



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: May 2, 2024  
Subject: Grant– JFO #3202

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3202:** \$3,296,092.00 to the Vermont Agency of Human Services, Department of Children and Families from the Federal Emergency Management Agency. Funds to provide services for families impacted by the July 2023 flood event through the grant subrecipient, Capstone Community Action. An IPN pre-spending notice is included in the packet for the cost of an existing temporary position at AHS, and the purchase of disaster case management software so work could begin immediately following the flooding event. *[Received April 29, 2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by **May 17, 2024**, we will assume that you agree to consider as final the Governor's acceptance of this request.

**State of Vermont**

Department of Finance & Management  
109 State Street, Pavilion Building  
Montpelier, VT 05620-0401

[phone] 802-828-2376  
[fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT  
FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	DCF is receiving \$3.3M through the FEMA Disaster Case Management Program (DCMP) to provide services for families impacted by the July 2023 flood event.				
<b>Date:</b>	4/4/2024				
<b>Department:</b>	AHS DCF				
<b>Legal Title of Grant:</b>	Individual Assistance Program - Disaster Case Management Program				
<b>Federal Catalog #:</b>	97.088				
<b>Grant/Donor Name and Address:</b>	Federal Emergency Management Agency 4720DR Joint Field Office 312 Hurricane Lane Williston VT 05495				
<b>Grant Period:</b>	<b>From:</b>	7/14/2023	<b>To:</b>	7/14/2025	
<b>Grant/Donation</b>	\$3,296,092				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$1,110,480	\$1,642,155	\$543,457	\$3,296,092	
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
	0				
<b>Additional Comments:</b>	Package includes AA-1PN.				
<b>Department of Finance &amp; Management</b>	Adam Greshin	Digitally signed by Adam Greshin Date: 2024.04.09 10:08:00 -0400			(Initial)
<b>Secretary of Administration</b>	Sarah Clark	04AB832CD55C738...			(Initial)
<b>Sent To Joint Fiscal Office</b>					<b>Date</b>




## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Human Services		
<b>2. Department:</b>		Children and Families		
<b>3. Program:</b>		Disaster Case Management		
<b>4. Legal Title of Grant:</b>		Individual Assistance Program - Disaster Case Management Program		
<b>5. Federal Catalog #:</b>		97.088		
<b>6. Grant/Donor Name and Address:</b> Federal Emergency Management Agency				
<b>7. Grant Period:</b>		<b>From:</b> 7/14/2023	<b>To:</b> 7/14/2025	
<b>8. Purpose of Grant:</b> Disaster Case Management Services for households impacted by the July 2023 Floods.				
<b>9. Impact on existing program if grant is not Accepted:</b> We would be unable to provide Disaster Case Management Services to Households who were impacted by the July 2023 flood disaster.				
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	
Personal Services	\$49,665	\$78,538	\$26,852	
Operating Expenses	\$52,751	\$43,025	\$1,045	
Grants	\$1,008,064	\$1,520,592	\$515,560	
<b>Total</b>	<b>\$1,110,480</b>	<b>\$1,642,155</b>	<b>\$543,457</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$1,110,480	\$1,642,155	\$543,457	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Appropriation No:</b>	3440100000	<b>Amount:</b>	\$3,296,092	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	<b>\$3,296,092</b>	

# STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

## PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No  
If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

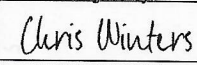
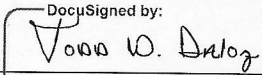
Appointing Authority Name: Chris Winters Agreed by:  (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>	0	

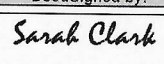
12a. Equipment and space for these positions:  Is presently available.  Can be obtained with available funds.

