

# .VERMONT

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Department for Children and Families  
Economic Services Division  
280 State Drive  
Waterbury, VT 05671-1020

Agency of Human Services

[fax] 802-241-0460  
[toll free] 800-479-6151

September 30, 2019

Bonnie Brathwaite, Regional Division Director  
Supplemental Nutrition Assistance Program  
USDA\FNS Northeast Region  
Thomas P. O'Neill Federal Building  
10 Causeway Street, Room 501  
Boston, MA 02222

Re: Revised FFY2020 Vermont 3SVT/SNAP Annual Plan for Outreach

**r-a,u-**

Dear Dire rathwaite:

Please find enclosed Vermont's *RevisedFFY20* 3SVT/SNAP Outreach Annual Plan for your review which incorporates all the approved information from the FNS review process. The FFY20 State Outreach budget remains the same and totals: \$1,655,896.00 of which the State of Vermont is requesting 50% reimbursement or \$827,948.00 in federal dollars. The remaining 50% of the budget will still be comprised of \$432,208.56 from the State of Vermont's General Fund dollars and \$395,739.55 in private discretionary funds from 12 of the 16 subrecipients who operate under executed grant agreements with the State of Vermont to deliver 3SVT/SNAP outreach services. This plan does not include any in-kind contributions.

If you have any questions or require additional information, please contact: [Aletha.cross@vermont.gov](mailto:Aletha.cross@vermont.gov).



Sean P. Brown  
Deputy Commissioner

Enc.

## State of Vermont Outreach Plan

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

#### Revised SNAP Annual Plan for Outreach

**State:** Vermont

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

**Fiscal Year:** FFY 2020 - Third Year of a Three Year Plan

#### Primary Contacts:

Name	Title	Phone	Email
Pat Duda	Director, Food & Nutrition Programs	802-241-0603	Pat.Duda@vermont.gov
Aletha Cross	3SquaresVT Administrator	1802-241-0613	Aletha.Cross@vermont.gov
Laurie R. Cote	Benefit Programs Assistant Administrator	802-241-0607	Laurie.Cote@vermont.gov
Nicole Tousignant	Sr. Policy & Operations Manager, Economic Services Division	802-241-0588	Nicole.Tousignant@vermont.gov

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Sean P. Brown, Deputy Commissioner, DCF

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Date

**Certified By:**

  
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Ed Diwinell, State Agency Fiscal Reviewer

*J/L1-//9*  
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Date

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## Acronyms

3SVT	3SquaresVTNermont'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
BGCRC	Boys and Girls Club - Rutland County
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
EITC	Earned Income Tax Credit
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
IRS	Internal Revenue Service
JGES	John Graham Emergency Shelter
MOU	Memorandum of Understanding
MOW	Meals on Wheels

NCSS	Northwestern Counseling and Support Services
NEKCA	Northeast Kingdom Community Action
NEKCOA	Northeast Kingdom Council on Aging
NMC	Northwestern Medical Center
Our Place	Drop-In Center (Food Pantry and Meal Site)
PPC	Pay-Per-Click
SAM	System for Award Management (information and data management system for Councils on Aging)
SASH	Support and Services at Home
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 Foodbank
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](https://www.vtfoodbank.org/about-us/newsroom/hunger-in-america), (<https://www.vtfoodbank.org/about-us/newsroom/hunger-in-america>) 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, each year the Vermont Foodbank distributes 12,108,662 meals to people struggling with hunger. That means that one in eight Vermonters and one in six children is struggling with hunger (Feeding America Data). One in four people, or an estimated 153,000 people, in Vermont turn to food shelves and meal service programs to feed themselves and their families. This includes 33,900 children and 26,010 seniors (Hunger in America: Vermont Foodbank - November, 2018).

Vermont Foodbank statistics demonstrate Vermonters are making sacrifices due to food insecurity across basic needs. For clients struggling with health issues:

- 71.8% purchase inexpensive, unhealthy food because they could not afford healthier options
- 56% choose between paying for food and paying for medicine or medical care
- 46% of households have a member with high blood pressure
- 23% of households have a member with diabetes

Similarly, low wages, underemployment and unemployment also impact food security and the ability to maintain stable shelter. For example:

- 60% of households have at least one member who has been employed in the past year
- The person with the longest employment duration is more likely to be employed part-time (85.5%) than full-time (14.5%).
- 5% of respondents have faced foreclosure or eviction in the past five years.
- 6% of households reside in temporary housing, such as a shelter or mission, a motel or hotel, or on the street.

Clients are making tough choices and trade-offs to keep food on the table:

- 63% report choosing between paying for food and utilities
  - 21% are making this choice every month
- 58% report choosing between paying for food and transportation
  - 22% are making this choice every month
- 56% report choosing between paying for food and medicine/medical care
  - 23% are making this choice every month
- 52% report choosing between paying for food and housing
  - 17% are making this choice every month
- 20% report choosing between paying for food and education expenses
  - 9% are making this choice every month

More than half (53.9%) of households reported using three or more coping strategies for getting enough food in the past 12 months. Strategies (used by all households) to offset food insecurity and hunger include:

- 8% purchase inexpensive, unhealthy food
- 4% receive help from friends or family
- 6% eat food past the expiration date
- 4% grow food in a garden
- 31% water down food or drinks
- 3% pawn or sell personal property

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 154,657 and the 3SVT participation rate for Vermonters at 185% of FPL is about 45% (or 69,854 as of March 2019) which means there is an estimated 55% of the population that is not on 3SVT and is eligible; 2) Vermont's older (60 and older) population at or below 185% FPL is approximately 37,041 which has increased since May of 2018 (when it was 32,844) and the current 3SVT participation rate among elders is a mere 37%; 3) As of March 2019, the unemployment rate in Vermont has gone down due to seasonal employment and is 2.3% compared to the national average of 3.6%. 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, March 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: 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 continue 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/2600150>). During Federal Fiscal Year eighteen (FFY18) the

overall amount spent was \$108,745,580 which translated into an economic boost of \$91,362,247 for Vermont (Source: Economic Services Division (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 outreach 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 Food Nutrition Services (FNS). The State of Vermont does not compensate staff for outreach activities based on the number of people who apply for, receive or inquiry about SNAP or the number of people served.

Vermont's 3SVT Outreach program had fourteen external projects/partners during FFY 19. However, during FFY20, Vermont's program will have sixteen external partners/projects involved in 3SVT outreach. Project 11, Our Place, took a hiatus in FFY19 and has decided to return for FFY20. A new project, Rutland County Boys and Girls Club (labeled Project 17) has a FFY20 grant agreement with the Economic Services Division (ESD) for 3SVT Outreach activities.

Under this plan, Vermont proposes a third-year glimpse of a three-year plan including: future goals and expectations from sixteen community partner organizations i.e., Hunger Free Vermont (HFVT), five Councils on Aging (COA), five Community Action Agencies, the Vermont Foodbank (VFB), Our Place, Rutland County Boys and Girls Club and two smaller agencies that focus on the homeless or people who are transitionally housed. All sixteen community partner agencies/subrecipients have executed grant agreements with the Economic Services Division and they are available for review upon request. Additionally, the State of Vermont Food and Nutrition Team continues in FFY20 as the 3SVT Administration Project (labeled Project 16).

This plan is for year three (FFY20) of a three-year plan and includes a budget totaling \$1,655,896 (rounded to the nearest whole dollar per FNS guidance) with 50% (\$827,948.11 rounded to \$827,948) from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. State general fund dollars will provide \$432,208.56 of the nonfederal share, with \$395,739.55 in the form of expenditures of private discretionary funds available to twelve of the subrecipients/projects. Please see attached *Statewide FFY20 3SVT Outreach Project Summary* for the breakdown by project and for the statewide budget detail, staffing detail and budget narrative.

The primary service for the projects (two through 15 and project 17) 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 alternative health care clinics. As much as feasibly possible, the current project/partner base will continue to help distribute the posters within their catchment areas during FFY20. In areas where that cannot happen the posters or rack cards will be mailed directly to the site. The goal for FFY20 is to continue to broaden 3SVT outreach efforts through an expanded macro network of health professionals 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 seven 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, 2018 - May 31, 2019) 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. This plan anticipates a continuation of a 3SVT DCF social media marketing project.

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; staffed booths in at least four events, including the VFB annual conference during the third quarter; four presentations with one being focused on older Vermonters; direct client assistance at community events, home visits and classes focused on the VFB target population. One-on-one services will continue to be offered at Brattleboro and Barre VFB offices, partner food shelves, meal sites or other community partners.

Additionally, VFB will expand targeted outreach related to: food insecurity on college campuses, by initiating a mailing to counselors and other staff at Vermont colleges with the goal of increasing understanding about college student eligibility. 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 direct one on one application assistance. During FFY20, VFB will minimally target the University of Vermont, Community College of Vermont, Champlain College, Northern Vermont University, and others as identified. VFB will also post on Facebook 3SVT factual information to their audience of 10,000 Facebook followers at least once each quarter.

VFB will insert a targeted 3SVT flyer in 400 Pack to Give Back Thanksgiving Boxes and 2,400 Commodity Supplemental Food Program (CSFP) boxes delivered to older Vermonters. VFB will distribute an additional 1500 3SVT flyers through holiday boxes at network partners and community sites and 1,700 school bags to target families participating in the VFB Back Pack program.

Similarly, HFVT (Project 1) works with partners/projects across the state to increase access to 3SVT by eligible Vermonters. For FFY20 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 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,

employment and training opportunities, 3SVT for school and early childhood professionals, and how to reach vulnerable populations, such as older adults, working families, and veterans.

HFVT will also continue to focus on inter-agency collaboration. In FFY20 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 diverse agencies and organizations to increase participation and improve access to 3SVT, and managing the interactive <https://www.hungerfreevt.org/3squaresvt-resource-hub> website on behalf of ESD. For example, HFVT creates items for and manages the entire 3SVT outreach toolkit (see <https://www.hungerfreevt.org/outreach-tools-for-service-providers>). Similarly, the following links give a representative sample of outreach materials that HFVT has developed, shared and manages:

- [3SVT Basic Outreach Flyer - Nutritious Food for Good Health](#)
- [3SVT Income Limits](#)
- [3SVT Helps Stretch Your Food Budget: Even the Minimum Benefit Helps](#)
- [Attention Working Families](#)
- [Attention Older Vermonters](#)
- [Older Vermonters 'Mythbuster' Flyer](#)
- [Medical Expenses for Vermonters with Disabilities and the Deaf](#)
- [School Outreach Flyer](#)
- [3SVT 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. In FFY20, HFVT will also engage in specialized 3SVT outreach and technical assistance for 20 Vermont public schools. 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 above list 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 16 external 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 eight subrecipients per year will be visited by the Grants & Contracts liaison and/or a 3SVT Benefit Programs Assistant Administrator (BPAA). With the other 8 being monitored via phone and receiving a site visit in the following FFY year. Anyone given a Corrective Action Plan (CAP) in the prior year will also be added to the 8 rotational site visits. Hence, some years could minimally have eight or more projects requiring site visits. However, in FFYI8 and FFYI9 the 3SVT BPAA conducted site visits with all partners (at least once during the FFY). That process has been requested by projects to continue and is anticipated to continue into FFY20 as administrative duties allow. Site visits have proven to be an effective process for reviewing prior year success, realizing gaps and opportunities for expanded outreach allowable, reasonable and necessary activities and for providing ongoing technical assistance.

Please note however, if a site visit cannot be completed for all partners during FFY20 then half (or eight projects) will be monitored through site visits and half (or eight projects) will be monitored via phone contact following the same standards required at a site visit. In the following year, FFY21 the half that were monitored by phone (in FFY20) would be monitored via a site visit and those monitored via site visit, would be monitored by phone. This process would continue ongoing on a rotational basis. Additionally, any project that had a Corrective Action Plan (CAP) in the preceding year will also be added to the site visit list. Hence, minimally eight projects per year would have a site visit, but there could be more. With this rotational process, every partner will be visited by a BPAA at least once every two years.

