



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: May 19, 2016
Subject: Grant Request #2823, #2824

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. **Expedited review has been requested for each item. I will reach out to individuals by Friday, May 27, 2016 for a decision unless I have heard from you prior to that time.**

JFO #2823 – \$75,000 grant from the Vermont Student Assistance Corporation (VSAC) to the VT Agency of Education (AOE). The funds are a part of federal “Gear Up” monies awarded to VSAC annually and will be used by AOE to identify data and performance measures that will provide an indication of a student’s readiness for college or a career. The Agency intends to incorporate this data into the Statewide Longitudinal Data System (SLDS) for future use by schools and other partners. AOE will provide an in-kind match through staff-time equaling the amount of the grant.
[JFO received 5/2/16]

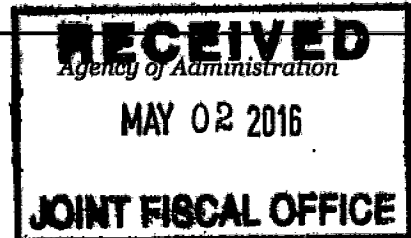
JFO #2824 – \$90,000 grant from the Vermont Student Assistance Corporation (VSAC) to the VT Agency of Education. The funds are a part of federal “Gear Up” monies awarded to VSAC annually and will be used by AOE to develop resources for the Vermont Transferable Skills Assessment System (VTSAS), which will be available to teachers seeking to develop/implement assessments to measure students’ Transferable Skills proficiency. Measuring transferable skills is a requirement of Vermont’s education quality standards (EQS) for all publicly-funded students as a condition of graduation, beginning with the class of 2020. AOE will provide an in-kind match through staff-time equaling the amount of the grant.
[JFO received 5/2/16]

***There has been some question, both within the Agency of Education and within our office, as to whether these grants are subject to Joint Fiscal Committee (JFC) approval under the statute. According to law, VSAC is an “agency” of the State and an exchange of funds from one State agency to another does not require JFC review. However, after discussion with the JFC Chair and with the Dept. of Finance and Management, I am sending you these grant materials in order to avoid any single-audit issues in the future. Our office will continue looking for a firm answer on whether grants from VSAC are subject to review.*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review.

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

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



STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	This grant supports work by the Agency of Education to identify data and performance measures that will provide an indication of a students readiness for college or a career. Supports statewide data collection efforts of AOE.
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Date:	4/12/2016
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Department:	Agency of Education
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Legal Title of Grant:	Metrics for Career and College Readiness
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Federal Catalog #:	84.334
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Grant/Donor Name and Address:	Vermont Student Assistance Corporation 10 East Allen Street Winooski, VT 05404
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Grant Period:	From: 12/1/2015 To: 8/31/2016
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Grant/Donation	\$75,000
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	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$48,750	\$26,250	\$	\$75,000	

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments: The Agency of Education is a subrecipient of the Gear Up grant that the federal government awarded to VSAC. This grant is supporting the final stages of development of the career and college readiness data components of the Agency's Statewide Longitudinal Data System. Education could complete the system without the career readiness components but they strongly assert that the overall value of the system would not be as great. This will eventually be incorporated as part of the process for evaluating how well schools are preparing students. There is a matching component to this grant that the Agency will be satisfying with an in-kind contribution of staff time.

Has Vantage budget detail been reviewed and reconciled?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	 (Analyst Initial)
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219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1030 | (f) 802-479-1835 | education.vermont.gov

MEMORANDUM

TO: Joint Fiscal Committee

THRU: Sam Winship, Budget Analyst, Department of Finance & Management

FROM: Bill Talbott, Deputy and CFO, Agency of Education 

SUBJECT: AA1 Grant Acceptance Expedited Review Request

DATE: April 12, 2016

We are requesting an expedited review of the AA1 Grant Acceptance for two grants we have been awarded from the Vermont Student Assistance Corporation (VSAC). VSAC is an instrumentality of the state and is designated as the state agency to receive federal funds assigned to the State of Vermont for student financial aid programs under 16 VSA § 2823(c). VSAC is making two subgrants to this Agency from a federal award it has received. Processing the required paperwork has extended very close to the time we need to begin work with these funds. Any reduction in the time for the AA1 process will provide relief and help us avoid conflicts with accepting the grant and beginning the work.

