

State of Vermont Outreach Plan

1. Cover Page/Contact Information/Signatures

SNAP Annual Plan for Outreach

State: Vermont

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

Fiscal Year: FFY 2023 – Third Year of a Three-Year Plan

Primary Contacts:

Name	Title	Phone	Email
Leslie Wisdom	Director, Food & Nutrition Programs	802-585-4852	Leslie.Wisdom@vermont.gov
Aletha Cross	Food & Nutrition Administrator	802-760-9252	Aletha.Cross@vermont.gov
Lisa Arnold	Benefit Programs Assistant Administrator	802-760-9838	Lisa.Arnold@vermont.gov
Jessica Duranleau	Benefit Programs Assistant Administrator	802-585-9945	Jessica.Duranleau@vermont.gov
Nicole Tousignant	Economic Benefits Director	802-241-0588	Nicole.Tousignant@vermont.gov

Certified By:  9/27/2022
 Nicole Tousignant, Economic Benefits Director DCF Date

Certified By:  9/28/2022
 Megan Smeaton, State Agency Fiscal Reviewer Date

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Acronyms

3SVT	3SquaresVT/Vermont's SNAP Program
3SNP	3SVT Older Vermonter Application
AALV	Association of Africans Living in Vermont
ACCESS	Vermont's Legacy System
BPAA	Benefit Programs Assistant Administrator
BROC	Bennington Rutland Community Action
CAP	Corrective Action Plan
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
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
MOU	Memorandum of Understanding
MOW	Meals on Wheels
NCSS	Northwestern Counseling and Support Services
NEKCOA	Northeast Kingdom Council on Aging

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. According to a survey completed by University of Vermont on 4/12/2020, “Food Insecurity in Vermont increased by one-third during the coronavirus pandemic, from 18.3% to 24.3%.” The data also revealed “less than 30% of respondents experiencing food insecurity are participating in food assistance programs¹.” SNAP Outreach is a critical component to helping those who are hungry or food insecure gain access to critical resources.

Vermonters who are normally self-sufficient and have not requested 3SVT benefits in the past, are now finding themselves 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.

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 141,206 and the 3SVT participation rate for Vermonters at 185% of FPL is about 49% (or 69,736 as of May 2022) which means there is an estimated 51% 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 34,112 and the current 3SVT participation rate among elders is 44% (or 14,979 as of May 2022). With 3SVT/SNAP outreach reasonable, allowable, and necessary activities Vermonters across demographic and socioeconomic sectors can benefit from Outreach partner efforts and learn about and access 3SVT for a better quality of life, enhanced food security and healthy eating choices. (Source for statistical data above: Economic Services 3SVT extracts of ACCESS, May 2022).

It is 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). It is 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 socioeconomic statuses could benefit from 3SVT.

3SVT Outreach activities inform low income households about the availability, eligibility requirements, application procedures and benefits of 3SVT. The continued dialogue helps Vermonters make informed decisions about 3SVT participation. If 3SVT is chosen, the benefits

¹ <https://www.uvm.edu/news/story/uvm-survey-food-insecurity-vermont-rose-33-during-pandemic>

received, and increased food resources will then help support the well-being of Vermont's communities.

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. 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 inquire about SNAP or the number of people served.

Vermont's 3SVT Outreach program will have ten external partners/projects involved in 3SVT outreach. During FFY23.

Vermont proposes a third-year glimpse of a three-year plan including FFY23 goals and expectations from ten community partner organizations i.e., Hunger Free Vermont (HFVT), five Councils on Aging (COA), three Community Action Agencies, the Vermont Foodbank (VF). All ten 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 11).

This plan is for year three (FFY23) of a three-year plan and includes a budget totaling \$1,651,498.50 with 50% of this total, \$825,749.25 being supported from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. Assuming the anticipated federal SNAP reimbursement funds, State general fund dollars will provide \$391,138.46 of the nonfederal share and expenditures of private discretionary funds available to ten of the subrecipients/projects will provide \$434,610.79 of the non-federal share. Please see attached *Statewide FFY23 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 except for Hunger Free Vermont 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 are 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. Items utilized include: 3SVT posters, rack cards, brochures which are shared at local stores, libraries, town halls, colleges, malls, churches, food pantries, food shelves, area motels that serve low income, food insecure and clients experiencing homelessness, shelters, drop-in centers, and 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.

Additionally, Project 11, the 3SVT Administration Project includes \$2,500 to support the costs for the development, production, shipping, and handling of 50,000 rack cards targeted to food insecure Vermonters and 7,500 posters for intermediary sites such as: doctor's offices, dental offices, adult daycare providers, and hospitals i.e., social worker, various alternative health care clinics and other non-medical community organizations serving Vermonters and their caregivers. The current project/partner base will help distribute the posters within their catchment areas during FFY23. Posters and rack cards will be mailed directly to sites, or a PDF version will be sent via email for printing and distribution by the site. The goal for FFY23, with 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 Vermonter's land on <http://dcf.vermont.gov/benefits/3SquaresVT/60plus>. The pay-per-click (PPC) campaign through Google Search and Google Display runs from October through May of each FFY. The primary target audience is older Vermonters (60 and older) who are searching for information about food assistance for themselves. The secondary target audience is Vermonters ages 35-59 who may help the primary audience find food assistance resources.

Campaign objectives include: 1) To create awareness for food assistance programs for those 60 and older: directly and through their potential advocates (children who may be under 60, community partners, etc.) and 2) to connect the target audience with educational tools and resources when they're actively looking online. The campaign will run for twelve months this year, it is not possible to provide screen shots from Facebook or Google when the campaign is not running. Attached, is the most recent Campaign Performance Report (Campaign dates: October 01, 2021 – September 30,2022) which provides further information. This plan anticipates the continuation of a 3SVT DCF social media marketing project.

Project 10 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 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.

HFVT (Project 1) works with partners/projects across the state to increase access to 3SVT by eligible Vermonters. HFVT projects worth highlighting: 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 website <https://vermontfoodhelp.com/> on behalf of ESD. HFVT creates items for and manages the entire 3SVT outreach toolkit (see <https://vermontfoodhelp.com/campaign-toolkit>).

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.

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. ESD has created performance measure for FFY23. All partner agencies will be measured with the following guidelines:

- 1) 100% of individuals who requested 3SVT application, review, and/or interim report assistance during each reporting quarter were provided it. Partner agencies will complete and submit form A or an equivalent form that tracks individuals and type of assistance provided to the individual. ESD will spot check customers on the list to verify that assistance was provided as requested by the customer.
- 2) At least 25% of all community contacts (i.e., businesses, organizations, community partners, community spaces, etc.) that were provided factual 3SVT information, messaging, and resources during each reporting period are new partners. Community contacts will be reported quarterly on Form B or an equivalent form. ESD will verify that 25% benchmark of new community contacts is for each individual outreach partner on a quarterly basis.
- 3) 100% of staff working on 3SVT Outreach shall be trained on 3SVT, including availability, eligibility requirements, applications procedures, and benefits of 3SVT annually. Outreach partners will submit a list of employees that completed trainings and the dates completed to ESD.
- 4) 100% of the time financial and program reporting documents required by the grant shall, upon initial submission, be on time, complete, and free of mathematical errors.

ESD will track financial documents and reporting documents submitted by partner agencies.

- 5) 100% of individuals provided one-on-one factual 3SVT and/or application assistance were provided a survey during each reporting quarter. In FFY22 partner agencies will be providing surveys to customers they interact with for 3SVT outreach. The information will help us find trends and help determine what we areas partners can focus on in future years or quarters.

Each community partner has submitted a detailed list of projects and goals. ESD will be tracking the progress quarterly. All individual assistance, community contacts, and projects will be submitted quarterly and reviewed. Each partner agreement details individual projects that agencies expect to complete in FFY23.

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 partner 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 3SVT Benefit Programs Assistant Administrator (BPAA). Anyone given a Corrective Action Plan (CAP) in the prior year will be added to the rotational phone conference list. The lead BPAA for 3SVT Outreach will track the rotational order of the conference schedule. Some situations and circumstances may require a project to be contacted 2 or more years in a row.

Each project will be contacted annually covering universal topics, common themes, and project specific nuances as applicable. All projects will be seen or contacted at least once every three years.

Site visits and phone monitoring will be completed as per the ESD Subrecipient Monitoring Protocol (see Attachments). 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 led to the CAP and current COVID-19 safety guidelines.

Summary of Projects:

Outreach Plan Summaries FFY23				
<u>Project Number</u>	<u>Title</u>	<u>Geographic Area</u>	<u>Target Audience</u>	<u>Subrecipient</u>
1	Service Provider Outreach and Education - Indirect Services	Statewide	Program Administrators (local, State, Federal),	Hunger Free Vermont (HFVT)

			community service providers & advocates.	
2	Community Based Outreach	Bennington and Rutland Counties, except for the town of Pittsfield.	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Bennington Rutland Community Action (BROC)
3	Community Based Outreach	Chittenden, Grand Isle, Franklin, and Addison Counties except for the towns of Granville and Hancock.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	Champlain Valley Area Agency on Aging (CVAA) Also known as: Age Well
4	Community Based Outreach	Washington, Lamoille, and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester,	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	Central Vermont Council on Aging (CVCOA)

		Royalton, Sharon, and Stockbridge.	or need help understanding or responding to program notices or paperwork requirements.	
5	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).
6	Community Based Outreach	Orleans, Caledonia, and Essex Counties.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	Northeast Kingdom Council on Aging (NEKCOA)

7	Community Based Outreach	Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon, and Stockbridge, plus the towns of Granville, Hancock, Pittsfield, Thetford, Readsboro, Searsburg, and Winhall.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	COASEV - Senior Solutions
8	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)

9	Community Based Outreach	Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	Southwestern Vermont Council on Aging, Inc. (SVCOA)
10	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)
11	3SVT Administration Project	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team.

