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*Agency of Human Services*

August 10, 2023

Matthew Henschel, Chief, SNAP Operations  
Supplemental Nutrition Assistance Program  
USDA\FNS Northeast Region  
Thomas P. O'Neill Federal Building  
10 Causeway Street, Room 501  
Boston, MA 02222

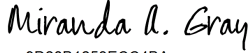
Re: Vermont FFY24 State Outreach Plan

Dear Mr. Henschel,

Vermont's FFY24 State Outreach Plan is enclosed for your review.

If you have any questions or seek further clarification, please do not hesitate to contact [Jessica.Duranleau@Vermont.gov](mailto:Jessica.Duranleau@Vermont.gov)

Sincerely,

DocuSigned by:  
  
9D28B1253ECC4BA...  
Miranda A. Gray  
Deputy commissioner

Enclosures: FFY24 State Outreach Plan, FFY24 Staffing and Budget Detail, Attachments Page



## 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 2024

#### **Primary Contacts:**

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#### **Certified By:**

DocuSigned by:

*Miranda A. Gray*

Miranda A. Gray, Deputy Commissioner

8/10/2023

Date

#### **Certified By:**

DocuSigned by:

*Shawn Benham*

Shawn Benham, State Agency Fiscal Reviewer

8/10/2023

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
Capstone	Capstone Community Action
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
NEKCA	Northeast Kingdom Community Action

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 that 10.2 percent of American households were food insecure in 2021<sup>1</sup>. 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 50% (or 70,451 as of May 2023) which means there is an estimated 50% of the population not participating in 3SVT and 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 50% (or 17,103 as of May 2023). 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 2023).

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 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

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<sup>1</sup> [USDA ERS - Interactive Charts and Highlights](#)

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 inquiry about SNAP or the number of people served.

Vermont's 3SVT Outreach program will have ten external partners/projects involved in 3SVT outreach during FFY24.

Vermont proposes a glimpse of the FFY24 plan including 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).

The FFY24 Outreach Plan includes a budget totaling \$1,972,932.94 with 50% of this total, \$986,466.47 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 \$417,792.52(rounded down) of the nonfederal share and expenditures of private discretionary funds available to ten of the subrecipients/projects will provide \$568,673.95 of the non-federal share. Please see attached *Statewide FFY24 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 3SVT rack cards targeted to food insecure Vermonters and 3SVT 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 FFY24. 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 FFY24, 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 six 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. The next Campaign Performance Report will not be released until after this plan is submitted for approval. The Plan runs from 8/1/2022-8/31/2023.

Vermont Foodbank (VF), project 10, uses its statewide network of local food shelves and meal sites (130 agencies) to identify and reach Vermonters with low incomes 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.

Hunger Free Vermont (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 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. 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 FFY24 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 FFY24.

The State has returned to on-site monitoring. The State will conduct on-site visits once every three years for partners with a low risk assessment. If a partner has medium or high-risk assessment an on-site visit 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 on-site visit list. The lead BPAA for 3SVT Outreach will track the rotational order of the on-site visit schedule. Some situations and circumstances may require a partner to be contacted two or more years in a row.

Each partner will be contacted annually covering universal topics, common themes, and project specific nuances as applicable. All partners 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.

### **Summary of Projects:**

<b>Outreach Plan Summaries FFY24</b>				
<b><u>Project Number</u></b>	<b><u>Title</u></b>	<b><u>Geographic Area</u></b>	<b><u>Target Audience</u></b>	<b><u>Subrecipient</u></b>
<b>1</b>	Service Provider Outreach and Education - Indirect Services	Statewide	Program Administrators (local, State, Federal), community service providers & advocates.	Hunger Free Vermont (HFVT)

2	Community Based Outreach	Bennington and Rutland Counties, except for the town of Pittsfield.	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Bennington Rutland Community Action (BROC)
3	Community Based Outreach	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, Royalton, Sharon and Stockbridge.	The population primarily targeted is <u>older</u> Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or	Central Vermont Council on Aging (CVCOA)

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

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)

<b>9</b>	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)
<b>10</b>	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)

<b>11</b>	3SVT Administration Project	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team.
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**4. Outreach Project Details**

**Project Tables:**

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

<b>Project Number</b> <b>1</b>	<b>HFVT</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>

<b>Target audience</b>	Program administrators (local, State, federal), community service providers & advocates, low income Vermonters.			
<b>Timeline</b>	<b>Start</b>	Ongoing	<b>End</b>	Ongoing
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>3SVT Outreach Partner Support Activities:</u></b></p> <p>3SVT training:</p> <ul style="list-style-type: none"> <li>• <b><u>Partial Day Skill-Building Trainings:</u></b> 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.</li> <li>• <b><u>3SquaresVT Outreach &amp; Policy Conference:</u></b> 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 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</li> </ul>			



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 materials 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](http://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](http://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 FFY24, HFVT shall explore ways to develop a mechanism for tracking number of materials clicked, downloaded, and generally accessed in the Outreach Toolkit

on <https://vermontfoodhelp.com/>. HFVT shall work with ESD to establish an accurate way to track viewership.

**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:

- assist in the coordination of 3SVT Outreach efforts across the state and
- 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:**

- 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.
- Deliver digital 3SVT outreach by sharing factual 3SVT information on social media sites, websites, and listservs,

including but not limited to, [www.vermontfoodhelp.com](http://www.vermontfoodhelp.com), e-newsletters, Facebook, and Twitter.

- Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.
- 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.
  - 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 2024 (SFY24) Child Nutrition (CN) 03440-10237-24 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 03440-10237-24.
- 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 the goal of impacting hunger at the local level.

**Community-At-Large Eligibility Screener:**

HFVT shall make available the 3SquaresVT Eligibility Screener on [vermontfoodhelp.com](http://vermontfoodhelp.com) to assist Vermonters in self-screening for potential eligibility and monthly benefit amount. The Screener is run by a national organization called Jump Credit which regularly maintains and updates as-needed state-specific SNAP Screeners. HFVT shall remain in close communication with Jump Credit to assure the Screener is updated with the latest changes to program rules and eligibility in Vermont.

	<p><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> </ul>
<b>Subrecipient</b>	Hunger Free Vermont (HFVT)
<b>Tax ID of Subrecipient</b>	03-0336357
<b>Role of the Subrecipient</b>	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low income Vermonters
<b>Role of State agency</b>	To administer and monitor subrecipient progress.
<b>State/ Subrecipient funding source</b>	State General Funds, HFVT private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> <i>Yes</i> <i>No</i> <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• At least 25% of all 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.) that were provided factual 3SVT information, messaging, and resources</li> </ul>

	<p>during each reporting quarter were new partners.</p> <ul style="list-style-type: none"> <li>• At least 75% of 3SVT training survey respondents report an increase of knowledge of 3SVT program and corresponding benefits on post-training surveys.</li> <li>• At least two statewide 3SVT Workgroup meetings shall be facilitated by the Subrecipient during each quarter throughout the grant term.</li> <li>• 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.</li> </ul>
<b>Project Number</b> 2	<b>BROC – Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>
<b>Target audience</b>	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area, i.e., Bennington and Rutland Counties, except for the town of Pittsfield.
<b>Timeline</b>	<b>Start</b> Ongoing. <b>End</b> Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>One-on-One Services and Activities:</u></b> 1. Screen individual households with low incomes who may</p>

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.

**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](http://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 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"> <li>During the grant term, all 3SVT outreach staff and their supervisors shall complete the civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>. 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.</li> </ul>
<b>Subrecipient</b>	BROC Community Action
<b>Tax ID of Subrecipient</b>	BROC 03-2166505
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, BROC private cash, and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <b>X</b> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will 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.
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<b>Project Number</b> 3	<b>Age Well, Inc. - Community Based Outreach previously known as CVAA</b>		
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>		
<b>Target audience</b>	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties except for the towns of Granville and Hancock.		
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b> Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>One on One Services and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the</li> </ol>		



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.

**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, <https://www.agewellvt.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 the civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July

	30 <sup>th</sup> . 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.
<b>Subrecipient</b>	Age Well, Inc. was CVAA
<b>Tax ID of Subrecipient</b>	CVAA 22-2474636
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, Age Well Private Cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:      Yes    No <input checked="" type="checkbox"/></i> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will 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.
<b>Project Number 4</b>	<b>Central Vermont Council on Aging (CVCOA) - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Strengthening public awareness of the 3SVT program and benefits as well as how interested Vermonters may learn more</li> </ul>

	<p>about and/or take part in the 3SVT program.</p> <ul style="list-style-type: none"> <li>• Reducing stigma around 3SVT participation.</li> <li>• Correcting myths and misperceptions about the 3SVT program to assist people in making informed participation decisions.</li> <li>• Increasing the factual and educational 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>				
<p><b>Target audience</b></p>	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>				
<p><b>Timeline</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Start</b></td> <td style="width: 50%;">Ongoing.</td> <td style="width: 25%;"><b>End</b></td> <td style="width: 25%;">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<p><b>Description of Activity</b></p>	<p><b><u>Service Delivery and Activities:</u></b>          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><b><u>One-on-One Services and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.</li> </ol>				

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.

