

State of Vermont Outreach Plan

1. Cover Page/Contact Information/Signatures

SNAP

Amended Annual Plan for Rack Cards - FFY18 3SVT Outreach

State: Vermont

State Agency: Agency of Human Services, Department of Children and Families, Economic Services Division

Fiscal Year: FFY 2018

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Certified By:

Sean P. Brown, Deputy Commissioner, DCF

Date

Certified By:

State Agency Fiscal Reviewer

Date

2. Statement of Need

Outreach is a critical component to helping those who are hungry or food insecure gain access to critical resources. The [VT Foodbank's Hunger in America Survey](#), which was prepared by Feeding America is one of many studies that supports the need for continued and robust efforts to inform and assist marginalized Vermonters learn about and gain access to 3SVT. For example, the study shows that in 2014 “18,700 unique clients were served in a typical week and 153,100 were served annually. An estimated 8,200 unique households were served in a typical week and 61,800 were served annually (p.2)”. An estimated 76 percent of households who utilized VT Foodbank were deemed food insecure (p.3).

Additionally, the most current food insecurity data from the American Community Survey of the US Census, and the averages from 2012-2015 indicate:

- Vermont Households:
 - Food Insecure: 29,841 (11.43%)
 - Very Low Food Security: 13,447 (5.15%)
- Vermont Individuals:
 - Food Insecure: 79,781 (11.31%)
 - Very Low Food Security: 27,496 (4.46%)
- Vermont Children:
 - Food Insecure: 17,091 (13.82%)
 - Very Low Food Security: 5,846 (4.72%)
- Vermont Seniors:
 - Food Insecure: 11,937 (8.17%)
 - Very Low Food Security: 5,182 (3.55%)

(Source: Drake Turner, Hunger Free VT 07/19/2017)

Similarly, the VT Foodbank study showed that “6 percent of households reside in temporary housing, such as a shelter or mission, a motel or hotel, or on the street. Fifty-two percent of households chose between paying for food and paying their rent or mortgage at least once in the past 12 months. An estimated 15 percent of respondents have experienced a foreclosure or eviction in the past five years (p.4).” While “an estimated 63 percent of households reported that they had to choose between paying for food and utilities in the past 12 months, and 58 percent of households chose between paying for food and transportation in the past 12 months. An estimated 71 percent of households reported using multiple strategies for getting enough food in the past 12 months, including eating food past its expiration date, growing food in a garden, pawning or selling personal property, and watering down food or drinks (p.4).”

Additional compelling reasons to support Outreach efforts in Vermont include: 1) The total number of Vermonters at or below 185% FPL is 160,349 and the 3SVT participation rate for Vermonters at 185% of FPL is about 50% (or 77,599 as of May 2017) which means there is 50% of the population that is not on 3SVT and is eligible; 2) Vermont’s elderly (60 and older) population at or below 185% FPL is approximately 32,844 and the 3SVT participation rate among elders is a mere 42%; 3) As of April 2017, the Unemployment Rate in Vermont has gone down due to seasonal employment and is 3.1% compared to the national average of 4.4%. In the coming months, the rate of unemployment will most likely increase with the decline in seasonal employment opportunities. At that time, a portion of the newly unemployed population will be seeking resources, one of which could be 3SVT if eligible Vermonters are informed. Vermonters across demographic and socioeconomic sectors can benefit

from outreach efforts to learn about and access 3SVT for a better quality of life, enhanced food security and healthy eating choices. (Source for statistical data above: PPR extracts of ACCESS data received from Economic Services Division, Process and Performance Manager, State of Vermont, Department for Children and Families, July 2017).

3. Outreach Plan Summaries

Executive Summary:

The State of Vermont plans to continue its multi-faceted approach to helping low income Vermonters learn about and use the Supplemental Nutrition Assistance Program. In Vermont that program is called 3SquaresVT and is referred to as SNAP in this plan. It is administered by the Department for Children and Families (DCF), Economic Services Division (ESD).

Vermont's program has two project components, described below. Under this plan Vermont proposes a three-year glimpse at future goals and expectations from fifteen partner organizations i.e., Hunger Free Vermont (Project 1) and for Project 2: five Area Agencies on Aging, five Community Action Agencies, the Vermont Food Bank and three smaller agencies that focus on the homeless or people who are transitionally housed. All 15 partner agencies/subrecipients have grant agreements with the Economic Services Division and are available for review upon request.

This plan is for year one (FY 2018) of a three-year plan and includes a budget totaling \$978,916 of which 50% (\$489,458) is federal SNAP reimbursement funds. State general fund dollars will supply \$348,754 of the nonfederal share, with the \$140,704 remainder in the form of expenditures of private discretionary funds available to six of the subrecipients.

While the primary Project 2 service is provision of one-on-one SNAP information, referral and application assistance to about 9,000 low income Vermont households each year, the Grantees for Community Outreach (Project 2) will be utilizing a variety of outreach strategies to expand reach. The most common strategies/allowable activities used include: A) home visits in towns throughout the applicable service area, B) informational tables, C) presentations at various events including wellness fairs, hunger council meetings and senior housing sites, D) direct mailings and promotional mailings to clients who appear potentially eligible for 3SVT, E) face to face out-posting in the community catchment areas, F) booths at State Fairs, job fairs, school transition fairs, hospitals, Chamber of Commerce business shows, G) mass media within the applicable guidelines as prescribed in CFR, H) displays with informational materials in the form of posters, rack cards etc. shared at local stores, libraries, town halls, colleges, area motels that serve low income and homeless clients, malls, churches, food pantries, food shelves, homeless shelters and drop in centers. Other ideas will be utilized as options and opportunities become available throughout the coming fiscal year.

Additionally, the Vermont Foodbank uses its network of local food shelves and meal sites to identify and reach low income Vermonters who use those private resources but are not involved with Agencies. Staff assist in providing information, resources and assistance if requested to help people apply for and access programs such as 3SVT.

Similarly, HFVT (Project 1) works with partners across the state to increase access to 3SquaresVT (3SVT) by eligible Vermonters. This effort includes developing and conducting trainings for community partners about the program, creating specialized and targeted outreach print materials to support the overall statewide outreach effort, collaborating with a diversity of agencies and organizations to increase participation in and improve access to 3SVT, and managing the interactive vermontfoodhelp.com website on behalf of ESD. Additionally, HFVT coordinates the statewide 3SquaresVT Workgroup, which brings together local, state, and federal program administrators with community service providers and advocates to work collaboratively to facilitate and increase access to 3SVT through the sharing of policy updates and information, coordination of outreach campaigns, and the design and creation of targeted outreach materials. For example, HFVT creates items for and

manages the entire 3SquaresVT outreach toolkit (see www.vermontfoodhelp.com/outreach-tools). Similarly, the following links give a representative sample of outreach materials that HFVT has developed, shared and manages:

- [3SquaresVT Basic Outreach Flyer: Nutritious Food for Good Health](#)
- [3SquaresVT Income Limits](#)
- [3SquaresVT Helps Stretch Your Food Budget: Even the Minimum Benefit Helps](#)
- [Attention Working Families](#)
- [Attention Seniors: Important Things to Know About 3SquaresVT](#)
- [Senior 'Mythbusters' Flyer](#)
- [Medical Expenses for Vermonters with Disabilities and the Deaf](#)
- [School Outreach Flyer](#)

The list above is by no means an exhaustive list of all the outreach efforts managed by HFVT. For additional examples please see links and embedded attachments at the end of this plan.

A complimentary component to Project 1's outreach efforts has been a DCF social media marketing project aimed at low income seniors. The pay per click campaign through Google Search and Google display with a destination page of [3SquaresVT For Vermonters 60+ | Department for Children and Families](#) and runs from October through May of each year. The campaign has been designed to target primarily, Vermonters ages 60+ who are searching for information about food assistance for themselves. The secondary audience is Vermonters ages 35-59 who may help the primary audience find food assistance and resources.

Campaign objectives include: 1) To create awareness for food assistance programs for those 60+ years of age, both directly and through their potential advocates (children who may be under 60, community partners, etc.) and 2) to connect the target audience with educational tools and resources when they're actively looking online. Because the campaign runs only 7 months each year, it is not possible to provide screen shots from Facebook or Google when the campaign is not running. Attached however, is the most recent Campaign Performance Report (Campaign dates: March 19th 2017 – May 31, 2017) which provides further information and details. Please note: the campaign does not run from June through September of each year so the links will not work until the next campaign begins October 2017. Vermont ESD can provide screen shots in October upon request.

Within the State of Vermont's Outreach Program all outreach materials prepared for and designed by our partners are designed specifically to offer accurate and descriptive information about eligibility, deductions, and the benefit of participation in the 3SquaresVT program so that interested Vermonters can make an informed decision. The outreach materials are not designed to attempt to coerce or inappropriately persuade someone to apply for 3SquaresVT benefits.

Overall, with the combined efforts of Project 1 and Project 2 Vermont will see an increase in 3SVT participation by the elderly, homeless and food insecure. Evaluation of these goals occur quarterly with the review of subrecipient quarterly reports. Also, a minimum of 5 subrecipients per year will be visited by the Grants & Contracts liaison and the 3SVT, Benefits Program Assistant Administrator (BPAA) assigned to Outreach. This will be done as per the ESD Subrecipient Monitoring Protocol (copy available upon request). Additionally, when a subrecipient does not follow activities as outlined in the grant and/or falls out of compliance with the grant agreement the BPAA completes a site visit and administers a Corrective Action Plan (CAP). Follow up occurs until the CAP has been fulfilled.

Finally, Project 3: **3SVT Administration Project** has been added to support a request from partners/projects for Rack Cards (see Section 9, Attachments of this document). The FFY18 State

Outreach Plan is being amended to support their request and to request a 50% federal reimbursement of the total cost (\$5000) for the development, production, shipping and handling of two Rack Cards for 15 Outreach Partners. One card will target Older Vermonters and the other will target the “general” food insecure Vermont population. This amended State Outreach Plan does not include staffing costs within Project 3. Therefore, no Staffing Detail is provided for Project 3, at this time.