4. Outreach Project Details

Project Tables:

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

Project Number 1	HFVT				
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by providing education and resources on 3SVT to the service provider community in order to increase knowledgeable supports available to Vermonters who are interested in participating in the 3SVT program. 				
Target audience	Program administrators (local, State, federal), community service providers & advocates, low income Vermonters.				
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		

<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>3SVT Outreach Partner Support Activities:</u></p> <p>3SVT training:</p> <ul style="list-style-type: none"> • <u>Partial Day Skill-Building Trainings:</u> HFVT shall provide 12 3SquaresVT in-person or web-based trainings (at least 2 per quarter) for community service providers and other groups who provide 3SquaresVT outreach services or wish to learn more about the availability, application process, eligibility requirements and benefits of 3SVT/SNAP. The trainings shall focus on the basics of eligibility requirements, the application process, participation barriers, outreach strategies, linkages to other nutrition programs, policy and program changes, and positive messaging best practices. At least 1 of these trainings will focus on the simplified application process available for eligible Vermonters. • <u>Empathy Trainings:</u> HFVT shall provide 2 in-person or web-based trainings focused solely on building empathy and decreasing stigma associated with 3SquaresVT among community partners (i.e., direct service providers, food retailers, direct market organizers, ESD Benefits Specialists) to establish unified understanding and messaging to ensure program delivery is compassionate, fair, and human-centered. • <u>3SquaresVT Outreach & Policy Conference:</u> HFVT shall provide an opportunity for advanced 3SquaresVT training that offers a networking component for community service providers and other groups who provide 3SquaresVT outreach services or wish to learn more about the availability, application process, eligibility requirements and benefits of 3SquaresVT/SNAP and wish to convene and share 3SquaresVT 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; an in-depth look at shopping with 3SquaresVT and local food incentive
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programs; 3SquaresVT for school and early childhood professionals; engaging community partners to unify 3SquaresVT outreach and messaging; and strategies for reaching vulnerable populations, and populations that face disproportionate barriers to accessing 3SquaresVT due to systemic racism and other systems of structural oppression or bias, such as BIPOC, LGBTQ+, older adults, working families, college students, and veterans. HFVT shall track attendance for the conference and share the attendance list with ESD upon conference completion.

Materials Development & Distribution:

- Provide translated 3SVT Outreach materials to community organizations, early care, and education providers, and other 3SVT Outreach providers.
- Translate at least two (2) new 3SVT outreach material into six languages.
- Distribute 3SVT rack cards and State-approved posters and materials featuring factual 3SVT information and availability of 3SVT application assistance to community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) throughout the state.

All 3SVT Outreach posters and materials developed by the Subrecipient must be approved by the State prior to distribution.

Online Resource & Other Digital Outreach:

Vermontfoodhelp.com:

- Facilitate 3SVT information-exchange among Vermont’s service provider community by promoting, maintaining, and updating the vermontfoodhelp.com website and responding to all user questions annually. HFVT shall consult ESD regularly to ensure the accuracy of new information posted to the site and shall make required changes within 30 calendar days of notification. HFVT shall track and report quarterly the website's effectiveness as a 3SVT promotional tool.

- HFVT shall regularly maintain and solicit feedback on VermontFoodHelp.com to improve its effectiveness as a tool for 3SquaresVT factual information dissemination and as a 3SVT outreach resource for community partners and eligible Vermonters. Minimally HFVT will solicit feedback from the 3SquaresVT Workgroup of its effectiveness at a workgroup meeting with community partners.
- In FFY23, HFVT shall explore ways to develop a 3SquaresVT Recorded Training Library which would provide digital access to FFY23 3SquaresVT web-based recorded trainings for community partners. HFVT shall work with ESD to establish an accurate way to track viewership of the Training Library.
- In FFY23, HFVT shall explore how to track digital resource-sharing (i.e., downloads) of materials in the Outreach Toolkit.

Media:

- Continue to expand reach to broad audiences with 3SquaresVT factual information by submitting a selection of media pieces to diverse media outlets and venues including but not limited to:
 - press releases
 - op-eds
 - newsletters or newspaper articles
 - blogs and other social media (i.e., Facebook, Twitter, Instagram)
- Inform ESD as soon as administratively possible and by days end, whenever HFVT can reasonably anticipate being featured in mass media discussions about 3SVT, i.e., whenever HFVT issues a media release or is contacted by a media outlet regarding 3SVT outreach activities.

Facilitation of 3SVT Workgroup:

Through the Grant term, the Subrecipient shall coordinate and facilitate all statewide 3SVT Workgroup meetings. At least eight (8) 3SVT Workgroup meetings shall be held per year, with a minimum of two (2) meetings occurring per quarter.

The goals of the 3SVT Workgroup meetings are to:

- a. assist in the coordination of 3SVT Outreach efforts across the state and

- b. collectively identify and develop methods to address barriers to participation in and access to 3SVT.

HFVT shall provide ESD with meeting agendas, meeting minutes (including attendance), and handouts as they become available.

Community-At-Large:

1. Provide factual 3SVT information to community organizations and providers statewide, including, but not limited to, targeted outreach to the organizations and providers that are located in Vermont's most rural towns and counties.
2. Deliver digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, www.vermontfoodhelp.com, e-newsletters, Facebook, and Twitter.
3. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
4. Engage in specialized 3SVT Outreach activities through the distribution of 3SVT factual information and provision of technical support and assistance to Vermont public schools in order to promote the distribution of resources to help families learn about, apply for, and maintain 3SVT benefits.
 - a. 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, this work shall be done above and beyond the scope of work for the State Fiscal Year 2023 (SFY23) Child Nutrition (CN) 03440-10237-23 Grant and above other 3SVT outreach grantees. It is the responsibility of HFVT to report quarterly on the specific school locations, contacts, and topics related to 3SVT outreach and to coordinate their activities such that no duplication of effort or billing occur between this grant and grant 03440-10237-23.
5. Ensure at least one meeting of each of HFVT's ten regional Hunger Councils shall solely focus on 3SVT Outreach. Hunger Councils are held on regional levels and are comprised of local leaders from the business, education, social service, nonprofit, and government communities with

	<p>the goal of impacting hunger at the local level.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • The Subrecipient shall participate in all training(s) that may be required by the State and, at a minimum, shall comply with the USDA annual Civil Rights training requirement cited below in this section. • All 3SquaresVT Outreach staff and their supervisors shall complete a Civil Rights Policy training session designed by the State during this award term and no later than June 30th. If there are subsequent staff changes that occur in the 4th quarter of this award term, the new staff shall complete the Civil Rights Policy training by September 30th. The Subrecipient shall additionally maintain records identifying the staff members trained and dates each staff member complete the training.
Subrecipient	Hunger Free Vermont (HFVT)
Tax ID of Subrecipient	03-0336357
Role of the Subrecipient	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters
Role of State agency	To administer and monitor subrecipient progress.
State/ Subrecipient funding source	State General Funds, HFVT 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> X <i>If Yes, in what capacity?</i>
Evaluation	<ul style="list-style-type: none"> • 100% of community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) who requested factual 3SVT information, messaging, and resources during each reporting quarter were provided it. • At least 25% of all community contacts (defined for the purposes of this agreement as entities that interact with

	<p>members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) that were provided factual 3SVT information, messaging, and resources during each reporting quarter were new partners.</p> <ul style="list-style-type: none"> • At least 75% of 3SVT training survey respondents report an increase of knowledge of 3SVT program and corresponding benefits on post-training surveys. • At least two statewide 3SVT Workgroup meetings shall be facilitated by the Subrecipient during each quarter throughout the grant term. • 100% of the time financial and program reporting documents required by the Grant shall, upon initial submission, be on time, complete, and free of mathematical errors.
Project Number 2	BROC – Community Based Outreach
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting agencies with providing education to Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.
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 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.
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,</p>

geographic area, and reach) may be substituted at the discretion of the Subrecipient with State approval.

One-on-One Services and Activities:

1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.
2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-at-Large Services and Activities:

Throughout the Grant term, the Subrecipient shall:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.BROC.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT

	<p>materials (i.e., program flyers, brochures, and posters) to attendees.</p> <p>5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <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.
Subrecipient	BROC Community Action
Tax ID of Subrecipient	BROC 03-2166505
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, BROC private cash, and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>

<p>Evaluation</p>	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct 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>
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<p>Project Number 3</p>	<p>Age Well, Inc. - Community Based Outreach previously known as CVAA</p>
<p>Goals</p>	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits
<p>Target audience</p>	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin, and Addison Counties except for the towns of Granville and Hancock.</p>

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>One on One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-At-Large Services 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> <ol style="list-style-type: none"> 1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans. 2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area. 3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or 			

	<p>Facebook page, Project Vision listserv, https://www.agewellvt.org/, etc.</p> <ol style="list-style-type: none"> 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <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.
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 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 conduct 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>
Project Number 4	Central Vermont Council on Aging (CVCOA) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • Strengthening public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reducing stigma around 3SVT participation. • Correcting myths and misperceptions about the 3SVT program to assist people in making informed participation decisions. • Increasing the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reducing barriers to participation in the 3SVT program. • Reducing food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.
Target audience	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

	<p>or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington, Lamoille, and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon, and Stockbridge.</p>			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <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>One-on-One Services and Activities:</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> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-At-Large Services and Activities:</u> Throughout the Grant term, the Subrecipient shall:</p>			

	<ol style="list-style-type: none"> 1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans. 2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area. 3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.cvcoa.org , etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <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. 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.
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 <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 other FFY. During FFY23 the state will conduct one conference call following the same format as an on-site visit and 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. 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>

Project Number 5	Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and

	<p>to assist people in making informed decisions</p> <ul style="list-style-type: none"> • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits 				
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <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.		
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>One-on-One Services 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> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 				

3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, <https://www.cvoeo.org/>, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.

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

	<p>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.</p>
Subrecipient	Champlain Valley Office of Economic Opportunity (CVOEO)
Tax ID of Subrecipient	CVOEO 03-0216837
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<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 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>

Project Number 6	Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach			
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits 			
Target audience	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.			
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>One-on-One Services and Activities:</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> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 			

3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.

3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.nekcouncil.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

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

	30 th . 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
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
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 <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 years. The state will conduct one conference call following the same format as an on-site visit and 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. 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>

Project Number 7	Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach		
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits 		
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><u>Service Delivery and Activities:</u> 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>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 		

3SVT.

2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Activities and Services:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.seniorsolutionsvt.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.

Community-At-Large Services and Activities may be performed in

	<p>person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <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. 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.
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	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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</p>

	<p>following the same format as an on-site visit and will conduct additional on-site or phone conference 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.</p>
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Project Number 8	Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach		
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits • direct client service caseload targets will be reached by the end of the grant term. 		
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: 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	<i>Provide a description of the activity and how it will be implemented.</i>		

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.

One-on-One Services and Activities:

1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.
2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.sevca.org, etc.

	<p>4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.</p> <p>5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <p><u>Other:</u></p> <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 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, SEVCA private cash, and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>

Evaluation	<p>The 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.</p>
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Project Number 9	Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach		
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits. 		
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	Start Ongoing.	End Ongoing.	
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i> 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>		

One-on-One Service and Activities:

1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT.
2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient.
3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.
4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information.

One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.

Community-At-Large Services and Activities:

1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.
3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.svcoa.org, etc.
4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of

	<p>application assistance throughout the Subrecipient's service area.</p> <p>Community-At-Large Services and Activities may be performed in person, over the phone, and online through meeting apps and/or web-based platforms as needed.</p> <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. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30 and the training attendance sheet(s) shall be submitted to the State no later than July 30. 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 4 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	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> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient</p>

	<p>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 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>
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Project Number 10	Vermont Food Bank, Inc. (VF) - Community Based Outreach
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits
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 certain targeted community sites plus outreach services aimed at network partners statewide. Vermont Foodbank provides services throughout the entire state of Vermont. Unlike other outreach partner agencies Vermont foodbanks has no geographical boundaries. Vermont Foodbank works with customers who are</p>

	<p>outside of the boundaries that other agencies have to ensure all customers have an outreach partner they can reach for assistance. Vermont Foodbank provides details of projects they are working with during 3SVT workgroup meetings to eliminate duplication of effort by agencies.</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>One-on-One Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. <p>One-on-one services and activities detailed in this section may be performed in person, over the phone, and online through meeting apps and web-based platforms as needed.</p> <p><u>Community-At-Large Services and Activities:</u></p> <ol style="list-style-type: none"> 1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans. 			