**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.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.

**Other:**

- During the grant term: all 3SVT Outreach staff and their supervisors shall complete the Civil Rights policy training session designed by the State, as required annually by USDA. 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.

<b>Subrecipient</b>	Central VT Council on Aging (CVCOA)
<b>Tax ID of Subrecipient</b>	CVCOA 03-276104
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, CVCOA Private Cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient’s 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.

<b>Project Number 5</b>	<b>Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying</li> </ul>

	for and/or maintaining 3SVT benefits.			
<b>Target audience</b>	The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b>            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><b><u>One-on-One Services and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.</li> <li>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.</li> </ol> <p><b><u>Community-At-Large Services and Activities:</u></b>            Throughout the Grant term, the Subrecipient shall:</p>			

	<ol style="list-style-type: none"> <li>1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.</li> <li>2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.</li> <li>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, <a href="https://www.cvoeo.org/">https://www.cvoeo.org/</a>, etc.</li> <li>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.</li> <li>5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area.</li> </ol> <p><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>. 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; The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.</li> </ul>
<b>Subrecipient</b>	Champlain Valley Office of Economic Opportunity (CVOEO)
<b>Tax ID of Subrecipient</b>	CVOEO 03-0216837
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator

<b>State/ Subrecipient funding source</b>	General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will minimally conduct 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.

<b>Project Number 6</b>	<b>Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>
<b>Target audience</b>	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The



	subrecipient will focus on activities in the following service area: Orleans, Caledonia, and Essex Counties.			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>One-on-One Services and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it.</li> <li>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.</li> </ol> <p><b><u>Community-At-Large Services and Activities:</u></b> Throughout the Grant term, the Subrecipient shall:</p> <ol style="list-style-type: none"> <li>1. Spread awareness of 3SVT and its' eligibility requirements to the community at large as well as organizations who primarily serve Veterans.</li> <li>2. Provide factual 3SVT information to community organizations and providers throughout the Subrecipient's service area.</li> <li>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, <a href="http://www.necouncil.org">www.necouncil.org</a>, etc.</li> <li>4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and</li> </ol>			

	<p>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><b>Other:</b></p> <ul style="list-style-type: none"> <li>During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>. 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.</li> </ul>
<b>Subrecipient</b>	Northeast Kingdom Council on Aging (NEKCOA)
<b>Tax ID of Subrecipient</b>	NEKCOA 03-0276709
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, NEKCOA private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>

<b>Evaluation</b>	<p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient’s 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p>
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<b>Project Number</b> 7	<b>Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a Senior Solutions - Community Based Outreach</b>			
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>			
<b>Target audience</b>	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Thetford, Readsboro, Searsburg, Granville, Hancock, Pittsfield and Winhall.</p>			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.

**Description of Activity****Service Delivery and Activities:**

The Subrecipient shall implement the following workplan. Activities may be implemented in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the Subrecipient with prior State approval.

**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.

**Community-At-Large Activities and Services:**

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.seniorsolutionsvt.org](http://www.seniorsolutionsvt.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><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>• During the grant term: All 3SVT Outreach staff and their supervisors shall complete the Civil Rights policy training session designed by the State, as required annually by USDA. 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.</li> </ul>
<b>Subrecipient</b>	Council on Aging for Southeastern VT (COASEV)
<b>Tax ID of Subrecipient</b>	COASEV 22-2738766
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, COASEV private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient's 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.

<b>Project Number</b> 8	<b>Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach</b>		
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> <li>• direct client service caseload targets will be reached by the end of the grant term.</li> </ul>		
<b>Target audience</b>	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.</p>		
<b>Timeline</b>	<b>Start</b>	Ongoing	<b>End</b> Ongoing

**Description of Activity****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.

**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.sevca.org](http://www.sevca.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><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two hours, and attendance may be completed electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>. 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.</li> </ul>
<b>Subrecipient</b>	Southeastern Vermont Community Action, Inc. (SEVCA)
<b>Tax ID of Subrecipient</b>	SEVCA 03-0216740
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT Recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, SEVCA private cash, and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient's 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.

<b>Project Number</b> 9	<b>Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach</b>		
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>		
<b>Target audience</b>	<p>The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.</p>		
<b>Timeline</b>	<b>Start</b> Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>One-on-One Service and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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</li> </ol>		

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.

**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.svcoa.org](http://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 application assistance throughout the Subrecipient's service area.

**Other:**

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

	<p>session designed by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and the attendance sheet will be submitted with third quarter deliverables and no later than July 30<sup>th</sup>. 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.</p>
<b>Subrecipient</b>	Southwestern Vermont Council on Aging, Inc. (SVCOA)
<b>Tax ID of Subrecipient</b>	SVCOA 03-0273983
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	General Funds, SVCOA private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient's 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p>

<b>Project Number 10</b>	<b>Vermont Food Bank, Inc. (VF) - Community Based Outreach</b>			
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>			
<b>Target audience</b>	<p>The most critical target population is low income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide. 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 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>			
<b>Timeline</b>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Description of Activity</b>	<p><b><u>Service Delivery and Activities:</u></b> 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><b><u>One-on-One Services and Activities:</u></b></p> <ol style="list-style-type: none"> <li>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</li> </ol>			

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.

**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.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.

**Other:**

- 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

	<p>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. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.</p>
<b>Subrecipient</b>	Vermont Food Bank, Inc.
<b>Tax ID of Subrecipient</b>	Vermont Food Bank, Inc. 22-3021942
<b>Role of the Subrecipient</b>	Direct Service Provider with potential and current 3SVT recipients.
<b>Role of State agency</b>	Administrator
<b>State/ Subrecipient funding source</b>	VF private cash and anticipated 50% reimbursement from the federal government.
<b>Volunteers</b>	<p><i>Are volunteers involved in this activity:</i>      Yes    No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>
<b>Evaluation</b>	<p>The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms the subrecipient's 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 the workplan. The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for 3SVT benefits. The subrecipient will report these findings to the State.</p>
<b>Project Number 11</b>	<b>3SVT Administration Project</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reduce stigma around 3SVT participation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Correct myths and misperceptions about the 3SVT program and to assist people in making informed decisions.</li> <li>• Increase the factual and education 3SVT program information available through the collaboration of multiple community partners.</li> <li>• Reduce barriers to participation in the 3SVT program.</li> <li>• 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.</li> </ul>				
<p><b>Target audience</b></p>	<p>The most critical target populations are community partners/projects (as outlined above); low income nonparticipating Vermonters who may qualify for 3SVT and those who may already be taking part in 3SVT. Federal, State and local Administrators.</p>				
<p><b>Timeline</b></p>	<table border="1"> <tr> <td data-bbox="462 726 570 810"><b>Start</b></td> <td data-bbox="570 726 919 810">Ongoing.</td> <td data-bbox="919 726 1019 810"><b>End</b></td> <td data-bbox="1019 726 1372 810">Ongoing.</td> </tr> </table>	<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.
<b>Start</b>	Ongoing.	<b>End</b>	Ongoing.		
<p><b>Description of Activity</b></p>	<p><b><u>Service Delivery and Activities:</u></b>            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.</p> <ol style="list-style-type: none"> <li>1. Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines.</li> <li>2. Create, implement, and monitor a 3SVT Statewide Outreach Budget.</li> <li>3. Facilitate/develop partnership building and networking opportunities.</li> <li>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.</li> <li>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.</li> <li>6. Oversight and monitoring of a grant/contract for a statewide DCF 3SVT social marketing campaign.</li> <li>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</li> </ol>				

	<p>intermediary sites.</p> <ol style="list-style-type: none"> <li>8. Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above).</li> <li>9. The State of Vermont will continue to contract with an entity during FFY24 to continue a Social Media Marketing Campaign through Google Search and Google Display. Objectives include: 1) help older Vermonters to access benefits when they are looking for assistance and 2) increase visits to the 3SVT website which provides benefit information.</li> <li>10. Geographic: Vermont Statewide</li> <li>11. Demographics: Primary - Adults 60 and older who may be searching for food assistance.</li> <li>12. Secondary - Adults 35-54 who may offer help to older adults/relatives.</li> </ol> <p>Destination: <a href="http://dcf.vermont.gov/benefits/3SquaresVT/60plus">http://dcf.vermont.gov/benefits/3SquaresVT/60plus</a></p> <p><b><u>Other:</u></b></p> <ul style="list-style-type: none"> <li>• During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, as required annually by USDA. The training will last less than two-hours and these individuals will be able to complete it electronically. The training will be completed by June 30<sup>th</sup> and an attendance sheet will be completed to verify completion each FFY by July 30<sup>th</sup>. 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.</li> </ul>
<b>Subrecipient</b>	3SVT Administrative Project
<b>Tax ID of Subrecipient</b>	State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264
<b>Role of the Subrecipient</b>	Administrator.
<b>Role of State agency</b>	Administrator.
<b>State/ Subrecipient funding source</b>	General Funds and anticipated 50% reimbursement from the federal government.



