

State of Vermont Outreach Plan

1. Cover Page/Contact Information/Signatures

SNAP Annual Plan for Outreach Amendment

State: Vermont

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

Fiscal Year: FFY 2021 - First Year of a Three-Year Plan

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Acronyms

3SVT	3SquaresVT /Vermont' s SNAP Program
3SNP	3SVT Older Vermonter Application
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
US	United States
USDA	United States Department of Agriculture
VITA	Volunteer Income Tax Assistance
VF	Vermont Foodbank
VRRP	Vermont Refugee Resettlement Program
VT	Vermont

2. Statement of Need

The United States Department of Agriculture (USDA), reported prior to the COVID-19 pandemic that 14.5 percent of American households remained food insecure. With COVID-19 the landscape for the United States (U.S.), Vermont, individuals and families has drastically changed. Time will tell what the pandemic has done to this country's economy and the rate of food insecurity in America. AARP Foundation reports that nationally, *10 million of those facing hunger every single day are people who are 50 and older* (aarpfoundation.org/foodsecurity, May 2020.Vol.61.NO.4). SNAP Outreach is a critical component to helping those who are hungry or food insecure gain access to critical resources.

Prior to COVID-19, 85,000 Vermonters had difficulty at some time during the year in providing enough food for all their family members. 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 (prior to COVID-19) the Vermont Foodbank distributed 12,108,662 meals to people struggling with hunger. That means that one in seven Vermonters and one in six children struggle with hunger (Feeding America Data). One in four people, or an estimated 153,000 people, in Vermont turned 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). The number of disenfranchised Vermonters during COVID-19 is estimated to have increased by 46% (VF Bank Twitter) and no one knows the long-term implications on food insecurity due to the COVID-19 pandemic. It will take time for businesses and the economy to recover and for employees to reenter the labor force and find employment that meets all of their basic needs.

Prior to COVID-19, the 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

Now, with the COVID-19 pandemic, further studies are required to define the full implications of this virus including the impact on food resources and food insecurity in the U.S., globally and in Vermont. COVID-19, the causative agent for an economic downturn, has drastically changed the need for 3SVT and expanded 3SVT outreach activities. There has been no viral threat like this one in recent history. Fortunately, SNAP has been demonstrated as an economic stabilizer. "During an economic downturn (such as this one), when unemployment increases and wages fall, more individuals become eligible for SNAP and enroll in the program. As SNAP participants spend this increased Federal assistance, income is generated for those involved in producing, transporting, and marketing the food and other goods purchased by SNAP recipients. The impact of this increased spending by SNAP households "multiplies" throughout the economy as the businesses supplying the food and other goods-and their employees-have additional funds to make purchases of their own" (Source: Canning, P., Morrison, R.M, *Quantifying the Impact of SNAP Benefits on the US. Economy and Jobs*, July 2019).

Vermonters who normally are self-sufficient and didn't request 3SVT benefits, are now finding themselves unemployed and without the resources necessary to provide for their basic needs. With increased reasonable, allowable, and necessary 3SVT outreach activities they will learn about the availability, eligibility requirements, application procedures and benefits of 3SVT. If

newly impacted food insecure Vermonters apply and are found eligible, 3SVT enrollment will increase, quality of life for recipients will be positively impacted and Vermont's economy will get a needed boost.

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 46% (or 72,262 as of April 2020) which means there is an estimated 54% 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 and the current 3SVT participation rate among elders is a mere 40%; 3) As of April 2020, the unemployment rate in Vermont increased significantly from 3.1% in March, 2020 to 15.6% in April. The rate of unemployment increased exponentially as a result of the decline in seasonal employment opportunities and businesses closing due to the impact of COVID-19. With 3SVT/SNAP outreach reasonable, allowable, and necessary activities Vermonters across demographic and socioeconomic sectors can benefit from 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, April 2020).

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 recover from COVID-19; the population continues to age and household incomes fluctuate, 3SVT/SNAP benefits will distinctively be beneficial to low income Vermonters and their communities. A United States Department of Agriculture (USDA) study conducted in 2019 found that \$1 in Supplemental Nutrition Assistance Program (SNAP) benefits generates \$1.54 in gross domestic product (GDP) (<https://www.ers.usda.gov/amber-waves/2019/july/quantifying-the-impact-of-snap-benefits-on-the-us-economy-and-jobs/>). During Federal Fiscal Year nineteen (FFY19) the overall amount of 3SVT spent was \$101,929,953 which translated into an economic boost of \$54,022,875 for Vermont (Source: Economic Services Division (ESD) Process and Performance Manager). Now, due to COVID-19 and increases in benefit issuances due to P-EBT and maximum benefit allotments the economic boost for Vermont for State Fiscal Year twenty (SFY20) is \$67,539,576.00 and it is anticipated to be even greater by the end of FFY20.

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 started with sixteen external projects/partners during FFY 20. However, during FFY21, Vermont's program will have only **twelve** external partners/projects involved in 3SVT outreach. During FFY20, John Graham Emergency Shelter (project eight) requested grant closure so they could direct their energy toward their primary mission of providing housing and case management services to homeless Vermonters. NEKCA also requested grant closure during FFY20 so they could reorganize and restructure. Our Place and NEKCA requested to be placed on Hiatus for FFY21 as their organizations continue to restructure. **Rutland County Boys and Girls Club have also requested their grant be closed due to Covid-19 restrictions that have been put in** place. They all still intend to implement 3SVT outreach strategies but no longer want the burden associated with grant reporting requirements. The State will revisit engagement with all three during FFY21 once their plans for restructuring have been fully implemented.

Under this plan, Vermont proposes a first year glimpse of a three-year plan including FFY21 goals and expectations from twelve community partner organizations i.e., Hunger Free Vermont (HFVT), five Councils on Aging (COA), four Community Action Agencies, the Vermont Foodbank (VF), and Groundworks an organization that focuses on the homeless or people who are transitionally housed. All twelve 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 as the 3SVT Administration Project (labeled Project 16).

This plan is for year one (FFY21) of a three-year plan and includes a budget totaling **\$1,533,358** (rounded to the nearest whole dollar per FNS guidance) with 50% (**\$766,679.09** rounded to **\$766,679**) from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. State general fund dollars will provide \$399,633.58 of the nonfederal share, with \$378,397.92 in the form of expenditures of private discretionary funds available to eleven of the subrecipients/projects. Please see attached *Statewide FFY21 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 community projects (2-7,9-10,12-15 and 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 and/or 1-1 extensive phone communications in towns throughout applicable service areas, B) informational videos and/or staffed booths/tables, C) presentations at various events in person or online 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) open contactless 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 online through websites, included in other activities to help offset the impact of food insecurity generated by the covid-19 pandemic and at brick and mortar sites. Items utilized include: 3SVT posters, rack cards, brochures which are planned to be 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, drop-in centers and pandemic food distribution sites throughout Vermont. 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, various alternative health care clinics and other non-medical community organizations serving disenfranchised Vermonters, their caregivers or family members. As much as feasibly possible, the current project/partner base will continue to help distribute the posters within their catchment areas during FFY21. In areas where that cannot happen the posters or rack cards will be mailed directly to the site or a PDF version will be sent via email for printing and distribution by the site. The goal for FFY21, with the COVID-19 pandemic, is to continue to broaden 3SVT outreach efforts through an expanded macro network of health professionals and other entities designed to provide stabilizing basic need resources to food insecure Vermonters.

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 looking online. The campaign runs 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, 2019 - May 31, 2020) 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 the continuation of a 3SVT DCF social media marketing project.

Comparatively, Project 15: the Vermont Foodbank (VF) uses its statewide 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. VF staff provide factual information about the availability, eligibility requirements, application procedures and benefits of 3SVT. Application assistance is also provided if requested. For a detailed description of VF's statewide plan for 3SVT outreach please see Section 4: Outreach Project Details.

Similarly, HFVT (Project 1) works with partners/projects across the state to increase access to 3SVT by eligible Vermonters. For a detailed description of HFVT's plan to support projects/partners in 3SVT Outreach activities during FFY21 please see Section 4: Outreach Project Details. Worth highlighting here: 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. HFVT creates items for and manages the entire 3SVT outreach toolkit (see <https://www.hungerfreevt.org/outreach-tools-for-service-providers>). The following links give a representative sample of the 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](#)
- [COVID-19 & 3SquaresVT page on VFH](#)

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 benefits of 3SVT, 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 external projects and the impact of the COVID-19 pandemic Vermont will continue to see an increase in 3SVT participation by food insecure elderly, homeless individuals and families. Evaluation and monitoring of each project's goals will be even more important as the changing landscape requires fluidity. Monitoring will continue to occur with the review of subrecipient quarterly program reports (see attachments) and deliverables. These reports and the forms used to track outcomes are solely used for tracking within these grant agreements. The State of Vermont does not compensate based on the number of people who apply for, receive, or inquire about 3SVT.

3SVT has a rotational plan for on-site visits due to COVID-19 the State will utilize alternative monitoring approaches and engage with phone conferences following the same guidelines as on-site visits. The State will return to on-site monitoring in future years, if safe and feasible. The State will conduct phone conferences once every three years for partners with a low risk assessment. If a partner has medium or high-risk assessment a phone conference will be conducted yearly by the Grants & Contracts liaison and/or a 3SVT Benefit Programs Assistant Administrator (BPAA). Anyone given a Corrective Action Plan (CAP) or who took a hiatus in the prior year will also be added to the rotational phone conference list. For example: JGES, NEKCA, Our Place, and The Rutland Boys and Girls Club will be added to the phone conference list when they return as 3SVT outreach partners. It will be the responsibility of the lead BPAA for 3SVT Outreach to keep track of the rotational order of the phone conference schedule. Some situations and circumstances may require a project to be contacted 2 or more years in a row. Regardless, ALL projects will minimally be seen or contacted once every three years.

In FFY20 the BPAA assigned to Outreach conducted site visits with 13 of the 15 projects before the COVID-19 pandemic occurred. Age Well and HFVT were monitored via phone conference calls. 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. Partners have shared they enjoy the face-to-face interactions as it feels more team oriented and is perceived by staff as a more collaborative approach to grant monitoring.

Beginning in FFY21, the State would prefer to maintain a plan for phone conferences in lieu of on-site visits once every three years unless the partner is a medium or high risk. Making sure however, to contact each project annually covering universal topics, common themes, and project specific nuances as applicable. Additionally, any project that had a Corrective Action Plan (CAP) or took a hiatus in the preceding year will also be added to the rotational list. With this rotational process, every partner will be included in a phone conference or on-site visit if safe and feasible by a BPAA at least once every three years.

Because the five COA are seen on a quarterly basis at a COA-ESD-DAIL meeting facilitated by the Food and Nutrition BPAA, four of the COAs will not be seen for site visits during FFY21. Age Well will be one of the eight required to have a site visit in FFY21. The other COAs will be monitored via phone/conference call and through quarterly meetings. The other project that

would not be monitored with a site visit during FFY21 is VF. VF is a high performing effective program with no known issues with financial reporting processes. VF has established effective avenues for communication with GCU and 3SVT staff and regularly attends the Workgroup meeting also attended by the BPAA for 3SVT Outreach monthly. Unless the needs of the organization require face to face technical support and assistance, as deemed by the BPAA responsible for the 3SVT Outreach program or requested by the project, these five projects will have phone monitoring during FFY21.

Additionally, 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 contact the partner and when applicable, 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. Follow-up can be done in person or over the phone as dictated by the severity of the situation that lead to the CAP and current COVID-19 safety guidelines.

Summary of Projects: +

Outreach Plan Summaries FFY21				
<u>Project Number</u>	<u>Title</u>	<u>Geographic Area</u>	<u>Target Audience</u>	<u>Granted (list grantor) or In-House?</u>
1	Service Provider Outreach and Education - Indirect Services	Statewide	Program Administrators (local, State, Federal), community service providers & advocates.	Hunger Free Vermont (HFVT)
2	Community Based Outreach	Bennington and Rutland Counties, except for the town of Pittsfield.	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to	Bennington Rutland Community Action (BROC)

			program notices or paperwork requirements.	
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	Champlain Valley Area Agency on Aging (CVAA) Also known as: Age Well

			paperwork requirements.	
5	Community Based Outreach	Washington , Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	Central Vermont Council on Aging (CVCOA)
6	Community Based Outreach	Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or 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 are homeless and 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	On Hiatus for FFY21. The State of Vermont will reach out to JGES during FFY21 to see if they will re-engage for FFY22.	Vergennes and the surrounding area.	The most critical target population is low income nonparticipating Vermonters who are homeless and 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	On Hiatus for FFY21. The State of Vermont will reach out to NEKCA during FFY21 to see if they are still planning to re-engage for FFY22.	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 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.	Northeast Kingdom Council on Aging (NEKCOA)
11	On Hiatus for FFY21. The State of Vermont will reach out to Our Place during FFY21 to see if they are still planning to re-engage for FFY22	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	Our Place

			understanding or responding to program notices or paperwork requirements.	
12	Community Based Outreach	Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Granville, Hancock, Pittsfield, Thetford, Readsboro, Searsburg, and Winhall.	The population primarily targeted is 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.	COASEV - Senior Solutions
13	Community Based Outreach	Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Southeast Vermont Community Action (SEVCA)
14	Community Based Outreach	Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro,	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT	Southwestern Vermont Council on Aging, Inc. (SVCOA)

		Searsburg and Winhall.	and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	
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. (VF)
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	On Hiatus for FFY21. The State of Vermont will reach out to Boys and Girls Club Rutland County during FFY21 to see if they are still planning to re-engage for FFY22	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	Boys and Girls Club Rutland County

			need help understanding or responding to program notices, Interim Reports, reviews or other paperwork requirements.	
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4. Outreach Project Details

Project Tables:

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

Project Number 1	HFVT			
Goals	<u>General</u> <ul style="list-style-type: none"> • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • HFVT shall reach at least 400 trainees during the grant term to enhance 3SVT outreach reasonable, allowable, and necessary activities including application, recertification, and interim report best practices. • Subrecipient efforts will generate 30,000 visits to the vermontfoodhelp.com interactive 3SVTwebsite. • Seek to reach a broad audience with factual information about 3SVT by submitting a selection of media pieces to a diverse mix of media outlets and venues. No federal money will be spent for this purpose i.e., creating, producing, recording or the purchase of air-time. • 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. 			
Target audience	Program administrators (local, State, federal), community service providers & advocates, low income Vermonters.			
Timeline	Start	Ongoing	End	Ongoing

<p>Description of Activity</p>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>COMMUNITY PARTNER TRAININGS:</u></p> <ul style="list-style-type: none"> • 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). • Four of the 14 skill building trainings shall focus on the new application process for older Vermonters. Minimally, these four trainings shall occur at least once in each of the four sectors of the State (Northeast, Southeast, Southwest and Northwest). Preparation for this training shall occur with support from the Vermont Food and Nutrition Team. HFVT shall contact ESD during Q1 of FFY21 to create a plan and timeline to achieve this during the grant term. Additionally, HFVT shall track attendance and share the attendance lists with ESD quarterly. • 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 who provide 3SVT outreach services or wish to learn more about the availability, application process, eligibility requirements and benefits of 3SVT/SNAP and wish to convene and share 3SVT reasonable, allowable and necessary outreach strategies and best practices. Training topics may include but are not limited to: the medical expense deduction for older Vermonters and people with disabilities, an in-depth look at the application process, how data can inform 3SVT Outreach activities; 3SVT for school and early childhood professionals, and strategies for reaching vulnerable populations, such as older adults, working families, and veterans. One break-out training session during the conference shall focus on reasonable and allowable engagement strategies and best practices for working with the older Vermonter population . One break-out training session shall highlight the new 3SVT application for older Vermonters and those with disabilities. HFVT shall track attendance for the conference and share the attendance list with
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ESD upon conference completion.

- As a result of these community partner trainings at least 400 trainees will be reached with information to expand 3SVT outreach reasonable, allowable and necessary outreach activities including best practices for application assistance.