	<ol style="list-style-type: none"> 2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area. 3. Provide digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs, including but not limited to, Facebook, Twitter, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.vtfoodbank.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. <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 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.
Subrecipient	Vermont Food Bank, Inc.
Tax ID of Subrecipient	Vermont Food Bank, Inc. 22-3021942
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	VF private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/>

	<i>If Yes, in what capacity?</i>		
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <p>The 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 and will conduct additional on-site or phone conference 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 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>		
Project Number 11	3SVT Administration Project		
Goals	<ul style="list-style-type: none"> • Strengthen public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation • Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions • Increase the factual and education 3SVT program information available through the collaboration of multiple community partners • Reduce barriers to participation in the 3SVT program • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits 		
Target audience	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.		
Timeline	Start	Ongoing.	End Ongoing.

Description of Activity

Provide a description of the activity and how it will be implemented.

Service Delivery and Activities: Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities may be substituted at the discretion of the Subrecipient with USDA/FNS approval.

1. Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines.
2. Create, implement, and monitor a 3SVT Statewide Outreach Budget.
3. Facilitate/develop partnership building and networking opportunities.
4. 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.
5. 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.
6. Oversight and monitoring of a grant/contract for a statewide DCF 3SVT social marketing campaign.
7. 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.
8. Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above).
9. The State of Vermont will continue to contract with an entity during FFY23 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)
10. increase visits to the 3SVT website which provides benefit information.
11. Geographic: Vermont Statewide
12. Demographics: Primary - Adults 60 and older who may be searching for food assistance
13. Secondary - Adults 35-54 who may offer help to older adults/relatives

	<p>Destination: http://dcf.vermont.gov/benefits/3SquaresVT/60plus</p> <p><u>Other:</u></p> <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 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.
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:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <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 reviews 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 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.

5. Outreach Project Staffing Details

Project Staffing Table:

Statewide, there are 172 positions, making up 19.34423 Full Time Equivalent (FTEs), that are a part of the State of Vermont's Outreach plan (see chart below). See attached *Statewide FFY23 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 positive reporting actual hours worked on 3SVT Outreach Reasonable, allowable, and necessary activities.

Below is the *FFY23 Statewide 3SVT Outreach Staffing Table*. See individual project tabs embedded in attached *Statewide FFY23 3SVT Outreach Project Summary* for more details. Statewide, 169 staff members from ten community partner agencies, making up 18.34423 FTEs, will be working on 3SVT Outreach. The 3SVT Administration Project will have three staff members working an anticipated 2080 hours or the equivalent of one (1) FTE for administrative duties and oversight of the FFY23 Statewide 3SVT Outreach Program.

Statewide Staffing Table

			(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Project No.	Staff Person Title	Initials of Staff Person	FTE Outreach	Salary	Outreach Salary	Benefits Rate	Outreach Benefits	Total
1	Food Security Advocacy Manager	IE	0.7301	\$ 55,215.00	\$ 40,313.00	0.25	\$ 10,078.25	\$ 50,391.25
1	Outreach Manager	MS	0.8761	\$ 55,215.00	\$ 48,375.60	0.25	\$ 12,093.90	\$ 60,469.50
1	Outreach Manager	LAG	0.7301	\$ 55,215.00	\$ 40,313.00	0.25	\$ 10,078.25	\$ 50,391.25
1	Program Data & Child Nutrition Manager	TM	0.1840	\$ 55,215.00	\$ 10,158.88	0.25	\$ 2,539.72	\$ 12,698.60
1	Early Child Nutrition Initiatives Manager	KA	0.1022	\$ 55,215.00	\$ 5,643.82	0.25	\$ 1,410.96	\$ 7,054.78
1	Community Engagement Manager	JO	0.2044	\$ 55,215.00	\$ 11,287.64	0.25	\$ 2,821.91	\$ 14,109.55
1	Program Communications Manager	SP	0.2555	\$ 55,215.00	\$ 14,109.55	0.25	\$ 3,527.39	\$ 17,636.94
1	Community Health Initiatives Director	KD	0.2555	\$ 69,018.75	\$ 17,635.80	0.25	\$ 4,408.95	\$ 22,044.75
1	Advocacy & Education Director	FM	0.1022	\$ 69,018.75	\$ 7,054.32	0.25	\$ 1,763.58	\$ 8,817.90
1	Development Director	MT	0.0613	\$ 69,018.75	\$ 4,232.59	0.25	\$ 1,058.15	\$ 5,290.74
1	Executive Director	AH	0.0829	\$ 87,250.00	\$ 7,231.95	0.25	\$ 1,807.99	\$ 9,039.94
2	Rutland County Supervisor	SP	0.103846154	\$ 50,044.80	\$ 5,196.96	0.5151	\$ 2,676.95	\$ 7,873.91
2	Bennington Food Shelf	MB	0.35	\$ 34,611.20	\$ 12,113.92	0.5151	\$ 6,239.88	\$ 18,353.80
2	Rutland Community Food Shelf	JR	0.2	\$ 35,796.80	\$ 7,159.36	0.5151	\$ 3,687.79	\$ 10,847.15
3	Caregiver Support Specialist	JH	0.0062	\$ 43,854.72	\$ 274.04	0.24	\$ 65.77	\$ 339.81
3	Caregiver Support Specialist	ER	0.0062	\$ 45,973.20	\$ 287.30	0.24	\$ 68.95	\$ 356.25
3	Community Health Worker	PF	0.2250	\$ 52,153.92	\$ 11,732.76	0.24	\$ 2,815.86	\$ 14,548.62
3	Community Health Worker	PG	0.2000	\$ 46,672.08	\$ 9,335.04	0.24	\$ 2,240.41	\$ 11,575.45
3	Community Health Worker	LL	0.0025	\$ 38,613.12	\$ 96.51	0.24	\$ 23.16	\$ 119.67
3	Community Health Worker	JS	0.0500	\$ 54,709.20	\$ 2,735.20	0.24	\$ 656.45	\$ 3,391.65

3	Community Health Worker	VACANT	0.5000	\$ 41,600.00	\$ 20,800.00	0.24	\$ 4,992.00	\$ 25,792.00
3	Care and Service Supervisor	SC	0.0125	\$ 55,386.24	\$ 692.38	0.24	\$ 166.17	\$ 858.55
3	Care and Service Supervisor	WM	0.0063	\$ 74,037.60	\$ 462.80	0.24	\$ 111.07	\$ 573.87
3	Care and Service Supervisor	DQ	0.0500	\$ 56,915.04	\$ 2,845.44	0.24	\$ 682.91	\$ 3,528.35
3	Care and Service Coordinator	MA	0.0125	\$ 46,300.80	\$ 578.76	0.24	\$ 138.90	\$ 717.66
3	Care and Service Coordinator	VA	0.0062	\$ 41,998.32	\$ 262.47	0.24	\$ 62.99	\$ 325.46
3	Care and Service Coordinator	HB	0.0188	\$ 62,461.31	\$ 1,171.17	0.24	\$ 281.08	\$ 1,452.25
3	Care and Service Coordinator	KC	0.0125	\$ 42,238.56	\$ 528.06	0.24	\$ 126.73	\$ 654.79
3	Care and Service Coordinator	JE	0.0125	\$ 44,531.76	\$ 556.66	0.24	\$ 133.60	\$ 690.26
3	Care and Service Coordinator	BM	0.0250	\$ 45,601.92	\$ 1,139.84	0.24	\$ 273.56	\$ 1,413.40
3	Care and Service Coordinator	HM	0.0125	\$ 44,204.16	\$ 552.50	0.24	\$ 132.60	\$ 685.10
3	Care and Service Coordinator	CR	0.0125	\$ 45,973.20	\$ 574.60	0.24	\$ 137.90	\$ 712.50
3	Care and Service Coordinator	PS	0.0187	\$ 42,456.96	\$ 795.99	0.24	\$ 191.04	\$ 987.03
3	Care and Service Coordinator	DT	0.0125	\$ 44,553.60	\$ 556.92	0.24	\$ 133.66	\$ 690.58
3	Care and Service Coordinator	Vacant	0.0125	\$ 41,998.32	\$ 524.94	0.24	\$ 125.99	\$ 650.93
3	Care and Service Coordinator	RV	0.0125	\$ 54,621.84	\$ 682.76	0.24	\$ 163.86	\$ 846.62
3	Care and Service Coordinator	HV	0.0063	\$ 45,864.00	\$ 286.65	0.24	\$ 68.80	\$ 355.45
3	Care and Service Coordinator	JW	0.0125	\$ 41,998.32	\$ 524.94	0.24	\$ 125.99	\$ 650.93
3	Care and Service Coordinator Admin	HG	0.0024	\$ 44,553.60	\$ 106.08	0.24	\$ 25.46	\$ 131.54
3	Care and Service Coordinator Admin	CM	0.0250	\$ 41,714.40	\$ 1,043.12	0.24	\$ 250.35	\$ 1,293.47
3	CSC Director	ER	0.0188	\$ 94,610.88	\$ 1,774.11	0.24	\$ 425.79	\$ 2,199.90
3	Associate Director Care and Service	KN	0.0025	\$ 66,153.36	\$ 165.36	0.24	\$ 39.69	\$ 205.05
3	Care and Service Coordinator, RN	JA	0.0025	\$ 80,065.44	\$ 200.15	0.24	\$ 48.04	\$ 248.18
3	Information & Assistance	NA	0.0500	\$ 41,081.04	\$ 2,054.00	0.24	\$ 492.96	\$ 2,546.96
3	Information & Assistance	CB	0.0187	\$ 40,294.80	\$ 755.43	0.24	\$ 181.30	\$ 936.73
3	Information & Assistance	DF	0.0250	\$ 46,300.80	\$ 1,157.52	0.24	\$ 277.80	\$ 1,435.32
3	Information & Assistance	MW	0.0250	\$ 39,901.68	\$ 997.36	0.24	\$ 239.37	\$ 1,236.73
3	Nutrition Support/3SqVT Outreach	PS	0.2501	\$ 40,404.00	\$ 10,103.60	0.24	\$ 2,424.86	\$ 12,528.46
3	Nutrition Support Specialist	NA	0.0417	\$ 30,270.24	\$ 1,261.00	0.24	\$ 302.64	\$ 1,563.64
3	Nutrition Coordinator	KB	0.1333	\$ 31,433.22	\$ 4,191.20	0.24	\$ 1,005.89	\$ 5,197.09