<b>Volunteers</b>	<i>Are volunteers involved in this activity:</i> Yes    No <b>X</b> <i>If Yes, in what capacity?</i>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• At the federal level the USDA and FNS review and conduct audits at their discretion.</li> <li>• The State of Vermont business office reviews and conduct audits at their discretion.</li> <li>• 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.</li> <li>• 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.</li> <li>• The ongoing review of grant requirements, project progress as documented within quarterly reports and deliverables and across years.</li> <li>• The ongoing review of quarterly deliverables received from all projects/partners including quarterly reports and deliverables as required by grant agreements and within USDA/FNS guidelines.</li> <li>• Positive reporting on Timesheets for personnel associated with this project to document administration hours related to 3SVT Outreach.</li> <li>• Annual review of the State Plan and State’s Final Narrative by FNS.</li> <li>• 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.</li> <li>• Customer feedback on the messaging for rack cards and posters for any changes, revisions or alterations in language or content.</li> <li>• 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.</li> </ul>

**5. Outreach Project Staffing Details**

**Project Staffing Table:**

Statewide, there are 166 positions, making up 21.15 Full Time Equivalent (FTEs), that are a part of the State of Vermont’s Outreach plan (see chart below). See attached *Statewide FFY24 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 *FFY24 Statewide 3SVT Outreach Staffing Table*. See individual project tabs embedded in attached *Statewide FFY24 3SVT Outreach Project Summary* for more details. Statewide, 163 staff members from ten community partner agencies, making up 20.15 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 FFY24 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	0.86	\$58,312.80	\$49,982.40	0.23	\$11,495.95	\$61,478.35
1	Outreach Manager	MS	0.71	\$58,312.80	\$41,652.00	0.23	\$9,579.96	\$51,231.96
1	Outreach Manager	LAG	0.71	\$58,312.80	\$41,652.00	0.23	\$9,579.96	\$51,231.96
1	Program Data & Child Nutrition Manager	TM	0.17	\$58,312.80	\$9,996.48	0.23	\$2,299.19	\$12,295.67
1	Early Child Nutrition Initiatives Manager	KA	0.10	\$58,312.80	\$5,831.28	0.23	\$1,341.19	\$7,172.47
1	Program Communications Manager	SP	0.29	\$58,312.80	\$16,660.80	0.23	\$3,831.98	\$20,492.78
1	Community Health Initiatives Director	KD	0.34	\$72,891.00	\$24,991.20	0.23	\$5,747.98	\$30,739.18
1	Director - Community Engagement/Advocacy	TBD	0.29	\$72,891.00	\$20,826.00	0.23	\$4,789.98	\$25,615.98
1	Development Director	MT	0.06	\$72,891.00	\$4,165.20	0.23	\$958.00	\$5,123.20
1	Executive Director	AH	0.14	\$93,238.60	\$13,319.80	0.23	\$3,063.55	\$16,383.35
2	Rutland County Supervisor	SP	0.12	\$52,041.60	\$6,305.03	0.52	\$3,247.72	\$9,552.75
2	Outreach	BR	0.50	\$37,440.00	\$18,720.00	0.52	\$9,642.67	\$28,362.67
3	Caregiver Support Specialist	ER	0.01	\$41,333.76	\$332.67	0.27	\$89.82	\$422.49
3	Caregiver Support Specialist	JH	0.01	\$45,697.60	\$294.19	0.27	\$79.43	\$373.62
3	Community Health Worker	JS	0.03	\$56,492.80	\$1,818.05	0.27	\$490.87	\$2,308.92
3	Community Health Worker	LL	0.01	\$41,995.20	\$270.40	0.27	\$73.01	\$343.41
3	Community Health Worker	PF	0.23	\$55,993.60	\$12,977.64	0.27	\$3,503.96	\$16,481.60
3	Community Health Worker	PG	0.08	\$50,003.20	\$4,184.44	0.27	\$1,129.80	\$5,314.24
3	Community Health Worker	ST	0.03	\$41,683.20	\$1,073.28	0.27	\$289.79	\$1,363.07
3	Case Manager	AT	0.05	\$45,697.60	\$2,353.52	0.27	\$635.45	\$2,988.97
3	Case Manager	BM	0.03	\$52,041.60	\$1,340.04	0.27	\$361.81	\$1,701.85
3	Case Manager	CB	0.03	\$45,697.60	\$1,470.95	0.27	\$397.16	\$1,868.11
3	Case Manager	CR	0.01	\$52,374.40	\$674.44	0.27	\$182.10	\$856.54
3	Case Manager	DT	0.01	\$51,064.00	\$328.77	0.27	\$88.77	\$417.54
3	Case Manager	ET	0.01	\$52,000.00	\$334.75	0.27	\$90.38	\$425.13

3	Case Manager	HB	0.02	\$64,251.20	\$1,240.98	0.27	\$335.06	\$1,576.04
3	Case Manager	HV	0.01	\$46,009.60	\$296.14	0.27	\$79.96	\$376.10
3	Case Manager	JE	0.01	\$48,006.40	\$618.02	0.27	\$166.87	\$784.89
3	Case Manager	KC	0.01	\$48,006.40	\$618.02	0.27	\$166.87	\$784.89
3	Case Manager	MA	0.07	\$52,686.40	\$3,730.87	0.27	\$1,007.33	\$4,738.20
3	Case Manager	PS	0.06	\$50,003.20	\$2,896.92	0.27	\$782.17	\$3,679.09
3	Case Manager	RV	0.01	\$56,992.00	\$733.72	0.27	\$198.10	\$931.82
3	Case Manager - VACANT	Vacant	0.03	\$45,697.60	\$1,470.95	0.27	\$397.16	\$1,868.11
3	Care and Service Coordination Admin.	VA	0.14	\$43,284.80	\$5,850.39	0.27	\$1,579.61	\$7,430.00
3	Care and Service Coordination Admin.	CM	0.01	\$43,576.00	\$280.54	0.27	\$75.75	\$356.29
3	Care and Service Coordination (CSC)	ER	0.01	\$92,809.60	\$597.48	0.27	\$161.32	\$758.80
3	Care and Service Coordination RN	CB	0.01	\$67,995.20	\$437.71	0.27	\$118.18	\$555.89
3	Care and Service Coordination RN	MM	0.01	\$60,008.00	\$386.36	0.27	\$104.32	\$490.68
3	Care and Service Coordination RN	JA	0.01	\$82,492.80	\$531.05	0.27	\$143.38	\$674.43
3	Care and Service Supervisor	DF	0.02	\$54,371.20	\$1,049.88	0.27	\$283.47	\$1,333.35
3	Care and Service Supervisor	DQ	0.03	\$60,008.00	\$1,545.44	0.27	\$417.27	\$1,962.71
3	Care and Service Supervisor	SC	0.01	\$60,008.00	\$386.36	0.27	\$104.32	\$490.68
3	Care and Service Supervisor	WM	0.01	\$76,169.60	\$490.36	0.27	\$132.40	\$622.76
3	Information & Assistance	JW	0.05	\$41,683.20	\$2,146.56	0.27	\$579.57	\$2,726.13
3	Information & Assistance	MK	0.03	\$41,683.20	\$1,073.28	0.27	\$289.79	\$1,363.07
3	Information & Assistance	MS	0.03	\$41,683.20	\$1,341.60	0.27	\$362.23	\$1,703.83
3	Information & Assistance	MW	0.05	\$41,683.20	\$1,878.24	0.27	\$507.12	\$2,385.36
3	Associate Nutrition & Wellness Director	AM	0.05	\$50,190.40	\$2,584.40	0.27	\$697.79	\$3,282.19
3	Nutrition and Wellness Admin	HG	0.51	\$43,284.80	\$22,287.20	0.27	\$6,017.54	\$28,304.74
3	Nutrition and Wellness Director	CM	0.05	\$98,966.40	\$5,097.04	0.27	\$1,376.20	\$6,473.24
3	Nutrition and Wellness Site Coordinator	KB	0.05	\$32,994.00	\$1,698.84	0.27	\$458.69	\$2,157.53
3	Nutrition and Wellness Site Coordinator	LN	0.25	\$46,340.11	\$11,585.60	0.27	\$3,128.11	\$14,713.71
3	Nutrition and Wellness Site Coordinator	ME	0.05	\$37,003.20	\$1,905.54	0.27	\$514.50	\$2,420.04
3	Nutrition Support Specialist	NA	0.08	\$33,009.60	\$2,549.43	0.27	\$688.35	\$3,237.78
3	Nutrition Support Specialist/3SqVT Outreach	PS	0.64	\$41,558.40	\$26,754.00	0.27	\$7,223.58	\$33,977.58
3	Options Counselor	KB	0.01	\$43,763.20	\$563.42	0.27	\$152.12	\$715.54
3	Options Counselor	RB	0.01	\$41,683.20	\$268.32	0.27	\$72.45	\$340.77
3	SHIP Coordinator	CMG	0.01	\$49,920.00	\$642.72	0.27	\$173.53	\$816.25
3	SHIP Coordinator	SO	0.01	\$48,006.40	\$309.01	0.27	\$83.43	\$392.44
3	Specialized Case Manager	DS	0.01	\$54,995.20	\$707.98	0.27	\$191.15	\$899.13
3	Specialized Case Manager	ES	0.01	\$43,763.20	\$281.71	0.27	\$76.06	\$357.77
3	Specialized Case Manager	JL	0.01	\$49,982.40	\$643.50	0.27	\$173.75	\$817.25
3	Associate Director of Development & Communications	MG	0.01	\$60,008.00	\$772.72	0.27	\$208.63	\$981.35
3	Business Development & Communications Director	TS	0.03	\$90,625.60	\$2,333.76	0.27	\$630.12	\$2,963.88