Summary of Projects:

Project Number	Title	Geographic Area	Target Audience	Contracted (list sub-recipient) or In-House?
1	Service Provider Outreach	Statewide	Program administrators (local, State, federal), community service providers & advocates.	Hunger Free VT (HFVT)
2	Community Based Outreach	Statewide	Elderly, Homeless, Transitionally-housed, food insecure, persons at or below FPL	BROC Community Action, Capstone Council on Aging, Northeast Kingdom Community Action (NEKCA), Southeastern VT Council on Aging (SEVCA), Champlain Valley Office of Economic Opportunity (CVOEO), John Graham Shelter, Central VT Council on Aging (CVCOA), Champlain Valley Area Agency on Aging (CVAA) dba Age Well, Northeast Kingdom Council on Aging (NEKCOA), Southwestern VT Council on Aging (SVCOA), Council

				on Aging for Southeastern VT (COASEV), VT Foodbank, Our Place Drop In Center, Groundworks Collaborative.
3	3SVT Administration Project	Statewide	3SVT Outreach Partners/Projects (see above). Program administrators (local, State, federal).	State of Vermont, Economic Services Division, Food and Nutrition Team Program Administrators.

4. Outreach Project Details

Project Table:

Copies of sub-recipient grants for each project are available upon request.

Project Number	1 HFVT			
Goals	<ul style="list-style-type: none"> • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • 200 community-based service providers will receive 3SVT training by the Sub-recipient. • Sub-recipient efforts will generate 16,000 visits to the vermontfoodhelp.com interactive 3SVT website. • Seek to reach a broad audience (200,000 informational contacts) with information about 3SVT by submitting a selection of media pieces to a diverse mix of media outlets and venues 			
Target audience	Program administrators (local, State, federal), community service providers & advocates, low income Vermonters.			
Timeline	Start	Ongoing	End	Ongoing
Description of Activity	<p>Make 3SVT information and promotional resources available to a range of audiences that includes service providers. Develop, design and create a wide variety of 3SVT targeted outreach materials. Develop and conduct trainings for community partners. Facilitate Workgroup, Statewide Conferences and other venues to that end. Create specialized and targeted outreach print materials including a resource library of tools designed to help outreach workers at local agencies promote 3SVT participation. Collaborate with diverse agencies and organizations to increase participation in and improve access to 3SVT. Manage a DCF social media marketing project aimed at low income seniors. Continue vermontfoodhelp.com website outreach and maintenance. Build or</p>			

	participate in collaborative interagency approaches to 3SVT promotion and policy planning. To facilitate 3SVT participation by providing information and resources to outreach partners.
Subrecipient	Hunger Free Vermont (HFVT)
Tax ID of Subrecipient	03-0336357
Role of the Subrecipient	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters
Role of State agency	To administer and monitor subrecipient progress.
State/ subrecipient funding source	State General Funds, \$27,358 sub-recipient third party private donations and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will not be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.

Project Number 2	BROC – Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached. • 4,000 households to be screened to determine their 3SVT participation status. • 600 of the 4000 will be identified as not currently participating in 3SVT. • 725 households will be provided 1-1 information, referral or application assistance to facilitate participation in 3SVT. • 75 of the 725 households BROC will prepare a 3SVT application for. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area, i.e., Bennington and Rutland Counties, except for the town of Pittsfield.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the 			

Subrecipient to help people learn about or apply for the program.

- The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup.
- The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section.
- All 4 quarters: BROC staff will interview applicants privately and discuss program benefits at its Rutland and Bennington offices, as well as by appointment at the Northshire Human Service office in Manchester.
- 1st quarter– staff will be out-posted in at least two regional libraries to interview community residents privately.
- By the 4th quarter: BROC staff will be out-posted in at least two area senior centers and/or senior housing sites.
- During the 4th quarter, BROC staff will be out-posted at Fair Haven Concerned.
- 1st quarter: BROC will add 3SVT information to a bulletin sent to approximately 85 day care providers participating in the Child and Adult Care Program so they can share that information with low income parents.
- 1st quarter: BROC will include 3SVT information in an electronic bulletin issued by the United Way of Rutland County to a large audience that includes local service providers.
- By the third quarter: BROC will make 3SVT information available to unemployed persons attending at least one Vermont Department of Labor or college job fair in Rutland or Bennington County.
- By the 3rd quarter: BROC will staff a booth at the Mount Anthony Union High School transition fair that targets graduating seniors who are not college-bound and are likely to struggle financially and need benefits.
- By the 4th quarter: BROC will provide 3SVT information to attendees at the annual Vermont Country Store employee health and wellness fair.
- 4th quarter: BROC will staff 3SVT information booths at three farmers' markets in Rutland, Castleton, Manchester or Bennington.
- 4th quarter: In August, BROC staff will provide 3SVT information at a booth at National Night Out events in Rutland and Fair Haven, a drug-free recreational opportunity for families that is largely attended by lower-income persons.
- BROC will ensure that 3SVT posters are displayed in at least 20 sites in addition to the two BROC offices. This will include

	<p>area laundromats as well as libraries in Rutland County.</p> <ul style="list-style-type: none"> • BROC will ensure that 3SVT materials (e.g., rack cards and outreach toolkit flyers) are available in at least 12 community sites that are accessed by low income people. These sites may include, but not be limited to: area economy hotels/motels that house needy people in transition; the Community College of Vermont (CCV) campuses in Rutland and Bennington; houses of worship, kiosks maintained by the Rutland Regional Chamber of Commerce on West Street and at the Diamond Run Mall in Rutland Town; the Bennington Free Clinic; country stores in rural towns; the Godnick Senior Center; discount food and retail stores and area food shelves such as the Kitchen Cupboard in Bennington. • 2nd quarter: BROC will provide 3SVT information to at least 25 participants in its VITA (free tax preparation) service that attracts people who maybe new to BROC and unfamiliar with 3SVT. • BROC will provide information about 3SVT to all participants in the Vermont Health Connect program, e.g. those seeking health insurance and to representatives from veteran service organizations. • 4th quarter: As a way to extend 3SVT information to low income parents, BROC will provide 3SVT materials to area recreation centers or day camp programs. • 4th quarter: All applicants for farmers' market coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised that 3SVT is a much larger, year-round nutrition program and that they may qualify for its benefits. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as appropriate, e.g., where a more private setting is needed for the outreach worker to discuss a client's potential 3SVT eligibility in detail and help prepare the 3SVT application. This type of 3SVT promotional follow-up service will be provided to at least 30 clients identified as not taking part in 3SVT when they applied for Farm to Family coupons. • Each quarter: BROC will participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be done by telephone rather than in-person. • 1st quarter: BROC will contact at least five elementary and high school social workers/guidance counselors able to identify families struggling financially, to ensure that those workers can inform those families about 3SVT and understand that BROC is available to help with the application process.
Subrecipient	BROC Community Action
Tax ID of Subrecipient	BROC 03-2166505

Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least seventy-five (75) referrals made to 3SVT during the Grant term and will conduct and report this survey</p>

Project Number 2	CAPSTONE -Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and 80% of the direct service targets will be met during this grant term. • 5000 households to be screened to determine 3SVT participation status. • 1250 of 5000 will be identified as not taking part in 3SVT. • 620 households will be provided 1-1 information, referral or application assistance to facilitate participation in 3SVT. • 62 of the 620 households Capstone will prepare an application for. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area, i.e., Washington, Orange and Lamoille Counties, plus the towns of Granville, Hancock, Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the 			

	<p>program.</p> <ul style="list-style-type: none"> • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section. • Each quarter: Capstone staff will participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be done by telephone rather than in-person. • 4th quarter: Capstone will mail 3SVT promotional letters to 800 clients of Capstone tax preparation, crisis fuel or other programs who indicated that they were not receiving 3SVT benefits. • Capstone will provide 3SquaresVT information at staffed booths at 2 community events, one in the first quarter and one in the third quarter. • 1st & 3rd quarters: Capstone will put up or confirm the display of 3SVT posters in at least 20 locations – aiming for ten locations each quarter – other than offices/facilities operated by Capstone, such as low-income housing sites and area churches and libraries. • Starting at the end of June, all applicants for farmers’ market coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised that 3SVT is a much larger, year-round nutrition program and that they may qualify for its benefits. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as appropriate, e.g., where a more private setting is needed for the outreach worker to discuss a client's potential 3SVT eligibility in detail and help prepare the 3SVT application. This type of 3SVT promotional follow-up service will be provided to at least 30 clients identified as not currently taking part in 3SVT when they apply for Farm To Family coupons.
Subrecipient	Capstone Community Action
Tax ID of Subrecipient	Capstone 03-0216254
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator

State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least sixty-five (65) referrals made to 3SVT during the Grant term and will conduct and report this survey.</p>

Project Number 2	Champlain Valley Area Agency on Aging, Inc. (CVAA) - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • While the rate of participation by eligible Vermonters in the 3SquaresVT (3SVT) program is high compared to other states, participation by those age 60+ remains relatively low. Available data indicate that over half of the older Vermonters who could be benefitting are not taking part. This Grant is to increase and facilitate participation in the program by older Vermonters. • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 14,500 individuals during the Grant term. • At least 20% of the clients who are provided 3SVT information, referrals or application assistance by the Subrecipient during the Grant term will apply for and receive 3SVT benefits. <p>At least 80% of the caseload targets and 90% of quantified targets will be reached and include:</p> <ul style="list-style-type: none"> • 790 clients will receive 3SVT information, referral or application assistance (topic code 20). • 285 of the 790 will apply for 3SVT (topic code 20a). • 185 of the 790 CVAA will determine the client applied and was found eligible (topic code 20c). • 485 clients who receive Information and Assistance from CVAA will receive 3SVT information from CVAA during the grant term/ 			
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. <input type="checkbox"/> Facilitate 3SVT participation by advising people how the 			

	<p>program operates or helping them with the application process or other documentation required for participation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help clients fill out and submit 3SVT paper or on-line applications. <input type="checkbox"/> Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. <input type="checkbox"/> The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. <input type="checkbox"/> The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. <input type="checkbox"/> Inform older Vermonters with limited income and their family caregivers about 3SquaresVT and its application process, benefits, regulations and obligations of recipients. <input type="checkbox"/> Assist older persons to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older persons currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility. <input type="checkbox"/> Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation. <input type="checkbox"/> Provide 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT information to low income Vermonters. <input type="checkbox"/> Employ staff who will actively promote 3SVT participation to older Vermonters. This will include at least one Outreach Specialist to focus on 3SVT outreach to isolated older Vermonters such as recipients of home-delivered meals, and help with 3SVT applications and promotional activities consistent with the state plan for 3SVT outreach.
Subrecipient	Champlain Valley Area Agency on Aging, Inc. (CVAA)
Tax ID of Subrecipient	CVAA 22-2474636
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.