You will note that the signatures on the Award from VSAC are late January, 2016. Unfortunately we had previously been under the impression that we would not need to do an AA1 request for this award as VSAC is an extension arm of State Government. However, upon further investigation, I found that this was not the case. By the time we had prepared the documents, and actually received executed award documents, we find ourselves in this time crunch.

Thank you for considering this request.

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

1. Agency:	Education		
2. Department:			
3. Program:	Office of the Deputy Secretary		
4. Legal Title of Grant:	Metrics for Career and College Readiness		
5. Federal Catalog #:	84.334 (GEAR UP)		
6. Grant/Donor Name and Address:	Vermont Student Assistance Corporation 10 Ethan Allen Street Winooski, VT 05404		
7. Grant Period:	From:	12/1/2015	To: 8/31/2016
8. Purpose of Grant:	This grant will support the identification of data sets and performance measures linked to career and college readiness, and the incorporation of those data sets into the state's developing Statewide Longitudinal Data System. This is a single purpose grant; acceptance of this grant will entail no further obligation for funding of this project by the AOE or State of Vermont.		
9. Impact on existing program if grant is not Accepted:	The Statewide Longitudinal Data System is currently under development. If this grant is not accepted, the System will be less robust, and less helpful to state and local level educators as a resource.		

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2015-16	FY 2016-17	FY	
Personal Services	\$48,750	\$26,250	\$	
Operating Expenses	\$	\$	\$	
Grants	\$48,750	\$26,250	\$	
Total	\$97,500	\$52,500	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$48,750	\$26,250	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source VSAC)	\$48,750	\$26,250	\$	
Total	\$97,500	\$52,500	\$	
Appropriation No:	5100070000	Amount:	\$75,000	
			\$	
			\$	
			\$	

APR 5 - 2016

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

		\$
		\$
		\$
	Total	\$ 75,000 <i>STW</i>

Has current fiscal year budget detail been entered into Vantage? Yes No

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: *Rebecca Holcombe* Agreed by: *[Signature]* (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. 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: <i>[Signature]</i>	Date: <i>3/31/16</i>
	Title: <i>Deputy Secretary / CFO</i>	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee's signature) <i>[Signature]</i>	Date: <i>4/26/16</i>
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15. ACTION BY GOVERNOR

<input type="checkbox"/> Accepted	(Governor's signature) <i>[Signature]</i>	Date: <i>4/28/16</i>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input checked="" type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" type="checkbox"/> Grant Budget	

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).

State of Vermont Request for Grant Acceptance (Form AA-1)
Project Narrative: Metrics for Career and College Readiness

Description of Project Deliverables

By the end of this project, the Agency of Education (AOE) will have:

- Identified a recommended set of data points for schools to use when evaluating students' career and college readiness. This will include indicators evident in high school, but could also include data collected post graduation or pre-high school.
- Incorporated these data sets into the Statewide Longitudinal Data System (SLDS), allowing the state the future option of producing and sharing career and college readiness-related data dashboards with schools, community partners, and Local Education Agencies (LEAs) statewide.

The timeline for this additional work would be folded into the existing SLDS project, with the goals described above being completed by the end of this agreement term (August 31, 2016).

Need for this Project

Vermont's Education Quality Standards require that the schools participate in the State Comprehensive Assessment System, and that LEAs develop Local Comprehensive Assessment Systems as a part of capturing data and using it constructively to review and improve school performance. EQS provides general guidelines for the types of data that these systems should include, but the specific data sets to be collected are currently in the process of being identified: by schools and LEAs, and by the AOE.

EQS also requires the AOE to annually identify schools for an Education Quality Standards Review, and charges the AOE with determining how schools will be selected for that review. These reviews are currently being developed by Agency and field representatives as the Education Quality Review (EQR) process. EQRs will be data driven, with much of that data reflecting EQS requirements, including requirements around measuring students' academic and transferable skill proficiencies prior to graduation.

To implement these sections of EQS effectively, the AOE and the field will need to draw from rich and diverse sets of data. Data indicating students' career and college readiness should be a part of this system; this grant will support identifying what these data points should be.