Because the five COA are seen on a quarterly basis at a COA-ESD-DAIL meeting facilitated by the Food and Nutrition BPAA they would be five of the eight not seen for site visits during FFY20 and would be monitored via phone and through quarterly meetings. The other three projects that would be monitored via phone during FFY20 include: Our Place, John Graham Emergency Shelter and Groundworks, unless the needs of the organization require face to face technical support and assistance as deemed by the BPAA responsible for 3SVT Outreach.

Site visits and phone monitoring will be minimally 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 CAP. Follow up occurs until the CAP has been successfully completed/fulfilled.

**Summary of Projects:**

<b>Outreach Plan Summaries FFY20</b>				
<b>Project Number</b>	<b>Title</b>	<b>Geographic Area</b>	<b>Target Audience</b>	<b>Granted (list grantor} or In-House?</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)
<b>2</b>	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	Central Vermont Council on Aging (CVCOA)

			paperwork requirements.	
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 responding to program notices or paperwork requirements.	Central Vermont Office of Equal Opportunity (CVOEO).
7	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

8	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)
9	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)



10	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)
11	Community Based Outreach	Bellows Falls, Vermont	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.	Our Place
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,	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	COASEV - Senior Solutions

		Readsboro, Searsburg, and Winhall.	paperwork requirements.	
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 responding to program notices or paperwork requirements.	Southwestern Vermont Council on Aging, Inc. (SVCOA)

15	Community Based Outreach	The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide.	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)
16	3SVT Administration Project	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team.
17	Community Based Outreach	Rutland Town and City, Barstow Memorial School and Fair Haven	The most critical target population is low income nonparticipating Vermont families, who may qualify for 3SVT. Services will also be provided to those who may be taking part in 3SVT but have questions or need help understanding or responding to program notices, Interim Reports , reviews or other paperwork requirements.	Boys and Girls Club Rutland County

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

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

Copies of subrecipient grants for each project are available upon request. Grants are **not** incentive or milestone based.

<b>Project Number</b>	<b>HFVT</b>
<b>1</b>	
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY20.</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 outlets and venues.</li> <li>• HFVT will work with partners across the state to increase access to 3SVT by eligible Vermonters. This effort will include educating and training community partners about the program, collaborating with agencies across programs, developing statewide materials with factual information about the program, and raising public awareness which will all help more eligible Vermonters make an informed decision regarding participation.</li> </ul>
<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

<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p><b><u>COMMUNITY PARTNER TRAININGS:</u></b></p> <ul style="list-style-type: none"> <li>• Partial Day Skill-Building Trainings: Provide at least 14 partial day 3SVT in-person or web-based trainings (at least 2 per quarter) for community service providers and other groups. 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 4 trainings will be located in southern Vermont (Rutland, Bennington, Windsor, or Windham counties).</li> <li>• Full Day Conference: 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 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, employment and training opportunities, 3SVT for school and early childhood professionals, and how to reach vulnerable populations, such as older adults, working families, and veterans.</li> <li>• As a result of these community partner trainings, at least 300 trainees will be reached with information to enhance outreach and application assistance.</li> </ul> <p><b><u>INTER-AGENCY COLLABORATION:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate the statewide 3SVT Workgroup and facilitate at least eight meetings per year (2 per quarter) to coordinate outreach, and collectively identify and address barriers to participation and access in 3SVT.</li> <li>• Provide 3SVT information to at least 400 individuals and 150 organizations that connect with low-income Vermonters about 3SVT through the 10 regional Hunger Councils (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). <ul style="list-style-type: none"> <li>o In FFY20, one meeting of each of Hunger Free Vermont's 10 regional Hunger Councils will focus on 3SVT outreach. Each Hunger Council meets regularly throughout the year to focus on different aspects of anti-hunger work and is comprised of members from a broad variety of organizations and backgrounds. Hunger</li> </ul> </li> </ul>
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Councils are designed to bring together local leaders from the business, education, social service, nonprofit, and government communities to impact hunger at the local level. By sharpening their focus on 3SVT outreach, we intend to expand our impact and ability to dig into outreach at the community level.

- Conduct 40 activities (at least 7 per quarter) in partnership with a diversity of agencies and organizations in Vermont to increase participation in and improve access to 3SVT among eligible older adults, 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. In addition to working closely with ESD on various activities, agencies for collaboration may include:
  - o Organizations working with older adults, such as DAIL, Area Agencies on Aging, senior centers, and others;
    - This includes attending monthly meetings of the Older Vermonters Nutrition Coalition, and one meeting with DAIL, ESD, and the Area Agencies on Aging.
  - o Organizations working with New Americans, such as those in the Refugee and Immigrant Service Providers Network, and others;
  - o The health care community, including the Vermont Health Department, Vermont Health Connect, Community Health Teams, health clinics and others;
  - o Organizations promoting Earned Income Tax Credit (EITC): such as the Vermont Department of Taxes, Community Action Agencies, the Internal Revenue Service (IRS) and others;
  - o The housing and utility provider community, such as Public Housing Authorities, NeighborWorks affiliates, Support and Services at Home (SASH) coordinators, homeless organizations, utility companies and others;
  - o Organizations working with children, such as School Nutrition Association, Agency of Education, the Vermont Association of Child Care Resource and Referral Agencies, parent child centers and others.
- In FFY20, HFVT will engage in specialized 3SVT outreach and technical assistance for 20 Vermont public schools.

DEVELOPMENT & DISTRIBUTION OF FACTUAL INFORMATIONAL MATERIALS:

- Provide at least 4 electronic updates (1 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.
- 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 *vermontfoodhelp.com* website (all 4 quarters).
  - o In FFY20, HFVT plans to redesign the 3SVT outreach toolkit to improve its effectiveness as a resource for community partners and eligible Vermonters.
- 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).
- Any materials, including media releases and written or audiovisual materials produced with this grant will identify 3SVT as a DCF program, and where any logo is included, will include the DCF logo.

WEBSITE OUTREACH AND MAINTENANCE

[vermontfoodhelp.com](http://vermontfoodhelp.com)

- Facilitate 3SVT information-exchange among Vermont's service community by promoting, maintaining and updating the *vermontfoodhelp.com* 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 5 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.
- In FFY20, HFVT will redesign the [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com) website to improve its effectiveness as a factual information and outreach resource for community partners and eligible Vermonters.

	<p><b>MEDIA:</b></p> <ul style="list-style-type: none"> <li>• Seek to reach a broad audience with information about 3SVT by submitting a selection of media pieces to a diverse mix of media outlets and venues (ongoing, at least 5 per quarter), including: <ul style="list-style-type: none"> <li>• press releases</li> <li>• op-eds</li> <li>• newsletter or newspaper articles</li> <li>• biogs and other social media (i.e. Facebook).</li> </ul> </li> </ul> <p>Note: No 3SVT Outreach funds will be used for recruitment activities designed to persuade an individual to apply for SNAP benefits or for radio, television, or billboard advertisements that promote SNAP benefits and enrollment.</p> <ul style="list-style-type: none"> <li>• Inform ESD when HFVT can reasonably anticipate being featured in mass media discussions about 3SVT, i.e., when HFVT issues a media release or is contacted by a media outlet regarding 3SVT.</li> </ul> <p><b><u>OTHER:</u></b></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SquaresVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. It is anticipated that the training will last less than two hours and that these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b><u>Subrecipient</u></b>	<b><u>Hunger Free Vermont (HFVT)</u></b>
<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>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <b>X</b></p> <p><i>If Yes, in what capacity?</i></p>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to



date regarding individual activity in the workplace.  
The statement will review

	<p>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><b>Project Number</b> <b>2</b></p>	<p><b>BROC - 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 FFY20.</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>Direct Client Services</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 participating in 3SVT.</li> <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>
<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</p>

<p><b><u>Timeline</u></b></p> <p><b>Description of Activity</b></p>	<p>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> <p><b><u>Start</u></b>   <u>Ongoing.</u>   <b><u>End</u></b> <u>0-1-2020</u></p> <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><b><u>Direct Service</u></b></p> <ul style="list-style-type: none"> <li>• All 4 quarters: BROCC staff will interview applicants privately and discuss 3SVT factual information and program benefits at its Rutland and Bennington offices.</li> </ul> <p><b><u>Direct Mail</u></b></p> <ul style="list-style-type: none"> <li>• By the end of third quarter, BROCC will communicate 3SVT factual information to the participants of the Child and Adult Care Food Programs in Rutland and Bennington Counties. These programs help childcare providers offer nutritious meals and snacks at no cost to the providers or the parents.</li> <li>• BROCC will cross message 3SVT factual information within at least two mailings with other community programs, venues or events during the grant term.</li> </ul>
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### Presentations & Staffed Booths

- In Quarter 2: BROC staff will cross message 3SVT factual information at the Rutland Regional Medical Center Senior Fair.
- In Quarter 2: BROC staff will cross message 3SVT factual information at Town Meetings in Bennington and Rutland Counties the first week of March 2020.
- By the end of the grant term: BROC will make 3SVT factual information available to unemployed persons by attending at least one Vermont Department of Labor or college job fair in each county (Rutland and Bennington) per quarter.
- By the 4<sup>th</sup> quarter: BROC will provide 3SVT information to attendees at the annual Vermont Country Store employee health and wellness fair, Rutland Chamber of Commerce annual business show and Bennington Child Care providers Family Day.
- In the 4<sup>th</sup> Quarter: In August, (weather permitting) BROC staff will provide 3SVT information at staffed booths at National Night Out events in participating towns i.e., Rutland and Fair Haven, a drug-free recreational opportunity for families that is largely attended by lower-income persons. If an event is NOT attended (due to weather) BROC will attend another event with similar population demographics and reach as a substitute.
  - By the end of the 4<sup>th</sup> quarter, BROC Community Action will have presented information to the participants of the local hunger councils and will follow up with participants as applicable.

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

- BROC will provide 3SVT information to at least 150 participants in its VITA (free tax preparation) service that attracts people who may be new to BROC and unfamiliar with 3SVT.
- During the grant term: BROC Community Action also will screen at least 150 individuals for 3SVT participation through coordinated entry, the new housing intake system.
- Twice during the grant term: BROC will bring materials to the Unitarian Meeting House and Senior Center reaching 225 individuals.
- By the end of the grant term: BROC will have extensively distributed 10,000 rack cards which feature 3SVT factual information, information about the availability of application assistance services and 250 posters to health and wellness

	<p>sites.</p> <ul style="list-style-type: none"> <li>All 4 quarters: BROC will ensure that 3SVT posters, are displayed in healthcare and wellness sites each quarter by attempting to collaborate with 40 sites per quarter. BROC will track where they go to distribute the posters and will document how many posters were left at each site or if the site refused. More than 40 sites may need to be visited to achieve the goal of 40 sites displaying posters and 250 posters distributed during the grant term.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> <li>Throughout the grant term and catchment area, BROC will continue to cross message 3SVT factual information at all venues: adhering to federal rules and media prohibitions. Social media may be used including: Facebook, Instagram, Twitter, BROC Community Action Web site. Opportunities for <u>free</u> segments on radio and television maybe used to provide the community with factual 3SVT information in a non-persuasive manner. No federal dollars may be used for this purpose or billed to the 3SVT Outreach grant.</li> </ul>
<b><u>Subrecipient</u></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 <u>funding source</u></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 <b>X</b></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 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> 3</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 FFY20.</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>Direct Client Services</p> <ul style="list-style-type: none"> <li>• 5,000 households to be screened to determine 3SVT participation status.</li> </ul>

	<ul style="list-style-type: none"> <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>
<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: Washington, Orange and Lamoille Counties, plus the towns of Granville, Hancock, Barnard, <u>Bethel, Rochester, Royalton, Sharon and Stockbridge.</u></p>
<b>Timeline</b>	<p><b>Start</b>   <b>Ongoing</b>   <b>End</b>   <del>Ongoing</del>-----</p>
<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 atleast one of its meetings each quarter. Attendance may be done by telephone rather than in-person.</li> </ul> <p><u>Direct Service</u></p> <ul style="list-style-type: none"> <li>• All Capstone offices will provide 3SVT factual information, application, Interim Report and recertificati"on assistance as requested.</li> </ul>

- Every customer at the Barre food shelf will be screened for 3SVT participation and eligibility. When applicable Barre food shelf staff will assist in application, interim report and recertification completion as requested.
- Workers in the crisis fuel program at all offices, will screen for 3SVT participation and discuss 3SVT factual information in a non-persuasive manner with Capstone participants.
- In Lamoille, where there is no Food Shelf, a non-consumable pantry has been set up at the Capstone office. Staff located at this site will provide 3SVT factual information and 3SVT paper work assistance when discussing community food resources.
- Energy Specialists at the Lamoille location will continue to screen for 3SVT participation at intake.