Volunteers	<p><i>Are volunteers involved in this activity: Yes No X</i></p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient will provide program data reports as required by the State. The Subrecipient also will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>topic code 20a consumers</i>) to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system. The State will periodically review Subrecipient compliance with the terms of this Grant and would conduct an on-site review if performance levels appear to differ significantly from those expected for the Grant</p>

Project Number 2	Central Vermont Council on Aging (CVCOA) - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • While the rate of participation by eligible Vermonters in the 3SquaresVT (3SVT) program is high compared to other states, participation by those age 60+ remains relatively low. Available data indicate that over half of the older Vermonters who could be benefitting are not taking part. This Grant is to increase and facilitate participation in the program by older Vermonters. • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 14,500 individuals during the Grant term. • At least 20% of the clients who are provided 3SVT information, referrals or application assistance by the Subrecipient during the Grant term will apply for and receive 3SVT benefits. <p>At least 80% of the caseload targets and 90% of quantified targets will be reached and include:</p> <ul style="list-style-type: none"> • 445 clients will receive 3SVT information, referral or application assistance (topic code 20). • 170 of the 445 will apply for 3SVT (topic code 20a). • 95 of the 445 CVCOA will determine the client applied and was found eligible (topic code 20c). • 255 clients will receive Information and Assistance from CVCOA during the grant term. 			
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the 			

	<p>program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. <input type="checkbox"/> Help clients fill out and submit 3SVT paper or on-line applications. <input type="checkbox"/> Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. <input type="checkbox"/> The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section
Subrecipient	Central VT Council on Aging (CVCOA)
Tax ID of Subrecipient	CVCOA 03-276104
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient will provide program data reports as required by the State. The Subrecipient also will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>topic code 20a</i>)</p>

	<p><i>consumers</i>) to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system. The State will periodically review Subrecipient compliance with the terms of this Grant and would conduct an on-site review if performance levels appear to differ significantly from those expected for the Grant</p>
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Project Number 2	Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • 3000 Households screened for 3SVT Participation. • 1,200 of the 3000 will be identified as not currently taking part in 3SVT • 1,900 Households will be provided 1-1 information, referral or application help • 190 of the 1,900 households will receive application assistance from CVOEO 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<ul style="list-style-type: none"> • The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock. • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application 			

- process or other documentation required for participation.
- Help clients fill out and submit 3SVT paper or on-line applications.
 - Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program.
 - A 3SVT outreach worker will be available to assist clients during office hours at CVOEO's Chittenden Emergency Food Shelf and Chittenden Community Action (CCA) office in Burlington, Addison Community Action (ACA) office in Middlebury, at the Franklin Grand Isle Community Action (FGICA) office in St. Albans. Assistance will also be available at outreach offices in Richford, Grand Isle and Alburg. In the 1st and 4th quarters, workers will also provide this service at three senior commodity sites, one each in the three territories covered (Addison, Chittenden, and Franklin/Grand Isle Counties).
 - The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup.
 - The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section.
 - CVOEO will display 120 3SquaresVT posters with tear-off contact information at local retailers, food shelves, churches and other public places. At least 100 will be at offices or facilities not managed by CVOEO. CVOEO will distribute at least 400 3SVT rack cards, brochures or other informational items at CVOEO offices, outpost sites, exhibits and public events.
 - CVOEO will involve faith-based organizations (FBOs) in its 3SVT outreach in several ways: ACA and CCA will place 3SVT posters on FBO community activity boards or at FBOs with programs to assist low income clients. FGICA will send all churches in the two counties its bi-monthly newsletter with information on 3SVT and the availability of help filling out the 3SVT application.
 - CVOEO will participate in at least four (4) public events at which outreach workers will present informational materials and answer questions related to 3SVT:
 - 1) Franklin County Regional Career Expo in March, reaching 400
 - 2) CCA Gardening Festival in May, reaching 200 families
 - 3) The Big Shabang in Grand Isle in June, reaching 350
 - 4) The 3 Day Stampede for Cystic Fibrosis (Bristol) for 2 days in July reaching 300.
 - CVOEO will continue to display a link on the CVOEO website homepage (www.cvoeo.org) to the vermontfoodhelp.com

	<p>3SVT website. The CVOEO website will post contact information for 3SVT workers from each of the offices.</p> <ul style="list-style-type: none"> • CVOEO staff will refer to the on-line 3SVT policies and procedures manuals at its offices in Middlebury, Burlington and St. Albans as needed • Outreach workers will utilize the online application for 3SVT whenever possible
Subrecipient	Champlain Valley Office of Economic Opportunity (CVOEO)
Tax ID of Subrecipient	CVOEO 03-0216837
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds, \$25,832 in third party private donations and reimbursement from federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No X</p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p>

Project Number 2	Groundworks Collaboration, Inc. - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 60% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 40% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets will be reached: 290 Households will be screened. 100 of the 290 will be identified as non 3SVT HHLDs. 195 to be provided 1 on 1 info, referral, APPL assistance. 65 of the 195 Groundworks will prepare an application. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area, i.e., Brattleboro and the surrounding area.</p>			
Timeline	Start Ongoing.	End Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters. 			

	<ul style="list-style-type: none"> • The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public. • The Subrecipient also will determine the outcomes of at least twenty-five (25) referrals made to 3SVT during the Grant term and will conduct and report this survey.
Subrecipient	Groundworks Collaborative, Inc.
Tax ID of Subrecipient	Groundworks 03-0267404
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds, \$6,500 third party private donations and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p>

Project Number 2	John Graham Shelter, Inc. - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 60% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 40% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached. • 250 households to be screened to determine their 3SVT participation status. • 70 of the 250 will be identified as not currently taking part in 3SVT. • 165 households will be provided 1-1 information, referral or Application assistance. • 55 of the 165 John Graham Shelter will prepare a 3SVT application. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area, i.e., Vergennes and the surrounding area.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. 			

	<ul style="list-style-type: none"> • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters. The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public.
Subrecipient	John Graham Shelter
Tax ID of Subrecipient	John Graham Shelter 03-0275219
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/subrecipient funding source	General Funds, \$5,500 third party private donations and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least twenty (20) referrals made to 3SVT during the Grant term and will conduct and report this survey.</p>

Project Number 2	Northeast Kingdom Community Action (NEKCA) - Community Based Outreach		
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached. • 2000 households will be screened to determine their 3SVT participation status. • 210 of the 2000 will be identified as not currently taking part in 3SVT. • 400 households will be provided 1-1 information, referral or application assistance. • 40 of the 400 NEKCA will prepare a 3SVT application for. • 		
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in its service area: Orleans, Essex and Caledonia Counties.</p>		
Timeline	Start Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. • The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual 		

	<p>civil rights training requirement.</p> <ul style="list-style-type: none"> • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public. • Throughout the year, workers will be posted at NEKCA Outreach offices in Newport, St Johnsbury and Canaan. Outreach workers also will be available year-round to assist potential 3SVT participants at NEKCA's Parent Child Centers and Head Start sites in Newport, Derby, North Troy, Albany, Hardwick, Island Pond, Barton, Lyndonville, Gilman and St Johnsbury. Additional community-based outpost sites in Lunenburg, Gilman, Island Pond and Hardwick will be staffed one day a week. • NEKCA will staff a 3SVT table at two area farmers markets in the 4th quarter. • NEKCA will assure that 3SVT posters are displayed in at least 20 sites in the service area, not counting offices or facilities operated by NEKCA. Sites may include libraries, laundromats and meal sites, and postering will occur in the first quarter with a follow-up in the third quarter. • Starting at the end of June, all applicants for farmers market coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised that 3SVT is a much larger, year-round nutrition program and that they may qualify for its benefits. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as appropriate, e.g., where a more private setting is needed for the outreach worker to discuss a client's potential 3SVT eligibility in detail and help prepare the 3SVT application. This type of 3SVT promotional follow-up service will be provided to at least 30 clients identified as not currently taking part in 3SVT when they applied for Farm To Family coupons. • NEKCA will participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be done by telephone rather than in-person.
Subrecipient	Northeast Kingdom Community Action (NEKCA).
Tax ID of Subrecipient	NEKCA 03-276709
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.

Role of State agency	Administrator
State/subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least forty (40) referrals made to 3SVT during the Grant term and will conduct and report this survey.</p>

Project Number 2	Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation. • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 14,500 individuals during the grant term. • At least 20% of the clients who are provided 3SVT information, referrals or application assistance by the Subrecipient during the grant term will apply for and receive 3SVT benefits. • At least 90% of the quantified targets and at least 80% of the caseload targets will be reached in the grant term. • 330 Clients will receive 3SVT information, referral or application help (topic code 20). • 100 of the 330 will apply for 3SVT benefits (topic code 20a). • 90 of the 330 NEKCOA will determine that the client applied and was found eligible (topic code 20c). • 200 potential clients will receive Information and Assistance from NEKCOA during this grant term. 			
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Orleans, Caledonia and Essex Counties.</p>			
Timeline	Start Ongoing.	End Ongoing.		
Description of Activity	<ul style="list-style-type: none"> • Inform older Vermonters with limited income and their family caregivers about 3SquaresVT and its application process, benefits, regulations and obligations of recipients. • Assist older persons to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older persons currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility. • Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation. • Provide 3SVT information at senior centers, senior meal 			

	<p>sites, senior housing, or other venues for conveying 3SVT information to low income Vermonters.</p> <ul style="list-style-type: none"> • Employ staff who will actively promote 3SVT participation to older Vermonters. This will include at least one Outreach Specialist to focus on 3SVT outreach to isolated older Vermonters such as recipients of home-delivered meals, and help with 3SVT applications and promotional activities consistent with the state plan for 3SVT outreach. • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. • The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public. • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program
Subrecipient	Northeast Kingdom Council on Aging (NEKCOA)
Tax ID of Subrecipient	NEKCOA 03-0276709
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>

Evaluation

Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.

The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.

The Subrecipient will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (*topic code 20a consumers*) to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system.

