$100,000.

ReSOURCE Inc: \$50,000

DVR will continue to contract with ReSOURCE Inc. for the industry credentialed programming.

Advance Vermont \$25,000

Starting in Year Three DVR expects to start contracting with Advance Vermont to support the My Future Vermont webtool. Advance Vermont has foundation funding to support the tool through Year Two. In Year Three and beyond they will need additional funding to sustain the tool. We are requesting \$25,00 in Year Three and \$40,000 in Years Four and Five to partially support this essential project resource. The balance of total cost (approximately \$200,000 per year) will be covered by DVR along with other State and private partners.

Total Contractual Costs Year Three: \$529,190

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

There are no other costs associated with VCAP.

Total Direct Costs Year Three: \$ 1,227,600

Total Indirect Costs Year Three: \$ 122,760

TOTAL YEAR THREE COSTS: \$ 1,350,360

YEAR FOUR

I. Staff Salaries

For Year Four the staffing assignments will be the same as Year Three. In addition, DVR has estimated a 3% increase in staff salaries to cover COLA increases and State of Vermont step increases.

Total Year Four Salaries: \$485,457

II. Fringe

The fringe costs are adjusted based on the projected salary costs.

Total Year Four Fringe: \$218,456

III. Travel

In-state Travel: \$13,000

The VCAP Project will budget \$13,000 for in-state mileage for the Project Director, six Career Pathways Navigators, and the part time Assistive Technology Specialist for Year Four. They will be reimbursed at the federal rate (\$.56 per mile currently).

Out of State Travel: \$2,000

DVR anticipates the Project Director, or a designee may be required to travel to one out of state meeting at the request of the Department of Education.

Total Travel Year Four: \$15,000

IV. Equipment

DVR does not project equipment purchases in Year Four.

V. Supplies

DVR does not anticipate funding any marketing materials in Year Four.

VI. Contractual

Case Service Funds for Related Instruction: \$75,000

DVR is requesting \$75,000 for related instruction costs in Year Four.

Case Service Funds for Consumer Supports: \$40,000

DVR is requesting \$40,000 for participant support costs.

Community College of Vermont (CCV): \$144,746

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Four of the project along with the Dean of Workforce Development and the Director of Business Engagement.

Vermont Technical College (VTC): \$94,444

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Four of the project along with the VTC Associate Dean of Workforce.

Mathematica: \$150,000

Based on the schedule of activities in Year Four, Mathematica estimates they will draw down \$150,000.

ReSOURCE Inc: \$50,000

DVR will continue to contract with ReSOURCE Inc. for the industry credentialed programming.

Advance Vermont \$40,000

In Year Four DVR will increase grant support of the My Future Vermont webtool to \$40,000 as we expect foundation support to end. The balance of costs will be made up by DVR and other State agencies.

Total Contractual Costs Year Four: \$594,190

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

There are no other costs associated with VCAP Project.

Total Direct Costs Year Four: \$1,313,103

Total Indirect Costs Year Four: \$131,310

TOTAL YEAR FOUR COSTS: \$1,444,413

YEAR FIVE

I. Staff Salaries

For Year Five the staffing assignments will be the same as Year Four. In addition, DVR has estimated a 3% increase in staff salaries to cover COLA increases and State of Vermont step increases.

Total Year Five Salaries: \$500,021

II. Fringe

The fringe costs are adjusted based on the projected salary costs.

Total Year Five Fringe: \$225,009

III. Travel

In-state Travel: \$13,000

The VCAP Project will budget \$13,000 for in-state mileage for the Project Director, six Career Pathways Navigators and the part time Assistive Technology Specialist for Year Five. They will be reimbursed at the federal rate (\$.56 a mile currently).

Out of State Travel: \$2,000

DVR anticipates the Project Director, or a designee may be required to travel to one out of state meeting at the request of the Department of Education.

Total Travel Year Five: \$15,000

IV. Equipment

DVR does not project any equipment purchases in Year Five.

V. Supplies

DVR does not anticipate any marketing supply costs in Year Five.

VI. Contractual

Related Instruction Costs \$50,000

DVR expects the related instruction costs to slow down in the final year as participants complete services. Therefore, DVR is requesting \$50,000 for related instruction costs in Year Five.

Case Service Funds for Consumer Supports: \$30,000

DVR expects the participant support costs to decline in the final year as participants complete services. Therefore, DVR is requesting \$30,000 for participant support costs for Year Five.

Community College of Vermont (CCV): \$144,746

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Five of the project along with the Dean of Workforce Development and the Director of Business Engagement.

Vermont Technical College (VTC): \$94,444

We expect the Coordinator of Student Advisement to be deployed for the full year in Year Five of the project along with the VTC Associate Dean of Workforce.

Mathematica: \$250,000

Based on the schedule of activities in Year Five, Mathematica estimates they will draw down \$250,000. This will include the final impact evaluation.

ReSOURCE Inc: \$50,000

DVR will continue to contract with ReSOURCE Inc. for the industry credentialed programming.

Advance Vermont \$40,000

In Year Five DVR will maintain grant support of the My Future Vermont webtool at \$40,000. The balance of costs will be made up by DVR and other State agencies.

Total Contractual Costs Year Five: \$659,190

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

There are no other costs associated with the VCAP.

Total Direct Costs Year Five: \$1,399,220

Total Indirect Costs Year Five: \$139,922

TOTAL YEAR FIVE COSTS: \$1,539,142

VCAP FIVE YEAR BUDGET: \$6,589,480