3	Nutrition Coordinator	ME	0.0083	\$ 34,873.02	\$ 290.55	0.24	\$ 69.73	\$ 360.28
3	Nutrition Coordinator	LN	0.1750	\$ 30,434.04	\$ 5,326.23	0.24	\$ 1,278.30	\$ 6,604.53
3	Associate Nutrition & Wellness Director	AM	0.0250	\$ 48,790.56	\$ 1,219.92	0.24	\$ 292.78	\$ 1,512.70
3	Nutrition and Wellness Director	CM	0.0625	\$ 100,878.96	\$ 6,305.00	0.24	\$ 1,513.20	\$ 7,818.20
3	Staff Assistant	JA	0.0500	\$ 26,000.00	\$ 1,300.00	0.24	\$ 312.00	\$ 1,612.00
3	Options Counselor	JL	0.0250	\$ 39,901.68	\$ 997.36	0.24	\$ 239.37	\$ 1,236.73
3	Options Counselor	CM	0.0375	\$ 41,496.00	\$ 1,556.10	0.24	\$ 373.46	\$ 1,929.56
3	Options Counselor	VACANT	0.0375	\$ 39,901.68	\$ 1,496.04	0.24	\$ 359.05	\$ 1,855.09
3	SHIP Coordinator	MB	0.0025	\$ 45,689.28	\$ 114.24	0.24	\$ 27.42	\$ 141.66
3	SHIP Coordinator	SO	0.0025	\$ 46,322.64	\$ 115.80	0.24	\$ 27.79	\$ 143.60
3	Specialized Care and Service Coordinator	MM	0.0125	\$ 49,380.24	\$ 617.24	0.24	\$ 148.14	\$ 765.38
3	Specialized Care and Service Coordinator	DS	0.0250	\$ 50,079.12	\$ 1,252.16	0.24	\$ 300.52	\$ 1,552.68
3	Specialized Care and Service Coordinator	EW	0.0250	\$ 45,864.00	\$ 1,146.60	0.24	\$ 275.18	\$ 1,421.78
3	Veteran Directed Care Program Lead	EL	0.0125	\$ 49,627.03	\$ 620.36	0.24	\$ 148.89	\$ 769.25
3	Training & Dev Specialist	AP	0.0025	\$ 66,000.48	\$ 165.00	0.24	\$ 39.60	\$ 204.60
3	Business Development & Communications Director	TS	0.0250	\$ 92,383.20	\$ 2,309.84	0.24	\$ 554.36	\$ 2,864.20
3	Associate Director of Development & Communications	MG	0.0125	\$ 56,106.96	\$ 701.22	0.24	\$ 168.29	\$ 869.51
3	Development & Communications Associate	EK	0.0125	\$ 44,269.68	\$ 553.28	0.24	\$ 132.79	\$ 686.07
4	Case Manager, assist clients with benefits	MB	0.012559809	\$ 48,375.39	\$ 607.59	0.3608	\$ 219.22	\$ 826.80
4	I&A Specialist, assist clients with benefits	RB	0.03372093	\$ 44,990.40	\$ 1,517.12	0.3608	\$ 547.38	\$ 2,064.49
4	Co-Director of Case Mgmt, supervision	SD	0.000747608	\$ 63,179.38	\$ 47.23	0.3608	\$ 17.04	\$ 64.28
4	Case Manager, assist clients with benefits	KE	0.017045455	\$ 54,995.41	\$ 937.42	0.3608	\$ 338.22	\$ 1,275.64
4	Case Manager/Options Counselor	AG	0.015481651	\$ 47,239.92	\$ 731.35	0.3608	\$ 263.87	\$ 995.22
4	Development Associate	LH	0.029095792	\$ 28,119.00	\$ 1,309.03	0.3608	\$ 472.30	\$ 1,781.33
4	Case Manager/Options Counselor	SL	0.015481651	\$ 44,990.40	\$ 696.53	0.3608	\$ 251.31	\$ 947.83
4	Director of Nutrition and Wellness	KL	0.089449541	\$ 61,808.24	\$ 5,528.72	0.3608	\$ 1,994.76	\$ 7,523.48
4	Case Manager, assist clients with benefits	DL	0.059883721	\$ 46,083.02	\$ 2,759.62	0.3608	\$ 995.67	\$ 3,755.29
4	Receptionist and Data Entry	MM	0.015550239	\$ 32,055.66	\$ 664.63	0.3608	\$ 239.80	\$ 904.43
4	VT 3Squares Outreach Specialist	MM	1	\$ 42,740.88	\$ 42,740.88	0.3608	\$ 15,420.91	\$ 58,161.79

4	Operations Director	SM	0.031100478	\$ 63,372.19	\$ 1,970.91	0.3608	\$ 711.10	\$ 2,682.01
4	Case Manager/Options Counselor	CM	0.071387615	\$ 44,990.40	\$ 3,211.76	0.3608	\$ 1,158.80	\$ 4,370.56
4	I&A Specialist, assist clients with benefits	CM	0.019138756	\$ 54,995.41	\$ 1,052.54	0.3608	\$ 379.76	\$ 1,432.30
4	Case Manager, assist clients with benefits	BM	0.023795872	\$ 44,990.40	\$ 1,070.59	0.3608	\$ 386.27	\$ 1,456.85
4	Director of Development & Communication	LR	0.030232558	\$ 63,629.28	\$ 1,923.68	0.3608	\$ 694.06	\$ 2,617.74
4	Case Manager, assist clients with benefits	JR	0.084862385	\$ 44,990.40	\$ 3,817.99	0.3608	\$ 1,377.53	\$ 5,195.52
4	Co-Director of Case Mgmt, supervision	KR	0.000726744	\$ 63,179.38	\$ 45.92	0.3608	\$ 16.57	\$ 62.48
4	Case Manager, assist clients with benefits	KS	0.016895933	\$ 56,623.63	\$ 956.71	0.3608	\$ 345.18	\$ 1,301.89
4	Case Manager, assist clients with benefits	BT	0.015251196	\$ 47,239.92	\$ 720.47	0.3608	\$ 259.94	\$ 980.41
4	Case Manager, assist clients with benefits	JV	0.001162791	\$ 47,239.92	\$ 54.93	0.3608	\$ 19.82	\$ 74.75
4	Case Manager, assist clients with benefits	SW	0.008373206	\$ 47,239.92	\$ 395.55	0.3608	\$ 142.71	\$ 538.26
4	Case Manager/Options Counselor	VACANT	0.02293578	\$ 44,990.40	\$ 1,031.89	0.3608	\$ 372.31	\$ 1,404.20
4	Case Manager/Options Counselor	VACANT	0.02293578	\$ 44,990.40	\$ 1,031.89	0.3608	\$ 372.31	\$ 1,404.20
4	SHIP Coordinator	VACANT	0.002866972	\$ 44,990.40	\$ 128.99	0.3608	\$ 46.54	\$ 175.52
5	Community Action Director	TP	0.1	\$ 89,606.40	\$ 8,960.64	0.3514	\$ 3,148.77	\$ 12,109.41
5	CCA Associate Director	LA	0.15	\$ 72,092.80	\$ 10,813.92	0.3514	\$ 3,800.01	\$ 14,613.93
5	CCA CSW-Vacant	VACANT	0.2	\$ 44,761.60	\$ 8,952.32	0.3514	\$ 3,145.85	\$ 12,098.17
5	ACA Associate Director-Vacant	VACANT	0.075	\$ 64,875.20	\$ 4,865.64	0.3514	\$ 1,709.79	\$ 6,575.43
5	ACA CSW	DR	0.15	\$ 45,676.80	\$ 6,851.52	0.3514	\$ 2,407.62	\$ 9,259.14
5	FGICA Associate Director	JG	0.075	\$ 64,875.20	\$ 4,865.64	0.3514	\$ 1,709.79	\$ 6,575.43
5	FGICA - CSW	JAJ	0.075	\$ 45,676.80	\$ 3,425.76	0.3514	\$ 1,203.81	\$ 4,629.57
5	FGICA - Food Shelf Coord.	TA	0.125	\$ 48,588.80	\$ 6,073.60	0.3514	\$ 2,134.26	\$ 8,207.86
5	FGICA - CSW	RM	0.1	\$ 45,676.80	\$ 4,567.68	0.3514	\$ 1,605.08	\$ 6,172.76
5	Feeding Chittenden Director	RM	0.0125	\$ 94,556.80	\$ 1,181.96	0.3514	\$ 415.34	\$ 1,597.30
5	FC -Distribution Coordinator	EA	0.125	\$ 45,676.80	\$ 5,709.60	0.3514	\$ 2,006.35	\$ 7,715.95
5	FC - Morning Sous Chef	DF	0.125	\$ 44,761.60	\$ 5,595.20	0.3514	\$ 1,966.15	\$ 7,561.35
6	Case Manager	VM	0.00928074246	\$ 20,892.92	\$ 193.90	0.44000	\$ 85.32	\$ 279.22
6	Case Manager	JS	0.00531496063	\$ 42,862.25	\$ 227.81	0.44000	\$ 100.24	\$ 328.05
6	Case Manager	KE	0.01390161931	\$ 47,447.71	\$ 659.60	0.44000	\$ 290.22	\$ 949.82
6	Case Manager	CG	0.01013631597	\$ 40,788.03	\$ 413.44	0.44000	\$ 181.91	\$ 595.35