3	Development & Communications Associate	EK	0.01	\$45,531.20	\$586.30	0.27	\$158.30	\$744.60
3	Training & Dev Specialist	AP	0.01	\$67,995.20	\$437.71	0.27	\$118.18	\$555.89
3	Veteran Directed Care Program Lead	EL	0.01	\$53,560.00	\$344.76	0.27	\$93.09	\$437.85
4	Case Manager	MB	0.01	\$50,799.84	\$512.88	0.34	\$176.43	\$689.31
4	I&A Specialist	RB	0.01	\$47,239.92	\$431.52	0.34	\$148.44	\$579.96
4	Co-Director of Case Mgmt.	SD	0.01	\$66,328.08	\$414.55	0.34	\$142.61	\$557.16
4	Case Manager	KE	0.00	\$57,744.96	\$277.62	0.34	\$95.50	\$373.12
4	Case Manager/Options Counselor	AG	0.03	\$49,598.64	\$1,502.27	0.34	\$516.78	\$2,019.05
4	Development Associate	LH	0.03	\$31,804.50	\$807.35	0.34	\$277.73	\$1,085.08
4	Asst to Director of Nutrition and Wellness	MK	0.11	\$33,742.80	\$3,737.66	0.34	\$1,285.76	\$5,023.42
4	Case Manager/Options Counselor	SL	0.01	\$47,239.92	\$522.36	0.34	\$179.69	\$702.05
4	Case Manager	DL	0.01	\$48,397.44	\$581.70	0.34	\$200.10	\$781.80
4	Director of Nutrition and Wellness	KL	0.13	\$64,886.64	\$8,173.22	0.34	\$2,811.59	\$10,984.81
4	VT 3Squares Outreach Specialist	MM	1.00	\$44,881.20	\$44,881.20	0.34	\$15,439.13	\$60,320.33
4	Operations Director	SM	0.01	\$66,546.48	\$383.92	0.34	\$132.07	\$515.99
4	Executive Director	JM	0.00	\$113,546.16	\$218.36	0.34	\$75.12	\$293.48
4	I&A Specialist	CM	0.00	\$57,744.96	\$277.62	0.34	\$95.50	\$373.12
4	Case Manager	BM	0.01	\$47,239.92	\$567.79	0.34	\$195.32	\$763.11
4	Co-Director of Case Mgmt.	KR	0.00	\$66,328.08	\$191.33	0.34	\$65.82	\$257.15
4	I&A Specialist	RR	0.04	\$45,864.00	\$1,918.35	0.34	\$659.91	\$2,578.26
4	Case Manager	KS	0.01	\$59,448.49	\$685.95	0.34	\$235.97	\$921.92
4	SHIP Coordinator	LS	0.01	\$48,048.00	\$277.20	0.34	\$95.36	\$372.56
4	Case Manager	BT	0.01	\$49,598.64	\$619.98	0.34	\$213.27	\$833.25
4	Case Manager	JV	0.01	\$49,598.64	\$476.91	0.34	\$164.06	\$640.97
4	Case Manager	SW	0.00	\$49,598.64	\$71.54	0.34	\$24.61	\$96.15
4	Case Manager/Options Counselor	VACANT	0.02	\$47,239.92	\$1,090.15	0.34	\$375.01	\$1,465.16
4	Case Manager/Options Counselor	VACANT	0.02	\$47,239.92	\$1,090.15	0.34	\$375.01	\$1,465.16
5	Community Action Director	TP	0.20	\$95,014.40	\$19,075.97	0.34	\$6,403.80	\$25,479.77
5	CCA Associate Director	LA	0.20	\$76,440.00	\$15,346.80	0.34	\$5,151.92	\$20,498.72
5	CCA CSW	TF	0.15	\$47,444.80	\$7,144.09	0.34	\$2,398.27	\$9,542.36
5	ACA Associate Director	MD	0.15	\$65,520.00	\$9,865.80	0.34	\$3,311.95	\$13,177.75
5	ACA CSW	DR	0.25	\$48,443.20	\$12,157.38	0.34	\$4,081.23	\$16,238.61
5	FGICA Associate Director	JG	0.10	\$68,785.60	\$6,905.01	0.34	\$2,318.01	\$9,223.02
5	FGICA - CSW	JAJ	0.05	\$48,443.20	\$2,431.47	0.34	\$816.24	\$3,247.71
5	FGICA - Food Shelf Coord.	TA	0.25	\$52,104.00	\$13,076.10	0.34	\$4,389.65	\$17,465.75
5	FGICA - CSW	RM	0.25	\$48,443.20	\$12,157.38	0.34	\$4,081.23	\$16,238.61
5	Food Service Manager	MH	0.03	\$82,409.60	\$2,068.16	0.34	\$694.28	\$2,762.44
5	FC -Distribution Coordinator	EA	0.13	\$48,443.20	\$6,078.69	0.34	\$2,040.62	\$8,119.31
5	FC - distribution/Intake Coordinator - Vacant	Vacant	0.13	\$48,443.20	\$6,078.69	0.34	\$2,040.62	\$8,119.31
6	Case Manager	JB	0.02	\$20,892.92	\$388.95	0.43	\$167.25	\$556.20
6	Case Manager	JS	0.02	\$42,862.25	\$879.42	0.43	\$378.15	\$1,257.57
6	Case Manager	KE	0.02	\$47,447.71	\$1,151.81	0.43	\$495.28	\$1,647.09

