



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Members, Joint Fiscal Committee
From: Maria Belliveau, Associate Fiscal Officer *MB*
Date: December 13, 2016
Subject: JFO #2874 – Grant from the U.S. Department of Education to the Vermont Department of Disabilities, Aging and Independent Living, Division of Vocational Rehabilitation

The Joint Fiscal Office has received a request from the Administration for expedited review of a grant from the U.S. Department of Education to the Vermont Department of Disabilities, Aging and Independent Living, Division of Vocational Rehabilitation for a total of \$8,998,338 over a five year period. Senator Kitchel has agreed to have this grant considered by the Joint Fiscal Committee according to the expedited review process to avoid having the grant run into the time period when the committee is in transition at the beginning of the legislative session. Please respond to me by December 23rd with any questions or concerns and whether or not you approve this request or would like it held for legislative review.

JFO #2874 – The U.S. Department of Education has granted the Vermont Department of Disabilities, Aging and Independent Living, Division of Vocational Rehabilitation a grant totaling \$8,998,338 over a five year period. The grant period is 10/1/2016 through 9/30/2021. The grant funds will be used to support work based learning and college preparation services for students with disabilities, referred to as the **Linking Learning to Careers Project**. This is a statewide demonstration project which will serve students in all 60 supervisory unions and enroll 800 participants. This grant application was developed in partnership with Community College of Vermont, Mathematica Inc., and TransCen Inc. The goal of the demonstration project is to improve employment and post-secondary education and training outcomes for high school students with disabilities. Eligible participants are high school students who are either on an IEP or 504 plan.

The budget for the first year, which corresponds with State fiscal year 2017, is \$899,833 and will support the costs of ten positions. Of these ten positions, seven will be transferred from the core Vocational Rehabilitation Program due to a loss of federal funding. The seven positions include an Assistant Project Director and six Career Consults. **This request includes three new limited service positions, one (1) Project Director and two (2) Assistive Technology Specialists.**

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

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

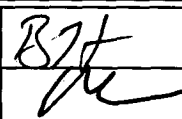
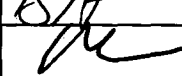
Agency of Administration

RECEIVED

DEC 12 2016

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

JOINT FISCAL OFFICE

Grant Summary:		Grant of \$8,998,338 for the purposes of providing work based learning and college preparation services for students with disabilities.			
Date:		11/17/2016			
Department:		DAIL DVR			
Legal Title of Grant:		Linking Learning to Careers			
Federal Catalog #:		84.421B, Disability Innovation Fund (DIF)			
Grant/Donor Name and Address:		US Department of Education, 400 Maryland Ave, SW, Washington DC 20202-4110			
Grant Period:		From:	To:		
		10/1/2016	9/30/2021		
Grant/Donation		\$8,998,338			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$899,833	\$1,799,667	\$1,799,667	\$4,499,167	3 of 5 years
Position Information:		# Positions	Explanation/Comments		
		3	(1) Project Director, (2) Assistive Technology Specialist		
Additional Comments:		(ATTN Dan Dickerson:) SFY1 accounts for start date beyond award date (10/1/2016). Seven (7) of the ten (10) FTEs assigned to the demonstration will be transferred from the core VR program due to a loss in federal funding.			
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office				Date 12/8/16	



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		
4. Legal Title of Grant:	Linking Learning to Careers		
5. Federal Catalog #:	84.421B		
6. Grant/Donor Name and Address:	US Department of Education, 400 Maryland Ave, SW, Washington DC 20202-4110		
7. Grant Period:	From:	10/1/2016	To: 9/30/2021
8. Purpose of Grant:	To provide work based learning and college preparation services for students with disabilities		
9. Impact on existing program if grant is not Accepted:	None		

