

## State of Vermont Outreach Plan

### 1. Cover Page/Contact Information/Signatures

#### **SNAP Revised Annual Plan for Outreach**

**State:** Vermont

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

**Fiscal Year:** FFY 2019 – Second Year of Three Year Plan

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## Acronyms

3SVT	3SquaresVT/Vermont's SNAP Program
AALV	Association of Africans Living in Vermont
ACA	Addison Community Action
ACCESS	Vermont's Legacy System
BPAA	Benefit Programs Assistant Administrator
BROC	Bennington Rutland Community Action
CAP	Corrective Action Plan
CAPSTONE	Capstone Community Action, Inc.
CARE	Community Assistance Resource Events
CCA	Chittenden Community Action
CCV	Community College of Vermont
COA	Council on Aging
COASEV	Southeastern Vermont Council on Aging known as Senior Solutions
CSFP	Commodity Supplemental Food Program
CVAA	Champlain Valley Area Agency on Aging a.k.a. Age Well
CVCOA	Central Vermont Council on Aging
CVOEO	Central Vermont Office of Economic Opportunity
DAIL	Department of Disabilities, Aging and Independent Living
DCF	Department for Children and Families
ESD	Economic Services Division
FBO	Faith Based Organization
FFY	Federal Fiscal Year
FGICA	Franklin Grand Isle Community Action
FNS	Food and Nutrition Services
FPL	Federal Poverty Level
FTE	Full Time Equivalent
GDP	Gross Domestic Product
HFVT	Hunger Free Vermont
HMC	HMC Advertising LLC
HR	Human Resources
I & A	Information and Assistance a.k.a. Senior Helpline contacts who received information about 3SVT
ICR	Indirect Cost Rate
JGES	John Graham Emergency Shelter
MOU	Memo of Understanding
NEKCA	Northeast Kingdom Community Action
NEKCOA	Northeast Kingdom Council on Aging
PPC	Pay-Per-Click
SAM	System for Award Management (information and data management system)

	for Councils on Aging)
SEVCA	Southeastern Vermont Community Action
SNAP	Supplemental Nutrition Assistance Program
SOW	Summary of Work
SVCOA	Southwestern Vermont Council on Aging
SNAP	Supplemental Nutrition Assistance Program
SFY	State Fiscal Year
Topic Code 20a	SAM reporting code for clients who applied for 3SVT: New APPL
Topic Code 20c	SAM reporting code for clients who were found eligible: APPL Approved
Topic Code 20k	SAM reporting code for clients who were given information only: Info Only
Topic Code 20j	SAM reporting code for an action taken on behalf of a client's 3SVT: Active Issue
USDA	United States Department of Agriculture
VITA	Volunteer Income Tax Assistance
VFB	Vermont Food Bank
VRRP	Vermont Refugee Resettlement Program
VT	Vermont

## **2. Statement of Need**

Outreach is a critical component to helping those who are hungry or food insecure gain access to critical resources in Vermont (VT). 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 3SquaresVT (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 (VFB) were deemed food insecure (p.3).

Additionally, the most current food insecurity data from the Current Population Survey of the United States Census averages, 2014-2016 indicate:

- Vermont Households:
  - Food Insecure: 26,344 (10.11%)
  - Very Low Food Security: 11,207 (4.29%)
- Vermont Individuals:
  - Food Insecure: 64,370 (10.43%)
  - Very Low Food Security: 24,899 (4.06%)
- Vermont Children:
  - Food Insecure: 17,890 (14.32%)
  - Very Low Food Security: 5,801 (4.64%)
- Older Vermonters:
  - Food Insecure: 9,812 (6.55%)
  - Very Low Food Security: 4,378 (2.92%)

Similarly, the VFB study showed that “six 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% the Federal Poverty Level (FPL) is 160,349 and the 3SVT participation rate for Vermonters at 185% of FPL is about 45% (or 72,087 as of May 2018) which means there is 55% 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 44%; 3) As of May 2018, the Unemployment Rate in Vermont has gone down due to seasonal employment and is 2.8% compared to the national average of 3.8%. 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: Economic Services 3SVT extracts of ACCESS, May 2018).

It is also estimated that “by 2030, 40% of Vermonters will be 55 or older and Vermont will be one of the oldest states – if not the oldest state – in the country (June 15, 2018 Press Release, Attorney General T.J. Donovan). Hence, we are moving into an era where it is even more essential that 3SVT outreach be a continuous messaging component across programs and organizations to help provide factual 3SVT information to Vermont’s food insecure older population. Additionally, based on prior statistics (summarized above), when considering all demographic information including: age, medical necessity, income and escalating costs Vermonters across socio economic statuses could benefit from 3SVT.

Through program informational activities (3SVT Outreach) that inform low income households about the availability, eligibility requirements, application procedures and benefits of 3SVT, Vermont can begin the dialogue to help Vermonters make an informed decision about 3SVT participation. If 3SVT is chosen and benefits received, food resources will then help support the well-being of Vermont’s community members. As Vermont continues to age and household incomes change, the benefits will be exponentially beneficial to low income Vermonters and their communities. A United States Department of Agriculture (USDA) study conducted in 2012 found that \$1 in Supplemental Nutrition Assistance Program (SNAP) benefits generates \$1.84 in gross domestic product (GDP) (<https://www.theatlantic.com/health/archive/2012/07/the-economic-case-for-food-stamps/260015/>). For FFY17 the overall amount spent was \$113,514,710 which translated into an economic boost of \$95,352,356 for Vermont (Source: ESD Process and Performance Manager).

### **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 3SVT in this plan. It is administered by the Department for Children and Families (DCF), Economic Services Division (ESD).

All subrecipients/projects listed in this plan operate under executed grant agreements with the State of Vermont to deliver 3SVT services. Therefore, funds held by a subrecipient /project are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by Federal Nutrition Services (FNS).

Vermont's program had fifteen external projects/partners during Federal Fiscal Year (FFY) 18. However, during FFY19, Vermont’s program will only have fourteen external partners/projects involved in 3SVT outreach. Project 11, Our Place, has decided to take a one-year hiatus from 3SVT Outreach to reevaluate their overall service delivery model. Since they plan to

return for FFY20, their assigned project number (11) will remain as a place holder for their return. Despite this loss, the Department for Children and Families, Economic Service Division was able to encourage another partner to provide some 3SVT Outreach activities within the affected catchment area.

Under this plan, Vermont proposes a second-year glimpse of a three-year plan including: future goals and expectations from fourteen community partner organizations i.e., Hunger Free Vermont (HFVT), five Area Agencies on Aging/Councils on Aging, five Community Action Agencies, the Vermont Food Bank (VFB) and two smaller agencies that focus on the homeless or people who are transitionally housed. All 14 community partner agencies/subrecipients have grant agreements with the Economic Services Division and they are available for review upon request. Additionally, the State of Vermont Food and Nutrition Team created the 3SVT Administration Project (labeled Project 16).

This plan is for year two (FFY 2019) of a three-year plan and includes a budget totaling **\$1,224,901** (rounded to the nearest whole dollar per FNS guidance) with 50% (**\$612,450.52**) from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. State general fund dollars will provide \$423,739.38 of the nonfederal share, with **\$188,711.14** in the form of expenditures of private discretionary funds available to five of the subrecipients/projects. Please see attached *Statewide FFY19 Project Summary* for the breakdown by project and for the statewide budget detail, staffing detail and budget narrative.

The primary service for the projects (2-10 and 12-15) is the provision of one-on-one 3SVT information, referral and application assistance to low income Vermont households. These Community Outreach projects will be utilizing a variety of reasonable, allowable and necessary outreach strategies to expand reach. The most common strategies include: A) home visits in towns throughout applicable service areas, 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 within community catchment areas, F) booths at State Fairs, job fairs, school transition fairs, hospitals, Chamber of Commerce business shows, conferences focused on hunger, G) informational postings on Front Porch Forum a free community website, H) displays with informational materials in the form of posters, rack cards, brochures shared at local stores, libraries, town halls, colleges, malls, churches, food pantries, food shelves, area motels that serve low income, food insecure and homeless clients, homeless shelters and drop in centers. Given the vastly rural landscape of Vermont, these methodologies are necessary to provide factual 3SVT information to the broadest portion of Vermont's food insecure population. Other ideas will be utilized as options and opportunities become available throughout the coming fiscal year.

Additionally, Project 16, the 3SVT Administration Project includes \$5,000 to support the costs for the development, production, shipping and handling of 100,000 rack cards targeted to food insecure Vermonters and 15,000 posters for intermediary sites such as: doctor's offices including primary care, physical therapy and podiatry, dental offices, adult daycare providers, and hospitals i.e., social worker and various other clinics. As much as feasibly possible, the current project/partner base will help distribute the posters within their catchment areas during

FFY19. In areas where that cannot happen the items will be mailed to the participating sites. The goal for FFY19 is to outreach broader through a predominantly macro network versus the continuation of a mostly micro, one to one outreach model.

The 3SVT Administration Project also encompasses the continuation of a statewide 3SVT Social Media Campaign. This internet/social media campaign does not include advertisements/messaging on TV or radio station websites. It encompasses Google Search and Google Display techniques, as well as Facebook messaging to help interested Vermonters land on <http://dcf.vermont.gov/benefits/3SquaresVT/60plus>. The pay-per-click (PPC) campaign through Google Search and Google Display runs from October through May of each FFY. The primary target audience is older Vermonters (60 and older) who are searching for information about food assistance for themselves. The secondary target audience is Vermonters ages 35-59 who may help the primary audience find food assistance resources.

Campaign objectives include: 1) To create awareness for food assistance programs for those 60 and older: 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: October 01, 2017 – May 31, 2018) which provides further information. 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. In February 2019, this project will go out to bid. This plan anticipates a continuation of a 3SVT DCF social media marketing project. Please see Attachments for a copy of the most current Campaign Performance Report that covers 10/01/2017 through 05/31/2018.

Comparatively, Project 15: the Vermont Foodbank (VFB) uses its network of local food shelves and meal sites (130 agencies) to identify and reach low income Vermonters who use those private resources but are not necessarily involved with State Agencies or in receipt of 3SVT. VFB staff provide factual information, resources and assistance if requested, to help people apply for and access programs such as 3SVT. In addition, VFB will be continuing a texting campaign to broaden their reach. They have a goal to reach 150 people and provide factual 3SVT information. Other planned approaches to outreach include: mass mailings, the use of blog articles on the VFB website, making a planned effort to do four presentations with one being focused on older Vermonters, staffing booths at four events during the year, targeted outreach related to food insecurity on college campuses, inserting a targeted 3SVT flyer in 400 Pack to Give Back Thanksgiving Boxes, 2,400 Commodity Supplemental Food Program (CSFP) boxes delivered to older Vermonters and 1,100 school bags to target families participating in the VFB Back Pack program. Additionally, VFB has graciously stepped in to provide some outreach in the catchment area most impacted by project eleven's decision to take a year off from 3SVT outreach.