INTER-AGENCY COLLABORATION:

- Coordinate the statewide 3SVT Workgroup and facilitate at least eight meetings per year (2 per quarter) to coordinate 3SVT Outreach efforts across the State and to collectively identify and address barriers to participation in and access to 3SVT.
- Provide ongoing 3SVT information to at least 400 individuals and 150 organizations that connect with Vermonters who are potentially income eligible across the State, including but not limited to, the ten regional Hunger Councils (Chittenden, Franklin/Grand Isle, Washington, Addison, Windham, Lamoille Valley, Upper Valley, Northeast Kingdom, Bennington, and Rutland) and other community organizations across the State of VT.
- During the grant term HFVT will establish a relationship with at least two (2) new community partners and disseminate 3SVT informational material and provide basic training by the end of the grant term.
- In FFY21, 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 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. HFVT shall steward the message of 3SVT at each meeting to sharpen the focus on 3SVT outreach, with the intention to expand the group's 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 shall include building relationships with existing and new partners, developing and distributing targeted 3SVT informational materials, and creating strategies for cross messaging 3SVT factual information

while involved in meetings or events with other programs. In addition to working closely with ESD, HFVT shall collaborate with the following agencies and organizations on various 3SVT related activities:

- o Organizations working with older adults, such as DAIL, Area Agencies on Aging, senior centers, and others. This includes monthly meetings of the Older Vermonters Nutrition Coalition (OVNC), and one meeting with DAIL, ESD, and the Area Agencies on Aging during the grant term. HFVT shall contact ESD Food and Nutrition Team quarter one (1) to schedule which quarterly meeting it shall attend and the topic area to be covered.
 - 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, hospitals 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 including John Graham Emergency Shelter and Groundworks Collaborative, utility companies and others;
 - o Organizations working with children, such as WIC, the School Nutrition Association, Agency of Education, the Vermont Association of Child Care Resource and Referral Agencies, parent child centers and others.
 - o Organizations working with people with disabling conditions such as the Vermont Center for Independent Living, DAIL and others.
- In FFY21, HFVT will engage in specialized 3SVT outreach and technical assistance for 20 Vermont public schools. HFVT shall engage in specialized 3SVT outreach activities including distribution of 3SVT factual information, technical support and assistance for 20 Vermont public schools to share the resources for

families to learn about, apply for, and maintain 3SVT benefits. HFVT shall work with school food service professionals, school administration, teachers, wellness staff and nurses, community leaders, school families, and Parent-Teacher Organizations among others. HFVT is not a 3SVT Outreach direct client service provider hence, there shall be no duplication of services or billing between the grant activities covered within this grant agreement and those of the SFY21 Child Nutrition Grant (03440-10237-21) and other 3SVT Outreach grantees

DEVELOPMENT & DISTRIBUTION OF FACTUAL INFORMATIONAL MATERIALS:

- Provide at least four 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 ongoing maintenance of the 3SVT outreach toolkit *vermontfoodhelp.com* for Outreach subgrantee agencies and other partners. In consultation with the 3SVT workgroup and subject to final approval by ESD: HFVT shall add or update toolkit materials to incorporate new rules, best practices, and program changes throughout the grant term. **HFVT** shall continue to identify and coordinate opportunities to make these materials available in venues such as conferences or other networking events, attended by professionals who serve low-income audiences, including meetings, presentations, conferences and on the web, including but not limited to, HFVT's website, Twitter, Facebook and Instagram. The link *vermontfoodhelp.com* shall be shared and available all four quarters.
 - In FFY21, HFVT plans to finalize redesign of 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 communities throughout the state i.e., conferences, meetings, events, through mailings, and from phone requests.
- HFVT shall continue to provide translated 3SVT outreach materials in a variety of languages spoken by Vermont's Refugee and New American populations. Where a new dialect presents itself, HFVT shall update its' links to include the new population's language. HFVT shall provide ESD, at least once during the grant term and no later than Q3, a list of links for materials available in a variety of languages. Additionally, when new dialects emerge,

HFVT shall identify them in their report and include a list of *vermontfoodhelp.com* resources that were updated to assist that population with accessing 3SVT factual information and application assistance.

- During the grant term, HFVT shall minimally translate two (2) new 3SVT Outreach materials into six languages to enhance engagement by non-English speaking populations. Otherwise, as new items (print and web based) are updated, HFVT shall continue to provide them in a variety of languages commonly found in Vermont.

WEBSITE OUTREACH AND MAINTENANCE

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). HFVT shall consult ESD regularly to ensure the accuracy of new information posted to the site and make changes within 30 calendar days of notification. HFVT shall track the website's effectiveness as a 3SVT promotional tool.
- In FFY21, HFVT shall finalize the redesign of the www.vermontfoodhelp.org website to improve its effectiveness as a tool for 3SVT factual information dissemination and as a 3SVT outreach resource for community partners and eligible Vermonters . Minimally HFVT will conduct at least one survey of its effectiveness at a workgroup meeting with community partners and will report the results to ESD with the third quarter deliverables.

MEDIA:

- Continue to expand reach to broad audiences with 3SVT factual information by submitting a selection of media pieces to diverse media outlets and venues. Annually, HFVT shall have 20 pieces shared throughout the State (at least 5 per quarter), including (but not limited to):
 - o press releases
 - o op-eds
 - o newsletter or newspaper articles
 - o biogs and other social media (i.e. Facebook, Twitter and Instagram).

Note: No 3SVT Outreach funds will be used for recruitment activities designed to persuade an individual to apply for SNAP benefits or for

	<p>radio, television, or billboard advertisements that promote SNAP benefits and enrollment.</p> <ul style="list-style-type: none"> • 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. <p><u>OTHER:</u></p> <ul style="list-style-type: none"> • 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 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; HFVT shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. • If HFVT sends two members of its' Food Security Team to the National Anti-Hunger Conference in Washington D.C. to learn about effective SNAP outreach initiatives, strategies, and best practices from SNAP outreach organizations in other states. Those attending from HFVT shall focus their attention solely on aspects of the conference related to SNAP Outreach best practices and only those sessions specifically related to FNS allowable, reasonable and necessary SNAP Outreach activities. HFVT shall share the agenda and workshop descriptions with ESD as verification of the conference's applicability to 3SVT Outreach.
Subrecipient <small>Tax ID 01</small>	Hunger Free Vermont (HFVT) <small>03-0336357</small>
Subrecipient	

Role of the Subrecipient	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters
Role of State agency	To administer and monitor subrecipient progress.
State/ Subrecipient funding source	State General Funds, HFVT private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<ul style="list-style-type: none"> • 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. • For FFY21 the state will minimally conduct an on-site visit and attend, one per quarter, of the Workgroup meetings facilitated by HFVT. The State BPAA or Grants and Contracts Unit manager will conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term or at any time the state deems appropriate and within the guidelines of the Subrecipient Monitoring Protocol. • HFVT shall provide ESD with Workgroup meeting agendas, meeting minutes (including attendance) and handouts with quarterly deliverables. • HFVT shall share the metrics for <i>vermonifoodhelp.com</i> with the quarterly deliverables i.e., views, shares and content changes/updates. • Additionally, Prior state approval is 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.
Project Number 2	BROC - Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000

	<p>individuals during FFY21.</p> <ul style="list-style-type: none"> • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached. <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 4,800 households to be screened to determine their 3SVT participation status. • 1,200 of the 4,800 will be identified as not currently participating in 3SVT. • 850 households will be provided one to one information, referral or application assistance to facilitate participation in 3SVT. • 130 of the 850 households BROOC will prepare a 3SVT application for. 				
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Bennington and Rutland Counties, except for the town of Pittsfield.</p>				
Timeline	<table border="1"> <tr> <td>Start</td> <td>Ongoing.</td> <td>End</td> <td>Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p>Service Delivery and Activities: Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the 				

program operates or helping them with the application process or other documentation required for participation.

- Help clients fill out and submit 3SVT paper or on-line applications.
- Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program.
- The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters and shall attend at least one meeting per quarter of the statewide 3SVT workgroup.
- The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section.

Direct Service

- All 4 quarters: BROCC staff will interview applicants privately and discuss 3SVT factual information i.e., the availability, eligibility requirements, application process and benefits of 3SVT at its Rutland and Bennington offices.

Direct Mail

- By the end of the third quarter, BROCC shall distribute at least 100 3SVT factual informational materials to the participants of the Child and Adult Care Food Program in Rutland and Bennington Counties. These programs help childcare providers offer nutritious meals and snacks at no cost to the providers or the parents.
- BROCC shall cross message 3SVT factual information within at least two mailings completed by other community programs, venues, or events during the grant term; this effort may also include e-mailed newsletters and bulletins, etc. and will reach 500 people during the grant term.

Presentations & Staffed Booths

- By the 3rd quarter: BROCC staff shall cross message 3SVT factual information with partners at the Rutland Regional Medical Center and will distribute 30 3SVT posters at this site and its affiliated/satellite sites during the grant term.
- In the 2nd quarter: BROCC staff shall cross message 3SVT factual information at town meetings in Bennington and Rutland Counties the first week of March 2021.

- By the end of the grant term: BROC shall make factual 3SVT information available to unemployed persons by attending at least one Vermont Department of Labor (VDOL) or college job fair in each county (Rutland and Bennington). If in-person events are not held, the Subrecipient shall work with VDOL to develop and implement alternate strategies approved by ESD to deliver these messages to potential clients.
- By the 4th quarter: BROC Community Action shall connect with youth services to present 3SVT factual information from www.vermontfoodhelp.org, distribute rack cards and other vetted 3SVT informational materials to providers that serve the 18-24 year old population.

Bennington - BROC will complete, track and report on the following as described below:

- In all four quarters: BROC will provide 3SVT factual information to families and youth who go through the coordinated entry process, where those in need of housing services are assessed. BROC will follow up with families and youth who express interest in 3SVT to assist in the 3SVT application process.
- In all four quarters BROC will collaborate with Greater Bennington Interfaith Community Services (GBICS) and at least twice during the grant term:
 - o BROC will complete a direct service posting detailing the availability, eligibility requirements, application process and benefits of 3SVT for food insecure Vermonters.
 - o BROC will distribute 3SVT factual information, from www.vermontfoodhelp.org, rack cards or other ESD vetted 3SVT informational materials, at the GBICS Kitchen Cupboard.
 - o During the grant term and at least once per quarter: BROC will provide 3SVT factual information detailing the availability, eligibility requirements, application process and benefits of 3SVT to staff and participants at the Sunrise Family Resource Center. BROC will offer a direct service location if customers request application, interim report, re-certification or other assistance related to 3SVT.
 - o BROC will distribute and replenish 3SVT rack cards and other vetted 3SVT informational materials

including information that informs community members of the availability of application assistance at BROCC's main office in Bennington.

Turning Point Center -

- o During the grant term and at least twice: BROCC will provide 3SVT factual information detailing the availability, eligibility requirements, application process and benefits of 3SVT to staff and peer leaders at Turning Point Center.
- o Throughout the grant term and at least once quarterly: BROCC will provide 3SVT application, interim report, re-certification and other assistance to Turning Point Center customers as requested.
- o During the grant term: BROCC will distribute 100 3SVT rack cards and other ESD vetted 3SVT informational materials at Turning Point Center.

Continuum of Care -

At least quarterly and four times during the grant term: BROCC will distribute 3SVT factual information gleaned from www.vermontfoodhelp.org, 3SVT rack cards or other ESD vetted 3SVT informational materials, with the Continuum of Care local housing provider group.

Rutland - BROCC will complete, track and report on the following as described below:

- During the grant term BROCC will work with local guidance and family service counselors who directly serve youth in a collaborated effort to provide 3SVT factual information to youth and families.
- Throughout the grant term and at least once quarterly: BROCC will provide the Tapestry after school program with 3SVT factual information that can then be shared with older at-risk youth, who may benefit from 3SVT.
- At least once during the grant term BROCC will contact Boys and Girls Club of Rutland County to collaborate on one reasonable, allowable, and necessary 3SVT activity that benefits local youth and their families.
- During the grant term: BROCC staff will contact at least 5 Community Health Centers of Rutland County, to educate staff about the availability, eligibility requirements, application process and benefits of 3SVT. BROCC and the

Community Health Centers will create a process for referral to BROC for 3SVT application assistance.

- During the grant term and by the end of the first quarter: BROC will establish a referral process for youth and others from the Rutland County Community Justice Center. This Center is expanding its focus on youth, offering restorative principle teaching to local educators and students, and is overseeing the new supervised visitation center.
- By the 4th quarter: BROC will provide 3SVT information to attendees at the annual Vennont Country Store employee health and wellness fair, Rutland Chamber of Commerce annual business show and Bennington Child Care providers Family Day. By the end of the grant term BROC will have reached 500 individuals through these activities.
- In the 4th 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 Vermonters who are potentially eligible.
- If an event is NOT attended by BROC (due to weather or public health concerns) or is cancelled by the organizer, BROC shall notify the State of Vermont and attend another event with similar population demographics, in the same geographic area with similar reach. This will occur with prior State approval.
- During the grant term: BROC shall present 3SVT factual information from www.vermontfoodhelp.org distribute rack cards and other vetted 3SVT informational materials to the participants of the statewide hunger councils a minimum of five (5) times and local nutrition coalitions at least ten (10) times and shall follow up with participants as applicable.

Displays & Distribution of Factual 3SVT informational Materials

- All four (4) quarters: BROC shall ensure that 3SVT posters are displayed in healthcare and wellness sites by contacting

20 sites per quarter. BROC shall track where they go to distribute the posters and shall document how many posters were left at each site or if the site refused. By the end of the grant term: 20 new sites will display posters and 125 posters will be distributed by BROC staff.

- In the 2nd quarter: BROC shall provide factual 3SVT information to at least 150 individuals in its Volunteer Income Tax Assistance (VITA) service that attracts people who may be new to BROC and unfamiliar with 3SVT.
- During the grant term: BROC Community Action shall screen at least 150 individuals for 3SVT participation through Vermont's coordinated entry housing intake system.
- Twice during the grant term: BROC shall bring factual 3SVT materials to the Unitarian Meeting House and Senior Center in Bennington. These materials shall minimally reach 225 individuals.
- By the end of the Grant term: BROC shall distribute 2,500 rack cards that feature 3SVT factual information and information about the availability of application assistance in Rutland and Bennington Counties.

Other

- During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. 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. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; BROC shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
- Starting at the end of June, all applicants for Farm to Family Coupons shall be asked if they currently receive 3SVT benefits. Those who do not receive 3SVT benefits shall be advised of 3SVT factual information, i.e., 3SVT availability, the application process, eligibility requirements, benefits and that it is a year-

	<p>round, nutrition program. 3SVT information and application forms shall be available at coupon distribution sites. Appointments shall be scheduled as requested. BROC will follow-up with at least 30 clients identified as not currently taking part in 3SVT when they applied for Farm To Family coupons.</p> <ul style="list-style-type: none"> • As this grant is exclusively to help food-insecure Vermonters learn about factual 3SVT information and, if interested, receive assistance with applying and maintaining benefits, program and financial reports must omit services not eligible for funding under this Grant, such as Farm to Family Coupon distribution, nutrition education, or referrals to other programs. • Each quarter: BROC shall participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be done by telephone, in-person, or by other electronic means. • Throughout the entire grant term and catchment area: BROC shall continue to cross message 3SVT factual information with community organizations who serve low income Vermonters and other organizations or groups at BROC's discretion that may support or assist low income food insecure Vermonters. This will include a minimum of 25 venues per quarter throughout their catchment area in adherence to federal rules and media prohibitions. Social media may be used, including Facebook, Instagram, Twitter, and the BROC Community Action Web site. Opportunities for free segments on radio and television may be 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.
Subrecipient	BROC Community Action
Tax ID of Subrecipient	BROC 03-2166505
Role of the Subrecipient Role of State	Direct Service Provider with potential and current 3SVT recipients. Administrator
agency	
State/ Subrecipient funding source	General Funds and anticipated 50% reimbursement from the federal government.