	SFY 1 FY 2017	SFY 2 FY 2018	SFY 3 FY 2019	Comments
Expenditures:				
Personal Services	\$458,258	\$921,249	\$939,674	SFY 1 start 1-1-17
Operating Expenses	\$106,553	\$188,706	\$181,106	SFY1 start 1-1-17
Grants	\$335,022	\$689,712	\$678,887	SFY1 start 1-1-17
Total	\$899,833	\$1,799,667	\$1,799,667	SFY1 50% of grant year 1 budget
Revenues:				
State Funds:	\$0	\$0	\$0	not required
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$899,833	\$1,799,667	\$1,799,667	100% Federal
(Direct Costs)	\$818,030	\$1,636,061	\$1,636,061	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$81,803	\$163,606	\$163,606	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$899,833	\$1,799,667	\$1,799,667	

Appropriation No:	Amount:
3460010000	\$553,145
3460040000	\$346,688
	\$
	\$
	\$
	\$
	\$
Total	\$899,833

NOV 18 2016

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

PERSONAL SERVICE CONTRACTS

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: Monica Hutt Commissioner DAIL Agreed by: *CH* (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Project Director
	2	Assitive Technology Specialist
Total Positions	3	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

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> <i>Cornelia Jones</i> </u>	Date: <u> 11/4/16 </u>
	Title: <u> <i>Deputy Commissioner</i> </u>	
	Signature: <u> <i>Pamela Stassen</i> </u>	Date: <u> 11-8-16 </u>
	Title: <u> <i>Deputy Secretary, AHS</i> </u>	

Approved: *[Signature]* (Secretary or designee signature) Date: 11/22/16

Check One Box:
 Accepted *[Signature]* (Governor's signature) Date: 12/8/16
 Rejected

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 | |

(*) 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
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: Department of Disabilities, Aging and Independent Living Date: 10/28/16

Name and Phone (of the person completing this request): James Smith (802) 241-0320

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, Linking Learning to Careers, Funding Period 10/1/2016 to 9/30/2021, total grant award \$8,998,338

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	DAIL/VR	9/30/2021
Assistive Technology Specialists	2	DAIL/VR	9/30/2021

*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 Linking Learning to Careers Project is a statewide demonstration project. The project will serve students in all 60 supervisory unions and enroll 800 participants. A demonstration of this size and scope requires a full time Project Director. The two Assistive Technology Specialists are part of the project design and will provide services for high school students statewide. They will serve a caseload of up to 200 students each over the grant term.

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. 3(b)).

[Signature] _____ Date: 11/4/16 ^{SC} _{PD}

[Signature] _____ Date: 11/21/16

[Signature] _____ Date: 11/21/16

[Signature] _____ Date: 11/22/16

Comments:

**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: Department of Disabilities, Aging and Independent Living Date: 10/28/16

Name and Phone (of the person completing this request): James Smith (802) 241-0320

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, Linking Learning to Careers, Funding Period 10/1/2016 to 9/30/2021, total grant award \$8,998,338

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	DAIL/VR	9/30/2021
Assistive Technology Specialists	2	DAIL/VR	9/30/2021

*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 Linking Learning to Careers Project is a statewide demonstration project . The project will serve students in all 60 supervisory unions and enroll 800 participants. A demonstration of this size and scope requires a full time Project Director. The two Assistive Technology Specialists are part of the project design and will provide services for high school students statewide. They will serve a caseload of up to 200 students each over the grant term.

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))

Signature of Agency or Department Head

Date

[Handwritten Signature]
11/4/16 *[Handwritten Initials]*

Approved/Denied by Department of Human Resources

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

Comments:

	SFY 17	SFY 18	SFY 19	SFY 20	SFY 21	SFY 22
Salary	302,472.00	606,294.50	613,721.50	625,996.00	590,153.00	274,056.00
Fringe	155,786.50	312,588.50	316,740.00	323,074.50	304,575.50	141,439.00
Total	458,258.50	918,883.00	930,461.50	949,070.50	894,728.50	415,495.00
Total Travel	8,750.00	17,500.00	17,500.00	17,500.00	15,000.00	6,250.00
Equipment	7,000.00	7,650.00	650.00	-	-	-
Supplies	4,000.00	7,150.00	3,150.00	-	-	-
\$ for Transportation	22,500.00	84,500.00	109,250.00	89,750.00	63,242.50	20,742.50
CCV	68,610.00	168,470.00	172,946.00	149,026.00	147,050.00	71,110.00
Transcen	60,991.00	124,057.00	98,066.00	62,500.00	77,500.00	50,000.00
Mathematica	182,921.00	302,851.00	304,037.50	368,214.50	438,541.50	254,434.50
Other	5,000.00	5,000.00	-	-	-	-
Total Direct Services	818,030.50	1,636,061.00	1,636,061.00	1,636,061.00	1,636,062.50	818,032.00
Indirect services	81,803.05	163,606.10	163,606.10	163,606.10	163,606.25	81,803.20
Total	899,833.55	1,799,667.10	1,799,667.10	1,799,667.10	1,799,668.75	899,835.20

	Year 1	Year 2	Year 3	Year 4	Year 5
Salary	604,944.00	607,645.00	619,798.00	632,194.00	548,112.00
Fringe	311,573.00	313,604.00	319,876.00	326,273.00	282,878.00
Total	916,517.00	921,249.00	939,674.00	958,467.00	830,990.00
Total Travel	17,500.00	17,500.00	17,500.00	17,500.00	12,500.00
Equipment	14,000.00	1,300.00	-	-	-
Supplies	8,000.00	6,300.00	-	-	-
\$ for Transportation	45,000.00	124,000.00	94,500.00	85,000.00	41,485.00
CCV	137,220.00	199,720.00	146,172.00	151,880.00	142,220.00
Transcen	121,982.00	126,132.00	70,000.00	55,000.00	100,000.00
Mathematica	365,842.00	239,860.00	368,215.00	368,214.00	508,869.00
Other	10,000.00	-	-	-	-
	1,636,061.00	1,636,061.00	1,636,061.00	1,636,061.00	1,636,064.00
	163,606.10	163,606.10	163,606.10	163,606.10	163,606.40
	1,799,667.10	1,799,667.10	1,799,667.10	1,799,667.10	1,799,670.40

MEMORANDUM

TO: The Joint Fiscal Committee

FROM: Monica Hutt, Commissioner

DATE: November 3, 2016

SUBJECT: AA-1 Request for Linking Learning to Careers (LLC)

This is request from the Department of Disabilities, Aging and Independent Living (DAIL) to the Joint Fiscal Committee to approve acceptance of the Linking Learning to Careers (LLC) grant award from the U.S. Department of Education (DOE).

Background

On September 27, 2016, DOE approved the DAIL application submitted to the Office of Special Education and Rehabilitative Services (OSERS) Disability Innovation Fund: Transition Work-Based Learning Model Demonstration. The DAIL application was developed in partnership with Community College of Vermont (CCV), Mathematica Inc., and TransCen Inc. The goal of the demonstration is to improve employment and post-secondary education and training outcomes for high school students with disabilities. The DAIL application will implement a range of interventions for participating students including; career consultation, targeted work based learning experiences, dual enrollment in CCV post-secondary classes, assistive technology, CCV mentorship and assistance with transportation. The project includes an external evaluation through Mathematica with an experimental research design.

Term and Amount of Grant

DOE has awarded DAIL \$8,998,338 in total for a five-year grant term for the period October 1, 2016 through September 30, 2021.

Project Design

The demonstration will be managed by the DAIL, Division of Vocational Rehabilitation (DVR). DVR will house the Project Director and support staff who will provide operational oversight of the demonstration as a whole. Eligible participants are high school students who are either on an IEP or 504 plan. DVR has an existing infrastructure of 14 VR Transition Counselors working statewide in all sixty supervisory unions serving about 1,500 students per year. DVR will use this infrastructure to recruit student participants to the project.