## 13. AUTHORIZATION AGENCY/DEPARTMENT

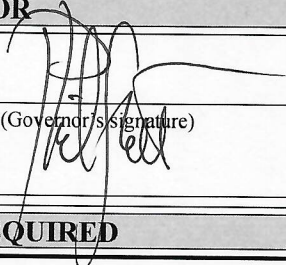
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: 	Date: 5/8/2024
Title: DCF Commissioner	
Signature: 	Date: 3/14/2024
Title: Agency of Human Services Deputy Secretary	

## 14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 4/17/2024   8:
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## 15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		Date: 4/24/24
<input type="checkbox"/> Rejected		

## 16. DOCUMENTATION REQUIRED

### Required GRANT Documentation

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Request Memo                | <input type="checkbox"/> Notice of Donation (if any)                     |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable)        |
| <input checked="" type="checkbox"/> Notice of Award             | <input type="checkbox"/> Request for Extension (if applicable)           |
| <input checked="" type="checkbox"/> Grant Agreement             | <input checked="" type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input checked="" type="checkbox"/> Grant Budget                |  |

### End Form AA-1

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



3/11/2024

## **PROGRAMMATIC TERMS AND CONDITIONS**

Disaster Case Management Program  
Major Disaster: FEMA-4720-DR-VT  
Award No. 4720DRVTDCM

### **I. DATA COLLECTION AND REPORTING**

- A. At an agreed upon time, upon receipt of the Notice of Award (NOA) or contract procurement, whichever is later, participate in a federal award kickoff meeting, facilitated by FEMA, in partnership with the state and other stakeholders.
- B. Participate in weekly FEMA and State Disaster Case Management (DCM) check-in meetings which may serve as the platform to address any challenges in advance of the grant's deadline and to discuss potential solutions before a deficiency occurs. If a deficiency occurs for any of the programmatic conditions, the recipient must detail the challenges associated with meeting it and any solutions attempted to mitigate it in the applicable monthly and quarterly programmatic reports provided to FEMA.
- C. Attendance by the recipient at all scheduling check in meetings and monitoring/site visits with FEMA program and grants staff. Per policy, a minimum of three site visits are required for DCM programs within the 24-month period of performance.
- D. Ensure all monthly, as well as quarterly, programmatic reports are completed and submitted on time to FEMA. Data elements for the monthly and quarterly reports will be determined by FEMA, in collaboration with the recipient, to include data collection and Information Technology program progress reports.

### **II. FISCAL ACCOUNTING AND MONITORING**

- A. Expenditures by the recipient, subrecipient, contractors, and all other grant participants must be separate from non-grant state expenditures and consistent with the aforementioned fiscal guidelines.
- B. Provide progress reports at all scheduled grant monitoring meetings on the Information Technology component of this DCMP grant.

### **III. TRAINING AND CONSULTANT SERVICES**

- A. Provide an assurance that the state's liability insurance requirement for case managers has been in force prior to the July 14, 2023 presidential disaster declaration.
- B. Verification by the recipient that:
  - a. All hired case managers and supervisors have completed their applicable background checks and are trained within three (3) weeks of onboarding.
  - b. All open positions are backfilled within 45 days of vacancy, unless no longer needed.
  - c. All individual recovery plans for survivors participating in the DCMP are developed within 30 days of their individual assessment.
  - d. There is an outreach and implementation plan which provides reasonable accommodations, ensuring that services are accessible to all eligible individuals.

### **IV. CLOSEOUT - 90 Days Prior to the Program Ending**

No later than 90 days prior to the DCMP period of performance end date, the recipient will provide a detailed *Case Closure Strategy and Demobilization Plan* to FEMA.