Project Objectives

By the end of this project:

- Data sets will be identified for school and Agency use to inform College and Career Readiness conversations and LCAS development;
- The use of this data will be incorporated into the EQR review process;
- SLDS data dashboard templates will incorporate these data sets. Populated dashboards will be accessible to schools, LEAs, and the AOE in the future as the related local-level data is collected/integrated into the state system.



Vermont Student Assistance Corporation
 10 East Allen Street • PO Box 2000 • Winooski VT 05404-2601
 802-655-9602 • Fax 802-654-3765 • TDD 800-281-3341
 www.vsac.org • info@vsac.org • Toll-free 800-642-3177

**Vermont State GEAR UP Federal Subaward/SubRecipient
 2015-2016 State Partner Funding Opportunity Plan Agreement**
 Awarded under VSAC's Federal Award Identification Number P3345110006-15 dated 7/14/2015

Bill.Talbott@vermont.gov

State Partner Name (must match registered name in DUNS): **Vermont Agency of Education** DUNS #: 884002701
 Subaward Period of Performance/Grant Period: September 1, 2015 through August 15, 2016
 State Partner FOP Contact Name: Bill Talbott Email: *bill.talbott@vermont.gov* Phone: (802) 479-7159
 State Partner Administrative Contact Name: Bill Talbott Email: Phone: (802) 479-7159
 State Partner Reimbursement Contact Name: Bill Talbott Email: Phone: (802) 479-7159
 Federal Awarding Agency: US Department of Education
 Pass-Through Entity: Vermont Student Assistance Corporation (VSAC) CIDAR 81-5165
 Pass Through Project Title: VSAC Vermont State Gaming Early Awareness and Readiness for Undergraduate Programs Totaling \$4,591,852 each budget period.
 Indirect Cost Rate: \$0

This Agreement executed this 29 day of January, 2016 between Vermont Agency of Education (hereafter referred to as "the State Partner") of Barre, Vermont and Vermont Student Assistance Corporation, a Vermont public nonprofit corporation established as an instrumentality of the State of Vermont by Chapter 87 of Title 16, Vermont Statutes Annotated, of Winooski, Vermont (hereafter referred to as "VSAC"), for performance of the State Partner services described in this Agreement in association with Vermont State GEAR UP, hereafter referred to as "GEAR UP".

A. Partners:

This Agreement also known as a State Partner Funding Opportunity Plan (FOP) Agreement serves as a statement of cooperation between the State Partner and VSAC acting through its Career and Education Outreach Program, under the Vermont State GEAR UP program.

B. State Partner Grant Services to be Provided by the State Partner

The activities and objectives applied for and approved for the above-listed grant period are specified in the State Partner Funding Opportunity Plan Application. The State Partner agrees to provide programs and services as stated below:

State Partner Program/Services To Be Provided	
Proficiency-Based Learning – VTSAS (\$90,000)	
Metrics for College and Career Readiness (\$75,000)	
TOTAL AMOUNT OF FEDERAL FUNDS AWARDED (OBLIGATED) TO THE ABOVE STATE PARTNER/SUBRECIPIENT THROUGH REIMBURSEMENT BY GEAR UP	\$165,000



C. State Partner Requirements for Grant Reimbursement

The State Partner agrees to the following in order for VSAC to reimburse the State Partner for expenses associated with the State Partner Funding Opportunity Program as outlined above:

- 1) All expenses must have been procured by the State Partner and be directly applicable to the objectives as identified in the State Partner Funding Opportunity Plan, and be in compliance with the OMB 2 CFR Chapter I & II, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and contain no "unallowable" expenses as defined therein.
- 2) If any of the expenses applicable to the objectives identified in the State Partner Funding Opportunity Plan are salary related, VSAC will only reimburse for wages and FICA.
- 3) The State Partner will not purchase any equipment costing over \$2,999. Additionally, documentation of competitive quotes for all Small Purchases (\$3,000 to \$150,000) as outlined in the applicable Federal rules and regulations as published in the Code of Federal Regulations, must be retained by the State Partner and made available to VSAC upon request up to September 26, 2021. Alternatively, State Partners may follow Uniform Guidance 2 CFR 200.317 if they are required to do so.