The major components of the intervention will be:

- Career Consultation Services: DVR and CCV will partner to provide students career consultation supports to help students develop career pathways to higher wage employment.
- Work-based Learning Experiences: DVR will provide students real work experiences directly related to their career pathway goals developed with a Career Consultant.
- Transportation Support: Transportation is a major barrier for students with disabilities in participating in work experiences and other programming. DVR will use grant funding to provide flexible transportation support for students participating in the demonstration.
- Assistive Technology Consultation: Students with disabilities can often benefit from appropriate assistive technology to help them be successful in both post-secondary education and employment. Unfortunately, they often lack access to the service. To address this DVR will hire two Assistive Technology Specialists to provide consultations for participating students.
- Dual-Enrollment in Post-Secondary Classes: The project will encourage and support participating students move towards post-secondary education and training. It is well documented that completion of a post-secondary degree or certification is strongly associated with higher lifetime earnings. Therefore, DVR in partnership with CCV will support students participating in dual enrollment in post-secondary classes. This will include funds to pay for tuition and/or set up classes specifically for program participants.

Mathematica Inc. will provide the independent evaluation for the demonstration using an experimental research design. A strong independent evaluation was required as part of the demonstration application. TransCen will provide onsite training and technical assistance for the intervention and help assure fidelity to the model statewide.

Project Goals

The primary goals of the project are to:

- Support students to participate in at least two work-based learning experiences in high school
- Have work-based learning experiences contribute to students' academic and career pathways planning
- Improve employment outcomes for students with disabilities
- Improve post-secondary education and training participation and outcomes for students with disabilities

Project Staffing

The Department is requesting three limited service positions for the LLC Project; a Project Director and two Assistive Technology Specialists (RFRs and Specifications of Work attached). Seven additional FTEs will also work under the LLC Project, an Assistant Project Director and six Career Consults. DAIL/VR is reassigning these seven positions from the core VR program because that program experienced a substantial loss in federal funding. Reassigning these seven positions to the LLC Project will prevent a reduction in force.

Contact Person for Project

James Smith
DVR Budget and Policy Manager
james.smith@vermont.gov
(802) 241-0320

State of Vermont
Department of Disabilities, Aging and Independent Living (DAIL)
Division of Vocational Rehabilitation (DVR)
Linking Learning to Careers (LLC)
Budget Narrative
October 2016 to September 2021

YEAR ONE

I. Staff Salaries

The Linking Learning to Careers (LLC) project 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 LLC project will have ten full time equivalent employees, including the Project Director, Richard Tulikagis, twelve part-time career consultants, and an Assistant Project Director. In addition, the LLC project will hire two Assistive Technology Coaches who will be DVR employees supervised by Amber Fulcher, the Assistive Technology (AT) Program, Director. DAIL/DVR will reassign seven existing classified state positions to the grant, the Assistant Project Director and the six Career Consultants. DAIL/DVR is requesting three new classified state limited service positions specifically for this grant; the Project Director and the two Assistive Technology Specialists

Three current DVR staff will also commit a portion of their time to the LLC Project.

- James Smith, the DVR Budget and Policy Manager, will be the LLC Project Principal Investigator and commit 20% of his time to the Project in Year One and 10% of his time in Years Two through Five. It is anticipated that Mr. Smith will have to devote a greater proportion of his time in Year One to support the anticipated ramp-up activities for the Project, including the development of sub-contract agreements, data-sharing agreements and the implementation of the Project teams.
- Amber Fulcher, the AT Project Director, will commit 20% of her time to manage the two AT Coaches who will provide services statewide under the LLC Project. Ms. Fulcher will be the direct supervisor of the AT Coaches.
- Diane Dalmasse, DVR Director, will commit 5% of her time to the LLC Project, primarily as Chair of the LLC Leadership Committee. Ms. Dalmasse's time will be an In-Kind contribution to the LLC Project.