Similarly, HFVT (Project 1) works with partners/projects across the state to increase access to 3SVT by eligible Vermonters. For FFY19 HFVT will be developing and conducting at least 14 partial day 3SVT in-person or web-based trainings (at least two per quarter) for community



service providers and other groups with a goal of at least 230 trainees reached during the grant term. The trainings will focus on the basics of eligibility requirements, application process, participation barriers, outreach strategies, linkages to other nutrition programs, other areas as needed and policy and program changes. At least four trainings will be located in southern Vermont (Rutland, Bennington, Windsor, or Windham counties). Additionally, HFVT will also provide at least one opportunity for a full day of advanced 3SVT training that offers a networking component for community service providers and other groups to convene, share outreach strategies and best practices. Training topics may include but are not limited to: the excess medical expense deduction for older Vermonters and people with disabilities, an in-depth look at the application process, how data can inform outreach, 3SVT for school and early childhood professionals, and how to reach vulnerable populations, such as working families, people with developmental disabilities, the elderly or veterans.

HFVT will also continue to focus on inter-agency collaboration. In FFY19 they will coordinate the statewide 3SVT Workgroup and facilitate at least eight meetings per year (two per quarter) to identify and address barriers to participation and access to 3SVT. This group 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. HFVT will continue 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](http://vermontfoodhelp.com) website on behalf of ESD. For example, HFVT creates items for and manages the entire 3SVT outreach toolkit (see [www.vermontfoodhelp.com/outreach-tools](http://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](#)
- [3SquaresVT for College Students](#)

Additionally, HFVT will provide factual 3SVT information to at least 400 individuals and 150 organizations that connect with low-income Vermonters about 3SVT through the regional hunger councils (including Chittenden, Franklin/Grand Isle, Washington, Addison, Windham, Lamoille Valley, Upper Valley, Northeast Kingdom, Bennington, and Rutland) and other groups across the state so they can share information in their communities (ongoing). Additionally, they will conduct 40 activities (at least seven per quarter with two per quarter targeted to organizations working with older Vermonters) in partnership with a diversity of agencies and organizations in Vermont to increase participation in and improve access to 3SVT among eligible older Vermonters, families and individuals. Activities will include building relationships with existing and new partners, developing and distributing targeted materials, and creating

strategies for cross-program outreach as much as possible. The list above is not 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.

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 3SVT program so that interested Vermonters can make an informed decision about whether to participate. The outreach materials and activities are not designed to attempt to coerce or inappropriately persuade someone to apply for 3SVT benefits.

Overall, with the combined efforts of all 15 projects Vermont will see an increase in 3SVT participation by the elderly, homeless and food insecure. Evaluation and monitoring of each project’s goals occur quarterly with the review of subrecipient quarterly reports and deliverables. These reports and the forms used to track outcomes are solely used for tracking within the grant agreements. The State of Vermont does not compensate based on the number of people who apply for, receive or inquire about 3SVT. Additionally, a minimum of five subrecipients per year will be visited by the Grants & Contracts liaison and/or a 3SVT Benefit Programs Assistant Administrator (BPAA). However, in FFY18 site visits were conducted with all partners (at least once). That process will continue into FFY19 as this has proven to be an effective process for reviewing prior year success, realizing gaps and opportunities for expanded outreach allowable activities and ongoing technical assistance. These visits will be completed as per the ESD Subrecipient Monitoring Protocol (see Attachments). Additionally, when a subrecipient does not follow activities as outlined in the grant and/or falls out of compliance with the grant agreement a BPAA will complete a site visit to discuss the discrepancy, provide technical assistance leading to a solution and administer a Corrective Action Plan (CAP). Follow up occurs until the CAP has been successfully completed/fulfilled.

**Summary of Projects:**

<b>Outreach Plan Summaries FFY18</b>				
<b><u>Project Number</u></b>	<b><u>Title</u></b>	<b><u>Geographic Area</u></b>	<b><u>Target Audience</u></b>	<b><u>Granted (list grantor) or In-House?</u></b>
<b>1</b>	Service Provider Outreach and Education - Indirect Services	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	Hunger Free Vermont (HFVT)

2	Community Based Outreach	Bennington and Rutland Counties, except for the town of Pittsfield.	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.	Bennington Rutland Community Action (BROC)
3	Community Based Outreach	Washington, Orange and Lamoille Counties, plus the towns of Granville, Hancock, Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.	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.	Capstone Community Action, Inc.: Capstone

4	Community Based Outreach	Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock.	The population primarily targeted is <u>older</u> 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.	Champlain Valley Area Agency on Aging (CVAA)  Also known as: Age Well
5	Community Based Outreach	Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.	The population primarily targeted is <u>older</u> 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.	Central Vermont Council on Aging (CVCOA)
6	Community Based Outreach	Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.	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	Central Vermont Office of Equal Opportunity (CVOEO).

			responding to program notices or paperwork requirements.	
<b>7</b>	Community Based Outreach	Brattleboro and the surrounding area.	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.	Groundworks
<b>8</b>	Community Based Outreach	Vergennes and the surrounding area.	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.	John Graham Emergency Shelter (JGES)

<b>9</b>	Community Based Outreach	Orleans, Essex and Caledonia Counties.	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.	Northeast Kingdom Community Action (NEKCA)
<b>10</b>	Community Based Outreach	Orleans, Caledonia and Essex Counties.	The population primarily targeted is <u>older</u> 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.	Northeast Kingdom Council on Aging (NEKCOA)
<b>11</b>	Project 11 is Not included in FFY19. Due to assigned project numbers ESD is keeping Project 11 and this line as a place holder for their return in 2020.			

12	Community Based Outreach	Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Granville, Hancock, Pittsfield, Thetford, Readsboro, Searsburg, and Winhall.	The population primarily targeted is <u>older</u> 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.	COASEV - Senior Solutions
13	Community Based Outreach	Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.	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.	Southeast Vermont Community Action (SEVCA)
14	Community Based Outreach	Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or	Southwestern Vermont Council on Aging, Inc. (SVCOA)

			responding to program notices or paperwork requirements.	
<b>15</b>	Community Based Outreach	The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide. Additionally, VFB will have planned Outreach activities in Bellows Falls for FFY19.	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.	Vermont Food Bank, Inc. (VFB)
<b>16</b>	3SVT Administration Project	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team.

#### **4. Outreach Project Details**

##### **Project Tables:**

Copies of subrecipient grants for each project are available upon request.

<b>Project Number</b>	<b>1 HFVT</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY 19.</li> <li>• 200 community-based service providers will receive 3SVT training by the subrecipient.</li> <li>• Subrecipient efforts will generate 30,000 visits to the <a href="http://vermontfoodhelp.com">vermontfoodhelp.com</a> interactive 3SVT website.</li> <li>• Seek to reach a broad audience with information about 3SVT by submitting a selection of media pieces to a diverse mix of media</li> </ul>



	outlets and venues.			
<b>Target audience</b>	Program administrators (local, State, federal), community service providers & advocates, low income Vermonters.			
<b>Timeline</b>	<b>Start</b>	Ongoing	<b>End</b>	Ongoing
<b>Description of Activity</b>	<ul style="list-style-type: none"> <li>• Make factual 3SVT information and promotional resources available to a range of audiences that includes service providers. Provide at least four electronic updates (one per quarter) to the general public, food shelves, outreach workers, training participants and others, focusing on 3SVT policy, trainings, news and changes. These e-updates are anticipated to reach at least 800 service providers and advocates statewide.</li> <li>• Conduct 40 activities (at least seven per quarter with two per quarter targeted to organizations working with older Vermonters) in partnership with a diversity of agencies and organizations in Vermont to increase participation in and improve access to 3SVT among eligible older Vermonters, families and individuals. Activities will include building relationships with existing and new partners, developing and distributing targeted materials, and creating strategies for cross-program outreach as much as possible.</li> <li>• Develop, design and create a wide variety of 3SVT targeted outreach materials. Coordinate the maintenance of the 3SVT outreach toolkit for outreach subgrantee agencies and other outreach partners. In consultation with the 3SVT workgroup and subject to final approval by ESD, add or update materials to incorporate new rules and program changes. Identify opportunities to make these materials available in venues such as conferences or other networking events attended by professionals who serve low income audiences, during presentations, and on the web through the <i>vermontfoodhelp.com</i> website (all four quarters).</li> <li>• Provide at least 14 partial day 3SVT in-person or web-based trainings (at least two per quarter) for community service providers and other groups with a goal of at least 230 trainees reached during the grant term. The trainings will focus on the basics of eligibility requirements, application process, participation barriers, outreach strategies, linkages to other nutrition programs, and policy and program changes. At least four trainings will be located in southern Vermont (Rutland, Bennington, Windsor, or Windham counties)</li> <li>• Continue to facilitate Workgroup (at least two per quarter). Provide at least one opportunity for a full day of advanced 3SVT training that offers a networking component for community service providers and other groups to convene and share</li> </ul>			

	<p>outreach strategies and best practices. Training topics may include but are not limited to: the excess medical expense deduction for older Vermonters and people with disabilities, an in-depth look at the application process, how data can inform outreach, 3SVT for school and early childhood professionals, and how to reach vulnerable populations, such as working families, the elderly or veterans.</p> <ul style="list-style-type: none"> <li>• Produce and/or distribute at least 20,000 copies of outreach materials in the community (at conferences and events, through mailings, and from phone requests).</li> <li>• Translate at least two outreach materials per grant year into the myriad languages spoken by Vermont’s refugee and New American population.</li> <li>• Collaborate with diverse agencies and organizations to increase participation in and improve access to 3SVT.</li> <li>• Facilitate factual 3SVT information-exchange among Vermont’s service community by promoting, maintaining and updating the <i>vermontfoodhelp.com</i> website with the goal of generating 30,000 visits to the site (at least 7,500 per quarter) and responding to 20 “contact us” user questions (at least five per quarter). Consult ESD regularly to ensure the accuracy of new information posted to the site and make changes within 30 days of notification. Track the website's effectiveness as a 3SVT promotional tool. Build or participate in collaborative interagency approaches to 3SVT promotion and policy planning. To facilitate 3SVT participation by providing information and resources to outreach partners.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Hunger Free Vermont (HFVT)
<b>Tax ID of Subrecipient</b>	03-0336357
<b>Role of the Subrecipient</b>	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters
<b>Role of State agency</b>	To administer and monitor subrecipient progress.

