

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 15 Pages



AGREEMENT NUMBER	AMENDMENT NUMBER
<b>30020</b>	1
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and Contractor named below:
- STATE AGENCY'S NAME  
**Department of Rehabilitation**
- CONTRACTOR'S NAME  
**Chabot-Las Positas Community College**
2. The term of this Agreement is **July 1, 2016** through **June 30, 2019**
3. The maximum amount of this Agreement after this amendment is: **\$ 312,105.00 Certified Expenditure: 177,108.00**
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
- CFDA # Basic Support 84.126A State Vocational Rehabilitation Services Program

The amount of this agreement decreases from \$422,136.00 to \$312,105.00. A total decrease of \$110,031.00. The certified expenditure is being decreased from \$273,654.00 to \$177,108.00 A total decrease of \$96,546.00. The case services amount is being decrease from \$82,512.00 to \$43,284.00. A total decrease of \$39,228.00. The purpose of this amendment is to revise the scope of work, program budget and match summary, DOR program budget, service budget, service budget narrative, certified expenditure budget and certified expenditure narrative. The effective date of the amendment is October 1, 2016, or when the amendment is duly signed.

All other terms and conditions shall remain the same.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<b>CALIFORNIA</b> Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>Chabot-Las Positas Community College</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Lorenzo Legaspi, Vice Chancellor, Business Services</b>		
ADDRESS <b>3000 Campus Hill Dr., Livermore, CA 94551 7600 Dublin Blvd., 3<sup>rd</sup> Floor, Dublin, CA 94568 (billing)</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Rehabilitation</b>		<input type="checkbox"/> Exempt per:
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Simone Dumas, Chief, Contracts &amp; Procurement Section</b>		
ADDRESS <b>721 Capitol Mall, Sacramento, CA 95814</b>		

**EXHIBIT A**  
**Cooperative Contract**  
**Chabot-LAS POSITAS COMMUNITY COLLEGE**  
**WorkAbility III Program**

**SCOPE OF WORK**

**I. Introduction**

The Greater East Bay District of the Department of Rehabilitation (DOR) and the Chabot-Las Positas Community College District, henceforth known as Las Positas College, shall combine staff and resources to provide vocational rehabilitation services to DOR clients at Las Positas College. The purpose of the WorkAbility III (WAIll) Program at Las Positas College is to provide Employment Services to DOR clients. The specialized services offered by WAIll Program, which are not offered elsewhere on campus, include Employment Preparation and Job Development, Placement and Retention. The WAIll will provide bridges to employment of DOR clients by networking with DOR counselors, on-campus employers, public and private employment agencies and employers.

The administration, budgeting, and supervision of the Contract will be provided by the WAIll Coordinator, who is a certified time staff.

The Greater East Bay District will utilize the WAIll program at Las Positas College. Referrals from the San Jose District and the San Francisco District may also be received. In addition, service areas include Chabot College and the Tri-City area.

Referrals will be processed by the WAIll Employment Developer, who will arrange an intake with the DOR client and the WAIll DOR/Liaison Counselor (intake may also include the referring DOR counselor). The referring DOR counselor will include a referral form, a copy of the DOR client's Individual Plan for Employment (IPE), and other case documentation necessary for the implementation of the services. During the intake, the DOR client and WAIll DOR/Liaison Counselor will discuss services and goals and develop a plan to implement services in support of the DOR client's IPE.

All services, funded directly or through certified expenditures, provided through this agreement shall only be for DOR applicants/clients.

For fiscal year 2016-2017, a total of **40** unduplicated DOR student/clients will receive services through this cooperative contract.

As a result of services provided through this contract, it is expected that DOR will:

- Open **15** new cases (applicant status)
- Develop **12** new Individual Plans for Employment (IPE)
- Close 10 cases successfully (closed-rehabilitated)

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## **II. Services to be Provided**

The following vocational rehabilitation services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each student/DOR client needs, taking into account the student's preferences and interests as well as DOR IPE goals and objectives.

## **a. Employment Services**

### **Description of Services**

Employment Services (ES) assist a student/DOR client prepare for, obtain, and retain employment. A continuum of services provides guidance and direction to a student/DOR client in the development of job search techniques and appropriate work-related behaviors that will enhance the client's employability. ES components provide assistance in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. Employment Retention services are designed to support DOR clients and employers in achieving a successful employment outcome and in meeting DOR's criteria for successful case closure.

### **Employment Preparation**

The WAIII DOR Liaison Counselor, WAIII Employment Developer, and WAIII Administrative Assistant provide Employment Preparation activities.