Staff Person and Title	Annual Salary	Fringe	FTE Assigned to LLC Year One	Annual Cost to LLC Salary	Annual Cost to LLC Fringe
Diane Dalmasse DVR Director	\$106,626.00	\$35,933.00	.05	In Kind	In Kind
James Smith DVR Budget and Policy Director	\$92,141.00	\$41,188.00	.2	\$18,428.00	\$8,237.00
Richard Tulikagis LLC Project Director	\$73,611.00	\$36,805.00	1	\$73,611.00	\$36,805.00
Amber Fulcher AT Project Director	\$63,960.00	\$33,459.00	.2	\$12,792.00	\$6,692.00
Career Consultants	\$58,146.00	\$29,073.00	6	\$348,876.00	\$174,438.00
AT Coach	\$46,363.00	\$23,182.00	1	\$46,363.00	\$23,182.00
AT Coach	\$46,363.00	\$23,182.00	1	\$46,363.00	\$23,182.00
Assistant Projector Director	\$58,511.00	\$39,037.00	1	\$58,511.00	\$39,037.00
Totals				\$604,944	\$311,573

Total Salary Costs Year One: \$604,944

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. Ranges vary by individual.

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: \$311,573

Total Personnel Costs: \$916,517

III. Travel

In-state Travel: \$15,000

The LLC Project will budget \$15,000 for in-state mileage primarily for the Project Director, the Career Consultants and two AT Coaches who split coverage of the state between them. Mileage is reimbursed at the federal rate (\$.54 a mile currently).

Out of State Travel: \$2,500

The LLC Project 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: \$17,500

IV. Equipment

The LLC Project has budgeted \$4,000 for personal computers for the three new staff to be hired to implement the demonstration. Also, budgeted \$10,000 to purchase AT equipment and software for the AT coaches to use for demonstration purposes.

Total Equipment Year One: \$14,000

V. Supplies

Marketing Materials \$8,000

The LLC will be required to purchase marketing materials to support recruitment into the demonstration. This might include the development of a web page, direct mailing and other efforts. \$8,000 has been budgeted to cover these costs.

Total Supplies Year One: \$8,000

VI. Contractual

Case Service Funds for Transportation: \$45,000

The LLC intervention includes direct transportation support for eligible students participating in work-based learning experiences. These funds will be managed through the DVR case services system to provide the needed resources on an individual basis. It is expected for Year One, during the ramp-up and early recruitment phase, that demand for these services will be lower than in the full implementation years.

Community College of Vermont (CCV): \$137,220

CCV Manager: \$92,220

The CCV manager will coordinate the activities of the DVR Career Consultants to fully integrate their intervention with CCV programming. The CCV manager will be responsible for the training and supporting the Career Consultants throughout the demonstration.

CCV Dual Enrollment Classes: \$45,000

CCV will provide dual enrollment for students in college classes. The cost per classes for students enrolling in existing classes is \$253 per credit or \$759 for a three credit course. CCV will also offer, at the request of the Project Director, sponsored classes for participants in Introduction to College Studies, Working in a Professional Environment and Business Internship for a contracted rate of \$8,869 per course.

TransCen Inc: \$121,982

DVR will initiate a five-year contract with TransCen to provide training, technical assistance and fidelity monitoring for the LLC for a total of \$473,114. The contract will allow some flexibility for the Project Director to deploy the TranCen resources strategically. For Year One, DVR expects to frontload the training and technical assistance in order to get the sites ready for rapid implementation.

Mathematica: \$365,842

DVR will initiate a five-year contract with Mathematica for \$1,851,000 to implement and complete the formative and summative evaluation work as outlined in Section E. 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 random assignment are frontloaded in the budget. Based on the schedule of activities in Year One, Mathematica estimates they will draw down \$365,842.

Total Contractual Costs Year One: \$670,044

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

The LLC Project has planned a statewide training and demonstration launch event for Year One. It is anticipated this event will include all LLC staff and contractors, DVR Transition staff and

representatives from the local education authorities and the Vermont Agency of Education. Based on similar sized events the estimated cost will be about \$10,000.

Total Other Costs Year One: \$10,000

IX. Total Direct Costs Year One: \$1,636,061

X. 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:

<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost-allocation-plan> . The cost allocation plan requires that all of 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 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 rate for the LLC project will be 16% or \$261,737. However, DVR is requesting a portion of this estimated rate at 10% or \$163,606 for Year One.