<b>State/ Subrecipient funding source</b>	State General Funds, HFVT private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <b>X</b> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The state will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT benefits.
<b>Project Number</b> 2	<b>BROC – Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 4,500 households to be screened to determine their 3SVT participation status.</li> <li>• 750 of the 4,500 will be identified as not currently</li> </ul>

	<p>participating in 3SVT.</p> <ul style="list-style-type: none"> <li>• 750 households will be provided one to one information, referral or application assistance to facilitate participation in 3SVT.</li> <li>• 100 of the 750 households BROC will prepare a 3SVT application for.</li> </ul>				
<b>Target audience</b>	<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>				
<b>Timeline</b>	<table border="1"> <tr> <td data-bbox="461 730 574 772"><b>Start</b></td> <td data-bbox="574 730 919 772">Ongoing.</td> <td data-bbox="919 730 1024 772"><b>End</b></td> <td data-bbox="1024 730 1377 772">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Direct Service Locations</u></p> <ul style="list-style-type: none"> <li>• All four 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. <ul style="list-style-type: none"> <li>• In Rutland, provide three targeted 3SVT outreach services to older Vermonters in the Rutland area and maintain</li> </ul> </li> </ul>				

connections thereafter. This may include: 1) the housing sites that do not currently contact BROCC by working with the property managers to ensure closer access for all residents. 2) contacting local physician offices, physical therapy, hospital clinic offices to provide posters for the backs of exam doors that provide factual 3SVT information and BROCC contact information.

- Approach the city of Rutland to collaborate with them for 3SVT outreach opportunities this may include: creating opportunities to leave information at the concerts on the green, which are attended by many, including many older Vermonters and locals on fixed incomes.
- Collaborate with Rutland CCV and work with academic counselors, financial aid officers and counseling staff to find ways to provide factual 3SVT information to staff who can then share it with students. The goal is to increase referrals from this site.
- Provide factual 3SVT information and follow up to the Human Resource (HR) directors of Westminster Cracker, which employs lower wage workers.
- Participate in at least two “Friday Night in Fair Haven” (a new initiative) and have a booth to share factual 3SVT information and provide opportunities for application support/assistance if requested.
- Make a connection with Castleton University financial aid counselors and counseling staff to inform them of 3SVT and provide resources to reach non-traditional students that may be in need.
- In Bennington, target older Vermonters for 3SVT Outreach by:
  - a. Inquire about collaborating with Meals on Wheels (home delivered) to send out information in their delivery bags.
  - b. Engage with Neighbor to Neighbor in Manchester, which serves older Vermonters, those with disabilities and the homebound and provides services and socialization. Connect with them and work to create a process for factual 3SVT information and applications can be circulated in this underserved region. Provide opportunities for home visits and encourage visits to the Manchester outpost.
  - c. Work with Neighborhood Connections to bring information to rural older Vermonters and lower income groups. Make home visits available throughout the area.

- In Bennington, make connections with the Bennington school system and seek to participate in the Bennington Elementary School Family Fun Fair or a Transitions Fair or a similar activity.
- In BROC's Bennington office: create rural outreach opportunities and work with town clerks in Readsboro, Pawlet and West Haven to find ways to outreach to these communities and provide factual 3SVT information and if requested, application assistance. These opportunities may be in the form of outposts at town buildings that contain libraries and other services.
- 1st quarter– staff will be out-posted in at least two sites 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.

#### Direct Mail

- 1st quarter: BROC will add factual 3SVT information to a bulletin sent to approximately 85 daycare providers participating in the Child and Adult Care Program so they can share that information with low income parents.
- 1st quarter: BROC will include factual 3SVT information in an electronic bulletin issued by the United Way of Rutland County to a large audience that includes local service providers.

#### Presentations & Staffed Booths

- By the third quarter: BROC will make factual 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 factual 3SVT information to attendees at the annual Vermont Country Store employee health and wellness fair.
- By the 4th quarter: BROC will staff factual 3SVT information booths at three farmers' markets in Rutland, Castleton, Manchester or Bennington.

- By the 4th quarter: BROC staff will provide factual 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.

Displays & Distribution of Factual 3SVT informational Materials

- BROC will ensure that 3SVT posters are displayed in at least 20 sites not including BROC's offices in Rutland County.
- BROC will ensure that 3SVT materials (e.g., rack cards and outreach toolkit flyers) are available in at least 12 additional community sites that are accessed by low income people. These sites may include, but is not 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 factual 3SVT information to at least 25 participants in its Volunteer Income Tax Assistance (VITA: free tax preparation) service that attracts people who may be 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: To extend factual 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. factual 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

	<p>service will be provided to at least 30 clients identified as not taking part in 3SVT when they applied for Farm to Family coupons.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Other</u> During the grant term, all 3SVT 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.</p>
<b>Subrecipient</b>	BROC Community Action
<b>Tax ID of Subrecipient</b>	BROC 03-2166505
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<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>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if</p>



	<p>performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>
<p><b>Project Number</b> <b>3</b></p>	<p><b>Capstone Community Action, Inc. -Community Based Outreach</b></p>
<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• At least 80% of the quantified targets and 80% of the direct service targets will be met during this grant term.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 5,000 households to be screened to determine 3SVT participation status.</li> <li>• 1,250 of 5,000 will be identified as not taking part in 3SVT.</li> <li>• 620 households will be provided one on one information, referral or application assistance to facilitate participation in 3SVT.</li> <li>• 62 of the 620 households Capstone will prepare an application for.</li> </ul>
<p><b>Target audience</b></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 in 3SVT but have questions or need help understanding or responding to program</p>

	<p>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>			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Direct Mail</u></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> quarter: Capstone will mail letters to inform 800 clients about 3SVT (availability, eligibility requirements, application procedures and benefits of) who are involved in Capstone tax preparation, crisis fuel or other programs who indicated that they were not receiving 3SVT benefits.</li> </ul> <p><u>Presentations &amp; Staffed Booths</u></p> <ul style="list-style-type: none"> <li>• Capstone will provide factual 3SVT information at staffed booths at two community events, one in the first quarter and one in the third quarter.</li> </ul>			

	<p><u>Displays &amp; Distributions of Factual 3SVT Informational Materials</u></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> &amp; 3<sup>rd</sup> 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.</li> <li>• During the grant term Capstone will increase 3SVT outreach to include home child care providers through their Child Care Food Assistance Program.</li> </ul> <p><u>3SVT Outreach to Farm to Family Participants</u></p> <ul style="list-style-type: none"> <li>• 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. Factual 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.</li> </ul> <p><u>Other</u></p> <p>During the grant term, all 3SVT 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.</p>
<b>Subrecipient</b>	Capstone Community Action
<b>Tax ID of Subrecipient</b>	Capstone 03-0216254
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<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>

<p><b>Evaluation</b></p>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 the 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 3SVT 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>

<p><b>Project Number 4</b></p>	<p><b>Champlain Valley Area Agency on Aging, Inc. (CVAA) a.k.a. Age Well - Community Based Outreach</b></p>
<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• While the rate of participation by eligible Vermonters in the 3SVT program is high compared to other states, participation by those age 60 and older 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.</li> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To increase the number of eligible Vermonters taking part in 3SVT.</li> <li>• 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</li> <li>• Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the Grant term.</li> </ul>

	<ul style="list-style-type: none"> <li>• At least 20% of the clients who are provided factual 3SVT information, referrals or application assistance by the subrecipient during the Grant term will apply for and receive 3SVT benefits.</li> <li>• At least 80% of the caseload targets and 90% of quantified targets will be reached.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 2,000 clients will be given factual 3SVT information by CVAA/Age Well (System for Award Management: SAM topic code 20k “Info Only” and Section C: Direct Education).</li> <li>• 500 of the 2,000 clients will apply for 3SVT with assistance from CVAA/Age Well (SAM topic code 20a “New APPL”).</li> <li>• 250 of the 500 clients who apply will be found eligible (SAM topic code 20c “APPL Approved”).</li> <li>• 750 clients will have an action taken by CVAA/Age Well on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j “Active Issue”).</li> <li>• 500 I &amp; A (Senior Helpline) clients will receive factual 3SVT information from CVAA during the grant term.</li> </ul>				
<b>Target audience</b>	<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>				
<b>Timeline</b>	<table border="1"> <tr> <td><b>Start</b></td> <td>Ongoing.</td> <td><b>End</b></td> <td>Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• 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.</li> </ul>				

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients.</li> <li>• Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older Vermonters currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility.</li> <li>• Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation.</li> <li>• Provide factual 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying factual 3SVT information to low income Vermonters.</li> <li>• Employ staff who will educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. 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.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Champlain Valley Area Agency on Aging, Inc. (CVAA)
<b>Tax ID of Subrecipient</b>	CVAA 22-2474636
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>

<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>
<b>Project Number 5</b>	<b>Central Vermont Council on Aging (CVCOA) - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• While the rate of participation by eligible Vermonters in the 3SVT program is high compared to other states, participation by those age 60 and older 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.</li> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To increase the number of eligible Vermonters taking part in 3SVT.</li> <li>• 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</li> </ul>

	<p>participation</p> <ul style="list-style-type: none"> <li>• Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the Grant term.</li> <li>• At least 20% of the clients who are provided factual 3SVT information, referrals or application assistance by the subrecipient during the Grant term will apply for and receive 3SVT benefits.</li> <li>• At least 80% of the caseload targets and 90% of quantified targets will be reached.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 745 clients will receive factual 3SVT information from CVCOA (SAM (System for Award Management) topic code 20k “Info Only” and Section C: Direct Education).</li> <li>• 200 of the 745 clients will apply for 3SVT with CVCOA’s assistance (SAM topic code 20a “New APPL”).</li> <li>• 115 of the 200 clients CVCOA will determine have applied and were found eligible (SAM topic code 20c “APPL Approved”).</li> <li>• 60 clients will have an action taken by CVCOA on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j “Active Issue”)</li> <li>• 255 I &amp; A contacts will receive factual 3SVT information from CVCOA during the grant term.</li> </ul>				
<p><b>Target audience</b></p>	<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>				
<p><b>Timeline</b></p>	<table border="1"> <tr> <td><b>Start</b></td> <td>Ongoing.</td> <td><b>End</b></td> <td>Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Inform older Vermonters with limited income and their family caregivers about factual 3SVT information and its application process, benefits, regulations, rights and responsibilities of recipients.</li> <li>• Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older Vermonters currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility.</li> </ul>				



	<ul style="list-style-type: none"> <li>• Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation.</li> <li>• Provide 3SVT factual information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT information to low income Vermonters.</li> <li>• Employ staff who will actively educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. 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.</li> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• 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</li> </ul>
<b>Subrecipient</b>	Central VT Council on Aging (CVCOA)
<b>Tax ID of Subrecipient</b>	CVCOA 03-276104
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>

<p><b>Evaluation</b></p>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>
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<p><b>Project Number</b> <b>6</b></p>	<p><b>Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach</b></p>
<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that</li> </ul>

	<p>referral.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 4,000 Households screened for 3SVT Participation.</li> <li>• 2,000 of the 3,000 will be identified as not currently taking part in 3SVT</li> <li>• 2,000 Households will be provided 1-1 information, referral or application help</li> <li>• 200 of the 2,000 households will receive application assistance from CVOEO</li> </ul>				
<b>Target audience</b>	<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>				
<b>Timeline</b>	<table border="1"> <tr> <td data-bbox="469 1062 574 1100"><b>Start</b></td> <td data-bbox="574 1062 919 1100">Ongoing.</td> <td data-bbox="919 1062 1024 1100"><b>End</b></td> <td data-bbox="1024 1062 1367 1100">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<b>Description of Activity</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• A 3SVT outreach worker will be available to assist clients</li> </ul>				

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 1<sup>st</sup> and 4<sup>th</sup> 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.