Project Number 2	Our Place Drop-In Center, Inc. - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 60% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 40% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached during this grant term. • 300 households will be screened by Our Place to determine their participation status. • 60 of the 300 will be identified as not currently taking part in 3SVT. • 100 households will be provided 1-1 information, referral and application assistance. • 20 of the 100 Our place will prepare a 3SVT application for. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area, i.e., Bellows Falls, VT area.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p>To facilitate participation in 3SVT by eligible Vermonters, the Subrecipient will:</p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line 			

	<p>applications.</p> <ul style="list-style-type: none"> • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters. • The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public.
Subrecipient	Our Place Drop In Center, Inc.
Tax ID of Subrecipient	Our Place 03-0333339
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/subrecipient funding source	General Funds, \$2500 third party private donations and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least ten (10) referrals made to 3SVT during the Grant term and will conduct and report this survey</p>

Project Number 2	Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation. • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 14,500 individuals during the Grant term. • At least 20% of the clients who are provided 3SVT information, referrals or application assistance by the Subrecipient during the Grant term will apply for and receive 3SVT benefits. • At least 90% of the quantified targets and At least 80% of the caseload targets will be reached by the end of the grant term. • 420 clients will receive 3SVT information, referral or application assistance from COASEV (topic code 20). • 125 of the 420 will apply for 3SVT benefits (topic code 20a). • 110 of the 420 will COASEV will determine that the client applied for 3SVT and was found eligible (topic code 20c). • 270 clients who receive Information and Assistance from COASEV will receive 3SVT information from the subrecipient during the grant term. 			
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Thetford, Readsboro, Searsburg and Winhall.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p>To facilitate participation in 3SVT by eligible Vermonters, the Subrecipient will:</p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application 			

	<p>process or other documentation required for participation.</p> <ul style="list-style-type: none"> • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. • Inform older Vermonters with limited income and their family caregivers about 3SquaresVT and its application process, benefits, regulations and obligations of recipients. • Assist older persons to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older persons currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility. • Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation. • Provide 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT information to low income Vermonters. • Employ staff who will actively promote 3SVT participation to older Vermonters. This will include at least one Outreach Specialist to focus on 3SVT outreach to isolated older Vermonters such as recipients of home-delivered meals, and help with 3SVT applications and promotional activities consistent with the state plan for 3SVT outreach.
Subrecipient	Council on Aging for Southeastern VT (COASEV)
Tax ID of Subrecipient	COASEV 22-2738766
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<i>Explain how the project will be evaluated.</i> The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if

	<p>performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>topic code 20a consumers</i>) to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system.</p>
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<p>Project Number 2</p>	<p>Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach</p>
<p>Goal</p>	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached by the end of the grant term. • 1800 households will be screened to determine their 3SVT participation status. • 450 of the 1800 will be identified as not currently taking part in 3SVT. • 660 households will be provided 1-1 3SVT information, referral or application assistance. • 70 of the 660 SEVCA will prepare a 3SVT application.
<p>Target audience</p>	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part</p>

	<p>in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>			
Timeline	Start	Ongoing	End	Ongoing
Description of Activity	<p>To facilitate participation in 3SVT by eligible Vermonters, the Subrecipient will:</p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. • The primary locations for Family Service Workers to meet with clients are in the SEVCA offices which are located in Westminster, Brattleboro, Springfield, Windsor and White River Junction. In addition, staff will provide 3SVT information and application help at Parks Place and Our Place Drop-In Center in Bellows Falls, the community resource center in Windsor and at the homes of clients when appropriate and necessary. All individuals and families who meet with a Family Services Worker will be screened for 3SVT. This will occur during all four quarters. • SEVCA will coordinate with the Winston Prouty Center in Brattleboro (150 people) and the Bugbee Senior Center (1500 people) in White River Junction to include 3SVT informational material in their newsletters twice a year. This should reach an additional audience of (1650) people. These mailings would happen in the first and third quarter. • SEVCA will partner with two other area organizations that have newsletters, such as Parks Place Community Resource Center in Bellows Falls (1200 people) Parks Place and HeadStart Windsor County, to get 3SVT information out to their populations. These mailings would happen in the second and fourth quarter. • In the fourth quarter, SEVCA will have a booth that provides 3SVT information set up at the Wellness Fair in Brattleboro (300-400) people), pending approval by event managers. • In the fourth quarter, informational tables will be set up 			

	<p>at area farmers’ markets on at least three separate occasions in the SEVCA catchment area.</p> <ul style="list-style-type: none"> • SEVCA will do a presentation at the Parents Group at all four SEVCA Head Start locations in the second and third quarters, reaching approximately 20 people each time. • SEVCA will assure that 3SVT posters are displayed in at least 20 sites in addition to offices or facilities managed by the Community Action Agency. • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public. • During the grant term, all 3SquaresVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours and these individuals will be able to complete it electronically. • Starting at the end of June, all applicants for farmer’s market coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised that 3SVT is a much larger, year-round nutrition program and that they may qualify for its benefits. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as appropriate, e.g., where a more private setting is needed for the outreach worker to discuss a client's potential 3SVT eligibility in detail and help prepare the 3SVT application. This type of 3SVT promotional follow-up service will be provided to at least 30 clients identified as not currently taking part in 3SVT when they applied for Farm To Family coupons.
Subrecipient	Southeastern Vermont Community Action, Inc. (SEVCA)
Tax ID of Subrecipient	SEVCA 03-0216740
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT Recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>

Evaluation	<p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will not be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least seventy (70) referrals made to 3SVT during the Grant term and will conduct and report this survey.</p>
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Project Number 2	Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • Participation in 3SVT by those age 60+ remains relatively low this Grant is to increase and facilitate participation in the program by older Vermonters. • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation. • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 14,500 individuals during the grant term. • At least 20% of the clients who are provided 3SVT information, referrals or application assistance by the Subrecipient during the grant term will apply for and receive 3SVT benefits. • At least 90% of the quantified targets and at least 80% of the caseload targets will be reached during the grant term. • 515 clients will receive 3SVT information, referral or application help (topic code 20). • 180 of the 515 clients will apply for 3SVT benefits (topic code 20a). • 120 of the 515 clients SVCOA will determine that the client applied and was found eligible for 3SVT (topic code 20c).

	<ul style="list-style-type: none"> • 290 clients who receive Information and Assistance from SVCOA will receive 3SVT information from SVCOA during the grant term. 				
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.</p>				
Timeline	<table border="1"> <tr> <td data-bbox="431 604 532 653">Start</td> <td data-bbox="532 604 873 653">Ongoing.</td> <td data-bbox="873 604 974 653">End</td> <td data-bbox="974 604 1339 653">Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. • If the Subrecipient has its own website, the Subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey 3SVT information to the public. • Inform older Vermonters with limited income and their family caregivers about 3SquaresVT and its application process, benefits, regulations and obligations of recipients. • Assist older persons to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older persons currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility. • Help clients with the 3SVT application forms or process, 				

	<p>including help obtaining verification that maybe necessary for 3SVT participation.</p> <ul style="list-style-type: none"> • Provide 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT information to low income Vermonters. • Employ staff who will actively promote 3SVT participation to older Vermonters. This will include at least one Outreach Specialist to focus on 3SVT outreach to isolated older Vermonters such as recipients of home-delivered meals, and help with 3SVT applications and promotional activities consistent with the state plan for 3SVT outreach.
Subrecipient	Southwestern Vermont Council on Aging, Inc. (SVCOA)
Tax ID of Subrecipient	SVCOA 03-0273983
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>topic code 20a consumers</i>) to determine the application outcome and, upon determining that a</p>

	client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system.
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Project Number 2	Vermont Foodbank, Inc. (VFB) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the Subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given 3SVT information and referrals by the Subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the Subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be met by the end of the grant term. • 2000 households will be screened to determine their 3SVT participation status. • 340 households will be identified as not currently taking part in 3SVT. • 2000 households/clients will be provided 1-1 information, referral or application assistance. • 295 of the 2000 households VFB will prepare a 3SVT application.
Target audience	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but

	<p>services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the Subrecipient to help people learn about or apply for the program. • The Subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters, and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. • The Subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. • The VFB 3SquaresVT Outreach Manager will be available to provide 3SVT information and application assistance at least once per month at 12 VFB network partner food shelves and meal sites across the state (i.e., plan is for 12 out postings per month). The Manager will provide similar direct client assistance at VFB Commodity Supplemental Food Program (CSFP) drops, local events, home visits, or classes focused on the VFB target population at least once each quarter. One-on-one services will also be offered in VFB's Brattleboro and Barre offices, The VFB 3SVT Outreach Manager will coordinate with other 3SVT Outreach agencies to assure VFB does not duplicate other efforts funded by the state plan. • In the 1st quarter, VFB will focus one e-newsletter (5,000+ subscribers) on its 3SVT Outreach Project, including information about 3SVT and how to apply. The e-news list includes donors, network partners, clients/customers, community partners, elected officials and the general public. VFB will consistently 			

	<p>correspond with all new and denied CSFP clients to offer 3SVT program information as well as VFB 3SVT toll-free helpline number. Letters will be followed up with phone calls. In the 1st quarter VFB will also initiate a mailing to area school staff currently participating in VFB’s BackPack Program explaining the benefits of families participating in 3SVT. VFB 3SVT rack cards, toll-free helpline cards and contact information will be included and mailed to at least 25 schools. In the 3rd quarter, VFB will include a 3SVT update article in its print newsletter (18,000 subscribers) informing readers of VFB 3SVT outreach practices along with contact information for inquiries and questions.</p> <ul style="list-style-type: none"> • The VFB 3SVT Outreach team will make at least four 3SVT presentations to volunteers, coordinators, and staff members of meal sites and food shelves that are not among the 12 sites targeted for direct services; informational materials will be presented and questions will be answered related to 3SVT. These presentations will help food shelf and meal site volunteers and coordinators better inform their clientele about 3SVT and how to apply. VFB will staff booths in at least 4 events, including the VFB annual conference during the 3rd quarter. • VFB will create and display 3SVT posters in 12 different locations to promote dates/times that the Outreach Manager will be stationed at the designated VFB network partner food shelves, meal sites or other community partner or public event. • VFB will distribute 3SVT rack cards, brochures or other informational items to VFB network partner food shelves and meal sites year-round (130 agencies). • VFB will provide rack cards and VFB 3SVT toll-free helpline cards to community organizations that can redistribute them to target clientele; this will be an ongoing practice as VFB recruits more organizations. • VFB will insert a 3SVT flyer targeted to seniors into 3,200+ CSFP boxes (2nd quarter). • VFB will insert a 3SVT flyer targeted to families into 1,100 school bags participating in our Back Pack program (3rd Quarter). • The VFB Outreach Manager will utilize the DCF/ESD online application for 3SVT as much as possible
Subrecipient	Vermont Food Bank, Inc.
Tax ID of Subrecipient	Vermont Food Bank, Inc. 22-3021942

Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ subrecipient funding source	General Funds, \$73,014.00 third party donations and reimbursement from federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The Sub-recipient will provide quarterly program reports that will describe in specific and quantifiable terms Sub-recipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and Sub-recipient compliance with the terms of the contract. The state would conduct an on-site review if performance levels appear to differ significantly from those expected for the contract or at any time the State deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. Prior State approval would be required for any substantial change in workplan. The current evaluation process will take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits.</p> <p>The Subrecipient also will determine the outcomes of at least one hundred twenty-five (125) referrals made to 3SVT during the Grant term and will conduct and report this survey.</p>

Project Number 3	3SVT Administration Project – Rack Card Specific
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-2018. • 175,000 Rack Cards will be distributed to food insecure Vermonters during FFY18. • To provide the tools and technical assistance necessary for expanded goals and service delivery to food insecure Vermonters.

Target audience	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT and those who may already be taking part in 3SVT.			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> • Provide the necessary tools and technical assistance to partner/projects, including Rack Cards so they may inform Vermonters about the benefits of 3SVT participation in a non-persuasive manner and about the availability of community partners/projects to help Vermonters learn about or apply for 3SVT/SNAP. 			
Subrecipient	3SVT Administrative Project			
Tax ID of Subrecipient	State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264			
Role of the Subrecipient	Administrator.			
Role of State agency	Administrator.			
State/ subrecipient funding source	General Funds and anticipated 50% reimbursement from the federal government.			
Volunteers	<p><i>Are volunteers involved in this activity: Yes No <input checked="" type="checkbox"/></i></p> <p><i>If Yes, in what capacity?</i></p>			
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> • The Older Vermonter Rack Card (attached Section 9, Attachments) was evaluated for messaging and design by 1) the 3SVT Workgroup comprised of various community partners, 2) at the Quarterly Council on Aging Meeting with all 5 COAs and the Department of Aging and Independent Living. Additionally, 40 Older Vermonters voluntarily provided feedback to their COA service provider who utilized a feedback questionnaire (template in Section 9, Attachments). From all feedback received, common themes were gleaned and discussed with DCF Marketing & Outreach Officer who made changes. A final version was created and was vetted by the Outreach contingent within the State of Vermont Food and Nutrition Team. The final version is attached (see Section 9, Attachments). The General Population “Draft” Rack card (See Section 9, Attachments) is 			

	<p>beginning a similar process: 2) to be reviewed and discussed at Workgroup meeting (planned 4/18/18) and the Vermont Food Bank will administer the Rack Card Questionnaire obtaining feedback from customers (40-50). Once customer feedback is received by the Lead Outreach BPAA common themes will be extracted across feedback groups and a meeting will be held with the DCF Marketing & Outreach Officer so changes can be made. Once the final version has been vetted through DCF ESD Outreach Contingent the Rack Card (gen. population) will go for printing and distribution.</p> <ul style="list-style-type: none">• Rack Cards will continue to be evaluated throughout distribution as customers provide organic feedback. This feedback will then be used to enhance and alter the next round of rack cards.• The USDA and FNS review content at their discretion.• The Goal of 80,000 Vermonters receiving some denomination of 3SVT will be reached.• There is no plan within this project to track whether a recipient of a rack card applies for, is found eligible or denied 3SVT/SNAP. Those data points are captured within the activities associated with community partners/projects who utilize the rack card as an allowable outreach activity.

5. Outreach Project Staffing Details

Staffing Tables:

Section 5: Outreach Project Staffing Details (Page 1 of 2)						
Project Number 1 HFVT: Statewide Outreach FY 2018 (Salary, Benefits and Total Compensation rounded to the nearest whole dollar)						
Staff Person	(a)	(b)	(c=ab)	(d)	(e=c*d)	(f=c+e)
Title	Outreach Hours/FTEs	Hourly Wage	Outreach Salary	Benefits Rate	Outreach Benefits	Outreach Benefits Total
Adult Nutrition Initiatives Manager Drake Turner	15100.726	\$24.32	\$36,723	25%	\$9,181	\$45,904.0000
Adult Nutrition Initiatives Specialist Vacant	1410.20678	\$19.27	\$27,175	25%	\$6,794	\$33,968.1925
Nutrition Initiatives Director Anore Horton	505.20243	\$31.44	\$15,883	25%	\$3,971	\$19,854.3600
Total Project 1	3425.41647		\$79,781	25%	\$19,945	\$99,726.5525

Section 5: Outreach Project Staffing Details (Page 2 of 2)
Project Number 2: Community-Based Outreach FY2018

Positions by Grantee	(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Organization/Title/Name	Outreach Hours/FTEs	Hourly Wage	Outreach Salary	Benefits Rate	Outreach Benefits	Total
CVCOA (outreach workers and Admin.) Case Manager - Bonnie Hanson Case Manager - Brenda Traegde Information and Assistance Specialist - Chris Shaw Information and Assistance Specialist - Christine Mellicharek Case Manager - Chuck Rhynd Case Manager - Davoren Carr Information and Assistance Specialist - Ellie Hayes Case Manager - Karen Eddy Case Manager - Kathryn Schenkman Case Manager - Lisa Mercurio Case Manager - Marianne Barnett Case Manager - Megan Thomas Case Manager - Penny Walker-Reen Information and Assistance Specialist - Samantha Davis Information and Assistance Specialist - Sarah Willhoit Case Manager - Wanda Craig Case Management Director - Martha Ann Englert Case Manager supervisor - Brett Chornyak	2186.2/18	\$20.51	\$44,839	36.3991%	\$16,321	\$61,160
CVAA (outreach workers and Admin.) Care and Service Coordinator - Abdi, Mohamed Care and Service Coordinator - Lead Allen, Deanna Care and Service Coordinator - Benoit, Harry Information & Assistance Coordinator - Berk, Joanna Care and Service Coordinator - Brisson, Jennifer Information & Assistance Coordinator - Carleton, Samuel Care and Service Coordinator - Cote, Karen Wellness Benefits Counselor - Fitzpatrick, Paula Wellness Benefits Counselor - Gagne, Nicole Care and Service Coordinator - Gallo, Paula Director of Care and Service Coordinator - Gaylord, Deb Care and Service Coordinator - Gill, Rebecca Care and Service Coordinator - Heather Cleary Care and Service Coordinator Supervisor - Kilby, Odessa Care and Service Coordinator - Lefvre, Eliza Care and Service Coordinator Supervisor - Marton, Wendy Care and Service Coordinator - McLean, Megan Care and Service Coordinator - Morgan-Richer, Reyna Care and Service Coordinator - Neopaney, Khara Care and Service Coordinator - O'Brien, France Information & Assistance Coordinator - Peterson, Kathleen Care and Service Coordinator - Repstad, Ellen Options Counselor - Roelke, Erin Community Health Worker - Sherpa, Pema Choiky Options Counselor - Shockey, Jean Elizabeth Care and Service Coordinator - Stuart, Jennifer Information & Assistance Coordinator - Treanor, Peggy Care and Service Coordinator - Tupper, Rachel Information & Assistance Coordinator - Turcotte, Helen Wellness Benefits Counselor Lead - Van Buren, Nicole	3745.66/31	\$20.41	\$76,449	27.5007%	\$21,024	\$97,473
NEKCOA (outreach workers) Director/Case Manager - Locke-Rousseau Case Manager (7) - Baker, Emery, Granai, Lemay, Goulding, Wright, Weaver Options Counselor (2) - Kidder & Vacant Information & Assistance Specialist Mambourg SHIP Counselor - Labor	1457.18/13	\$17.63	\$25,690	53.6006%	\$13,770	\$39,460
Senior Solutions/COASEV (outreach workers & Admin.) Case Management Director - Boutwell Case Management Supervisor - Hilliard Case Manager (7) - Eldridge, Halme, Hamblett, McCarthy, Morton-Fitch, Parker, Todd. Information and Assistance Specialist (3) - Brown, Fielder, Caruso, Nutrition Contract Coordinator - Wisniewski 3SVT Outreach Specialist - Betty Peters	1967.41/17	\$20.65	\$40,627	34.8266%	\$14,149	\$54,776
SVCOA (outreach workers) 3SVT Outreach Coordinator - Townsend & Wilson Case Management Manager - Plouffe Case Manager (13) - Allard, Brennan, C. Ladabouche, Caouette, Potter, Clark, Devitt, Vacant, Lepoidevin, Foucher, Mashak, Howard, Whitman-Buell. Case Manager Assistant - Vacant & Wilson Case manager & Information and Assistance Specialist - McMahon, D. Community Services Manager - Anderson Development and Communications Coordinator - Vacant Data Manager - Heleba Information & Assistance Specialist (3) - Duffy, Muratori and Vacant	2567.42/24	\$19.80	\$50,835	33.0835%	\$16,818	\$67,653
BRC (outreach workers and Admin.) Community Service Manager - Elizabeth Eddy Community Service County Supervisor - Sherrie Pomainville & Maryann St. John Outreach Worker - Marianne Buswell, Carol Hilliker, Nicole Woodie, Elizabeth Johnson	1112.92/5	\$18.73	\$20,845	43.8762%	\$9,146	\$29,991
Capstone/CVAC (outreach workers) FCSS Program Manager - Jennifer Evans. Energy Programs Coordinator - Susan Rossi. Energy Specialist - Elaine Willard, Erica Sears.	1000.76/5	\$19.86	\$19,875	37.0013%	\$7,354	\$27,229
NEKCA (outreach workers) Outreach Worker - Greenwood Outreach worker - Lamoureux	820.09/2	\$17.12	\$14,040	46.7877%	\$6,569	\$20,609
SEVCA (outreach workers and Admin.) FS Director - Pat Burke Outreach Worker - Ruben Garza, Emma Stewart, John Synovetz, Shannon Tzinske, Elizabeth Meuse FS Program Coordinator - Ellen Paquette	1427.69/7	\$18.24	\$26,041	11.9043%	\$3,100	\$29,141
VT Foodbank (outreach workers) 3SVT Outreach Manager - Sally Ingraham 3SVT Outreach Coordinator - Arnone Persing	3639.26/2	\$20.94	\$76,206	44.0910%	\$33,600	\$109,806
Our Place Drop-In Center (outreach workers) Executive Director - Lisa Pitcher Operations Coordinator - Amanda Reed Food Pantry Assistant - Belinda Butterfield Office Assistant - Kim Wallace	264.94/3	\$14.86	\$3,937	12.6492%	\$498	\$4,435
JG Shelter (outreach workers) Assistant Director - Peter Kellerman	383.98/1	\$20.22	\$7,764	33.5265%	\$2,603	\$10,367
Groundworks Collaborative (outreach workers) Shelter Director - Lee Trapani Shelter Case Manager - Emily Hartz Case Manager - Michelle Wright, Heather Francisco Representative Payee - Sam Phillips	403.96/5	\$18.17	\$7,340	27.0027%	\$1,982	\$9,322
CVOEO (outreach workers and Admin.) Program Director- Karen Haury, Rob Meehan, Travis Poulin. Community Service Worker - Donna Rose, Rebecca Moyer, JoAnne Julien, Jennifer Stewart, Debbie Goodrich. Grocery Distribution Coordinator - Edi Abeneto. Kitchen Manager - Midhat Hadzic. Food Shelf Coordinator - Walter Gaskill.	2852.32/11	\$22.67	\$64,662	38.3208%	\$24,779	\$89,441
Total Project 2 (local-based)	23826.45/144	\$20.11	\$479,150	35.8370%	\$171,713	\$650,863