Volunteers	<i>Are volunteers involved in this activity:</i> Yes No , K <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 conduct a phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> <p>The subrecipient will determine the outcomes of at least seventy-five (75) referrals made to 3SVT during the grant term and will conduct and report the outcomes of this survey.</p>
Project Number 3	Capstone Community Action, Inc. -Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and 80% of the direct service targets will be met during this grant term.

	<p>3SquaresVT Outreach Workplan: This may occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 5,000 households to be screened to determine 3SVT participation status. • 1500 of 5,000 will be identified as not taking part in 3SVT. • 750 households will be provided one on one information, referral or application assistance to facilitate participation in 3SVT. • 100-265 of the 750 households Capstone will assist in the preparation of a 3SVT application. 				
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington, Orange and Lamoille Counties, plus the towns of Granville, Hancock, Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>				
Timeline	<table border="1"> <tr> <td data-bbox="435 926 548 968">Start</td> <td data-bbox="548 926 889 968">Ongoing.</td> <td data-bbox="889 926 995 968">End</td> <td data-bbox="995 926 1347 968">Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. • The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA 				

annual civil rights training requirement cited below in this section.

- 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.

Direct Service

- Throughout the grant term: Capstone offices will provide 3SVT factual information, application, Interim Report, and recertification assistance as requested to support the benchmarks listed above.
- During all 4 quarters: 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 paperwork completion as requested.
- During all 4 quarters: Workers in the Crisis Fuel Program at all Capstone offices will assess Capstone participants for 3SVT participation and discuss 3SVT factual information in a non-persuasive manner. Interested fuel participants shall be referred to another Capstone staff member for assistance applying for 3SVT.
- During all 4 quarters: Because Capstone no longer operates a food shelf in Lamoille County, all consumers who go to the "Essentials Closet", a pantry of non-food consumables, at the Capstone office in Morrisville will be assessed for 3SVT participation. Staff located at this Capstone location will provide factual 3SVT information and, as applicable, 3SVT application, Interim Report and other paperwork assistance when discussing community food resources.
- Throughout the grant term: Energy Specialists at the Lamoille Capstone location shall assess Capstone participants for 3SVT participation at intake and shall refer participant as applicable to 3SVT Outreach staff members for 3SVT application, Interim Report, Review and other paperwork assistance.

Direct Mail

- During the grant term, Capstone's Food and NutritionNolunteer 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

- In the 1st quarter: Capstone staff shall have a staffed booth at the annual Hunger Mountain Wellness Fair. Capstone will display and distribute 3SVT factual information from www.vermontfoodhelp.com items, rack cards and other vetted 3SVT informational materials during this event. Capstone shall reach 300 individuals during this event and shall track and report their activities on the quarterly program report.
- All 4 quarters: Capstone shall conduct 5 presentations and have 5 staffed booths sharing 3SVT factual information from www.vermontfoodhelp.com items, rack cards and other vetted 3SVT informational materials during the grant term including at monthly Randolph Community Dinners or the equivalent. Minimally, Capstone will conduct 10 3SVT Outreach reasonable, allowable, and necessary activities during the grant term. Capstone shall reach 750 individuals during the grant term and shall track and report their activities on the quarterly program report.
- In the 1st quarter: Capstone shall make a presentation or staff a booth sharing 3SVT Factual information from www.vermontfoodhelp.com items, rack cards and other vetted 3SVT informational materials at the December 2019, Morrisville Senior Day, hosted at Central Vermont Council On Aging (CVCOA). Capstone shall reach 200 individuals and will track and report their activities on the quarterly program report.
- All 4 quarters: Capstone staff will cross message 3SVT Factual information from www.vermontfoodhelp.org items, rack cards and other vetted 3SVT informational materials throughout the catchment area while attending local meetings and events. By the end of the grant term, 5 additional presentations and 5 additional staffed booths shall have been completed, reaching an additional 250 individuals. Capstone shall track and report their activities on the quarterly program report.

Displays & Distributions of Factual 3SVT Informational Materials

- o In all 4 quarters: Capstone staff shall distribute 500 3SVT posters across the catchment area. Minimally, 200 shall be distributed to medical, health, and wellness sites during the grant term. Three hundred (300) shall be at sites across the catchment area that provide services to low-income individuals and families. Capstone shall track and report on the sites they visit, the number of posters left at each site, and the sites that declined to participate. Specific sites Capstone shall visit include, but is not limited to: People's Health and Wellness, Integrative Family

Medicine, Barre Health Center, Granite City Medical Associates, Granite City Primary Care, Gifford Health Center, Express Care, Central Vermont Hospital and Clinics,

- o Aldrich Public Library, Vitality Associates, Clear Choice Urgent Care and local pharmacies, other hospitals, and MD Offices throughout the Catchment Area.
- In all 4 quarters: Capstone shall distribute factual 3SVT informational materials to registered and licensed home childcare providers and participants in the Child Care Food Program. These materials shall target both the providers and the parents of the children in childcare. Capstone shall reach a minimum of 200 individuals through this activity.

3SVT Outreach to Farm to Family Participants

- 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.

As this grant is exclusively to help food insecure Vermonters learn about factual 3SVT information and, if interested, receive assistance with applying and maintaining benefits, program and financial reports must omit services not eligible for funding under this Grant, such as Farm to Family Coupon distribution, nutrition education or referrals to other programs.

Other

- 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. Capstone staff will provide factual 3SVT information to distribute and display and be available to assist referrals as applicable with 3SVT applications, Interim Reports, and other paperwork assistance.

	<ul style="list-style-type: none"> • 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. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; Capstone shall submit additional sign in sheet(s) to the State supporting their attendance with 4th quarter deliverables. • Each quarter: Capstone staff shall participate in the statewide 3SVT workgroup, attending at least one of its meetings each quarter. Attendance may be completed by telephone, online meeting application, or in-person. Capstone will document their attendance on the quarterly 3SVT Outreach program report. • By the end of the grant term, Capstone shall provide 3SVT factual information i.e., www.vermontfoodhelp.com items, rack cards, posters, and other vetted 3SVT informational materials to licensed and registered home childcare providers and parents participating in Capstone's Child Care Food Assistance Program. Estimated reach 100. Capstone shall track and report on their activities with their quarterly deliverables. • By the end of the 3rd quarter, Capstone shall have developed and seek ESD approval for one new allowable, reasonable, and necessary 3SVT Outreach strategy with an anticipated reach and target of 500 older Vermonters. Capstone shall be responsible for implementing this strategy by the end of the grant term. Capstone shall track and report on the outcomes from this activity within their quarterly deliverables. This activity may be done in collaboration with another community organization.
Subrecipient Tax ID #	Capstone Community Action Capstone 03-0218234
Subrecipient Role of the	Direct Service Provider with potential and current 3SVT recipients.
Subrecipient	

Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, private funds and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No , K <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 conduct a 2h one conference call reviews if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> <p>The subrecipient will determine the outcomes of at least sixty-five (65) referrals made to 3SVT during the Grant term and will report the outcomes of the survey.</p>

Project Number 4	Age Well, Inc. - Community Based Outreach previously known as CVAA
Goals	<ul style="list-style-type: none"> • 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

	<p>income people how the program operates or helping them with the application process or other documentation required for participation.</p> <ul style="list-style-type: none"> • 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 80% of quantified targets will be reached. <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 2,000 clients will be given factual 3SVT information by Age Well (Equivalent code as System for Award Management: SAM topic code 20k "Info Only" and Section C: Direct Education). • 625 of the 2,000 clients will apply for 3SVT with assistance from Age Well (Equivalent code as SAM topic code 20a "New APPL"). • 325 of the 625 clients who apply will be found eligible (Equivalent code as SAM topic code 20c "APPL Approved"). • 1000 clients will have an action taken by Age Well on behalf of their 3SVT that relates to their eligibility or participation, (Equivalent code as SAM topic code 20j "Active Issue"). • 625 I, A & R (Senior Helpline) clients will receive factual 3SVT information from CVAA during the grant term. 				
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock.</p>				
Timeline	<table border="1"> <tr> <td>Start</td> <td>Ongoing.</td> <td>End</td> <td>Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may 				

	<p>qualify for 3SVT but are not currently taking part in the program.</p> <ul style="list-style-type: none"> • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. • The subrecipient 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. <p><u>Direct Service Locations</u></p> <ul style="list-style-type: none"> • Age Well shall conduct a minimum of 500 home visits in person, electronically, via phone calls or other confidential means in towns throughout the service area and provide 3SVT factual information as part of the home visit. • Age Well shall provide factual 3SVT information at Area
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Agency on Aging (AAA) office(s) and other physical sites throughout the grant term and when teleworking shall find creative opportunities vetted and approved by ESD to provide direct service to constituents to inform low-income older Vermonters about the availability, eligibility requirements, application procedures, and the benefits of 3SquaresVT.

Direct Mail

Age Well shall provide 3SVT factual information to all active Meals on Wheels (MOW) clients at least 6 times during the grant term and distribute an estimated 6,500 rack cards. These mailings will occur throughout all towns served by Age Well.

Presentations & Staffed Booths

Age Well staff shall present 3SVT factual information about the availability, eligibility requirements, application process and benefits of 3SVT to all new Age Well Volunteers as part of the Volunteer Orientation. Age Well staff will present 3SVT factual information at meal sites, offsite staffed conferences, at Senior Centers and community events. Age Well staff will incorporate 3SVT factual information minimally at 40 different venues during the grant term and with an estimated reach of 1000 individuals.

Displays & Distribution of 3SquaresVT Informational Material

Throughout the grant term, Age Well staff shall:

- Reach out to professional health and wellness sites and distribute at least 200 3SVT posters and shall track on an Excel spreadsheet the contacts and the number of posters distributed at each site. Age Well staff shall also track the sites that declined to participate.
- Distribute 2,500 3SVT Outreach materials in Age Well's catchment area, which may include, but is not limited to, 3SVT rack cards and Hunger Free Vermont (HFVT) toolkit items from vermontfoodhelp.com.
- Use social media (Facebook, Twitter, LinkedIn or Instagram) as a method for distribution of 3SVT factual information at least three (3) times each quarter and track and report the outcomes of their efforts as requested in the quarterly program report.
- Provide 3SVT factual information (from HFVT's toolkit or messages vetted through ESD Food and Nutrition Team) on their organization's website ongoing and at least once per quarter, shall update the message so that four new messages are generated during the grant term.
- Include 3SVT factual information in their monthly e-newsletter, which shall be sent out six times per grant term and shall reach

	<p>10,000 individuals during the grant term.</p> <ul style="list-style-type: none"> • Copy and distribute a minimum 900 pieces per month of 3SVT factual Information from the HFVT toolkit vermontfoodhelp.org or other ESD vetted 3SVT factual informational materials beyond rack cards and posters. • Copy and distribute 400 copies of 3SVT factual information in new participant Age Well intake packets. • Email all volunteers 3SVT factual information to help educate volunteers on the 3SVT Program and benefits. Volunteers shall include those supporting MOW, Tai Chi, Friendly Visitor, and other Age Well programs or initiatives. Age Well shall track the number of emails sent and the number of email recipients in their quarterly deliverables; the estimated reach is 1,000 individuals during the grant term. <p><u>Other</u></p> <ul style="list-style-type: none"> • 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 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. • By the end of the 3rd quarter, Age Well shall have developed and sought ESD approval for one new allowable, reasonable, and necessary 3SVT Outreach strategy with an anticipated reach and target of 500 older Vermonters. Age Well shall be responsible for implementing this strategy by the end of the grant term. Age Well shall track and report on this with their quarterly deliverables. • During the grant term: Age Well will identify at least one best practice related to 3SVT Outreach activities and report it in their AAA/COA Program Report.
Subrecipient	Age Well, Inc. was CVAA
Tax ID of Subrecipient	CVAA 22-2474636

Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, Age Well Private Cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No , K <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 conduct a phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> <p>The subrecipient will provide program reports as required by the State. The subrecipient will also re-contact at least 35% of its 3SVT outreach clients who applied for benefits to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding in their client database system and will share the outcomes quarterly with the State. The State will periodically review subrecipient compliance with the terms of this Grant and will conduct an on-site review if performance levels appear to differ significantly from those expected for the Grant term.</p>
Project Number 5	Central Vermont Council on Aging (CVCOA)- Community Based Outreach
Goals	<ul style="list-style-type: none"> • While the rate of participation by eligible Vermonters in the 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

	<p>facilitate participation in the program by older Vermonters.</p> <ul style="list-style-type: none"> • To strengthen public awareness of 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 bene fits. • At least 80% of the caseload targets and 90% of quantified targets will be reached. <p><u>Direct Client Services:</u> May occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <ul style="list-style-type: none"> • 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). • 250 clients be provided application assistance from CVCOA and will apply for 3SVT (SAM topic code 20a "New APPL"). • 125 clients who apply will be found eligible (SAM topic code 20c "APPL Approved"). • 100 clients will have an action taken on behalf of their 3SVT due to CVCOA's support/assistance. The action will relate 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	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington , Lamoille and Orange Counties , except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester,</p>

Royalton, Sharon and Stockbridge.				
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • 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. • Assist older Vermonters to accurately complete and submit applications to the State for initial 3SVT eligibility review, as well as assist older Vermonters currently participating in 3SVT to accurately complete and submit the recertification paperwork to maintain their eligibility. • Help clients with the 3SVT application forms and process, including help obtaining verification and documentation that may be necessary for 3SVT participation. • Provide 3SVT factual information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT information to Vermonters who are potentially eligible. • 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 older Vermonters who are isolated, such as recipients of home-delivered meals and staff to help with 3SVT applications and educational activities consistent with the state plan for 3SVT outreach. • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. 			

- The subrecipient 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

- At least once during the grant term, the Subrecipient shall incorporate 3SVT factual information in a distributed newsletter, in a partner agency's newsletter, or other mailing(s) (paper or electronic), with a minimum reach of 500 individuals.

Presentations & Staffed Booths

- During the grant term: The subrecipient's staff shall cross message 3SVT factual information at a minimum of 20 community events, reaching a minimum of 1300 people, and shall track their efforts throughout the grant term using the program reporting forms and providing the data points requested.

Displays & Distribution of 3SquaresVT Informational Material

Throughout the grant term, the Subrecipient shall:

- Distribute a minimum of 250 posters to health and wellness providers throughout the catchment area and track places visited and the number of posters left at each site. The Subrecipient shall also track the sites visited where no 3SVT posters are distributed due to providers' declining the posters.
- Distribute 10,000 3SVT rack cards throughout the catchment area, including in town offices, senior sites, Medicare classes, and other venues. Distribution can be done in person, via email, mail, or through a planned curbside drop off.
- Cross message 3SVT factual information at ten (10) face to face and online meetings, conferences, and other venues. The Subrecipient shall track the details of the cross-messaging as outlined in the attached Program Report including but not limited to: date, messaging content, and number reached.
- At least monthly, publicize 3SVT factual information in at least two (2) of the following: e-newsletters, Facebook, Twitter, Subrecipient's web page or other social media sites and shall track visits, shares, and other metrics as outlined in the Program Report.
- At least monthly, CVCOA shall use other free methods, such as Front Porch Forum or other public forums, to raise public awareness about 3SVT within their catchment area. CVCOA shall post 3SVT factual information at least once per month on this type of web-based site and shall track visits, shares, and

	<p>other metrics as outlined in the Program Report.</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • By the end of the 3rd quarter: The Subrecipient shall document one best practice related to 3SVT Outreach activities that the Subrecipient's staff have learned about, identified, and implemented. • 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. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Central VT Council on Aging (CVCOA)
Tax ID of Subrecipient	CVCOA 03-276104
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Subrecipient	
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, CVCOA Private Cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No ,K <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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. During FFY21 the state will conduct one conference call following the same format as an on-site visit and will</p>

	<p>conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> <p>The subrecipient will provide program data reports as required by the State. The subrecipient will also re-contact at least 35% of its 3SVT outreach clients who applied for benefits (<i>SAM 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 SAM topic 20c consumer in the client database system. The State will periodically review subrecipient compliance with the terms of this Grant and will conduct an on-site review if performance levels appear to differ significantly from those expected for the Grant term.</p>
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Project Number 6	Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. <p><u>Direct Client Services:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p>

	<ul style="list-style-type: none"> • 4,000 households screened for 3SVT participation . • 2,000 of the 4,000 will be identified as not currently taking part in 3SVT. • 2,000 households will be provided 1-1 information, referral or application assistance. • 200 of the 2,000 households will receive application assistance fromCVOEO. 			
Target audience	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. • A 3SVT outreach worker shall be available to assist clients during office hours at CVOEO's Feeding Chittenden 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. CVOEO 3SVT outreach workers shall also be available to provide 			

this assistance at outreach offices in Richford, Grand Isle, and Alburgh and at three senior commodity sites, one each in the three territories covered (Addison, Chittenden, and Franklin/Grand Isle Counties, except for the towns of Granville and Hancock), in each quarter. This may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means following all USDA/FNS policies and procedures.