State Partners required to follow 2 CFR 200.317 should indicated so by checking this box.

- 4) To help to ensure that the expenses are in compliance with the Code of Federal Regulations, one of the State Partner's Contact individuals identified on Page 1 of this agreement must read and understand the VSAC GEAR UP Federal Procurement Training document provided by VSAC (or the comparable procurement document consistent with 2 CFR 200.317 if required to do follow it).
- 5) The State Partner's Funding Opportunity Plan Reimbursement Request Form provided by VSAC is to be completed by the State Partner to identify expenses for which reimbursement is sought. This completed form is to be signed by one of the State Partner's Contact individuals identified on Page 1 of this Agreement and submitted to VSAC along with qualified documentation of each expense showing proof that the activity has been performed, services rendered, work completed or items purchased. Qualified documentation consists of copies of receipts (including store register receipts), bills or invoices, timesheets or journal entries (including the employee's name, dates of pay, total hours worked and the rate per hour).
- 6) Submission of expenses for reimbursements should be made preferably within 30 days of an expense being incurred or no later than submitted by December 31, 2015, March 31, 2016 and June 15, 2016 and sent to the VSAC contact listed in Section F.
- 7) Reimbursements will be made only to the State Partner name identified above and not to any other individual or entity.
- 8) GEAR UP funds can only be distributed through reimbursement requests. Funds must be expended during this grant year (September 15, 2015 through August 15, 2016), and must be requested for reimbursement by August 15, 2016.
- 9) The State Partner will permit VSAC and its auditors to have access to the State Partner's records and financial statements as necessary for VSAC to meet the requirements of the Code of Federal Regulations, §§ 200.300



through 200.309 and Subpart F thereof.

- 10) The State Partner understands that any funds received under this Agreement are from a Federal government source and must be included in the State Partner's calculation of total Federal funding received for purposes of determining if a Federal compliance audit of the State Partner is required. The State Partner also affirms that funds received under this Agreement must be reflected in any Schedule of Expenditures of Federal Awards (SEFA) prepared in association with such audited statements. Such presentation must reference Pass-Through funds received from VSAC from the Gaining Early Awareness and Readiness for Undergraduate Programs, Federal CFDA Number 84.334.
- 11) VSAC reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under this Agreement.
- 12) State Partners are required to provide matching funds or service equivalent to the Total Amount of Federal GEAR UP Funds Awarded to the above-named State Partner and submit in-kind contribution as part of your budget identified in your Funding Opportunity Plan Application.

D. Services to be Provided by the State Partner for GEAR UP Grant Participation

The State Partner agrees to provide the following services:

- 1) Develop and execute State Partner Funding Opportunity Plan activities, in cooperation with Vermont State GEAR UP to meet the goals and objectives identified in the State Partner Funding Opportunity Plan Application.
- 2) Meet at least twice yearly with VSAC GEAR UP Staff to provide updates and regular information regarding the activities identified in the Goals and Objective document.
- 3) Complete by August 15, 2016, a grant close out summary to determine if the goals and objectives stated in the State Partner's Funding Opportunity Plan Application were met or not.
- 4) If the State Partner has Uniform Guidance Audit Requirement Subpart F (formerly known as an A133 audit) completed annually, the State Partner must submit to VSAC its Uniform Guidance Audit Requirement Subpart F report annually, as soon as available.

E. Services to be Provided by VSAC:

VSAC will provide the State Partner with the following services:

- 1) Collaborate with State Partner staff to successfully implement the agreed-upon State Partner Goals and Objectives.
- 2) Assist with assessing project results and continued project planning.
- 3) VSAC will reimburse for expenditures based on services rendered according to this Agreement.

F. Additional VSAC Contact Information

VSAC has the following additional contacts for information outlined in this Agreement:

- Cathy Printon, Community and Parent Program Coordinator/ISST Coordinator, printon@vsac.org 802-542-2293



- Marion Chartrand, Reimbursements, chartrand@vsac.org 802-542-2235

G. Affirmative Action

The State Partner and any Subcontractors for this engagement shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

By signing this document the State Partner official designated below confirms that she or he is authorized to sign this State Partner Funding Opportunity Plan Agreement for 2015-2016 and to approve and comply with the activities outlined in it.

