



**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]

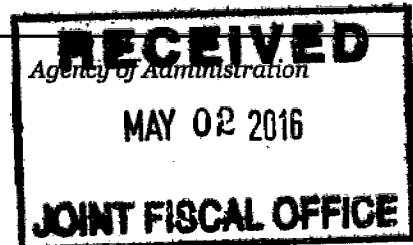
**JFO #2824** – \$90,000 grant from the Vermont Student Assistance Corporation (VSAC) to the VT Agency of Education. The funds are a part of federal “Gear Up” monies awarded to VSAC annually and will be used by AOE to develop resources for the Vermont Transferable Skills Assessment System (VTSAS), which 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](mailto: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**

<b>Grant Summary:</b>		VSAC supporting AOE work on transferable skills assessments. These are being developed to support the state's Education Quality Standards that will be implemented in 2020. Support is coming through VSAC sub-grant of the federal Gear Up grant that they received.			
<b>Date:</b>		4/12/2016			
<b>Department:</b>		Agency of Education			
<b>Legal Title of Grant:</b>		Proficiency-Based Learning: The Vermont Transferable Skills Assessment Supports (VTSAS)			
<b>Federal Catalog #:</b>		84.334 (GEAR UP)			
<b>Grant/Donor Name and Address:</b>		Vermont Student Assistance Corporation 10 East Allen Street Winooski, VT 05404			
<b>Grant Period:</b>		From: 1/1/2016		To: 8/31/2016	
<b>Grant/Donation</b>		\$90,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$70,000	\$20,000	\$	\$90,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<p> <b>Additional Comments:</b> These funds will support the implementation and development of assessments that will measure proficiency in the area of transferable skills. The specific work that will be furthered by this grant is the support of local resource development in this area. This local work will pilot the sample resources created in 2014-2015 under an earlier grant. Then these resources will be made available for implementation in September 2016. This work is in preparation for the proficiency-based graduation components of the Educational Quality Standards that are expected to be in place for 2020. The grant does not obligate the Agency or the state to additional expenditures in the future. The matching requirements of this grant will be satisfied with staff time through the in-kind method.                 </p>					
<b>Has Vantage budget detail been reviewed and reconciled?</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[Signature] Initial)	

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

<b>1. Agency:</b>	Education		
<b>2. Department:</b>			
<b>3. Program:</b>	Office of the Deputy Secretary		
<b>4. Legal Title of Grant:</b>	Proficiency-Based Learning: The Vermont Transferable Skills Assessment Supports (VTSAS)		
<b>5. Federal Catalog #:</b>	84.334 (GEAR UP)		
<b>6. Grant/Donor Name and Address:</b>	Vermont Student Assistance Corporation 10 Ethan Allen Street Winooski, VT 05404		
<b>7. Grant Period:</b>	<b>From:</b>	1/1/2016	<b>To:</b> 8/31/2016
<b>8. Purpose of Grant:</b>	<p>The grant will support the development of resources for the Vermont Transferable Skills Assessment System (VTSAS). These resources will be made available to teachers seeking to develop and/or implement performance assessments to measure students' Transferable Skills proficiency. Measuring Transferable Skills proficiency is required by Vermont's Education Quality Standards (EQS) for all publicly-funded students, as a condition of graduation, beginning with the graduating class of 2020. Resources to be developed through this grant include scoring criteria, sample transferable skills-focused performance tasks, and student exemplars for these tasks. 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.</p>		
<b>9. Impact on existing program if grant is not Accepted:</b>	<p>This work has been underway, with grant support now ended, throughout the 2014-15 academic year. If this grant is not accepted, the AOE will most likely not have the internal capacity to continue work on this initiative. Vermont schools will not have this body of resources and guidance to draw from when preparing to meet EQS requirements, as a result, likely making their implementation of this section of EQS more inconsistent from school to school, and less robust.</p>		

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2015-16	FY 2016-17	FY	
Personal Services	\$70,000	\$20,000	\$	
Operating Expenses	\$	\$	\$	
Grants	\$70,000	\$20,000	\$	
<b>Total</b>	<b>\$140,000</b>	<b>\$40,000</b>	<b>\$</b>	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$70,000	\$20,000	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	

APR 5 - 2016

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


Other Funds:	\$	\$	\$
Grant (source VSAC)	\$70,000	\$20,000	\$
<b>Total</b>	<b>\$140,000</b>	<b>\$40,000</b>	<b>\$</b>

<b>Appropriation No:</b>	5100070000	<b>Amount:</b>	\$90,000
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	<b>\$90,000</b>