- 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, but are not limited to: 1) CCA Gardening Festival in May, reaching 200; 2) Burlington Police Department sponsored Community Barbeque in May, reaching 400; 3) Healthy Hearts on the Move, Northwestern Medical Center (NMC), St. Albans City School, in May, reaching 50; 4) Kids Fest, Northwestern Counseling & Support Services (NCSS), Taylor Park, St. Albans, in June, reaching 150-200; 5) National Night Out at Taylor Park in St. Albans, First Tuesday in August, reaching 200-300; 6) The Stampede for Cystic Fibrosis (Bristol) for 2 days in July reaching 300; 7) Senior Resource Fair at The Lodge at Otter Creek in Middlebury in June reaching 100; 8) Farmer's markets in Middlebury during the summer season reaching 200; 9) 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.

In situations where an event does not occur, CVOEO shall implement an activity targeting the same audience demographics, in the same geographic area, and with the same number reached. Prior State approval is required when substituting one activity for another.

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 a variety of ways. Minimally: ACA and CCA will place 3SVT posters on FBO community activity boards (physical and online) or at FBOs with programs to assist low income clients. CVOEO's minimum goal shall be 200 posters during the grant term. 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, provided by the State of Vermont ESD Food and Nutrition office, 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.
- CVOEO 3SVT outreach workers shall collaborate with the South Burlington Food Shelf (SBFS) throughout the grant term to help them access 3SVT informational resources including: 3SVT rack cards, posters, and HFVT's toolkit for 3SVT partnering agencies www.vermontfoodhelp.org. CVOEO shall report quarterly on their partnership with SBFS, including the quantity and type of resources shared.

Other

- CVOEO staff will continue to meet with the Health Disparity and Cultural Competency Advisory 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 (www.cvoeo.org) to www.vermontfoodhelp.org HFVT's 3SVT outreach website. The CVOEO website will also post contact information for 3SVT workers from each of the CVOEO offices.
- CVOEO staff at its offices in Middlebury, Burlington and St. Albans will refer to the on-line 3SVT policy manual <https://www.ahsnet.ahs.state.vt.us/Public/3sVT/index.htm#t=Gene>

[ral Information.htm](#) when assisting customers with 3SVT applications, interim reports or recertifications as needed.

- CVOEO 3SVT Outreach workers will utilize the online application process whenever possible.
- During the grant term, CVOEO staff shall conduct two visits each quarter at senior housing sites, senior commodity distribution sites, or other places that cater to older Vermonters in order to expand 3SVT Outreach to older Vermonters in their catchment area. In situations where a site visit cannot occur, CVOEO shall implement a comparable method to reach the same population and site, providing the same 3SVT factual information and opportunity for follow up.
- CVOEO staff shall continue to participate in regional Hunger Council meetings and establish and implement one new reasonable, allowable, and necessary 3SVT outreach activity to reach food insecure Vermonters during the grant term. Meetings attended and 3SVT Outreach activities performed shall be documented and reported on the quarterly program report.
- Throughout the grant term: CVOEO staff shall collaborate with the One Touch program and every household receiving a One Touch screening who resides in CVOEO's catchment area and expresses interest in 3SVT, shall be referred to CVOEO staff for assistance with the 3SVT application process.
- 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. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; CVOEO shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.

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

	<p>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.</p> <p><u>3SQUARESVT OUTREACH TO FARM TO FAMILY PARTICIPANTS</u></p> <p>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.</p> <p>As this grant is exclusively to help food insecure Vermonters learn about factual 3SVT information and, if interested, receive assistance with applying and maintaining benefits, program and financial reports must omit services not eligible for funding under this Grant, such as Farm to Family Coupon distribution, nutrition education or referrals to other programs.</p>
Subrecipient Tax ID of	Champlain Valley Office of Economic Opportunity (CVOEO) CVOEO 03-0216837
Subrecipient	
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<i>Explain how the project will be evaluated. 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>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 a phone conference call reviews if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p> <p>The Subrecipient will provide program data reports as required by the State including the outcomes of at least 150 referrals made to 3SquaresVT during the Grant term.</p>
Project Number 7	Groundworks Collaboration, Inc. - Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 60% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 40% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets will be reached. <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 540 households will be screened to determine their 3SVT participation status. • 200 of the 540 will be identified as not taking part in 3SVT. • 375 households will be provided one on one information, referral or application assistance. • 130 of the 375 Groundworks will help the customer prepare a 3SVT application.
Target audience	The most critical target population is low-income nonparticipating

	<p>Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Brattleboro and the surrounding area.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low-income Vermonters. • The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section. • If the subrecipient has its own website, the subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey factual 3SVT information to the public. • 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><u>DIRECT SERVICE</u></p> <p>The Subrecipient shall focus on activities in the following service area: Brattleboro, Windham County and surrounding area.</p> <p>During the grant term:</p> <ul style="list-style-type: none"> • Groundworks staff shall provide factual 3SVT information to all shelter residents. • Groundworks staff shall be available to assist shelter residents during business hours with 3SVT benefit and application assistance and maintenance. 			

- Groundworks staff shall refer to the online 3SVT policies and procedures manual (<https://www.ahsnet.ahs.state.vt.us/Public/3sVT/index.htm#t=3SquaresVT Program Manual.htm>) when assisting customers with 3SVT Applications, Interim Reports, or Recertifications as needed.

DIRECT MAIL

During the grant term:

- Groundworks' staff shall send a minimum of two (2) emails per quarter to partnering organizations, sharing factual 3SVT information about the 3SVT application process, eligibility requirements, and benefits of 3SVT for shared constituents.

Groundworks' staff (as listed above) shall find creative opportunities to reengage with participants who previously declined the opportunity to apply for 3SVT. This shall be done with direct mail (online or USPS) or any other venue applicable to the person's circumstances and needs. The number of constituents contacted will align with the requirements for the Referral Outcome Survey Follow up procedures as outlined in this grant agreement. These activities shall not coerce or persuade constituents. Activities shall however, provide 3SVT factual information in creative ways designed and targeted to the housing insecure and homeless population.

DISPLAYS & DISTRIBUTION OF FACTUAL 3SVT INFORMATIONAL MATERIALS

Throughout the grant term, Groundworks staff shall:

- Use social media (Facebook, Twitter, LinkedIn or Instagram) as a method for distribution of 3SVT factual information at least **four** times during the FFY and shall track and report visits, shares, and other metrics as outlined in the Program Report.
- Groundworks shall add 3SVT factual information on their website ongoing and at least once per quarter and shall update the message so that four new messages are generated during the grant term.
- Distribute 250 3SVT Outreach materials to potential constituents, community organizations that serve food insecure Vermonters who are homeless or at risk of being homeless and others who may benefit from 3SVT factual information. This information may include, but is not limited to, 3SVT rack cards or items from the Hunger Free Vermont (HFVT) toolkit (www.vermontfoodhelp.org). Groundworks staff shall track and

	<p>report where they shared the information, the type of information shared, the number of items shared and other metrics as outlined in the Program Report.</p> <p>Other</p> <ul style="list-style-type: none"> • By the end of the yct quarter, Groundworks shall have developed and sought ESD approval for one new allowable, reasonable, and necessary 3SVT Outreach strategy that will reach 100 individuals during the grant term. Groundworks shall be responsible for implementing this strategy by the end of the grant term and shall track and report on its outcomes with their quarter four (4) deliverables. • 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. The attendance sheet must be filled out correctly and include the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If between submission of the Civil Rights Attendance form and the end of the grant term other staff are hired who must take Civil Rights training Groundworks will send additional sign in sheets with quarter four (4) deliverables verifying the training was taken.
Subrecipient	Groundworks Collaborative, Inc.
Tax ID of Subrecipient	Groundworks 03-0267404
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	Groundwork's private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No ,K</p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p>

	<p>The 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 a phone conference call review if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The Subrecipient will provide program data reports as required by the State. The Subrecipient will also determine the outcomes of at least 65 referrals made to 3SVT during the Grant term and report the results to the State.</p>
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Project Number 8	John Graham Emergency Shelter (JGES) On Hiatus for FFY21
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Project Number 9	Northeast Kingdom Community Action (NEKCA) - On Hiatus or FFY21
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Project Number 10	Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach
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Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation. • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 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 90% of the quantified targets and at least 80% of the caseload targets will be reached in the grant term.
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	<p><u>Direct Client Services</u> This may occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <ul style="list-style-type: none"> • 425 clients will receive factual 3SVT information from NEKCOA (SAM topic code 20k "Info Only" and Section C: Direct Education). • 160 clients will be provided application assistance to facilitate participation in 3SVT (new applications - SAMS topic code 20a). • 90 clients who applied for 3SVT will be found eligible (SAM topic code 20c "APPL Approved"). • 225 clients will have an action taken on behalf of their 3SVT that relates to their eligibility or participation, (SAM topic code 20j "Active Issue"). • 375 Information and Assistance (IA&R)(also referred to as Senior Help Line) clients will receive factual 3SVT information from NEKCOA during the grant term. 				
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Orleans, Caledonia and Essex Counties.</p>				
Timeline	<table border="1"> <tr> <td>Start</td> <td>Ongoing.</td> <td>End</td> <td>Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • 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 may be necessary for 3SVT participation.

- Provide 3SVT factual information at senior centers, senior meal sites, senior housing, or other places where low income older Vermonters socialize.
- 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 potentially isolated older Vermonters such as recipients of home-delivered meals and help with 3SVT applications and promotional activities consistent with the State Plan for 3SVT outreach.
- The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters and shall attend at least one meeting per quarter of the statewide 3SVT workgroup.
- The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement.
- If the subrecipient has its own website, the subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey factual 3SVT information to the public.
- Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program.
- Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation.
- Help clients fill out and submit 3SVT paper or on-line applications.
- Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program.

Direct service

Throughout the grant term, NEKCOA shall:

- Provide home visits throughout the service area as well as be present at medical practices in Hardwick and Island Pond once per week to provide assistance.
- Provide 3SVT factual information, education, and application assistance at St. Johnsbury, Newport, and satellite offices throughout the catchment area.
- Have Case Managers provide a routine assessment of clients' needs and provide 3SVT factual information and assistance for 3SVT benefit maintenance and application.

Presentations and Staffed Booths

Throughout the grant term NEKCOA shall:

- Visit at least one senior meal site(s) and one senior center(s) per quarter to educate older Vermonters about 3SVT factual information. Where a visit may not be completed due to circumstances beyond NEKCOAs control, a presentation may be done online or via a pre-recorded video targeted to the same audience, site, and reach. Video recordings must be approved by the State prior to their release.
- Present 3SVT factual information to at least one community group and at least one community partner agency per reporting quarter. This may be done in person, online through a meeting application, or some other means that provides the same reach in the same planned geographic area and targets the same population demographics.
- Throughout the grant term, NEKCOA staff shall cross message 3SVT factual information at ten face to face or online meetings, conferences, or other venues. NEKCOA shall track the details of the cross-messaging as outlined in the attached Program Report including but not limited to: date, messaging content, and number reached.

Direct mail

During the grant term, NEKCOA shall:

- Distribute a minimum of 800 3SVT rack cards within a quality assurance survey for home delivered meal recipients and throughout the catchment area to possible constituents and their family caregivers.
- Include a minimum of 300 3SVT rack cards in mailings (paper or electronic) to those who call the senior helpline and request information.

*At least once during the grant term: NEKCOA shall incorporate 3SVT factual information in a newsletter (paper or electronic) NEKCOA distributes or in a partner agency's newsletter or where this cannot be done due to resource limitations NEKCOA will find mailing(s) (paper or electronic) where they can add 3SVT factual information. NEKCOA will strive to reach 500 individuals during the grant term.

Displays and Distribution of 3Squares VT informational material

Distribution can be done in person, via email, USPS, or through a planned curbside drop off.

Throughout the grant term NEKCOA shall:

- Use a planned, systematic approach in distributing 750 3SVT rack cards throughout the catchment area to town clerks, libraries, meal sites, senior centers, churches, and other community places where older Vermonters frequent.

- Distribute 200 3SVT posters to health/wellness providers and others not related to the health care field. NEKCOA will track contacts and the number of posters distributed at each site. NEKCOA staff shall also track the sites that declined to participate.
- *Work with area town offices to get 3SVT factual information in Town Reports for next printing. An Item from the HFVT tool kit <https://www.hungerfreevt.org/outreach-tools-for-service-providers> a current rack card, or an item created by NEKCOA and approved by the State may be used.
- * Throughout the grant term and at least monthly, NEKCOA shall use other free methods, such as Front Porch Forum or other public forums, to raise public awareness about 3SVT within their catchment area. NEKCOA shall post 3SVT factual information at least once per month on this type of web-based site and shall track visits, shares, and other metrics as outlined in the Program Report.
- Use social media and print media to share 3SVT factual information. Throughout the grant term and at least once monthly: NEKCOA shall publicize 3SVT factual information in at least two of the following: e-newsletters, Facebook, Twitter, or other social media sites and shall track visits, shares, and other metrics as outlined in the Program Report.
- Maintain their organization's website with information, resources, and direct links for consumers to learn more about the 3SVT program. NEKCOA shall develop and maintain 3SVT factual information on their website continually and, at a minimum, shall share one new message a month.

Other

Throughout the grant term, NEKCOA shall:

- Include 3SVT factual information in at least two electronic newsletters during the grant term.
- NEKCOA shall identify, implement, and report on one best practice related to reasonable, allowable, and necessary 3SVT Outreach activities in their catchment area as part of quarterly deliverables.
- 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. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th

	quarter. The Subrecipient shall submit additional sign in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Northeast Kingdom Council on Aging (NEKCOA)
Tax ID of Subrecipient	NEKCOA 03-0276709 Direct Service Provider with potential and current 3SVT recipients.
Subrecipient	
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, NEKCOA private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No .X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 every three FFY. The State will conduct an on-site conference call review if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to 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>SAM topic code 20a</i>) to determine the application outcome and, upon determining that a client was found eligible for benefits, will document that finding (<i>SAM topic code 20c</i>) in the client database system.</p>

Project Number 11	Our Place On Hiatus FFY21
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Project Number 12	Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach		
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To increase the number of eligible Vermonters taking part in 3SVT. • To facilitate participation in the program by advising low income people how the program operates or helping them with the application process or other documentation required for participation. • Statewide 3SVT participation by Vermonters aged 60 years or older will reach 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 90% of the quantified targets and at least 80% of the caseload targets will be reached by the end of the grant term. 		
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Thetford, Readsboro, Searsburg, Granville, Hancock, Pittsfield and Winhall.</p>		
Timeline	Start Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p>Service Delivery and Activities: The Subrecipient shall implement the following workplan. Activities may be implemented in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with prior State approval.</p> <p><u>General</u></p> <p>The Subrecipient shall provide the following outreach services:</p> <ul style="list-style-type: none"> • Inform older Vermonters with limited income and their family caregivers about 3SVT and its application process, benefits, regulations and obligations of recipients. 		

