

State of Vermont Outreach Plan

1. Cover Page/Contact Information/Signatures

SNAP Annual Plan for Outreach

State: Vermont

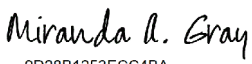
State Agency: Agency of Human Services, Department for Children and Families, Economic Services Division

Fiscal Year: FFY 2026

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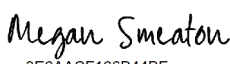
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Table of Contents

Acronym List	3
Statement of Need	4
Outreach Plan Summaries	4
Executive Summary.....	4
Summary of Projects	8
Outreach Project Details	12
Project Tables.....	12
Outreach Project Staffing Details.....	44
Project Staffing Table	44
Statewide Staffing Table	44
Outreach Project Details	59
Outreach Project Budget Details.....	59
Outreach Project Budget Details and Narrative.....	59
Project Budget/Justification Overview	59
Budget/Justification by Project	60
Statewide 3SVT Outreach Budget Summary	90
FFY26 Statewide 3SVT Outreach Budget.....	91
Assurances	93
Attachments	94

Acronyms

3SVT	3SquaresVT/Vermont's SNAP Program
3SNP	3SVT Older Vermonter Application
BPAA	Benefit Programs Assistant Administrator
BROC	Bennington Rutland Community Action
CAP	Corrective Action Plan
CCA	Chittenden Community Action
CCV	Community College of Vermont
COA	Council on Aging
COASEV	Southeastern Vermont Council on Aging known as Senior Solutions
CSFP	Commodity Supplemental Food Program
CVAA	Champlain Valley Area Agency on Aging a.k.a. Age Well
CVCOA	Central Vermont Council on Aging
CVOEO	Central Vermont Office of Economic Opportunity
DAIL	Department of Disabilities, Aging and Independent Living
DCF	Department for Children and Families
ESD	Economic Services Division
FFY	Federal Fiscal Year
FNS	Food and Nutrition Services
FPL	Federal Poverty Level
FTE	Full Time Equivalent
HFVT	Hunger Free Vermont
HR	Human Resources
I & A	Information and Assistance a.k.a. Senior Helpline contacts who received information about 3SVT
MOU	Memorandum of Understanding
NCV	Neighborhood Connections Vermont
NEKCOA	Northeast Kingdom Council on Aging
SEVCA	Southeastern Vermont Community Action
SVCOA	Southwestern Vermont Council on Aging
SNAP	Supplemental Nutrition Assistance Program
SFY	State Fiscal Year
US	United States
USDA	United States Department of Agriculture
VF	Vermont Foodbank
VT	Vermont

2. Statement of Need

The United States Department of Agriculture (USDA) reported that 13.5 percent of American households were food insecure in 2023¹. Vermonters who are normally self-sufficient and have not requested Supplemental Nutrition Assistance Program (SNAP), known in Vermont as 3SquaresVT (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, the 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% of the Federal Poverty Level (FPL) is 135,627 and the 3SVT participation rate for Vermonters at 185% of FPL is about 48% (or 64,633 as of May 2025 which means there is an estimated 52% of the population not participating in 3SVT and eligible); 2) Vermont's older (60 and older) population at or below 185% FPL is approximately 37,725 and the current 3SVT participation rate among elders is 46% (or 17,536 as of May 2025). 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 2025).

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 3SVT program, administered by the Department for Children and Families (DCF), Economic Services Division (ESD).

¹ [USDA ERS - Interactive Charts and Highlights](#)

All subrecipients/projects listed in this plan operate under executed grant agreements with the State of Vermont to deliver 3SVT outreach services. Funds held by a subrecipient /project are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by federal Food Nutrition Services (FNS). The State of Vermont does not compensate staff for outreach activities based on the number of people who apply for, receive, or inquire about SNAP or the number of people served.

Vermont's 3SVT Outreach program will have eleven external partners/projects involved in 3SVT outreach during FFY26.

Vermont proposes a glimpse of the FFY26 plan including goals and expectations from eleven community partner organizations i.e., Hunger Free Vermont (HFVT), five Councils on Aging (COA), three Community Action Agencies, one community service organization, and the Vermont Foodbank (VF). All eleven 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 12).

The FFY26 Outreach Plan includes a budget totaling \$2,332,582.26 with 50% of this total, \$1,166,291.13 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 \$431,134.88 (rounded down) of the nonfederal share and/or expenditures of private discretionary funds available to ten of the subrecipients/projects will provide \$735,156.27 of the non-federal share.

Please see the attached Statewide FFY26 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 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) informational materials online through websites and social media postings. Items utilized include 3SVT posters, rack cards, and 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 vast 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 12, the 3SVT Administration Project includes \$2,500 (rounded) in copying/printing/materials 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 FFY26. 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 FFY26 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.

Vermont Foodbank (VF), project 10, uses its statewide network of local food shelves and meal sites 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 for 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 various 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>). HFVT will be measured using the following guidelines.

- 1) 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.
- 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 quarter were new partners.
- 3) At least 75% of 3SVT training survey respondents report an increase of knowledge of 3SVT program and corresponding benefits on post-training surveys.
- 4) At least two statewide 3SVT Workgroup meetings shall be facilitated by the Subrecipient during each quarter throughout the grant term.

- 5) 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.

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, disabled, 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 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 other partner agencies, excluding HFVT, 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 with it. Partner agencies will complete and submit form A or an equivalent form that tracks individuals and the 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 with 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 the 25% benchmark of new community contacts is for each individual outreach partner on a quarterly basis.

OR

At least 75% of all community contacts (i.e., businesses, organizations, community partners, community spaces, etc.) that were provided with factual 3SVT information, messaging, and resources during each reporting period are ongoing partners with whom a continuous collaboration is occurring. Community contacts will be reported quarterly on Form B or an equivalent form. ESD will verify that the 75% benchmark of ongoing 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, application procedures, and benefits of 3SVT

annually. Outreach partners will submit a list of employees that completed training 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 with a survey during each reporting quarter. In FFY26 partner agencies will be providing surveys to customers they interact with for 3SVT outreach. This information will help us find trends and help determine what 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 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 FFY26. The State will conduct on-site or virtual visits once every three years for partners with a low-risk assessment. If a partner has medium or high-risk assessment an on-site or virtual 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 or virtual visit schedule. Some situations and circumstances may require a partner to be contacted two or more years in a row. Site or virtual visits 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 an onsite or virtual 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:

Outreach Plan Summaries FFY26				
Project Number	Title	Geographic Area	Target Audience	Subrecipient
1	Service Provider Outreach and Education - Indirect Services	Statewide	Program Administrators (local, State, Federal), community service providers & advocates.	Hunger Free Vermont (HFVT)

2	Community Based Outreach	Bennington and Rutland Counties, except for the town of Pittsfield.	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to 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 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.	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 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.	Central Vermont Council on Aging (CVCOA)
5	Community Based Outreach	Chittenden, Grand Isle, Franklin and Addison Counties, except for the towns of Granville and Hancock.	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Central Vermont Office of Equal Opportunity (CVOEO).

6	Community Based Outreach	Orleans, Caledonia and Essex Counties.	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	Northeast Kingdom Council on Aging (NEKCOA)
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 older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements.	COASEV - Senior Solutions
8	Community Based Outreach	Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Southeast Vermont Community Action (SEVCA)
9	Community Based Outreach	Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.	The population primarily targeted is 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.	Southwestern Vermont Council on Aging, Inc. (SVCOA)

10	Community Based Outreach	The subrecipient will focus on activities in certain targeted community sites plus outreach services aimed at network partners statewide.	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT, but services also will be provided to people who may be taking part in 3SVT but have questions or need help understanding or responding to program notices or paperwork requirements.	Vermont Food Bank, Inc. (VF)
11	Community Based Outreach	Bennington County: Landgrove, Peru and Whitehall Windham County: Brookline, Jamaica, Londonderry, Newfane, Stratton, Townshend, Wardsboro and Windham Windsor County: Andover, Chester and Weston	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.	Neighborhood Connections, Inc. (NCV)
12	3SVT Administration Project	Statewide	Program Administrators (local, State, Federal), community Service providers & advocates.	State of Vermont, Economic Services Division, 3SVT Food and Nutrition Team.

4. Outreach Project Details

Project Tables:

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

Project Number 1	HFVT			
Goals	- Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. - Reduce stigma around 3SVT participation. - Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. - Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. - Reduce barriers to participation in the 3SVT program. - Reduce food insecurity in Vermont by providing education and resources on 3SVT to the service provider community in order to increase knowledgeable supports available to Vermonters who are interested in participating in the 3SVT program.			
Target audience	Program administrators (local, state, federal), community service providers and advocates, low-income Vermonters.			
Timeline	Start	Ongoing	End	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. 3SVT Outreach Partner Support Activities: 3SVT Trainings: Skill-Building Trainings: HFVT shall provide 8 3SquaresVT in-person or web-based trainings (at least 1 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.			

- **Community Partner Trainings:**
 - HFVT shall continue to provide factual 3SquaresVT Trainings to community partners which may be done in person or online and will provide interpretation services if requested. These trainings will enhance 3SquaresVT outreach and share reasonable, allowable, and necessary activities including application, recertification, and interim report best practices. HFVT will accomplish this through skill-building trainings and events.
 - HFVT shall provide 1 partial- or full-day in-person or web-based event to bring together partners around a focused 3SVT topic. The event will offer opportunities for shared learning and timely updates.
 - Host one public training focused on special rules and flexibilities for older adults and people with disabilities to qualify for and access 3SquaresVT.

Materials Development & Distribution:

- 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.
- Update and maintain the 3SquaresVT Eligibility Screener on vermontfoodhelp.com to assist Vermonters in self-screening for potential eligibility and potential monthly benefit amount.
- Update and maintain the 3SVT Guide & Toolkit found on vermontfoodhelp.com.
- Update and maintain materials available on vermontfoodhelp.com specific to the Federal Medical Expense Deduction and the 3SquaresVT in a SNAP application and enrollment process.
- Update and maintain the 3SquaresVT in a SNAP toolkit found on vermontfoodhelp.com.
- Translate new 3SVT outreach materials into languages according to requests by partners providing direct services to communities.

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

Online Resource & Other Digital Outreach:

www.Vermontfoodhelp.com:

- Facilitate 3SVT information-exchange between Vermont's service provider community and the general public by promoting, maintaining, and updating the vermontfoodhelp.com website and responding to all user questions. 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 seek feedback from the 3SVT Workgroup to ensure usefulness of the site.
- HFVT shall track and report quarterly the website's effectiveness as a 3SVT promotional tool.

Media:

- Continue to expand reach to broad audiences by spreading 3SquaresVT factual information through a selection of media pieces to various 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)

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, e-newsletters, Facebook, and Twitter.
- Building and expanding relationships with existing and new partners to ensure that 3SVT factual information is far reaching.
- Strategize with partners to provide cross messaging 3SVT information with other programs and resources.
- Engage in specialized 3SVT Outreach activities through the distribution of 3SVT factual information and provision of technical support and assistance in order to promote the distribution of resources to help families learn about, apply for, and maintain 3SVT benefits.
- HFVT shall attend and table during in-person public, community and partners' events to provide one-on-one 3SVT factual information and outreach. HFVT shall attend a minimum of 9 events per year across the state, serving various populations with the purpose of increasing participation in and improving access to 3SVT among eligible people, such events may include, but are not limited to, statewide networking conferences organized by partner organizations statewide and summits or gatherings organized by advocates of the groups most impacted by hunger.

Community-At-Large Eligibility Screener:

- HFVT shall make available the 3SquaresVT Eligibility Screener on 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.