AGREED

Vermont Student Assistance Corporation
PO Box 2000, 10 East Allen Street
Winooski, VT 05404

Dianne McGriggs
Authorized Signature

Dianne M. Griggs
Name (Printed)

Interim Dir. VT State GEAR UP
Title

01/27/2016
Date

AGREED

State Partner: Vermont Agency of Education

[Signature]
Authorized Signature

Bill LaBott
Name (printed)

Deputy Secretary/CFO
Title

1-26-2016
Date

AND

[Signature] 1/26/16
Patrick Reduc Signature and Date
Vice President & CIO of Career & Education Outreach



Project Cover Page

Project Name: Metrics for College and Career Readiness

Name of Partner: Vermont Agency of Education

DATE of this Agreement: September 1, 2015- August 31, 2016

DUNS Number (required): 884902701

Project Contact Person: Chris Case, Education Project Manager

Mailing Address: 219 North Main St. Suite 402 Barre, VT 05641

E-mail Address: chris.case@vermont.gov

Telephone: (802)479-1179

Fax: (802) 479-1829

Name and title of Authorizing Official: Amy Fowler, Deputy Secretary of Education

Total Funds Requested: \$ 75,000

Total Match Funds from Non-federal Sources committed (must at least be dollar for dollar): \$ 75,000

Dates to remember:

July 15 – Academic year reimbursement requests due

August 15 – Final reimbursement documentation for summer projects and programs

August 31 – Non-federal match documentation (please refer to the Match Documentation Information page for details)

September 15 – Evaluation and outcomes report (may be brought to scheduled fall meeting)

October 1 – New subaward agreement applications due

For questions or concerns please contact: Dianne Griggs griggs@csac.org or Laurie Berryman Berryman@vsac.org (800) 642-3177

PROJECT NARRATIVE

Please detail plans for this GEAR UP State Partner Project.

1. Need for Project *(statement of purpose – please keep to one page)*

Support the implementation of Local Comprehensive Assessment Systems (LCAS) and the Education Quality Review (EQR) process, as required by the Education Quality Standards (EQS).

Vermont's EQS require that schools participate in the State Comprehensive Assessment System, and that LEAs develop LCASs as a part of capturing data and using it constructively to review and improve school performance. EQS provides general guidelines for the types of data that these systems should include, but the specific data sets to be collected are currently in the process of being identified: by schools and LEAs, and by the AOE.

EQS also requires the AOE to annually identify schools for an EQR, and charges the AOE with determining how schools will be selected for that review. The structure and content for these reviews is currently being developed by Agency and field representatives, but we know that EQRs will be data driven. Much of that data will reflect EQS requirements, including requirements around measuring students' academic and transferable skill proficiencies prior to graduation.

To implement these sections of EQS effectively, the AOE and the field will need to draw from rich and diverse sets of data. Data indicating students' career and college readiness should be a part of this system; the AOE is looking for VSAC's support so that we can better identify what these data points should be.

2. Description of Services *(Include target population, scope, duration)*

By the end of this project, the AOE will have:

- Identified a set of data points for schools to use when evaluating students' career and college readiness. This will include indicators evident in high school, but could also include data collected post-graduation or pre-high school.
- Incorporated these data sets into the Statewide Longitudinal Data System. This will allow the state to produce and share career and college readiness-related data dashboards with schools and LEAs statewide (including GEAR UP schools), and with VSAC, when those dashboards are populated with data in the future.

Work on these goals will be supported by Houghton Mifflin Harcourt (HMH), which is currently developing the SLDS for the AOE. The contract with HMH already exists—GEAR UP funding would allow them to incorporate additional data sets into the System, and to represent that data in dashboards. The timeline for this additional work would be folded into the existing SLDS project, with the goals described above being completed by the end of this GEAR UP agreement term (August 31, 2016).

3. Objectives – how does this support GEAR UP schools and goals (measurable statements that are outcome based)?

This work's direct ties to supporting Career and College Readiness makes it an excellent fit for GEAR UP funding. As a result of this project, all schools in the state, including all GEAR UP schools, will be able to better support students as they transition out of high school, and will be better equipped to reflect and improve upon their internal systems and structures.