**INFORMATION CONCERNING THE FEDERAL AWARD****Disaster Case Management Program**

Major Disaster: FEMA-4720-DR-VT

Award No. 4720DRVTDCM

<b>Recipient Name:</b>	Vermont Agency of Human Services
<b>Recipient's Unique Identification Number:</b>	YLQARK22FMQ1
<b>Federal Award Identification Number (FAIN):</b>	4720DRVTDCM
<b>CFDA Number and Name:</b>	97.088, Disaster Case Management
<b>Federal Award Date:</b>	November 9, 2023
<b>Project Description:</b>	The Recipient will carry out a disaster case management program to the survivors of catastrophic flooding, mudslides and landslides in VT as detailed in the grant application dated October 11, 2023.
<b>Period of Performance Start and End Dates:</b>	July 14, 2023 to July 14, 2025
<b>Amount of Federal Funds Obligated by This Action:</b>	\$3,296,092.00
<b>Total Amount of Federal Funds Obligated:</b>	\$3,296,092.00
<b>Total Amount of the Federal Award:</b>	\$3,296,092.00
<b>Budget Approved by the Federal Awarding Agency:</b>	The approved budget is set forth below.
<b>Total Approved Cost Sharing or Matching:</b>	There is no cost share requirement for this Federal award.
<b>Name of Federal Awarding Agency and Contact Information for Awarding Official:</b>	Federal Emergency Management Agency William F. Roy, Federal Coordinating Officer, FEMA-4720-DR-VT, <a href="mailto:william.f.roy@fema.dhs.gov">william.f.roy@fema.dhs.gov</a>
<b>Identification of Whether the Award is R&amp;D</b>	No part of this Federal award is for research and development.
<b>Indirect Cost Rate:</b>	Indirect costs are not authorized under this Federal award.

**INFORMATION CONCERNING THE FEDERAL AWARD****Disaster Case Management Program**

Major Disaster: FEMA-4720-DR-VT

Award No. 4720DRVTDCM

**BUDGET COST  
CATEGORIES**

<b>Object Class</b>	
Personnel & Fringe Benefits (State)	\$155,055
Travel	\$5,110
Equipment	0.00
Supplies	\$2,160
Contractual	\$3,133,767
Construction	0.00
Indirect Charges	0.00
Other	0.00
<b>Total:</b>	<b>\$3,296,092</b>

# STATE OF VERMONT GRANT SPENDING PRE-NOTICE

(Form AA-1PN)

## PURPOSE & INSTRUCTIONS:

*This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Committee approval of grant requests and with the intent of securing a federally or privately funded grant award. Pre-notification is required for expenditures of state funds beyond basic grant application preparation and filing costs. Expenditure of these state funds does not guarantee that a grant will be awarded to the State of Vermont, or that a future grant award will be accepted by the Joint Fiscal Committee. If a grant award is subsequently received, a completed **Form AA-1 Request for Grant Acceptance** must be submitted to the Joint Fiscal Committee for review and approval before spending or obligating additional funds.*

## BASIC GRANT INFORMATION



<b>1. Agency:</b>	Human Services
<b>2. Department:</b>	Children and Families
<b>3. Program:</b>	Office of Economic Opportunity
<b>4. Legal Title of Grant:</b>	Individual Assistance Program - Disaster Case Management
<b>5. Federal Catalog #:</b>	97.088

<b>6. Grant/Donor Name and Address:</b> Federal Emergency Management Agency	
<b>7. Grant Period:</b>	<b>From:</b> 7/14/2023 <b>To:</b> 7/14/2025

<b>8. Purpose of Grant:</b> Disaster Case Management Services for households impacted by the July 2023 Floods.
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9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:		
Expenditures:	FY 24	Required Explanation/Comments
Personal Services	\$11,259.00	(Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) Assumes 3 months of pre-award support for contract with Capstone (Grant line). This also the salary costs for a temp position to oversee this work (25 hours/week for 3 months) and the operating expenses to support the temp position. Given significant need for impacted households to access these services, we are requesting pre-award expenses authorization until we receive the official award from FEMA.
Operating Expenses	\$2,580.00	
Grants	\$403,954.00	
<b>Total</b>	<b>\$417,793.00</b>	

## 10. AUTHORIZATION AGENCY/DEPARTMENT

I/We certify that spending these State funds in advance of Joint Fiscal Approval of a Grant is unavoidable, and that a completed <b>Form AA-1 Request for Grant Acceptance</b> will be submitted for Joint Fiscal Committee approval if a grant award is received for this program:	Signature: 	Date: 10/5/2023
	Title: Commissioner	
	Signature: 	Date: 10/20/2023
	Title: <small>8496AFD85AC04E5...</small> AHS Deputy Secretary	

**11. ATTACHMENTS:** Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)

**Distribution:**  
Original - Joint Fiscal Office;

DS  


10/19/2023



**STATE OF VERMONT GRANT SPENDING PRE-NOTICE** (Form AA-1PN)

<b>Copy 1 – Department Grant File;</b> <b>Copy 2 – Attach to Form AA-1 (if grant is subsequently received).</b>
(End Form AA-1PN – Grant Spending Pre-Notice – Form AA-1PN)