	Other: • The Subrecipient shall participate in all training(s) that may be required by the State and, at a minimum, shall comply with the USDA annual Civil Rights training requirement cited below in this section. • All 3SVT Outreach staff and their supervisors shall complete a Civil Rights Policy training session required by the State, as required annually by USDA, 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 completed the training.
Subrecipient	Hunger Free Vermont (HFVT)
Tax ID of Subrecipient	03-0336357
Role of the Subrecipient	To coordinate activities and collaborate with other 3SVT outreach agencies and groups serving low-income Vermonters
Role of State agency	To administer and monitor subrecipient progress.
State/ Subrecipient funding source	State General Funds, HFVT private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No ☒ If Yes, in what capacity?
Evaluation	• 100% of community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) who requested factual 3SVT information, messaging, and resources during each reporting quarter were provided it. • At least 25% of all community contacts (defined for the purposes of this agreement as entities that interact with members of the public, i.e., businesses, organizations, community partners, community spaces, etc.) that were provided factual 3SVT information, messaging, and resources during each reporting quarter were new partners. • At least 75% of 3SVT training survey respondents report an increase of knowledge of 3SVT program and corresponding benefits on post-training surveys.

	• At least two statewide 3SVT Workgroup meetings shall be facilitated by the Subrecipient during each quarter throughout the grant term. • 100% of the time financial and program reporting documents required by the Grant shall, upon initial submission, be on time, complete, and free of mathematical errors.			
Project Number 2	BROC – Community Based Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting agencies with providing education to Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The most critical target population is low-income, nonparticipating Vermonters who may qualify for 3SVT. Services will also 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: Bennington and Rutland Counties.			
Timeline	Start	Ongoing.	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.BROC.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT 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 required by the State, as required annually by USDA. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	BROC Community Action
Tax ID of Subrecipient	BROC 03-2166505
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.

Role of State agency	Administrator		
State/ Subrecipient funding source	General Funds		
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?		
Evaluation	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct 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.		
Project Number 3	Age Well, Inc. a.k.a. Champlain Valley Area Agency on Aging (CVAA) Community Based Outreach		
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.		
Target audience	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Chittenden, Grand Isle, Franklin and Addison Counties in northwestern VT.		
Timeline	Start	Ongoing.	End 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, X, 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.
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	Other: During the grant term, all 3SVT outreach staff and their supervisors shall complete the civil rights policy training session required by the State, as required annually by USDA. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Age Well, Inc. a.k.a. Champlain Valley Area Agency on Aging
Tax ID of Subrecipient	22-2474636
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, Age Well Private Cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?
Evaluation	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will conduct 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.

Project Number 4	Central Vermont Council on Aging (CVCOA) - Community Based Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reducing stigma around 3SVT participation. • Correcting myths and misperceptions about the 3SVT program to assist people in making informed participation decisions. • Increasing the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service area: Washington, Lamoille and Orange Counties, except for the town of Thetford, plus the Windsor County towns of Bethel, Rochester, Royalton, Sharon and Stockbridge.			
Timeline	Start	Ongoing.	End	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.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 required by the State, as required annually by USDA. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Central VT Council on Aging (CVCOA)
Tax ID of Subrecipient	CVCOA 03-276104
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.

Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, CVCOA Private Cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?
Evaluation	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.
Project Number 5	Champlain Valley Office of Economic Opportunity, Inc. (CVOEO) Community Based Outreach
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.
Target audience	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT. Services will also 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.			
Timeline	Start	Ongoing.	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, https://www.cvoeo.org/, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.			

	5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. Other: During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session required by the State, as required annually by USDA. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Champlain Valley Office of Economic Opportunity (CVOEO)
Tax ID of Subrecipient	CVOEO 03-0216837
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, CVOEO private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?
Evaluation	The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the grant. The state will 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.

Project Number 6	Northeast Kingdom Council on Aging (NEKCOA) - Community Based Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service areas: Orleans, Caledonia, and Essex Counties.			
Timeline	Start	Ongoing.	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.nekcouncil.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. Other: • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session required by the State, as required annually by USDA. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Northeast Kingdom Council on Aging (NEKCOA)
Tax ID of Subrecipient	NEKCOA 03-0276709
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient	General Funds, NEKCOA private cash and anticipated 50% reimbursement from the federal government.

funding source				
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?			
Evaluation	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.			
Project Number 7	Council on Aging for Southeastern Vermont, Inc. (COASEV) a.k.a. Senior Solutions - Community Based Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service areas: Windham and Windsor Counties, except for the towns of Bethel, Rochester, Royalton, Sharon and Stockbridge, plus the towns of Thetford, Readsboro, Searsburg, Pittsfield and Winhall.			
Timeline	Start	Ongoing.	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.seniorsolutionsvt.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees.
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	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 required by the State, as required annually by USDA. Subrecipient staff shall be able to complete the training electronically. The training shall be completed by June 30th, and the training attendance sheet(s) shall be submitted to the State no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Council on Aging for Southeastern VT (COASEV)
Tax ID of Subrecipient	COASEV 22-2738766
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, COASEV private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?
Evaluation	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.			
Project Number 8	Southeastern Vermont Community Action, Inc. (SEVCA) – Community Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT. Services will also 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 areas: Windham and Windsor Counties, except for the towns of Barnard, Bethel, Rochester, Royalton, Sharon and Stockbridge.			
Timeline	Start	Ongoing	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, 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 materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. Other: • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session required by the State, as required annually by USDA. The training will last less than two hours, and attendance may be completed electronically. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; SEVCA shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Southeastern Vermont Community Action, Inc. (SEVCA)
Tax ID of Subrecipient	SEVCA 03-0216740
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT Recipients.

Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, SEVCA private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes ☐ No ☒ If Yes, in what capacity?
Evaluation	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.
Project Number 9	Southwestern Vermont Council on Aging, Inc. (SVCOA) - Community Based Outreach
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.

Target audience	The population primarily targeted is older Vermonters and their family caregivers who may qualify for 3SVT and are either not participating in the program currently or need help understanding or responding to program notices or paperwork requirements. The subrecipient will focus on activities in the following service areas: Rutland and Bennington Counties, except for the towns of Pittsfield, Readsboro, Searsburg and Winhall.			
Timeline	Start	Ongoing.	End	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 Service and Activities: 1. Screen individual households with low incomes who may qualify for 3SVT who are served by the Subrecipient for 3SVT participation, including households who come to the Subrecipient for other services, and provide factual 3SVT information to those who are not currently participating in 3SVT. 2. Discuss the availability; eligibility requirements; application, review, and interim report processes; and benefits of the 3SVT program with individual households served and the availability of application, review, and interim report assistance from the Subrecipient. 3. Provide one-on-one application, review, and/or interim report assistance and factual 3SVT information to households who have requested it. 4. Provide interpretation services and/or translated materials to households as needed in order to provide application, review, and/or interim report assistance and/or factual 3SVT information. 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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, https://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 session required by the State, as required annually by USDA. The training will last less than two hours, and these individuals will be able to complete it electronically. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Southwestern Vermont Council on Aging, Inc. (SVCOA)
Tax ID of Subrecipient	SVCOA 03-0273983
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds, SVCOA private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?

Evaluation	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.			
Project Number 10	Vermont Food Bank, Inc. (VF) - Community Based Outreach			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT. Services will also 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 Foodbank has no geographical boundaries. Vermont Foodbank works with customers who are outside the boundaries of other agencies to ensure all customers have an outreach partner they can reach for assistance. Vermont Foodbank provides details of projects they are working on during 3SVT workgroup meetings to eliminate duplication of effort by agencies.			
Timeline	Start	Ongoing.	End	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, X, 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 required by the State, as required annually by USDA. The training shall be completed by June 30th, and the attendance sheet shall be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter. The Subrecipient shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Vermont Food Bank, Inc.
Tax ID of Subrecipient	Vermont Food Bank, Inc. 22-3021942
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	VF private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?
Evaluation	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.
Project Number 11	Neighborhood Connections, Inc. (NCV)
Goals	- Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. - Reduce stigma around 3SVT participation.

	• Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The most critical target population is low-income nonparticipating Vermonters who may qualify for 3SVT. Services will also 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 areas: Andover, Chester, Jamaica, Landgrove, Londonderry, Peru, Stratton, Weston, Windham, and Winhall.			
Timeline	Start	Ongoing	End	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, X, Instagram, Child and Adult Care Food Program listserv and/or Facebook page, Project Vision listserv, www.neighborhoodconnectionsvt.org, etc. 4. Set up booths and/or make presentations at community events and town meetings to present factual 3SVT information and share and disseminate factual 3SVT materials (i.e., program flyers, brochures, and posters) to attendees. 5. Distribute 3SVT rack cards and State-approved posters featuring factual 3SVT information and availability of application assistance throughout the Subrecipient's service area. Other: • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session required by the State, as required annually by USDA. The training will last less than two hours, and attendance may be completed electronically. The training will be completed by June 30th, and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; SEVCA shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	Neighborhood Connections, Inc. (NCV)
Tax ID of Subrecipient	6-4547219
Role of the Subrecipient	Direct Service Provider with potential and current 3SVT Recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds NCV private cash and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes ☐ No ☒ If Yes, in what capacity?

Evaluation	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.			
Project Number 12	3SVT Administration Project			
Goals	• Strengthen public awareness of the 3SVT program, 3SVT benefits, and how interested Vermonters may learn more about and/or take part in the 3SVT program. • Reduce stigma around 3SVT participation. • Correct myths and misperceptions about the 3SVT program and assist people in making informed decisions. • Increase the factual and educational 3SVT program information available through the collaboration of multiple community partners. • Reduce barriers to participation in the 3SVT program. • Reduce food insecurity in Vermont by assisting Vermonters who are interested in participating in the 3SVT program in applying for and/or maintaining 3SVT benefits.			
Target audience	The most critical target populations are community partners/projects (as outlined above); low-income nonparticipating Vermonters who may qualify for 3SVT and those who may already be taking part in 3SVT. Federal, State and local Administrators.			
Timeline	Start	Ongoing.	End	Ongoing.
Description of Activity	Service Delivery and Activities: Activities may be performed in person, over the phone, online through meeting apps, etc. or as specified below. Comparable activities may be substituted at the discretion of the Subrecipient with USDA/FNS approval. 1. Administer, monitor, research, review, evaluate the 3SVT Outreach Program and all projects as per federal guidelines. 2. Create, implement, and monitor a 3SVT Statewide Outreach Budget. 3. Facilitate/develop partnership building and networking opportunities. 4. Provide the necessary tools and technical assistance to			

	community partners/projects, including Rack Cards, so they may provide factual 3SVT information to Vermonters in a non-persuasive manner. 5. Provide technical assistance and support to partners/projects to help them find innovative ways to help Vermonters learn about the availability of 3SVT, the eligibility requirements, application procedures and benefits of 3SVT so they can make an informed decision about whether to apply and if requested the partner/project can assist in the application process in a non-persuasive manner. 6. Oversight of the costs, contracting, development, production, shipping, and handling of 100,000 rack cards targeted to food insecure Vermonters and 15,000 posters for intermediary sites. 7. Negotiate, analyze, review, approve and amend grant agreements with projects/partners related to 3SVT Outreach (as specified above). 8. Geographic: Vermont Statewide Other: • During the grant term, all 3SVT outreach staff and their supervisors shall complete a civil rights policy training session required by the State, as required annually by USDA. The training will last less than two-hours and these individuals will be able to complete it electronically. The training will be completed by June 30th, and an attendance sheet will be completed to verify completion of each FFY by July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from this Grant. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; VF shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
Subrecipient	3SVT Administrative Project
Tax ID of Subrecipient	State of Vermont, Agency of Human Services, Department of Children and Family Services 03-6000264
Role of the Subrecipient	Administrator
Role of State agency	Administrator
State/ Subrecipient funding source	General Funds and anticipated 50% reimbursement from the federal government.
Volunteers	Are volunteers involved in this activity: Yes No X If Yes, in what capacity?