6	Case Manager	CG	0.01	\$40,788.03	\$431.15	0.43	\$185.39	\$616.54
6	Case Manager	DM	0.03	\$40,149.72	\$1,345.32	0.43	\$578.49	\$1,923.81
6	Options Counselor	LW	0.01	\$32,685.96	\$487.26	0.43	\$209.52	\$696.78
6	Case Manager	LW	0.02	\$40,149.72	\$915.80	0.43	\$393.79	\$1,309.59
6	Case Manager	RM	0.01	\$40,149.72	\$345.13	0.43	\$148.41	\$493.54
6	Director of Care and Support	LM	0.01	\$44,390.74	\$654.24	0.43	\$281.32	\$935.56
6	Director of Care and Support	MD	0.11	\$44,390.74	\$5,029.80	0.43	\$2,162.81	\$7,192.61
6	Executive Director	MB	0.06	\$87,662.02	\$5,209.78	0.43	\$2,240.21	\$7,449.99
6	I&A Specialist ST J	KR	0.13	\$40,967.78	\$5,149.49	0.43	\$2,214.28	\$7,363.77
6	I&A Specialist Newport	DM	0.12	\$38,707.34	\$4,639.50	0.43	\$1,994.99	\$6,634.49
6	Options Counselor	LC	0.05	\$39,525.41	\$2,022.04	0.43	\$869.48	\$2,891.52
6	Case Manager	MC	0.02	\$40,386.53	\$691.89	0.43	\$297.51	\$989.40
6	Director of Communications	MR	0.11	\$51,753.31	\$5,863.36	0.43	\$2,521.24	\$8,384.60
6	Volunteer Coord	FN	0.15	\$51,753.31	\$7,620.91	0.43	\$3,276.99	\$10,897.90
7	3 Squares VT Outreach	TW	1.00	\$44,133.44	\$44,133.44	0.28	\$12,304.41	\$56,437.85
7	3 Squares VT Outreach	SB	1.00	\$41,912.00	\$41,912.00	0.28	\$11,685.07	\$53,597.07
7	Outreach	SB	0.75	\$41,912.00	\$31,434.00	0.28	\$8,763.80	\$40,197.80
7	Data Specialist	JG	0.05	\$53,435.20	\$2,671.76	0.28	\$744.89	\$3,416.65
7	Community Outreach Specialist	JE	0.20	\$29,482.60	\$5,896.80	0.28	\$1,644.03	\$7,540.83
7	Nutrition & Wellness Director	TS	0.20	\$65,029.09	\$13,004.15	0.28	\$3,625.56	\$16,629.71
8	Family Services Director	PB	0.07	\$82,031.25	\$6,152.32	0.47	\$2,891.77	\$9,044.09
8	Family Services Coordinator	DQ	0.05	\$62,593.65	\$3,129.67	0.47	\$1,471.04	\$4,600.71
8	Family Services Worker 1	SZ	0.10	\$44,029.65	\$4,402.94	0.47	\$2,069.51	\$6,472.45
8	Family Services Worker 2	AD	0.10	\$45,121.65	\$4,512.14	0.47	\$2,120.84	\$6,632.98
8	Family Services Worker 3	JS	0.10	\$49,860.30	\$4,986.07	0.47	\$2,343.60	\$7,329.67
8	Family Services Worker 4	RN	0.20	\$42,959.70	\$8,591.85	0.47	\$4,038.42	\$12,630.27
9	I & A	CA	0.02	\$50,939.20	\$933.62	0.41	\$382.32	\$1,315.94
9	Nutrition Director	CA	0.17	\$61,817.60	\$10,443.08	0.41	\$4,276.44	\$14,719.52
9	Options Counselor	SB	0.01	\$73,299.20	\$462.75	0.41	\$189.50	\$652.25
9	Aging Services Director	SB	0.04	\$65,873.60	\$2,442.34	0.41	\$1,000.14	\$3,442.48
9	Case Mgr.	KC	0.00	\$40,892.80	\$118.80	0.41	\$48.65	\$167.45
9	Sr Case Manager	KC	0.02	\$43,222.40	\$851.58	0.41	\$348.72	\$1,200.30
9	Asst Director CM	KC	0.00	\$58,739.20	\$293.40	0.41	\$120.15	\$413.55
9	Case Mgr.	SC	0.03	\$39,894.40	\$1,118.42	0.41	\$457.99	\$1,576.41
9	Case mgt/float	MD	0.01	\$51,542.40	\$744.34	0.41	\$304.81	\$1,049.15
9	I & A	LD	0.03	\$40,206.40	\$1,247.31	0.41	\$510.77	\$1,758.08
9	Case Mgr.	NE	0.01	\$41,558.40	\$623.35	0.41	\$255.26	\$878.61
9	Case Mgr.	AH	0.05	\$38,480.00	\$2,090.90	0.41	\$856.22	\$2,947.12
9	3 Squares/Wellness	MG	0.21	\$45,198.40	\$9,303.35	0.41	\$3,809.72	\$13,113.07
9	Case Mgr. Vacant		0.05	\$37,440.00	\$2,034.39	0.41	\$833.08	\$2,867.47
9	Executive Director	RG	0.02	\$83,824.00	\$1,587.60	0.41	\$650.12	\$2,237.72
9	Case Mgr.	EJ	0.03	\$41,558.40	\$1,311.68	0.41	\$537.13	\$1,848.81
9	Case Mgr.	AM	0.01	\$41,017.60	\$383.87	0.41	\$157.19	\$541.06
9	Dev & Communications Coordinator	JM	0.18	\$38,480.00	\$6,969.69	0.41	\$2,854.09	\$9,823.78
9	I & A	VR	0.06	\$33,280.00	\$1,888.90	0.41	\$773.50	\$2,662.40

9	Sr Case Manager	VP	0.03	\$43,222.40	\$1,256.54	0.41	\$514.55	\$1,771.09
9	Case Mgr.	MR	0.05	\$41,017.60	\$2,198.18	0.41	\$900.15	\$3,098.33
9	Case Mgr.	GWB	0.02	\$57,179.20	\$959.39	0.41	\$392.87	\$1,352.26
9	3Sq Outreach/Case Aid	DM	0.02	\$45,219.20	\$819.03	0.41	\$335.39	\$1,154.42
9	3Sq Intake	NW	0.13	\$35,464.00	\$4,498.79	0.41	\$1,842.25	\$6,341.04
9	Data Manager	JH	0.02	\$45,260.80	\$819.78	0.41	\$335.70	\$1,155.48
9	Case Aide	MM	0.04	\$43,056.00	\$1,695.33	0.41	\$694.24	\$2,389.57
9	Nutrition intake coordinator	JG	0.04	\$36,059.40	\$1,419.84	0.41	\$581.42	\$2,001.26
10	Director of Community Resources	EC	0.82	\$78,187.20	\$64,113.50	0.40	\$25,909.72	\$90,023.22
10	Assoc. Manager of 3SVT Community Engagement	JL	0.85	\$55,036.80	\$46,781.28	0.40	\$18,905.38	\$65,686.66
10	3SVT Resource Specialist	SC	0.92	\$55,036.80	\$50,633.85	0.40	\$20,462.29	\$71,096.14
10	3SVT Resource Specialist	AMS	0.92	\$54,600.00	\$50,232.00	0.40	\$20,299.89	\$70,531.89
11	Benefits Programs Assistant Administrator	JD	0.45	\$78,507.00	\$35,328.15	0.36	\$12,877.11	\$48,205.26
11	Benefits Programs Assistant Administrator	LA	0.45	\$71,177.18	\$32,029.73	0.77	\$24,534.77	\$56,564.50
11	Benefits Programs Administrator	AC	0.10	\$90,911.58	\$9,091.15	0.68	\$6,179.25	\$15,270.40
	<b>Total</b>		21.19	\$8,760,636.96	\$1,135,986.17		\$390,175.78	\$1,526,161.95

Note: this is embedded within the attached Excel Workbook: *Statewide FFY24 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 FFY24 3SVT Outreach Project Summary* for all projects Budget Details.

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

The state plan budget is for FFY24 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.

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 ten partner organizations for FFY24. 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.
  - \$229,077.16
- **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.
  - $.23 \times \$229,077.16$  (23% x Total Salaries) = \$52,687.75 (rounded)

**Direct Operating Costs:**

- **Copying/Printing Materials:**
  - Out of house printing (trainings) \$994.10
  - 4 In-person trainings = \$356.40
  - (44 double sided pages x \$0.135=\$5.94 per person; trainings with an

average of 15 participants per training=  $(\$5.94 \times 15) \times 4 = \$356.40$   
 8 Virtual trainings = \$151.20  
 (3SquaresVT Manuals (14 double sided pages x \$0.135) x 10  
 participants x 8 trainings = \$151.20)  
 50 Copies of the 3SquaresVT Manual = \$94.50  
 (14 double sided pages x \$0.135 x 50 = \$94.50)  
 3SquaresVT Manuals to 80 conference attendees = \$112.00  
 ( $\$1.40 \times 80 = \$112.00$ )  
 3SquaresVT Manuals to 20 participants x 10 trainings = \$280.00  
 ( $20 \times 10 \times \$1.40 = \$280.00$ )

Outreach Printing \$6,974.16

1,000 ½ Sheets = \$342.00  
 1,000 copies =  $\$540 \times 5 \text{ jobs} = \$2,700.00$   
 100 copies =  $\$119 \times 10 \text{ jobs} = \$1,190.00$   
 200 copies =  $\$32.60 \times 5 \text{ jobs} = \$163.00$   
 500 copies =  $\$100.48 \times 2 \text{ jobs} = \$200.96$   
 250 copies = \$109.35  
 1,000 magnets = \$108.00  
 Lawn Signs (CW) =  $\$25 \times 6 = \$150.00$   
 4,000 Brochures = \$718.85  
 750 copies (CW) = \$375.00  
 2,000 Trifold = \$594.00  
 440 copies = \$323.00

○ \$7968.26

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

Mail \$648.06

16 boxes of outreach materials to partners x \$25 each = \$400.00  
 3SVT Manuals to 60 conference attendees =  $\$1.57 \times 60 = \$94.20$   
 3SVT Manuals to virtual training participants =  $\$1.57 \times 7 \text{ trainings} \times 14$   
 participants = \$153.86

Packaging Materials \$221.63

Folders =  $\$14.75 / \text{box of } 25 = \$0.59 \text{ each} \times 3 \text{ events} \times 45 \text{ participants} = \$79.65$   
 Boxes for mailing 3SVT outreach materials = \$100.00  
 Manilla Envelopes \$20.99 per box of 100 x 2 = \$41.98

Tablet \$500.00

Tablet for 3SVT information sharing/ live interpretation services \$500.00

○ \$1369.69

- 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.).

Total square feet occupied = 5,125 sq ft  
 Total Hunger Free Vermont Staff = 16 and Outreach Staff = 10,  $10/16 = .625$   
 $5,125 \text{ sq ft} \times .625 \text{ staff} = 3,203.125 \text{ sq ft}$   
 Average staff time spent on grant = .3871428570536585



$$3,203.125 \text{ sq ft} \times .3871428570536585 = 1240.066964 \text{ sq ft}$$

$$1240.066964/5,125 = 0.2419642857 \text{ (rounded)}$$

Total rent for grant year = \$118,450 x .2419642857 = \$28,660.67 (rounded)  
budgeted for Outreach building space.