#### Direct Mail

- CVOEO will mail 3SVT informational packets to low income clients who may be eligible for 3SVT. CVOEO will reach at least ninety (90) households in the 1<sup>st</sup> and 2<sup>nd</sup> quarters and ninety (90) households in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- Twice per year, in the 2<sup>nd</sup> and 4<sup>th</sup> quarters, CVOEO will mail or email informational newsletters to approximately 4,000 households, informing them about 3SVT and updating them about changes.

#### Displays & Distribution of Factual Informational Materials

- CVOEO will display 120 3SVT 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.

#### Presentations & Staffed Booths

- 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 Three Day Stampede for Cystic Fibrosis (Bristol) for two days in July reaching 300.

#### Other

- CVOEO will continue to display a link on the CVOEO website homepage ([www.cvoeo.org](http://www.cvoeo.org)) to the [vermontfoodhelp.com](http://vermontfoodhelp.com) 3SVT website. The CVOEO website will post contact information for 3SVT workers from each of the offices.
- 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.
- Increase outreach to senior housing/senior commodity distribution sites to one visit each quarter.
- Participate in the Regional Hunger Council Meetings and establish & implement one new activity to reach food insecure Vermonters during FFY19. Other
- During the grant term, all 3SVT 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.

#### OUTREACH TARGETED TO HISPANIC OR NON-ENGLISH-SPEAKING AUDIENCES

When necessary, working with the Interpreter Referral Service at the Vermont Refugee Resettlement Program, CVOEO hires professional translators to assist Hispanic and other non-English speaking households with 3SVT applications. CVOEO makes written 3SVT materials available in Spanish, Bosnian and Vietnamese. FGICA has 3SVT information in Spanish posted at the main office. CCA works closely with the Association of Africans Living in Vermont (AALV) to help with translations for the many African refugees living in Burlington and Winooski. CCA also has staff members fluent in French and several African languages.

#### 3SQUARESVT OUTREACH TO FARM TO FAMILY PARTICIPANTS

Starting at the end of June, all applicants for Farm to Family

	<p>Coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised of 3SVT factual information i.e., 3SVT is a much larger, year-round nutrition program and of the current eligibility requirements. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as requested, 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 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.</p>
<b>Subrecipient</b>	Champlain Valley Office of Economic Opportunity (CVOEO)
<b>Tax ID of Subrecipient</b>	CVOEO 03-0216837
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<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>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT benefits.</p>

<b>Project Number</b> 7	<b>Groundworks Collaboration, Inc. - Community Based Outreach</b>			
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 60% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• At least 80% of the quantified targets will be reached.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 319 Households will be screened.</li> <li>• 110 of the 319 will be identified as non 3SVT HHLDs.</li> <li>• 214 to be provided one on one info, referral, APPL assistance.</li> <li>• 71 of the 214 Groundworks will prepare an application.</li> </ul>			
<b>Target audience</b>	<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>			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line</li> </ul>			

	<p>applications.</p> <ul style="list-style-type: none"> <li>• The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters.</li> <li>• 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.</li> <li>• 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 factual 3SVT information to the public.</li> <li>• 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.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Groundworks Collaborative, Inc.
<b>Tax ID of Subrecipient</b>	Groundworks 03-0267404
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	Groundwork’s private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the</p>



	<p>terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT benefits.</p>
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<b>Project Number 8</b>	<b>John Graham Emergency Shelter, Inc. - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 60% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 250 households to be screened to determine their 3SVT participation status.</li> <li>• 70 of the 250 will be identified as not currently taking part in 3SVT.</li> <li>• 165 households will be provided one on one information, referral or Application assistance.</li> <li>• 55 of the 165 JGES will prepare a 3SVT application.</li> </ul>
<b>Target audience</b>	<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</p>

	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.
<b>Timeline</b>	<b>Start</b> Ongoing. <b>End</b> Ongoing.
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• 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 factual 3SVT information to the public.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	John Graham Shelter
<b>Tax ID of Subrecipient</b>	John Graham Shelter 03-0275219
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	John Graham Shelter private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>

<p><b>Evaluation</b></p>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>
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<p><b>Project Number</b> <b>9</b></p>	<p><b>Northeast Kingdom Community Action (NEKCA) - Community Based Outreach</b></p>
<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• 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.</li> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached.</li> </ul>

	<p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 2,000 households will be screened to determine their 3SVT participation status.</li> <li>• 210 of the 2,000 will be identified as not currently taking part in 3SVT.</li> <li>• 400 households will be provided 1-1 information, referral or application assistance.</li> <li>• 40 of the 400 NEKCA will prepare a 3SVT application for.</li> </ul>				
<p><b>Target audience</b></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 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>				
<p><b>Timeline</b></p>	<table border="1"> <tr> <td data-bbox="461 804 574 848"><b>Start</b></td> <td data-bbox="574 804 919 848">Ongoing.</td> <td data-bbox="919 804 1024 848"><b>End</b></td> <td data-bbox="1024 804 1365 848">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 factual 3SVT information to the public.</li> <li>• 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.</li> </ul> <p><u>Presentations and Staffed Booths</u></p> <ul style="list-style-type: none"> <li>• NEKCA will staff a 3SVT table at two area farmers markets in the 4th quarter.</li> </ul>				

	<p><u>Displays and Distribution of Factual Informational Materials</u></p> <ul style="list-style-type: none"> <li>• 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 posterings will occur in the first quarter with a follow-up in the third quarter.</li> </ul> <p><u>3SVT Outreach to Farm To Family Participants</u></p> <ul style="list-style-type: none"> <li>• Starting at the end of June, all applicants for Farm to Family Coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised of 3SVT factual information i.e., 3SVT is a much larger, year-round nutrition program and of the current eligibility requirements. 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as requested, 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 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.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Northeast Kingdom Community Action (NEKCA).
<b>Tax ID of Subrecipient</b>	NEKCA 03-276709
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.

<b>Volunteers</b>	<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>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>

<b>Project Number 10</b>	<b>Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach</b>		
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To increase the number of eligible Vermonters taking part in 3SVT.</li> <li>• 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.</li> <li>• Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the grant term.</li> <li>• At least 20% of the clients who are provided factual 3SVT information, referrals or application assistance by the subrecipient during the grant term will apply for and receive 3SVT benefits.</li> <li>• At least 90% of the quantified targets and at least 80% of the caseload targets will be reached in the grant term.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 400 clients will receive factual 3SVT information from NEKCOA (SAM topic code 20k “Info Only” and Section C: Direct Education).</li> <li>• 150 clients of the 400 will apply for 3SVT with NEKCOA’s assistance (SAM topic code 20a “New APPL”).</li> <li>• 90 clients of the 110 NEKCOA will determine the client applied for 3SVT and was found eligible (SAM topic code 20c “APPL Approved”).</li> <li>• 200 clients will have an action taken by NEKCOA on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j “Active Issue”)</li> <li>• 230 I &amp; A contacts will receive factual 3SVT information from NEKCOA during the grant term.</li> </ul>		
<b>Target audience</b>	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.		
<b>Timeline</b>	<b>Start</b>   Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<ul style="list-style-type: none"> <li>• Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients.</li> </ul>		

- Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older Vermonters 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 factual 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying factual 3SVT information to low income Vermonters.
- Employ staff who will actively educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. 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 factual 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.

Other

- During the grant term, all 3SVT 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.
<b>Subrecipient</b>	Northeast Kingdom Council on Aging (NEKCOA)
<b>Tax ID of Subrecipient</b>	NEKCOA 03-0276709
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT benefits.</p> <p>The subrecipient 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>

<b>Project Number 11 – On Hiatus</b>	<b>Due to assigned numbers for projects leaving this line as a place Holder for the return of Project 11 in FFY20</b>
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<b>Project Number 12</b>	<b>Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach</b>			
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To increase the number of eligible Vermonters taking part in 3SVT.</li> <li>• 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.</li> <li>• Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the Grant term.</li> <li>• At least 20% of the clients who are provided factual 3SVT information, referrals or application assistance by the subrecipient during the Grant term will apply for and receive 3SVT benefits.</li> <li>• 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.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 1,500 clients will receive factual 3SVT information from COASEV (SAM topic code 20k “Info Only” and Section C: Direct Education).</li> <li>• 200 of the 1,500 will apply for 3SVT with COASEV’s assistance (topic code 20a “New Applications”).</li> <li>• 110 of the 200 COASEV will determine the client applied and was found eligible (topic code 20c “APPL Approved”).</li> <li>• 350 clients will have an action taken by COASEV on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j “Active Issue”).</li> <li>• 750 I&amp;A (Information and Assistance) contacts will receive 3SVT Information from COASEV during the grant term.</li> </ul>			
<b>Target audience</b>	<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, Granville, Hancock, Pittsfield and Winhall.</p>			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.