Evaluation	• At the federal level the USDA and FNS review and conduct audits at their discretion. • The State of Vermont business office reviews and conducts audits at their discretion. • Data points to capture whether a Vermonter is certified eligible or denied 3SVT are reported quarterly by partner/projects within the required deliverables documenting reasonable, allowable, and necessary 3SVT outreach activities. • Site visits and ongoing phone contact with all partners/projects to address gaps, opportunities, program effectiveness and to provide technical support and assistance. • The ongoing review of grant requirements, project progress as documented within quarterly reports and deliverables and across years. • The ongoing review of quarterly deliverables received from all projects/partners including quarterly reports and deliverables as required by grant agreements and within USDA/FNS guidelines. • Positive reporting on Timesheets for personnel associated with this project to document administration hours related to 3SVT Outreach. • Annual review of the State Plan and State's Final Narrative by FNS. • Annual Review by the State of Vermont of all projects Final Narratives i.e., accomplishments, major challenges and solutions developed and evaluation methodology and findings. • Customer feedback on the messaging for rack cards and posters for any changes, revisions or alterations in language or content. • Corrective Action Plans will be implemented in situations where the projects/partners are out of compliance with the requirements of the grant agreement for accuracy or for providing quarterly deliverables by the due date.
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5. Outreach Project Staffing Details

Project Staffing Table:

Statewide, there are 225 positions, making up 21.78 Full Time Equivalents (FTEs), that are a part of the State of Vermont's Outreach plan (see chart below). See attached Statewide FFY26 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 FFY26 Statewide 3SVT Outreach Staffing Table. See individual project tabs embedded in attached Statewide FFY26 3SVT Outreach Project Summary for more details. Statewide, 219 staff members from eleven community partner agencies, making up 20.78 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 FFY26 Statewide 3SVT Outreach Program.

Statewide Staffing Table

			(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Proj ect No.	Staff Person Title	Initials of Staff Person	FTE Outre ach	Salary	Outreach Salary	Benef its Rate	Outreach Benefits	Total
1	3SquaresVT Specialist	SS	0.97	\$57,436.25	\$55,713.16	0.25	\$13,928.29	\$69,641.45
1	Community Engagement Manager	MS	0.71	\$67,823.90	\$48,154.97	0.25	\$12,038.74	\$60,193.71
1	Director of Policy & Advocacy	IE	0.71	\$79,679.85	\$56,572.69	0.25	\$14,143.17	\$70,715.86
1	Deputy Program Director	TM	0.17	\$74,139.00	\$12,603.63	0.25	\$3,150.91	\$15,754.54
1	Meal Programs Specialist	EM	0.11	\$57,436.25	\$6,317.99	0.25	\$1,579.50	\$7,897.49
1	Operations & Program Support Specialist	VC	0.11	\$57,436.25	\$6,317.99	0.25	\$1,579.50	\$7,897.49
1	Communica tions Manager	TBD	0.46	\$74,500.00	\$34,270.00	0.25	\$8,567.50	\$42,837.50
1	Director of Community Engagement	RP	0.29	\$72,051.00	\$20,894.79	0.25	\$5,223.70	\$26,118.49
1	Chief of People and Operations	GHD	0.14	\$97,500.00	\$13,650.00	0.25	\$3,412.50	\$17,062.50
1	Executive Director	AH	0.29	\$102,350.00	\$29,681.50	0.25	\$7,420.38	\$37,101.88
2	Rutland County Supervisor	SP	0.18	\$53,601.00	\$9,648.18	0.36	\$3,473.34	\$13,121.52
2	Outreach Coordinator	Vacant	0.38	\$37,462.23	\$14,235.65	0.36	\$5,124.83	\$19,360.48
3	Caregiver Support Specialist	JH	0.01	\$51,855.67	\$518.56	0.30	\$155.57	\$674.13

3	Caregiver Support Specialist	LH	0.01	\$54,432.76	\$544.33	0.30	\$163.30	\$707.63
3	Community Health Worker	HL	0.05	\$46,578.95	\$2,328.95	0.30	\$698.69	\$3,027.64
3	Community Health Worker	LL	0.05	\$47,212.54	\$2,360.63	0.30	\$708.19	\$3,068.82
3	Case Manager	SA	0.03	\$51,170.28	\$1,535.11	0.30	\$460.53	\$1,995.64
3	Case Manager	AM	0.01	\$53,733.75	\$537.34	0.30	\$161.20	\$698.54
3	Case Manager	BM	0.01	\$59,489.74	\$594.90	0.30	\$178.47	\$773.37
3	Case Manager	HV	0.01	\$51,709.09	\$517.09	0.30	\$155.13	\$672.22
3	Case Manager	BB	0.03	\$53,036.35	\$1,591.09	0.30	\$477.33	\$2,068.42
3	Case Manager - Franklin	CS	0.01	\$48,935.23	\$489.35	0.30	\$146.81	\$636.16
3	Case Manager	KC	0.03	\$53,058.24	\$1,591.75	0.30	\$477.53	\$2,069.28
3	Case Manager	CR	0.01	\$58,874.30	\$588.74	0.30	\$176.62	\$765.36
3	Case Manager	VK	0.03	\$51,170.28	\$1,535.11	0.30	\$460.53	\$1,995.64
3	Case Manager	KH	0.03	\$52,926.88	\$1,587.81	0.30	\$476.34	\$2,064.15
3	Case Manager	RV	0.03	\$64,687.16	\$1,940.61	0.30	\$582.18	\$2,522.79
3	Case Manager	JL	0.03	\$50,747.62	\$1,522.43	0.30	\$456.73	\$1,979.16
3	Case Manager	ET	0.03	\$57,957.16	\$1,738.71	0.30	\$521.61	\$2,260.32
3	Case Manager	HB	0.03	\$70,846.85	\$2,125.41	0.30	\$637.62	\$2,763.03
3	Case Manager	DS	0.03	\$51,236.50	\$1,537.09	0.30	\$461.13	\$1,998.22
3	Case Manager	Vacant	0.03	\$51,762.49	\$1,552.87	0.30	\$465.86	\$2,018.73
3	Case Manager	MD	0.03	\$51,236.50	\$1,537.09	0.30	\$461.13	\$1,998.22
3	Case Manager	JH	0.03	\$51,170.28	\$1,535.11	0.30	\$460.53	\$1,995.64

3	Case Manager	DS	0.05	\$51,453.30	\$2,572.67	0.30	\$771.80	\$3,344.47
3	Case Manager	CS	0.05	\$51,978.23	\$2,598.91	0.30	\$779.67	\$3,378.58
3	Case Manager	PS	0.05	\$56,205.64	\$2,810.28	0.30	\$843.08	\$3,653.36
3	Case Manager - Franklin	MM	0.05	\$51,382.01	\$2,569.10	0.30	\$770.73	\$3,339.83
3	Case Manager	CL	0.05	\$50,747.62	\$2,537.38	0.30	\$761.21	\$3,298.59
3	Case Manager	SM	0.05	\$51,870.36	\$2,593.52	0.30	\$778.06	\$3,371.58
3	New American Case Manager	MA	0.08	\$59,792.51	\$4,783.40	0.30	\$1,435.02	\$6,218.42
3	Case Manager - Addison	JW	0.05	\$50,747.55	\$2,537.38	0.30	\$761.21	\$3,298.59
3	Case Manager - Chittenden	EG	0.03	\$49,292.31	\$1,478.77	0.30	\$443.63	\$1,922.40
3	Case Manager - Chittenden-COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Case Manager - Chittenden-COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Case Manager - Chittenden-COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Case Manager - Chittenden-COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Case Manager - Franklin	LL	0.03	\$48,331.01	\$1,449.93	0.30	\$434.98	\$1,884.91
3	Case Manager - Franklin	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49

3	Case Manager-Addison COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Care & Service Coordination Administrator	VA	0.03	\$49,467.09	\$1,484.01	0.30	\$445.20	\$1,929.21
3	Care & Service Coordination Administrator	CM	0.03	\$49,457.75	\$1,483.73	0.30	\$445.12	\$1,928.85
3	Care & Service Coordination Administrator	AL	0.05	\$42,223.65	\$2,111.18	0.30	\$633.35	\$2,744.53
3	Care and Service Coordination, RN	MM	0.03	\$67,446.60	\$2,023.40	0.30	\$607.02	\$2,630.42
3	Care and Service Coordination Supervisor	DF	0.03	\$61,126.98	\$1,833.81	0.30	\$550.14	\$2,383.95
3	Care and Service Coordination Supervisor	CM	0.03	\$61,615.32	\$1,848.46	0.30	\$554.54	\$2,403.00
3	Care and Service Coordination Supervisor	WM	0.03	\$84,269.47	\$2,528.08	0.30	\$758.42	\$3,286.50
3	Care and Service Coordination Supervisor	AT	0.03	\$60,680.82	\$1,820.42	0.30	\$546.13	\$2,366.55
3	Care and Service Coordination Supervisor	DQ	0.03	\$68,579.22	\$2,057.38	0.30	\$617.21	\$2,674.59
3	Care and Service	VACANT	0.03	\$66,750.00	\$2,002.50	0.30	\$600.75	\$2,603.25

	Coordinatio n Supervisor- Addison- COI							
3	Care and Service Coordinatio n Supervisor- Chittenden- COI	VACANT	0.03	\$51,346.15	\$1,540.38	0.30	\$462.11	\$2,002.49
3	Director of Case Managemen t	MA	0.05	\$91,652.82	\$4,582.64	0.30	\$1,374.79	\$5,957.43
3	Director of Resource Navigation	SC	0.03	\$82,153.76	\$2,464.61	0.30	\$739.38	\$3,203.99
3	I & A Coordinator	Vacant	0.03	\$45,043.17	\$1,351.30	0.30	\$405.39	\$1,756.69
3	I & A Coordinator	CG	0.03	\$46,970.64	\$1,409.12	0.30	\$422.74	\$1,831.86
3	I & A Coordinator	CO	0.05	\$46,771.73	\$2,338.59	0.30	\$701.58	\$3,040.17
3	I & A Coordinator	JA	0.05	\$51,467.19	\$2,573.36	0.30	\$772.01	\$3,345.37
3	I & A Coordinator	MN	0.05	\$46,211.54	\$2,310.58	0.30	\$693.17	\$3,003.75
3	Nutrition and Wellness Administrat or	JF	0.03	\$33,738.53	\$1,012.16	0.30	\$303.65	\$1,315.81
3	Nutrition Support Specialist	TH	0.03	\$33,994.44	\$1,019.83	0.30	\$305.95	\$1,325.78
3	Nutrition Coordinator	ME	0.10	\$42,981.66	\$4,298.17	0.30	\$1,289.45	\$5,587.62
3	Director of Nutrition & Wellness Services	CM	0.13	\$112,582.69	\$14,635.75	0.30	\$4,390.73	\$19,026.48
3	Nutrition and Wellness Operations Team Lead	EB	0.05	\$49,662.00	\$2,483.10	0.30	\$744.93	\$3,228.03