*** Please note Project 3: 3SVT Administration Project is not requesting funding to support staff costs for salary or fringe. Hence, no Staffing Detail has been provided.

6. Outreach Project Budget Details and Narrative

Budget Narrative/Justification: Amended Budget Narrative

OVERVIEW:

Any dollar amounts identified in this narrative reflect the total amount budgeted, of which only 50% would be supported by federal SNAP reimbursement funds. This Amended State Plan Anticipates 50% federal reimbursement.

The state plan budget is for the first year (FFY 18) of a three-year Outreach Plan and will include no in-kind contributions. The plan excludes any costs or activity related to the use of billboards or paid television or radio ads, or any marketing activity that would otherwise include any persuasive messaging as this is prohibited by FNS. This plan provides only budget data for the first year of the three-year plan (FFY18) because the availability of nonfederal reimbursement funds, or how costs may be apportioned among line items, cannot be predicted years in advance.

The total amount contributed as "private cash" in FFY 18 is \$140,704 which includes: \$27,358 for Project 1 and \$113,346 for Project 2. Private cash will be provided in the form of subrecipient expenditures made from nonfederal funds for allowable SNAP services. Additionally, some private dollars will be from fund raising initiatives agencies use to generate private cash donations, as well as grants from entities such as United Way or foundations. The grant agreements for agencies using private funds will require them to separately report expenditures of private and public funds to assure that the private funds are: (1) verifiable; (2) not contributed to another federally assisted program; (3) necessary and reasonable for the accomplishment of program objectives; (4) charges that would be allowable; (5) in the approved grant budget; and (6) not paid for by the federal government under any other assistance agreements.

The overall FFY 2018 Outreach Budget is \$978,916. The Project 2 budget is \$79.00 more than Vermont's FFY 2017 budget due to rounding and slight increases in Project 2. Also, Project 3 added a total of \$5,000 to the overall FFY18 State Outreach budget with the anticipated 50% federal reimbursement (or \$2,500).

Subsequently, the total state general fund available to support the budget has increased by \$2539.50 (from \$346,214.50 for FFY 17 to \$348,754 for FFY 18). Most (\$208,678) of the state general fund is provided by DAIL to support Project 2 sub-grantees, the area agencies on aging (AAAs). This includes \$160,261 for Salaries and Fringe and \$48,417 for additional line items. The balance of \$140,076 is supported by DCF funds and is shared among the remaining sub-grants as listed in Section 6 Project 2 Budget Detail (Below) with \$2,500 for Project 3 (also listed below).

SHARED COSTS: Costs shared by different programs (e.g., space, administrative support, telephone, liability insurance) are budgeted in accordance with subrecipient cost allocation plans that are subject to review by state auditors. Allocation plans differ among subrecipients. Most allocate shared costs according to the percentage of payroll attributable to different program areas, although some allocate space/utility costs according to the percentage of square footage used by the different programs. One small agency allocates shared costs in proportion to the percentage the outreach grant represents of the agency's total income.

Budget Narrative/Justification by Project:

The state of Vermont holds grant agreements with 15 community partner organizations. These are available to FNS upon request. Additionally, the Vermont Department of Aging and Independent Living holds a Memo of Understanding (MOU) with the Economic Services Division for 3SVT outreach. Additionally, there is a contract for a statewide outreach marketing campaign. The MOU and contract are attached for review. **Additionally, Project 3: 3SVT Administration Project has been created to allow for the costs associated with the development, production, shipping and handling of 175,000 rack cards for distribution by all 15 community outreach partners/projects.**

Project 1 – HFVT

LINE ITEM DETAILS:

(g) Personnel Costs / General: This reflects wages and fringe benefits applicable solely to SNAP outreach, as documented on subrecipient time records reflecting that only hours spent on SNAP outreach activities are charged to grants supported by this plan.

(g) Personnel Costs / Salaries: Section 5, with a Staffing Summary template in the FNS State Outreach Plan Guidance includes a column to list names and titles of project staff persons. Per the requirement, a list of current names and titles for staff are included. Please note the list was current at the time of the writing of this report and some of the names for the HFVT positions supported by this budget may change due to turnover. Additionally, the budget for Project 1 is level funded for FFY 18.

The Project 1 Staff Detail lists the three HFVT positions that support SNAP Outreach. The Titles for these positions have changed from FFY 2017 to FFY 2018. For additional clarification, please see Project Table 1 embedded within this report. Outreach subrecipient budgets are also available to FNS upon request.

(g) Personnel Costs / Fringe Benefits: Fringe costs include income taxes, FICA, workers compensation and health insurance. Fringe rates vary among agencies, and may differ among full-time, temporary or part-time staffers within a given agency, or may depend on choices made by individual employees of agencies that offer a cafeteria-style benefits package. ESD asks its prospective subrecipient agencies to round off to whole numbers the amounts they budget for salaries and fringe. Therefore, the Section 5 "benefits rate" is also a rounded-off percentage and was calculated by dividing the total dollars budgeted by the subrecipient agencies for fringe benefits by the total dollars they budgeted for salaries. Additionally, the calculations for hourly wage is based on a forty-hour work week and 52 weeks in a calendar year or 2080 hours annually. For further clarification, outreach subrecipient budgets are available to FNS upon request. The EXCEL workbook used to create the tables is also available upon request.

(h) Copying/Printing/Materials: This primarily reflects reproduction of SNAP printed outreach materials, but includes copying of reports or other documents associated with SNAP outreach grants. Project 1 produces a large volume of printed outreach materials that are used in program trainings and for distribution by partnering groups. Their budgeted amount for FFY 2018 is \$1,500. This information does not include materials originally produced by the USDA. Vermont does not use billboards in its SNAP outreach program.

(i) Internet/Telephone: \$608 is attributable to non-specific activities associated with SNAP outreach for telephone, fax or internet costs incurred by Hunger Free Vermont.

(j) Equipment and Other Capital: nothing to report no sub-recipients have used this line item.

(k) Supplies and Non-Capital Expenditures: The \$1,891.00 budgeted reflects the share applicable to SNAP outreach of allowable subrecipient costs for non-capital expenditures such as office supplies and servicing of office equipment.

(l) Building/Space: The \$375 budgeted for Project 1 is for fees charged by local facilities for use of their space for SNAP trainings. A table following this narrative itemizes space cost amounts budgeted for each subrecipient. See chart: FFY 2018 Vermont State Plan for SNAP Outreach: Budget for Space/Utility Costs (7-2017).

(m) Other: This line item totals \$8,000 and reflects \$5,500 attributable to the administration of the grants. This includes: costs specific to SNAP outreach grant responsibilities (e.g., workplan or budget design, oversight, reporting); the applicable portion of shared administrative costs, such as audits, administrative services (e.g., executive, accounting, payroll, reception, data entry), liability insurance or professional services (e.g., legal, computer programming). Additionally, HFVT continues to provide Non-English Translation Services (\$1,500) and Sign Language or Non-English Interpreter Services (\$1000).

(o) Travel / Local: No out-of-state travel is included in HFVT's budget. The \$2,615 budgeted is for in state driving to meetings and conferences facilitated and coordinated by HFVT for Outreach activities. These include: monthly Workgroup meetings and an annual conference that is offered in three areas of the state. Additionally, travel is associated with attendance at other meetings and trainings that support SNAP outreach activities. Travel is also associated with the distribution of outreach materials to local partners. HFVT has personnel policies setting the rate for travel at the current federal reimbursement rate. Grant agreements stipulate that subrecipient mileage reimbursements may not exceed the rate paid to state employees, which does not exceed the current federal rate.

(q) Contractual: The \$12,500 budgeted for Project 1 will allow HMC Advertising to continue the DCF social media marketing project implemented in FY 2015. When someone "googles" a keyword or phrase identified for this project, special images appear that, if clicked, will take the visitor to the special DCF SNAP website targeted to older Vermonters. This Pay-Per-Click (PPC) process is a cost-effective way to market a program like SNAP because DCF only pays when the Internet user clicks on one of those project images. The \$12,500 is expected to cover costs for 7 or 8 months.

(s) Indirect Costs: No indirect costs were reported and HFVT direct bills for costs specific to SNAP outreach.

PROJECT 2

LINE ITEM DETAILS:

(g) Personnel Costs / Salaries: Within Project 2 the amount allotted for salaries and fringe totals \$324,673.00.