- Assist older persons to accurately complete and submit applications to the State for initial 3SVT eligibility review as well as assist older persons currently participating in 3SVT to accurately complete and submit the reapplication to maintain their eligibility.
- Help clients with the 3SVT application forms and process, including help obtaining verification and/or documentation that may be necessary for 3SVT participation.
- Provide 3SVT factual information at senior centers, senior meal sites, senior housing, or other venues for conveying 3SVT factual information to low income Vermonters.
- Employ staff who will actively educate older Vermonters on the availability, eligibility requirements, application procedures and benefits of 3SVT. This shall include at least one Outreach Specialist to focus on 3SVT Outreach to isolated older Vermonters, such as recipients of home-delivered meals, and to help with 3SVT applications and educational and informational activities consistent with the Vermont State Plan for 3SVT Outreach.

Direct Services Locations

Throughout the grant term, COASEV shall:

- Provide 3SVT factual information when conducting home visits in Windsor and Windham County; at AAA office(s) in Brattleboro, Springfield, White River; and at focal points in Wilmington. COASEV shall also add one more focal point to share 3SVT factual information with older Vermonters throughout the grant term.
- Screen clients for 3SVT when doing yearly calls to Meals on Wheels clients, with a minimal reach of 500 individuals.

Direct Client Services

During the grant term:

- 1500 clients will be given 3SVT factual information (information only- SAMS topic code 20k)
- 200 clients will be provided application assistance to facilitate participation in 3SVT (new applications - SAMS topic code 20a)
- 110 clients who applied for 3SVT benefits will be found eligible (APPL approved - SAMS topic code 20c)
- 350 clients will have an action taken on behalf of their 3SVT case that relates to their eligibility or participation (active issue - SAMS topic code 20j)
- 750 Information and Assistance (IA&R) (also referred to as Senior Help Line) clients will receive factual 3SVT information from the Subrecipient during the grant term.

Direct Mail

Throughout the grant term, COASEV shall:

- Have one mailing to all Windsor and Windham County Senior Solutions clients, with an estimated reach of 600 individuals.
- Have one mailing from a purchased mailing list, targeting persons not currently on 3SVT, with an estimated reach of 500 individuals.
- Distribute one e-newsletter that highlights 3SVT factual information or distribute four smaller 3SVT Outreach articles, with an estimated reach of 1000 individuals.
- Cross message 3SVT factual information on their Annual Report that goes to community member, with an estimated reach of 1500 individuals.

Presentations and Staffed Booths

Throughout the grant term, COASEV shall:

- Have staff attend a variety of community meeting and events, which may include, but is not limited to: Senior Fairs, Chamber of Commerce mixers and meetings, Health and Wellness Fairs, Select Board meetings, legislative meetings, Elder caucus meetings, Senior Center functions, Town Hall, Town Meetings, Neighborhood Connections meetings, Farmers Markets, Public Access Television, and other events where older Vermonters may be present to share 3SVT factual information. Minimally, Senior Solutions shall attend five (5) meetings per quarter and have performed 15 presentations and five (5) staffed booths/tables by the end of the grant term, with an estimated reach of 2000 individuals.
- Host four (4) events for older Vermonters and their caregivers at communal sites including, but not limited to: Summer Social, Cookie Swap, Arts & Crafts, and Jeopardy. Senior Solutions staff shall provide a presentation about 3SVT factual information before or after each event, have outreach materials available, and be ready to help people fill out 3SVT applications. Estimated reach for all four (4) events is 200 individuals.

Displays and Distribution of 3SquaresVT Informational Material

Throughout the grant term, COASEV shall:

- Distribute quarterly, at least one free newsletter or free public service announcement for all local newspapers to share 3SVT factual information, with an estimated reach of 1000 individuals each quarter.
- Set up a table and display 3SVT factual information at welcome centers at least eight (8) times during the grant term, with a minimal reach of 100 individuals each time, for a total of 800

	<p>individuals reached for the grant term.</p> <ul style="list-style-type: none"> • Distribute 250 3SVT posters throughout Senior Solutions catchment area. This distribution shall minimally occur at area hospitals, wellness clinics, senior centers, senior housing sites, libraries, and other community organizations that serve older Vermonters. Senior Solutions shall track all sites contacted and the number of posters disbursed at each site. • Track and distribute 2500 rack cards to potential 3SVT customers at places where older Vermonters congregate or engage, and at community service providers that target older Vermonters i.e., family members, caregivers, and others in the catchment area. <p>Other</p> <ul style="list-style-type: none"> • COASEV shall display, at minimum, 8 3SVT factual information messages on Senior Solution's Facebook and Instagram page. Messages shall be displayed at least once every other month, for a minimum of six times over the entire grant term. COASEV shall use information from HFVT's toolkit (www.vermontfoodhelp.com), 3SVT rack cards, or other 3SVT informational items with prior approval from ESD. • Identify and execute three (3) effective #hashtags to share 3SVT factual information using information from HFVT's toolkit (www.vermontfoodhelp.com) or other 3SVT information with prior approval from ESD. • When calling Meals on Wheels clients to complete a State Survey Monkey, COASEV shall find out if they are participating in the 3SVT Program and provide them with factual 3SVT information. • By the end of the 3rd quarter: COASEV shall have developed and sought ESD approval for one new allowable, reasonable, and necessary 3SVT Outreach strategy with an anticipated reach and target of 300 older Vermonters. COASEV shall be responsible for implementing this strategy by the end of the grant term. COASEV shall track and report on this with their quarterly deliverables. • By the end of the grant term: COASEV shall identify and report on at least one best practice related to 3SVT Outreach activities that COASEV staff have identified. • During the grant term: COASEV shall attend meetings and conferences related to 3SVT and steward the interests of older Vermonters, so that 3SVT reasonable, allowable, and necessary Outreach activities may be included. These venues shall include, but are not limited to: <ul style="list-style-type: none"> a) 3SquaresVT Work Group (required) b) DCF staff
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	<ul style="list-style-type: none"> c) Windham County Hunger Council d) Windsor County Hunger Council e) COA ESD DAIL meetings f) National Council on Aging (NCOA) g) Voluntary Organizations Active in Disaster (VOAD) h) Senior Solutions Advisory Council i) Senior Solutions Board of Directors <ul style="list-style-type: none"> • 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. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables. • By the end of the grant term: COASEV outreach staff will have worked with one local news station to do a free human-interest news story on all the work the Triple As are doing-highlighting the availability, eligibility requirements, application procedures and benefits of 3SVT. No billing to 3SVT may occur for staff time for the planning, recording or execution of this activity but the activity may be recorded on the program report including all the required program report data points (content, area covered and estimated reach). • During the grant term: COASEV will make a plan and work toward increasing the percentage of older adults receiving 3SVT information by a minimum of 1% in Windham County and 1% in Windsor County. The total population count is listed within census data. 1% of the total from the most current census for these counties can become the goal. <u>OR</u> • To accomplish this any one or more of the ideas listed below or any other idea(s) COASEV creates that are approved by ESD prior to 10/30 of the grant term may be used. <ul style="list-style-type: none"> Potential ideas include: 1. use the data points ESD provides at the quarterly COA-ESD-DAIL meetings to calculate the number of folks receiving 3SVT versus the number of potential households in those counties. Target 1% of the total census households in each county. <u>OR</u> 2. the COASEV data person may run an internal case count to determine the number of total cases and COASEV may take 1% of the total
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	<p>number of active cases within COASEV's database. Split the number between Windham and Windsor counties. Spend the FFY working on sharing 3SVT factual information to that number of households (not currently known to COASEV). <u>OR</u> 3. have the COASEV data person do a total case count for COASEV and a count for current 3SVT enrollees known to the COASEV data base. Run a case count for Windsor and Windham counties. And run a subsequent internal case count for cases not on 3SVT known to the COASEV database in Windham and Windsor Counties. Then create an internal process for all who are not enrolled in 3SVT to receive 3SVT information at their next communication with SR Solutions Staff or COASEV may create a targeted mailing with the 3SVT Rack Card or other vetted 3SVT informational material. <u>OR</u> 4. At tax time COASEV staff will disburse 3SVT rack cards and stuff them in the annual tax reports; or hand them out on town meeting days in their catchment area through the available bulletin(s); if town meetings are held online COASEV staff will ask town offices to add the rack card PDF to their Power Point/ Cover page for the Zoom Meeting or COASEV will ask them to add the rack card or some other vetted 3SVT material on their websites/Facebook pages etc. ongoing. Please note: Anything social media, website, online meeting apps related, would be a best practice as it would not be impacted by COVID-19 and can be updated ongoing.</p>
Subrecipient	Council on Aging for Southeastern VT (COASEV)
Tax ID of Subrecipient	COASEV 22-2738766
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, COASEV private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No X</p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p>

	<p>The 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 every three FFY. The state will conduct one conference call following the same format as an on-site visit review if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to 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>SAM topic code 20a</i>) to determine the application outcome and upon determining that a client was found eligible for benefits, will document that finding (<i>SAM topic 20c</i>) in the client database system.</p>
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Project Number 13	Southeastern Vermont Community Action, Inc. (SEVCA) - Community Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached by the end of the grant term.
Target audience	The most critical target population is low income nonparticipating

	<p>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	Start	Ongoing	End	Ongoing
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General:</u></p> <ul style="list-style-type: none"> • SEVCA will review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. • The primary locations for Family Service Workers to meet with clients are in the SEVCA offices which are located in Westminster, Brattleboro, Springfield, Windsor and White River Junction. In addition, staff will provide 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. These activities may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means. • Throughout the grant term, all individuals and families who meet with a Family Services Worker will be screened for 3SVT. <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 1,800 households will be screened to determine their 3SVT 			

participation status.

- 600 of the 1800 will be identified as not currently taking part in 3SVT.
- 600 households will be provided 1-1 factual 3SVT information, referral or application assistance.
- 100 of the 600 SEVCA will prepare a 3SVT application.

Direct Mail:

- SEVCA will coordinate with the Winston Prouty Center in Brattleboro (150 people) and the Bugbee Senior Center (1,500 people) in White River Junction to include factual 3SVT informational material in their newsletters twice a year. This should reach an additional audience of (1,650) people. These mailings will occur in the first and third quarter.
- 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 Head Start Windsor County, to get factual 3SVT information out to their populations. These mailings will occur in the second 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 at the Job Expo or Wellness Fair in Brattleboro (300-400 people), pending approval by event 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, 3SVT informational tables will be set up at area farmers' markets on at least three separate occasions in the SEVCA catchment area.
- In the 1st quarter : SEVCA will do presentations at the Parent Groups for all SEVCA Head Start in-service trainings and give a comprehensive overview of the 3SVT program. Additionally, during the Head Start school year

SEVCA will attend a minimum of five (5) parent meetings at various Head Start locations, reaching approximately 15 people each time.

Displays and Distribution of Informational Materials:

- SEVCA shall make sure that 3SVT posters are displayed in at least 20 sites in addition to offices or facilities managed by the Community Action Agency.
- In addition, SEVCA shall distribute 3SVT posters to 20 health care and alternative healthcare sites. SEVCA will track and report 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 and report that as well. During the grant term, 3SVT posters shall be distributed, tracked, and reported to the State quarterly.
- The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters. SEVCA will have representation at one meeting per quarter of the statewide 3SVT workgroup. Attendance may be completed by telephone, online meeting application, or in-person.
- SEVCA will use other free methods such as Front Porch Forum or other public forums to raise public awareness about 3SVT within their catchment area. SEVCA will post 3SVT factual information at least once per month on a web-based site and will track visits, shares, and other metrics.
- SEVCA will ensure 3SVT factual information from Hunger Free Vermont's tool kit www.vermontfoodhelp.org is put on SEVCA's Facebook at least once per month and will track visits, shares, and other metrics.

3SVT Outreach to Farm to Family Participants:

- Starting at the end of June, all applicants for farmer's market coupons will be asked if they currently receive 3SVT benefits. Those who do not will be advised that 3SVT is a much larger, year-round nutrition program and that they may qualify for its benefits. Factual 3SVT information and application forms will be available at coupon distribution sites. Appointments will be scheduled as appropriate, e.g., where a more private setting is

	<p>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.</p> <p>As this grant is exclusively to help food insecure Vermonters learn about factual 3SVT information and, if interested, receive assistance with applying and maintaining benefits, program and financial reports must omit services not eligible for funding under this Grant, such as Farm to Family Coupon distribution, nutrition education or referrals to other programs.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • SEVCA will coordinate within their organization, 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). • SEVCA will investigate adding a link to the 3SVT online application to SEVCA's web page and track metrics if implemented. If SEVCA cannot add a link to the 3SVT online application, SEVCA will add 3SVT factual information to their web page and track the metrics. One or the other will be implemented by the end of Quarter 2. • 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 attendance may be completed 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. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; SEVCA shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Southeastern Vermont Community Action, Inc. (SEVCA)
Tax ID of Subrecipient	SEVCA 03-0216740

Role of the Subrecipient	Direct Service Provider with potential and current 3SVT Recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	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 conduct a phone conference review if performance levels appear to differ significantly from those expected for the grant term 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 require the subrecipient to research the outcomes of at least seventy (70) referrals made to 3SVT during the grant term. The results will be sent to the State.

Project Number 14	Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • 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. • 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 90% of the quantified targets and at least 80% of the

	<p>caseload targets will be reached during the grant term.</p> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • <u>1000</u> clients shall be given factual 3SVT information (information only- SAMS topic code 20k or equivalent) • <u>400</u> clients shall be provided application assistance to facilitate participation in 3SVT (new applications - SAMS topic code 20a or equivalent) • <u>200</u> clients who applied for 3SVT benefits shall be found eligible (APPL approved- SAMS topic code 20c or equivalent) • 500 clients shall have an action taken on behalf of their 3SVT case that relates to their eligibility or participation (active issue - SAMS topic code 20j or equivalent) • <u>290</u> Information and Assistance (I&AR) (also referred to as Senior Help Line) clients shall receive factual 3SVT information from the Subrecipient during the grant term. 				
Target audience	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.</p>				
Timeline	<table border="1"> <tr> <td>Start</td> <td>Ongoing.</td> <td>End</td> <td>Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. 				

- The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement.
- If the subrecipient has its own website, the subrecipient will participate in any State initiative to improve consistency in how public and private agencies in Vermont are using their websites to convey factual 3SVT information to the public.
- 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 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.

Direct Service Locations

The Subrecipient shall:

- Conduct home visits, during a ll four (4) quarters, in towns throughout the service area and provide 3SVT factual information, application, Interim Report, and recertification assistance during the home visits. Additionally, the same services shall be conducted at Area Agency on Aging (AAA) office(s) and other sites.
- Conduct direct service visits to at least one Senior Center per quarter, with a minimum of five (5) Senior Center sites in their catchment area by the end of the grant term.

- Conduct at least one direct service visit per quarter to local town libraries or town offices.

Direct Mail

- All four (4) quarters: SVCOA shall mail letters throughout their catchment area, containing 3SVT factual information, 3SVT Program requirements, and how to apply for 3SVT benefits to SVCOA clients, with a goal to reach the "untargeted" population of clients not currently accessing 3SVT benefits.
- By the 4th quarter: SVCOA shall distribute 3SVT factual information to target individuals in their catchment area that are under-recognized (as detailed in data shared by ESD at the COA-ESD-DAIL quarterly meetings). Estimated reach shall be based on the data used by SVCOA and provided by ESD during FFY21.

Presentations & Staffed Booths

Each quarter of the grant term, SVCOA shall:

- 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 and reference the availability, eligibility requirements, application procedures and benefits of 3SVT.
- Conduct a minimum of two presentations at community meal sites and reference the availability, eligibility requirements, application procedures and benefits of 3SVT. These presentations shall be conducted at all of the following sites during the grant term and shall not be duplicative: Mendon, Mt. Holly, Parker House, Pawlet, Pittsford Policy Academy, Rupert Leisures, Poultney, Temple-wood Court and Sassies/Chaunceys.