3	Nutrition and Wellness Coordinator	LN	0.30	\$54,681.60	\$16,404.48	0.30	\$4,921.34	\$21,325.82
3	Nutrition and Wellness Coordinator	VACANT	0.08	\$44,087.04	\$3,526.96	0.30	\$1,058.09	\$4,585.05
3	Nutrition Support Specialist	VACANT	0.03	\$34,915.38	\$1,047.46	0.30	\$314.24	\$1,361.70
3	Nutrition/Volunteer Liaison	CM	0.03	\$45,208.44	\$1,356.25	0.30	\$406.88	\$1,763.13
3	Options Counselor	KP	0.05	\$46,682.55	\$2,334.13	0.30	\$700.24	\$3,034.37
3	Options Counselor	RM	0.05	\$49,619.81	\$2,480.99	0.30	\$744.30	\$3,225.29
3	Options Counselor	JS	0.05	\$64,579.02	\$3,228.95	0.30	\$968.69	\$4,197.64
3	Options Counselor	PG	0.08	\$56,205.64	\$4,496.45	0.30	\$1,348.94	\$5,845.39
3	Options Counselor - Chittenden	ML	0.05	\$44,583.87	\$2,229.19	0.30	\$668.76	\$2,897.95
3	Options Counselor - Chittenden	VACANT	0.05	\$51,346.15	\$2,567.31	0.30	\$770.19	\$3,337.50
3	State Health Insurance Program Coordinator	SO	0.03	\$52,011.60	\$1,560.35	0.30	\$468.11	\$2,028.46
3	State Health Insurance Program Coordinator	KB	0.05	\$51,648.48	\$2,582.42	0.30	\$774.73	\$3,357.15
3	Specialized Case Manager	JL	0.03	\$61,387.31	\$1,841.62	0.30	\$552.49	\$2,394.11
3	Specialized Case Manager	VACANT	0.03	\$55,135.50	\$1,654.07	0.30	\$496.22	\$2,150.29
3	Specialized Case Manager	VACANT	0.05	\$55,357.91	\$2,767.90	0.30	\$830.37	\$3,598.27
3	Specialized Case	KB	0.10	\$52,874.61	\$5,287.46	0.30	\$1,586.24	\$6,873.70

	Manager - Addison							
3	Specialized Case Manager (Chittenden)	VACANT	0.03	\$60,000.00	\$1,800.00	0.30	\$540.00	\$2,340.00
3	Specialized Case Manager (Franklin)	VACANT	0.03	\$60,000.00	\$1,800.00	0.30	\$540.00	\$2,340.00
3	Veteran Directed Care Program Lead	JH	0.01	\$54,725.12	\$547.25	0.30	\$164.18	\$711.43
3	Moderate Needs Program Manager	JE	0.01	\$57,567.87	\$575.68	0.30	\$172.70	\$748.38
3	Care & Service Training & Quality Specialist	PF	0.09	\$68,488.17	\$6,163.94	0.30	\$1,849.18	\$8,013.12
3	Director of Business Development and Communications	TS	0.13	\$103,086.56	\$13,401.25	0.30	\$4,020.38	\$17,421.63
3	Development and Communications Associate	EK	0.03	\$57,420.75	\$1,722.62	0.30	\$516.79	\$2,239.41
3	Marketing & Communications Associate	KT	0.03	\$50,747.55	\$1,522.43	0.30	\$456.73	\$1,979.16
3	Training & Development Specialist	AP	0.05	\$9,208.83	\$460.44	0.30	\$138.13	\$598.57
4	Case Manager	JB	0.03	\$57,373.47	\$1,721.20	0.33	\$564.73	\$2,285.93
4	I&A Specialist	SB	0.01	\$44,561.92	\$445.62	0.33	\$146.21	\$591.83

4	Case Manager	MB	0.01	\$58,487.52	\$584.88	0.33	\$191.90	\$776.78
4	Case Manager	LB	0.01	\$41,776.80	\$417.77	0.33	\$137.07	\$554.84
4	Case Manager	HB	0.01	\$57,373.47	\$573.73	0.33	\$188.24	\$761.97
4	Data Entry Specialist	SC	0.04	\$23,170.06	\$926.80	0.33	\$304.08	\$1,230.88
4	Case Manager	JC	0.01	\$48,739.60	\$487.40	0.33	\$159.92	\$647.32
4	Case Manager	WC	0.01	\$52,499.20	\$524.99	0.33	\$172.25	\$697.24
4	Case Manager	JC	0.01	\$55,702.40	\$557.02	0.33	\$182.76	\$739.78
4	Co-Director of Case Management	SD	0.01	\$73,869.95	\$738.70	0.33	\$242.37	\$981.07
4	Case Manager	AE	0.01	\$54,074.18	\$540.74	0.33	\$177.42	\$718.16
4	Lead Case Manager	AG	0.01	\$60,544.02	\$605.44	0.33	\$198.64	\$804.08
4	Director, Development and Communications	LH	0.01	\$52,960.13	\$529.60	0.33	\$173.76	\$703.36
4	Asst. Director, Development and Communications	LK	0.01	\$31,776.08	\$317.76	0.33	\$104.26	\$422.02
4	Case Manager	FK	0.01	\$55,702.40	\$557.02	0.33	\$182.76	\$739.78
4	Database Manager/Asst. Director of Nutrition and Wellness	MK	0.09	\$56,398.68	\$5,075.88	0.33	\$1,665.40	\$6,741.28
4	Case Manager/Options Counselor	SL	0.01	\$57,373.47	\$573.73	0.33	\$188.24	\$761.97
4	Lead Case Manager	DL	0.01	\$60,544.22	\$605.44	0.33	\$198.64	\$804.08

4	Director of Nutrition and Wellness	KL	0.15	\$72,284.58	\$10,842.69	0.33	\$3,557.49	\$14,400.18
4	Nutrition Outreach Specialist	MM	1.00	\$47,625.54	\$47,625.54	0.33	\$15,625.94	\$63,251.48
4	Executive Director	JM	0.00	\$125,287.55	\$-	0.33	\$-	\$-
4	Operations Director	SM	0.01	\$74,127.04	\$741.27	0.33	\$243.21	\$984.48
4	Case Manager	JO	0.01	\$28,686.74	\$286.87	0.33	\$94.12	\$380.99
4	SHIP Coordinator	SP	0.01	\$57,373.47	\$573.73	0.33	\$188.24	\$761.97
4	Co-Director of Case Management	KR	0.01	\$73,869.95	\$738.70	0.33	\$242.37	\$981.07
4	Case Manager/ Options Counselor	RR	0.05	\$57,373.47	\$2,868.67	0.33	\$941.21	\$3,809.88
4	Case Manager	KS	0.01	\$66,221.58	\$662.22	0.33	\$217.27	\$879.49
4	Case Manager	KS	0.01	\$52,960.13	\$529.60	0.33	\$173.76	\$703.36
4	Case Manager	BT	0.15	\$57,373.47	\$8,606.02	0.33	\$2,823.64	\$11,429.66
4	Case Manager	SW	0.01	\$57,373.47	\$573.73	0.33	\$188.24	\$761.97
5	Community Action Director	TP	0.10	\$108,836.58	\$10,883.66	0.40	\$4,371.97	\$15,255.63
5	CCA Associate Director	LA	0.20	\$82,995.49	\$16,599.10	0.40	\$6,667.86	\$23,266.96
5	CCA CSW	AR	0.20	\$49,192.00	\$9,838.40	0.40	\$3,952.09	\$13,790.49
5	CCA CSW Essential Services	SB	0.20	\$51,311.10	\$10,262.22	0.40	\$4,122.33	\$14,384.55
5	ACA Associate Director	MD	0.20	\$73,981.44	\$14,796.29	0.40	\$5,943.67	\$20,739.96
5	ACA CSW	ZJ	0.25	\$51,311.10	\$12,827.78	0.40	\$5,152.92	\$17,980.70

5	FGICA Associate Director	JG	0.20	\$77,529.09	\$15,505.82	0.40	\$6,228.69	\$21,734.51
5	FGICA CSW	JJ	0.10	\$52,371.07	\$5,237.11	0.40	\$2,103.75	\$7,340.86
5	FGICA CSW	SG	0.25	\$51,311.10	\$12,827.78	0.40	\$5,152.92	\$17,980.70
5	Food Service Manager	MH	0.05	\$89,167.10	\$4,458.36	0.40	\$1,790.92	\$6,249.28
5	FC Distribution Coordinator	EA	0.12	\$66,388.61	\$7,966.63	0.40	\$3,200.20	\$11,166.83
5	FC Distribution/ Intake Coordinator	MH	0.12	\$51,311.10	\$6,157.33	0.40	\$2,473.40	\$8,630.73
6	Case Manager	JB	0.02	\$25,123.18	\$502.46	0.47	\$235.20	\$737.66
6	Case Manager	MC	0.02	\$53,066.52	\$1,061.33	0.47	\$496.81	\$1,558.14
6	Case Manager	SC	0.02	\$49,062.31	\$981.25	0.47	\$459.32	\$1,440.57
6	Case Manager	VO	0.02	\$49,062.31	\$981.25	0.47	\$459.32	\$1,440.57
6	Case Manager	VT	0.02	\$49,062.31	\$981.25	0.47	\$459.32	\$1,440.57
6	Case Manager	DM	0.03	\$52,872.77	\$1,586.18	0.47	\$742.49	\$2,328.67
6	Case Manager	VF	0.02	\$44,003.23	\$880.06	0.47	\$411.96	\$1,292.02
6	Case Manager	MN	0.02	\$49,901.90	\$998.04	0.47	\$467.18	\$1,465.22
6	Case Manager	OP	0.03	\$49,062.31	\$1,471.87	0.47	\$688.98	\$2,160.85
6	Case Manager	JS	0.03	\$53,669.30	\$1,610.08	0.47	\$753.68	\$2,363.76
6	Case Manager	CS	0.03	\$41,465.08	\$1,243.95	0.47	\$582.29	\$1,826.24
6	Case Manager	LW	0.02	\$48,782.45	\$975.65	0.47	\$456.70	\$1,432.35
6	Case Manager	MW	0.02	\$48,782.45	\$975.65	0.47	\$456.70	\$1,432.35
6	Case Manager	VT	0.02	\$48,782.45	\$975.65	0.47	\$456.70	\$1,432.35

6	Director of Care and Support	KE	0.01	\$59,847.84	\$598.48	0.47	\$280.15	\$878.63
6	Director of Care and Support	LL	0.05	\$61,419.38	\$3,070.97	0.47	\$1,437.52	\$4,508.49
6	Executive Director	MB	0.02	\$104,389.27	\$2,087.79	0.47	\$977.29	\$3,065.08
6	I&A Specialist Newport	DM	0.05	\$44,003.23	\$2,200.16	0.47	\$1,029.89	\$3,230.05
6	I&A Specialist St J	KD	0.05	\$40,042.08	\$2,002.10	0.47	\$937.18	\$2,939.28
6	Nutritional Assessments	NF	0.05	\$42,044.18	\$2,102.21	0.47	\$984.04	\$3,086.25
6	Options Counselor	LC	0.05	\$44,928.94	\$2,246.45	0.47	\$1,051.56	\$3,298.01
6	Options Counselor	EC	0.05	\$41,118.48	\$2,055.92	0.47	\$962.38	\$3,018.30
6	Transitions Coordinator	KR	0.05	\$46,069.92	\$2,303.50	0.47	\$1,078.27	\$3,381.77
7	Outreach Specialist	SP	1.00	\$44,595.00	\$44,595.00	0.26	\$11,657.13	\$56,252.13
7	Outreach Specialist	LC	1.00	\$46,841.60	\$46,841.60	0.26	\$12,244.39	\$59,085.99
7	I&A Specialist	KM	0.10	\$46,469.00	\$4,646.90	0.26	\$1,214.70	\$5,861.60
7	I&A Specialist	TM	0.10	\$46,469.00	\$4,646.90	0.26	\$1,214.70	\$5,861.60
7	I&A Specialist	JR	0.10	\$46,469.00	\$4,646.90	0.26	\$1,214.70	\$5,861.60
7	Nutrition and Wellness Coordinator	NW	0.13	\$43,490.00	\$5,653.70	0.26	\$1,477.88	\$7,131.58
8	Family Services Director	PB	0.08	\$89,440.00	\$7,155.20	0.29	\$2,075.01	\$9,230.21
8	Family Services Coordinator	DQ	0.05	\$68,640.00	\$3,432.00	0.48	\$1,647.36	\$5,079.36
8	Family Services Worker	AJ	0.13	\$45,760.00	\$5,948.80	0.37	\$2,201.06	\$8,149.86