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

**PERSONAL SERVICE INFORMATION**

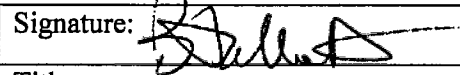
11. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Rebecca Holcombe Agreed by: \_\_\_\_\_ (initial) 

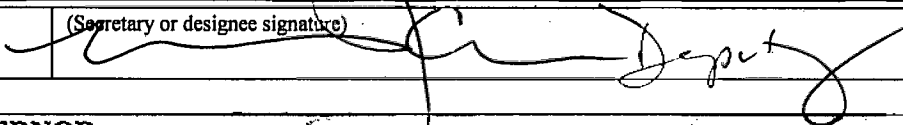
12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

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: 	Date: <u>3/31/16</u>
	Title: <u>Deputy Secretary/CFO</u>	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: <u>04/22/16</u>
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**15. ACTION BY GOVERNOR**

<input type="checkbox"/> Accepted	(Governor's signature)	Date: _____
<input type="checkbox"/> Rejected		Date: <u>4/22/16</u>

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**




219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1030 | (f) 802-479-1835 | [education.vermont.gov](http://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

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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)**  
**Project Narrative: Proficiency-Based Learning: The Vermont Transferable Skills Assessment**  
**Supports (VTSAS)**

**Description of Project Deliverables**

The Agency of Education (AOE) will work with Agency partners, including a hired contractor, and AOE staff to generate the following deliverables, related to the AOE's sample Transferable Skills Proficiency-Based Graduation Requirements Document:

- 1 Sample Task Models and Scoring Criteria for Transferable Skills 1 (Communication), 3 (Problem Solving), and 5 (Integrative Thinking), arrived at through a pilot process;
- 2 Sample scoring criteria for Transferable Skills 2 (Self-Direction) and 4 (Citizenship) created through workshop sessions;
- 3 Two sample Performance Tasks apiece for Transferable Skills 1, 3, and 5, arrived at through a pilot process;
- 4 Student exemplars for each of the sample Performance Tasks described above, as identified through pilot process for each sample task, representing all categories of proficiency described in the related scoring criteria.
- 5 An AOE-developed 2016 communications plan for introducing this work to the field.

**Need for Project**

EQS requires that students' proficiency in Transferable Skills should be assessed as a part of determining their readiness to graduate, beginning with the graduating class of 2020. For many schools, this will mean assessing students' proficiency over several years before 2020; having these resources available to schools in 2016 would greatly support them in successfully reaching this milestone.

**Project Objectives**

By the end of the term of agreement for this grant (August 31, 2016), we expect that:

1. All public high schools in Vermont will have access to resources for measuring Transferable Skills proficiency in anticipation of the 2020 EQS proficiency-based graduation deadline;
2. All VTSAS-produced resources will have been aligned in format and language with other AOE-produced performance assessment resources to promote cohesion and local level understanding;
3. Heavily involving staff from schools in the VTSAS resource development process will build local level capacity, and will facilitate a shared understanding among VT schools of VTSAS and its goals



**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 P334S110006-15 dated 7/14/2015**

*Bill.Talbott@Vermont.gov*

**State Partner Name** (must match registered name in DUNS): Vermont Agency of Education DUNS #: 881902701  
**Subaward Period of Performance/Grant Period:** September 1, 2015 through August 15, 2016  
**State Partner FOP Contact Name:** Chris Case Email: [chris.case@vermont.gov](mailto:chris.case@vermont.gov) Phone: (802) 477-1179  
**State Partner Administrative Contact Name:** Bill Talbott Email: Phone: (802) 477-7439  
**State Partner Reimbursement Contact Name:** Bill Talbott Email: Phone: (802) 477-7439  
**Federal Awarding Agency:** US Department of Education  
**Pass-Through Entity:** Vermont Student Assistance Corporation (VSAC) CFDA# 84.3315  
**Pass Through Project Title:** VSAC Vermont State Gearing Early Awareness and Readiness for Undergraduate Programs totaling \$6,791,852 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)	
<b>TOTAL AMOUNT OF FEDERAL FUNDS AWARDED (OBLIGATED) TO THE ABOVE STATE PARTNER/SUBRECIPIENT THROUGH REIMBURSEMENT BY GEAR UP</b>	<b>\$165,000</b>



**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

*Doranne McFraggs*  
 Authorized Signature

Doranne M. Griggs  
 Name (Printed)

Interim Dir. VT State GEAR UP  
 Title

01/27/2016  
 Date

**AGREED**

State Partner: Vermont Agency of Education

*Bill Tibbott*  
 Authorized Signature

Bill Tibbott  
 Name (printed)