<b>Description of Activity</b>	<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"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> <li>• Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients.</li> <li>• Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older Vermonters currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility.</li> <li>• Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation.</li> <li>• Provide factual 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying factual 3SVT information to low income Vermonters.</li> <li>• Employ staff who will actively educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. 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.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Council on Aging for Southeastern VT (COASEV)
<b>Tax ID of Subrecipient</b>	COASEV 22-2738766

<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>

<b>Project Number 13</b>	<b>Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach</b>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• A referral outcome survey will indicate that at least 30% of</li> </ul>

	<p>the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before.</p> <ul style="list-style-type: none"> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 1,800 households will be screened to determine their 3SVT participation status.</li> <li>• 500 of the 1800 will be identified as not currently taking part in 3SVT.</li> <li>• 660 households will be provided 1-1 factual 3SVT information, referral or application assistance.</li> <li>• 100 of the 660 SEVCA will prepare a 3SVT application.</li> </ul>				
<p><b>Target audience</b></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 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>				
<p><b>Timeline</b></p>	<table border="1"> <tr> <td data-bbox="462 1388 570 1472"><b>Start</b></td> <td data-bbox="570 1388 919 1472">Ongoing</td> <td data-bbox="919 1388 1019 1472"><b>End</b></td> <td data-bbox="1019 1388 1367 1472">Ongoing</td> </tr> </table>	<b>Start</b>	Ongoing	<b>End</b>	Ongoing
<b>Start</b>	Ongoing	<b>End</b>	Ongoing		
<p><b>Description of Activity</b></p>	<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"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line</li> </ul>				

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 factual 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.

Direct Mail:

- SEVCA will coordinate with the Winston Prouty Center in Brattleboro (150 people) and the Bugbee Senior Center (1,500 people) in White River Junction to include factual 3SVT informational material in their newsletters twice a year. This should reach an additional audience of (1,650) 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 (1,200 people), Parks Place and HeadStart Windsor County, to get factual 3SVT information out to their populations. These mailings would happen in the second and fourth quarter.

Presentations and Staffed Booths:

- In the fourth quarter, SEVCA will have a booth that provides factual 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 at area farmers' markets on at least three separate occasions in the SEVCA catchment area.
- 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.

Displays and Distribution of Informational Materials:

- 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. SEVCA will have representation at 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 factual 3SVT information to the public. The subrecipient will use their Facebook page to disseminate factual 3SVT information and will send a highlighted message about factual 3SVT information in their e-newsletter two times per year (during separate quarters). SEVCA will use other free methods such as Front Porch Forum to raise public awareness about 3SVT within their catchment area.
- During the grant term, all 3SVT 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.

3SVT Outreach to Farm to Family Participants:

- 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. Factual 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 to discuss a client's potential 3SVT eligibility in detail and help prepare the 3SVT application. This type of 3SVT informational 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. SEVCA will add an additional Farmer’s Market when conducting 3SVT outreach during FFY19.

Other:

- SEVCA will coordinate an effort to ensure that whenever SEVCA is tabling at or otherwise participating in an event, 3SVT info gets included in that activity; e.g., in Agency-wide, Weatherization, Head Start or Economic Development program outreach efforts).
- During the grant term, all 3SVT 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.
<b>Subrecipient</b>	Southeastern Vermont Community Action, Inc. (SEVCA)
<b>Tax ID of Subrecipient</b>	SEVCA 03-0216740
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT Recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>

<b>Project Number 14</b>	<b>Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Participation in 3SVT by those age 60 or older remains relatively low this Grant is to increase and facilitate participation in the program by older Vermonters.</li> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To increase the number of eligible Vermonters taking part in 3SVT.</li> <li>• To facilitate participation in the program by advising low income people how the program operates or helping them with</li> </ul>



	<p>the application process or other documentation required for participation.</p> <ul style="list-style-type: none"> <li>• Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the grant term.</li> <li>• At least 20% of the clients who are provided factual 3SVT information, referrals or application assistance by the subrecipient during the grant term will apply for and receive 3SVT benefits.</li> <li>• At least 90% of the quantified targets and at least 80% of the caseload targets will be reached during the grant term.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 1,000 clients will be given 3SVT “Info Only” (SAM topic code 20k “Info Only” and Section C: Direct Education).</li> <li>• 400 of the 1,000 clients will be helped to apply for benefits “New Applications” (SAM topic code 20a “New APPL”).</li> <li>• 200 of the 400 clients will apply and be found eligible “APPL Approved” (SAM topic code 20c “APPL Approved”).</li> <li>• 500 clients will have an action taken on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j “Active Issue”).</li> <li>• 290 contacts who receive I &amp; A from SVCOA will receive factual 3SVT information from SVCOA during the grant term.</li> </ul>				
<b>Target audience</b>	<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>				
<b>Timeline</b>	<table border="1"> <tr> <td><b>Start</b></td> <td>Ongoing.</td> <td><b>End</b></td> <td>Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• 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.</li> </ul>				

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 factual 3SVT information to the public.</li> <li>• Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients.</li> <li>• Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist older Vermonters currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility.</li> <li>• Help clients with the 3SVT application forms or process, including help obtaining verification that maybe necessary for 3SVT participation.</li> <li>• Provide factual 3SVT information at senior centers, senior meal sites, senior housing, or other venues for conveying factual 3SVT information to low income Vermonters.</li> <li>• Employ staff who will actively educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. 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.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Southwestern Vermont Council on Aging, Inc. (SVCOA)
<b>Tax ID of Subrecipient</b>	SVCOA 03-0273983
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.

<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>

<b>Project Number 15</b>	<b>Vermont Foodbank, Inc. (VFB) - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of the 3SVT and how interested people may learn more or take part.</li> <li>• To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY-19.</li> <li>• A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the</li> </ul>

	<p>subrecipient had never taken part in the program before.</p> <ul style="list-style-type: none"> <li>• A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 3,000 households will be screened to determine their 3SVT participation status.</li> <li>• 510 households will be identified as not currently taking part in 3SVT.</li> <li>• 3,000 households/clients will be provided 1-1 information, referral or application assistance.</li> <li>• 225 of the 3,000 households VFB will prepare a 3SVT application.</li> <li>• 150 people will receive factual 3SVT information via VFB’s text program.</li> </ul>				
<b>Target audience</b>	<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 certain targeted community sites plus outreach services aimed at network partners statewide.</p>				
<b>Timeline</b>	<table border="1"> <tr> <td data-bbox="461 1346 570 1430"><b>Start</b></td> <td data-bbox="570 1346 919 1430">Ongoing.</td> <td data-bbox="919 1346 1019 1430"><b>End</b></td> <td data-bbox="1019 1346 1377 1430">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <ul style="list-style-type: none"> <li>• Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.</li> <li>• Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.</li> <li>• Help clients fill out and submit 3SVT paper or on-line applications.</li> <li>• Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the</li> </ul>				

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.

#### Direct Service Locations

- The VFB 3SVT outreach staff will be available to provide factual 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).
- VFB will create and display 3SVT posters in 12 different locations to promote dates/times that the outreach staff will be stationed at the designated VFB network partner food shelves, meal sites or other community partners or public events.
- The outreach staff will provide similar direct client assistance at community 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 staff will coordinate with other 3SVT Outreach agencies to assure VFB does not duplicate other efforts funded by the state plan.

#### Direct Mail

- In the 1st quarter, VFB will include a blog article on the VFB website (average monthly readership of 12,000 views) informing readers of VFB 3SVT outreach practices along with contact information for inquiries and questions.
- In the 1st quarter VFB will also initiate a mailing to area school staff currently participating in VFB's Back Pack 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 30 schools.
- In the 2nd quarter, VFB will send a targeted 3SVT mailing to agencies in the Bellows Falls region, and then follow up and provide outreach services to interested agencies.
- In the 3<sup>rd</sup> quarter, VFB will include a follow up blog article on the VFB website (average monthly readership of 12,000 views) with 3SVT impact stories.

- In the 4<sup>th</sup> quarter, VFB will initiate a mailing to counselors and other staff at Vermont colleges with the goal of increasing understanding about college student eligibility and offering VFB outreach services in order to increase participation in 3SVT by eligible food insecure college student. Colleges targeted will include University of Vermont, Community College of Vermont, Champlain College, Northern Vermont University, and others as identified. VFB will offer 3SVT outreach activities tailored to the specific needs of varying college campuses, staff, and student populations. Activities may include presentations to student groups, tabling on campus, distribution of 3SVT materials at campus pantries, or provide one on one application assistance.
- VFB will consistently correspond with all new and denied CSFP clients to offer factual 3SVT information as well as VFB 3SVT toll-free helpline number. Letters will be followed up with phone calls.
- VFB will post on Facebook factual 3SVT information to an audience of 10,000 Facebook followers at least once each quarter.

#### Presentations & Staffed Booths

- 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. One of the four presentations will focus on outreach to older Vermonters. 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 four events, including the VFB annual conference during the 3<sup>rd</sup> 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.

#### Displays & Distribution of Factual 3SVT Informational Materials

- 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

	<p>recruits more organizations.</p> <ul style="list-style-type: none"> <li>• VFB will insert a 3SVT flyer targeted to older Vermonters into 2,400 CSFP boxes (2nd quarter).</li> <li>• VFB will insert a 3SVT flyer in 400 Pack to Give Back Thanksgiving Boxes distributed through the VFB (1st quarter).</li> <li>• VFB will insert a 3SVT flyer targeted to families into 1,100 school bags participating in their Back Pack program (3rd Quarter).</li> <li>• The VFB Outreach Manager will utilize the DCF/ESD online application for 3SVT as much as possible.</li> <li>• VFB will help to convene and participate in the older Vermonters Nutrition Coalition in order to identify new methods and partnerships for informing and assisting older clients with 3SVT.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT 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.</li> </ul>
<b>Subrecipient</b>	Vermont Food Bank, Inc.
<b>Tax ID of Subrecipient</b>	Vermont Food Bank, Inc. 22-3021942
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, VFB private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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 subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit</p>

	<p>during the FFY and will conduct additional on-site reviews if performance levels appear to differ significantly from those expected for the grant 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 3SVT 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>
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<b>Project Number</b> <b>16</b>	<b>3SVT Administration Project</b>		
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To strengthen public awareness of 3SVT and to inform low income households about the availability, eligibility requirements, application procedures and benefits of 3SVT.</li> <li>• To reduce food insecurity in VT by increasing the number of eligible Vermonters taking part in 3SVT.</li> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY19.</li> <li>• Statewide older Vermonter participation will exceed 17,000 individuals during FFY19.</li> <li>• 100,000 Rack Cards will be distributed to food insecure Vermonters during FFY19.</li> <li>• 15,000 Posters will be distributed to intermediary sites such as (but not limited to): doctor’s offices including primary care, physical therapy and podiatry, dentist offices, adult daycare providers, and hospitals i.e., social worker and various other clinics.</li> <li>• To provide the tools and technical assistance necessary for projects to expand goals and service delivery to food insecure Vermonters</li> </ul>		
<b>Target audience</b>	The most critical target populations are community partners/projects (as outlined above); low income nonparticipating Vermonters who may qualify for 3SVT and those who may already be taking part in 3SVT. Federal, State and local Administrators.		
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b> Ongoing.
<b>Description of Activity</b>	<i>Provide a description of the activity and how it will be implemented.</i>		