8	Family Services Worker	KB	0.13	\$45,760.00	\$5,948.80	0.41	\$2,439.01	\$8,387.81
8	Family Services Worker	KBU	0.13	\$45,760.00	\$5,948.80	0.38	\$2,260.54	\$8,209.34
8	Family Services Worker	AO	0.13	\$46,800.00	\$6,084.00	0.15	\$912.60	\$6,996.60
9	3 sq grant manager	EH	0.46	\$44,346.00	\$20,399.16	0.40	\$8,169.86	\$28,569.02
9	Aging Services Director	SB	0.01	\$82,077.00	\$820.77	0.40	\$328.72	\$1,149.49
9	Case Aide - Benn	DW	0.08	\$37,612.00	\$3,008.96	0.40	\$1,205.09	\$4,214.05
9	Case Aide - Rutland	MM	0.01	\$47,570.00	\$475.70	0.40	\$190.52	\$666.22
9	Case Mgr	AV	0.01	\$51,438.00	\$514.38	0.40	\$206.01	\$720.39
9	Case Mgr	AW	0.01	\$51,251.00	\$512.51	0.40	\$205.26	\$717.77
9	Case Mgr	AM	0.01	\$47,362.00	\$473.62	0.40	\$189.68	\$663.30
9	Case Mgr	BJ	0.01	\$48,776.00	\$487.76	0.40	\$195.35	\$683.11
9	Case Mgr	CC	0.01	\$42,120.00	\$421.20	0.40	\$168.69	\$589.89
9	Case Mgr	CB	0.02	\$42,120.00	\$842.40	0.40	\$337.38	\$1,179.78
9	Case Mgr	JG	0.01	\$44,346.00	\$443.46	0.40	\$177.61	\$621.07
9	Case Mgr	KS	0.01	\$43,056.00	\$430.56	0.40	\$172.44	\$603.00
9	Case Mgr	KC	0.01	\$49,795.00	\$497.95	0.40	\$199.43	\$697.38
9	Case Mgr	LW	0.01	\$42,349.00	\$423.49	0.40	\$169.61	\$593.10
9	Case Mgr	MF	0.01	\$44,387.00	\$443.87	0.40	\$177.77	\$621.64
9	Case Mgr	MA	0.01	\$44,346.00	\$443.46	0.40	\$177.61	\$621.07
9	Case Mgr	MP	0.01	\$44,782.00	\$447.82	0.40	\$179.35	\$627.17
9	Case Mgr	MT	0.01	\$48,547.00	\$485.47	0.40	\$194.43	\$679.90
9	Case Mgr	NE	0.01	\$48,090.00	\$480.90	0.40	\$192.60	\$673.50
9	Case Mgr	SB	0.01	\$53,581.00	\$535.81	0.40	\$214.59	\$750.40
9	Case Mgr	TM	0.01	\$54,538.00	\$545.38	0.40	\$218.42	\$763.80
9	Case Mgr	TB	0.01	\$44,346.00	\$443.46	0.40	\$177.61	\$621.07
9	Case Mgr	VO	0.01	\$44,346.00	\$443.46	0.40	\$177.61	\$621.07
9	Case Mgr	VT	0.01	\$44,346.00	\$443.46	0.40	\$177.61	\$621.07

9	Case Mgr - Supervisor	JG	0.03	\$53,830.00	\$1,614.90	0.40	\$646.77	\$2,261.67
9	Case Mgr - Supervisor	SR	0.05	\$60,986.00	\$3,049.30	0.40	\$1,221.24	\$4,270.54
9	Case mgt/float	MD	0.02	\$29,931.00	\$598.62	0.40	\$239.75	\$838.37
9	Data Mgr	JH	0.02	\$25,085.00	\$501.70	0.40	\$200.93	\$702.63
9	Executive Director	RG	0.01	\$106,600.00	\$1,066.00	0.40	\$426.93	\$1,492.93
9	I & A	LD	0.01	\$45,552.00	\$455.52	0.40	\$182.44	\$637.96
9	I & A	TE	0.01	\$40,560.00	\$405.60	0.40	\$162.44	\$568.04
9	I & A	TE	0.01	\$40,560.00	\$405.60	0.40	\$162.44	\$568.04
9	I & A	VR	0.01	\$39,915.00	\$399.15	0.40	\$159.86	\$559.01
9	Lead Case Manager	AH	0.01	\$48,173.00	\$481.73	0.40	\$192.93	\$674.66
9	Nutrition Director	CA	0.08	\$76,752.00	\$6,140.16	0.40	\$2,459.13	\$8,599.29
9	Nutrition intake coordinator	SC	0.04	\$41,579.00	\$1,663.16	0.40	\$666.10	\$2,329.26
9	Nutrition Wellness supervisor	JG	0.06	\$48,776.00	\$2,926.56	0.40	\$1,172.09	\$4,098.65
9	Options Counselor	GW	0.01	\$28,371.00	\$283.71	0.40	\$113.63	\$397.34
9	Options Counselor	KC	0.01	\$62,254.00	\$622.54	0.40	\$249.33	\$871.87
9	Options Counselor RN Transition	SB	0.00	\$81,266.00	\$0.00	0.40	\$0.00	\$0.00
9	Program Admin	DW	0.02	\$29,936.00	\$598.72	0.40	\$239.79	\$838.51
9	Program Admin	DW	0.02	\$29,936.00	\$598.72	0.40	\$239.79	\$838.51
10	Director - Community Resources	EC	0.50	\$100,286.16	\$50,143.08	0.48	\$24,068.68	\$74,211.76
10	Manager - Community Resources	JL	0.85	\$69,801.86	\$59,331.58	0.32	\$18,986.11	\$78,317.69
10	Program Specialist -	AMS	0.90	\$63,537.40	\$57,183.66	0.37	\$21,157.95	\$78,341.61

	Community Resources							
10	Program Specialist - Community Resources	SC	0.90	\$63,537.40	\$57,183.66	0.52	\$29,735.50	\$86,919.16
11	Outreach & Events Coordinator	SB	0.63	\$49,950.00	\$31,468.50	0.27	\$8,496.50	\$39,965.00
11	Case Manager	MH	0.12	\$49,950.00	\$5,994.00	0.27	\$1,618.38	\$7,612.38
12	Benefit Program Administrator	AC	0.02	\$101,148.80	\$2,022.98	0.77	\$1,552.64	\$3,575.62
12	Benefit	EH	0.03	\$96,063.65	\$2,881.91	0.81	\$2,331.18	\$5,213.09
12	Benefit Program Assistant Administrator	LA	0.50	\$81,847.39	\$40,923.70	0.85	\$34,957.02	\$75,880.72
12	Benefit Program Assistant Administrator	BP	0.45	\$84,549.31	\$38,047.19	0.55	\$20,925.94	\$58,973.13

Staffing Summary Totals

FTE Outreach	Staff Salary	Staff Outreach Salary	Staff Outreach Benefits	Total Outreach Staffing Expense
21.78	\$12,474,442.21	\$1,315,301.86	\$465,774.28	\$1,781,076.14

Note: this is embedded within the attached Excel Workbook: Statewide FFY26 3SVT Project Summary under tab SummaryStaffingDetail.

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 FFY26 3SVT Outreach Project Summary for all projects Budget Details.

Project Budget/Justification Overview:

The state plan budget is for FFY26 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 FTEs 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 eleven partner organizations for FFY26. 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 outreach 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.
 - \$284,176.72
- **Fringe costs:**
Fringe includes Medical and Dental Insurance, HSA and HRA Contributions, Payroll Taxes, Workers Compensation, and Retirement Match
.25 x \$284,176.72 (25% x Total Salaries) = \$71,044.18 (rounded)
 - \$71,044.18

Direct Operating Costs:

- \$53,417.52
- **Copying/Printing Materials: \$6,302.20**

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ (0.01)	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Print Materials for In-person Trainings	3300	\$0.135	\$ 445.50	In House Printing - 44 double-sided pages of print materials for an estimated 5 trainings with an average of 15 participants. = 44 double sided pages x \$0.135 = \$5.94 per person; 5 trainings with an average of 15 participants per training = \$5.94 x 15 = \$89.10, total 3,300 double sided pages.
Print Materials for Community Partners	850	\$ 0.135	\$ 114.75	In House Printing - 3SVT Training Manuals (17 double-sided pages, 5 copies per request = 85 pages per print request), 85 pages x \$0.135 = \$11.48, total 850 pages x \$.135 = 114.75
Paper Bags	1	\$2,342.00	\$ 2,342.00	External Printing - Purchase and print of 3000 bags for holiday and other seasonal outreach

Stickers	1	\$117.90	\$ 117.90	External Printing - Print of 3000 stickers
Outreach materials	2	\$700.00	\$ 1,400.00	External Printing - Age well and CVCOA annual requests (estimated 2000 copies x 2 print runs)
Outreach materials	1	\$914.00	\$ 914.00	External Printing - Burlington Electric Department annual insert for FA outreach (est 10000copies)
Outreach materials	2	\$230.00	\$ 460.00	External Printing - Printing of seasonal flyers for community partners (estimated 600 prints x 2 print runs)
Lawn Signs	10	\$14.90	\$ 149.00	External Printing - 10 Lawn signs for outreach partners
Retractable Banners	2	\$109.33	\$ 218.66	External Printing - 2 outdoor retractable banners (33 x 80)
Magnets	1	\$140.40	\$ 140.40	External Printing - Magnets for annual UVM incoming students resources bags (est 1000)
		Total	\$6,302.20	

- Supplies: \$1,032.38

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ 0.01	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Postage	15	\$20.00	\$ 300.00	Postage for an estimated 15 community partners to deliver 3SVT Training Manuals and 3SVT Desk Aids
50-pack Box of Two Pocket Folders	2	\$24.19	\$ 48.38	Folders for an estimated 5 in-person trainings with average of 20 participants
Paper Envelopes	1	\$56.99	\$ 56.99	Pack of 100 10 x 13 brown paper envelopes
Packing tape	6	\$4.50	\$ 27.00	Pack of tape x 6 units
Postage and delivery	30	\$20.00	\$ 600.00	Postage and or delivery of packages of outreach materials to partners
		Total	\$ 1,032.38	

- Building/Space: \$25,108.34

Location	Total Square Feet	Total Staff	3SQ VT Staff	3SQVT Staff Square Feet	FTE of 3SQ VT Staff	3SQ VT project portion Square feet	3SQ VT portion of building space	Total building space cost	Total	Description of item
Even cents adjustment									\$ 0.01	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
38 Eastwood Drive, Suite 100, South Burlington, VT 05401	5125	18	9	2562.50	0.437	1119	0.218	\$ 115,000.00	\$25,108.33	"Rent and CAM (common area maintenance - heat, plowing, mowing, bathrooms, cleaning of common spaces, etc), cleaning, utilities "
								Total	\$25,108.34	

- Contractual (Graphic Design): \$7,375.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Graphic Design Consultant	125	\$59.00	\$ 7,375.00	Design and Website work performed by our graphic design consultant. Per hour rate is listed in cost per unit.
		Total	\$7,375.00	