#### Direct Mail

During the grant term, Capstone's Food and Nutrition/Volunteer Income Tax Assistance program will continue to collaborate on a mailing to all potential tax participants reminding them about the tax program and factual information about the availability, eligibility requirements, application procedures and benefits of 3SVT. The mailing will be sent throughout central Vermont and Lamoille counties, minimally reaching 1200 individuals.

#### Presentations & Staffed Booths

- Capstone staff throughout the catchment area will attend local meetings and events and cross message 3SVT factual information via presentations or staff booths.
- Capstone staff will have a presence at the annual Hunger Mountain Wellness Fair with an estimated reach of 300 individuals.
- Capstone will have a presence at monthly Randolph community dinners. Minimally 10 times during the grant term and will reach 750 individuals during the grant term.
- Capstone will attend the December Morrisville Senior Day, hosted at CVCOA and present or staff a booth.

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

- Throughout the grant term Capstone staff will attempt to distribute 500 3SVT posters and track the sites they visit, amount of posters left or sites that declined to participate. Some sites for poster distribution include: People's Health and Wellness, Integrative Family Medicine, Barre Health Center, Granite City Medical Associates, Granite City Primary Care, Gifford Health Center, Express Care, Aldrich Public Library, Vitality Associates, Clear Choice Urgent Care and local



	<p>pharmacies. The main focus for distribution initially will be Barre, Berlin and Montpelier however, the entire catchment area may be utilized for poster distribution and tracking.</p> <ul style="list-style-type: none"> <li>• Throughout the grant term: Capstone will distribute factual 3SVT materials to participating home child care providers through the Child Care Food 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> <ul style="list-style-type: none"> <li>• During the grant term Capstone will communicate with local faith-based organizations throughout the catchment area who have reached out to Capstone to explore partnering and cross messaging of 3SVT factual information in church based food shelves or by other means.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> <li>• By the end of the grant term: Capstone will implement one new 3SVT outreach activity to reach food insecure Vermonters.</li> </ul>
<p><b><u>Subrecipient</u></b> <b>Tax ID of Subrecipient</b></p>	<p><u>Capstone Community Action</u> Capstone 03-0216254</p>

<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 <b>X</b></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 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>

<b>Project Number</b> 4	<b>Age Well, Inc. - Community Based Outreach previously known asCVAA</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> </ul>

	<ul style="list-style-type: none"> <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 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 Age Well (System for Award Management: SAM topic code 20k "Info Only" and Section C: Direct Education).</li> <li>• 625 of the 2,000 clients will apply for 3SVT with assistance from Age Well (SAM topic code 20a "New APPL").</li> <li>• 325 of the 625 clients who apply will be found eligible (SAM topic code 20c "APPL Approved").</li> <li>• 1000 clients will have an action taken by Age Well on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j "Active Issue").</li> <li>• 625 I, A &amp; R (Senior Helpline) clients will receive factual 3SVT information from CVAA 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: Chittenden, Grand Isle, Franklin and Addison Counties except for <u>the towns of Granville and Hancock.</u>
<b>Timeline</b>	<p><u>Start</u>   <u>Ongoing.</u>   <u>End</u>   <u>Ongoing.</u></p>
<b>Description of Activity</b>	<p><u>General</u></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> </ul>

- Help clients fill out and submit 3SVT paper or on-line applications.
- Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program.
- The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement.
- The 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.
- Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients.
- 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 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.

**Direct Service Locations**

Agewell will conduct a minimum of 500 home visits in towns throughout the service area and include 3SVT factual information. Additionally, Agewell will provide factual 3SVT information at Area Agency on Aging (AAA) office(s) and other sites throughout the grant term.

**Direct Mail**

Agewell will provide 3SVT factual information to all active Meals on Wheels (MOW) clients at least 6 times during the grant term and distribute an estimated 4500 rack cards. These mailings will occur

throughout all towns served by Agewell.

Presentations & Staffed Booths

Agewell staff will present 3SVT factual information to all new Age Well Volunteers at Orientation. Agewell staff will present 3SVT factual information at meal sites, offsite staffed conferences, at Senior Centers and community events. Agewell staff will incorporate 3SVT factual information at (a minimum of) 40 different venues during the grant term and will have an estimated reach of 1000 individuals.

Displays & Distribution of 3SquaresVT Informational Material

Agewell staff will continue to reach out to professional health and wellness sites for the distribution of 3SVT posters and track same. For the grant term, Agewell staff will distribute a minimum of 200 posters and track on an Excel spread sheet where they outreached and how many posters were left. Agewell will also track who refused to participate in the project

Overall, throughout the grant term Agewell staff will distribute a total of 2500 materials for 3SVT Outreach which can include but is not limited too: rack cards, HFVT tool kit items.

Agewell will use social media as a method for distribution of 3SVT factual information.

Agewell will update their website four times during the FFY (once per grant quarter) with 3SVT factual information and will post on social media (Facebook, twitter, Linkedin or Instagram) at least once per month. Additionally, Agewell will add 3SVT factual information to their monthly eNewsletter which is sent out 6 times per year and will reach 10,000 individuals during the grant term.

Additionally, Agewell will email all volunteers 3SVT factual Information (to include MOW, Tai Chi, Friendly Visitor, and other Volunteers) to help promote a culture for 3SVT Outreach. Agewell will track this effort in their quarterly deliverables and will reach 1000 individuals during the grant term.

Other

- During the grant term, all 3SVT outreach staff and their supervisors shall complete the 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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July

	30111_ <ul style="list-style-type: none"> <li>During the grant term: AgeWell will identify at least one best practice related to 3SVT outreach and document it in their annual reporting.</li> </ul>
<b>Subrecipient</b>	Age Well, Inc. was 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, Age Well Private Cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <b>X</b></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 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 <u>review subrecipient compliance</u></p>

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.

**Project Number**  
**5**

**Central Vermont Council on Aging (CVCOA) - Community Based Outreach**

**Goals**

- 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.
- To strengthen public awareness of the 3SVT and how interested people may learn more or take part.
- To increase the number of eligible Vermonters taking part in 3SVT.
- To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation.
- Statewide 3SVT participation by Vermonters aged 60 years or older will reach 17,000 individuals during the Grant term.
- 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.
- At least 80% of the caseload targets and 90% of quantified targets will be reached.

**Direct Client Services**

- 1250 clients will be given factual 3SVT information by CVCOA, (System for Award Management: SAM topic code 20k "Info Only" and Section C: Direct Education).
- 220 of the 1250 clients will apply for 3SVT with assistance from CVCOA (SAM topic code 20a "New APPL").
- 125 of the 220 clients who apply will be found eligible (SAM topic code 20c "APPL Approved").
- 100 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";).
- 255 I, A & R (Senior Helpline) clients will receive factual 3SVT information from CVCOA during the grant term.

**Target audience**

The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not

	<p>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, <u>Royalton, Sharon and Stockbridge.</u></p>
<p><b><u>Timeline</u></b></p> <p><b>Description of Activity</b></p>	<p><b><u>Start</u></b>   <b><u>Ongoing.</u></b>                                  <b><u>End</u></b>   <b><u>Ongoing.</u></b></p> <p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><b><u>General</u></b></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> <li>• Help clients with the 3SVT application forms or process, including help obtaining verification that may be 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 <u>that may be</u></li> </ul>



	<p>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.</p> <p><b>Direct Mail</b></p> <ul style="list-style-type: none"> <li>• At least once during the grant term, CVCOA will incorporate 3SVT factual information in a newsletter.</li> </ul> <p><b>Presentations &amp; Staffed Booths</b></p> <ul style="list-style-type: none"> <li>• During the grant term, CVCOA staff will be involved in at least 20 events and will cross message 3SVT factual information reaching a minimum of 1300 people.</li> </ul> <p><b>Displays &amp; Distribution of 3SquaresVT Informational Material</b></p> <ul style="list-style-type: none"> <li>• During the grant term CVCOA will distribute a minimum of 250 posters to health and wellness providers throughout the catchment area and track places visited and number of posters left at each site.</li> <li>• During the grant term, we will distribute 10,000 rack cards throughout the catchment area including in town offices, senior sites, at Medicare classes and other venues where staff attend and cross messaging of 3SVT factual information can occur.</li> <li>• Throughout the grant term and at least once monthly, CVCOA will publicize 3SVT factual Information in e-newsletters, Facebook, Twitter, CVCOA web page etc.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• By the end of the grant term, CVCOA will document one best practice related to 3SVT Outreach activities that CVCOA staff have learned about and identified.</li> <li>• During the grant term, all 3SVT outreach staff and their supervisors shall complete the 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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</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, CVCOA Private Cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <b>.K</b> <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</b> 6	<b>Champlain Valley Office of Economic Opportunity, Inc. (CVOEO)      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> </ul>

	<ul style="list-style-type: none"> <li>• Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY20.</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> </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 4,000 will be identified as not currently taking part in 3SVT.</li> <li>• 2,000 households will be provided 1-1 information, referral or application assistance.</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>	<p><b>Start</b> [ Ongoing.   <b>End</b>   Ongoing.</p>
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>General</u></p> <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.</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> </ul>

- Help clients fill out and submit 3SVT paper or on-line applications.
- Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program.
- A 3SVT outreach worker will be available to assist clients during office hours at CVOEO's Chittenden Emergency Food Shelf and Chittenden Community Action (CCA) office in Burlington, Addison Community Action (ACA) office in Middlebury, at the Franklin Grand Isle Community Action (FGICA) office in St. Albans. Assistance will also be available at outreach offices in Richford, Grand Isle and Alburg. In the 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 continue to mail 3SVT informational packets to low income clients who may be eligible for 3SVT. CVOEO will reach at least ninety (90) households in the 1st and 2nd quarters and ninety (90) households in the 3rd and 4th quarters.
- Twice per year, in the 2nd and 4th quarters, CVOEO will mail or email informational newsletters to approximately 4,000 households, informing them about 3SVT and updating them about changes.

#### Presentations and Staffed Booths

- CVOEO will participate in at least ten (10) public events throughout the catchment area and CVOEO outreach workers will present informational materials and answer questions related to 3SVT. Events include: 1) Franklin County Regional Career Expo in March, reaching 400; 2) CCA Gardening Festival in May, reaching 200; 3) Burlington Police Department sponsored Community Barbeque in May, reaching 700; 4) Healthy Hearts on the Move, Northwestern Medical Center (NMC), St. Albans City School, February 9th, reaching 50; 5)

Kids Fest, Northwestern Counseling & Support Services (NCSS), Taylor Park, St. Albans, June 29, reaching 150-200; 6) National Night Out at Taylor Park in St. Albans, First Tuesday in August, 200-300; 7) The Stampede for Cystic Fibrosis (Bristol) for 2 days in July reaching 300; 8) Senior Resource Fair at The Lodge at Otter Creek in Middlebury on June 14 reaching 100; 9) Farmer's markets in Middlebury during the summer season reaching 200; 10) The Chittenden Emergency Food Shelf will host various tabling events, community engagement activities, and promote materials that incorporate 3SVT outreach in honor of "Hunger Action Month" during the month of September.