Displays and Distribution of 3SVT Factual Informational materials

Throughout the grant term, SVCOA staff shall:

1. Distribute a minimum of 250 3SVT posters within their catchment area to health and wellness providers and track their outreach activities for distribution. SVCOA shall also track the sites that declined to participate.
2. Distribute 500 3SVT Outreach materials in SVCOA's catchment area, which may include, but is not limited to, 3SVT rack cards and Hunger Free Vermont (HFVT) toolkit items from vermontfoodhelp.com.

Other

- Throughout the grant term: SVCOA shall use other free methods,

	<p>such as Front Porch Forum and other public forums to raise public awareness about 3SVT within their catchment area. SVCOA shall post 3SVT factual information at least once per month on this type of web-based site and shall track visits, shares, and other metrics as outlined in the Program Report.</p> <ul style="list-style-type: none"> • Throughout the grant term: SVCOA shall publicize 3SVT factual information in at least two of the following delivery methods: e-newsletters, Facebook, Twitter, SVCOA's web page, or other social media sites and shall track visits, shares, and other metrics as outlined in the Program Report. • Throughout the grant term: All new staff at SVCOA working on 3SVT Outreach activities shall attend, at minimum, one basic 3SVT training offered by Hunger Free Vermont (HFVT) or the State of Vermont. <i>Additionally, all staff working with Older Vermonters as part of this agreement will attend any training offered by the State for 3SNAP.</i> Anyone supervising staff working on 3SVT Outreach activities must attend, at minimum, one 3SVT training offered in their catchment area. <i>At minimum, one nutrition program staff, one case management staff, and one helpline staff shall attend at least one 3SVT training in addition to 3SNAP training during the grant term.</i> • By the end of the 3rd quarter: SVCOA shall have developed and sought ESD approval for one new allowable, reasonable, and necessary 3SVT Outreach strategy with an anticipated reach and target of 300 older Vermonters. SVCOA shall be responsible for implementing this strategy by the end of the grant term. SVCOA shall track and report on this new strategy, as required in the quarterly program report. • During the grant term: SVCOA staff shall collaborate on one workshop in Bennington and one Workshop in Rutland for The Learning Kitchen - a six week Nutrition Education class paired with factual 3SVT information <i>including the availability, eligibility requirements, application procedures and benefits of 3SVT</i> • By the end of the grant term: SVCOA shall identify and report on one best practice related to 3SVT Outreach activities that SVCOA staff have identified. • 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. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out
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	correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4 th quarter, the new staff are also required to take Civil Rights training by the end of the 4 th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4 th quarter deliverables.
Subrecipient	Southwestern Vermont Council on Aging, Inc. (SVCOA)
Tax ID of Subrecipient	SVCOA 03-0273983
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, SVCOA private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> <i>Yes</i> <i>No</i> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 every three FFY. The state will conduct one conference call following the same format as an on-site visit review if performance levels appear to differ significantly from those expected for the grant term 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 or equivalent</i>) to determine the application outcome and, upon determining that a client</p>

	was found eligible for benefits, will document that finding (<i>topic code 20c or equivalent</i>) in the client database system.
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Project Number 15	Vermont Food Bank, Inc. (VF) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • To strengthen public awareness of the 3SVT and how interested people may learn more or take part. • To reduce food insecurity by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • A referral outcome survey will indicate that at least 30% of the nonparticipating clients referred to 3SVT by the subrecipient had never taken part in the program before. • A referral outcome survey will indicate that at least 50% of the nonparticipating clients given factual 3SVT information and referrals by the subrecipient will apply following that referral. • A referral outcome survey will indicate that at least 35% of the nonparticipating clients referred to 3SVT by the subrecipient will apply and receive 3SVT benefits as a result. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be met by the end of the grant term. <p>3SquaresVT Outreach Workplan: This may occur face to face, over the phone, through online meeting apps or by other secure and confidential means that meet or exceed federal standards.</p> <p><u>Direct Client Services</u></p> <ul style="list-style-type: none"> • 5,000 households will be screened to determine their 3SVT participation status. • 750 households will be identified as not currently taking part in 3SVT. • 5,000 households/clients will be provided 1-1 information, referral or application assistance. • 300 households/clients VF will assist in the preparation of a 3SVT application. • 150 people will receive factual 3SVT information via VF's text program.
Target audience	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program

	<p>notices or paperwork requirements. The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide.</p>		
Timeline	Start	Ongoing.	End Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Review clients' circumstances to identify households that may qualify for 3SVT but are not currently taking part in the program. • Facilitate 3SVT participation by advising people how the program operates or helping them with the application process or other documentation required for participation. • Help clients fill out and submit 3SVT paper or on-line applications. • Conduct other outreach activities to inform people about the benefits of 3SVT participation and about the availability of the subrecipient to help people learn about or apply for the program. • The subrecipient is expected to coordinate its activities with other 3SVT outreach agencies and groups serving low income Vermonters and shall attend at least one meeting per quarter of the statewide 3SVT workgroup. • The subrecipient shall accept 3SVT training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement. <p><u>Direct Service</u></p> <ul style="list-style-type: none"> • The VF 3SquaresVT outreach representatives shall be available to provide factual 3SVT information and application assistance to ten (10) community sites per month, including VF network partner food shelves, meal sites, and other locations (i.e., plan is for 10 out postings per month). • VF shall create and display 3SVT posters at ten (10) different organizations throughout the catchment area to promote dates/times that the 3SVT outreach representatives shall be stationed at the designated VF network partner food shelves, meal sites, or other community partners or public events. • VF 3SVT outreach representatives shall provide similar direct 		

client assistance at community events, home visits, or classes focused on the VF target population at least once each quarter. One-on-one services shall also be offered in VF's Brattleboro and Barre offices.

- The VF 3SVT outreach representatives shall coordinate with other 3SVT Outreach agencies to assure VF does not duplicate other efforts funded by the Vermont State Outreach Plan.

Direct Mail

- In the 1st and 2nd quarters: VF shall include a blog article on the VF website (average monthly readership of 12,000 views) informing readers of VF 3SVT outreach practices along with contact information for inquiries and questions.
- In the 1st quarter: VF shall initiate a mailing to area school staff currently participating in VF's Back-Pack Program explaining the benefits of families participating in 3SVT. VF 3SVT rack cards, toll-free helpline cards and contact information shall be included and mailed to at least 30 schools.
- In the 3rd and 4th quarters: VF shall include a blog article on the VF website (average monthly readership of 12,000 views) with 3SVT impact stories.
- In the 4th quarter: VF shall initiate a mailing to counselors and other staff at Vermont colleges with the goal of increasing understanding about college student eligibility requirements for 3SVT and offering VF outreach services in order to increase participation in 3SVT by eligible food insecure college students. Colleges targeted shall include University of Vermont, Community College of Vermont, Champlain College, Northern Vermont University, and others as identified. VF shall offer 3SVT outreach activities tailored to the specific needs of varying college campuses, staff, and student populations. Activities may be done in person, online, through video conferences or other means and may include presentations to student groups, tabling on campus, distribution of 3SVT materials at campus pantries, or direct 1:1 application assistance when requested.
- Throughout the grant term: VF shall consistently correspond with all new and denied Commodity Supplemental Food Program (CSFP) clients to offer factual 3SVT information as well as VF 3SVT toll-free helpline number and VFB texting number. Letters shall be followed up with phone calls.
- Throughout the grant term: VF shall post on Facebook factual

3SVT information to an audience of 10,000 Facebook followers at least once each month.

Presentations & Staffed Booths

- The VF 3SVT Outreach team shall 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 10 sites targeted for direct services; 3SVT factual informational materials shall be presented and questions shall be answered related to 3SVT. One of the four presentations shall focus on outreach to older Vermonters. These presentations shall help volunteers and coordinators from these organizations better inform their clientele about the availability, eligibility requirements, application process and benefits of 3SVT. Also, these presentations will help these organizations assist customers who wish to apply.
- During the grant term: VF shall staff booths using 3SVT factual information from www.vermontfoodhelp.org, rack cards and other vetted 3SVT informational materials at a minimum of 4 events, including the VF annual conference.

Displays & Distribution of Factual 3SVT Informational Materials

- VF shall distribute 3SVT rack cards, brochures or other factual informational items to VF network partner food shelves and meal sites year-round (130 agencies).
- VF shall provide rack cards and VF 3SVT toll-free helpline cards to community organizations that can redistribute them to clientele; this shall be an ongoing practice as VF recruits more organizations. A minimum of 5000 items will be distributed during the grant term.
- Once per quarter: VF shall partner with a community organization to include 3SVT information in their newsletter (print or email). Examples include but are not limited to: VT State Housing Authority Mobile Homes, senior centers, COVE, or church newsletters.
- Once per month: VF shall launch a new group messaging feature via text message program to VF 3SVT application assistance customers. Messages shall include factual information about 3SVT and related resources like Crop Cash and EITC. Estimated reach of 300 people/month. Only texting items specific to 3SVT/SNAP will be counted in the 3SVT Outreach program report or billed to this grant.
- Once per month: VF shall launch a new group messaging referral

	<p>program via text platform to service providers such as college administrators, VF network partners, and other community partners. Messages shall be sent to partners who opt-in, remind them that VF offers 3SVT application assistance, and ask if they would like to refer anyone. Estimated reach of 30 people/month.</p> <ul style="list-style-type: none"> • In the 1st quarter: VF shall distribute 3000 flyers providing 3SVT factual Information through holiday boxes at network partners and community sites. • In the 2nd quarter: VF shall insert a 3SVT flyer targeted to older Vermonters into 2,300 CSFP boxes. • In the 2nd quarter: VF shall partner with Kinney Drugs to distribute 3SVT information via insert included in customer prescription bags for pickup and deliveries for a one-month period at 22 stores statewide-estimated reach of 8,000 ppl. • In the 3rd quarter: VF shall distribute a 3SVT flyer providing 3SVT factual Information targeted to the families of 1,700 students participating in our Back-Pack program. • In the 3rd quarter: VF shall distribute a minimum of 500 3SVT rack cards and 50 3SVT posters to 100 SASH staff at their annual retreat, for distribution to their food insecure constituents. • In the 4th quarter or as data is available: VF shall follow up directly by email, text, or phone call with all contactable families completing the Backpack Program survey (estimated reach 100 families) who also request 3SVT information and application assistance. • VF shall distribute 250 3SVT posters to health and wellness providers throughout their catchment area and track their distribution activities, i.e. where, how many posters provided, and if an organization declined to participate: where and who was contacted. <p><u>Other</u></p> <ul style="list-style-type: none"> • All 3SquaresVT outreach staff and their supervisors shall complete a Civil Rights policy training session designed by the State, as required annually by USDA. The training shall last less than two hours and can be completed electronically. The training shall be completed by June 30th and the attendance sheet shall be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out
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	<p>correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; VF shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.</p> <ul style="list-style-type: none"> • VF shall participate in the monthly meetings of the statewide 3SVT workgroup. Minimally attending at least one per quarter during FFY21. • VF shall participate in the Older Vermonters Nutrition Coalition in order to identify new methods and partnerships for informing and assisting older Vermonters with 3SVT application assistance or benefit maintenance activities. • VF 3SVT outreach representatives shall utilize the State's online 3SVT application, as much as possible given the circumstances for the household. • VF shall report on one best practice learned during the grant term at least once with quarterly deliverables.
Subrecipient	Vernont Food Bank, Inc.
Tax ID of Subrecipient	Vermont Food Bank, Inc. 22-3021942 Direct Service Provider with potential and current 3SVT recipients.
Subrecipient	
Role of State agency	Administrator
State/ Subrecipient funding source	VF private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct one site visit</p>

	<p>every three FFY. Tthe state will conduct one conference call following the same format as an on-site visit review if performance levels appear to differ significantly from those expected for the grant term 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 requires the subrecipient to 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>				
<p>Project Number 16</p>	<p>3SVT Administration Project</p>				
<p>Goals</p>	<ul style="list-style-type: none"> • To strengthen public awareness of 3SVT and to inform low income households about the availability, eligibility requirements, application procedures and benefits of 3SVT. • To reduce food insecurity in VT by increasing the number of eligible Vermonters taking part in 3SVT. • Statewide 3SVT participation in Vermont will exceed 80,000 individuals during FFY21. • Statewide older Vermonter participation will exceed 17,000 individuals during FFY21. • 100,000 Rack Cards will be distributed to food insecure Vermonters during FFY21. • 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. • To provide the tools and technical assistance necessary for projects to expand goals and service delivery to food insecure Vermonters. 				
<p>Target audience</p>	<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. Federal, State and local Administrators.</p>				
<p>Timeline</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Start</td> <td style="width: 50%;">Ongoing.</td> <td style="width: 25%;">End</td> <td style="width: 25%;">Ongoing.</td> </tr> </table>	Start	Ongoing.	End	Ongoing.
Start	Ongoing.	End	Ongoing.		
<p>Description of Activity</p>	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p>Service Delivery and Activities: Activities may be performed in person, over the phone, online through meeting apps, etc. or as</p>				

specified below. Comparable activities may be substituted at the discretion of the Subrecipient with USDA/FNS approval.

- Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines.
- Create, implement and monitor a 3SVT Statewide Outreach Budget.
- Facilitate/develop partnership building and networking opportunities.
- 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.
- Provide technical assistance and support to partners/projects to help them find innovative ways to help Vermonters learn about the availability of 3SVT, the eligibility requirements, application procedures and benefits of 3SVT so they can make an informed decision about whether to apply and if requested the partner/project can assist in the application process in a non-persuasive manner.
- Oversight and monitoring of a grant/contract for a statewide DCF 3SVT social marketing campaign.
- 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.
- Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above).
- The State of Vermont will continue to contract with an entity during FFY21 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.

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:

<http://dcf.vermont.gov/benefits/3SquaresVT/60plus>

Other

- During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session

	<p>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 an attendance sheet will be completed to verify completion each FFY by July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; VF shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.</p>
Subrecipient	3SVT Administrative Project
Tax ID of Subrecipient	State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264
Role of the Subrecipient	Administrator.
Role of State agency	Administrator.
State/ Subrecipient funding source	General Funds and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity: Yes No, K'</i> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> • At the federal level the USDA and FNS review and conduct audits at their discretion. • The State of Vermont business office review and conduct audits at their discretion. • Data points to capture whether a Vermonter is certified eligible or denied 3SVT are reported quarterly by partner/projects within the required deliverables documenting reasonable, allowable, and necessary 3SVT outreach activities. • Site visits and ongoing phone contact with <u>all</u> partners/projects to address gaps, opportunities, program effectiveness and to provide technical support and assistance. • 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.

	<ul style="list-style-type: none"> • 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 administration hours related to 3SVT Outreach. • Annual review of the State Plan and State's Final Narrative by FNS. • Annual Review by the State of Vermont of all projects 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.

Project Number 17	Boys and Girls Club Rutland County On Hiatus FFY21
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5. Outreach Project Staffing Details

Project Staffing Table:

Statewide there are 183 positions making up 20.72 Full Time Equivalent (FTEs) that are a part of the State of Vermont's Outreach plan (see chart below). See attached *Statewide FFY21 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. All projects included descriptions of the tasks /duties for positions working on 3SVT outreach. Each project's staffing detail lists only positions participating in time studies /positive reporting actual hours worked on 3SVT Outreach Reasonable, allowable, and necessary activities.

Statewide Staffing Table

See *Checks and Balances* Tab in attached *Statewide FFY21 3SVT Outreach Project Summary* and please note: The Budget to Staffing Detail is off by \$1.48471 as a result of the following:

- A) \$1.64 due to BROCC rounding down to keep budget within level

funding criteria for the state (see BROC Staffing Detail and Budget Narrative).