Employment Preparation is intended to support plan activities, goals and objectives. Services will be in concert with the DOR IPE.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Interviewing techniques
- Resume development
- Job Search techniques
- Application preparation
- Appropriate work behaviors/soft skills
- Relevant work practices
- Appropriate grooming and hygiene
- Self-Advocacy
- Identification of additional support needs
- Assistance in becoming knowledgeable regarding the impact of employment on a student/DOR client's disability and benefits

Reporting on employment preparation activities will be provided to the referring DOR counselor on a monthly basis.

## **Service Goals/Number to be served**

During fiscal year 2016-2017, it is expected that:

- There shall be 25 student/DOR clients who receive Employment Preparation services.

During fiscal year 2017-2018, it is expected that:

- There shall be 25 student/DOR clients who receive Employment Preparation services.

During fiscal year 2018-2019, it is expected that:

- There shall be 25 student/DOR clients who receive Employment Preparation services.

## **Job Development, Placement and Retention**

### **Description Of Services**

WAIII Employment Developer and WAIII Administrative Assistant provide Job Development, Placement and Retention activities.

Assist job ready student/DOR clients to obtain employment in the community by identifying specific job openings that are appropriate for each student/DOR client, assisting in placing the student/DOR client in the job consistent with their IPE, orient the student/DOR client to the job, and identify specific ongoing support and resource needs. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job carving or other job accommodations
- Maintain an organized system of current job openings
- Assisting student/DOR clients to find jobs which match their Individual Plan for Employment vocational goal
- Assisting a student/DOR client become knowledgeable regarding the conditions of their employment, such as:
  - *Job description*
  - *Name of immediate supervisor*
  - *Responsibilities of the employee*

- *Wage payment practices*
- *Benefits*
- *Conflict resolution procedures*
- *Health and safety practices*
- Continued assistance with benefits planning related to work and with reporting wages to Social Security
- Retention: A limited amount of contact with the student/DOR client and/or their employer post-placement to ensure job satisfaction

Monthly progress reports will be submitted to the referring DOR counselor.

### **Service Goals/Number to be served**

During fiscal year 2016-2017, it is expected that:

- There shall be 15 student/DOR clients who receive Job Development services.
- There shall be 15 student/DOR clients placed in employment consistent with the IPE goal.
- The placements shall result in 10 successful DOR closures (closed-rehabilitated).

During fiscal year 2017-2018, it is expected that:

- There shall be 15 student/DOR clients who receive Job Development services.
- There shall be 15 student/DOR clients placed in employment consistent with the IPE goal.
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During fiscal year 2018-2019, it is expected that:

- There shall be 15 student/DOR clients who receive Job Development services.
- There shall be 15 student/DOR clients placed in employment consistent with the IPE goal.
- The placements shall result in 10 successful DOR closures (closed-rehabilitated).

### **III. Contract Administrator/Program Coordinator**

Department of Rehabilitation  
Maxine Younger  
1485 Civic Court, Ste. 1100  
Concord, CA 94520  
(925) 602-3991 Phone  
(925) 689-1797 Fax  
[myounger@dor.ca.gov](mailto:myounger@dor.ca.gov)

Las Positas College  
Jim Gioia  
3033 Collier Canyon Road  
Livermore, CA 94551  
(925) 424-1508  
(925) 449-6038 Fax  
[jgioia@laspositascollege.edu](mailto:jgioia@laspositascollege.edu)

### **IV. Linkages to Other Community Agencies**

Las Positas WAIII has regular contact and ongoing working relationships with the following agencies to increase opportunities for DOR student/clients and avoid duplication of services:

- Employment Development Department
- Alameda County Behavioral Health Services
- Regional Center of the East Bay
- California Community Colleges
- Social Security Administration
- Department of Motor Vehicles
- Tri Valley Regional Opportunity Program
- Tri Valley One-Stop Career Center
- Local Education Agencies
- Independent Living

### **V. In Service Training**

Las Positas Community College Workability III staff and DOR staff through joint unit meetings and additional training as needed will be crossed trained in the agencies mission services procedures professional approach and additional skill areas as identified. Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train contract agency and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches.