- \$28,660.67
- Contractual (Graphic Design): Design and website maintenance by HFVT's graphic design consultant 125 hours x \$58.00/ hour = \$7,250.00
  - \$7,250.00
- Presenter Fees:
  - 3SquaresVT Outreach Conference
    - \$100.00 per presenter x 5 presenters = \$500.00
  - 3SquaresVT in person workshop
    - \$150.00 stipend per presenter x 6 presenters for in person workshop = \$900.00
  - \$1,400.00
- 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:
  - Interpretation \$990.63
    - ASL Interpreter = \$67.50/ hour x 1.5 hours x 3 trainings = \$303.75
    - ASL Interpretation cost for 500 words = \$615.00
    - Interpretation services application for tablet \$5.99/ month x 12 months = \$71.88
  - Translation \$14,570
    - 7,700 words translated x \$0.3337 (average per word cost) = \$2,570 (Rounded)
    - Multilingual video 3SVT in 15 languages ( Arabic, Bosnian, Burmese, Dari, French, Kirundi, Mandarin, Nepali, Pashto, Somali, Spanish, Swahili, Ukrainian, Vietnamese, and American Sign Language = \$12,000.
  - \$15,560.63
- Tabling Fees:
  - 4 Events x 100/ Space = \$400.00
  - \$400.00
- Long Distance Travel:
  - These costs include airfare, ground/public transportation, hotel room, and conference registration fees for two HFVT staff members.
  - (\$500 x 2) + (\$600 x 2) + (\$550 x 2) = \$3,300.00
  - \$3,300.00
- Local Travel: (HFVT will utilize the current Federal mileage reimbursement rate)
  - Farm to Plate Conference = 1 x \$104.00 registration fee, 190.4 miles x \$0.655 = \$124.71
  - \$124.71 + \$104.00 = \$228.71
  - Partner organization visits, 80 miles x \$0.655 = \$52.40 x 12 visits = \$628.80
  - 3SVT trainings, 75 miles x 4 trips x \$0.655 = \$196.50
  - Waterbury meetings, 3 trips X 54 miles X \$0.655 = \$106.11

CCV campus visits = 221.2 miles x \$0.655 = 144.89 (rounded)

Winooski: 11 miles x \$0.655 = \$7.21 (rounded)

Montpelier: 79.2 miles x \$0.655 = \$51.88 (rounded)

Rutland: 131 miles x \$0.655 = \$85.80 (rounded)

- \$1,305.01
- Community Messaging: HFVT:
  - 10 Meetings with lived experts x \$150 each meeting = \$1,500
  - \$1,500.00
- Indirect Costs:
  - The partner uses the de minimis Indirect Rate of 10% of Total Modified Direct Costs.  $\$350,479.17 \times .10 = \$35,047.91$
  - \$35,047.91

Overall Project #1 Total Budget: \$385,527.08

## **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.
  - \$25,025.04
- 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  $.5151 \times \$25,025.04$  (51.51% x Total Salaries) = \$12,890.40 rounded
  - \$12,890.40 rounded

### Direct Operating Costs:

- Copying/Printing Materials: \$0.00
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Local Travel: (BROC will utilize the current Federal mileage reimbursement rate)
  - 580 miles x \$.655 = \$379.90 (rounded to \$380.00).
  - \$380.00
- Indirect Costs:
  - The partner has a provisional federally negotiated rate that expires on 9/30/23. This rate (29.50% of wages, excluding fringe benefits) has been temporarily applied to this project budget. Once the rate letter applicable to FFY24 has been received, the budget will be

reviewed to follow the new rate letter. The agency has chosen to use a rate of 29.50% of CEO, CFO, HR, IT, Finance Staff Salaries and associated cost.

$$.2950 \times \$25,025.04 = \$7,382.39 \text{ (rounded)}$$

- \$7,382.39 (rounded)

Overall Project #2 Total Budget: \$45,677.82

### **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.
  - \$139,407.97
- 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 27% of total salary costs.
  - \$37,640.15

#### Direct Operating Costs:

- Copying/Printing Materials:
  - 1,000 copies x 12 months x \$.09/copy = \$1,080.00
  - 2700 x \$.09/ copy = \$243.00
  - \$1,080.00 + \$243.00 = \$1,323.00
  - \$1,323.00
- Internet/Telephone:
  - 237 calls per quarter related to SNAP with 3,120 total calls.
  - 237/3,120 = 7.60% (rounded)
  - The total cost for internet/telephone \$6,000.00
  - \$6,000.00 x .0760 = \$456.00
  - \$456.00
- Equipment/Capital Expenditures:
  - \$0.00
- Supplies:
  - Postage 14,700 pieces of mail.
  - 14,700 x \$0.66 = \$9,702.00
  - \$9,702.00
- 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 expenses, maintenance,

and utility costs. Age Well uses a 30 year depreciation schedule. Complete depreciation schedule in the attachments.

Vendor	Description	Date	In service FY	Amount	Salvage Amount	Useful Life	FY23 #month	FY23 Dep \$	FY23 Accum Dep	# Months Total 9/30/2023	Total Depr	Amt Dep Left
Colchester Property	875 Roosevelt Highway	7/1/2019	2019	865,347.00	\$0.00	360	12	\$28,844.90	\$129,802.05		\$129,802.05	735,544.95
St. Albans Property	228 N. Main Street	7/1/2019	2019	196,351.14	\$0.00	360	12	\$6,545.04	\$29,452.67		\$29,452.67	166,898.47
Middlebury Property	39 Court Street	7/1/2021	2021	219,609.00	\$0.00	360	12	\$7,320.30	\$16,470.68		\$16,470.68	203,138.33
				<b>\$1,281,307.14</b>	<b>\$0.00</b>	<b>1,080</b>		<b>\$42,710.24</b>	<b>\$175,725.40</b>		<b>\$175,725.40</b>	<b>\$1,105,581.74</b>

Colchester Property:

Total square feet occupied for Colchester Owned Property = 10,500 sq.ft.  
 Total Staff = 64; SNAP Outreach Staff = 40  
 SNAP outreach staff % = 40/64 = 62.5%  
 Square footage used by SNAP outreach staff = 10,500 x 62.5% = 6,562.50 sq. ft.  
 Avg % of time each SNAP staff member works on SNAP = 4.61%  
 SNAP Sq Ft = 4.61% x 6,562.50 sq. ft. = 302.53 sq. ft.  
 % of Sq FT chargeable to SNAP = 302.53/10,500 = 2.88%  
 Total FY24 cost for depreciation, utilities and maintenance = \$86,522  
 \$86,522 x 2.88% = \$2,491.83 rounded to \$2,492.00

St. Albans Property:

Total square feet occupied for St. Albans Owned Property = 3,565 sq. ft.  
 Total Staff = 9; SNAP Outreach Staff = 9  
 SNAP outreach staff % = 9/9 = 100%  
 Square footage used by SNAP outreach staff = 3,565 x 100% = 3,565 sq. ft.  
 Avg. % of time each SNAP staff member works on SNAP = 4.24%  
 SNAP sq. ft. = 4.24% x 3,565 sq. ft. = 151.16 sq. ft.  
 % of sq. ft. chargeable to SNAP = 151.16/3,565 = 4.24%  
 Total FY24 cost for depreciation, utilities and maintenance = \$42,356  
 \$42,356 x 4.24% = \$1,795.89 rounded to \$1796.00

Middlebury Property:

Total square feet occupied for Middlebury Owned Property = 1,511 sq. ft.  
 Total Staff = 6; SNAP Outreach Staff = 6  
 SNAP outreach staff % = 6/6 = 100%  
 Square footage used by SNAP outreach staff = 1,511 x 100% = 1,511 sq. ft.  
 Avg. % of time each SNAP staff member works on SNAP = 10.94%  
 SNAP sq. ft. = 10.94% x 1,511 sq. ft. = 165.30 sq. ft.  
 % of sq. ft. chargeable to SNAP = 165.30/1,511 = 10.94%

Total FY24 cost for depreciation, utilities and maintenance = \$29,840

$\$29,840 \times 10.94\% = \$3,264.50$  round to \$3,265.00

Total expenses:  $\$2,492.00 + \$1,796.00 + \$3,265.00 = \$7,553.00$

○ \$7,553.00

- Interpretation Services
  - \$0.00
- Travel
  - \$0.00

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

○  $10\% \times \$196,082.12 = \$19,608.21$

Overall Project #3 Total Budget: \$215,690.34 (rounded)

#### **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.
  - \$69,711.58
- 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 34.40%. All full-time staff are offered the same health plan options regardless of positions.  
 $\$69,711.58 \times .3440 = \$23,980.78$ 
  - \$23,980.78

##### 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 FY24 cost for utilities, and maintenance = \$80,068
  - 42 sq. ft. of space for 3SquaresVT Outreach Specialist of 4,500 sq. ft. of total office space
  - $\$80,068 \times 42/4500 = \$747.30$  (rounded down) \$747.00
  - \$747.00

- Interpretation Services: \$0.00
- Travel:
  - 1,908 miles driven by 3Squares Outreach Specialist at \$.655 cents (or prevailing federal rate) per mile
  - $1908 \times \$0.655 = \$1,249.74$  (rounded) \$1,250.00
  - \$1,250.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
  - $10\% \times \$103,689.36 = \$10,368.94$  (rounded)
  - \$10,368.94

Overall Project #4 Total Budget: \$114,058.30

**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.
  - \$112,385.56
- 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 no distinction by position. Fringe is .3357%
  - \$37,727.83

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.
  - $(200 \times .90) + (8000 \times .05) + (4 \times 67.50) = \$850.00$
  - \$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 (rounded) per FTE X .55 FTE = \$378.94 (rounded).
  - ACA Location:  $\$4,652.16$  per year/3.5 FTE = \$1,329.18 per FTE X .4 FTE = \$531.67
  - FGICA Location:  $\$8,425.93$  per year/10 FTE = \$842.59 per FTE X .65 FTE = \$547.68.

