

## **Special Accommodation Grant (SAG) Guidance and FAQ's**

### [Request for Grant Applications \(RFGA\) 8/20/2024](#)

#### **1. How can I confirm my application was received?**

You should receive a confirmation email from the system. The email is computer generated and is from JotForm. Please check your spam or junk folders if you don't receive one in your inbox shortly after submitting the application. If you still cannot locate your confirmation, you may email [AHS.DCFCDDSAG@vermont.gov](mailto:AHS.DCFCDDSAG@vermont.gov) and we can check on that for you.

#### **2. How do I save my application in JotForm?**

You can Save and continue later by clicking the Save button at the bottom of the page.

**To save**, you will be required to create a JotForm account (if you don't already have one) using an existing Google or Facebook account or your email. An email with a link to continue your application will be sent to your registered email with JotForm. You can also view and continue the draft submission by logging into your JotForm account.

#### **3. Where can I find the CIS Parent/Legal Guardian Authorization Consent Form for parents to complete?**

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Funding/SAG-App-Parent-Guardian-Consent.pdf>

#### **4. What if a health provider doesn't want to fill out the online JotForm HIPAA compliant letter?**

If the provider goes to this link: <https://hipaa.jotform.com/230244351146042> they can access the pdf version to complete and send back to the child care program.

#### **5. What happens if I need to correct my submission?**

Only one submission is allowed per program; please ensure you have all the correct information on your application prior to submitting it. Questions regarding your application, including submitting application corrections, can be emailed to [AHS.DCFCDDSAG@vermont.gov](mailto:AHS.DCFCDDSAG@vermont.gov).

#### **6. Where do I find my license number?**

The license number can be found on your license certificate.

#### **7. How do I find my VISION Supplier ID number?**

1. Log in to the CDDIS [Provider portal](#).
2. Click on My account.
3. This brings up the list of accounts, click the appropriate account.
4. This brings up the details screen. Click related.
5. This brings up the provider information, click Parties.
6. This brings up the provider information, click the party name.
7. This screen will show the vision ID.

**8. What are the indirect costs?**

Indirect costs are the costs associated with supporting the organization that can't easily be allocated to specific programs because they often are not directly related to service delivery (your organization's accountant or IT security provisions are good examples). Indirect costs are capped at the de minimis rate of 10% of modified total direct costs (this rate will increase to 15% for grants beginning October 1, 2024, or later), per federal guidelines, unless the organization has a federally approved indirect cost rate letter indicating a different rate.

**9. What is Fringe?**

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries/wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans.

**10. How much does it cost to get my UEI and SAM registration?**

These are free!! If you are being asked to pay for either of these numbers, you are not on the correct page for this. DO NOT enter any of your personal information.

**11. I already have a DUNS, do I still need to get a UEI?**

If you have a current DUNS, you were automatically assigned a UEI when the change was made. Please see [How can I view my Unique Entity ID?](#) to view your UEI.

**12. Can I complete my application if I have not received my UEI from SAM.gov?**

Yes, if you have already requested a UEI, you can attach a copy of the email from SAM.gov showing that you have requested a UEI and/or the help desk email confirmation regarding any follow-up on the issuance of a UEI.

**13. Where is the link and a draft of the SAG application in the RFGA:**

[Vermont Business Registry and Bid System - Bid Detail](#)

**14. What is the maximum number of months I can apply for through this SAG grant?**

Awards arising from this RFGA will be issued to approved eligible applicants beginning in September 2024 for a minimum of 5 weeks and up to 12 months, subject to the Applicant's identified need submitted in their SAG application and CDD's available funding.

An application's proposed grant start date cannot be prior to the current RFGA round submission deadline. For example, for applications due by October 4, 2024, for Round 2, the earliest grant start date allowable is October 4, 2024.

**15. Am I able to provide benefits to an employee funded through a SAG?**

Yes, you can provide benefits, such as retirement benefits, life insurance, health and dental insurance, vacation or sick leave, workers compensation or other benefits, and you can include those costs in your "fringe rate" in your in budget for the grant.

In response to your questions, I wanted to respond to section 5 from Attachment C (see below). What this is saying is the State “will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees.” That doesn’t mean that you as a vendor cannot provide them to your employees and calculate those as part of your fringe rate in a budget submitted to the state as part of a program. It just means that as a vendor with the State, the State will not provide them the way that it does for its employees.

***Section 5 Attachment C: No Employee Benefits For Party:*** *The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.*