**Las Positas College WAIII**

**Program Budget and Match Summary**  
**July 1, 2016 - June 30, 2019**

	<b>FY 7-1-16 to 6-30-17 <u>TOTALS</u></b>	<b>FY 7-1-17 to 6-30-18 <u>TOTALS</u></b>	<b>FY 7-1-18 to 6-30-19 <u>TOTALS</u></b>
DOR PROGRAM COSTS (From DOR Program Budget)	<b>\$69,617</b>	<b>\$69,617</b>	<b>\$69,617</b>
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	<b>\$104,035</b>	<b>\$104,035</b>	<b>\$104,035</b>
<b>TOTAL FEDERAL COSTS</b>	<b>\$173,652</b>	<b>\$173,652</b>	<b>\$173,652</b>
Certified Match (If applicable)	<b>\$57,884</b> 25.00%	<b>\$59,612</b> 25.56%	<b>\$59,612</b> 25.56%
Total Federal Share	\$173,652 75.00%	\$173,652 74.44%	\$173,652 74.44%
Cash Match (If applicable)	<b>0%</b>	<b>0%</b>	<b>0%</b>
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	<b>\$57,884</b>	<b>\$59,612</b>	<b>\$59,612</b>

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.



**Las Positas College WAllI**

**DOR Program Budget**  
**July 1, 2016 - June 30, 2019**

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 7-1-16 to 6-30-17 TOTAL</u>	<u>FY 7-1-17 to 6-30-18 TOTAL</u>	<u>FY 7-1-18 to 6-30-19 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.50	0.50	0.50
		\$55,189	\$55,189	\$55,189
Case Services (Individual Consumer Expenses)		14,428	14,428	14,428
	<b>SUBTOTAL</b>	<b>\$69,617</b>	<b>\$69,617</b>	<b>\$69,617</b>
Case Service Contract(s):				
<b>TOTAL DOR PROGRAM COST</b>		<b>\$69,617</b>	<b>\$69,617</b>	<b>\$69,617</b>

**STATE OF CALIFORNIA  
SERVICE BUDGET**

**DEPARTMENT OF REHABILITATION**

Original

Amendment

**Contractor Name and Address**

Las Positas College WA III  
7600 Dublin Blvd., 3rd Floor  
Dublin, CA 94568

**Contract Number**

30020

**Federal ID Number**

94-1670563

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Budget Period	Effective Date (Amendments Only)	Budget Period	Effective Date (Amendments Only)	Budget Period	Effective Date (Amendments Only)
July 1, 2016 through June 30, 2017	October 1, 2016	July 1, 2017 through June 30, 2018	July 1, 2018 through June 30, 2019		

Line No.	PERSONNEL-Position Title & Time Base	Annual Salary	Annual FTE	Amount Budgeted	Annual Salary	Annual FTE	Amount Budgeted	Annual Salary	Annual FTE	Amount Budgeted
1	WA III Employment Developer - 1FTE=40 hrs/wk, 12 mos	\$116,640.00	0.7000	\$81,648.00	\$120,139.00	0.6000	\$72,083.40	\$120,139.00	0.6000	\$72,083.40
2	WA III Administrative Assistant - 1FTE=25 hrs/wk, 12 mos	\$31,990.00	0.4722	\$15,105.68	\$31,990.00	0.9000	\$28,791.00	\$31,990.00	0.9000	\$28,791.00
3										
4										
5										
6										
7										
8										
9	<b>OPERATING EXPENSES</b>			\$96,753.68			\$100,874.40			\$100,874.40
10	Mileage			\$2,161.00			\$2,161.00			\$2,161.00
11	Communication			\$700.00			\$700.00			\$700.00
12	Office Supplies			\$300.00			\$300.00			\$300.00
13	Theft Sensitive			\$4,120.00			\$4,120.00			\$4,120.00
14				\$7,281.00			\$3,161.00			\$3,161.00
15	Personnel and Operating Subtotal			\$104,034.68			\$104,035.40			\$104,035.40
16	Indirect Rate Percentage									
17	Indirect Cost									
	<b>TOTAL (rounded to nearest dollar)</b>			\$104,035			\$104,035			\$104,035

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE WA III SERVICE BUDGET NARRATIVE**

### **BENEFITS:**

The Chabot-Las Positas Community College District provides STRS depending on the classification, Social security, Medi-Care, health insurance portion, unemployment, and worker's compensation. The range for benefits is 45-50% of salaries.

### **PERSONNEL:**

#### **WorkAbility III Employment Developer**

Under the supervision of the WorkAbility III Coordinator, the WorkAbility III Employment Developer is responsible to develop work opportunities for student/DOR clients and act as a liaison with employers at job sites. The WAIII Employment Developer provides progress reports on individual client productivity and progress in contract services, and provides employment job retention services to student/DOR clients.