FC Location:  $\$10,220.59$  per year/19 FTE =  $\$537.92$  per FTE X .275 FTE =  $\$147.93$  (rounded)

$\$378.94 + \$531.67 + \$547.68 + \$147.93 = \$1,606.22$

○  $\$1,606.22$

- 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).

Postage @  $\$.60$  per mailing X 450 =  $\$270$

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 =  $\$220$

$\$270.00 + \$390.00 + \$600.00 + \$200.00 + \$220.00 = \$1,680.00$

○  $\$1,680.00$

- 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:  $\$34,000.00$  per year/10 FTE =  $\$3,400.00$  per FTE X .55 FTE =  $\$1,870.00$

ACA:  $\$44,063.40$  per year/3.5 FTE =  $\$12,589.54$  per FTE X .4 FTE =  $\$5,035.82$ (rounded)

FGICA:  $\$84,495.05$  per year/10 FTE =  $\$8,449.51$  (rounded) per FTE X .65 FTE =  $\$5,492.18$  (rounded)

FC:  $\$73,688.85$  per year/19 FTE =  $\$3,878.36$  per FTE X .275 FTE =  $\$1,066.55$  (rounded)

$\$1,870.00 + \$5035.82 + \$5492.18 + \$1,066.55 = \$13,464.55$

○  $\$13,464.55$

- 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 miles X  $\$0.655$  =  $\$294.75$

○  $\$294.75$

- Indirect Costs:

The partner has a provisional federally negotiated rate that expires on 9/30/2025. This rate (25.10% of wages, excluding fringe benefits) has been applied to this project budget.

$.2510 \times \$112,385.56 = \$28,208.77$

○  $\$28,208.77$

Overall Project #5 Total Budget: \$196,217.68

**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.
  - \$42,825.85
- Fringe costs: Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, disability insurance, and pension (43.00% 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.
  - \$18,415.12 (rounded)

Direct Operating Costs:

- Copying/Printing Materials:
  - Front Porch Forum \$161 per insert x 10 inserts for 3SVT = \$1610.00
  - \$1610.00
- 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: \$112,752.00
  - Total square footage: 6,746
  - Hours worked on 3SVT: 1935
  - Total Agency Hours: 54,132
  - % of space used for 3SVT: 3.57%
  - 3SVT anticipated cost:  $\$112,752.00 \times .0357 = \$4025.25$  (rounded)
  - \$4,025.25
- Interpretation Services \$0.00
- Travel:
  - home visits, attending statewide monthly, quarterly meetings
  - 2,981.60 (rounded) miles x \$0.645/ mile or the most current Federal mileage reimbursement rate. = \$1,923.13
  - \$1,923.13

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
  - $10\% \times \$68,799.34 = \$6,879.93$



Overall Project #6 Total Budget: \$75,679.27

**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.
  - \$139,052.16
- 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 27.88%.
  - \$38,767.75 (rounded)

Direct Operating Costs:

- Copying/Printing Materials:
  - 2 3SquaresVT mailings per year = \$2500.00
  - 4 100% Campaigns = \$2,949.00 x 4 @ 50% = \$5,898.00
  - Printing of cards for outreach and other mailings = \$1,602.00
  - \$2500.00 + \$5,898.00 + \$1,602.00 = \$10,000.00
  - \$10,000
- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Interpretation Services \$0.00
- Travel:
  - Regional and statewide meetings, community outreach events, trainings, and home visits
  - 5,000 miles x \$.655 per mile (or prevailing Federal mileage reimbursement rate) = \$3,275.00
  - \$3,275.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.
  - 10% x \$191,094.91 = \$19,109.49
  - \$19,109.49

Overall Project #7 Total Budget: \$210,204.40

**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.
  - \$31,775.02
- 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.
  - \$14,935.20

Direct Operating Costs:

- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Interpretation Services: \$0.00
- Travel:
  - Travel is estimated at 306 miles x .655 (or the current Federal mileage reimbursement rate) = \$200.00 (rounded)
  - \$200.00 (rounded)

Indirect Costs:

- This partner uses a rate of 27.8% of the total salaries and fringe costs..  
 $.278 \times \$46,710.22 = \$12,985.44$ 
  - \$12,985.44

Overall Project #8 Total Budget: \$59,895.66

**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.
  - \$58,516.35
- 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 40.95% of salaries.
  - \$23,962.44

Direct Operating Costs:

- Copying/Printing Materials: \$9,150.00  
3SVT Posters 100 Copies 18x24 @ \$400.00

Front Porch Forum \$300.00  
 3SVT Packets 500 Copies @ \$1,120.00  
 Harvest Pocket Guide \$1,200.00  
 Harvest of the Month Cookbook 100 Copies @ \$2,000.00  
 3SVT in a SNAP Rack cards SVCOA specific \$330.00  
 3SVT Quarterly Mailings 1687 letters @ \$3,800.00  
 $\$400.00 + \$300.00 + \$1120.00 + 1200.00 + 2000.00 + \$330.00 + \$3800.00 =$   
 $\$9,150.00$   
 ○ \$9,150.00

- Internet/Telephone: \$0.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space:
  - Total rent expense \$123,450.00
  - Total 3SVT hours 2,618.658307654921
  - Total hours for all programs 69,732
  - $2,618.658307654921/69732 = 3.75531794248684\%$  \$123,450 x  
 $3.775531794248684\% = \$4,635.94$
  - \$4,635.94
- Data Management:
  - Total budget \$47,250
  - Total 3SVT hours 2,618.658307654921
  - Total hours for all programs 69,732
  - $2,618.658307654921/69,732 = 3.75531794248684\%$  x \$47,250 = \$1774.39  
 (rounded)
  - \$1,774.39 (rounded)
- Contract Services:
  - Peer Place programing for specific 3SVT Outreach report \$1,500.00
  - \$1,500.00
- Interpretation Services \$0.00
- Travel: \$0.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.  
 $10\% \times \$99,539.11 = \$9,953.91$   
 ○ \$9,953.91

Overall Project #9 Total Budget: \$109,493.02

**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.

- \$211,760.64
- 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. Director of Community Resources Fringe EC (  $\$31,995 \times .82 = \$26,235.90$ ) + Assoc Mgr. JL ( $\$18,275 \times .85 = \$15,533.75$ ) + 3SVT Resource Specialist SC ( $\$29,393 \times .92 = \$27,041.56$ ) + 3SVT Resource Specialist AMS (Projected  $\$18,224 \times .92 = \$16,766.08$ )
  - $\$26,235.90 + \$15,533.75 + \$27,041.56 + \$16,766.08$
  - \$85,577.29

#### Direct Operating Costs:

- Copying/Printing Materials:
  - 10,000 rack cards x .18 each = \$1,800.00
  - 4000 3SVT business cards x .09 each = \$360.00
  - 1500 business cards for outreach staff x .18 each = \$270.00
  - 6000 holiday flyers x .128 each = \$773.00
  - 4800 CSFP box flyers x .14 each = \$672.00
  - 1700 backpack program stickers x .235 = \$400.00 (rounded)
  - 1000 magnets x .225 each = \$225.00
  - $\$1,800.00 + \$360.00 + \$270.00 + \$773.00 + \$672.00 + \$400.00 + \$225.00$
  - = \$4,500.00
  - \$4,500.00
- Internet/Telephone:
  - Pre-approved texting service annual fee = \$3,000.00
  - Oasis online software annual fee = \$1080.00
  - Cell phone service \$55/month x 12 months x 4 users = \$2,640.00
  - Mitel phone system \$72/month x 12 months = \$864.00
  - Zoom Account = \$200.00
  - Microsoft Project management tool = \$12.50/month x 2 users = \$300.00
  - Dropbox Sign = \$1000.00
  - $\$3,000.00 + \$1080.00 + \$2,640.00 + \$864.00 + \$300.00 + \$1,000.00 =$
  - \$9,084.00
  - \$9,084.00
- Equipment/Capital Expenditures: \$0.00
- Supplies:
  - Postage = \$2000.00
  - Application packets \$2.00/packet x 100 clients = \$200.00
  - Holiday flyers = \$400.00
  - Authorization forms \$1/person x 300 = \$300.00
  - Rack cards = \$400.00