- B) \$.00441 due to Capstone rounding up to the nearest dollar (see Capstone Staffing Detail and Budget Narrative).
- C) \$.20 due to Age Well rounding down to keep budget within Age Well's available private allocation amount (see Age Well Staffing Detail and Budget Narrative).

Below is the *FFY21 Statewide 3SVT Outreach Staffing Table*. See individual project tabs embedded in attached *Statewide FFY21 3SVT Outreach Project Summary* for more details. Statewide 183 staff from twelve community partner agencies will be working on 3SVT Outreach which is 20.72 FTE. The 3SVT Administration Project will have two staff working an anticipated 2080 hours or the equivalent of one (1) FTE for administrative duties and oversight of the FFY21 Statewide 3SVT Outreach Program.

Statewide Staffing Table

Project No.	Staff Person Title	Initials of Staff Person	(a) FTE Outreach - (based on 40hr/week 52 wks/year=2080 hr/annual)	(b) Salary	(c=axb) Outreach Salary	(d) Benefits Rate	(e=cxd) Outreach Benefits	(f=c+e) Total
	Food Security Manager		0.75	\$45603.06	\$34202.30		\$8550.57	\$42752.87
	Food Security Specialist		0.87	\$35728.22	\$31083.55		\$7770.89	\$38854.44
	Food Security Specialist		0.95	\$35728.22	\$33941.81		\$8485.45	\$42427.26
	Child Nutrition Initiatives Specialist		0.06	\$36673.63	\$2200.42		\$550.10	\$2750.52
	Child Nutrition Initiatives Specialist		.06	\$36131.65	\$2167.90		\$541.97	\$2709.87
	Child Nutrition Initiatives Specialist		.04	46287.00	1856.11		464.03	\$2320.14
	Child Nutrition Initiatives Manager	JO	.18	\$46981.42			\$2114.16	\$10570.82
	Community Engagement Program Specialist	SP	.22	\$36161.65			\$1988.89	\$9944.45
	Community Outreach Specialist	KD	.20	\$62800.71	\$12560.14	.25	\$3140.04	\$15700.18
	Community Advocacy & Education Director	FM	0.10	\$62800.71	\$6280.07	0.25	\$1570.02	\$7850.09
	Development Director	MT	0.06	\$60732.23	\$3643.39	0.2	\$910.85	\$4554.24
	Executive Director	AH	.06	\$83000.00	\$3643.39	0.25	1245.00	\$6225.00
2	Housing Counselors/coordinated entry staff outland County Supervisor	SP	.20	\$46716.80	\$9343.3	0.36	\$3363.61	\$12706.97
2	Program Director	EE	.015	\$62517.00	\$937.7		\$337.59	1275.35
2		MH	.06	\$43680.00	\$2620.80		\$943.49	\$3564.29
2	Food Shelf Program	Jenny	0.17	\$33092.80	\$5625.78		\$2025.28	\$7651.0
2	Bennington Senior Case Manager	MS	.10410	\$47197.43	\$4913.25	0.3	\$1768.77	\$6682.02

3	Food Shelf Coordinator	TS	0.10	\$40,227.20	\$4,022.72	0.37	\$1,472.72	\$5,495.44
3	CRC / Energy Specialist	EW	0.10	\$45,852.14	\$4,585.21	0.37	\$1,678.65	\$6,263.86
3	Energy Specialist	ES	0.0375	\$37,806.76	\$1,417.75	0.37	\$519.04	\$1,936.79
3	Energy Programs Coordinator	SR	0.175	\$52,518.21	\$9,190.69	0.37	\$3,364.71	\$12,555.40
3	FCSS Director	DB	0.05	\$67,535.00	\$3,376.75	0.37	\$1,236.23	\$4,612.98
4	Care and Service Coordination Supervisor	SC	0.00577	\$49,326.00	\$284.57	0.23	\$65.45	\$350.02
4	Care and Service Coordination Supervisor	WM	0.00577	\$67,257.00	\$388.02	0.23	\$89.24	\$477.27
4	Care and Service Coordination Supervisor	DQ	0.00577	\$48,203.00	\$278.09	0.23	\$63.96	\$342.06
4	Care and Service Coordinator	HB	0.025	\$61,208.00	\$1,530.20	0.23	\$351.95	\$1,882.15
4	Care and Service Coordinator	MB	0.025	\$37,844.00	\$946.10	0.23	\$217.60	\$1,163.70
4	Care and Service Coordinator	BF	0.025	\$37,844.00	\$946.10	0.23	\$217.60	\$1,163.70
4	Care and Service Coordinator	EL	0.025	\$40,784.00	\$1,019.60	0.23	\$234.51	\$1,254.11
4	Care and Service Coordinator	BM	0.025	\$40,817.00	\$1,020.43	0.23	\$234.70	\$1,255.12
4	Care and Service Coordinator	MM	0.025	\$38,780.00	\$969.50	0.23	\$222.99	\$1,192.49
4	Care and Service Coordinator	FO	0.025	\$42,805.00	\$1,070.13	0.23	\$246.13	\$1,316.25
4	Care and Service Coordinator	CR	0.025	\$40,934.00	\$1,023.35	0.23	\$235.37	\$1,258.72
4	Care and Service Coordinator	DT	0.025	\$39,805.00	\$995.13	0.23	\$228.88	\$1,224.00
4	Care and Service Coordinator	RT	0.025	\$47,959.00	\$1,198.98	0.23	\$275.76	\$1,474.74
4	Care and Service Coordinator	TBD	0.025	\$40,685.00	\$1,017.13	0.23	\$233.94	\$1,251.06
4	Care and Service Coordinator	TBD	0.025	\$40,685.00	\$1,017.13	0.23	\$233.94	\$1,251.06
4	Care and Service Coordinator	TBD	0.025	\$40,685.00	\$1,017.13	0.23	\$233.94	\$1,251.06
4	Community Health Worker	PG	0.25	\$41,760.00	\$10,440.00	0.23	\$2,401.20	\$12,841.20
4	Community Health Worker	PS	0.25	\$37,076.00	\$9,269.00	0.23	\$2,131.87	\$11,400.87
4	Community Health Worker	JS	0.25	\$48,723.00	\$12,180.75	0.23	\$2,801.57	\$14,982.32
4	Community Health Worker	TBD	0.25	\$40,685.00	\$10,171.25	0.23	\$2,339.39	\$12,510.64
4	Community Health Worker	PF	0.25	\$46,445.00	\$11,611.25	0.23	\$2,670.59	\$14,281.84
4	I & A Coordinator	DF	0.03462	\$38,473.00	\$1,331.76	0.23	\$306.30	\$1,638.06
4	I & A Coordinator	CM	0.03462	\$37,717.00	\$1,305.59	0.23	\$300.29	\$1,605.87
4	I & A Coordinator	MP	0.03462	\$50,538.00	\$1,749.39	0.23	\$402.36	\$2,151.75
4	I & A Coordinator	MT	0.025	\$42,012.00	\$1,454.26	0.23	\$334.48	\$1,788.74
4	New American Care & Service Coordination Lead	Kne	0.025	\$44,015.00	\$1,100.38	0.23	\$253.09	\$1,353.46
4	New American Care & Service Coordinator	MA	0.025	\$4,123.50	\$103.88	0.23	\$237.10	\$1,267.98
4	Nutrition Coordinator	EB	0.025	\$27,399.00	\$684.98	0.23	\$157.54	\$842.52
4	Nutrition Coordinator	ME	0.04487	\$31,204.00	\$1,401.18	0.23	\$322.04	\$1,722.22
4	Nutrition Coordinator	PL	0.04487	\$45,682.00	\$2,049.83	0.23	\$471.46	\$2,521.30

4	Assoc. Dir. of Nutrition and Wellness Service	JA	0.06731	\$45,543.00	\$3,036.20	0.23	\$698.33	\$3,734.53
4	Director of Nutrition & Wellness Services	CM	0.025	\$86,878.00	\$2,171.95	0.23	\$499.55	\$2,671.50
4	Nutrition Support Specialist	KH	0.06731	\$19,690.00	\$1,325.29	0.23	\$304.82	\$1,630.10
4	Nutrition Support Specialist	AM	0.04487	\$28,427.00	\$1,275.57	0.23	\$293.38	\$1,568.95
4	Options Counselor - Chittenden	CM	0.03462	\$36,478.00	\$1,262.70	0.23	\$290.42	\$1,553.12
4	Specialized Care and Service Coordinator	DS	0.00577	\$39,805.00	\$229.64	0.23	\$52.82	\$282.46
4	Specialized Care and Service Coordinator	KS	0.00577	\$38,410.00	\$221.60	0.23	\$50.97	\$272.56
4	3SqVT Specialist	TK	1.00	\$34,320.00	\$34,320.00	0.23	\$7,893.60	\$42,213.60
4	SHIP Coordinator	MB	0.05	\$41,273.00	\$2,063.65	0.23	\$474.64	\$2,538.29
4	SHIP Coordinator	SO	0.06667	\$31,395.00	\$2,093.00	0.23	\$481.39	\$2,574.39
5	Case manager 1	BT	0.03	\$41,500.00	\$1,245.00	0.36	\$442.85	\$1,687.85
5	Case manager 2	MT	0.09	\$42,800.00	\$3,852.00	0.36	\$1,370.16	\$5,222.16
5	Case manager 3	LM	0.02404	\$42,800.00	\$1,028.85	0.36	\$365.96	\$1,394.81
5	Case manager 4	WC	0.08	\$51,900.00	\$4,152.00	0.36	\$1,476.87	\$5,628.87
5	Case manager 5	MB	0.05	\$43,500.00	\$2,175.00	0.36	\$773.65	\$2,948.65
5	Case manager 6	CR	0.02404	\$46,100.00	\$1,108.17	0.36	\$394.18	\$1,502.35
5	Case manager 7	KE	0.15	\$50,400.00	\$7,560.00	0.36	\$2,689.09	\$10,249.09
5	Case manager 8	KS	0.10	\$51,900.00	\$5,190.00	0.36	\$1,846.08	\$7,036.08
5	Case Manager 9	KRF	0.05	\$42,200.00	\$2,110.00	0.36	\$750.53	\$2,860.53
5	Case Manager 10	JV	0.06	\$42,200.00	\$2,532.00	0.36	\$900.63	\$3,432.63
5	Case Manager 11	SW	0.07	\$42,800.00	\$2,996.00	0.36	\$1,065.68	\$4,061.68
5	Case Manager 12	DL	0.12	\$42,200.00	\$5,064.00	0.36	\$1,801.26	\$6,865.26
5	Case Manager 13	SD	0.03	\$44,400.00	\$1,332.00	0.36	\$473.79	\$1,805.79
5	I&A 1	EH	0.12788	\$44,800.00	\$5,729.23	0.36	\$2,037.89	\$7,767.12
5	I&A 2	RB	0.05	\$41,200.00	\$2,060.00	0.36	\$732.74	\$2,792.74
5	I&A 3	CS	0.18	\$50,400.00	\$9,072.00	0.36	\$3,226.91	\$12,298.91
5	I&A 4	CM	0.03	\$50,400.00	\$1,512.00	0.36	\$537.82	\$2,049.82
5	Nutrition Assistant	RH	0.75	\$42,500.00	\$31,875.00	0.36	\$11,337.94	\$43,212.94
5	Nutrition Director	KP	0.04	\$60,500.00	\$2,420.00	0.36	\$860.79	\$3,280.79
6	Director - CCA	TP	0.20	\$62,977.00	\$12,595.40	0.35	\$4,392.02	\$16,987.42
6	Associate Director - CCA	LA	0.15	\$48,877.99	\$7,331.70	0.35	\$2,556.56	\$9,888.26
6	Community Service Worker - CCA 1	MP	0.075	\$42,765.58	\$3,207.42	0.35	\$1,118.43	\$4,325.85
6	Director - ACA	KH	0.10	\$56,630.32	\$5,663.03	0.35	\$1,974.70	\$7,637.73
6	Community Service Worker - ACA 1	VACANT	0.175	\$42,765.58	\$7,483.98	0.35	\$2,609.66	\$10,093.64
6	Community Service Worker - ACA 2	DR	0.125	\$43,638.78	\$5,454.85	0.35	\$1,902.11	\$7,356.95
6	Director - FGICA	RO	0.075	\$55,033.00	\$4,127.47	0.35	\$1,439.25	\$5,566.73
6	Community Service Worker - FGICA 1	JJ	0.075	\$43,638.78	\$3,272.91	0.35	\$1,141.26	\$4,414.17
6	Community Service Worker - FGICA 2	TA	0.10	\$46,428.77	\$4,642.88	0.35	\$1,618.97	\$6,261.85
6	Community Service Worker - FGICA 3	RM	0.125	\$43,638.78	\$5,454.85	0.35	\$1,902.11	\$7,356.95
6	Director - CEFS	RM	0.0125	\$84,338.50	\$1,054.23	0.35	\$367.61	\$1,421.84
6	Community Service Worker - CEFS 1	EA	0.125	\$43,638.78	\$5,454.85	0.35	\$1,902.11	\$7,356.95
6	Community Service Worker - CEFS 2	OF	0.20	\$42,765.58	\$8,553.12	0.35	\$2,982.47	\$11,535.59

7	Housing Support Case Manager	EM	0.07401	\$40,715.00	\$3,013.16	0.37	\$1,107.61	\$4,120.77
7	Housing Support Case Manager	MW	0.07401	\$44,375.00	\$3,284.02	0.35	\$1,136.04	\$4,420.07
7	Representative Payee	CM	0.07401	\$22,883.00	\$1,693.48	0.36	\$609.65	\$2,303.14
7	Shelter Program Coordinator	KS	0.07401	\$44,000.00	\$3,256.27	0.35	\$1,142.14	\$4,398.41
7	Food shelf Coordinator	CC	0.07401	\$38,063.00	\$2,816.90	0.35	\$975.97	\$3,792.87
7	Shelter Case Manager	TBD	0.07401	\$36,000.00	\$2,664.22	0.35	\$932.48	\$3,596.70
10	Case Aide/Benefits specialist	vacant	0.30	\$29,474.61	\$8,842.38	0.47	\$4,196.65	\$13,039.04
10	Case Manager	JR	0.0179	\$36,939.69	\$661.30	0.47	\$313.86	\$975.16
10	Case Manager	KE	0.0179	\$43,707.33	\$782.45	0.47	\$371.36	\$1,153.81
10	Case Manager	CG	0.0179	\$39,411.60	\$705.55	0.47	\$334.86	\$1,040.41
10	Case Manager	OM	0.0179	\$37,502.39	\$671.37	0.47	\$318.64	\$990.01
10	Case Manager	FW	0.0179	\$35,013.26	\$626.81	0.47	\$297.49	\$924.30
10	Case Manager	LW	0.0179	\$38,797.93	\$694.56	0.47	\$329.65	\$1,024.21
10	Case Manager	JS	0.0179	\$36,939.69	\$661.30	0.47	\$313.86	\$975.16
10	Director of Care and Support	LL	0.01	\$42,889.10	\$428.89	0.47	\$203.55	\$632.45
10	Director of Care and Support	MD	0.01	\$42,889.10	\$428.89	0.47	\$203.55	\$632.45
10	Executive Director	MB	0.01	\$82,286.80	\$822.87	0.47	\$390.54	\$1,213.41
10	T&A Specialist	KR	0.20	\$39,593.43	\$7,918.69	0.47	\$3,758.26	\$11,676.95
10	I&A Specialist Newport	OM	0.20	\$37,411.48	\$7,482.30	0.47	\$3,551.15	\$11,033.44
10	Options Counselor	KO	0.0179	\$36,843.26	\$659.57	0.47	\$313.04	\$972.61
10	Options Counselor	MC	0.0179	\$36,843.26	\$659.57	0.47	\$313.04	\$972.61
12	3SquaresVT Specialist	KA	0.80	\$34,771.15	\$27,816.92	0.34	\$9,393.03	\$37,209.95
12	Case Management Supervisor	GH	0.02	\$75,661.74	\$1,513.23	0.34	\$510.98	\$2,024.21
12	Case Manager	RA	0.03	\$40,705.60	\$1,221.17	0.34	\$412.36	\$1,633.52
12	Case Manager	EB	0.03	\$50,903.42	\$1,527.10	0.34	\$515.66	\$2,042.76
12	Case Manager	LB	0.0195	\$29,550.12	\$576.23	0.34	\$194.58	\$770.80
12	Case Manager	SD	0.024	\$33,541.41	\$804.99	0.34	\$271.82	\$1,076.82
12	Case Manager	AE	0.024	\$38,614.62	\$926.75	0.34	\$312.94	\$1,239.69
12	Case Manager	PH	0.03	\$50,672.04	\$1,368.15	0.34	\$461.99	\$1,830.13
12	Case Manager	MH	0.03	\$44,647.62	\$1,339.43	0.34	\$452.29	\$1,791.72
12	Case Manager	CMC	0.03	\$45,890.21	\$1,376.71	0.34	\$464.88	\$1,841.58
12	Case Manager	CP	0.03	\$53,581.42	\$1,607.44	0.34	\$542.79	\$2,150.23
12	Community Outreach Nurse	AW	0.06	\$49,039.54	\$2,942.37	0.34	\$993.56	\$3,935.93
12	Data Specialist	JG	0.15	\$47,732.67	\$7,159.90	0.34	\$2,417.71	\$9,577.61
12	Information and Assistance Specialist	BK	0.05	\$39,098.80	\$1,954.94	0.34	\$660.13	\$2,615.07
12	Information and Assistance Specialist	MS	0.05	\$41,198.35	\$2,059.92	0.34	\$695.58	\$2,755.50
12	Nutrition and Wellness Director	WG	0.20	\$44,990.40	\$8,998.08	0.34	\$3,038.41	\$12,036.49
12	Community Outreach Case Manager	ST	0.04	\$15,630.95	\$625.24	0.34	\$211.13	\$836.36
12	Information and Assistance Intake Specialist	LW	0.05	\$36,939.69	\$1,846.98	0.34	\$623.68	\$2,470.66
12	Information, Assistance and Caregiver Support Manager	ME	0.05	\$50,346.40	\$2,517.32	0.34	\$850.03	\$3,367.35