#### **Cooperative program Duties and Responsibilities:**

- Develop On-the-Job Trainings for student/DOR clients, between WAIII DOR participants and local area businesses.
- Coordinate student/DOR client placements with WAIII staff and DOR counselors. Coordinate referrals from local DOR offices and provide follow-up to DOR counselors.
- Maintain monthly progress reports to be sent to referring DOR counselors.
- Provide technical and functional direction between student/DOR clients and private employers by completing individual task analysis and training.
- Interface with the vocational work experience programs at Las Positas College to ensure student/DOR client participation in these opportunities.

#### **Traditional Educational Duties:**

Position is 100% to WAIII contract. **Remaining time is reported on the Certified Expenditure Budget.** There are no non-contract duties.

#### **WorkAbility III Administrative Assistant**

Under the supervision of the WA III Coordinator, the WAIII Administrative Assistant is responsible for assisting with the administration of the WA III program.

#### **Cooperative Program Duties and Responsibilities:**

- Assist in Technical Workshops to instruct student/DOR clients on how to utilize technology in their job search.
- Provides Employment Preparation and Job Development, Placement, and Retention services
- Complete Monthly Service Invoices (DOR 801B) and accompanying cover letter.
- Collect monthly timesheets from Service Budget and Certified Expenditure Budget Contract staff.
- Process WAllI programmatic and financial reports, DOR correspondence and student/DOR client reports.
- Develop and maintain student/DOR client files and reports.
- Prepare WAllI contract amendments and/or renewals as needed
- Track Personnel and Operating costs for WAllI Budget reporting.

**Traditional Educational Duties:**

DSPS Program Specialist .

Responsible for creating monthly budget and reconciliation reports as well as annual fiscal reports to the State Chancellor.

**OPERATING COSTS:**

Mileage: Mileage for contract staff to perform job development and placement activities for Workability III student/DOR clients. Mileage to be reimbursed at the state approved rate.

Communication: Coverage of cell phone monthly service for Workability III Employment Developer.

Office Supplies: Office supplies to be used during the contract period may include, but are not limited to, pens, pencils, paper, file folders, markers, notepads and calendars.

**Theft Sensitive: Items to be used by contract staff in the provision of contract services including computer desktop/laptop, printer, copier/fax. All items listed below will be purchased in Fiscal Year 2016/17.**

<b>1 Computer</b>	<b>Estimated Cost \$2500</b>
<b>1 All-in-One Printer/Fax</b>	<b>Estimated Cost \$1620</b>

**COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET**

July 1, 2016 - June 30, 2019

**Contractor Name and Address**

Las Positas College  
7600 Dublin Blvd. 3rd Floor  
Dublin, CA 94568

Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. \*\*NOTE\*\* No portion of the below expenditures shall come from Federal Funds.

Item Expenditure	7/1/16-6/30/17			7/1/17-6/30/18			7/1/18-6/30/19		
	Annual Salary	Annual FTE	Annual Amount Certified	Annual Salary	Annual FTE	Annual Amount Certified	Annual Salary	Annual FTE	Annual Amount Certified
<b>PERSONNEL -</b>									
<b>Position Title &amp; Time Base</b>									
WA III Director - 1FTE=40 hrs/wk, 12 mos	\$297,053.40	0.02	\$1,301.09						
WA III Coordinator - 1FTE=35 hrs/wk, 10 mos	\$144,566.99	0.05	\$1,583.01						
WA III DOR Liaison Counselor - 1FTE=35 hrs/wk, 10 mos	\$140,248.62	0.04	\$5,609.94	\$144,456.08	0.08	\$11,556.49	\$144,456.08	0.08	\$11,556.49
WA III Employment Developer - 1FTE=40 hrs/wk, 12 mos	\$116,640.00	0.30	\$34,992.00	\$120,139.20	0.40	\$48,055.68	\$120,139.20	0.40	\$48,055.68
<b>Personnel Subtotal</b>			\$43,486.05			\$59,612.17			\$59,612.17
<b>OPERATING EXPENSES</b>									
<b>Operating Subtotal</b>									
<b>Personnel and Operating Subtotal</b>			\$43,486.05			\$59,612.17			\$59,612.17
<b>Indirect Cost Percentage</b>			47%						
<b>Indirect Cost Total</b>			\$4,476.02						
<b>Indirect from Service Budget</b>			\$9,922.37						
<b>TOTAL EXPENDITURES "CERTIFIED"</b>			\$57,884			\$59,612			\$59,612