#### Displays & Distribution of Factual Informational Materials

- CVOEO will display 160 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.
- During the grant term, CVOEO staff will distribute 500 3SVT posters throughout the catchment area to health and wellness sites. CVOEO will track sites visited and the number of posters given to each site. Where a site declines to participate CVOEO will document same.

#### Other

- CVOEO staff will meet with the Health Disparity and Cultural Competency Council (HDCC) annually to discuss collaboration and 3SVT Outreach opportunities to Hispanic and Non-English speaking audiences.
- 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.

- Continue to increase outreach to senior housing/senior commodity distribution sites to two visits each quarter.
- Continue to participate in the regional Hunger Council meetings and establish & implement one new activity to reach food insecure Vermonters during the grant term.
- CVOEO staff will participate in the One Touch program; any household receiving a One Touch screening in CVOEO's catchment area and who express interest in 3SVT, will be referred to CVOEO staff.
- 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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.

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 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.

<b>j 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>	<i>Are volunteers involved in this activity:</i> Yes    No <b>.X</b> <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>

**Project Number 7 | Groundworks Collaboration, Inc. - Community Based Outreach**

7

<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 FFY20.</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>• 540 households will be screened to determine their 3SVT participation status.</li> <li>• 200 of the 540 will be identified as not taking part in 3SVT.</li> <li>• 375 households will be provided one on one information, referral or application assistance.</li> <li>• 130 of the 375 Groundworks will help the customer 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, <u>i.e., Brattleboro and the surrounding area.</u></p>
<p><b>Timeline</b></p>	<p><u>Start</u>   <u>Ongoing</u>   <u>End</u>   <u>Ongoing</u></p>
<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>• 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 <u>documentation required for participation.</u></li> </ul>



	<ul style="list-style-type: none"> <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.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b>Subrecipient</b>	[ <u>Groundworks Collaborative, Inc.</u>
<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>	<p><i>Are volunteers involved in this activity:</i>      Yes      No <b>.K</b></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>
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<p><b>Project Number</b> <b>8</b></p>	<p><b>John Graham Emergency Shelter, Inc. (JGES)- 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 FFY20.</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>Direct Client Services</p> <ul style="list-style-type: none"> <li>• 350 households to be screened to determine their 3SVT participation status.</li> <li>• 175 of the 350 will be identified as not currently taking part in 3SVT.</li> <li>• 175 households will be provided one on one information, referral or Application assistance.</li> <li>• 88 of the 175 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 responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Vergennes and the surrounding area.</p>
<b>Timeline</b>	<p><b>Start</b> [ Ongoing. ]   <b>End</b> [ Ongoing. ]</p>
<b>Description of Activity</b>	<p><u>General</u></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>Direct Services</u></p> <ul style="list-style-type: none"> <li>• JGES staff will bring 3SVT factual information to weekly outreach meetings with clients at their homes and at public sites to make 3SVT factual information available to all family members or others working with the family.</li> <li>• JGES service coordinators will: 1) inform low-income households about the availability, eligibility requirements, and application procedures, 2) provide information about the nutritional benefits of SNAP, 3) correct myths and misperceptions about SNAP, and 4) allow individuals to make a well-informed decision about whether to apply for 3SVT based on accurate information.</li> <li>• Service coordinators will assist interested people in completing 3SVT applications; to procure needed <u>documentation for their</u></li> </ul>

	<p>application; arrange any necessary follow up including the required interview. As applicable, JGES staff will aid in the interview process as requested by the customer.</p> <p><u>Displays and Distribution of 3SVT Informational Material</u></p> <ul style="list-style-type: none"> <li>JGES will include factual 3SVT information in their newsletter four times a year.</li> </ul> <p><u>Presentations and Staffed Booths</u></p> <ul style="list-style-type: none"> <li>At various meetings (in house and out in the community), at least once monthly, JGES staff will cross message 3SVT factual information using the materials in the HFVT toolkit.</li> <li>During the grant term JGES staff will also cross message 3SVT factual information at monthly Hoarding Task Force Meetings and monthly local Continuum of Care Meetings.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>During the grant term JGES staff will distribute up to 250 3SVT posters at health and wellness sites. JGES will track the locations and number of posters are distributed. If a site refuses to participate JGES will track that too. The 250 posters may be distributed through other venues such as medical forums and meetings JGES staff attend. Tracking will occur i.e., where and how many posters taken.</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. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th.</li> </ul>
<b><u>Subrecipient</u></b>	John Graham Shelter
<b><u>Tax ID of Subrecipient</u></b>	John Graham Shelter 03-0275219
<b><u>Role of the Subrecipient</u></b>	Direct Service Provider with potential and current 3SVT recipients.
<b><u>Role of State agency</u></b>	Administrator
<b><u>State/ Subrecipient funding source</u></b>	John Graham Shelter private cash and anticipated 50% reimbursement from the federal government.
<b><u>Volunteers</u></b>	<i>Are volunteers involved in this activity:</i> Yes No <b>X</b>

*If Yes, in what capacity?* \_\_\_\_\_

<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 twenty (20) referrals made to 3SVT during the grant term and will conduct and report this survey.</p>

<b>Project Number</b> <b>9</b>	<b>Northeast Kingdom Community Action (NEKCA) - 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 FFY20.</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>• 500 of the 2,000 will be identified as not currently taking part in 3SVT.</li> <li>• 500 households will be provided 1-1 information, referral or application assistance.</li> <li>• 100 of the 500 NEKCA will help 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 responding to program notices or paperwork requirements. The subrecipient will focus on activities in its service area: <u>Orleans, Essex and Caledonia Counties.</u></p>
<b>Timeline</b>	<p><u>Start</u>   <u>Ongoing.</u>   <u>End</u>   <u>Ongoing.</u></p>
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p><u>General</u></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 month.</li> </ul> <p><u>Direct Mail</u></p> <p>No activity planned. However, NEKCA will work to include 3SVT factual information in external mailings</p>

ongoing and partner with other community organizations to include 3SVT information. Informational items from HFVT's toolkit may be used for this purpose.

#### Presentations and Staffed Booths

- NEKCA will staff a 3SVT table at four Community Engagement Family Fun Days during the FFY2020.
- NEKCA will conduct a presentation or staffed booth once each quarter sharing 3SVT factual information.

#### Displays and Distribution of Factual Informational Materials

- NEKCA will make sure 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, meal sites, hospitals, schools, convenience stores and hanging posters will occur in the first quarter with a follow-up in the third quarter. 3SVT information and flyers will be distributed through school - parent communication.

#### 3SVT Outreach to Farm To Family Participants


- 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.

#### Other

- During the grant term, NEKCA will implement one new allowable, reasonable and necessary 3SVT outreach activity to reach food insecure Vermonters.
- NEKCA will participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be done by telephone rather

	<p>than in-person.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b>Subrecipient</b>	Northeast Kingdom Community Action (NEKCA).
<b>Tax ID of Subrecipient</b>	NEKCA 03-276709
<b>Role of the Subrecipient Role of State</b>	Direct Service Provider with potential and current 3SVT recipients. Administrator
<b>agency</b>	
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><b>Are volunteers involved in this activity:</b>      Yes    No    <b>X</b></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</b> <b>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>• 375 I &amp; A contacts will receive factual 3SVT information from NEKCOA 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: <u>Orleans, Caledonia and Essex Counties.</u></p>
<b>Timeline</b>	<p><b>Start</b>   Ongoing.      <a href="http://10-ng-o.n.g">10-ng-o.n.g</a></p>

<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p><u>General</u></p> <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> <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 may be 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> <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>• 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 <u>apply for the program</u>.</li> </ul>
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Direct service

- Throughout the grant term, continue to provide home visits throughout the service area. Continue to be present at medical practices in Hardwick and Island Pond once per week for assistance.
- Continue to provide 3SVT factual information, education and application assistance at St. Johnsbury, Newport and satellite offices throughout the catchment area.
- Continue to have Case Managers provide routine assessment of clients needs and provide factual 3SVT information and assistance for benefit maintenance and application.

Presentations and Staffed Booths

- Continue to visit senior meal sites and senior centers to educate older Vermonters about 3SVT factual information. NEKCOA will visit 1 per quarter during the grant term.
- During the grant term, NEKCOA staff will minimally present 3SVT factual information at one community *group* and one community *partner* agency per quarter.

Direct mail

- During the grant term NEKCOA will distribute 1,000 rack cards within a quality assurance survey for home delivered meals and throughout the catchment area. NEKCOA will also include rack cards in mailings to those who call the senior helpline and request information.

Displays and Distribution of 3Squares VT informational material

- During the grant term NEKCOA will use a systemic approach distribute 3SVT rack cards to town clerks, libraries, meal sites, senior centers and other community places where older Vermonters frequent.
- NEKCOA will distribute 250 3SVT posters to health and wellness providers and track contacts and the number of posters distributed at each site. NEKCOA staff will also track the places they go to where the site declined to participate.

Other

- NEKCOA will continue to use social media, as well as print media to share 3SVT factual information.
- NEKCOA will maintain their website with information, resources and direct links for consumers to learn more about the 3SVT program. NEKCOA will continue to develop and maintain 3SVT factual information on their website.
- NEKCOA will include 3SVT factual information in two electronic newsletters during the grant term.

	<ul style="list-style-type: none"> <li>• NEKCOA will report on one best practice during the grant term as part of quarterly deliverables.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b><u>Subrecipient</u></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, NEKCOA private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No    <b>X</b></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 will re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>topic code 20a consumers</i>) to</p>

determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding as a topic 20c consumer in the client database system.

**Project Number · 1 Our Place  
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| <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 FFY20.</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 met by the end of the grant term.</li> </ul> |
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<b>Target audience</b>	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: <u>Bellows Falls, VT.</u>
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<b>Timeline</b>	<b>Start</b>   10/1/2019	<b>End</b>   <u>Ongoing.</u>
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<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p>Direct Client Services</p> <ul style="list-style-type: none"> <li>• 350 households will be screened to determine their 3SVT participation status.</li> <li>• 100 of the 350 will be identified as not currently taking part in 3SVT.</li> <li>• 100 households will be provided 1-1 information, referral or application assistance.</li> <li>• 50 of the 100 Our Place staff will help the customer prepare a 3SVT application.</li> <li>• Our Place will screen each person who accesses the food pantry for 3SVT participation and will provide factual 3SVT information upon request.</li> </ul> <p>Direct Mail</p> <p>Although no mailings are planned by Our Place due to population trends and budgetary constraints, Our Place will seek to find ways to cross message 3SVT information with organizations it partners with and during the grant term will report at least two mailings where 3SVT Outreach occurred as a result of their ability to partner in this manner.</p> <p>Presentations and Staff Booths</p> <ul style="list-style-type: none"> <li>• Once a week throughout the grant term, at Community Meals, an Our Place employee will meet with people to discuss 3SVT factual information and offer assistance with applications if the person is interested in applying for 3SVT. At least once per quarter Our Place staff will deliver a presentation at their meal site for participants and share 3SVT factual information.</li> <li>• Our Place will work with partner organizations, which currently do not provide 3SVT outreach and application assistance, to provide outreach in the form of information sheets and speaking to the groups of people they serve.</li> </ul> <p>DisQlays &amp; Distribution of 3SquaresVT Informational Material:</p> <ul style="list-style-type: none"> <li>• Direct food distribution occurs on the fourth Tuesday of each month and serves approximately 275 people depending on the weather and season. Our Place will develop content for a flyer with 3SVT factual information and Our Place availability to help with applications, interim reports and reviews.</li> <li>• During direct food distribution, Our Place staff will distribute 3SVT factual information and have applications available. Appointments to meet will be arranged for any person who wants to apply for 3SVT.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Similarly, Our Place will distribute an information sheet, tailored to older Vermonters, in grocery bags that are distributed to seniors in their homes each month. When the bags are delivered it will be explained that Our Place staff are available to provide assistance in completing 3SVT applications.</li> <li>• In August or September of the grant term a food drive occurs at the Bellows Falls Opera House. Our Place will cross message 3SVT factual information. In addition to asking people to donate food, Our Place staff will use this venue to distribute 3SVT factual information.</li> <li>• During the grant term, Our Place will find places to post 3SVT factual information and the types of assistance Our Place provides for completing applications, interim reports and reviews.</li> <li>• Our Place will use HFVT's tool kit and post items on their Facebook page at least once a month. Our Place will monitor and report on the response rate.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Our Place will attempt to distribute 250 3SVT posters at local health and wellness sites throughout the grant term and track where they have gone and the number of posters if any left for distribution.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b><u>Subrecipient</u></b>	Our Place Drop-In Center, Inc.
<b>Tax ID of Subrecipient</b>	03-0333339
<b>Role of the Subrecipient</b>	<del>Direct Service Provider with potential and current 3SVT recipients.</del>
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	Our Place private cash and anticipated 50% reimbursement from the federal government.
<del>Volunteers</del>	<i>Are volunteers involved in this activity:</i> Yes      No <b>X</b>