12	Director of Social Services	MB	0.01	\$76,388.73	\$763.89	0.34	\$257.94	\$1,021.83
12	Director of Community Relations	JE	0.15	\$52,685.17	\$7,902.78	0.34	\$2,668.56	\$10,571.33
12	Community Outreach Case Manager	JC	0.0125	\$10,712.00	\$133.90	0.34	\$45.21	\$179.11
12	Medicare Coordinator (SHIP)	PK	0.04250	\$37,495.21	\$1,593.55	0.34	\$538.10	\$2,131.64
13	Family Services Director	PB	0.06442	\$66,925.00	\$4,311.00	0.27	\$1,185.00	\$5,496.00
13	Family Services Worker I	JW	0.10434	\$37,513.00	\$3,914.00	0.29	\$1,134.00	\$5,048.00
13	Family Services Worker2	EC	0.10433	\$35,330.00	\$3,686.00	0.17	\$641.00	\$4,327.00
13	Family Services Worker 3	JS	0.10435	\$38,832.00	\$4,051.00	0.35	\$1,415.00	\$5,466.00
13	Family Services Worker4	ST	0.106731	\$39,014.00	\$4,071.00	0.40	\$1,624.00	\$5,695.00
13	Family Services Worker 5	EP	0.06731	\$45,418.00	\$3,057.00	0.46	\$1,403.00	\$4,460.00
14	3 Squares	DW	0.25	\$10,610.24	\$2,652.56	0.37	\$984.73	\$3,637.29
14	3 Squares/Wellness	AW	0.50	\$36,078.02	\$18,039.01	0.37	\$6,696.79	\$24,735.80
14	3Sq Intake	VT	0.75	\$28,887.59	\$21,665.69	0.37	\$8,043.16	\$29,708.85
14	Admin-Rut	AF	0.00325	\$22,058.15	\$71.69	0.37	\$26.61	\$98.30
14	Aging Services Dir - Benn	JP	0.02	\$54,009.90	\$1,080.20	0.37	\$401.01	\$1,481.21
14	Aging Services Dir - Rutland	DM	0.02	\$59,601.57	\$1,192.03	0.37	\$442.53	\$1,634.56
14	Bennington Senior Case Manager	SB	0.02	\$53,281.49	\$1,065.63	0.37	\$395.60	\$1,461.23
14	Business Operations Director	RG	0.03	\$64,807.60	\$1,944.23	0.37	\$721.77	\$2,666.00
14	Case Mgr	Vacant	0.075	\$33,849.92	\$253.87	0.37	\$94.25	\$348.12
14	Case Aide - Benn	DW	0.075	\$21,220.47	\$159.15	0.37	\$59.08	\$218.24
14	Case Aide - Rutland	Vacant	0.015	\$32,371.66	\$485.57	0.37	\$180.26	\$665.84
14	Case Mgr	MG	0.015	\$33,849.92	\$507.75	0.37	\$188.50	\$696.25
14	Case Mgr	KC	0.01275	\$53,517.15	\$682.34	0.37	\$253.31	\$935.66
14	Case Mgr	NE	0.015	\$35,221.06	\$528.32	0.37	\$196.13	\$724.45
14	Case Mgr	EJ	0.015	\$34,535.49	\$518.03	0.37	\$192.31	\$710.35
14	Case Mgr	AM	0.015	\$33,185.78	\$448.01	0.37	\$166.32	\$614.33
14	Case Mgr	SM	0.01350	\$34,535.49	\$518.03	0.37	\$192.31	\$710.35
14	Case Mgr	VP	0.0150	\$34,535.49	\$518.03	0.37	\$192.31	\$710.35
14	Case Mgr	AD	0.0150	\$33,849.92	\$507.75	0.37	\$188.50	\$696.25
14	Case Mgr	KC	0.0150	\$33,849.92	\$507.75	0.37	\$188.50	\$696.25
14	Case Mgr	GWB	0.012	\$40,379.96	\$484.56	0.37	\$179.89	\$664.45
14	Comm And Dev Coordinator	EG	0.005	\$16,464.34	\$82.32	0.37	\$30.56	\$112.88
14	Data Mgr	JH	0.00250	\$21,220.47	\$53.05	0.37	\$19.69	\$72.75
14	Dev & Commun. Director	CA	0.050	\$52,938.70	\$529.39	0.37	\$196.53	\$725.92
14	I&A	CA	0.02	\$47,775.52	\$955.51	0.37	\$354.72	\$1,310.23
14	I & A	LO	0.01	\$17,599.82	\$176.00	0.37	\$65.34	\$241.34
14	I&A	MM	0.02	\$37,920.48	\$758.41	0.37	\$281.55	\$1,039.96
14	Nwition Director	CA	0.05	\$55,359.62	\$2,767.98	0.37	\$1,027.58	\$3,795.56
14	Options Counselor	FB	0.015	\$68,749.62	\$1,031.24	0.37	\$382.84	\$1,414.08
14	Rutland Senior Case Manager	Vacant	0.02	\$45,954.48	\$919.09	0.37	\$341.20	\$1,260.29

15	3SquaresVT Resource Specialist	XX	0.90	\$40,560.00	\$36,504.00	0.71	\$26,043.41	\$62,547.41
15	3SquaresVT Outreach Coordinator	FL	0.85	\$41,776.00	\$35,509.60	0.38	\$13,572.83	\$49,082.43
15	Senior and Adult Programs Manager	EC	0.82	\$61,266.00	\$50,238.12	0.47	\$23,728.47	\$73,966.59
16	Benefit Programs Assistant Administrator	JD	0.70	\$68,244.80	\$47,771.36	0.41628	\$19,886.26	\$67,657.62
16	Benefit Programs Administrator	AC	0.30	\$79,788.80	\$23,936.64	0.30	7,220.49	\$31,157.13

Note: this is embedded within the attached Excel Workbook: Statewide FFY21 3SVT Project Summary under tab StatewideStaffingDetail.

6. Outreach Project Budget Details and Narratives

Outreach Project Budget Details

Please see Attachments. Each project has their own budget detail and corresponding Budget Narrative. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services. Therefore, funds held by a subrecipient are not considered private cash and need not be "donated" to the State agency to be expended for SNAP purposes or reimbursed by FNS. Please see attached Excel Workbook: *Statewide FFY21 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 first year (FFY21) 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 first year of the three-year plan (FFY21) 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 FFY21 3SVT Outreach Project Summary* for further details.

Budget Narrative/Justification by Project:

The state of Vermont holds executed grant agreements with 1 partner organizations for FFY21. Project 08, JGES requested grant termination during FFY20 due to an internal need for restructuring. Similarly, NEKCA (project 9) also requested grant termination as they are also restructuring and have had multiple financial managers in the last year. Our Place (project 11) also wants to be on hiatus for FFY21. BGCRC (project 17) has requested grant termination for FFY21. It is hoped in FFY22 all will return as partners for 3SVT Outreach. All FFY21 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 FFY21. 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 FFY21 3SVT Outreach Project Summary*. Please note: all FFY21 budgets and budget narratives anticipate 50% federal reimbursement funds.

7. Statewide 3SVT Outreach Budget Summary:

The statewide FFY21 3SVT Statewide Outreach Budget (rounded to the nearest whole dollar) totals **\$1,533,358** and includes anticipated 50% reimbursement or **\$766,679.09** rounded to **\$766,679** from the federal government. The budget does not incorporate any public in-kind monies and is \$1,624 more than FFY20. Private funding totaling **\$360,259.49** is contributed to the FFY21 3SVT Outreach plan by **twelve** projects: HFVT, Age Well, CVCOA, CVOEO, Groundworks, BROCO, NEKCOA, COASEV, SVCOA, VF, SEVCA and Capstone. See the individual budget details for each project for specific amounts.

Subsequently, the total state general funds available to support the budget is \$399,633.58 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 \$190,955.58 also from general funds, for the FFY21 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY21 3SVT Outreach Project Summary* for further details.

Hence, the total non-federal dollars associated with the FFY21 3SVT Outreach State Plan is **\$766,679.09** 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 FFY21 3SVT Outreach Project Summary*. Details by project are also within the attached *Statewide FFY21 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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REVISED 3SVT Statewide Outreach						
Budget Detail	FFY21 state of Vermont					
	Non-Federal Funds				Federal	Total Funds
Expenses:	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+(b+c)) Total Non-Feder	(e) Federal Funds	(=f d+e) Total Funds
(g) Personnel (Salary & Benefits)	\$305,921.88		\$297,798.80	\$603,720.69	\$603,720.69	\$1,207,441.37
	\$0.00		\$0.00	\$0.00	\$0.00	
Other Direct Costs	\$0.00		\$0.00	\$0.00	\$0.00	
(h) Copying/Printing/Materials	\$4,509.55		\$4,236.58	\$8,746.14	\$8,746.14	\$17,492.27
(i) Internet/Telephone	\$1,508.10		\$4,890.87	\$6,398.98	\$6,398.98	\$12,797.96
(j) Equipment and other Capital Expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non Capital Expenditures	\$5,182.98		\$3,991.46	\$9,174.44	\$9,174.44	\$18,348.88
(l) Building/Space	\$14,416.87		\$9,476.34	\$23,893.21	\$23,893.21	\$47,786.43
(m) Other (Admin, Audit)	\$1,000.00		\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00
(n = h+i+j+k+l+m) Subtotal Other Direct Costs	\$26,617.51	\$0.00	\$23,595.25	\$50,212.77	\$50,212.77	\$100,425.53
	\$0.00		\$0.00	\$0.00	\$0.00	
Travel	\$0.00		\$0.00	\$0.00	\$0.00	
(o) Long Distance	\$500.00		\$875.00	\$1,375.00	\$1,375.00	\$2,750.00
(p) Local	\$6,164.46		\$4,824.02	\$10,988.48	\$10,988.48	\$21,976.96
(q=o+p) Subtotal Travel	\$6,664.47	\$0.00	\$5,699.02	\$12,363.48	\$12,363.48	\$24,726.97
	\$0.00		\$0.00	\$0.00	\$0.00	
(r) Contractual	\$6,250.00		\$2,400.00	\$8,650.00	\$8,650.00	\$17,300.00
	\$0.00		\$0.00	\$0.00	\$0.00	
(s = g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$345,453.86	\$0.00	\$329,493.07	\$674,946.93	\$674,946.93	\$1,349,893.87
	\$0.00		\$0.00	\$0.00	\$0.00	
(t = indirect cost rate x s) Indirect Costs	\$60,965.74		\$30,766.42	\$91,732.16	\$91,732.16	\$183,464.32
	\$0.00		\$0.00	\$0.00	\$0.00	
(u=s+t) TOTAL	\$406,419.60	\$0.00	\$360,259.49	\$766,679.09	\$766,679.09	\$1,533,358

*Grand Total (u) rounded to the nearest whole dollar per FNS guidance

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8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
	The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients.
	The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
	Outreach activities are targeted to those potentially eligible for benefits.
	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
<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.

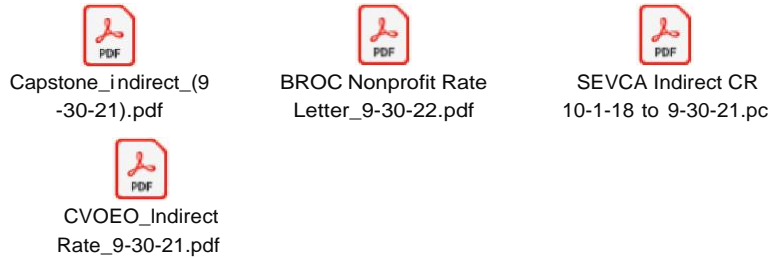
9. Attachments

- 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.

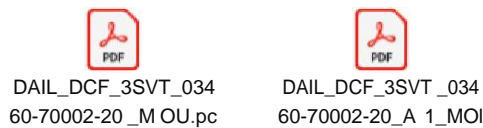
- NEKCOA does not have a Federally Approved Indirect cost rate and will use de minimus rate.

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

- Approved Indirect Cost Rate Agreements for FFY21 Subrecipients - Attached.



- Copy of MOU initiated by DAIL with ESD for FFY20. FFY21 in process at time of SOV Outreach Plan submittal.



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



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



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

- Copy of DCF 3SquaresVT 2019-2020 Media Final Performance Report for HMC statewide 3SVT Outreach.



STVT AHS 3Squares
Oct 2019 to May 2020

- HFVT Examples of Press Releases and Social Media 3SVT Outreach activities
[Help protect 3SquaresVT \(again\), press conference with VT AG, taking the 3SquaresVT Challenge, and more!](#)
<http://hungerfreevt.org/coronavirus>
<https://twitter.com/hungerfreevt>
<https://www.facebook.com/HungerFreeVermont/>
<https://www.instagram.com/hungerfreevt/>
www.vermontfoodhelp.org
<https://www.hungerfreevt.org/s/2019-10-15-Helps-Stretch-Your-Food-Budget.pdf>
<https://www.hungerfreevt.org/s/2019-10-15-Documentation-Checklist.pdf>
<https://www.hungerfreevt.org/s/2019-10-15-Reporting-Responsibilities.pdf>
<https://www.hungerfreevt.org/s/2019-10-15-How-to-Apply-for-3SquaresVT.pdf>
www.hungerfreevt.org/news/coronavirus
[3SquaresVT is for you](#)
[3SquaresVT E-Update - Spring 2020](#)
[COVID-19 & 3Squaresvr page on VFH](#)

- Sample of FFY21 "Draft" Rack Card



3Squares Rack Card
- Individuals & Families

- Sample of FFY21 "DRAFT" Outreach Poster



3SQ-Poster.pdf

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient
Monitoring Protocol



Monitoring
Checklist.pdf

- Excel Workbook: Statewide FFY21 3SVT Outreach Project Summary



budget summary
for amendment.xlsx