Within Project 2 an MOU between DAIL and ESD provides \$208,678 from state General Fund dollars to support 3SVT Outreach for five Councils on Aging (formerly known as Area Agencies on Aging). This money is used to support: CVCOA, CVAA, NEKCOA, Senior Solutions and SVCOA.

This money is to promote and strengthen participation in 3SquaresVT in households with members 60 years of age and older as well as family caregivers as defined by the Older Americans Act. Of the \$208,678, \$160,261 is for Salaries and Fringe with \$48,417 for additional line items to support outreach efforts. Please see attached FFY 18 MOU initiated by Vermont's Department of Aging and Independent Living (DAIL) for further details.

Please note, the AAAs use a year-round time study designed by the State to track how AAA personnel costs are allocated among program areas. The time study does not affect the total funds budgeted for SNAP outreach by AAAs.

An additional \$72,373.50 is supported by DCF funds for BROCC, Capstone a.k.a. CVCAC, NEKCA, SEVCA and CVOEO. Another \$66,965 in private funds from VT Foodbank, Our Place Drop-In-Center, John Graham Shelter and Groundworks Collaborative is used to support their salary and fringe. Please see Section 6 Project 2 Budget Detail (Below).

Section 5, with a Staffing Summary template in the FNS State Outreach Plan Guidance includes a column to list names and titles of project staff persons. Per the requirement, a list of current names and titles for staff are included. Please note the list was current at the time of the writing of this report and some of the names for the 144 positions supported by this budget may change due to turnover. Additionally, the budgets for all 14 subrecipients in Project 2 were level funded for FFY 18. Some partners shifted costs within their line items to increase salaries and a slight reduction in personnel has also occurred from FFY 2017 (147) to FFY 18 (144).

Project 2 involves 144 positions from 14 local agencies at dozens of different hourly wage rates. Hence, by site, the data is averaged and summarized to provide the detail for Section 5. This calculation is based on a forty-hour work week with 52 weeks per year or 2080 hours annually. Overall, an estimated 83% of the Project 2 personnel costs are for hours focused on direct client services (i.e., one-on-one SNAP information, referral and application assistance), and the remainder is for indirect outreach activities such as putting up posters or staffing a 3SVT information table at a county fair, job fair, wellness fair etc. For additional clarification, please see Project Tables embedded within this report. Outreach subrecipient budgets are also available to FNS upon request.

(g) Personnel Costs / Fringe Benefits: Fringe costs include income taxes, FICA, workers compensation and health insurance. Fringe rates vary among agencies, and may differ among full-time, temporary or part-time staffers within a given agency, or may depend on choices made by individual employees of agencies that offer a cafeteria-style benefits package. ESD asks its prospective subrecipient agencies to round off to whole numbers the amounts they budget for salaries and fringe. Therefore, the Section 5 "benefits rate" is also a rounded-off percentage and was calculated by dividing the total dollars budgeted by the subrecipient agencies for fringe benefits by the total dollars they budgeted for salaries. Additionally, the calculations for hourly wage is based on a forty-hour work week with 52 weeks in a calendar year or 2080 hours annually. For further clarification, outreach subrecipient budgets are available to FNS upon request. The EXCEL workbook used to create the tables is also available upon request.

(h) Copying/Printing/Materials: This primarily reflects reproduction of SNAP printed outreach materials, but includes copying of reports or other documents associated with SNAP outreach grants. The Vermont Foodbank, within Project 2, distributes informational materials statewide to Commodity Supplemental Food Program participants and through its network of local food sites. The Project 2 Budget for copying, printing and materials for FFY 2018 is \$3090. This information does not include materials originally produced by the USDA. Vermont does not use billboards in its SNAP outreach program.

(i) Internet/Telephone: The total budget for internet and telephone for Project 2 is \$13,906. The Vermont Food Bank will be implementing an outreach Texting Campaign during FFY 2018 which is budgeted for \$3,000. Potential applicants will text *VFBSNAP* to 855-xx (final number still to be determined) and this will prompt the automated system to send them an introductory text. Depending on the answer to the first question they are asked, the automated system will send the appropriate text back. There is a series of questions that will be asked. The purpose of the texting program is to prescreen potentially eligible applicants for more targeted follow-up. If the potential applicant is not eligible, they will receive a text that informs them of that. If they appear to be eligible, they will be given Vermont Foodbank's toll-free number and receive a follow-up phone call. The Vermont Foodbank will include "text *VFBSNAP* to 855-xx" on all outreach materials going forward. The program is still being developed. However, here are samples of some of the questions and answers (after the initial text is received from a potential applicant):

-Thank you for texting Vermont Foodbank, please standby for screening questions. (Text STOP to opt out).

-Do you currently receive SNAP/3SquaresVT/EBT benefits? Please reply Y for yes or N for no.

-How many people live in the household? Please reply with a number not a word. Thank you.

-Is anyone in the household over 60 years old? Please reply Y for yes or N for no.

About half of the allocated \$3000 for the VFB project is for technical work that cannot be performed by internal staff on the vermontfoodhelp.com interactive website which is used to offer SNAP information and outreach tools to Vermonters. The remaining \$10,906 of the overall Project 2 Internet Telephone costs is attributable to non-specific activities associated with SNAP outreach for telephone, fax or internet costs incurred by all fourteen Project 2 partners.

(j) Equipment and Other Capital: nothing to report no sub-recipients have used this line item.

(k) Supplies and Non-Capital Expenditures: The \$11,437 budgeted reflects the share applicable to SNAP outreach of allowable subrecipient costs for non-capital expenditures such as office supplies and servicing of office equipment.

(l) Building/Space: The total budgeted for Project 2 is \$19,653 and reflects the subrecipient share applicable to SNAP outreach for rent, mortgage, property taxes and insurance, heat, utilities, trash removal or other facility costs. As noted above, most subrecipients allocate all shared costs according to the percentage of payroll attributable to different program areas, but some allocate space costs according to the percentage of square footage used by the different programs. A table following this narrative itemizes space cost amounts budgeted by each subrecipient. Additionally, \$922.50 of these costs is paid by Ground Works Collaborative through private third-party cash donations. See chart below, FFY 2018 Vermont State Plan for SNAP Outreach: Budget for Space/Utility Costs (7-2017).

(m) Other: This line item totaling \$101,379 reflects the share attributable to SNAP for administration of the grants. This includes: costs specific to SNAP outreach grant responsibilities (e.g., workplan or budget design, oversight, reporting); the applicable portion of shared administrative costs, such as audits, administrative services (e.g., executive, accounting, payroll, reception, data entry), liability insurance or professional services (e.g., legal, computer programming).

(o) Travel / Local: No out-of-state travel is included in this plan budget. A considerable amount of driving will be done within Vermont to plan and deliver SNAP outreach services, such as making home visits to clients, attending Workgroup and other meetings/trainings or distributing materials to outreach venues. The total budgeted is \$17,306 and \$10,619 is allotted for Council on Aging a.k.a. AAA workers making home visits to potential SNAP recipients who are homebound due to age or infirmity. Costs to transport clients to SNAP offices are not reimbursable under this program. Of the 144 positions budgeted in the Project 2 plan, 127 may entail some in-state travel. Most agencies have personnel policies setting the rate at the current federal reimbursement rate. Grant agreements stipulate that subrecipient mileage reimbursements may not exceed the rate paid to state employees, which does not exceed the current federal rate.

(q) Contractual: there were no contracts reported for Project 2. Please note however that the HMC Advertising/DCF social media marketing project mentioned in Project 1 also benefits Project 2.

(s) Indirect Costs: The total for Project 2 is 30,583.00. Only four prospective subrecipients – Capstone Community Action (previously named Central Vermont Community Action Council), Champlain Valley Office of Economic Opportunity, Northeast Kingdom Community Action, and BROCC-Community Action in Southwestern Vermont – have federally-approved indirect cost rates. Copies of their current indirect cost rate agreements with the U.S. Department of Health & Human Services, the federal cognizant agency, are provided with this plan. The other subrecipient agencies direct bill for costs specific to SNAP outreach and have allocation plans to spread shared administrative expenses among accounts.

PROJECT 3

LINE ITEM DETAILS:

(g) Personnel Costs (salary/Fringe): \$0.00

Although costs are being incurred by the State of Vermont, none are being declared at this time.

(h) Copying/Printing/Materials: \$5,000

75,000 Rack Cards at \$.02068 = \$1,551.00

100,000 Rack Cards at \$.01896 = \$1,896.00

Shipping and postage to 16 sites in various quantities = \$1553.00

(l) Internet/Telephone: \$0.00

Although costs are being incurred by the State of Vermont, none are being declared at this time.

(m) Equipment and Other Capital: \$0.00

(n) Supplies and Non-Capital Expenditures: \$0.00

Although costs are being incurred by the State of Vermont, none are being declared at this time.

(l) Building/Space: \$ 0 . 0 0

Although costs are being incurred by the State of Vermont, none are being declared at this time.

(m) Other: \$0.00

(o) Travel / Local: \$0.00

Although costs are being incurred by the State of Vermont, none are being declared at this time

(p) Contractual: \$0.00

No Contractual costs are included in FFY18.

(s) Indirect Costs: No indirect costs were reported.