If Yes, in what capacity?	
<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 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 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> </ul>



	<ul style="list-style-type: none"> <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, <u>Pittsfield and Winhall.</u></p>
<b>Timeline</b>	<p><u>Start</u>   <u>Ongoing.</u>   <u>End</u>   <u>Ongoing.</u></p>
<b>Description of Activity</b>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p><u>General</u></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 it ____</li> </ul>

	<p>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.</p> <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 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>Direct Services</p> <ul style="list-style-type: none"> <li>• COASEV will provide 3SVT factual information when conducting home visits in towns throughout the service area, Windsor and Windham County. AAA office(s) in Brattleboro, Springfield, White River; focal points in Wilmington.</li> <li>• COASEV will Add one more focal point to share 3SVT factual information with older Vermonters during the grant term.</li> </ul> <p>Direct Mail</p> <ul style="list-style-type: none"> <li>• During the grant term COASEV will have two mailings relevant to 3SVT providing factual 3SVT information with a minimal reach of 300.</li> </ul> <p>Presentations and Staffed Booths</p> <ul style="list-style-type: none"> <li>• COASEV staff will present at three types of venues (senior centers, fairs, churches, etc.) with an estimated minimal total reach of 2000 for the grant term.</li> </ul> <p>Displays and Distribution of 3SquaresVT Informational Material</p> <ul style="list-style-type: none"> <li>• Display 3SVT information on Senior Solutions Facebook page once every other month (six times during the grant term).</li> <li>• During the grant term COASEV will distribute 250 3SVT posters at health and wellness sites and track on an Excel spread sheet where they went and how many posters were distributed. Places who decline to participate will also be tracked.</li> </ul>
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	<p><u>Other</u></p> <ul style="list-style-type: none"> <li>• When calling Meals on Wheels clients to complete a state Survey Monkey, COASEV will find out if they are participants and provide factual 3SVT information.</li> <li>• COASEV will identify one best practice during the grant term and include information within the applicable quarters deliverables.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</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, COASEV private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <b>X</b></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</p>

	<p>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>
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<p><b>Project Number 13</b></p>	<p><b>Southeastern Vermont Community Action, Inc. (SEVCA)- Community 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 FFY20.</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 by the end of the grant term.</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>

Timeline	<u>Start</u>   Ongoing	<u>End</u>   Ongoing
<b>Description of Activity</b>	<p data-bbox="483 310 1349 342"><i>Provide a description of the activity and how it will be implemented.</i></p> <p data-bbox="500 373 602 405">General</p> <ul data-bbox="500 436 1344 1241" style="list-style-type: none"> <li>• SEVCA will 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 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.</li> <li>• Throughout the grant term, all individuals and families who meet with a Family Services Worker will be screened for 3SVT.</li> </ul> <p data-bbox="500 1251 781 1283"><u>Direct Client Services</u></p> <ul data-bbox="500 1287 1295 1518" 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>• 550 households will be provided 1-1 factual 3SVT information, referral or application assistance.</li> <li>• 100 of the 550 SEVCA will prepare a 3SVT application.</li> </ul> <p data-bbox="500 1549 659 1581">Direct Mail:</p> <ul data-bbox="500 1585 1336 1795" style="list-style-type: none"> <li>• 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 will occur in the first and third quarter.</li> </ul>	

- SEVCA will partner with two additional 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 will occur in thesecond and fourth quarter.
- SEVCA will send out factual 3SVT information in e-newsletter four times a year.

**Presentations and Staffed Booths:**

- In the fourth quarter, SEVCA will have a booth that provides factual 3SVT information set up atthe Job Expo or Wellness Fair in Brattleboro (300-400 people), pending approval byevent managers. If event managers decline SEVCA the opportunity to set up an information booth or if SEVCA decides not to use this venue, then another event or events that provide the same opportunity for (300-400) participants can be used such as: setting up at another fair(s) such as the Wilmington Job Fair (130-150) people; plus any additional venue(s) to reach the desired number of possible participants (300-400).
- In the fourth quarter, informational tables will be set up at area farmers' markets on at leastthree separate occasions in the SEVCA catchment area.
- SEVCA will deliver a presentation at the Parents Group at all four SEVCA Head Start locations in the second and third quarters, reaching approximately 15 people each time.

**Displays and Distribution of Informational Materials:**

- SEVCA will make sure that 3SVT posters are displayed in at least 20 sites in addition to officesor facilities managed by the Community Action Agency.
- In addition, SEVCA will continue to distribute 3SVT posters to health care and alternative healthcare sites. SEVCA will track where outreach has occurred and how many posters are distributed at each site. At sites visited and where no posters are distributed SEVCA will track that as well. During the grant term, 250 posters will be distributed, tracked and reported to ESD.
- 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

	<p>per quarter of the statewide 3SVT workgroup.</p> <ul style="list-style-type: none"> <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. 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).</li> <li>• SEVCA will use other free methods such as Front Porch Forum to raise public awareness about 3SVT within their catchment area.</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 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 FFY20.</li> </ul> <p><u>Other:</u></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• SEVCA will ensure 3SVT factual information, from HFVT's tool kit, is on put on Facebook at least once per month and will track visits, shares and other metrics.</li> <li>• SEVCA will investigate adding a link to the 3SVT online application to SEVCA's web page and track metrics if implemented.</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 <u>hours and these individuals</u></li> </ul>
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	will be able to complete it electronically. The training will be completed by June 30 <sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30 <sup>th</sup> .
<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="radio"/> No <input checked="" type="radio"/> <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</b> <b>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 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 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>	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 <u>Pittsfield, Readsboro, Searsburg and Winhall.</u>	
<b>Timeline</b>	<b>Start</b>   Ongoing.	<b>End</b>   Ir-0_n_g_o_in_g _ _ _ _ _

<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented</i></p> <p><u>General</u></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.</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 <u>applications and promotional activities</u></li> </ul>
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consistent with the state plan for 3SVT outreach.

Direct Service

- Each quarter SVCOA staff will conduct home visits in towns throughout the service area and provide 3SVT factual information, application, Interim Report and recertification assistance. Additionally, the same services will be conducted at AAA office(s) and other sites.
- SVCOA will conduct direct service visits at one or two Senior Centers per quarter with a total of five sites in their catchment area by the end of the grant term.
- SVCOA will conduct direct service visits at local town libraries or town offices at a minimum of one per quarter.

Direct Mail

Quarterly SVCOA will mail letters throughout the catchment area to SVCOA clients regarding 3SVT factual information, program requirements and how to apply with a goal to reach the "untargeted" population of clients NOT accessing 3SVT benefits.

Presentations & Staffed Booths

- Each quarter, SVCOA will minimally conduct a 3SVT presentation at Senior Center "coffee talk" or do a "more health for your wealth" nutrition presentation using the more health for your wealth program.
- Each quarter, SVCOA will conduct a minimum of two presentations at community meal sites. These presentations will be conducted at all of the following sites during the grant term and will not be duplicative: Mendon, Mt. Holly, Parker House, Pawlet, Pittsford policy academy, Rupert Leisures, Poultney, Templewood Court and Sassies/Chaunceys).

Displays and Distribution of 3SVT Factual Informational materials

- SVCOA Staff will distribute 3SquaresVT Outreach toolkit items at various sites throughout the catchment area during the grant term with a minimal total reach of 300.
- SVCOA staff will distribute a minimum of 250 3SVT posters within their catchment area to health and wellness providers and track their outreach activities for distribution.


Other

- During the grant term SVCOA staff may collaborate on one workshop in Bennington and one Workshop in Rutland for

	<p>The Learning Kitchen- six week Nutrition Education class paired with 3SVT info and benefits. (not specific to the first quarter).</p> <ul style="list-style-type: none"> <li>• During the grant term SVCOA 3SVT Outreach staff will identify one best practice and report on it in the applicable quarterly deliverables.</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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b>Subrecipient</b>	
<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, SVCOA private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No    <b>X</b></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 <b>in</b> workplan. The current evaluation process will take a sample and</p>

	<p>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>
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<b>Project Number 15</b>	<b>Vermont Food Bank, 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 FFY20.</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 met by the end of the grant term.</li> </ul> <p>Direct Client Services</p> <ul style="list-style-type: none"> <li>• 3,500 households will be screened to determine their 3SVT participation status.</li> <li>• 550 households will be identified as not currently taking part in 3SVT.</li> <li>• 3,500 households/clients will be provided 1-1 information, referral or application assistance.</li> <li>• 225 of the 3,500 households VFB will prepare a 3SVT application.</li> <li>• 150 people will receive factual 3SVT information via VFB's text program.</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 certain targeted community sites plus outreach services aimed at <u>network partners statewide</u>.</p>
<p><b>Timeline</b></p>	<p><b>Start</b> Ongoing.  <b>Ongoing.</b></p>
<p><b>Description of Activity</b></p>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>General</u></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.</li> </ul> <p><u>Direct Service Locations</u></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> </ul>

- VFB 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 Vermont State Outreach 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 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 to food insecure college students. 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 when requested.
- 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 deliver at least four 3SVT presentations to volunteers, coordinators, and staff members of meal sites, food shelves and/or community organizations 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 volunteers and coordinators from these organizations 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 3rd quarter.
- VFB will create and display 3SVT posters in 12 different locations to promote dates/times that the Outreach Manager will be stationed at the designated VFB network partner food shelves, meal sites or other community partner or public event.

#### 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 clientele; this will be an ongoing practice as VFB recruits more organizations.
- VFB will insert a 3SVT flyer targeted to older Vermonters into 2,400 CSFP boxes (2nd quarter).
- VFB will insert a 3SVT flyer in 400 Pack to Give Back Thanksgiving Boxes distributed through the VFB (1st quarter).
- VFB will distribute 1,500 3SVT flyers through holiday boxes at network partners and community sites.
- VFB will insert a 3SVT flyer targeted to families into 1,700 school bags participating in their Back Pack program (3rd Quarter).
- The VFB Outreach Manager will utilize the DCF/ESD online application for 3SVT as much as possible.
- 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.
- VFB will distribute 250 3SVT posters to health and wellness providers throughout their catchment area and track their distribution activities i.e., where, how many posters and if an organization declined to participate: where and who contacted.