Pharmacy rack cards = \$300.00  
Community partner rack cards = \$200.00  
Remote staff supplies = \$200.00  
Office supplies = \$1,000.00  
9x12 envelopes \$25/box x 3 = \$75.00  
Ink cartridge refills = \$100/per x 4 x 2 = \$800.00  
Address labels 500 x 0.10 each= \$50.00  
Sign-here labels 5 packs x \$5.00 = \$25.00  
Rack card displays 15 x \$2.66 = \$40.00 (rounded)  
Pens 2 boxes x \$5.00 = \$10.00  
Registration and fees = \$2,500.00  
Parking fees = \$150.00  
Retreat = \$500.00  
Partnership building lunch and coffee = \$500.00  
Small equipment = \$200.00  
    Standing desk floor pad x \$100.00  
    Laptop stand 2 x \$50.00 = \$100.00  
Technology Updates = \$1,300.00  
    Laptop for Director of Community Resources = \$1,300.00  
    \$2,000.00 + \$1,000.00 + \$2,500.00 + \$150.00 + \$500.00 + \$500.00 +  
    \$200.00 + \$1,300.00 = \$8150.00  
    ○ \$8,150.00

- Building/Space: \$0.00

- Interpretation Services:

    Phone and/or in-person interpretation services = \$1,500.00

    Written interpretation services = \$500.00

    \$1,500.00 + \$500.00 = \$2,000.00

- \$2,000.00

- Travel:

    Travel is estimated at 7,000 miles x .655 (or the current Federal mileage reimbursement rate) = \$4,585.00 rounded to \$4,500.00

- \$4,500.00

Indirect Costs:

- The partner uses de minimis rate of 10% of the total modified direct costs.

    10% x \$325,571.93 = \$32,557.19

- \$32,557.19

Overall Project #10 Total Budget: \$358,129.12

**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.

- \$76,449.04
- 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.
  - \$43,591.14

Direct Operating Costs:

- Copying/Printing Materials:
  - Rack cards 50,000 x \$.02068 = \$1,034.00
  - Posters 7,500 x .1376 = \$1,032.00
  - Shipping/Mailing = \$434.00
  - $\$1,034.00 + \$1,032.00 + \$434.00 = \$2,500.00$
  - \$2,500.00
- Internet/Telephone:
  - Telephone cost is equal to cell phone service for one FTE for one year.
  - \$540.00
- Equipment/Capital Expenditures: \$0.00
- Supplies: \$0.00
- Building/Space: \$0.00
- Interpretation Services \$0.00
- Local travel:
  - Estimated at 721.25 miles x .655 (or the current Federal mileage reimbursement rate) = \$472.42 (rounded)
  - \$472.42
- Long Distance Travel:
  - These costs include airfare, ground/public transportation, hotel room, and conference registration fees for one staff member.
  - $(\$800 \times 1) + (\$1200 \times 1) + (\$500 \times 1) = \$2,500$
  - \$2,500.00

Contractual Costs:

- HMC Social Media Campaign:
  - The State of Vermont will continue to contract with an entity during FFY24 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.

- \$50,207.68

Overall Project #12 Total Budget: \$188,760.28

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

The statewide FFY24 3SVT Statewide Outreach Budget totals \$1,972,932.94 and includes anticipated 50% Federal reimbursement totaling \$986,466.47 from the federal government. Of the anticipated federal reimbursement, \$568,673.95 is the calculated anticipated reimbursement for the private funding, totaling \$1,137,347.90 that is contributed to the FFY24 3SVT Outreach plan by ten projects: HFVT, BROCO, Age Well, CVCOA, CVOEO, NEKCOA, COASEV (Senior Solutions), SEVCA, SVCOA, and 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, \$417,792.52 (rounded), 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 \$209,114.52 (rounded) also from general funds, for the FFY24 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: *Statewide FFY24 3SVT Outreach Project Summary* for further details.

The total non-federal dollars associated with the FFY24 3SVT Outreach State Plan is \$986,466.47 which is 50% of the grand total of the FFY24 3SVT Outreach budget. Specific line-item details are noted in the tab: *Statewide Budget Narrative* within the attached Excel Workbook: *Statewide FFY24 3SVT Outreach Project Summary*. Details by project are also within the attached *Statewide FFY24 3SVT Outreach Project Summary*.

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**FFY24 Statewide 3SVT Outreach Budget**

Project #:	Grant #:		
	Non-Federal Funding Sources		Private Funds
	Public Funds		Total Project Budget
<b>Expenses:</b>			
(g) Personnel (Salary)	\$459,425.75	\$676,560.42	\$1,135,986.17
(h) Personnel (Benefits)	\$173,233.36	\$216,942.42	\$390,175.78
(i=g+h) Subtotal Personnel Costs	\$632,659.11	\$893,502.84	\$1,526,161.95
<u>Direct Operating Costs</u>			
(j) Copying/Printing/Materials	\$22,597.15	\$23,304.10	\$45,901.25
(k) Internet/Telephone	\$1,342.28	\$10,343.94	\$11,686.22
(l) Equipment/Capital Expenditures	\$0.00	\$0.00	\$0.00
(m) Supplies	\$6,684.07	\$14,217.62	\$20,901.69
(n) Building/Space	\$20,498.80	\$38,587.58	\$59,086.38
(o) Contractual	\$1,392.81	\$3,507.19	\$4,900.00
(p) Presenter Fees for 3SquaresVT Outreach Conference	\$1,128.33	\$6,121.67	\$7,250.00
(q) Translation and Interpretation Services	\$2,421.72	\$13,138.91	\$15,560.63
(r) Tabling Fees	\$62.25	\$337.75	\$400.00
(s) Other	\$1,623.29	\$1,651.09	\$3,274.39
(T=i+k+l+m+n+o+p+q+r+s) Subtotal Other Direct Costs	\$57,750.70	\$111,209.85	\$168,960.55
<u>Travel</u>			
(u) Long Distance	\$4,852.66	\$8,747.64	\$13,600.30
(v) Local	\$7,866.24	\$11,534.05	\$19,400.30
(w=u+v) Subtotal Travel Costs	\$12,718.91	\$20,281.69	\$33,000.59
<u>Contractual Costs</u>			
(s) HMC Social Media Campaign	\$12,500.00	\$0.00	\$12,500.00
<b>(y=t+w+x) Total Personnel, Direct Operating, &amp; Travel Costs</b>	\$715,628.72	\$1,024,994.38	\$1,740,623.10
(z) Indirect Costs (enter specifics here on any negotiated rate or use de minimis)	\$119,956.33	\$112,353.52	\$232,309.84
<b>(aa=y+z) TOTAL Costs</b>	\$835,585.05	\$1,137,347.90	\$1,972,932.94

<b>Federal 50% Reimbursement Funds</b>	
(50% of Public + 50% of Private)	\$567,993.085
	\$195,087.891
	\$763,080.976
	\$22,950.626
	\$5,843.110
	\$0.000
	\$10,450.845
	\$29,543.191
	\$2,450.000
	\$3,624.999
	\$7,780.313
	\$82,643.085
	\$6,800.149
	\$9,700.148
	\$16,500.297
	\$6,250.000
	\$870,311.551
	\$116,154.922
	\$986,466.47

Please note: this is embedded within the attached Excel Workbook: Statewide FFY224SVT Outreach Project Summary under tab StatewideBudgetDetail

**8. Assurances**

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

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

## 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 FFY24 Subrecipients – Attached.

#### BROC



BROC Indirect Cost  
Rate Signed 2021.04.2

#### SEVCA



SVCA FY23 Indirect  
Cost Rate .pdf

#### CVOEO



CVOEO Indirect  
Fringe Rate Agreement

- Copy of MOU initiated by DAIL with ESD for FFY23. The MOU initiated by DAIL with ESD, effective 10/1/2023 is in routing for execution and is not available at this time.



DAIL\_DCF\_3SVT\_0346  
0-70004-23.pdf

- HMC Advertising, LLC: statewide Social Media Planning & Buying agreement for 3SVT Outreach. The Plan for FFY23-2024 is in routing for execution and is not available at this time.



EXE\_DCF\_ESD\_HMC  
Advertising\_SOW-42

- Copy of DCF 3SquaresVT 2022-2023 Media Final Performance Report for HMC statewide 3SVT Outreach will not be available until after submission of this plan.



DCF 3Squares 60+  
2021-22 Final Media F

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient  
Monitoring Protocol, I



Grant Monitoring  
Checklist fillable and s

- Sample of FFY24 “Draft” Rack Card



3SNP-Rack-Card.pdf



3Squares Rack Card -  
Individuals & Families.



3Squares Seniors  
Rack Card.pdf

- Sample of FFY24 “DRAFT” Outreach Poster



3SNP-Poster.pdf



3SQ-Poster.pdf

- Excel Workbook: Statewide FFY24 3SVT Outreach Project Summary



Final Draft FFY24  
Staffing and Budget C

- Age Well Depreciation Schedule



Age Well Property  
Depreciation 24.xlsx