	Grant Year 1	Grant Year 2	TOTAL	NOA	AA-1 Budget				
					SFY24	SFY25	SFY26	Total	
a. Personnel	\$ 38,262	\$ 40,279	\$ 78,541	\$ 155,055	\$ 25,508	\$ 39,607	\$ 13,426	\$ 78,541	
b. Fringe	\$ 36,235	\$ 40,279	\$ 76,514	\$ -	\$ 24,157	\$ 38,931	\$ 13,426	\$ 76,514	
c. Travel	\$ 2,555	\$ 2,555	\$ 5,110	\$ 5,110	\$ 1,703	\$ 2,555	\$ 852	\$ 5,110	
d. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
e. Supplies	\$ 1,580	\$ 580	\$ 2,160	\$ 2,160	\$ 1,053	\$ 914	\$ 193	\$ 2,160	
f. Contractual	\$ 1,587,088	\$ 1,546,679	\$ 3,133,767	\$ 3,133,767	\$ 1,058,059	\$ 1,560,148	\$ 515,560	\$ 3,133,767	
g. Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
h. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>i. Total Direct Charges</b>	<b>\$ 1,665,720</b>	<b>\$ 1,630,372</b>	<b>\$ 3,296,092</b>	<b>\$ 3,296,092</b>	<b>\$ -</b>	<b>\$ 1,110,480</b>	<b>\$ 1,642,155</b>	<b>\$ 543,457</b>	<b>\$ 3,296,092</b>
<b>j. Indirect charges</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>k. TOTALS</b>	<b>\$ 1,665,720</b>	<b>\$ 1,630,372</b>	<b>\$ 3,296,092</b>	<b>\$ 3,296,092</b>	<b>\$ 1,110,480</b>	<b>\$ 1,642,155</b>	<b>\$ 543,457</b>	<b>\$ 3,296,092</b>	

PS	\$ 49,665	\$ 78,538	\$ 26,852	\$ 155,055
Op	\$ 52,751	\$ 43,025	\$ 1,045	\$ 7,270
Grants	\$ 1,008,064	\$ 1,520,592	\$ 515,560	\$ 3,133,767
	<b>\$ 1,110,480</b>	<b>\$ 1,642,155</b>	<b>\$ 543,457</b>	<b>\$ 3,296,092</b>

	Grant Year 1	Grant Year 2
<p>(See PayChart Here: <a href="https://humanresources.vermont.gov/document/classified-bargaining-unit-pay-plan-fy-24">https://humanresources.vermont.gov/document/classified-bargaining-unit-pay-plan-fy-24</a> and Step Movement Policy Here: <a href="http://humanresources.staging.vermont.gov/sites/humanresources/files/documents/Labor_Relations_Policy_EEO/Policy_Procedure_Manual/Number_12.1_STEP_MOVEMENT.pdf">http://humanresources.staging.vermont.gov/sites/humanresources/files/documents/Labor_Relations_Policy_EEO/Policy_Procedure_Manual/Number_12.1_STEP_MOVEMENT.pdf</a> )</p> <p><b>Personnel</b> DCM Program Director (position title: Community Services Program Manager) Pay Grade 27 @ approximately 20 hrs/week Year 1 estimate: \$36.79/hr (step 5); Year 2 estimate: \$38.73/hr (step 6)</p>	\$ 38,262	\$ 40,279
<p><b>Fringe</b> (see Fringe Benefit Cost Tab)</p> <p>Health - estimated as a blended rate for vacant positions, \$21,679/employee/year Dental @ \$853 annual/employee Retirement @ 26.7% of salary Life @ .501% of salary EAP at \$34 annual/employee Long-term disability @ .17% of salary FICA @ 7.65% of salary</p>	\$ 36,235	\$ 40,279
<p><b>Travel</b> Estimated at \$0.655/per mile, 1 trips/week for coordination or monitoring at an average of 75 miles/trip (for DCM Program Director)</p>	\$ 2,555	\$ 2,555
<b>Equipment</b>	\$ -	\$ -
<p><b>Supplies</b> Computer Equipment (laptop, screen, docking station, etc.) estimated at \$1,000 in year one Office Supplies for DCM Program Director estimated at \$100/year Cell Phone (\$40/month for DCM Program Director)</p>	\$ 1,580	\$ 580
<p><b>Contractual</b> Subrecipient Grant for DCM Program Manager and Case Managers (see Tab for Narrative) Contract for Software installation/configuration (year 1 only), implementation, and licenses</p>	\$ 1,587,088	\$ 1,546,679
	\$ 1,537,093	\$ 1,507,123
	\$ 49,995	\$ 39,556
<b>Construction</b>	\$ -	\$ -
<b>Other</b>	\$ -	\$ -
<b>TOTAL</b>	\$ 1,665,720	\$ 1,630,372