Deputy Secretary/CFO  
 Title

1-20-2016  
 Date

AND

*Patrick Leduc* 1/26/16  
 Patrick Leduc Signature and Date  
 Vice President & CIO of Career & Education Outreach



**Project Cover Page**

**Project Name:** Proficiency-Based Learning: VTSAS

**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](mailto: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: \$ 90,000**

**Total Match Funds from Non-federal Sources committed (must at least be dollar for dollar): \$ 90,000**

**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@vsac.org](mailto:Griggs@vsac.org) or Laurie Berryman [Berryman@vsac.org](mailto: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 the Flexible Pathways Legislation Act 77 of 2013 and Education Quality Standards.**

During 2013-2014, with funding support from VSAC, the Vermont Agency of Education worked with an outside consultant, Maine's Great Schools Partnership (GSP), to develop resources and tools for PLP implementation. These resources, tools and guidance documents, including a self-assessment tool for schools in implementation of PLP processes, were published on the Agency website.

The next phase of this work, which occurred in 2014-15 with funding support from VSAC, was titled the "Vermont Transferable Skills Assessment Supports" (VTSAS): an AOE partnership with GSP to begin developing resources supporting local level assessment of students' Transferable Skills proficiency, as required by EQS. That work yielded multiple draft tools for classroom teachers and schools: task models, sample performance tasks, scoring criteria and rubrics, and portfolio implementation guidance. These resources were developed in alignment with a sample set of Transferable Skills Proficiency-Based Graduation Requirements (PBGRs) that were developed by the AOE, GSP, and Vermont educators in 2014.

The final phase of developing an initial bank of VTSAS resources will occur in 2015-16 with funding support from VSAC. The AOE and GSP will partner to pilot the draft VTSAS resources that were created last year, to finalize them with pilot feedback in mind, and to make them available for implementation in the field in September 2016.

EQS requires that students' proficiency in Transferable Skills should be assessed as a part of determining their readiness to graduate, beginning with the graduating class of 2020. For many schools, this will mean assessing students' proficiency over several years before 2020; having these resources available to schools in 2016 would greatly support them in successfully reaching this milestone.

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

The AOE will accomplish this work through a facilitated process using GSP consultant(s). We will work with Vermont educators, partners and AOE staff to generate the following deliverables, related to the AOE's sample Transferable Skills Proficiency-Based Graduation Requirements Document:

- 1 Sample Task Models and Scoring Criteria for Transferable Skills 1 (Communication), 3 (Problem Solving), and 5 (Integrative Thinking), arrived at through a pilot process;
- 2 Sample scoring criteria for Transferable Skills 2 (Self-Direction) and 4 (Citizenship) created through workshop sessions;
- 3 Two sample Performance Tasks apiece for Transferable Skills 1, 3, and 5, arrived at through a pilot process;
- 4 Student exemplars for each of the sample Performance Tasks described above, as identified through pilot process for each sample task, representing all categories of proficiency described in the related scoring criteria.
- 5 An AOE-developed 2016 communications plan for introducing this work to the field.

The AOE and GSP will make all resources developed under this agreement publicly available. All documents will include the following attribution language in footer of the final document: "This document was collaboratively created by the Vermont Agency of Education and the Great Schools Partnership, Inc, and is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License." Both organizations will have the authority to independently modify these documents, as needed and in accordance with the Creative Commons licensing. GSP will deliver all of the documents described above, that it creates, to the AOE in Word format, in order to better facilitate AOE branding and revisions.

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

Because this work is designed to facilitate local-level efforts taking place from 2016-2020, some measurable outcomes (the number of schools taking advantage of these resources as a function of determining students' readiness to graduate, for example) will not be known for several years. But based on the status of this project in 2015-16, here are some outcomes that we will be able to measure by the September 2016 reporting deadline:

1. All public high schools in Vermont (including GEAR UP schools) will have access to resources for measuring Transferable Skills proficiency in anticipation of the 2020 EQS proficiency-based graduation deadline;
2. All VTSAS-produced resources will have been aligned in format and language with other AOE-produced performance assessment resources to promote cohesion and local level understanding;
3. Staff from schools (including GEAR UP schools) will be heavily involved in the VTSAS resource development process, in the interest of building local level capacity, and facilitating a shared understanding among VT schools of VTSAS and its goals.

**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 the attached work plan)

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

The AOE's Integrated Supports for Learning divisions have the capacity to support implementation of performance assessment resources through content specialists, School Effectiveness Coordinators, and Professional Learning Teams. But we don't have the internal capacity to develop these resources in a way that reflects the needs of the field. VSAC funding will allow us to create and identify the documents necessary to support implementation, and we will plug them into the Agency's existing team structure for implementation support when they are complete/available.