	<ul style="list-style-type: none"> <li>• Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines.</li> <li>• Create, implement and monitor a 3SVT Statewide Outreach Budget.</li> <li>• Facilitate/develop partnership building and networking opportunities.</li> <li>• Provide the necessary tools and technical assistance to community partner/projects, including Rack Cards so they may provide factual 3SVT information to Vermonters in a non-persuasive manner.</li> <li>• Provide technical assistance and support to partners/projects to help them find ways to help Vermonters learn about the availability of 3SVT, the eligibility requirements, application procedures and benefits of 3SVT so they can make an informed decision about whether to apply and if requested the partner/project can assist in the application process in a non-persuasive manner.</li> <li>• Oversight and monitoring of a grant/contract for a statewide DCF 3SVT social marketing campaign.</li> <li>• Oversight of the costs, contracting, development, production, shipping and handling of 100,000 rack cards targeted to food insecure Vermonters and 15,000 posters for intermediary sites.</li> <li>• Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above).</li> <li>• The State of Vermont will continue to contract with an entity during FFY19 to continue a Social Media Marketing Campaign through Google Search and Google Display. Objectives include: 1) help older Vermonters to access benefits when they are looking for assistance and 2) increase visits to the 3SVT website which provides benefit information.</li> </ul> <p>Geographic: Vermont Statewide  Demographics: Primary - Adults 60 and older who may be searching for food assistance  Secondary - Adults 35-54 who may offer help to older adults/relatives  Destination:  <a href="http://dcf.vermont.gov/benefits/3SquaresVT/60plus">http://dcf.vermont.gov/benefits/3SquaresVT/60plus</a></p>
<b>Subrecipient</b>	3SVT Administrative Project
<b>Tax ID of Subrecipient</b>	State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264
<b>Role of the Subrecipient</b>	Administrator.

<b>Role of State agency</b>	Administrator.
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<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"> <li>• At the federal level the USDA and FNS review and conduct audits at their discretion.</li> <li>• The State of Vermont business office review and conduct audits at their discretion.</li> <li>• Data points to capture whether a Vermonter is found eligible or denied 3SVT are reported quarterly by partner/projects within the required deliverables documenting reasonable, allowable and necessary 3SVT Outreach activities.</li> <li>• Annual site visits with <u>all</u> partners/projects to address gaps, opportunities and program effectiveness.</li> <li>• The Statewide goal of 80,000 Vermonters receiving 3SVT in some amount will be reached.</li> <li>• The Statewide goal of 17,000 older Vermonters will be receiving 3SVT in some denomination during the grant term will be achieved.</li> <li>• The ongoing review of grant requirements, project progress as documented within quarterly reports and deliverables and across years.</li> <li>• The ongoing review of quarterly deliverables received from all projects/partners including quarterly reports and deliverables as required by grant agreements and within USDA/FNS guidelines.</li> <li>• Positive reporting on Timesheets for personnel associated with this project to document hours related to 3SVT Outreach administration.</li> <li>• Annual review of the State Plan and State’s Final Narrative by FNS</li> <li>• Annual Review by the State of VT of the projects 3SVT Final Narratives i.e., accomplishments, major challenges and solutions developed and evaluation methodology and findings</li> <li>• Customer feedback on the messaging for rack cards and posters.</li> <li>• Corrective Action Plans will be implemented in situations where the projects/partners are out of compliance with the</li> </ul>

requirements of the grant agreement for accuracy or for providing quarterly deliverables by the due date.

## **5. Outreach Project Staffing Details**

### **Project Staffing Table:**

Statewide there are 139 positions making up 16.44 FTEs that are a part of the State of Vermont's Outreach plan (see chart below). See attached *Statewide FFY19 Project Summary* for each project's staffing detail and a complete breakdown by project of position titles, FTE, salary, outreach salary, benefit rate, outreach benefits, a combined grand total by position for outreach salary and benefit rates. Some projects have also included descriptions of the roles for positions working on 3SVT Outreach. Each project's staffing detail lists only positions participating in 3SVT Outreach and time studies.

### **Statewide Staffing Table**

See *Checks and Balances* Tab in attached *Statewide FFY19 Project Summary* and please note: the Budget to Staffing Detail is off by \$.36 as a result of the following:

- A) \$.35 due to CVAA rounding down to meet state of Vermont level funding criteria. See CVAA Staffing Detail and Budget Narrative for details.
- B) \$.01 due to rounding from 5 places after the decimal to 2 places after the decimal based on FNS guidance.

			(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Project No.	Staff Person Title	Initials of Staff Person	FTE Outreach - (based on 40hr/week 52 wks/year=2080 hr/annual)	Salary	Outreach Salary	Benefits Rate	Outreach Benefits	Total
1	Food Security Manager	DT	0.75	\$45,603.06	\$34,202.30	0.25	\$8,550.57	\$42,752.87
1	Food Security Specialist	PM	0.87	\$35,071.62	\$30,670.13	0.25	\$7,667.53	\$38,337.66
1	Food Security Specialist	To Be Hired	0.95	\$34,680.02	\$32,939.08	0.25	\$8,234.77	\$41,173.85
1	Advocacy & Education Director	FC	0.24	\$58,950.45	\$14,148.11	0.25	\$3,537.03	\$17,685.14
1	Development & Communications Director	AD	0.11	\$62,177.44	\$6,839.55	0.25	\$1,709.89	\$8,549.44
1	Operations Director	GS	0.06	\$55,745.85	\$3,345.19	0.25	\$836.30	\$4,181.49
1	Executive Director	AH	0.14	\$81,876.62	\$11,462.73	0.25	\$2,865.68	\$14,328.41
2	Community Services Outreach Specialist 1	SP	0.22	\$44,034.24	\$9,526.64	0.44	\$4,179.93	\$13,706.57
2	Community Services Outreach Specialist 2	EE	0.01	\$60,115.74	\$722.55	0.44	\$317.03	\$1,039.57
2	Community Services Outreach Specialist 3	MH	0.06	\$34,278.40	\$2,060.00	0.44	\$903.85	\$2,963.85
2	Community Services Outreach Specialist 4	Jenny	0.16	\$32,136.00	\$5,005.80	0.44	\$2,196.36	\$7,202.16

2	Community Services Outreach Specialist 5	MS	0.08	\$43,190.78	\$3,530.02	0.44	\$1,548.84	\$5,078.85
3	Program Manager - Barre	JE	0.13	\$48,443.20	\$6,055.40	0.35	\$2,113.94	\$8,169.34
3	CRC/Energy Specialist - Morrisville	EW	0.10	\$42,390.40	\$4,239.04	0.35	\$1,479.85	\$5,718.89
3	Energy Specialist - Randolph/Bradford	ES	0.05	\$34,798.40	\$1,739.92	0.35	\$607.41	\$2,347.33
3	Energy Programs Coordinator - Barre	SR	0.18	\$44,824.00	\$7,844.20	0.35	\$2,738.41	\$10,582.61
4	Supervisor Care & Service Coordination	M	0.03	\$60,388.64	\$1,683.73	0.28	\$463.04	\$2,146.77
4	Supervisor Care & Service Coordination	Open	0.03	\$57,200.00	\$1,594.83	0.28	\$438.59	\$2,033.42
4	Care & Service Coordination - Complex Care	A	0.02	\$51,255.10	\$952.31	0.28	\$261.89	\$1,214.21
4	Care & Service Coordination - Complex Care	R	0.02	\$45,186.70	\$839.56	0.28	\$230.89	\$1,070.45
4	Care & Service Coordination - Complex Care	T	0.02	\$43,922.32	\$816.07	0.28	\$224.43	\$1,040.50
4	Care & Service Coordination - Options Counselors	S	0.06	\$38,443.34	\$2,465.19	0.28	\$677.94	\$3,143.14
4	Care & Service Coordination 1	A	0.03	\$37,764.48	\$953.93	0.28	\$262.34	\$1,216.27
4	Care & Service Coordination 2	B	0.03	\$58,320.60	\$1,473.18	0.28	\$405.13	\$1,878.31
4	Care & Service Coordination 3	B	0.03	\$22,276.80	\$562.71	0.28	\$154.75	\$717.46
4	Care & Service Coordination 4	C	0.03	\$37,397.62	\$944.66	0.28	\$259.79	\$1,204.45
4	Care & Service Coordination 5	T	0.03	\$43,740.58	\$1,104.89	0.28	\$303.85	\$1,408.74
4	Care & Service Coordination 6	G	0.03	\$42,328.52	\$1,069.22	0.28	\$294.04	\$1,363.26
4	Care & Service Coordination 7	G	0.03	\$58,320.60	\$1,473.18	0.28	\$405.13	\$1,878.31
4	Care & Service Coordination 8	L	0.03	\$37,562.20	\$948.82	0.28	\$260.93	\$1,209.75
4	Care & Service Coordination 9	L	0.03	\$37,350.82	\$943.48	0.28	\$259.46	\$1,202.95
4	Care & Service Coordination 10	MR	0.03	\$40,310.40	\$1,018.24	0.28	\$280.02	\$1,298.26
4	Care & Service Coordination 11	N	0.03	\$40,310.40	\$1,018.24	0.28	\$280.02	\$1,298.26
4	Care & Service Coordination 12	O'B	0.03	\$39,299.00	\$992.69	0.28	\$273.00	\$1,265.69
4	Care & Service Coordination 13	R	0.03	\$39,073.32	\$986.99	0.28	\$271.43	\$1,258.42
4	Care & Service Coordination 14	S	0.03	\$33,955.48	\$857.72	0.28	\$235.88	\$1,093.59
4	Care & Service Coordination 15	S	0.03	\$50,270.48	\$1,269.83	0.28	\$349.21	\$1,619.04
4	Care & Service Coordination 16	N	0.03	\$45,809.14	\$1,157.14	0.28	\$318.22	\$1,475.36
4	Care & Service Coordination WBC 1	VB	0.39	\$22,679.80	\$8,767.92	0.28	\$2,411.24	\$11,179.16
4	Care & Service Coordination WBC 2	F	0.39	\$39,753.22	\$15,368.44	0.28	\$4,226.43	\$19,594.87
4	Care & Service Coordination WBC 3	G	0.39	\$33,788.04	\$13,062.33	0.28	\$3,592.23	\$16,654.55
4	I & A Staff 1	B	0.09	\$43,740.58	\$3,810.68	0.28	\$1,047.96	\$4,858.64
4	I & A Staff 2	C	0.09	\$38,454.78	\$3,350.34	0.28	\$921.37	\$4,271.70