## CERTIFIED EXPENDITURE BUDGET NARRATIVE

**Benefits:**

The positions listed below are provided with the following Full-time benefits: PERS (11.847%), FICA (6.2%), Medicare (1.45%), State Unemployment Insurance (.05%), and Worker's Compensation (1.34%)

<p><b>Vice President, Student Services Las Positas College</b></p> <p>Responsible for the overall design, organization, delivery, supervision, evaluation and fiscal management of a comprehensive student services program including admissions and records, counseling and advisement, matriculation, financial aid, veterans' affairs, assessment, transfer center, career and employment services center, health services, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSPS), CalWORKs, job placement, course and program articulation, student outreach and recruitment, international student services, student discipline, student grievances, student scholarships, and student government and activities.</p>	<p><b>WA III Director</b></p> <p>Provides overall administration of WAIII Cooperative Contract, Monitor work load and progress of WA III Coordinator, and DOR/Liaison Counselor on work time issues, pre-employment workshop curricula, and efficient flow of services, referrals, and overall contract performance. Ensure proper and appropriate adherence to contract.</p> <p><b>FY 16-17 administrative time calculation based on time reported from July 1, 2016 through September 18, 2016 at 21.9%. Administrative activities for this position will not be reported after October 1, 2016</b></p>
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<p><b>Coordinator, Disabled Students Programs and Services, DSPS Counselor</b></p> <p>Coordinate and support Las Positas College Disabled Students Programs and Services (DSP&amp;S).</p> <p>Provide counseling for DSPS students with disabilities.</p>	<p><b>WA III Coordinator</b></p> <p>Monitor WA III monthly progress and financial reports. Supervise WA III Employment Developer and WA III Administrative Assistant regarding work assignments, maintenance of student/DOR client files, and communication with DOR. Conduct WA III staff meetings. Meet with DOR Rehabilitation Supervisor of DOR</p>
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	<p>Fremont Branch and DOR Contract Administrator to report on service flow, program issues, and program progress. Report to WA III Director on program status and efficiency of delivery of service to student/DOR clients. Perform program planning. Attend contract quarterly meetings.</p> <p><b>FY 16-17 administrative time calculation based on time reported from July 1, 2016 through September 18, 2016 at 21.9%. Administrative activities for this position will not be reported after October 1, 2016</b></p>
<p><b>Counselor</b></p> <p>Provide counseling for DSPS students with disabilities.</p>	<p><b>WA III DOR Liaison Counselor</b></p> <p>Handles all referrals of student/DOR clients to WA III program. Conduct intake of WA III referrals. Facilitate student/DOR clients' participation in WA III programs. Provides Employment Preparation service. Consult with WA III Employment Developer on student/DOR client's placement in WA III program.</p>
<p><b>Position is 100% to WAIII contract. Remaining time is reported on the Service Budget. There are no non-contract duties.</b></p>	<p><b><u>WorkAbility III Employment Developer</u></b></p> <p><b>Under the supervision of the WorkAbility III Coordinator, the WorkAbility III Employment Developer is responsible to develop work opportunities for student/DOR clients and act as a liaison with employers at job sites. The WAIII Employment Developer provides progress reports on individual student/DOR client productivity and progress in contract services, and provides employment job retention services to student/DOR clients.</b></p>

	<p><b>Cooperative program Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide employment preparation training in WA III Workshops and one-on-one individual sessions.</b></li> <li>• <b>Train student/DOR clients on the job in employee protocol, teamwork, productivity and quality work performance.</b></li> <li>• <b>Assist student/DOR clients with transitions into full-time employment including help with independent living skills as related to successful job retention.</b></li> </ul>
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**Indirect Cost/Administrative Overhead**

Chabot Las Positas College District, federally approved indirect cost rate for this type of project is 47% of MTDC. **The Certified Expenditure Budget includes the indirect cost for FY 16-17 first quarter only, calculated at 21.9%. The indirect rate will not be reported as match beginning October 1, 2016.**

**Actual Indirect Cost Difference from Service Budget**

In calculating the cooperative agency share, this amount represents the indirect amount from the Service Budget not charged. The District's indirect rate is 47%. Unrecovered IDC - The Difference of 47% claimed on the Service Budget. **The Certified Expenditure Budget includes the indirect cost difference for FY 16-17 first quarter only, calculated at \$9,922.37. The indirect cost difference will not be reported as match beginning October 1, 2016.**