By the end of this project:

- Data sets will be identified for school and Agency use to inform College and Career Readiness conversations and LCAS development;
- The use of this data will be incorporated into the EQR review process;
- SLDS data dashboards will incorporate these data sets. Populated dashboards will be accessible to schools and VSAC in the future as the related local-level data is collected/integrated into the state system.

4. Work Plan (Provide a detailed approach to meeting your goals and objectives, including task, person responsible, date(s) and method of evaluation)

Please see Appendix A of this application.

5. Sustainability (Provide information on how GEAR UP funds will build the capacity to sustain the initiative upon completion of grant funds.)

The SLDS is currently designed to be sustainable, as a system. GEAR UP funding would allow us to build this system out more, and to make it more robust, so that this already sustainable model can be put to better use, statewide.

6. Evaluation and Outcome Measures (Provide information on your evaluation procedure and how you know whether or not your objectives were achieved.)

Desired Outcome	Information to provide	Indicator of achievement
1. CCR-related performance measures that align, where possible, with other AOE initiatives	The AOE will evaluate and review potential CCR performance measures to evaluate potential impact and alignment	<ul style="list-style-type: none"> • Identified CCR performance measures • Performance measures draw from

<p>have been identified.</p>		<p>and are aligned to other AOE initiatives, where possible</p>
<p>2. CCR-related data sets that reflect the project's CCR performance measures have been identified for inclusion in the SLDS</p>	<p>The AOE, in conjunction with HMM, will identify data sets, and determine that we take full advantage of the number of sets that the SLDS will accommodate.</p>	<ul style="list-style-type: none"> • Identification of data sets • Data sets utilized reflect the maximum number available to include in the SLDS through this project, as determined by HMM
<p>3. SLDS data dashboard templates that include CCR data and performance measures have been developed.</p>	<p>The AOE will review the data dashboards connected to this project to ensure that CCR performance measures are adequately represented and clearly identified.</p>	<ul style="list-style-type: none"> • data dashboard templates that include CCR performance measures will have been developed
<p>4. The role for CCR performance measures and data within the EQR process has been identified and incorporated into EQR guidance documents.</p>	<p>The AOE will review the EQR documents and processes available by the end of this agreement cycle to determine that CCR data sets and dashboards are adequately incorporated.</p>	<ul style="list-style-type: none"> • The role for CCR performance measures within the EQR process has been concretely identified, and is substantive • The EQR process appropriately utilizes CCR-related data dashboards

Budget Information Sheet

INSTRUCTIONS: The Budget Information Sheet presents a summary for requested GEAR UP funds. Enter the budget amounts for each category of expense. Round all amounts to the nearest dollar. Provide a description for each category of expense listed. Enter the budget description in the boxes below. The description should clearly reflect how the estimate of expenses was determined and all

GEAR UP funds are available via reimbursement for services performed and documented using a reimbursement form in accordance with approved requests.

Guiding Information:

Personnel costs: who are the personnel, for how many hours are they being paid, at what rate, and for what service(s).

Equipment and Materials costs: what is the equipment and what is the cost for each piece of equipment and what materials are needed

Contractual costs: what exactly is the contracted service and organization, etc. and what is the cost.

Travel and/or professional development (non-contracted, ie. conference fees): what is the training, where, travel costs including mileage and registration fees.

Metrics for Career and College Readiness	Activity 1 Identify CCR Performance Measures	Activity 2 Identify CCR Data Sets	Activity 3 Create SLDS CCR Data Dashboard Templates	Activity 4 Identify Role for CCR measures within EQRs
Personnel costs:	\$0 – All Personnel costs related to AOE participation in these activities will be covered as in-kind contributions.	\$0 – All Personnel costs related to AOE participation in these activities will be covered as in-kind contributions.	\$0 – All Personnel costs related to AOE participation in these activities will be covered as in-kind contributions.	\$0 – All Personnel costs related to AOE participation in these activities will be covered as in-kind contributions.
Equipment and materials costs:	\$250 – Estimated budget for equipment/materials necessary to facilitate this process.	\$0 – No estimated equipment/materials costs for this particular deliverable.	\$0 – No estimated equipment/materials costs for this particular deliverable.	\$250 – Estimated budget for equipment/materials necessary to facilitate this process.
Contractual costs:	\$5,000 – Estimated budget for AOE travel and stipends offered to non-AOE participants in this process.	\$15,000 – Estimated contractual cost to compensate HMH for CCR element gap analysis, and to incorporate the processes necessary to collect/load/process additional CCR data elements into the	\$53,500 – Estimated contractual cost to compensate HMH for the design of reporting cubes within the SLDS and to develop the CCR data dashboard templates that will be populated as local data sources are incorporated into	\$1,000 – Estimated budget for AOE travel and stipends offered to non-AOE participants in this process.