4	I & A Staff 3	P	0.09	\$41,349.10	\$3,602.50	0.28	\$990.71	\$4,593.22
4	I&A Staff 4	T	0.09	\$38,570.74	\$3,360.44	0.28	\$924.14	\$4,284.59
5	Case Manager 1	BT	0.04	\$39,800.00	\$1,655.68	0.34	\$562.10	\$2,217.78
5	Case Manager 2	MT	0.07	\$38,900.00	\$2,738.56	0.34	\$929.74	\$3,668.30
5	Case Manager 3	LM	0.03	\$31,800.00	\$817.26	0.34	\$277.46	\$1,094.72
5	Case Manager 4	WC	0.07	\$47,000.00	\$3,266.50	0.34	\$1,108.98	\$4,375.48
5	Case Manager 5	MB	0.04	\$41,800.00	\$1,755.60	0.34	\$596.03	\$2,351.63
5	Case Manager 6	PWR	0.03	\$51,300.00	\$1,713.42	0.34	\$581.71	\$2,295.13
5	Case Manager 8	CR	0.01	\$35,400.00	\$453.12	0.34	\$153.83	\$606.95
5	Case Manager 9	KE	0.15	\$48,400.00	\$7,472.96	0.34	\$2,537.07	\$10,010.03
5	Case Manager 10	KS	0.15	\$49,800.00	\$7,524.78	0.34	\$2,554.66	\$10,079.44
5	Information and Assistance 1	EH	0.11	\$43,005.00	\$4,881.07	0.34	\$1,657.12	\$6,538.19
5	Information and Assistance 2	SW	0.06	\$39,500.00	\$2,484.55	0.34	\$843.50	\$3,328.05
5	Information and Assistance 3	SD	0.03	\$38,900.00	\$1,023.07	0.34	\$347.33	\$1,370.40
5	Information and Assistance 4	CS	0.17	\$48,400.00	\$8,465.16	0.34	\$2,873.92	\$11,339.08
5	Information and Assistance 4	CM	0.03	\$48,400.00	\$1,306.80	0.34	\$443.66	\$1,750.46
6	Director - CCA	TP	0.17	\$60,290.88	\$10,145.10	0.41	\$4,110.79	\$14,255.89
6	Associate Director - CCA	SK	0.15	\$49,393.76	\$7,171.59	0.41	\$2,905.93	\$10,077.52
6	Director - ACA	KH	0.10	\$53,691.04	\$5,291.67	0.41	\$2,144.18	\$7,435.85
6	Community Service Worker (CSW) - ACA 1	DG	0.14	\$42,016.00	\$5,959.00	0.41	\$2,414.59	\$8,373.59
6	Community Service Worker (CSW) - ACA 2	DR	0.17	\$42,016.00	\$7,171.00	0.41	\$2,905.69	\$10,076.69
6	Director - CEFS	RM	0.06	\$80,739.36	\$5,046.21	0.41	\$2,044.72	\$7,090.93
6	Community Service Worker CEFS - 1	EA	0.14	\$42,016.00	\$6,060.00	0.41	\$2,455.51	\$8,515.51
6	Community Service Worker CEFS - 2	MH	0.11	\$42,016.00	\$4,747.00	0.41	\$1,923.48	\$6,670.48
6	Director - FGICA	RO	0.11	\$52,164.32	\$5,517.38	0.41	\$2,235.64	\$7,753.02
6	Community Service Worker FGICA - 1	JJ	0.11	\$42,016.00	\$4,545.00	0.41	\$1,841.63	\$6,386.63
6	Community Service Worker FGICA - 2	TA	0.13	\$41,184.00	\$5,544.00	0.41	\$2,246.43	\$7,790.43
7	Shelter Director	VG	0.03	\$42,000.00	\$1,260.00	0.35	\$435.19	\$1,695.19
7	Shelter Case Manager	JS	0.03	\$36,000.00	\$1,080.00	0.11	\$122.12	\$1,202.12
7	Day Shelter Coordinator	KaShr	0.05	\$40,000.00	\$2,000.00	0.22	\$447.92	\$2,447.92
7	Resource Coordinator	KaSho	0.05	\$33,779.20	\$1,688.96	0.47	\$795.50	\$2,484.46
7	Foodshelf Coordinator	RG	0.05	\$39,522.07	\$1,864.94	0.40	\$742.77	\$2,607.71
8	Senior Case Manager	PK	0.16	\$49,920.00	\$7,764.06	0.34	\$2,602.95	\$10,367.00
9	Associate Director of Outreach	DG	0.27	\$41,600.00	\$11,419.99	0.48	\$5,435.92	\$16,855.91
9	Outreach Coordinator	TL	0.08	\$33,883.00	\$2,541.23	0.48	\$1,209.62	\$3,750.85
10	Case Manager	HB	0.05	\$35,499.57	\$1,846.36	0.44	\$806.49	\$2,652.86
10	Case Manager	KE	0.05	\$39,998.61	\$2,080.36	0.44	\$908.70	\$2,989.07

10	Case Manager	CG	0.05	\$36,074.80	\$1,876.28	0.44	\$819.56	\$2,695.84
10	Case Manager	LL	0.05	\$35,499.57	\$1,846.36	0.44	\$806.49	\$2,652.86
10	Case Manager	LG	0.05	\$45,740.24	\$2,378.99	0.44	\$1,039.14	\$3,418.13
10	Case Manager	FW	0.05	\$31,949.61	\$1,661.73	0.44	\$725.84	\$2,387.57
10	Case Manager	LW	0.05	\$35,499.57	\$1,846.36	0.44	\$806.49	\$2,652.86
10	Director Case Manager	DR	0.05	\$53,602.85	\$2,787.93	0.44	\$1,217.77	\$4,005.70
10	I&A Spec ST J	KR	0.12	\$36,227.98	\$4,183.77	0.44	\$1,827.47	\$6,011.24
10	I&A Specialist Newport	DM	0.12	\$27,388.44	\$3,162.94	0.44	\$1,381.57	\$4,544.51
10	Options Counselor	JD	0.09	\$32,114.58	\$2,784.68	0.44	\$1,216.35	\$4,001.03
10	Options Counselor	RM	0.09	\$27,045.66	\$2,345.15	0.44	\$1,024.36	\$3,369.51
12	3 square	BP	0.63	\$17,107.06	\$10,798.24	0.35	\$3,782.62	\$14,580.86
12	Case Management Supervisor	GH	0.03	\$67,271.36	\$1,862.11	0.35	\$652.30	\$2,514.41
12	Case Manager	AE	0.03	\$36,403.66	\$1,253.33	0.35	\$439.04	\$1,692.37
12	Case Manager	PH	0.01	\$47,760.52	\$447.26	0.35	\$156.67	\$603.93
12	Case Manager	MH	0.03	\$42,076.74	\$1,448.65	0.35	\$507.46	\$1,956.11
12	Case Manager	CM	0.03	\$43,255.06	\$1,379.01	0.35	\$483.07	\$1,862.08
12	Case Manager	BF	0.02	\$34,946.83	\$774.84	0.35	\$271.43	\$1,046.27
12	Case Manager	CP	0.14	\$50,517.79	\$7,061.40	0.35	\$2,473.61	\$9,535.00
12	Case Manager	EB	0.03	\$39,677.42	\$1,366.04	0.35	\$478.52	\$1,844.56
12	Comm. Outreach Spec.	KA	0.03	\$24,825.06	\$854.69	0.35	\$299.40	\$1,154.09
12	Director Comm Relations	JE	0.01	\$40,705.60	\$560.58	0.35	\$196.37	\$756.95
12	I & A Spec	MS	0.07	\$47,968.34	\$3,441.70	0.35	\$1,205.63	\$4,647.32
12	I & A Spec	AC	0.07	\$37,513.42	\$2,583.07	0.35	\$904.85	\$3,487.92
12	I & A Spec	HF	0.09	\$38,370.38	\$3,424.14	0.35	\$1,199.48	\$4,623.61
12	Nutrition Contract Coord	CW	0.03	\$44,990.40	\$1,548.96	0.35	\$542.60	\$2,091.56
13	Family Services Director	PB	0.09	\$59,635.00	\$5,516.00	0.12	\$658.00	\$6,174.00
13	Family Services Worker 1	RG	0.12	\$35,048.00	\$4,031.00	0.13	\$528.00	\$4,559.00
13	Family Services Worker 2	ES	0.12	\$35,651.00	\$4,100.00	0.13	\$537.00	\$4,637.00
13	Family Services Worker 3	JS	0.11	\$35,360.00	\$4,066.00	0.13	\$533.00	\$4,599.00
13	Family Services Worker 4	ST	0.11	\$35,880.00	\$4,126.00	0.13	\$541.00	\$4,667.00
13	Family Services Worker 5	EP	0.10	\$41,766.00	\$4,156.00	0.13	\$545.00	\$4,701.00
14	3 Squares/wellness	AT	0.01	\$34,299.82	\$449.70	0.36	\$162.43	\$612.13
14	3SQUARES	DW	0.44	\$9,715.78	\$4,246.05	0.36	\$1,533.67	\$5,779.73
14	CASE MGMT MGR	JP	0.04	\$50,882.00	\$2,223.68	0.36	\$803.19	\$3,026.87
14	CASE MGMT MGR	DM	0.04	\$55,359.62	\$2,419.36	0.36	\$873.87	\$3,293.23
14	CASE MGR	SB	0.04	\$49,207.05	\$2,150.48	0.36	\$776.75	\$2,927.23
14	CASE MGR	KC	0.01	\$36,099.44	\$473.29	0.36	\$170.95	\$644.25
14	CASE MGR	KC	0.04	\$41,665.40	\$1,820.89	0.36	\$657.70	\$2,478.59
14	CASE MGR	VP	0.04	\$33,185.78	\$1,450.31	0.36	\$523.85	\$1,974.16