Total Indirect Costs Year One: \$163,606

TOTAL COSTS YEAR ONE: \$1,799,667

YEAR TWO

I. Staff Salaries

For Year Two the staffing assignments will be the same as Year One, with the exception that Mr. James Smith's time to the LLC will be reduced to .1 FTE. In addition, DVR has estimated a 2% COLA on staff salaries.

Total Year Two Salaries: \$607,645

II. Fringe

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

Total Year Two Fringe: \$313,604

III. Travel

In-state Travel: \$15,000

The LLC Project will budget \$15,000 for in-state mileage primarily for the Project Director, the Career Consultants and two AT Coaches who split coverage of the state between them. Mileage is reimbursed at the federal rate (\$.54 a mile currently).

Out of State Travel: \$2,500

The LLC Project 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: \$17,500

IV. Equipment

The LLC Project has budgeted \$1,300 to purchase AT equipment and software for the AT coaches to use for demonstration purposes. It is expected that most needed equipment will be purchased in Year One and this is just a small contingency.

Total Equipment Year Two: \$1,300

V. Supplies

Marketing Materials

The LLC will be required to purchase marketing materials to support recruitment into the demonstration. This might include the development of a web page, direct mailing and other efforts. \$6,300 has been budgeted to cover these costs in Year Two. Further marketing costs are not anticipated for subsequent years of the Project.

Total Supplies Year Two: \$6,300

VI. Contractual

Case Service Funds for Transportation: \$124,000

DVR anticipates that the need for transportation to work-based learning opportunities will increase substantially with full implementation in Year Two.

Community College of Vermont (CCV): \$199,720

CCV Manager: \$92,220

The CCV manager will coordinate the activities of the DVR Career Consultants to fully integrate their intervention with CCV programming. The CCV manager will be responsible for the training and supporting the Career Consultants throughout the demonstration.

CCV Dual Enrollment Classes: \$107,500

DVR expects the demand for CCV dual enrollment will ramp up considerably in Year Two.

TransCen Inc: \$126,132

DVR expects TransCen's level of effort to remain high in Year Two, the first full year of participant services.

Mathematica: \$239,860

Based on the schedule of deliverables in the evaluation contract we expect the costs to Mathematica to be lower in Year Two.

Total Contractual Costs Year Two: \$689,712

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

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

IX. Total Direct Costs Year Two: \$1,636,061

X. Total Indirect Costs Year Two: \$163,606

TOTAL YEAR TWO COSTS: \$1,799,667

YEAR THREE

I. Staff Salaries

For Year Three the staffing assignments will be the same as Year Two. DVR has estimated a 2% COLA on staff salaries.

Total Year Three Salaries: \$619,798

II. Fringe

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

Total Year Three Fringe: \$319,876

III. Travel

In-state Travel: \$15,000

The LLC Project will budget \$15,000 for in-state mileage primarily for the Project Director, the Career Consultants and two AT Coaches who split coverage of the state between them. Mileage is reimbursed at the federal rate (\$.54 a mile currently).

Out of State Travel: \$2,500

The LLC Project 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: \$17,500

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 Transportation: \$94,500

DVR anticipates the need for transportation to work-based learning opportunities will continue in Year Three.

Community College of Vermont (CCV): \$146,172

CCV Manager: \$92,220

The CCV manager will coordinate the activities of the DVR Career Consultants to fully integrate their intervention with CCV programming. The CCV manager will be responsible for the training and supporting the Career Consultants throughout the demonstration.

CCV Dual Enrollment Classes: \$53,952

DVR expects the demand for CCV dual enrollment will continue in Year Three.

TransCen Inc: \$70,000

DVR expects TransCen's level of effort will be reduced in Year Three as the implementation becomes well established. It is expected that Year Three efforts will be focused on maintaining fidelity across sites.

Mathematica: \$368,215

Based on the schedule of deliverables in the evaluation contract we expect the costs for Mathematica to increase in Year Three.