- Presenter Fees: \$900

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Training or Event Presenter Fee	6	\$ 150.00	\$ 900.00	Presenter Fees for an estimated 5 trainings and 1 event
		Total	\$ 900.00	

- Translation Services: \$6,155.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Translation on demand	7	\$65.00	\$ 455.00	Translation of materials (less than 100 words) x 7 languages
Translation on demand	7	\$100.00	\$700.00	Translation of materials (more than 100 words) x 7 languages
Interpretation	20	\$250.00	\$5,000.00	Stipends for interpreters, 20 stipends for 10 hours of interpretation
		Total	\$6,155.00	

- Tabling Fees: \$300.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Tabling Fees	2	\$150.00	\$ 300.00	Fees for events such as parades, statewide exhibits, etc
		Total	\$300.00	

- Long Distance Travel: \$4,250.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Anti-Hunger Policy Conference - registration	2	\$550.00	\$1,100.00	Two registrations for the SNAP Outreach and Education Team to the national Anti-Hunger Conference in Washington D.C.
Anti-Hunger Policy Conference - airfare	2	\$425.00	\$ 850.00	Travel to Washington D.C. for the Anti-Hunger Policy Conference.
Anti-Hunger Policy Conference - lodging	2	\$828.00	\$1,656.00	2 hotel rooms for 3 nights each in Washington D.C during the Anti-Hunger Policy Conference
Anti-Hunger Policy Conference - expenses	2	\$322.00	\$ 644.00	additional travel expenses, such as ground transportation, while in Washington D.C. for the Anti-Hunger Policy Conference
		Total		\$ 4,250.00

- Local Travel: \$1,994.60

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Training Milage	625	\$ 0.70	\$ 437.50	5 trips to host 3SVT trainings at maximum roundtrip distance of 125 miles each = 625 total miles
Farm to Plate Annual Conference - registration	4	\$104.00	\$ 416.00	Four registrations for the SNAP Outreach and Education Team to the Annual Farm to Plate Conference
Farm to Plate Annual Conference - travel	573	\$ 0.70	\$ 401.10	191 miles round trip x 3 = 573 total miles
Farm to Plate lodging	1	\$110.00	\$ 110.00	1 hotel room for 1 night at Farm to Plate Conference site
Outreach Mileage	900	\$ 0.70	\$ 630.00	estimated traveling 100 miles each month x 9 months = 900 miles
		Total	\$ 1,994.60	

Indirect Costs:

The partner uses the de minimis Indirect Rate of 15% of Total Modified Direct Costs. $\$408,638.42 \times .15 = \$61,295.76$

- \$61,295.76

Overall Project #1 Total Budget: \$479,934.18

Project 2: BROCC 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.

- \$23,883.83

- Fringe costs:

Fringe benefits include costs such as FICA 5.57%, Unemployment 2.0%, Retirement 1.66% Health Insurance 12.92%, HRA Contributions 2.00%, Dental 1.96% Workers Comp 2.28%, Holiday 4.0%, Sick 2.61% and Life Ins 1.0% = 36% Total Fringe rates are calculated annually by dividing the total cost of employee benefits by total salaries. This rate is applied consistently

across applicable positions to allocate benefit costs in a fair and transparent manner.

$.36 \times \$23,883.83$ (36% x Total Salaries) = \$8,598.17 (rounded)

- \$8,598.17

Indirect Costs:

The partner has a federally negotiated provisional rate of 30.40% that expires on 9/30/2027.

$30.4\% \times \$32,482.00$ = \$9,874.52 (rounded)

- \$9,874.52 (rounded)

Overall Project #2 Total Budget: \$42,356.52

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.

- \$209,555.86

- Fringe costs:

Fringe expenses include health insurance, dental insurance, vision insurance, HRA expenses, life insurance, and workers comp insurance. 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. This calculation provides the true cost to the organization. All staff receive the same benefits and it's not determined based on their position type. The fringe rate is 30% of total salary costs.

- \$62,866.76 (rounded)

Direct Operating Costs:

- \$18,454.02

- Copying/Printing Materials: \$1,199.26

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ 0.01	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Printing of Mailings	13,325	\$ 0.09	\$ 1,199.25	SNAP outreach informational materials that will be sent with the monthly nutrition statements. SNAP outreach informational documents in our new intake welcome packets. ROI forms.
		Total	\$ 1,199.26	

- Internet/Telephone: \$444.60

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
SNAP Calls	0.074	\$ 6,000.00	\$ 444.60	Our Information & Assistance team tracks call topics and content. Past years this has resulted in approx. 235 calls per quarter related to SNAP with a 3,168 total calls per quarter taken by the Information & Assistance Team. This represents approximately 7.41% of the total calls managed by this team.
		Total	\$ 444.60	

- Supplies: \$10,393.50

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Postage for Mailings	13,325	\$ 0.78	\$ 10,393.50	SNAP outreach informational materials that will be sent with the monthly nutrition statements. SNAP outreach informational documents in our new intake welcome packets.ROI forms.
		Total	\$10,393.50	

- Building/Space: \$6,416.66
- 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.

Location	Total Square Feet	Total Staff	3SQVT Staff	3SQVT Staff Square Feet	FTE of 3SQVT Staff	3SQVT project portion Square feet	3SQVT portion of building space	Total building space cost	Total	Description of item
Even cents adjustment									\$ (0.01)	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).

Colchester	10,500	82	55	7,043	2.19	0.03	0.03	91,526.00	\$2,444.41	In FY26, we own a property in Colchester. The cost includes depreciation expense, maintenance and utilities cost.
St. Albans	3,565	17	17	3,565	0.84	0.05	0.05	45,512.00	\$2,248.83	In FY26, we own a property in St. Albans. The cost includes depreciation expense, maintenance and utilities cost.
Middlebury	1,511	14	14	1,511	0.65	0.05	0.05	37,120.00	\$1,723.43	In FY26, we own a property in Middlebury. The cost includes depreciation expense, maintenance and utilities cost.
								Total	\$6,416.66	

Indirect Costs:

The partner uses de minimis rate of 15% of the total modified direct costs.

- 15% x \$290,873.64 = \$43,631.50 (rounded)

Overall Project #3 Total Budget: \$334,508.14

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.

- \$89,832.76

- **Fringe costs:**

Fringe costs include health insurance, medical reimbursement plan, dental insurance, vision insurance, workers compensation, FICA, Medicare, unemployment and retirement plan employer contributions. Fringe benefits are allocated based on a percentage of total wages. The rate used in this budget is based on the same budgeted rate being used for FY25 which is 32.81%. All full-time staff are offered the same health plan options, regardless of position. $\$89,832.76 \times .3281 = \$29,474.14$

- \$29,474.14

Direct Operating Costs:

- \$11,175.00

- **Copying/Printing Materials: \$8,250.00**

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Postage - regular	4	\$660.00	\$2,640.00	regular postage rate for (4) mailings during year
Postage - higher	4	\$1,340.00	\$5,360.00	higher postage rate for (4) mailings during year
Postage - additional	4	\$62.50	\$ 250.00	\$62.50 estimated postage cost (not related to mailings mentioned above)
		Total	\$ 8,250.00	

- Direct Space: \$825.00

Location	Total Square Feet	Total Staff	3S QV T Staff	3SQVT Staff Square Feet	FTE of 3SQVT Staff	3SQVT project portion Square feet	3SQVT portion of building space	Total building space cost	Total	Description of item
Even cents adjustment									\$ (0.93)	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
59 North Main Street, Suite 200, Barre, VT 05641	4500	38	30	42.00	1.73	42	0.0093	\$ 88,492.00	\$ 825.93	cost of rental of office space for 3Squares Outreach Specialist based on 42 square foot office out of 4,500 square foot office space. Includes rent and utilities of \$88,492 per year. $88,492 * 42 / 4,500 = 825$
								Total	\$ 825.00	

- Travel: \$2,100.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Local Travel	3000	\$ 0.70	\$ 2,100.00	3,000 estimated miles driven by 3Squares Outreach staff (based on current IRS mileage reimbursement rate of .70)
		Total	\$ 2,100.00	Reminder - no odd numbers - please use cents adjustment

Indirect Costs:

- The partner uses de minimis rate of 15% of the modified direct costs totaling \$130,480.
 - 15% x \$130,480 = \$19,572.00
 - \$19,572.00

Overall Project #4 Total Budget: \$150,053.90

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.

 - \$127,360.48
- Fringe costs:

Fringe costs include Health Insurance (BCBS), Dental Insurance, Life Insurance, Short- and Long-Term Disability Insurance, State and Federal Unemployment Taxes, FICA, 403b Retirement contribution, Vacation accrual, Employee Assistance Program, and Workers Compensation Insurance. CVOEO applies for a federally approved fringe benefit rate agreement with US Health and Human Services. It is calculated by full-time, full-time program year and part-time rates. Every position receives the same benefits; there is no distinction by position. Workers Comp rates are budgeted on actual rates from the insurance company. The federally approved fringe rate is calculated by full-time, part-time and full-time program year rates. It essentially accumulates the prior year's total fringe benefits expense by salary category. It then takes that number and adds or subtracts a rolling carry-forward over/under amount from prior years. It then takes that amount and divides it by the payroll cost for each salary category to get a percentage for the fringe rate. Fringe percentage is 40.17%

 - \$51,160.72 (rounded)

Direct Operating Costs:

- \$22,394.30

- Copying/Printing Materials: \$1,140.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
3SquaresVT Posters	400	\$ 0.90	\$ 360.00	400 3SVT tear off posters
Color Copies promo. Matls.	10000	\$ 0.05	\$ 500.00	10,000 color copies of 3SVT promotional materials
Public Display Specialty printing	4	\$70.00	\$ 280.00	Specialty printing for Public Display offices
		Total	\$1,140.00	

- Internet/Telephone: \$4,073.80

Location	Total FTEs at location	FTEs charged to Project	Total cost	Total	Description of item
Even cents adjustment				\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
CCA Office	60	0.7	\$ 50,400.00	\$ 588.00	Allocated cost of phone and internet for Comcast, Verizon, TPx, BCN at 255 South Champlain Street, Burlington
ACA Office	3	0.45	\$ 2,724.00	\$ 408.60	Allocated cost of phone and internet for Comcast, Verizon, TPx, at 54 Creek Rd, Middlebury
FGI Office	10	0.5	\$ 8,000.00	\$ 400.00	Allocated cost of phone and internet for Comcast, Verizon, TPx, BCN at 5 Lemnah Drive, St. Albans
FCV Office	20	0.3	\$ 10,000.00	\$ 150.00	Allocated cost of phone and internet for Comcast, Verizon at 228 No. Winooski Ave, Burlington
IT Services	93	1.95	\$120,528.00	\$ 2,527.20	Egnyte, Adobe, Microsoft, Zoom, etc. Subscriptions for access to systems.
			Total	\$4,073.80	

- Supplies: \$1,680.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Office Supplies CCA	12	\$ 50.00	\$ 600.00	general site supplies (paper, pens, notebooks, toner) at 255 South Champlain, postage for mailings per monthly allocation
Office Supplies ACA	12	\$ 30.00	\$ 360.00	general site supplies (paper, pens, notebooks, toner) at 54 Creek Rd., postage for mailings per monthly allocation
Office Supplies FGI	12	\$ 30.00	\$ 360.00	general site supplies (paper, pens, notebooks, toner) at 5 Lemnah Drive, postage for mailings per monthly allocation
Office Supplies FCV	12	\$ 30.00	\$ 360.00	general site supplies (paper, pens, notebooks, toner) at 228 No. Winooski Ave., postage for mailings per monthly allocation
		Total	\$ 1,680.00	

- Building/Space: \$14,230.50

Location	Total FTEs at location	FTEs charged to Project	Total cost	Total	Description of item
Even cents adjustment				\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
255 Rent	60	0.7	\$240,000.00	\$ 2,800.00	Monthly allocated Rent for 255 South Champlain Street, per lease.
255 Utilities	60	0.7	\$ 24,000.00	\$ 280.00	Vermont Gas, Burlington Electric allocated monthly for 255 South Champlain Street.