6	Case Manager	DM	0.01946233548	\$ 40,149.72	\$ 781.41	0.44000	\$ 343.82	\$ 1,125.23
6	Case Manager	BB	0.04876546379	\$ 32,685.96	\$ 1,593.95	0.44000	\$ 701.34	\$ 2,295.28
6	Case Manager	LW	0.03217444343	\$ 40,149.72	\$ 1,291.79	0.44000	\$ 568.39	\$ 1,860.18
6	Case Manager	RM	0.00230040595	\$ 40,149.72	\$ 92.36	0.44000	\$ 40.64	\$ 133.00
6	Director of Care and Support	LM	0.00015351551	\$ 44,390.74	\$ 6.81	0.44000	\$ 3.00	\$ 9.81
6	Director of Care and Support	MD	0.10000000000	\$ 44,390.74	\$ 4,439.07	0.44000	\$ 1,953.19	\$ 6,392.27
6	Executive Director	MB	0.02309468822	\$ 87,662.02	\$ 2,024.53	0.44000	\$ 890.79	\$ 2,915.32
6	I&A Spec ST J	KR	0.12784694807	\$ 40,967.78	\$ 5,237.61	0.44000	\$ 2,304.55	\$ 7,542.15
6	I&A Specialist Newport	DM	0.15340480145	\$ 38,707.34	\$ 5,937.89	0.44000	\$ 2,612.67	\$ 8,550.57
6	Options Counselor	LC	0.07343924192	\$ 39,525.41	\$ 2,902.72	0.44000	\$ 1,277.20	\$ 4,179.91
6	Options Counselor	MC	0.02570550433	\$ 40,386.53	\$ 1,038.16	0.44000	\$ 456.79	\$ 1,494.94
6	Director of Communications	MR	0.10000000000	\$ 51,753.31	\$ 5,175.33	0.44000	\$ 2,277.15	\$ 7,452.48
7	3 Squares VT Outreach	TS	1	\$ 36,608.00	\$ 36,608.00	0.2638	\$ 9,657.19	\$ 46,265.19
7	Information and Assistance Specialists	BK	0.050002483	\$ 41,889.12	\$ 2,094.56	0.2638	\$ 552.54	\$ 2,647.10
7	3 Squares VT Outreach	SB	1	\$ 40,497.60	\$ 40,497.60	0.2638	\$ 10,683.27	\$ 51,180.87
7	Outreach	TB	0.0625	\$ 35,992.32	\$ 2,249.52	0.2638	\$ 593.42	\$ 2,842.94
7	Information and Assistance Specialists	MS	0.05	\$ 44,553.60	\$ 2,227.68	0.2638	\$ 587.66	\$ 2,815.34
7	Data Specialist	JG	0.049995971	\$ 51,629.76	\$ 2,581.28	0.2638	\$ 680.94	\$ 3,262.22
7	Community Outreach Specialist	JE	0.099983047	\$ 56,980.86	\$ 5,697.12	0.2638	\$ 1,502.90	\$ 7,200.02
7	Information, Assistance and Caregiver	ME	0.05000601	\$ 60,562.32	\$ 3,028.48	0.2638	\$ 798.91	\$ 3,827.39
7	Medicare/SHIP Coordinator	PK	0.046869892	\$ 38,176.32	\$ 1,789.32	0.2638	\$ 472.02	\$ 2,261.34
7	Information and Assistance Intake Specialist	LW	0.049996038	\$ 39,377.52	\$ 1,968.72	0.2638	\$ 519.35	\$ 2,488.07
7	Information and Assistance Specialists	DM	0.051759834	\$ 38,176.32	\$ 1,976.00	0.2638	\$ 521.27	\$ 2,497.27
7	Nutrition & Wellness Director	WG	0.099998403	\$ 65,105.04	\$ 6,510.40	0.2638	\$ 1,717.44	\$ 8,227.84
8	Family Services Director	PB	0.0500	\$ 80,080.00	\$ 4,004.00	0.28	\$ 1,121.12	\$ 5,125.12
8	Family Services Worker 1	SZ	0.1000	\$ 42,286.00	\$ 4,228.64	0.34	\$ 1,437.74	\$ 5,666.38
8	Family Services Worker 2	AD	0.1000	\$ 43,355.00	\$ 4,334.72	0.66	\$ 2,860.92	\$ 7,195.64
8	Family Services Worker 3	JS	0.1000	\$ 45,635.00	\$ 4,563.52	0.37	\$ 1,688.50	\$ 6,252.02
8	Family Services Worker 4	WP	0.1000	\$ 42,286.00	\$ 4,228.64	0.34	\$ 1,437.74	\$ 5,666.38
8	Family Services Worker 6	RN	0.0500	\$ 42,286.00	\$ 2,114.32	0.38	\$ 803.44	\$ 2,917.76

8	Family Services Coordinator 5	DQ	0.1000	\$ 51,334.00	\$ 5,133.44	0.49	\$ 2,515.39	\$ 7,648.83
9	Dev & Community. Director	CA	0.0104	\$ 52,936.00	\$ 547.89	0.3634	\$ 199.10	\$ 746.99
9	I & A	CA	0.0094	\$ 49,233.60	\$ 460.65	0.3634	\$ 167.40	\$ 628.05
9	Nutrition Director	CA	0.1035	\$ 59,716.80	\$ 6,180.69	0.3634	\$ 2,246.06	\$ 8,426.75
9	Options Counselor	SB	0.1532	\$ 70,824.00	\$ 10,848.82	0.3634	\$ 3,942.46	\$ 14,791.28
9	Aging Services Director	SB	0.0008	\$ 63,648.00	\$ 52.70	0.3634	\$ 19.15	\$ 71.85
9	Caregiver Coord	AB	0.0000	\$ 43,929.60	\$ -	0.3634	\$ -	\$ -
9	Case Mgr.	KC	0.0170	\$ 38,563.20	\$ 654.57	0.3634	\$ 237.87	\$ 892.44
9	Sr Case Manager	KC	0.0220	\$ 41,766.40	\$ 920.76	0.3634	\$ 334.60	\$ 1,255.37
9	Case Mgr.	SC	0.0062	\$ 38,563.20	\$ 239.48	0.3634	\$ 87.03	\$ 326.50
9	Case mgt/float	MD	0.0051	\$ 49,816.00	\$ 252.64	0.3634	\$ 91.81	\$ 344.45
9	I & A	LD	0.0235	\$ 38,854.40	\$ 912.86	0.3634	\$ 331.74	\$ 1,244.60
9	Case Mgr.	NE	0.0257	\$ 40,164.80	\$ 1,030.95	0.3634	\$ 374.65	\$ 1,405.60
9	Case Mgr.	MG	0.0061	\$ 38,563.20	\$ 235.49	0.3634	\$ 85.58	\$ 321.06
9	3 Squares/Wellness	MG	0.2588	\$ 38,563.20	\$ 9,978.23	0.3634	\$ 3,626.09	\$ 13,604.32
9	Business Operations Director	RG	0.0311	\$ 66,747.20	\$ 2,072.50	0.3634	\$ 753.15	\$ 2,825.65
9	Case Mgr.	EJ	0.0225	\$ 40,164.80	\$ 902.08	0.3634	\$ 327.82	\$ 1,229.90
9	Case Mgr.	AM	0.0093	\$ 39,644.80	\$ 369.29	0.3634	\$ 134.20	\$ 503.49
9	I & A	MM	0.0233	\$ 40,164.80	\$ 935.34	0.3634	\$ 339.90	\$ 1,275.24
9	Sr Case Manager	VP	0.0170	\$ 41,766.40	\$ 708.94	0.3634	\$ 257.63	\$ 966.57
9	Case Mgr.	MR	0.0296	\$ 39,644.80	\$ 1,173.53	0.3634	\$ 426.46	\$ 1,599.98
9	3Sq Intake	NW	0.4528	\$ 34,278.40	\$ 15,521.69	0.3634	\$ 5,640.58	\$ 21,162.27
9	3 Squares	GB	0.0118	\$ 55,244.80	\$ 649.55	0.3634	\$ 236.05	\$ 885.59
9	Executive Director	PZ	0.0000	\$ 92,684.80	\$ -	0.3634	\$ -	\$ -
9	3Sq Outreach/Case Aid	W	0.0527	\$ 43,700.80	\$ 2,302.22	0.3634	\$ 836.63	\$ 3,138.85
9	Asst Director CM,	KC	0.0008	\$ 58,739.20	\$ 48.64	0.3634	\$ 17.67	\$ 66.31
10	Director of Community Resources	EC	0.819873746	\$ 76,639.00	\$ 62,834.30	0.340440 807	\$ 21,391.36	\$ 84,225.67
10	Assoc. Mgr. of 3SVT Com. Engagement	JL	0.85	\$ 52,915.20	\$ 44,977.92	0.340440 807	\$ 15,312.32	\$ 60,290.24
10	3SVT Resource Specialist	SC	0.92	\$ 52,915.20	\$ 48,681.98	0.340440 807	\$ 16,573.33	\$ 65,255.32
10	3SVT Resource Specialist	Vacant	0.92	\$ 45,760.00	\$ 42,099.20	0.340440 807	\$ 14,332.29	\$ 56,431.49

11	Benefits Programs Assistant Administrator	JD	0.5	\$ 77,624.00	\$ 38,812.00	0.353154 381	\$ 13,706.63	\$ 52,518.63
11	Benefits Programs Assistant Administrator	LA	0.45	\$ 69,798.82	\$ 31,409.47	0.725426 505	\$ 22,785.26	\$ 54,194.73
11	Benefits Programs Administrator	AC	0.05	\$ 88,293.98	\$ 4,414.70	0.6443	\$ 2,844.39	\$ 7,259.09
	TOTAL		19.34423	\$ 8,667,219.70	\$ 983,618.80		\$ 324,282.49	\$ 1,307,901.30

Note: this is embedded within the attached Excel Workbook: *Statewide FFY23 3SVT Project Summary* under tab *StatewideStaffingDetail*.

6. Outreach Project Budget Details and Narratives

Outreach Project Budget Details

Please see Attachments. Each project has its own budget detail. All subrecipients/projects listed in the plan operate under executed grant agreements with the State of Vermont to deliver SNAP services., 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 FFY23 3SVT Outreach Project Summary* for all projects Budget Details.

Project Budget/Justification Overview:

The state plan budget is for the third year (FFY23) of a three-year Outreach Plan and does not include in-kind contributions. The plan excludes any costs or activity related to the use of billboards or paid television or radio ads, or any marketing activity that would otherwise include any persuasive messaging which is prohibited by FNS. This plan provides only budget data for the third year of the three-year plan (FFY23) because the availability of nonfederal reimbursement funds, or how costs may be apportioned among line items, cannot be predicted years in advance.

Any dollar amounts identified in the project budget 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.

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 FTE's performing Outreach services, although some allocate space/utility costs according to the percentage of square footage used by the different programs; each allocation method is reviewed by the State to ensure it is in alignment with both Uniform Guidance and FNS guidance. Please see individual project budget narratives in the Budget Narrative/Justification by Project section below for further details.

Budget Narrative/Justification by Project:

The state of Vermont holds executed grant agreements with 10 partner organizations for FFY23. 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.