14	CASE MGR	EF	0.04	\$33,078.66	\$1,445.62	0.36	\$522.16	\$1,967.78
14	CASE MGR	Vacant	0.04	\$33,163.18	\$1,449.32	0.36	\$523.49	\$1,972.81
14	CASE MGR	SL	0.04	\$42,824.43	\$1,871.54	0.36	\$676.00	\$2,547.54
14	CASE MGR	RM	0.01	\$33,849.92	\$443.80	0.36	\$160.30	\$604.10
14	CASE MGR	VP	0.02	\$32,543.06	\$568.89	0.36	\$205.48	\$774.37
14	CASE MGR	GWB	0.04	\$36,952.12	\$1,614.90	0.36	\$583.30	\$2,198.21
14	CASE MGR	CL	0.22	\$49,210.93	\$10,753.24	0.36	\$3,884.07	\$14,637.30
14	CASE MGR	NE	0.02	\$33,185.78	\$580.12	0.36	\$209.54	\$789.66
14	DATA MGR	JH	0.04	\$19,431.57	\$849.21	0.36	\$306.73	\$1,155.95
14	DEV & COMMUN. Manager	CA	0.22	\$49,896.50	\$10,903.04	0.36	\$3,938.18	\$14,841.22
14	I & A	LD	0.04	\$16,507.19	\$721.41	0.36	\$260.57	\$981.98
14	I & A	MM	0.02	\$35,199.63	\$615.33	0.36	\$222.26	\$837.58
14	Registered Nurse	SB	0.04	\$62,922.29	\$2,749.87	0.36	\$993.25	\$3,743.12
14	I & A	CA	0.01	\$43,726.38	\$573.29	0.36	\$207.07	\$780.36
14	Nutrition dir	CA	0.02	\$49,896.50	\$872.24	0.36	\$315.05	\$1,187.30
15	3SquaresVT Outreach Coordinator	FL	0.95	\$37,492.00	\$35,617.40	0.14	\$4,889.56	\$40,506.96
15	Senior and Adult Programs Manager	EC	0.92	\$56,650.00	\$52,118.00	0.50	\$26,039.72	\$78,157.72
16	Benefit Program Administrator	AC	0.05	\$74,006.40	\$3,700.32	0.33	\$1,232.10	\$4,932.42
16	Benefit Program Assistant Administrator - 1	LC	0.7	\$77,875.20	\$54,512.64	0.27	\$14,834.52	\$69,347.16
16	Benefit Program Assistant Administrator - 2	JB	0.25	\$60,844.78	\$15,211.20	0.29	\$4,425.70	\$19,636.89
	139 People		<b>16.44005</b>					<b>\$923,606.58</b>

Please note: this is embedded within the attached Excel Workbook: *Statewide FFY19 3SVT Project Summary* under tab *StatewideStaffingDetail*.

## **6. Outreach Project Budget Details and Narratives**

### **Outreach Project Budget Details**

Please see Attachments. Each project has their own budget detail and corresponding Budget Narrative. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS. Please see attached Excel Workbook: *Statewide FFY19 Project Summary* for all projects Budget Details.

### **Project Budget Narrative/Justification Overview:**

Any dollar amounts identified in the project budget narratives and in this plan reflect the total amount budgeted and anticipates a 50% reimbursement from the federal government. All subrecipients listed in the plan operate under executed grant agreements with the State agency to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash

and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS.

The state plan budget is for the second year (FFY 19) of a three-year Outreach Plan and does not include 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 which is prohibited by FNS. This plan provides only budget data for the second year of the three-year plan (FFY19) because the availability of nonfederal reimbursement funds, or how costs may be apportioned among line items, cannot be predicted years in advance.

Please note: All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS. 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 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.

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 and FNS upon request. 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. Please see individual project budget narratives embedded within the Excel workbook entitled: *Statewide FFY19 Project Summary* for further details.

### **Budget Narrative/Justification by Project:**

The state of Vermont holds executed grant agreements with 14 partner organizations (projects 1-10 and 12-15). Project 11 has decided to take a year off from 3SVT Outreach but does plan to return as a partner in FFY20. The *project 11* identifier is being retained for this project’s return. FFY19 Grant agreements are available to FNS for review, upon request. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS.



Additionally, Project 16 (was project 3 in FFY18 3SVT Amended State Outreach Plan): 3SVT Administration Project has been expanded to allow for the State of Vermont's administrative costs for the coordination, monitoring, oversight, management and technical assistance provided to partners/projects for the 3SVT Outreach Program. Additionally, the 3SVT Administration budget includes the development, production, shipping and handling of 100,000 rack cards and 15,000 posters that are planned for distribution in the catchment areas of external outreach partners/projects during FFY19. Similarly, within the 3SVT Administration Project there is an anticipated reallocation of \$12,500 for a Summary of Work Agreement (SOW) that funds a statewide Social Media Planning and Buying project. The work associated with the SOW has traditionally been completed by HMC Advertising, Inc. In February of 2019, this project will go out to bid so the organization involved may change during FFY19.

Please find the complete narratives of each project, in the attached Excel Workbook: *Statewide FFY19 3SVT Project Summary*. Please note: all FFY19 budgets and budget narratives anticipate 50% federal reimbursement funds.

## **7. Statewide 3SVT Outreach Budget Summary:**

The statewide FFY19 3SVT Statewide Outreach Budget (rounded to the nearest whole dollar) totals **\$1,224,901** and includes anticipated 50% reimbursement or **\$612,450.52** from the federal government. The budget does not incorporate any public in-kind monies and is **\$245,985** more than FFY18 due to HFVT, VFB, CVOEO and Groundworks contributing more private dollars. Additionally, the 3SVT Administration project for FFY19 incorporates staff and administration costs that were not part of FFY18's amended State Outreach Plan (totaling \$978,916).

Subsequently, in FFY19 the total state general fund available to support the budget is \$423,739.38 and includes \$208,678 from the Vermont Department of Aging and Independent Living (DAIL). These funds are provided through a Memo of Understanding (MOU) initiated by DAIL with ESD for 3SVT outreach targeted to older Vermonters. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY19 3SVT Project Summary* for further details.

Additionally, private funds, contributed to the FFY19 budget is **\$188,711.14**. Private cash was contributed by: HFVT, CVOEO, Groundworks, John Graham Emergency Shelter and VFB. ESD contributes the remaining \$215,061.38 associated with this FFY19 3SVT Outreach Plan. Hence, the total non-federal dollars associated with the FFY19 3SVT Outreach State Plan is **\$612,450.52** which is 50% of the grand total of the FFY19 3SVT Outreach budget. Specific line item details are noted in the tab: *Statewide Budget Narrative* within the attached Excel Workbook: *Statewide FFY19 3SVT Project Summary*. Details by project are also within the attached *Statewide FFY19 3SVT Project Summary*.

Please Note: All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver 3SVT services. Therefore, funds held by a subrecipient/project are not considered private cash and need not be "donated" to the State agency to be expended for SNAP purposes or reimbursed by FNS.

**FFY19 Statewide 3SVT Outreach Budget:**

3SVT Statewide Outreach Budget Detail	FFY19	Non-Federal Funds			State of Vermont	Federal	Total Funds
		(a) Public Cash	(b) Public In-kind	(c) Private Cash			
<b>Expenses:</b>							
(g) Personnel (Salary & Benefits)	\$304,258.70		\$157,544.41		\$461,803.11	\$461,803.11	\$923,606.22
<u>Other Direct Costs</u>							
(h) Copying/Printing/Materials	\$3,681.47		\$1,000.00		\$4,681.47	\$4,681.47	\$9,362.93
(i) Internet/Telephone	\$5,168.62		\$2,621.63		\$7,790.24	\$7,790.24	\$15,580.48
(j) Equipment and Other Capital Expenditures	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
(k) Supplies and Non Capital Expenditures	\$5,106.95		\$1,000.00		\$6,106.95	\$6,106.95	\$12,213.89
(l) Building/Space	\$6,911.04		\$11,254.27		\$18,165.31	\$18,165.31	\$36,330.62
(m) Other (Admin, Audit)	\$36,373.19		\$12,290.84		\$48,664.03	\$48,664.03	\$97,328.07
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$57,241.26	\$0.00	\$28,166.73		\$85,407.99	\$85,407.99	\$170,815.99
<u>Travel</u>							
(o) Long Distance	\$500.00		\$0.00		\$500.00	\$500.00	\$1,000.00
(p) Local	\$8,779.21		\$3,000.00		\$11,779.21	\$11,779.21	\$23,558.42
(q=o+p) Subtotal Travel	\$9,279.21	\$0.00	\$3,000.00		\$12,279.21	\$12,279.21	\$24,558.42
(r) Contractual	\$6,250.00	\$0.00	\$0.00		\$6,250.00	\$6,250.00	\$12,500.00
<b>(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual</b>	\$377,029.17	\$0.00	\$188,711.14		\$565,740.31	\$565,740.31	\$1,131,480.63
(t = indirect cost rate x s) Indirect Costs **	\$46,710.21	\$0.00	\$0.00		\$46,710.21	\$46,710.21	\$93,420.42
<b>(u=s+t) TOTAL</b>	\$423,739.38	\$0.00	\$188,711.14		\$612,450.52	\$612,450.52	\$1,224,901

Please note: this is embedded within the attached Excel Workbook: Statewide FFY19 3SVT Project Summary under tab StatewideBudgetDetail.

**8. Assurances**

<b>Check to Indicate You Have Read and Understand the Assurance Statement</b>	<b>Assurance Statement</b>
✓	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.
✓	Grants 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(s) certify that the above assurances are met.

## 9. Attachments

- Revised FNS-366A (Budget Projection) – To be submitted upon completion and certification by the State of Vermont’s Agency of Human Services Finance Department.

- 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.

<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost-allocation-plan>

- Approved Indirect Cost Rate Agreements for Subrecipients – Attached.



NEKCA Ind Rate  
(Prov 9\_30\_18) NEKC.



BROC Indirect Rate  
agreement.pdf



Ind Rate (Prov  
9\_30\_18) Capstone.p



CVOEO FY18 Nonprofit Rate Agreement.zip



9\_30\_19 SEVCA Ind Cost Rate Agreement.zip

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



FFY18 AAA 3SVT  
Outreach MOU Fully

- HMC Advertising, LLC: statewide Social Media Planning & Buying agreement for 3SVT Outreach.



FFY2018 Summary  
Of Work & Bill .pdf

- HMC Advertising, LLC: Master Marketing Grant Extension 02/28/2019



HMC and master marketing contracts.msg

- Copy of DCF 3SquaresVT 2017-2018 Media Final Performance Report for HMC statewide 3SVT Outreach.



VT AHS DCF  
3Squares 2017-18 M

- HFVT Examples of a Press Releases  
[“We Tried the 3SquaresVT Challenge for a Day”](#)  
[“3SquaresVT Challenge Kicks Off”](#)  
[What Matters This Week with Lauren Maloney](#)  
[3SquaresVT Challenge: What our Family of 4 Learned Eating on \\$99 for a Week](#)



2018 Press  
Release-EITC-3Squar



2017 11 01  
Vermonters Impacte



WIC Newsletter  
Spring 2018.pdf

- Sample of FFY19 “DRAFT” Rack Card



3Squares Rack Card  
- Individuals & Fami

- Sample of FFY19 “DRAFT” Outreach Poster



3SQ-Poster.pdf

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient  
Monitoring Protoco



Monitoring  
Checklist.pdf

- Excel Workbook: Statewide FFY19 3SVT Outreach Project Summary



REVISED Statewide FFY19 3SVT Project Summary.zip