255 Space Maintenance	60	0.7	\$ 14,400.00	\$ 168.00	office cleaning, trash, shredding, minor repairs, etc. allocated monthly for 255 South Champlain Street.
54 Creek Rd Rent	3	0.45	\$ 27,000.00	\$ 4,050.00	Monthly allocated Rent for 54 Creek Rd, per lease.
54 Creek Rd Utilities	3	0.45	\$ 3,600.00	\$ 540.00	Vermont Gas, Green Mountain Power allocated monthly for 54 Creed Rd.
54 Creek Rd Space Maintenance	3	0.45	\$ 6,000.00	\$ 900.00	office cleaning, trash, shredding, minor repairs, etc. allocated monthly for 54 Creek Rd.
5 Lemnah Rent	10	0.5	\$ 65,000.00	\$ 3,250.00	Monthly allocated Rent for 5 Lemnah Drive, per lease.
5 Lemnah Utilities	10	0.5	\$ 8,400.00	\$ 420.00	Vermont Gas, Green Mountain Power allocated monthly for 5 Lemnah Drive.
5 Lemnah Space Maintenance	10	0.5	\$ 7,200.00	\$ 360.00	office cleaning, trash, shredding, minor repairs, etc. allocated monthly for 5 Lemnah Drive.
228 Rent	20	0.3	\$ 47,100.00	\$ 706.50	Monthly allocated Rent for 228 No. Winooski Ave., per Lease.
228 Utilities	20	0.3	\$ 42,000.00	\$ 630.00	Vermont Gas, Burlington Electric allocated monthly for 228 No. Winooski Ave.
228 Space Maintenance	20	0.3	\$ 8,400.00	\$ 126.00	office cleaning, trash, shredding, minor repairs, etc. allocated monthly for 228 No. Winooski Ave.
			Total	\$14,230.50	

- Translation Services: \$920.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Translation/Interpretation	20	46	\$ 920.00	Translation/interpretation for clients, 20 hours.
		Total	\$ 920.00	

- Travel: \$350.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Mileage	500	\$ 0.70	\$ 350.00	Home visits to clients, attending workshops and other meetings/trainings, distribution of outreach materials
		Total	\$ 350.00	

Indirect Costs:

This partner uses a rate of 24.3% of total salary costs.

.243 x \$127,360.48 = \$30,948.60

- \$30,948.60

Overall Project #5 Total Budget: \$231,864.10

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.

- \$33,892.25

- Fringe costs:

Social Security, unemployment, worker's comp, health insurance, health reimbursement account, dental, pension. Fringe is available to all staff, cost is estimate based on current costs plus inflation. The rate is based on total agency fringe/ total agency salaries. Fringe rate is 47%.

- \$15,864.93 (rounded)

Indirect Costs:

The partner uses de minimis rate of 15% of the total modified direct costs.

15% x \$49,757.18 = \$7,463.56 (rounded)

- \$7,463.56

Overall Project #6 Total Budget: \$57,220.74

Project 7: COASEV (Sr 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.
○ \$111,031.00
- **Fringe costs:**
Fringe costs include: FICA tax (7.26%), unemployment tax (1.67%), VT CC tax (.44%), workers compensation insurance (1.2%), health and dental insurance (11.5%), HRA (2.5%), life and LTD insurance (.76%), and pension (1.25%).
Total Fringe is 26.14%.
○ \$29,023.50 (rounded)

Direct Operating Costs:

- \$11,910.00
- **Copying/Printing Materials: \$6,300.00**

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
3SquaresVT mailing	3500	\$ 0.90	\$ 3,150.00	Printing and postage costs for 3Sq mailings to 3,500 households.
3SquaresVT mailing #2	3500	\$ 0.90	\$ 3,150.00	Printing and postage costs for 3Sq mailings to 3,500 households.
		Total	\$6,300.00	

- **Tabling Fees: \$300.00**

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Tabling fees	6	\$50.00	\$ 300.00	Estimate of tabling fees for outreach events
		Total	\$300.00	

- Other – Software licensing: \$1,110.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
PeerPlace software	2	\$555.00	\$ 1,110.00	2 annual licenses for software for 2 full time employees, estimate based on current year costs.
		Total	\$1,110.00	

- Travel: \$4,200.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Local travel	6000	\$ 0.70	\$ 4,200.00	Local mileage for employees to travel to outreach events.
		Total	\$4,200.00	

Indirect Costs:

The partner uses de minimis rate of 15% of the total modified direct costs.

$$15\% \times \$151,964.50 = \$22,794.68$$

- \$22,794.68

Overall Project #7 Total Budget: \$174,759.18

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.

- \$34,517.60

- Fringe costs:

Required employment costs: FICA, SUTA, ACT76, Workers' Comp AND Optional benefit costs: Medical, Dental, Life & Disability insurances, H.S.A/Flex and 403B match. Fringe Benefits are calculated on gross wages and actual

optional benefits elected. All full-time employees are offered the same benefit package. FICA .0765*salary; SUTA .03508*salary; insurances based on plan rates; 403B match up to 4%

- \$11,535.58

Indirect Costs:

This partner uses a rate of 29.8% of the total salaries and fringe costs.

.298 x \$46,053.18 = \$13,723.84 (rounded)

- \$13,723.84

Overall Project #8 Total Budget: \$59,777.02

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.

- \$55,871.10

- Fringe costs:

Fringe costs include Social Security, unemployment, worker's comp, health insurance, HSA, dental, STD/LTD, vision, pension total is 40.05% of salary. Fringe costs are available to all staff.

- \$22,376.40

Direct Operating Costs:

- \$3,262.50

- Copying/Printing Materials: \$3,262.50

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
3SQVT Posters	100	\$4.00	\$ 400.00	SNAP Posters with eligibility info.
3SquaresVT informational calendar	150	\$4.75	\$ 712.50	Calendar with 3SQVT info (25% of total cost allocated to 3sq)
3SQVT in a SNAP Rack Cards	200	\$0.75	\$ 150.00	SNAP rack cards with eligibility info.
3SQVT Quarterly Mailing	4000	\$0.50	\$ 2,000.00	3SQVT Quarterly Mailing
		Total	\$ 3,262.50	

Indirect Costs:

The partner uses de minimis rate of 15% of the total modified direct costs.

15% x \$81,510.00 = \$12,226.00 (rounded)

- \$12,226.00

Overall Project #9 Total Budget: \$93,736.00

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.

- \$223,841.98

- Fringe costs:

Health insurance, dental insurance, 403b contribution, workers compensation insurance, FICA, unemployment compensation, long-term/short-term disability, life insurance. Fringe benefits are calculated by determining the specific actual cost of fringe benefits for each employee, then multiplied by portion of position dedicated to 3SVT Outreach Services. We are using a projection for FY26 because health insurance costs change yearly. Fringe benefits are only provided to full-time employees; otherwise, all staff are offered the same benefit options.

- \$93,948.24

Direct Operating Costs:

- \$71,767.96

- Copying/Printing Materials: \$41,412.08

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Food Box with printed 3SVT message	20,400	\$ 1.68	\$34,272.00	A factual message about 3SquaresVT will be printed on exterior of box. Boxes will be used to distribute food throughout the state. Estimating 5100 boxes per quarter. Pricing based on recent quote from box vendor.

rack cards	19,048	\$ 0.21	\$ 4,000.08	Distributed through VF online ordering system to network partners, at outreach and tabling events, and mailed to community partners
Staff business cards	1500	\$ 0.16	\$ 240.00	Used for outreach, application assistance, and partnership building and includes printed information about 3SquaresVT
postcard mailer	5000	\$ 0.48	\$ 2,400.00	Mailing project with RKD sent to home addresses throughout VT
stickers	1000	\$ 0.50	\$ 500.00	Printed materials for tabling and outreach
		Total	\$41,412.08	

- Internet/Telephone: \$3,180.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
cell phone	4	\$660.00	\$ 2,640.00	\$55/month x 12=\$660/year per unit. 4 staff.
Microsoft Teams phone account	3	\$180.00	\$ 40.00	\$15/month x 12= \$180/year. Helps with dropped calls due to cell phone network instability. 3 staff.
		Total	\$3,180.00	

- Supplies: \$8,545.48

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Printer Ink	6	\$ 125.00	\$ 750.00	2 printer ink cartridges/year x 3 staff. Used solely for 3SVT purposes.
Laptop EC	1	\$ 750.00	\$ 750.00	All 4 members of team are scheduled for laptop replacement in FY26. Current estimate of \$1300/laptop total cost. Only charging % used for 3SVT purposes, using staffing time projections: EC=50%=\$750

Laptop JL	1	\$1,105.00	\$1,105.00	All 4 members of team are scheduled for laptop replacement in FY26. Current estimate of \$1300/laptop total cost. Only charging % used for 3SVT purposes, using staffing time projections: JL=85%=\$1105
Laptop AMS	1	\$1,170.00	\$1,170.00	All 4 members of team are scheduled for laptop replacement in FY26. Current estimate of \$1300/laptop total cost. Only charging % used for 3SVT purposes, using staffing time projections: AMS=90%=\$1170
Laptop SC	1	\$1,170.00	\$1,170.00	All 4 members of team are scheduled for laptop replacement in FY26. Current estimate of \$1300/laptop total cost. Only charging % used for 3SVT purposes, using staffing time projections: SC=90%=\$1170
Postage	4616	\$ 0.78	\$3,600.48	Annual projection of \$3600 total, which includes \$1100 for RKD postcard mailer plus \$2500 for all other mailing which includes paper application assistance and rack card distribution. Using federal rate of .78/stamp which starts July 2025.
		Total	\$8,545.48	

- Contractual: \$5,355.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Customer Management Software	1	\$1,080.00	\$ 1,080.00	Oasis Database. Yearly fee for secure online customer management software used for application assistance tracking by 3SVT team. This is used solely for 3SVT purposes.
Texting service	1	\$2,995.00	\$ 2,995.00	Educational Messaging Service. Yearly fee for secure online customer management software used for application assistance tracking by 3SVT team. This is used solely for 3SVT purposes.