Project 1: HFVT Budget Narrative

Personnel Costs:

- **Wages/Salaries:** Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$206,356.15
- **Fringe costs:** Fringe costs include worker's compensation, HSA and HRA contributions, medical insurance, FICA, and an employer retirement match. Fringe costs are based on an agency-wide ratio of benefits to total amount of salaries organization-wide and are re-assessed annually, using actual costs.
 - $.25 \times \$206,356.15$ (25% x Total Salaries) = \$51,589.04

Direct Operating Costs:

- **Copying/Printing Materials:** In house printing rate is currently \$.075 for single sided color, \$.135 for double sided color. Out of house printing, 2+ quotes for each anticipated job were obtained. Costs include:
 1. Printing of documents for 3SVT Trainings = \$577.80
 - a) 5 In-person trainings = \$445.50 (44 double sided pages x \$0.135 = \$5.94 per person; 5 trainings with an average of 15 participants per training = (\$5.94 x 15) 5 = \$445.50)
 - b) 7 Virtual trainings = \$132.30 (3SquaresVT Manuals (14 double sided pages x \$.135) x 10 participants x 7 trainings = \$132.30)
 2. Printing of documents for 3SVT Statewide Conference = \$113.40

- a) 60 copies of the 3SquaresVT Manual ((14 double sided pages X 0\$.135) X 60 participants = \$113.40
3. Misc. copies of materials upon request from community outreach partners, as well as copies associated with outreach projects throughout the year = \$4,579.77
- a) 100 Copies = \$88 X 5 requests = \$440 (CW Print Quote)
- b) 1,500 Copies = \$565.47 X 7 requests = \$3,958.29 (Vantage Press Quote)
- c) 750 Magnets = \$90.74 X 2 requests = \$181.48 (UPrinting Quote)
4. In-house Printing: Double-sided, color 2,000 pieces x .135 = \$270 In house printing rate is currently \$.075 for single sided color, \$.135 for double sided color.
- o \$5,540.97
 - Internet/Telephone: \$0.00
 - Equipment/Capital Expenditures: \$0.00
 - Supplies: Current USPS postage rates were used to determine postage costs and actual costs through HFVT's supplier were used to determine the costs for the purchase of folders, manila envelopes, and shipping boxes.
 - o 30 packages x \$25 = \$750; 60 3SVT Manuals x \$1.40 = \$84; 7 trainings x 14 participants each x \$1.40 = \$137.20; and \$257.62 estimated for supplies to support SNAP trainings, conferences, workgroup, and other allowable, reasonable, and necessary SNAP outreach activities; Staff Supplies \$282.15; Allocated Supplies \$965.00
 - o $\$750 + \$84 + \$137.20 + \$257.62 + \$282.15 + \$965.00 = \$2475.97$
 - Building/Space: Costs are allocated using the Federally approved square footage method and include rent and common area maintenance (i.e., heat, plowing, mowing, cleaning of common spaces, etc.).
 - o Total square feet occupied = 5,125 sq ft; Total Hunger Free Vermont Staff=16 and SNAP Outreach Staff = 11, 11/16; 5,125 sq ft x (11/16) staff = 3,523.4375 sq ft
 - o Average staff time spent on grant = .3187012987 x 3,523.4375 sq ft = 1,122.924107 sq ft
 - o $1,122.924107/5,125 = .2191071428292683$
 - o Total rent for grant year = 111,646.63 x .2191071428292683 = \$24,462.57 budgeted for SNAP Outreach building space.
 - Contractual (Graphic Design): Design and website maintenance by HFVT's graphic design consultant
 - o 13 hours per month x 12 months x \$55.00 per hour = \$8580.00
 - Presenter Fees for 3SquaresVT Outreach Conference: Offered to presenters at the annual 3SVT Outreach Conference.
 - o \$100 per presenter x 10 presenters = \$1,000.00
 - Translation and Interpretation Services: Anticipated costs, based on prior's years actual rates for the same services, for translating Outreach materials into various languages & interpretation services necessary to ensure SNAP trainings are available to people in all languages, including American Sign Language:
 - o \$1,000 for interpretation services + \$1,500 for translation services = \$2,500.00
 - Long Distance Travel: These costs include airfare, ground/public transportation, hotel

room, and conference registration fees for two HFVT staff members.

- $(\$500 \times 2) + (\$525 \times 2) + (\$350 \times 2) = \$2,750.00$
- Local Travel: HFVT has internal personnel policies when determining whether personal or rental cars are used. HFVT utilizes the current Federal rate of \$.625 for mileage reimbursement.
 - Rental cars are \$49.99 per trip (\$34.99 daily fee for rental car + gas costs averaging \$15.00 per trip).
 - $(\$49.99 \times 14) + (\$0.625 \times 907 \text{ miles}) = \$1,266.73$
- Community Messaging: HFVT uses the term "community champion" to describe an individual in the Vermont community with lived experience (expertise) in hunger, poverty, and SNAP. We seek to engage directly with community champions to learn about their utilization of SNAP, barriers and/or challenges faced in the application, enrollment, and recertification processes; and communication avenues that work best for their particular community to better, and directly, inform our outreach practices and ensure the language and modes of communicating about 3SquaresVT availability, eligibility requirements, application procedures, and benefits of SNAP reach these communities with ease, and dignity. Without these invaluable perspectives, our outreach projects will fall short of equitable and well-informed practices. Additionally, compensating community champions for their time in informing 3SVT Outreach practices is an acknowledgement of their expertise and time spent away from their essential life duties.
 - 10 Community Champions x \$100 each = \$1,000.00

Indirect Costs:

- The partner uses the de minimis Indirect Rate of 10% of Total Modified Direct Costs.
 - $.1 \times \$307,521.43 = \$30,752.14.$

Overall Project #1 Total Budget: \$338,273.58 (Rounded Up)

Project 2: BROC Budget Narrative

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$24,470.24
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, life insurance, and an employer 401(k) match. Fringe costs are based on an agency-wide ratio of benefits to total amount of salaries organization-wide and are re-assessed annually, using actual costs.
 - $.5151 \times \$24470.24 (51.51\% \times \text{Total Salaries}) = \$12,604.62$

Direct Operating Costs:

- Copying/Printing Materials: \$0.00

- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Local Travel: BROC utilizes the Federal rate for mileage reimbursement of \$0.625
 - $\$0.625 \times 609 \text{ miles} = \380.63 (rounded to \$380.00).

Indirect Costs:

- The partner has a provisional federally negotiated rate that expires on 9/30/22. This rate (30.3% of wages, excluding fringe benefits) has been temporarily applied to this project budget. Once the rate letter applicable to FFY23 has been received, the budget will be reviewed to be in compliance with the new rate letter.
 - $.303 \times \$24,470.24 = \$7,414.48$.

Overall Project #2 Total Budget: \$44,869.34

Project 3: Age Well Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$107,893.60
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and HRA expenses. Fringe costs are calculated by compiling the listed costs paid out directly by Age Well less the employee's cost withheld from their bi-weekly paychecks. The calculation provides the true cost to the organization. The fringe rate is 24% of total salary costs.
 - \$25,894.46

Direct Operating Costs:

- Copying/Printing Materials: Age Well's copying costs are incurred at a rate of \$0.09 per copy. They estimate using 1,000 copies per month and 2700 SNAP outreach information documents throughout the grant term.
 $(1,000 \times 12 \text{ months}) \times .09 \text{ copy cost} = \$1,080.0$
 $(2700 \times .09 \text{ Copy cost}) = \243.00
 - $\$1,080.00 + \$243.00 = \$1,323.00$
- Internet/Telephone: Age Well is estimating 193 calls per quarter related to SNAP with 2442 total calls per quarter taken by the Information & Assistance Team. This represents approximately 7.90% of the total calls managed by this team. The total cost for internet/telephone associated with the I&A team is for a year is \$6,008. .
 $\$6,008.00 \times .0790 = \474.63 (Rounded) 475.00
 - \$475.00

- Equipment/Capital Expenditures:
 - \$0.00
- Supplies: Age Well is claiming postage for this expenditure. They plan on mailing 14,700 pieces of SNAP informational mail.
 $14,700 \times \$0.60 = \$8,820.00$
 - \$8,820.00
- Building/Space: Age Well owns three properties they use for SNAP outreach--one in Colchester, one in St. Albans, and one in Middlebury. Costs include depreciation expenses, maintenance, and utility costs.

Colchester Property:

Total square feet occupied for Colchester Owned Property = 10,500 sq. ft.

Total Staff = 64; SNAP Outreach Staff = 39

SNAP outreach staff % = $39/64 = 60.94\%$

Square footage used by SNAP outreach staff = $10,500 \times 60.94\% = 6,398.70$ sq. ft.

Avg % of time each SNAP staff member works on SNAP = 4.87%

SNAP Sq Ft = $4.87\% \times 6,398.70$ sq. ft. = 311.62 sq. ft.

% of Sq FT chargeable to SNAP = $311.62/10,500 = 2.97\%$

Total FY23 cost for depreciation, utilities and maintenance = \$69,108

$\$69,108 \times 2.97\% = \$2,052.51$ rounded to $\$2,053.00$ charged to Grant

St. Albans Property:

Total square feet occupied for St. Albans Owned Property = 3,565 sq. ft.

Total Staff = 10; SNAP Outreach Staff = 10

SNAP outreach staff % = $10/10 = 100\%$

Square footage used by SNAP outreach staff = $3,565 \times 100\% = 3,565$ sq. ft.

Avg. % of time each SNAP staff member works on SNAP = 4.09%

SNAP sq. ft. = $4.09\% \times 3,565$ sq. ft. = 145.81 sq. ft.

% of sq. ft. chargeable to SNAP = $145.81/3,565 = 4.09\%$

Total FY23 cost for depreciation, utilities and maintenance = \$36,200

$\$36,200 \times 4.09\% = \$1,480.58$ rounded to $\$1,481.00$ charged to Grant

Middlebury Property:

Total square feet occupied for Middlebury Owned Property = 1,511 sq. ft.

Total Staff = 5; SNAP Outreach Staff = 5

SNAP outreach staff % = $5/5 = 100\%$

Square footage used by SNAP outreach staff = $1,511 \times 100\% = 1,511$ sq. ft.

Avg. % of time each SNAP staff member works on SNAP = 4.88%

SNAP sq. ft. = $4.88\% \times 1,511$ sq. ft. = 73.74 sq. ft.

% of sq. ft. chargeable to SNAP = $73.74/1,511 = 4.88\%$

Total FY23 cost for depreciation, utilities and maintenance = \$28,340

$\$28,340 \times 4.88\% = \$1,382.99$ round to $\$1,383.00$ charged to Grant

Total expenses: $\$2,053.00 + \$1,481.00 + \$1,383.00 = \$4,917.00$

- \$4,917.00
- Interpretation Services
 - \$0.00
- Travel
 - \$0.00

Indirect Costs: The partner uses de minimis rate of 10% of the total modified direct costs.