Total Contractual Costs Year Three: \$678,887

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

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

IX. Total Direct Costs Year Three: \$1,636,061

X. Total Indirect Costs Year Three: \$163,606

TOTAL YEAR THREE COSTS: \$1,799,667

YEAR FOUR

I. Staff Salaries

For Year Four the staffing assignments will be the same as Year Three. In addition, DVR has estimated a 2% COLA on staff salaries.

Total Year Four Salaries: \$632,194

II. Fringe

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

Total Year Four Fringe: \$326,273

III. Travel

Instate Travel: \$15,000

The LLC Project will budget \$15,000 for in-state mileage primarily for the Project Director, the Career Consultants and two AT Coaches who split coverage of the state between them. Mileage is reimbursed at the federal rate (\$.54 a mile currently).

Out of State Travel: \$2,500

The LLC Project 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: \$17,500

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 Transportation: \$85,000

DVR anticipates the need for transportation to work-based learning will continue in Year Four.

Community College of Vermont (CCV): \$151,880

CCV Manager: \$92,220

The CCV manager will coordinate the activities of the DVR Career Consultants to fully integrate their intervention with CCV programming. The CCV manager will be responsible for the training and supporting the Career Consultants throughout the demonstration.

CCV Dual Enrollment Classes: \$59,660

DVR expects the demand for CCV dual enrollment will continue in Year Four.

TransCen Inc: \$55,000

DVR expects the level of effort for TransCen will continue at a reduced level in Year Four as Year Three, with the focus primarily on monitoring fidelity to the model.

Mathematica: \$368,214

Based on the schedule of deliverables in the evaluation contract we expect the costs to the Mathematica contract to increase as the formative evaluation is scheduled to be completed and the summative evaluation to be in progress.

Total Contractual Costs Year Four: \$660,094

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

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

IX. Total Direct Costs Year Four: \$1,636,061

X. Total Indirect Costs Year Four: \$163,606

TOTAL YEAR FOUR COSTS: \$1,799,667

YEAR FIVE

I. Staff Salaries

For Year Five the staffing assignments will be the same as Year Four. However, in year five the program will be ramping down, and some staff may be reassigned as the caseloads are transitioned out of project services.

Total Year Five Salaries: \$548,112

II. Fringe

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

Total Year Five Fringe: \$282,878

III. Travel

In-state Travel: \$10,000

The LLC Project will budget \$10,000 for in-state mileage primarily for the Project Director, Career Consultants and two AT Coaches who split coverage of the state between them. Mileage is reimbursed at the federal rate (\$.54 a mile currently). Because this is a ramp-down period, DVR expects in-state travel costs to be reduced.

Out of State Travel: \$2,500

The LLC Project 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: \$12,500

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

Case Service Funds for Transportation: \$41,485

DVR anticipates the need for transportation to work-based learning opportunities will diminish substantially in Year Five as the LLC Project ramps down.

Community College of Vermont (CCV): \$142,220

CCV Manager: \$92,220

The CCV manager will coordinate the activities of the DVR Career Consultants to fully integrate their intervention with CCV programming. The CCV manager will be responsible for the training and supporting the Career Consultants throughout the demonstration.

CCV Dual Enrollment Classes: \$50,000

DVR expects the demand for CCV dual enrollment will substantially diminish in Year Five as the LLC Project ramps down.

TransCen Inc: \$100,000

The focus of TransCen's work will be assisting staff close out the Project and providing data to Mathematica to inform the summative evaluation.

Mathematica: \$508,869

Based on the schedule of deliverables this will be the highest cost period for the Mathematica contract. This will include finalization of the summative evaluation for the LLC Project.

Total Contractual Costs Year Five: \$792,574

VII. Construction

There are no construction costs associated with this Project.

VIII. Other

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

IX. Total Direct Costs Year Five: \$1,636,064

X. Total Indirect Costs Year Five: \$163,606

TOTAL YEAR FIVE COSTS: \$1,799,670