		SLDS.	the SLDS.	
			Estimated PD costs related to training coaches on the use/interpretation of CCR data dashboards for evaluation/improvement of education programs.	
Travel, professional development, etc.:	\$0 – No estimated travel/PD costs for this particular deliverable.	\$0 – No estimated travel/PD costs for this particular deliverable.	\$0 – No estimated travel/PD costs for this particular deliverable.	\$0 – No estimated travel/PD costs for this particular deliverable.
Individual Priority Total	\$5,250	\$15,000	\$53,500	\$1,250
Total Requested Funds				

Match Documentation Information

As a federal initiative, GEAR UP is required to document a dollar-for-dollar Match of non-federal funds or in-kind support. We seek the assistance of our GU State Partners in order to identify non-federal sources of funds that qualify to help meet this match requirement. If the State Partner Project identified is being in part supported by other non-federal funds, we appreciate your efforts toward documenting and meeting the overall GEAR UP Match.

To be considered match, funds or in-kind contributions from third parties may be in the form of real property, equipment, supplies, and other expendable property, and the value of goods and services which are necessary and reasonable for accomplishment of project or program objectives (Uniform Guidance, 2 CFR Part 200.306 Cost sharing or matching) The source of match funds must be clearly identified. Please document all available Match funds, even if it exceeds the Grant fund budget request.

Match Documentation Requirements

Match documentation is governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Part 200, et al.) All contributions, including cash and third-party in-kind, are accepted as part of the recipient's cost sharing or matching when contributions meet the details in the identified regulations. In part, these state that the contributions:

- Are verifiable from the recipients records;
- Are not included as contributions for any other federal award;
- Are allowable under Subpart E – Cost Principles of this Part;
- Are necessary and reasonable for accomplishment of project or program objectives

**Appendix A: Metrics for College and Career Readiness
Deliverables and Work Plan for 2015-2016**

Goal	Related tasks and person(s) responsible	Date Completed	Method of Evaluation
Identify performance measures related to CCR	The AOE, in collaboration with partners from the field, will coordinate the identification of CCR performance measures	1/1/16	CCR-related performance measures that align, where possible, with other AOE initiatives have been identified.
Identify data sets that reflect the identified CCR performance measures	The AOE, in conjunction with partners from the field, will identify the number of additional data sets that can be included in the SLDS through this work.	1/1/16	The number of additional data sets related to CCR that can be included in the SLDS as part of this project has been identified.
	The AOE, in conjunction with partners from the field, will coordinate the identification of CCR-related data sets.	3/1/16	CCR-related data sets that reflect the project' s CCR performance measures have been identified for inclusion in the SLDS
CCR data sets have been incorporated into the SLDS.	Houghton Mifflin Harcourt (HMH) will ensure that all AOE-identified data sets are incorporated into the SLDS.	8/31/16	All AOE-identified CCR data sets are incorporated into the SLDS
Include CCR data sets in draft	HMH, in consultation with the AOE, will	8/31/16	SLDS data dashboard

**Appendix A: Metrics for College and Career Readiness
Deliverables and Work Plan for 2015-2016**

SLDS data dashboards	develop draft data dashboards that include CCR performance measures and data.		templates that emphasize CCR data and performance measures have been developed.
Identify a role for SLDS CCR data dashboards and CCR metrics in the EQR process	The AOE, in consultation with partners from the field, will connect the metrics from this work to the EQR process	8/31/16	The role for CCR performance measures and data within the EQR process has been identified and incorporated into EQR guidance documents.