- 10% x \$149,323.07 = \$14,932.31 rounded

Overall Project #3 Total Budget: \$164,255.38

Project 4: CVCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$74,953.92
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and retirement plan employer contribution. Fringe costs are calculated on agency-wide ratio of benefits to total amount of salaries organization-wide. The resulting rate being utilized is 36.08%. All full-time staff are offered the same health plan options regardless of positions.
 $\$74,953.92 \times .3608 = \$27,043.37$
 - \$27,043.37

Direct Operating Costs:

- Copying/Printing Materials
4 mailing expected at a cost of \$2000 each
 - \$8,000.00
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Direct Space
Total FY23 cost for utilities, and maintenance = \$75,792
42 sq. ft. of space for 3SquaresVT Outreach Specialist of 4,500 sq. ft. of total office space
 $\$75,792 \times 42/4500 = \707.39 (rounded down) \$707.00
 - \$707.00

- Interpretation Services \$0.00
- Travel 2,000 miles driven by 3Squares Outreach Specialist at 58.5 cents (or prevailing federal rate) per mile
 - \$1,170.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - 10% x \$111,187.43 = \$11,187.43

Overall Project #4 Total Budget: \$123,061.72

Project 5: CVOEO Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$71,863.48
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance. Fringe costs are calculated by full-time program year and part-time rates. Every position receives the same benefits, there is not distinction by position.
 - \$25,252.83

Direct Operating Costs:

- Copying/Printing Materials: CVOEO plans on printing 200 3SVT tear off posters @ \$0.90 each, 8000 color copies of 3SVT promotional materials @\$0.05 each, and printing posters for public displays @\$67.50 for each of the four offices.
 $(200 * .90) + (8000 * .05) + (4 * 67.50) = \850.00
 - \$850.00
- Internet/Telephone: The telephone and internet expenses are for normal telephone and internet usage by staff. Telephone and internet site expenses are allocated to employees based on the number of employees at a site. The telephone expenses per employee are then allocated to the grants based on the percentage of actual time the individual works on the grant.
 CCA Location: \$6,889.75 per year/10 FTE = \$688.98 per FTE X .45 FTE = \$310.04.
 ACA Location: \$4,652.16 per year/3.5 FTE = \$1,329.18 per FTE X .225 FTE = \$299.07;
 FGICA Location: \$8,425.93 per year/10 FTE = \$842.59 per FTE X .375 FTE = \$315.97.
 FC Location: \$10,220.59 per year/17 FTE = \$601.21 per FTE X .2625 FTE = \$157.82
 - $\$310.04 + \$299.07 + \$315.97 + \$157.82 = \$1,082.90$
- Equipment/Capital Expenditures:
 - \$0.00
- Supplies: This represents general office and desk supplies (pens, paper, toner, etc.) used for 3SVT Outreach reasonable, allowable, and necessary activities for the 12 staff associated with 3SVT Outreach at the four office locations (FGICA, Addison CA,

Chittenden CA, and Feeding Chittenden). General Site Supplies based on 4 locations at \$412 each = \$1,648 made up of: Postage @ \$.53 per mailing X 450 = \$238.50; Postage @ \$1.20 per mailing X 325 = \$390; Paper @ 150 X 4 sites = \$600; Pens @ \$50 X 4 sites = \$200; Toner @ 55 X 4 sites = \$220

○ $\$238.00 + \$390.00 + \$600.00 + \$200.00 + \$220.00 = \1648.00

- Building/Space: Direct space includes rent, utilities, and space maintenance. Space expenses are allocated to employees based on the number of employees at a site. The space expenses per employee are then allocated to the grants based on the percentage of actual time the employee works on the grant.

CCA: $\$26,118 \text{ per year}/10 \text{ FTE} = \$2,611.80 \text{ per FTE} \times .45 \text{ FTE} = \1175.31 .

ACA: $\$44,063.4 \text{ per year}/3.5 \text{ FTE} = \$12,589.54 \text{ per FTE} \times .225 \text{ FTE} = \$2,832.65$;

FGICA: $\$84,495.05 \text{ per year}/10 \text{ FTE} = \$8,449.51 \text{ per FTE} \times .375 \text{ FTE} = \$3,168.57$; FC: $\$73,688.85 \text{ per year}/17 \text{ FTE} = \$4,334.64 \text{ per FTE} \times .2625 \text{ FTE} = \$1,137.84$

○ $\$1,175.31 + \$2,832.65 + \$3,168.57 + \$1,137.84 = \$8,314.37$

- Interpretation Services
 - \$0.00
- Travel: CVOEO has accounting policies setting the rate for mileage reimbursement at the prevailing federal rate. Mileage consists of making home visits to clients, attending workgroup and other meetings/trainings, and distributing materials to outreach venues. $450 \text{ miles} \times \$0.585 = \$263.25$
 - \$263.25

Indirect Costs:

The partner has a provisional federally negotiated rate that expires on 9/30/24. This rate (22.30% of wages, excluding fringe benefits) has been applied to this project budget.

○ $.223 \times \$71,863.48 = \$16,025.56$.

Overall Project #5 Total Budget: \$125,300.38

Project 6: NEKCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$32,016.38
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension (44.00% of Personnel). Fringe is available to all staff; costs are estimated bases on current costs plus inflation. The rate is bases on total agency fringe/ total agency salaries.
 - \$14,087.21

Direct Operating Costs:

- Copying/Printing Materials: \$0.00
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: Cost includes rent, utilities, cleaning, etc. The partner is utilizing the Federally approved square feet methodology to determine the portion of building/space costs allocable to this grant award.
Total anticipated building/space costs: \$108,468
Total square footage: 6,746,
Hours worked on 3SVT: 1,526.60
Total Agency Hours: 54,132
% of space used for 3SVT: 2.82015%
3SVT anticipated cost: $108,468 \times 2.82015\% = \text{approximately } \3058.96
 - \$3058.96
- Interpretation Services \$0.00
- Travel: home visits, attending statewide monthly, quarterly meetings
 $3,077 \text{ miles} \times \$0.58 \text{ (based on NEKCOA's written travel policy)/mile} = \$1,785.00$
(rounded up)
 - \$1,785.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$50,947.55 = \$5,094.75$

Overall Project #6 Total Budget: \$56,042.30

Project 7: Senior Solutions Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$107,228.68
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension. Fringe costs are calculated by the total salaries based on the overall agency costs of fringe benefits to overall agency salaries, which is 26.38%.
 - \$28,286.92

Direct Operating Costs:

- Copying/Printing Materials: Senior Solutions plans to do two 3SquaresVT mailings per year. \$3,250; 4 100% campaigns at \$5,128, Current campaign estimate was \$2,564 x 4

@50% = \$5,128.

Printing of cards for outreach and other mailings: \$1,622 Based on current years printing costs.

- \$10,000
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00

- Interpretation Services \$0.00
- Travel: Travel is required to attend regional and statewide meetings related to 3SquaresVT program, community outreach as outlined in work plan, trainings relevant to the program, and home visits to elders in need who cannot drive or leave their homes to help complete applications. Mileage is based on pre-pandemic estimates. 11,000 miles @ \$.625 per mile.
 - \$6,875

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - 10% x \$152,390.60 = \$15,239.06

Overall Project #7 Total Budget: \$167,629.66

Project 8: SEVCA Budget Narrative

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Work to be performed by each position was provided to ESD for review.
 - \$28,607.28
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and an employer match of up to 4% of annual salary. Fringe costs are calculated on an employee-by-employee basis, using actual costs.
 - \$11,864.84

Direct Operating Costs:

- The partner chose to not include any direct operating costs in the project budget.
 - Copying/Printing Materials: \$0.00
 - Internet/Telephone: \$0.00
 - Equipment/Capital Expenditures: \$0.00
 - Supplies: \$0.00
 - Building/Space: \$0.00
 - Travel: \$0.00

Indirect Costs:

- This rate (24% of wages, including fringe benefits) has been applied to this project budget. SVCA has an approved provisional rate of 24% through 9/30/2023
 - $.24 \times \$40,472.12 = \$9,713.31$.

Overall Project #8 Total Budget: \$50,185.43

Project 9: SVCOA Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position.
 - \$56,999.50
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension. Fringe costs are available to all staff. Costs are estimated based on current costs plus inflation, which is approximately 36.34% of salaries.
 - \$20,713.62

Direct Operating Costs:

- Copying/Printing Materials: \$7650.00
3SVT Posters 100 Copies 18x24@ \$400; 3SVT Packets 500 Copies @\$1120.00: Harvest of the Month Cookbook 100 Copies @ \$2000.00; 3SVT in a SNAP Rack cards SVCOA specific 1000@\$330.00; 3SVT Quarterly Mailings 1687 letters@ \$3800.00
 - $\$400 + \$1120 + 2000 + \$330 + \$3800 = \$7650$
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: \$0.00
- Interpretation Services \$0.00
- Travel: \$0.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$85,363.12 = \$8,536.31$

Overall Project #9 Total Budget: \$93,899.43

Project 10: VT Foodbank Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the

Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position. Worked to be performed by each position was provided to ESD for review

- \$198,593.41
- Fringe costs: Fringe Costs included unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and 403B contribution. Fringe costs that are calculated by determining the specific cost of fringe for each employee plus an anticipated percentage increase based on what the industry is reporting for budgeting purposes; actual costs will be billed. Fringe benefits are only provided to full-time employees. Vermont Foodbank has a fringe rate of 34.04%
 - \$67,609.30

Direct Operating Costs:

- Copying/Printing Materials:
 - \$1,800 for 10,000 rack cards @ .18 each
This has been increased to account for at least 2 statewide outreach efforts in partnership with pharmacies and distribution of rack cards through our Network Partner ordering system.
 - \$360 for 4000 3SVT business cards @ .09 each
 - \$270 for 1500 business cards for outreach staff @ .18 each
 - \$390 for 3000 holiday flyers with specific 3SVT factual information distributed through food shelves @ .13 each
 - \$672 for 4800 flyers distributed through CSFP boxes (this cost is only for printing the flyer and not for creating or distributing the CSFP box itself) @ .14 each
 - \$400 for 1700 stickers with specific 3SVT factual information to be distributed to families in backpack program @ .235 each rounded to \$400 total
 - \$225 for 1000 magnets with 3SVT information to distribute to VF Network Partners @ .225 each
 - \$1,680 for 30,000 stickers (\$.056 each sticker) for Kinney Drug/other pharmacy outreach
 - \$5,797.00
- Internet/Telephone: These costs are comprised of:
 - Pre-approved texting service (\$2,995 is annual fee for service renewed with yearly contract): \$2,995.
 - Oasis online software that we use as a client database (\$1,350.00 is annual fee for service, which is calculated by number of users: \$300/person for 5 users minus 10% nonprofit discount (\$1,500-\$150). Oasis is an internet-based database used only for 3SVT outreach purposes to securely store information about 3SVT outreach clients: \$1,350.00
 - Cell phone service for the five lines dedicated to 3SVT: (\$35/month x 12 months x 5 users) \$2,100.00 is for. Licensing costs of scheduling software specifically for 3SVT application scheduling: \$432 (\$144 per user x 3 users=432)
 - Estimated costs to cover lease fees for the toll-free 3SVT helpline phone system so calls can be received directly in Barre and Brattleboro: \$1000.00.
 - Estimated per minute charges on incoming calls: \$300 (\$25/mo x 12=300).
 - \$8,177.00
- Equipment/Capital Expenditures: \$0.00

- Supplies: Postage, office supplies, registration/tabling fees, small equipment, cellphone/computer hardware.
 - \$2,000 for postage,
 - \$200 for paper application packets (\$2.00/packet x 100 clients)
 - \$400 for holiday flyers to network partners statewide (varying weights)
 - \$300 for authorization form w/stamped return envelope to 3SVT clients (\$1/person x 300)
 - \$400 for rack cards to 50 VF network partners (varying weights)

 - \$300 for mailing rack cards to Kinney pharmacies (varying locations)
 - \$200 for rack cards to 25 community partners (varying weights)
 - \$200 for mailing 3SVT application supplies to staff working remotely