#### 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



	<p>training will last less than two hours and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• VFB will report on one best practice learned during the grant term, at least once with quarterly deliverables.</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>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <b>X</b></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 one hundred twenty-five (125) referrals made to 3SVT during the grant term and will conduct and report this survey.</p>

<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 FFY20.</li> <li>• Statewide older Vermonter participation will exceed 17,000 individuals during FFY20.</li> <li>• 100,000 Rack Cards will be distributed to food insecure Vermonters during FFY20.</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>	<p>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. <u>Federal, State and local Administrators.</u></p>
<b><u>Timeline</u></b>	<u>Fl-Ongoing. 1-0 n g o i n g _____</u>
<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>• 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 <u>in a non-</u></li> </ul>

	<p>persuasive manner.</p> <ul style="list-style-type: none"> <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 FFY20 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://def.vermont.gov/benefits/3SquaresVT/60plus">http://def.vermont.gov/benefits/3SquaresVT/60plus</a></p> <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. The training will be completed by June 30<sup>th</sup> and an attendance sheet will be kept to verify completion each FFY by July 30<sup>th</sup>.</li> </ul>
<b><u>Subrecipient</u></b>	<b><u>3SVT Administrative Project</u></b>
<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>	<b><i>Are volunteers involved in this activity:</i></b> Yes No <b>X</b>



**Evaluation**

*If Yes, in what capacity?*

*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.*

- At the federal level the USDA and FNS review and conduct audits at their discretion.
- The State of Vermont business office reviews and conduct audits at their discretion.
- 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.
- Annual site visits and phone contact with all partners/projects to address gaps, opportunities and program effectiveness.
- The Statewide goal of 80,000 Vermonters receiving 3SVT in some amount will be reached.
- The Statewide goal of 17,000 older Vermonters will be receiving 3SVT in some denomination during the grant term will be achieved.
- The ongoing review of grant requirements, project progress as documented within quarterly reports and deliverables and across years.
- 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.
- Positive reporting on Timesheets for personnel associated with this project to document hours related to 3SVT Outreach administration.
- Annual review of the State Plan and State's Final Narrative by FNS
- Annual Review by the State of Vermont of project 3SVT Final Narratives i.e., accomplishments, major challenges and solutions developed and evaluation methodology and findings
- Customer feedback on the messaging for rack cards and posters for any changes, revisions or alterations in language or content.
- Corrective Action Plans will be implemented in situations where the projects/partners are out of compliance with the requirements of the grant agreement for accuracy or for providing quarterly deliverables by the due date.

<b>Project Number</b> 17	<b>Boys and Girls Club Rutland County</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 FFY20.</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 met by the end of the grant term.</li> </ul> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> <li>• 900 households will be screened to determine their 3SVT participation status.</li> <li>• 200 households will be identified as not currently taking part in 3SVT.</li> <li>• 600 households/clients will be provided 1-1 information, referral or application assistance.</li> <li>• 100 of the 600 households BGCRC 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 responding to program notices or paperwork requirements. The Subrecipient will focus on activities at community and school events for children and their families in the following service area: Rutland, Brandon, Fair Haven, Wallingford, Poultney, Pittsford, Chittenden and Danby.</p>
<b>Timeline</b>	<p><b>Start</b> 110/1/2019   <b>End</b>   Ongoing.</p>
<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</li> </ul>

	<p>qualify for 3SVT but are not currently taking part in the program.</p> <ul style="list-style-type: none"> <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 at 9 events in Barstow, 10 events in Fair Haven, 12 events in Rutland throughout the grant term.</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.</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 clients with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and the obligations of recipients.</li> <li>• Assist clients to accurately complete and submit applications to the State for initial 3SVT eligibility review, or assist clients currently participating in 3SVT to accurately complete and submit interim reports and reviews to maintain their eligibility.</li> <li>• Assist clients with the 3SVT application process, including help obtaining verification that may be necessary for 3SVT participation.</li> <li>• Provide factual 3SVT information to low income Vermonters at various venues/community events across Rutland County and cross message same at meetings and in direct mailings.</li> <li>• Employ staff who will actively educate clients on the availability, eligibility requirements, application procedures and benefits of 3SVT. This will include at least one Outreach Worker who will focus on 3SVT outreach reasonable, allowable and necessary activities to inform clients about the 3SVT program so they can make an informed decision whether to apply and when applicable will help with 3SVT applications and conduct activities consistent with the state</li> </ul>
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	<p>plan for 3SVT outreach, including displays and distribution of factual 3SVT informational materials.</p> <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. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>.</li> </ul>
<b><u>Subrecipient</u></b>	<u>Boys and Girls Club Rutland County</u>
<b>Tax ID of Subrecipient</b>	<u>131-1653365</u>
<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>	Subrecipient Private Funds and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity: Yes No)( 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 FFY20 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 seventy (70) referrals made to 3SVT during the grant term and will conduct and report this survey.</p>
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## **5. Outreach Project Staffing Details**

### **Project Staffing Table:**

Statewide there are 178 positions making up 21.84 Full Time Equivalents (FTEs) that are a part of the State of Vermont's Outreach plan (see chart below). See attached *Statewide FFY20 3SVT 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 FFY20 3SVT Outreach Project Summary* and please note: the Budget to Staffing Detail is off by \$1.94 as a result of the following:

- A) \$.29 due to Age Well rounding down to keep budget within Age Well's available private allocation (see Age Well Staffing Detail and Budget Narrative).
- B) \$.39 due to JGES rounding down to keep budget within JGES's available private allocation amount (see JGES Staffing Detail and Budget Narrative).
- C) \$.86 due to SVCOA rounding down to keep budget within SVCOA's available private allocation amount (see SVCOA Staffing Detail and Budget Narrative).
- D) \$.40 due to BROCC rounding down to keep budget within State of Vermont's level funding criteria (see BROCC Staffing Detail and Budget Narrative).

Below is a *Revised FFY20 Statewide 3SVT Outreach Staffing Table*. See individual project tabs and embedded in attached *Statewide FFY20 3SVT Outreach Project Summary* for more details. Statewide 178 staff from sixteen community\_partner agencies will be working on 3SVT Outreach which is 21.84 FTE.

			(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Project No.	Staff Person Title	Initials of Staff Person	ITE Outreach - (based on 40hr/week 52 wks/year-2080 hr/annual)	Salary	Outreach Salary	Benefits Rate	Outreach Benefits	Total
I	Food Security Manager	OT	0.75	\$46,981.42	\$35,236.06	0.25	\$8,809.02	\$44,045.08
I	Food Security Soecialist	PM	0.87	\$36,131.65	\$31,434.54	0.25	\$7,858.63	\$39,293.17
I	Food Security Soecialist	OP	0.95	\$35,597.69	\$33,817.80	0.25	\$8,454.45	\$42,272.25
I	Child Nutrition Initiatives Specialist	TM	0.10	\$35,597.69	\$3,581.29	0.25	\$895.32	\$4,476.61

1	Child Nutrition Initiatives Soecialist	RM	0.06	\$36,673.63	\$2,200.42	0.25	\$550.10	\$2,750.52
1	Hunger Council Manager	JO	0.24	\$45,603.01	\$10,944.72	0.25	\$2,736.18	\$13,680.90
1	Advocacy & Education Director	FM	0.25	\$60,732.23	\$15,183.06	0.25	\$3,795.76	\$18,978.82
1	Development Director	MT	0.05	\$58,950.45	\$2,947.52	0.25	\$736.88	\$3,684.40
1	Operations Director	GS	0.08	\$57,220.95	\$4,578.13	0.25	\$1,144.53	\$5,722.66
1	Executive Director	AH	0.16	\$84,874.01	\$13,579.84	0.25	\$3,394.96	\$16,974.80
2	Community Services Outreach Soecialist 1	SP	0.21	\$44,033.60	\$9,326.00	0.36	\$3,357.36	\$12,683.36
2	Community Services Outreach Soecialist 2	EE	0.02	\$60,115.00	\$914.00	0.36	\$329.04	\$1,243.04
2	Community Services Outreach Specialist 3	MH	0.07	\$40,705.60	\$2,797.00	0.36	\$1,006.92	\$3,803.92
2	Community Services Outreach Specialist 4	Jenny	0.17	\$32,136.00	\$5,601.00	0.36	\$2,016.36	\$7,617.36
2	Community Services Outreach Specialist 5	MS	0.10	\$45,825.00	\$4,802.00	0.36	\$1,728.72	\$6,530.72
3	Food Shelf Coordinator	WJ	0.13	\$38,477.50	\$4,809.69	0.36	\$1,721.87	\$6,531.56
3	CRC/Energy Sncialist	EW	0.10	\$45,054.67	\$4,505.47	0.36	\$1,612.96	\$6,118.42
3	Energy Specialist	ES	0.04	\$37,149.22	\$1,393.10	0.36	\$498.73	\$1,891.82
3	Energy Programs Coordinator	SR	0.18	\$51,181.94	\$8,956.84	0.36	\$3,206.55	\$12,163.39
4	Care & Service Coordination Administrator	MF	0.01	\$37,500.00	\$468.75	0.22	\$103.13	\$571.88
4	Care & Service Coordination Administrator	KN	0.01	\$46,725.64	\$584.07	0.22	\$128.50	\$712.57
4	Care and Service Coordination Supervisor	JA	0.01	\$62,916.88	\$786.46	0.22	\$173.02	\$959.48
4	Care and Service Coordination Suoervisor	<b>WM</b>	0.01	\$61,596.34	\$769.95	0.22	\$169.39	\$939.34
4	Care and Service Coordination Supervisor	ER	0.01	\$49,777.78	\$622.22	0.22	\$136.89	\$759.11
4	Care and Service Coordinator	EA	0.03	\$36,940.80	\$923.52	0.22	\$203.17	\$1,126.69
4	Care and Service Coordinator	HB	0.03	\$59,486.96	\$1,487.17	0.22	\$327.18	\$1,814.35
4	Care and Service Coordinator	PG	0.03	\$43,175.08	\$1,079.38	0.22	\$237.46	\$1,316.84
4	Care and Service Coordinator	DL	0.03	\$37,206.78	\$930.17	0.22	\$204.64	\$1,134.81
4	Care and Service Coordinator	Elef	0.03	\$38,097.80	\$952.45	0.22	\$209.54	\$1,161.98
4	Care and Service Coordinator	EL	0.03	\$38,313.34	\$957.83	0.22	\$210.72	\$1,168.56
4	Care and Service Coordinator	BM	0.03	\$38,316.72	\$957.92	0.22	\$210.74	\$1,168.66
4	Care and Service Coordinator	FO	0.03	\$40,084.98	\$1,002.12	0.22	\$220.47	\$1,222.59
4	Care and Service Coordinator	RT	0.03	\$44,800.86	\$1,120.02	0.22	\$246.40	\$1,366.43
4	Care and Service Coordinator	HT	0.03	\$44,615.48	\$1,115.39	0.22	\$245.39	\$1,360.77
4	Community Health Worker	EM	0.39	\$33,788.04	\$13,060.43	0.22	\$2,873.29	\$15,933.72
4	Community Health Worker	PF	0.39	\$40,548.30	\$15,673.54	0.22	\$3,448.18	\$19,121.72
4	Community Health Worker	PS	0.39	\$34,634.60	\$13,387.66	0.22	\$2,945.28	\$16,332.94