Secure signature software	2	\$ 250.00	\$ 500.00	Dropbox sign. Yearly fee for 2 licences for team to access secure document signing online platform used for application assistance. This is used solely for 3SVT purposes.
Email Encryption	4	\$ 60.00	\$ 240.00	Bracket. \$5/month per user=\$60/year. Email encryption platform to protect customer data. This is used solely for 3SVT purposes.
PDF editing software	3	\$ 180.00	\$ 540.00	Adobe Acrobat Pro. \$15/month per user=\$180 year per license.This includes 3 staff who use solely for 3SVT purposes.
		Total	\$5,355.00	

- Interpretation Services: \$1,480.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Phone Interpretation	1000	\$ 1.00	\$ 1,000.00	Company that provides phone interpretation upon request for varied languages, charge varies by language but on average \$1/minute. Used for application assistance.
Written Translation	8	\$60.00	\$ 480.00	Used when existing VF 3SVT documents are requested by community members in multiple languages. Cost varies by project and is generally \$60/hr.
		Total	\$1,480.00	

- Tabling Fees: \$100.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Parking fees	5	\$10.00	\$ 50.00	Parking fees related to outreach events and partner mtgs

Tabling fee	1	\$50.00	\$ 50.00	This is low because often the tabling fee is included in conference registration fee, which is included under "training" tab
		Total	\$100.00	

- Other – Meetings/Trainings: \$5,400.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Trainings/Conferences	16	\$250.00	\$ 4,000.00	Fees to attend 3SVT related online or in person trainings or conferences. Average cost of \$250/event x 1/quarter= \$1000/year x 4 staff on team. This cost is solely in support of 3SVT purposes and not other programs.
Team retreats	2	\$250.00	\$ 500.00	Site rental plus meal for team of 4 staff. Meeting 2x/year. Montepelier \$325 + \$75 for meal Barre \$100 for meal solely in support of 3SVT.
Team retreat trainer	1	\$500.00	\$ 500.00	Cost for 1 external trainer to join 1 yearly team retreat. This cost is solely in support of 3SVT purposes and not other programs.
Team meetings	2	\$ 200.00	\$ 400.00	Food or snacks related to in-person team meetings (not 1:1 mtgs.) 2 mtgs of 4 VF staff to review progress, develop projects, or meet as a team with additional outreach partners. This cost is solely in support of 3SVT purposes and not other programs.
		Total	\$5,400.00	

- Travel: \$6,295.40

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Local mileage	8572	\$ 0.70	\$ 6,000.40	Projected annual mileage for 4 staff to cover 3SVT related meetings, outreach events, presentations, team retreats, and trainings. Using 2025 federal reimbursement rate of 0.70/mile
Lodging	2	\$147.50	\$ 295.00	Only used in situations where timing of event plus travel time needed for staff requires overnight stay before or after the event. In-state only situations.
		Total	\$6,295.40	

Indirect Costs:

The partner uses de minimis rate of 15% of the total modified direct costs. $15\% \times \$389,558.18 = \$58,433.72$

- \$58,456.98

Overall Project #10 Total Budget: \$447,991.90

Project 11: Neighborhood Connections, Inc.:

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.

- \$37,462.50

- Fringe costs:

Fringe costs include a Health Care Stipend of up to \$400 per month for staff working at 3/4 time or more (we do not offer a direct health care plan); 160 hours annually of PTO; and 7.65% social security contribution. Full-time at Neighborhood Connections consists of a 4-day, 32-hour week. All staff receive benefits, the amount of which depends on their contractually agreed upon annual hours. Full-time (4 days) employees get the same benefits, while part-time employees receive pro-rated benefits based on hours worked. Dollar Value Health Care Stipend (\$400) per person + (160 hours PTO x hourly

wage) + 7.65% salary = total fringe benefits (TFB). TFB is then calculated as a percentage of total salary.

- \$10,114.88

Direct Operating Costs:

- \$3,626.58

- Copying/Printing Materials: \$1,900.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
100% Campaign Rack Cards	1	\$1,750.00	\$ 1,750.00	1 package of 2000 Customized Rack cards promoting 3SQVT information & resources
Posters	1	\$ 150.00	\$ 50.00	One pack of 25 posters for Health & Benefits Fair
		Total	\$1,900.00	

- Internet/Telephone: \$562.58

Location	Total FTEs at location	FTEs charged to Project	Total cost	Total	Description of item
Even cents adjustment				\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Office, 5700 VT-100, Londonderry VT 05148	9	0.75	\$6,751.00	\$ 562.58	Allocation of packaged utility cost expense to project personnel
			Total	\$562.58	

- Supplies: \$260.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Lucite Rack Card Holders	10	\$26.00	\$ 260.00	10 cases containing 10 lucite card rack holders each, for a total of 100 holders.
		Total	\$260.00	

- Tabling Events: \$400.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Table/event space rental	4	\$100.00	\$ 400.00	Event space rental for 4 local events at \$100 each.
		Total	\$400.00	

- Travel: \$504.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Local Travel	720	\$ 0.70	\$ 504.00	Round-trip Travel to and from outreach events in our service area
		Total	\$504.00	

Indirect Costs:

The partner uses de minimis rate of 15% of the total of salaries only.

.15% x \$37,462.50 = \$5,619.38 (rounded)

- \$5,619.38

Overall Project #11 Total Budget: \$56,823.34

Project 12: 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.

- \$83,875.78

- **Fringe costs:**

Fringe costs include unemployment insurance, worker's compensation, FICA, health insurance, dental insurance, vision insurance, and disability insurance. Fringe costs are calculated on an employee-by-employee basis, using actual costs.

- \$59,766.78

Direct Operating Costs:

- \$6283.98

- **Copying/Printing Materials: \$2,499.98**

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment				Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
3SVT Rack Cards	50,000	\$ 0.02	\$ 1,034.00	
3SVT Posters	7500	\$ 0.13	\$ 1,005.00	
Postage	591	\$ 0.78	\$ 460.98	
		Total	\$ 2,499.98	Reminder - no odd numbers - please use cents adjustment

- Internet/Telephone: \$780.00

Location	Total FTEs at location	FTEs charged to Project	Total cost	Total	Description of item
Even cents adjustment				\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Cell phone charge	4	1	\$3,120.00	\$ 780.00	\$65/line 4 staff equalling 1FTE chargeable to Outreach
			Total	\$ 780.00	Reminder - no odd numbers - please use cents adjustment

- Local travel: \$504.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Miles traveled	720	\$ 0.70	\$ 504.00	Estimated mileage for instate travel to partner agencies
		Total	\$ 504.00	Reminder - no odd numbers - please use cents adjustment

- Long Distance Travel: \$2,500.00

Item name	# of units	Cost per unit	Total	Description of item
Even cents adjustment			\$ -	Even cents adjustment - populate cell to adjust total direct cost category to the nearest even number in cents (ie. Round \$180.13 to \$180.14 by adding \$.01).
Airfare/ground transportation	1	\$ 800.00	\$ 800.00	1 conference for 1 staff member
Hotel	1	\$1,200.00	\$ 1,200.00	1 conference for 1 staff member
Registration fee	1	\$ 500.00	\$ 500.00	1 conference for 1 staff member
		Total	\$ 2,500.00	Reminder - no odd numbers - please use cents adjustment

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 benefiting objectives relative to the particular cost per Uniform Guidance.

- \$63,630.70

Overall Project #12 Total Budget: \$213,557.24

7. Statewide 3SVT Outreach Budget Summary:

The statewide FFY26 3SVT Statewide Outreach Budget totals \$2,332,582.26 and includes anticipated 50% Federal reimbursement totaling \$1,166,291.13 from the federal government. Of the anticipated federal reimbursement, \$735,156.27 is the calculated anticipated reimbursement for the private funding, totaling \$1,470,312.54 that is contributed to the FFY26 3SVT Outreach plan by eleven projects: HFVT, BROCO, Age Well, CVCOA, CVOEO, NEKCOA, COASEV (Senior Solutions), SEVCA, SVCOA, VF and NCV. 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, \$431,134.88(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 \$222,456.88 also from general funds, for the FFY26 3SVT Outreach Plan. Please see attached copy of the current MOU initiated by DAIL with ESD and the Excel Workbook: Statewide FFY26 3SVT Outreach Project Summary for further details.

The total non-federal dollars associated with the FFY26 3SVT Outreach State Plan is \$1,166,291.13 which is 50% of the grand total of the FFY26 3SVT Outreach budget. Specific line-item details are noted in the tab: Summary Budget Detail within the attached Excel Workbook: Statewide FFY26 3SVT Outreach Project Summary. Details by project are also within the attached Statewide FFY26 3SVT Outreach Project Summary.

FFY26 Statewide 3SVT Outreach Budget

Project #: All	FFY 26			
Expenses:	Total Project Budget	Federal 50% Reimbursement Funds	State General funds	Sub Match
(g) Personnel (Salary)	\$1,315,301.86	\$657,650.92	\$237,151.79	\$420,499.15
(h) Personnel (Benefits)	\$465,774.28	\$232,887.14	\$95,254.04	\$137,633.10
(i=g+h) Subtotal Personnel Costs	\$1,781,076.14	\$890,538.06	\$332,405.83	\$558,132.25
<u>Direct Operating Costs</u>				
Copying/Printing/Materials	\$72,266.02	\$36,133.01	\$7,278.35	\$28,854.66
Internet/Telephone	\$9,040.98	\$4,520.49	\$1,163.50	\$3,356.99
Equipment / Capital Expenditures Per 2 CFR, Part 200, § 200.33 Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Per 2 CFR, Part 200, § 200.94 Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.	\$21,911.36	\$10,955.68	\$2,400.61	\$8,555.07
Direct Space	\$46,580.50	\$23,290.25	\$5,035.04	\$18,255.21
Contractual	\$12,730.00	\$6,365.00	\$470.81	\$5,894.19
Presenters Fees for 3SVT Outreach	\$900.00	\$450.00	\$57.45	\$392.55
Translation and Interpretation Services	\$8,555.00	\$4,277.50	\$519.90	\$3,757.60

Tabling Fees	\$1,100.00	\$550.00	\$167.60	\$382.40
Other Proposed Direct Line Item Category Name: Software Licensing (Project 7 \$1,110)				
	\$1,110.00	\$555.00	\$223.70	\$331.30
Other Proposed Direct Line Item Category Name: Meetings, Trainings, Retreats (Project 10 \$5,600)	\$5,400.00	\$2,700.00	\$0.00	\$2,700.00
Rounding Adj	\$0.00	\$0.00	\$0.01	-\$0.01
(o=j+k+l+m+n) Subtotal Other Direct Costs	\$179,593.86	\$89,796.93	\$17,316.97	\$72479.96
<u>Travel</u>				
(p) Long Distance	\$6,750.00	\$3,375.00	\$1,521.31	\$1,853.69
(q) Local	\$15,948.00	\$7,974.00	\$1,907.40	\$6,066.60
(r=p+q) Subtotal Travel Costs	\$22,698.00	\$11,349.00	\$3,428.71	\$7,920.29
(s=i+o+r) Total Personnel, Direct Operating, & Travel Costs	\$1,983,368.00	\$991,683.99	\$353,151.53	\$638,532.50
(t) Indirect Costs	\$349,214.26	\$174,607.13	\$77,983.36	\$96,623.77
Rounding Adj	\$0.00	\$0.01	-\$0.01	\$0.00
(u=s+t) TOTAL Costs	\$2,332,582.26	\$1,166,291.13	\$431,134.88	\$735,156.27

Please note: this is embedded within the attached Excel Workbook: Statewide FFY26
Outreach Project Summary under tab SummaryBudgetDetail

8. Assurances

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

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

Attachments

- FNS-366A (Budget Projection) – To be submitted upon completion and certification by the State of Vermont’s Agency of Human Services Finance Department.
- Indirect Cost Rate Agreement of State agency – The State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all the benefiting 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 FFY26 Subrecipients – Attached.

BROC

SEVCA

CVOEO



BROC FY25 Indirect
Rate.pdf



SEVCA Indirect Rate
Approval 10.10.2024.pdf



CVOEO Indirect
Fringe Rate Agreement.pdf

- Copy of MOU initiated by DAIL with ESD for FFY25. The MOU initiated by DAIL with ESD, effective 10/1/2025 is in routing for execution and is not available at this time.



MOU_DCF_DAIL-ASD_
03460-70004-25_3Squ.pdf

- Subrecipient Monitoring Protocol & Checklist



ESD Subrecipient
Monitoring Protocol,
list .pdf



3SVT Site Visit check
list .pdf

- Sample of FFY26 “Draft” Rack Card and Outreach Poster



3Squares Rack Card -
Individuals & Families.



3Squares Seniors
Rack Card.pdf



3SQ-Poster.pdf

- Excel Workbook: Statewide FFY26 3SVT Outreach Project Summary



FFY 26 FINAL
REVISIONS Budget
and Staffing Plan

- Age Well Depreciation Schedule



Age Well FY26
Property Depreciation