- \$1,100 for office supplies
 - \$75 for 300 9x12 envelopes for mailing 3SVT outreach materials (\$25/box x 3)
 - \$800 for All-in-One ink cartridge refill (\$100/per X 4 X 2) – for remote staff dedicated to 3SVT activities.
 - \$50 for return address labels (500 labels at 0.10 each)
 - \$25 for sign-here labels (for 5 packs at \$5/pack)
 - \$140 for rack card displays (60 displays at \$2.33/each)
 - \$10 for pens (2 boxes at \$5/box)
- \$1000 for registration and/or tabling fees for in-state meetings, conferences, or trainings that 3SVT Outreach staff attend
- \$600 Small equipment for 3SVT Outreach staff dedicated to 3SVT Outreach reasonable, necessary, and allowable activities)
 - \$300 for standing desk converter (1)
 - \$100 for standing desk floor pad (2)
 - \$150 for chair (1)
 - \$50 for laptop stand
- \$2000 Technology VF periodically updates computers and cell phones for all staff on a standardized schedule. \$2000 is for scheduled for technology: \$1400 for laptop and \$400 for new cell phone for new 3SVT Resource Specialist position and \$200 hardware upgrade for cell phone for Assoc Mgr. 3SVT Community Engagement.
 - Which will be dedicated to 3SVT Outreach reasonable, allowable, and necessary activities.
 - \$6,700

- Building/Space: \$0.00
- Interpretation Services \$1,500 for phone and/or in-person interpretation services.
 - \$500 for written interpretation services.
 - \$2,000
- Travel: Vermont Foodbank’s outreach is statewide and includes weekly trips radiating from Barre or Brattleboro. A considerable amount of driving will be done within Vermont to plan and deliver 3SVT outreach services, such as making home visits to clients, conducting presentations at partner sites, attending Workgroup and other

meetings/trainings, or distributing materials to outreach venues. Of the 3 FTE positions budgeted, all entail significant in-state travel. This agency has personnel policies setting the rate for mileage reimbursement at the current federal reimbursement rate. This projection for FY23 is based on pre-COVID usage (FY20) and 10,240 miles at .625per mile. 10 monthly outreach visits

- \$6,400.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
 - $10\% \times \$295,276.71 = \$29,527.67$

Overall Project #10 Total Budget: \$324,804.38

Project 11: 3SVT Administration Budget Narrative:

Personnel Costs:

- Wages/Salaries: Costs are based on the actual hourly wages for staff (or staffing positions in the event of a vacancy) who perform 3SVT Outreach services identified in the Project's Staffing Detail and the anticipated number of hours per week the services will be performed for each staff member/position.
 - \$74,636.17
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance. Fringe costs are calculated on an employee-by-employee basis, using actual costs.
 - \$39,336.28

Direct Operating Costs:

- Copying/Printing Materials: 3SVT administrative team estimates that 50,000 rack cards and 7,500 posters will be printed for distribution in FFY23.
 $50,000 \times \$0.02068 = \$1034.00 + 7,500 \text{ posters} \times \$0.1376 \text{ each} = \$1032.00$
 $\$1034.00 + \$1032.00 = \$2066.00$
 Shipping and postage to community sites in various quantities = \$434.00
 $\$1034.00 + \$1032.00 + 434.00 = \$2500.00$
 - \$2,500.00
- Internet/Telephone: Telephone cost is associated with the cost of one cell phone for one year. All 3SVT staff listed have a state issued cell phone and staffing percentages equal one FTE therefore the cost of one cell phone for the year is included in the budget.
 - \$540.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: \$0.00
- Interpretation Services \$0.00
- Travel: This line item has been calculated based on anticipated miles that will be traveled in FFY22 for 3SVT reasonable, allowable, and necessary 3SVT Outreach activities which include site visits, workgroup meetings, COA-ESD-DAIL meetings, HFVT's annual SNAP conference. The IRS reimbursement rate of \$0.625 x 755.87 miles. $755.87 \text{ miles} \times .625 = \472.42

- \$472.42

Contractual Costs:

- HMC Social Media Campaign: 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+ 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>

- \$12,500.00

Indirect Costs:

The State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all of the benefitting objectives relative to the particular cost per Uniform Guidance.

- \$33,192.05

Overall Project #12 Total Budget: \$163,176.92

7. Statewide 3SVT Outreach Budget Summary:

The statewide FFY23 3SVT Statewide Outreach Budget totals \$1,651,498.50 and includes anticipated 50% Federal reimbursement totaling \$825,749.25 from the federal government. Of the anticipated federal reimbursement, \$434,610.79 is the calculated anticipated reimbursement for the private funding, totaling \$869,221.58 that is contributed to the FFY23 3SVT Outreach plan by ten projects: HFVT, BROCO, Age Well, CVCOA, CVOEO, NEKCOA, COASEV (Senior Solutions), SEVCA, SVCOA, VF. See the individual budget details for each project for specific amounts.

Subsequently, the total state general funds available to support the budget is, assuming 50% federal reimbursement, \$391,138.46 which includes \$208,678.00 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 \$182,460.46 also from general funds, for the FFY23 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY23 3SVT Outreach Project Summary* for further details.

The total non-federal dollars associated with the FFY23 3SVT Outreach State Plan is \$825,749.25 which is 50% of the grand total of the FFY23 3SVT Outreach budget. Specific line-item details are noted in the tab: *Statewide Budget Narrative* within the attached Excel

Workbook: *Statewide FFY23 3SVT Outreach Project Summary*. Details by project are also within the attached *Statewide FFY23 3SVT Outreach Project Summary*.

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FFY22 Statewide 3SVT Outreach Budget

Project #:		FFY23 3SVT Outreach Budget Detail		
		Grant #:		
Expenses:	Non-Federal Funding Sources			Total Project Budget
	Public Funds	Private Funds		
(g) Personnel (Salary)	\$451,525.38	\$532,093.43	\$983,618.81	
(h) Personnel (Benefits)	\$163,516.92	\$160,765.57	\$324,282.49	
(i-g+h) Subtotal Personnel Costs	\$615,042.30	\$692,859.00	\$1,307,901.30	
Direct Operating Costs				
(j) Copying/Printing/Materials	\$20,994.19	\$20,666.78	\$41,660.97	
(k) Internet/Telephone	\$1,441.17	\$8,833.73	\$10,274.90	
(l) Equipment/Capital Expenditures	\$0.00	\$0.00	\$0.00	
(m) Supplies	\$8,295.26	\$11,348.71	\$19,643.97	
(n) Building/Space	\$15,695.84	\$25,764.06	\$41,459.90	
(o) Contractual (Graphic Design)	\$1,521.85	\$7,058.15	\$8,580.00	
(p) Presenter Fees for 3SquaresVT Outreach Conference	\$177.37	\$822.63	\$1,000.00	
(q) Translation and Interpretation Services	\$443.43	\$4,056.57	\$4,500.00	
(r) Other: Community Messaging	\$177.37	\$822.63	\$1,000.00	
(r-j+k+l+m+n+o+p+q+r) Subtotal Other Direct Costs	\$48,746.48	\$79,373.26	\$128,119.74	
Travel				
(p) Long Distance	\$487.77	\$2,262.23	\$2,750.00	
(q) Local	\$6,513.87	\$12,098.53	\$18,612.40	
(r-p+q) Subtotal Travel Costs	\$7,001.64	\$14,360.76	\$21,362.40	
Contractual Costs:				
(s) HMC Social Media Campaign	\$12,500.00	\$0.00	\$12,500.00	
(s-i+o+r) Total Personnel, Direct Operating, & Travel Costs	\$683,290.42	\$786,593.02	\$1,469,883.44	
(t) Indirect Costs (enter specifics here on any negotiated rate or use de minimis)				
	\$98,856.13	\$82,758.94	\$181,615.07	
(u-s+t) TOTAL Costs	\$782,146.55	\$869,351.96	\$1,651,498.51	
Federal 50% Reimbursement Funds (50% of Public + 50% of Private)				
	\$491,809.405		\$983,618.81	
	\$162,141.245		\$324,282.49	
	\$653,950.650		\$1,307,901.30	
	\$20,830.485		\$41,660.97	
	\$5,137.450		\$10,274.90	
	\$0.000		\$0.00	
	\$9,821.985		\$19,643.97	
	\$20,729.950		\$41,459.90	
	\$4,290.000		\$8,580.00	
	\$500.000		\$1,000.00	
	\$2,250.000		\$4,500.00	
	\$63,559.870		\$128,119.74	
	\$1,375.000		\$2,750.00	
	\$9,306.200		\$18,612.40	
	\$10,681.200		\$21,362.40	
	\$6,250.000		\$12,500.00	
	\$734,941.720		\$1,469,883.44	
	\$90,807.534		\$181,615.07	
	\$825,749.25		\$1,651,498.51	

Please note: this is embedded within the attached Excel Workbook: Statewide FFY223SVT Outreach Project Summary under tab StatewideBudgetDetail.

8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
✓	The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients.
✓	The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
✓	Outreach activities are targeted to those potentially eligible for benefits.
✓	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
N/A	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
✓	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
✓	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.

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 State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all of the benefitting objectives relative to the particular cost per Uniform Guidance.

[Uniform Guidance Appendix VI to Part 200 - Public Assistance Cost Allocation Plans](#)

- Approved Indirect Cost Rate Agreements for FFY23 Subrecipients – Attached.

BROC



BROC Nonprofit Rate
Letter_9-30-22.pdf

SEVCA



SEVCA - indirect cost
rate agreement - June

CVOEO



Indirect & Fringe
Rate Agreement FY22

- Copy of MOU initiated by DAIL with ESD for FFY22. The MOU initiated by DAIL with ESD, effective 10/1/2022 is in routing for execution and is not available at this time.



EXE_DAIL_DCF_3SVT_
03460-70003-22.pdf

- HMC Advertising, LLC: statewide Social Media Planning & Buying agreement for 3SVT Outreach. The Plan for FFY22-2023 is in routing for execution and is not available at this time. The budget remains level funded for 3SVT Outreach in FFY23. The total budget for this agreement has increased to \$25,000.



EXE_DCF_ESD_HMC
Advertiser_SOW-42

- Copy of DCF 3SquaresVT 2021-2022 Media Final Performance Report for HMC statewide 3SVT Outreach.



DCF 3Squares 60+
2021-22 Final Media F

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient
Monitoring Protocol, |



Grant Monitoring
Checklist fillable and s

- Sample of FFY23 “Draft” Rack Card



3SNP-Rack-Card.pdf



3Squares Rack Card -
Individuals & Families.



3Squares Seniors
Rack Card.pdf

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- Sample of FFY23 “DRAFT” Outreach Poster



3SNP-Poster.pdf



3SQ-Poster.pdf

- Excel Workbook: Statewide FFY23 3SVT Outreach Project Summary



FNS response
Updated FFY23 Staffir