4	Community Health Worker	JS	0.39	\$51,275.90	\$19,820.19	0.22	\$4,360.44	\$24,180.63
4	I & A Coordinator	MB	0.13	\$37,022.18	\$4,627.77	0.22	\$1,018.11	\$5,645.88
4	I & A Coordinator	SC	0.13	\$39,223.86	\$4,902.98	0.22	\$1,078.66	\$5,981.64
4	I & A Coordinator	DF	0.13	\$36,899.20	\$4,612.40	0.22	\$1,014.73	\$5,627.13
4	I & A Coordinator	PG	0.13	\$39,342.16	\$4,917.77	0.22	\$1,081.91	\$5,999.68
4	Nutrition Coordinator	EM	0.03	\$25,662.00	\$641.55	0.22	\$141.14	\$782.69
4	Nutrition Coordinator	ME	0.03	\$29,218.80	\$973.95	0.22	\$214.27	\$1,188.22
4	Nutrition Coordinator	PL	0.03	\$44,397.60	\$1,479.91	0.22	\$325.58	\$1,805.48
4	Options Counselor - Chittenden	JS	0.03	\$39,212.16	\$1,307.06	0.22	\$287.55	\$1,594.61
4	Specialized Care and Service Coordinator	LC	0.03	\$41,849.60	\$1,046.24	0.22	\$230.17	\$1,276.41
4	Specialized Care and Service Coordinator	KS	0.03	\$36,899.20	\$922.48	0.22	\$202.95	\$1,125.43
4	New American Care & Service Coordination Lead	KN	0.08	\$41,116.66	\$3,083.75	0.22	\$678.42	\$3,762.17
4	New American Care & Service Coordinator	MA	0.08	\$38,519.78	\$2,888.98	0.22	\$635.58	\$3,524.56
4	Nutrition Support	KH	0.05	\$18,397.60	\$919.88	0.22	\$202.37	\$1,122.25
4	Nutrition Support	AM	0.03	\$26,551.20	\$885.03	0.22	\$194.71	\$1,079.74
4	Nutrition Director	CM	0.03	\$78,030.16	\$1,950.75	0.22	\$429.17	\$2,379.92
4	Community Health Worker/3SaVT Admin	TBD	1.00	\$34,320.00	\$34,320.00	0.22	\$7,550.40	\$41,870.40
5	Case Manager 1	BT	0.03	\$40,600.00	\$1,218.00	0.36	\$441.62	\$1,659.62
5	Case Manager 2	MT	0.03	\$39,700.00	\$1,191.00	0.36	\$431.83	\$1,622.83
5	Case Manager 3	LM	0.03	\$36,600.00	\$1,098.00	0.36	\$398.11	\$1,496.11
5	Case Manager 4	WC	0.03	\$47,900.00	\$1,437.00	0.36	\$521.03	\$1,958.03
5	Case Manager 5	MB	0.03	\$42,600.00	\$1,278.00	0.36	\$463.38	\$1,741.38
5	Case Manager 6	CR	0.03	\$36,100.00	\$1,083.00	0.36	\$392.67	\$1,475.67
5	Case Manager 7	KE	0.03	\$49,400.00	\$1,482.00	0.36	\$537.34	\$2,019.34
5	Case Manager 8	KS	0.03	\$50,800.00	\$1,524.00	0.36	\$552.57	\$2,076.57
5	Case Manager 9	KRF	0.03	\$41,400.00	\$1,242.00	0.36	\$450.32	\$1,692.32
5	Case Manager 10	JV	0.03	\$41,400.00	\$1,242.00	0.36	\$450.32	\$1,692.32
5	Case Manager 11	SW	0.05	\$40,300.00	\$2,017.42	0.36	\$731.48	\$2,748.89
5	Case Manager 12	OPEN	0.03	\$41,600.00	\$1,248.00	0.36	\$452.50	\$1,700.50
5	Case Manager 13	SD	0.03	\$43,500.00	\$1,305.00	0.36	\$473.17	\$1,778.17
5	I&A I	EH	0.15	\$43,900.00	\$6,585.00	0.36	\$2,387.59	\$8,972.59
5	I&A2	OPEN	0.15	\$41,600.00	\$6,240.00	0.36	\$2,262.50	\$8,502.50
5	I&A3	CS	0.15	\$49,400.00	\$7,410.00	0.36	\$2,686.72	\$10,096.72
5	I&A4	CM	0.15	\$49,400.00	\$7,410.00	0.36	\$2,686.72	\$10,096.72
5	Nutrition Assistant	OPEN	0.50	\$41,600.00	\$20,800.00	0.36	\$7,541.66	\$28,341.66
6	Director - CCA	TP	0.20000	\$61,974.02	\$12,394.80	0.36720	\$4,551.37	\$16,946.18
6	Associate Director - CCA	LA	0.15000	\$48,103.20	\$7,215.48	0.36720	\$2,649.52	\$9,865.00
6	Community Service Worker - CCA I		0.07500	\$42,095.64	\$3,157.17	0.36720	\$1,159.31	\$4,316.49
6	Director - ACA	KH	0.10000	\$55,735.57	\$5,573.56	0.36720	\$2,046.61	\$7,620.17
6	Community Service Worker -ACA I	DG	0.17500	\$42,950.81	\$7,516.39	0.36720	\$2,760.02	\$10,276.41
6	Community Service Worker - ACA 2	DR	0.12500	\$42,950.81	\$5,368.85	0.36720	\$1,971.44	\$7,340.29
6	Director - FGICA	RO	0.07500	\$54,153.51	\$4,061.51	0.36720	\$1,491.39	\$5,552.90
6	Community Service Worker - FGICA I	JJ	0.07500	\$42,950.81	\$3,221.31	0.36720	\$1,182.87	\$4,404.18

6	Community Service Worker - FGICA 2	TA	0.10000	\$42,095.64	\$4,209.56	0.36720	\$1,545.75	\$5,755.32
6	Community Service Worker - FGICA 3	RM	0.12500	\$42,950.81	\$5,368.85	0.36720	\$1,971.44	\$7,340.29
6	Director - CEFS	RM	0.01250	\$82,994.05	\$1,037.43	0.36720	\$380.94	\$1,418.37
6	Community Service Worker - CEFS I	EA	0.12500	\$42,950.81	\$5,368.85	0.36720	\$1,971.44	\$7,340.29
6	Community Service Worker - CEFS 2	HH	0.20000	\$42,095.64	\$8,419.13	0.36720	\$3,091.50	\$11,510.63
7	Shelter Director	VG	0.07	\$42,000.00	\$2,940.00	0.36	\$1,065.12	\$4,005.12
7	Shelter Case Manager	JS	0.07	\$36,000.00	\$2,520.00	0.16	\$399.71	\$2,919.71
7	Day Shelter Coordinator	KS	0.07	\$40,000.00	\$2,800.00	0.40	\$1,133.36	\$3,933.36
7	Resource Coordinator	ChCa	0.07	\$36,500.00	\$2,555.00	0.38	\$976.63	\$3,531.63
7	Foodshelf Coordinator	ChCo	0.10	\$37,500.00	\$3,750.00	0.38	\$1,429.21	\$5,179.21
7	Representative Payee	CK	0.07	\$33,280.00	\$2,329.60	0.09	\$207.10	\$2,536.70
8	Senior Service Coordinator	PK	0.06	\$64,584.00	\$3,875.04	0.33	\$1,278.76	\$5,153.80
8	Senior Service Coordinator	AS	0.06	\$35,360.00	\$2,121.60	0.33	\$700.13	\$2,821.73
8	Senior Service Coordinator	ER	0.06	\$40,997.00	\$2,459.82	0.33	\$811.74	\$3,271.56
8	Senior Service Coordinator	SP	0.06	\$39,104.00	\$2,346.24	0.33	\$774.26	\$3,120.50
8	Senior Service Coordinator	KSS	0.06	\$64,584.00	\$3,875.04	0.33	\$1,278.76	\$5,153.80
9	Assistant Director (North) of Outreach Programs	LT	0.05	\$41,600.00	\$2,080.00	0.48	\$990.08	\$3,070.08
9	Associate Director (South) of Outreach Programs	AF	0.05	\$41,995.20	\$2,099.76	0.48	\$999.49	\$3,099.25
9	Outreach Worker(North)	JM	0.15	\$31,200.00	\$4,680.00	0.48	\$2,227.68	\$6,907.68
9	Outreach Family Support Worker (South)	SH	0.15	\$31,200.00	\$4,680.00	0.48	\$2,227.68	\$6,907.68
10	Case Aide	ft	0.08	\$33,078.66	\$2,646.29	0.50	\$1,310.44	\$3,956.74
10	Case Manager	ke	0.05	\$41,198.35	\$2,059.92	0.50	\$1,020.07	\$3,079.99
10	Case Manager	cg	0.04	\$43,704.96	\$1,857.46	0.50	\$919.81	\$2,777.28
10	Case Manager	dm	0.05	\$35,349.60	\$1,767.48	0.50	\$875.26	\$2,642.74
10	Case Manager	fw	0.05	\$36,570.77	\$1,645.68	0.50	\$814.94	\$2,460.63
10	Case Manager	lw	0.05	\$36,570.77	\$1,828.54	0.50	\$905.49	\$2,734.03
10	Case Manager	jd	0.05	\$36,570.77	\$1,828.54	0.50	\$905.49	\$2,734.03
10	Case Manager	cs	0.05	\$34,814.00	\$1,740.70	0.50	\$861.99	\$2,602.69
10	Director of Care and Support	ll	0.05	\$38,498.93	\$1,924.95	0.50	\$953.23	\$2,878.18
10	Director of Care and Support	md	0.05	\$38,348.96	\$1,917.45	0.50	\$949.52	\$2,866.97
10	I&A Spec ST J	kr	0.10	\$37,320.61	\$3,732.06	0.50	\$1,848.12	\$5,580.18
10	I&A Specialist Newoort	dm	0.10	\$35,263.90	\$3,526.39	0.50	\$1,746.27	\$5,272.66
10	Options Counselor	rm	0.10	\$34,728.30	\$3,472.83	0.50	\$1,719.75	\$5,192.58
IO	Options Counselor	kd	0.10	\$33,078.66	\$3,307.87	0.50	\$1,638.06	\$4,945.92
11	Food Pantry and Client Services Coordinator	KW	0.20	\$28,080.00	\$5,616.00	0.13	\$716.04	\$6,332.04
11	Operations and Essentail Services Coordinator	AR	0.10	\$29,120.00	\$2,912.00	0.13	\$371.28	\$3,283.28
II	Executive Director	LP	0.10	\$41,000.00	\$4,100.00	0.23	\$922.75	\$5,022.75

II	Food Services Kitchen Staff	CH	0.05	\$27,040.00	\$1,352.00	0.13	\$172.38	\$1,524.38
12	3 square	ka	0.57	\$33,764.22	\$19,148.88	0.33	\$6,286.58	\$25,435.46
12	Case Management Supervisor	gh	0.04	\$69,306.64	\$2,620.42	0.33	\$860.28	\$3,480.70
12	Case Manager	ae	0.03	\$46,875.71	\$1,417.86	0.33	\$465.48	\$1,883.34
12	Case Manager	ph	0.03	\$54,652.62	\$1,859.73	0.33	\$610.55	\$2,470.27
12	Case Manager	mh	0.04	\$43,340.75	\$1,638.67	0.33	\$537.98	\$2,176.65
12	Case Manager	cm	0.04	\$44,540.50	\$1,684.03	0.33	\$552.87	\$2,236.90
12	Case Manager	bf	0.03	\$45,011.82	\$1,361.48	0.33	\$446.97	\$1,808.46
12	Case Manager	cp	0.04	\$52,017.47	\$1,966.73	0.33	\$645.68	\$2,612.41
12	Case Manager	eb	0.04	\$49,403.74	\$1,867.91	0.33	\$613.23	\$2,481.14
12	Benefit Enrollment	be	0.04	\$44,990.40	\$1,701.04	0.33	\$558.45	\$2,259.49
12	Director Comm Relations	je	0.03	\$49,660.83	\$1,502.10	0.33	\$493.14	\$1,995.24
12	I & A Super	kt	0.08	\$44,990.40	\$3,402.09	0.33	\$1,116.90	\$4,518.99
12	I & A Spec	ms	0.08	\$37,513.42	\$2,836.69	0.33	\$931.29	\$3,767.98
12	I & A Spec	am	0.08	\$39,998.61	\$3,024.62	0.33	\$992.98	\$4,017.60
12	I & A intake	lw	0.08	\$36,420.80	\$2,754.07	0.33	\$904.16	\$3,658.23
12	Nutrition Contract Coord	cw	0.07	\$45,461.73	\$3,093.95	0.33	\$1,015.74	\$4,109.70
12	Community Outreach Nurse	aw	0.04	\$44,133.44	\$1,668.64	0.33	\$547.82	\$2,216.46
13	Family Services Director	PB	0.07	\$63,107.00	\$4,248.00	0.28	\$1,173.00	\$5,421.00
13	Family Services Worker 1	JW	0.12	\$35,350.00	\$4,160.00	0.16	\$645.00	\$4,805.00
13	Family Services Worker2	LP	0.12	\$35,350.00	\$4,160.00	0.16	\$645.00	\$4,805.00
13	Family Services Worker 3	JS	0.12	\$36,421.00	\$4,290.00	0.36	\$1,532.00	\$5,822.00
13	Family Services Worker4	ST	0.12	\$36,956.00	\$4,395.00	0.32	\$1,419.00	\$5,814.00
13	Family Services Worker 5	EP	0.06	\$42,811.00	\$2,782.00	0.46	\$1,283.00	\$4,065.00
14	3 Squares/Wellness	at	0.50	\$36,078.02	\$18,039.01	0.36	\$6,515.69	\$24,554.70
14	3Squares	dw	0.25	\$41,219.78	\$10,201.89	0.36	\$3,684.92	\$13,886.82
14	Case Mgmt Mgr	sb	0.04	\$53,281.49	\$1,944.77	0.36	\$702.45	\$2,647.23
14	Case Mgmt Mgr	md	0.04	\$50,239.28	\$1,833.73	0.36	\$662.34	\$2,496.08
14	Aging Services Dir	jp	0.04	\$52,938.70	\$1,932.26	0.36	\$697.93	\$2,630.20
14	Aging Services Dir	dm	0.04	\$59,601.57	\$2,175.46	0.36	\$785.78	\$2,961.23
14	Case Mgr	ne	0.04	\$35,221.06	\$1,285.57	0.36	\$464.35	\$1,749.92
14	Case Mgr	va	0.04	\$33,849.92	\$1,235.52	0.36	\$446.27	\$1,681.79
14	Case Mgr	kc	0.03	\$51,974.62	\$1,612.51	0.36	\$582.44	\$2,194.95
14	Case Mgr	vp	0.04	\$35,221.06	\$1,285.57	0.36	\$464.35	\$1,749.92
14	Case Mgr	ej	0.04	\$33,849.92	\$1,235.52	0.36	\$446.27	\$1,681.79
14	Case Mgr	sm	0.04	\$34,535.49	\$1,260.55	0.36	\$455.31	\$1,715.85
14	Case Mgr	sl	0.03	\$50,474.94	\$1,658.10	0.36	\$598.91	\$2,257.01
14	Case Mgr	tb	0.04	\$33,849.92	\$1,235.52	0.36	\$446.27	\$1,681.79
14	Case Mgr	vp	0.04	\$34,535.49	\$1,260.55	0.36	\$455.31	\$1,715.85
14	Case Mgr	dwb	0.03	\$50,474.94	\$1,473.87	0.36	\$532.36	\$2,006.23
14	Data Mgr	jh	0.02	\$42,440.94	\$774.55	0.36	\$279.77	\$1,054.31
14	Dev & Commun. Manager	ca	0.04	\$51,910.35	\$1,894.73	0.36	\$684.38	\$2,579.10
14	I&A	mm	0.04	\$37,920.48	\$1,384.10	0.36	\$499.94	\$1,884.03