GRANT YEAR 1

GRANT YEAR 2

Personnel

Position	Estimated Hourly Cost per FTE/billable rate	Number of Positions	Hrs/Week	Weeks	Total Wages
DCM Program Manager	\$ 52.76	1	40	52	\$ 109,740.80
DCM Data Manager / Analyst	\$ 52.76	1	40	52	\$ 109,740.80
DCM Construction Coordinator	\$ 52.76	2	40	52	\$ 219,481.60
DCM Case Manager Supervisor	\$ 44.54	1	40	52	\$ 92,643.20
DCM Case Manager (5 Capstone, 4 subgrant to other Community Action Agencies)	\$ 42.23	9	40	52	\$ 790,545.60
					\$ 1,322,152

Hourly rate includes fringe (includes FICA, Workers' Compensation, unemployment insurance, health insurance, medical, vacation and personal leave, and retirement benefits)

DCM Program Manager will be employed by Capstone, covers all 9 impacted regions and will supervise Data Manager, Construction Coordinators and Case Manager Supervisor (5 FTEs)

DCM Case Manager Supervisor will be employed by Capstone, covers all 9 impacted regions and will supervise the 5 case managers employed by Capstone as well as the 4 case managers employed through sub-grants.

DCM Construction Coordinators will be employed by Capstone but will support all 9 case managers (5 through Capstone / 4 through subgrants with other Community Action programs) and based strategically to serve all 9 counties impacted. 3 coordinators are needed to cover the geographic spread.

Travel \$ 85,180

Estimated at 50 miles/wk for Program Manager and Case Manager Supervisor for coordination and supervision of case management and construction coordinator staff. 50 miles x 52 weeks x 2 FTE = 5,200 miles x .655 per mile = \$3,406 \$ 3,406

Estimated at 200 miles/wk/Case Manager / Construction Coordinators for 1:1 client meetings and coordination. 200 miles x 52 weeks x 12 FTE = 124,800 x .655 per mile = \$81,744 \$ 81,774

Mileage reimbursed at .655/mile (prevailing federal rate)

Equipment \$ -

Supplies \$ 44,400

Computer Equipment (e.g. laptop, monitor, docking station, etc) for new employees estimated at \$1,500/FTE. \$1,500 x 15 FTEs = \$22,500, portable scanners for staff working in the field (case managers) \$150 x 9 FTEs = \$1,350, printer / scanners for staff based from home (program manager, data manager, supervisor and construction coordinators) \$200 x 6 FTEs = \$1,200 \$ 25,050

Phone expense - \$55 per month avg per person for cell service x 15 FTE = \$9,900, \$15 per month avg per person for desk phone line x 9 FTE = \$1620 \$ 11,520

Office Supplies (e.g., paper, pens, folders etc) based on historical spending avg cost \$250 per person per year x 15 FTE = \$3,750 \$ 3,750

Copier/Printing costs (including lease cost and printing costs) based on historical spending avg cost \$410 per person x 9 FTE = \$3,690 \$ 3,690

Custom logo t-shirts to identify staff when in the field - avg. cost \$30 per person x 13 FTEs = \$390 \$ 390