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

	Evaluation Procedure	Indicator of Achievement
<p>1. Deliverables from Section 2 (Description of Services), numbers 1-4, are complete and meet AOE expectations</p>	<p>AOE Staff will review deliverables for quality, format, and branding</p>	<p>Deliverables:</p> <ul style="list-style-type: none"> <li>• meet established AOE expectations for format and branding;</li> <li>• are judged by AOE staff to be of high quality;</li> <li>• are publicly accessible;</li> <li>• and are available to the AOE in Word format</li> </ul>
<p>2. Educators will have actively participated in the VTSAS document development process, and educator feedback will be reflected in final versions of VTSAS documents</p>	<p>Each deliverable will be developed with field input, in and/or outside of workgroup sessions. Feedback will be collected, documented, and considered for incorporation into final draft documents by the AOE and GSP.</p>	<p>Educators from the field will have provided feedback on all VTSAS deliverables. Final VTSAS documents will reflect field input in specific, tangible ways.</p>
<p>3. Educators</p>	<p>Field reps for document</p>	<p>Documentation will indicate</p>

<p>participating in the development and piloting of these resources represent a variety of roles within a school (teachers, administrators, etc.), and all of the EQS-identified curriculum content areas (ELA, Math, etc.)</p>	<p>development work sessions will be identified with representing a diversity of roles and content area experts in mind. Role and content area specialization of field participants will be tracked by the AOE and GSP.</p>	<p>that field participants over the course of the VTSAS work reflected a wide spectrum of roles within schools and LEAs, and reflected the full range of EQS curriculum content areas.</p>
<p>4. All public high schools in Vermont have been provided information about VTSAS resources, and their intended use</p>	<p>A communication plan for disseminating VTSAS information and building understanding of VTSAS within the field will be developed by the AOE and GSP. Portions of the communications plan falling within the term of this agreement shall be implemented by the AOE by the end of this agreement.</p>	<p>Applicable portions of the communications plan will be implemented by August 31, 2016. At a minimum, this will include publicizing the existence and intended use of VTSAS and VTSAS resources.</p>



**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.

Proficiency-Based Learning: VTSAS	Activity 1 Finalize Transferable Skill 1, 3 and 5 Deliverables	Activity 2 Finalize Transferable Skill 2 and 4 Deliverables
Personnel costs:		
Equipment and materials costs:		
Contractual costs:	67,500	22,500
Travel, professional development, etc.:		
Individual Priority Total		
Total Requested Funds	<b>\$90,000</b>	





### **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

**Deliverables:** Final Transferable Skills 1, 3, and 5 scoring criteria, task models, sample performance tasks, and student exemplars

**Current Status:** Scoring criteria, task models, and sample performance tasks have been drafted, but have not been piloted

Goal	Related tasks and person(s) responsible	Date Completed	Method of Evaluation
Complete round 1 pilot for Transferable Skills 1 and 3 resources	AOE, in consultation w GSP, will identify pilot participants	9/1/15	Completion of a pilot process, including the gathering of feedback on all pilot resources from pilot participants.
	GSP, in consultation w AOE, will send out pilot materials to participants	9/20/15	
	AOE in consultation with GSP, will Identify participants for a second round pilot, in the event that it is needed	11/30/15	
	Teachers conduct pilot, with GSP providing support throughout the pilot process	2/1/16	
	Teachers provide GSP with feedback on	2/15/16	

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	<p>pilot resources and student work samples. GSP will share these raw materials with AOE.</p>		
	<p>AOE, in consultation with GSP, will determine the need for a second round pilot, based on the nature/extent of changes to pilot materials after the first round. If no second round pilot is necessary, student exemplars will be selected from the first round of submitted work samples – exemplar selection workshops will only happen once. If a second round pilot is needed then student work from that second round will be used in the exemplar selection workshops.</p>	2/29/16	
<p>Hold Round 2 pilot for Transferable Skills 1 and 3 resources, if necessary</p>	<p>AOE, in consultation with GSP, will send out Pilot invitation</p>	1/4/16	<p>Completion of a pilot process, including the gathering of feedback on all pilot resources</p>
	<p>GSP, in consultation with AOE, will send out Pilot materials to participants</p>	3/14/16	
	<p>Teachers conduct pilot, with GSP</p>	6/24/16	