14	Case Mgr	va	0.04	\$33,849.92	\$1,235.52	0.36	\$446.27	\$1,681.79
14	Registered Nurse	sb	0.04	\$68,749.62	\$2,509.36	0.36	\$906.38	\$3,415.74
14	I&A	ca	0.02	\$47,796.94	\$955.94	0.36	\$345.29	\$1,301.22
14	Nutrition Dir	ca	0.05	\$54,009.90	\$2,700.50	0.36	\$975.42	\$3,675.91
14	I&A	Id	0.02	\$35,199.63	\$703.99	0.36	\$254.28	\$958.27
14	Cm Or Aide	va	0.04	\$33,849.92	\$1,235.52	0.36	\$446.27	\$1,681.79
14	3Sq Intake	va	1.00	\$32,371.66	\$32,371.66	0.36	\$11,692.65	\$44,064.31
15	3SquaresVT Outreach Coordinator	FL	0.95	\$40,560.00	\$38,532.00	0.34	\$13,191.04	\$51,723.04
15	Senior and Adult Programs ManaPer	EC	0.92	\$59,482.00	\$54,723.44	0.42	\$23,150.20	\$77,873.64
16	Benefit Programs Assistant Administrator	LRC	0.70	\$79,752.00	\$55,826.40	0.39	\$21,886.18	\$77,712.58
16	Benefit Programs Assistant Administrator	JB	0.25	\$66,040.00	\$16,510.00	0.41	\$6,779.01	\$23,289.01
16	Benefit Programs Administrator	AC	0.05	\$78,982.00	\$3,949.10	0.29	\$1,125.49	\$5,074.59
17	Outreach worker	FC	0.50	\$41,600.00	\$20,800.00	0.13	\$2,631.20	\$23,431.20
17	Rutland Unit Director	CS	0.03	\$36,000.00	\$900.00	0.13	\$113.85	\$1,013.85
17	Fair Haven Unit Director	JP	0.03	\$36,000.00	\$900.00	0.13	\$113.85	\$1,013.85
17	Barstow Unit Director	NB	0.03	\$36,000.00	\$900.00	0.13	<b>\$113.85</b>	\$1,013.85
17	CEO	LB	0.03	\$89,000.00	\$2,225.00	0.13	\$281.46	\$2,506.46
17	Admin manager	BR	0.03	\$39,000.00	\$975.00	0.13	\$123.34	\$1,098.34

Please note: this is embedded within the attached Excel Workbook: Statewide FFY20 JSVT 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 FFY20 3SVT Outreach 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 third year (FFY20) 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 third year of the three-year plan (FFY20) 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 FFY20 3SVT Outreach Project Summary* for further details.

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

The state of Vermont holds executed grant agreements with 16 partner organizations for FFY20. Project 11, Our Place has returned as a partner and the Boys and Girls Club of Rutland County is working under an executed grant agreement for 3SVT Outreach. All FFY20 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, 3SVT Administration Project continues 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 continues to include 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 FFY20. 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.

Please find the complete narratives of each project, in the attached Excel Workbook: *Statewide FFY20 3SVT Outreach Project Summary*. Please note: all FFY20 budgets and budget narratives anticipate 50% federal reimbursement funds.

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

The statewide FFY20 3SVT Statewide Outreach Budget (rounded to the nearest whole dollar) totals \$1,655,896 and includes anticipated 50% reimbursement or \$827,948.11 rounded to \$827,948 from the federal government. The budget does not incorporate any public in-kind monies and is \$430,995 more than FFY19. This is mostly due to *increased* private funding obligated by ten projects (HFVT, Agewell, CVCOA, CVOEO, Groundworks, JGES, NEKCOA, COASEV, SVCOA, VFB) and the addition of two new projects who also allocated private dollars for 3SVT Outreach: Our Place and BGCRC. Together, these twelve projects are contributing \$395,739.55 in private funds.

Subsequently, the total state general funds available to support the budget is \$432,208.56 and includes \$208,678 from the Vermont Department of Aging and Independent Living (DAIL) who provides these funds through a Memo of Understanding (MOU) with ESD for 3SVT outreach targeted to older Vermonters. ESD is contributing the remaining \$223,530.56, also from general funds, for the FFY20 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY20 3SVT Outreach Project Summary* for further details.

Hence, the total non-federal dollars associated with the FFY20 3SVT Outreach State Plan is \$827,948.11 which is 50% of the grand total of the FFY20 3SVT Outreach budget. Specific line item details are noted in the tab: *Statewide Budget Narrative* within the attached Excel Workbook: *Statewide FFY20 3SVT Outreach Project Summary*. Details by project are also within the attached *Statewide FFY20 3SVT Outreach Project Summary*.

Please Note: All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver 3SVT reasonable, necessary and allowable outreach 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.

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**FFY20 Statewide 3SVT Outreach Budget:**

REVISED 3SVT Statewide Outreach Budget Detail	FFY20			State of Vermont		
	Non-Federal Funds				Federal	Total Funds
<b>Expenses:</b>	<b>(a) Public Cash</b>	<b>(b) Public In-kind</b>	<b>(c) Private Cash</b>	<b>(d=a+b+c) Total Non-Feder.</b>	<b>(e) Federal Funds</b>	<b>(f=d+e) Total Funds</b>
(g) Personnel (Salary & Benefits)	\$305,028.26		\$315,950.14	\$620,978.40	\$620,978.40	\$1,241,956.79
Other Direct Costs						
(h) Copying/Printing/Materials	\$4,518.48		\$3,149.54	\$7,668.02	\$7,668.02	\$15,336.04
(i) Internet/Telephone	\$2,913.61		\$4,170.63	\$7,084.25	\$7,084.25	\$14,168.49
(j) Equipment and Other Capital Expenditures	\$0.00		\$364.50	\$364.50	\$364.50	\$729.00
(k) Supplies and Non Capital Expenditures	\$5,189.52		\$3,718.13	\$8,907.65	\$8,907.65	\$17,815.30
(l) Building/Space	\$16,667.05		\$24,596.72	\$41,263.77	\$41,263.77	\$82,527.53
(m) Other (Admin, Audit)	\$39,531.56		\$29,816.94	\$69,348.50	\$69,348.50	\$138,697.01
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$68,820.22	\$0.00	\$65,816.46	\$134,636.68	\$134,636.68	\$269,273.37
Travel						
(o) Long Distance	\$500.00		\$700.00	\$1,200.00	\$1,200.00	\$2,400.00
(p) Local	\$6,351.30		<b>\$6,809.53</b>	\$13,161.30	\$13,161.30	\$26,322.61
(q=o+p) Subtotal Travel	\$6,851.30	\$0.00	\$7,509.53	\$14,361.30	\$14,361.30	\$28,722.61
(r) Contractual	\$6,250.00		\$1,680.00	\$7,930.00	\$7,930.00	\$15,860.00
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$386,950.26	\$0.00	\$390,956.13	\$777,906.38	\$777,906.38	\$1,555,812.76
(t = indirect cost rate x s) Indirect Costs **	\$45,258.30		\$4,783.43	\$50,041.73	\$50,041.73	\$100,083.45
<b>(u=s+t) TOTAL</b>	<b>\$432,208.56</b>	<b>\$0.00</b>	<b>\$395,739.55</b>	<b>\$827,948.11</b>	<b>\$827,948.11</b>	<b>\$1,655,896.66</b>

\*GrandTotal (u) rounded to the nearest whole dollar per FNS guidance

Please note: this is embedded within the attached Excel Workbook: Statewide FFY20 3SVT Outreach Project Summary under tab Statewide Budget Detail.

**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.
<i>N/A</i>	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

- 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.

◆  
Capstone Indirect  
Cost Rate Agreement.

◆  
BROC Nonprofit Rate  
Agreement Dated 4-1

◆  
CVOEO FY19 Indirect  
Cost Rate Agreement.

◆  
SEVCA 9-30-2019  
Indirect Cost Rate Agr

◆  
NEKCA Indirect Rate  
Agreement 9-30-19.p

- Copy of MOU initiated by DAIL with ESD for FFY19.

EXECUTED DAIL-DCF\_MOU\_03460-70002-19\_3SquaresVT.zip

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

◆ Part I 3SVT 2018-19 Social Media Plannin  
◆ Part II 3SVT2018-19 Media Planning & Bui  
◆ Sean Signed HMC Social Media SOW.pd

- HMC Advertising, LLC: Master Marketing Grant Guide and back story for 2019

◆  
HMC and master marketing contracts.msg

<https://cmo.vermont.gov>


<https://cmo.vermont.gov/contracting-marketing-creative-services/marketing-master-contracts>

- Copy of DCF 3SquaresVT 2018-2019 Media Final Performance Report for HMC statewide 3SVT Outreach.

◆  
AHS DCF 3SquaresVT  
Oct 2018-May 2019 r..

- HFVT Examples of a Press Releases

  
2019 Press  
Release-EITC-3Square

  
2018 Media Alert,  
3SquaresVT Challenge,

[Here is a link to the outreach toolkit.](#)

[BROC Talks - March 2019](#)

["Life on \\$37 a Week" - Rutland Herald](#)

["Vermonters take the 3SquaresVT Challenge" - WCAX](#)

- Sample of FFY20 "Draft" Rack Card



3Squares Rack Card  
- Individuals & Fami

- Sample of FFY20 "DRAFT" Outreach Poster



3SQ-Poster.pdf

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient  
Monitoring Protoco



Monitoring  
Checklist.pdf

- Excel Workbook: Statewide FFY20 3SVT Outreach Project Summary

REVISED Statewide FFY20 3SVT Outreach Project Summary Revised 9-27-19.zip