Outreach Project Budget Details

Section 6: Outreach Project Budget Detail						
Project Number 1: STATEWIDE OUTREACH-HUNGER FREE VERMONT (FY2018)						
BUDGET DETAIL						
Expenses	Non-Federal Funds					
	(a) Public Cash	(b) Public In-Kind	(c) Private Cash	(d=a+b+c) Total	e Federal Funds	(f=d+e) Total Funds
(g) Personnel (salary and benefits)	\$22,505.50	\$0.00	\$27,358.00	\$49,863.50	\$49,863.50	\$99,727.00
Other Direct costs:						
(h) Copying/Printing/Materials	\$750.00	\$0.00	\$0.00	\$750.00	\$750.00	\$1,500.00
(i) Internet/Telephone	\$304.00	\$0.00	\$0.00	\$304.00	\$304.00	\$608.00
(j) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non-Capital Expenditures	\$945.50	\$0.00	\$0.00	\$945.50	\$945.50	\$1,891.00
(l) Building/Space	\$187.50	\$0.00	\$0.00	\$187.50	\$187.50	\$375.00
(m) Other	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$8,000.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$6,187.00	\$0.00	\$0.00	\$6,187.00	\$6,187.00	\$12,374.00
Travel:						
(o) Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(p) Local	\$1,307.50	\$0.00	\$0.00	\$1,307.50	\$1,307.50	\$2,615.00
(q=o+p) Subtotal Travel Costs	\$1,307.50	\$0.00	\$0.00	\$1,307.50	\$1,307.50	\$2,615.00
(r) Contractual	\$6,250.00	\$0.00	\$0.00	\$6,250.00	\$6,250.00	\$12,500.00
(s=g+n+q+r) Total Personnel, Direct Costs, Travel and Contractual	\$36,250.00	\$0.00	\$27,358.00	\$63,608.00	\$63,608.00	\$127,216.00
(t=indirect cost rateXs) Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(t-r+s) TOTAL	\$36,250.00	\$0.00	\$27,358.00	\$63,608.00	\$63,608.00	\$127,216.00

Section 6: Outreach Project Budget Detail						
Project Number 2: COMMUNITY-BASED OUTREACH (FY 2018)						
BUDGET DETAIL						
Expenses	Non-Federal Funds					
	(a) Public Cash	(b) Public In-Kind	(c) Private Cash	(d=a+b+c) Total	e Federal Funds	(f=d+e) Total Funds
(g) Personnel (salary and benefits)	\$231,876.00	\$0.00	\$92,797.00	\$324,673.00	\$324,673.00	\$649,346.00
Other Direct costs:						
(h) Copying/Printing/Materials	\$527.50	\$0.00	\$1,017.50	\$1,545.00	\$1,545.00	\$3,090.00
(i) Internet/Telephone	\$4,601.50	\$0.00	\$2,351.50	\$6,953.00	\$6,953.00	\$13,906.00
(j) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non-Capital Expenditures	\$4,436.00	\$0.00	\$1,282.50	\$5,718.50	\$5,718.50	\$11,437.00
(l) Building/Space	\$8,904.00	\$0.00	\$922.50	\$9,826.50	\$9,826.50	\$19,653.00
(m) Other	\$38,714.50	\$0.00	\$11,975.00	\$50,689.50	\$50,689.50	\$101,379.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$57,183.50	\$0.00	\$17,549.00	\$74,732.50	\$74,732.50	\$149,465.00
Travel:						
(n) Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(o) Local	\$5,653.00	\$0.00	\$3,000.00	\$8,653.00	\$8,653.00	\$17,306.00
(p=n+o) Subtotal Travel Costs	\$5,653.00	\$0.00	\$3,000.00	\$8,653.00	\$8,653.00	\$17,306.00
(q) Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(r=g+n+p+q) Total Personnel, Direct Costs, Travel and Contractual	\$294,712.50	\$0.00	\$113,346.00	\$408,058.50	\$408,058.50	\$816,117.00
(s=indirect cost rateXr) Indirect Costs	\$15,291.50	\$0.00	\$0.00	\$15,291.50	\$15,291.50	\$30,583.00
(t=r+s) TOTAL	\$310,004.00	\$0.00	\$113,346.00	\$423,350.00	\$423,350.00	\$846,700.00

Section 6: Outreach Project Budget Detail

**** NEW Project Number 3: STATEWIDE OUTREACH - 3SVT Administration Project**

BUDGET DETAIL

Expenses	Non-Federal Funds					e Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-Kind	(c) Private Cash	(d=a+b+c) Total			
(g) Personnel (salary and benefits)	\$0.00	\$0.00				\$0.00	\$0.00
Other Direct costs:							
(h) Copying/Printing/Materials	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00
(i) Internet/Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(j) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(l) Building/Space	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(m) Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00
Travel:							
(o) Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(p) Local	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(q=o+p) Subtotal Travel Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(r) Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(s=g+n+q+r) Total Personnel, Direct Costs, Travel and Contractual	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00
(t=indirect cost rateXs) Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(t=r+s) TOTAL	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00

FY 2018 Vermont State Plan for SNAP Outreach: Budget for Space/Utility Costs (7-2017)

This spreadsheet was created for attachment to the state plan at FNS request. The community-based subrecipients allocate space costs according to the distribution of FTEs funded or square footage used for their various programs, though limitations on the availability of outreach grant funds may reduce the amount an agency charges to this grant.

	Subgrantee	Public Cash	Private Cash	Subtotal NonFederal	Federal Funds	Total Budget
Project 1	Hunger Free Vermont ¹	\$187.50	\$0.00	\$187.50	\$187.50	\$375.00
	Statewide outreach					
Project 2	BROC-Community Action in Southwestern VT ²	\$1,040.50	\$0.00	\$1,040.50	\$1,040.50	\$2,081.00
	Capstone Community Action	\$1,689.50	\$0.00	\$1,689.50	\$1,689.50	\$3,379.00
	Champlain Valley Office of Economic Opportunity ²	\$2,580.00	\$0.00	\$2,580.00	\$2,580.00	\$5,160.00
	North East Kingdom Community Action	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Southeastern VT Community Action	\$844.00	\$0.00	\$844.00	\$844.00	\$1,688.00
	Central VT Council on Aging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Champlain Valley Area Agency on Aging	\$2,750.00	\$0.00	\$2,750.00	\$2,750.00	\$5,500.00
	Northeast Kingdom Council on Aging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Senior Solutions (COASEV)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Southwestern VT Council on Aging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	John Graham Emergency Shelter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Groundworks Collaborative ³	\$0.00	\$922.50	\$922.50	\$922.50	\$1,845.00
	Our Place Drop-In Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Vermont Foodbank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal Project 2 (community-based outreach)	\$8,904.00	\$922.50	\$9,826.50	\$9,826.50	\$19,653.00
	TOTAL PLAN BUDGET FOR SPACE/UTILITIES	\$9,091.50	\$922.50	\$10,014.00	\$10,014.00	\$20,028.00

Footnotes:

1 The \$375 budgeted is for fee charged by facilities where outreach training sessions are held.

2 These agencies have 8 offices in higher-rent, more densely populated regions of the state.

3 This agency was formerly called Morningside Shelter.

Statewide Budget Summary (ALL Projects)

Section 7: Outreach Budget Summary						
AMENDED LINE ITEM BUDGET Statewide SUMMARY (FY 2018)						
Expenses	Non-Federal Funds					
	(a) Public Cash	(b) Public In-Kind	(c) Private Cash	(d=a+b+c) Total	e Federal Funds	(f=d+e) Total Funds
(g) Personnel (salary and benefits)	\$254,381.50	\$0.00	\$120,155.00	\$374,536.50	\$374,536.50	\$749,073.00
Other Direct costs:						
(h) Copying/Printing/Materials	\$3,777.50	\$0.00	\$1,017.50	\$4,795.00	\$4,795.00	\$9,590.00
(i) Internet/Telephone	\$4,905.50	\$0.00	\$2,351.50	\$7,257.00	\$7,257.00	\$14,514.00
(j) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non-Capital Expenditures	\$5,381.50	\$0.00	\$1,282.50	\$6,664.00	\$6,664.00	\$13,328.00
(l) Building/Space	\$9,091.50	\$0.00	\$922.50	\$10,014.00	\$10,014.00	\$20,028.00
(m) Other	\$42,714.50	\$0.00	\$11,975.00	\$54,689.50	\$54,689.50	\$109,379.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$65,870.50	\$0.00	\$17,549.00	\$83,419.50	\$83,419.50	\$166,839.00
Travel:						
(n) Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(o) Local	\$6,960.50	\$0.00	\$3,000.00	\$9,960.50	\$9,960.50	\$19,921.00
(p=n+o) Subtotal Travel Costs	\$6,960.50	\$0.00	\$3,000.00	\$9,960.50	\$9,960.50	\$19,921.00
(q) Contractual	\$6,250.00	\$0.00	\$0.00	\$6,250.00	\$6,250.00	\$12,500.00
(r=g+n+p+q) Total Personnel, Direct Costs, Travel and Contractual	\$333,462.50	\$0.00	\$140,704.00	\$474,166.50	\$474,166.50	\$948,333.00
(s=indirect cost rateXr) Indirect Costs	\$15,291.50	\$0.00	\$0.00	\$15,291.50	\$15,291.50	\$30,583.00
(t=r+s) TOTAL	\$348,754.00	\$0.00	\$140,704.00	\$489,458.00	\$489,458.00	\$978,916.00

8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
✓	The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients.
✓	The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
✓	Outreach activities are targeted to those potentially eligible for benefits.
✓	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
N/A	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
✓	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
✓	Contracts are procured through competitive bid procedures governed by State procurement regulations.
✓	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
✓	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
✓	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the State agency director (or Commissioner) and financial representative certify that the above assurances are met.

9. Attachments

- FNS-366A (Budget Projection) – Attached.



FSBUD Electronic
Submission FY18.pd

- Indirect Cost Rate Agreement of State agency – The AHS-DCF does not have a federally approved indirect cost rate agreement. Instead, AHS-DCF has a federally approved Public Assistance Cost Allocation Plan. See Link:
<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost-allocation-plan>

- **Approved Indirect Cost Rate Agreement of Subrecipients – all pages**



CVOEO Indirect Cost Rate Agreement.zip



NEKCA Ind Rate (Prov 9_30_18) NEKCA.zip



Ind Rate (Prov 9_30_18) Capstone.zip



BROC Indirect Rate agreement.zip

- **Copy of Amended MOU initiated by DAIL with ESD for FFY 2018.**



DAIL-DCF_MOU_03460-70002-18_3SVTOutreach_AAAs.zip

- Copy of statewide Social Media Planning & Buying agreement for 3SVT Outreach.



FFY 2018 Summary
Of Work & Bill .pdf

- Copy of Campaign Performance Report for statewide Social Media Planning & Buying agreement for 3SVT Outreach.



3SquaresVT_CampaignPerformance_7.5.1

- HFVT Example of a Press Release.



2017 Press Release-EITC-3Squares

- HFVT newsletter article about 3SVT.



2017 04 Military Family Community N

- **Older Vermonter Rack Card**



3Squares Rack Card - Seniors.pdf

- **General Population/Families Rack Card**



3Squares Rack Card - Families.pdf

- **Rack Card Assessment Questionnaire**



Elder Feedback Form Rack Card.zip



General Population Rack Card Questionnaire.zip