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	<p>providing support throughout the pilot process</p>		from pilot participants.
	<p>Teachers provide feedback on pilot resources and student work samples to GSP. GSP will share these raw materials with AOE.</p>	7/8/16	
	<p>GSP, with support from AOE, will hold exemplar selection workshops. GSP, AOE, and field representatives will identify student exemplars from submitted work samples, with AOE getting final approval over exemplars selected.</p>	7/29/16	
<p><b>Finalize Transferable Skills 1 and 3 Resources</b></p>	<p>GSP in consultation with AOE, will finalize the piloted materials based on participant and AOE staff feedback</p> <p>GSP, in consultation with AOE, will revise resources to align with AOE language and formatting expectations</p>	8/15/16	<p>AOE will have received finalized scoring criteria, task models, sample performance tasks, and student</p>

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	and submit to the AOE for branding.		exemplars for Transferable Skills 1 and 3. All resources will conform to AOE expectations for quality and branding.
	AOE will brand and post final resources online	8/31/16	

<b>Goal</b>	<b>Related tasks and person(s) responsible</b>	<b>Date Completed</b>	<b>Method of Evaluation</b>
Revise TS 5 materials before they are shared publicly as a part of a Spring Pilot	GSP, in consultation with AOE, will gather feedback from the field on draft TS 5 resources	12/31/15	Feedback from teachers and AOE staff are represented in revised versions of TS5 materials. TS5 materials are deemed to be high quality, by the AOE, and ready to pilot in the field
	GSP, in consultation with AOE, will revise materials based on: <ul style="list-style-type: none"> <li>• Feedback from site-based workshops</li> <li>• Feedback from AOE content specialists</li> <li>• Feedback from pilot participants</li> </ul>	1/15/16	

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Complete pilot for Transferable Skills 5 resources	AOE in consultation with GSP, will Identify pilot participants	11/15/15	Completion of a pilot process, including the gathering of feedback on all pilot resources from pilot participants.
	AOE, in consultation with GSP, will send out Pilot invitations	12/5/15	
	GSP, in consultation with AOE, will send out Pilot materials to participants	1/15/16	
	Teachers conduct pilot, with GSP providing support throughout the pilot process	6/20/16	
	Teachers provide feedback on pilot resources and student work samples to GSP. GSP will provide AOE with all of these raw materials.	6/20/16	
	GSP, in consultation with AOE, will revise pilot materials based on participant and AOE staff feedback.	8/1/16	
	Student exemplars are identified from	8/1/16	

	submitted work samples at GSP facilitated workshop, with AOE getting final approval over selected exemplars.		
Finalize Transferable Skill 5 Resources	GSP in consultation with AOE, will format performance task resources to align with AOE formatting and language expectations. Formatted resources will be submitted to the AOE for branding.	8/15/16	AOE will have received finalized scoring criteria, task models, sample performance tasks, and student exemplars for Transferable Skills 1 and 3. All resources will conform to AOE expectations for quality and branding.
	AOE will brand and post final resources online	8/31/16	

**Deliverables:** Final Transferable Skills 2 and 4 scoring criteria

**Current Status:** Scoring criteria are in an earlier stage of being drafted

<b>Goal</b>	<b>Related tasks and person(s) responsible</b>	<b>Date Completed</b>	<b>Method of Evaluation</b>
Collect feedback on draft TS 2 and 4 materials	AOE in consultation with GSP, will identify TS2 and 4 workshop participants	10/1/15	Feedback will have been collected from field participants and select AOE staff
	GSP, in consultation with AOE, will host three workshops to draft and revise TS 2 and 4 resources	5/1/16	
	GSP, in consultation with AOE, will send out draft resources to additional field reps for review. Resources will also be reviewed by select AOE staff	7/1/16	
Finalize TS 2 and 4 resources	GSP, in consultation with AOE, will revise resources based on field feedback	8/1/16	Relevant feedback will be incorporated into final documents, and all resources will conform to AOE expectations for quality and branding
	GSP will deliver draft resources with finalized content to the AOE for branding.	8/15/16	
	AOE will brand and post final resources online	8/31/16	

**Deliverables:** Portfolio resource drafts and raw survey data



**Current Status:** Resources are partially drafted, raw data has been collected

Goal	Related tasks and person(s) responsible	Date Completed	Method of Evaluation
Hand portfolio work off to the AOE	GSP collects and delivers feedback on draft portfolio guidance to the AOE	11/1/15	Field feedback on portfolios will be delivered to the AOE
	AOE makes a determination around next steps re: portfolios, if any, and conducts any remaining portfolio-related work	12/31/15	Decision will have been made and communicated to portfolio discussion participants