Training \$ 4,500

Personnel

Position	Estimated Hourly Cost per FTE/billable rate	Number of Positions	Hrs/Week	Weeks	Total Wages
DCM Program Manager	\$ 52.76	1	40	52	\$ 109,740.80
DCM Data Manager / Analyst	\$ 52.76	1	40	52	\$ 109,740.80
DCM Construction Coordinator	\$ 52.76	2	40	52	\$ 219,481.60
DCM Case Manager Supervisor	\$ 44.54	1	40	52	\$ 92,643.20
DCM Case Manager (5 Capstone, 4 subgrant to other Community Action Agencies)	\$ 42.23	9	40	52	\$ 790,545.60
					\$ 1,322,152

DCM Program Manager will be employed by Capstone, covers all 9 impacted regions and will supervise Data Manager, Construction Coordinators and Case Manager Supervisor (5 FTEs)

DCM Case Manager Supervisor will be employed by Capstone, covers all 9 impacted regions and will supervise the 5 case managers employed by Capstone as well as the 4 case managers employed through sub-grants.

DCM Construction Coordinators will be employed by Capstone but will support all 9 case managers (5 through Capstone / 4 through subgrants) and based strategically to serve all 9 counties impacted.

Travel \$ 85,150

Estimated at 50 miles/wk for Program Manager and Case Manager Supervisor for coordination and supervision of case management and construction coordinator staff. 50 miles x 52 weeks x 2 FTE = 5,200 miles x .655 per mile = \$3,406 \$ 3,406

Estimated at 200 miles/wk/Case Manager / Construction Coordinators for 1:1 client meetings and coordination. 200 miles x 52 weeks x 12 FTE = 124,800 x .655 per mile = \$81,744 \$ 81,744

Mileage reimbursed at .655/mile (prevailing federal rate)

Equipment \$ -

Supplies \$ 18,960

Phone expense - \$55 per month avg per person for cell service x 15 FTE = \$9,900, \$15 per month avg per person for desk phone line x 9 FTE = \$1620 \$ 11,520

Office Supplies (e.g., paper, pens, folders etc) based on historical spending avg cost \$250 per person per year x 15 FTE = \$3,750 \$ 3,750

Copier/Printing costs (including lease cost and printing costs) based on historical spending avg cost \$410 per person x 9 FTE = \$3,690 \$ 3,690

Training \$ -

Estimate the need for 2 FEMA trainings for all DCM Staff.  
 Trainings are 3 days. Estimated cost for training is \$750 a day.  
 6 days x \$750 = \$4,500

<b>Other</b>	Insurance for General and Professional Liability coverage. Based on historical spending the avg. annual cost per person is \$220 x 16 FTE = \$3,530	\$ 80,861
	Occupancy covers staff offices. The Program Manager, Case Manager Supervisor, Construction Analysts and Data manager positions will all be remote positions. We anticipate occupancy costs based on current costs of \$51.47 per square foot, avg. office space 100 square feet = \$5,147 annual per person cost x 9 FTEs	\$ 3,520
	Contract Adj w/ NOA and reduction to 2 FTE Const. Coord.	\$ 46,323
		\$ 31,018
<b>Total Subrecipient Grant</b>		<b>\$ 1,537,093</b>

<b>Other</b>	Insurance for General and Professional Liability coverage. Based on historical spending the avg. annual cost per person is \$220 x 16 FTE = \$3,520	\$ 80,861
	Occupancy covers staff offices. The Program Manager, Case Manager Supervisor, Construction Analysts and Data manager positions will all be remote positions. We anticipate occupancy costs based on current costs of \$51.47 per square foot, avg. office space 100 square feet = \$5,147 annual per person cost x 9 FTEs	\$ 3,520
	Contract Adj w/ NOA and reduction to 2 FTE Const. Coord.	\$ 46,323
		\$ 31,018
<b>Total Subrecipient Grant</b>		<b>\$ 1,507,123</b>
		\$ 3,044,216
		\$ 2,982,180
		\$ 3,044,216
		\$ 62,036

<b>Software Contract</b>	<b>Implementation</b>	<b>M&amp;O (Annual Costs)</b>	<b>Comments</b>
Vendor Implementation/Installation/Configuration	\$ 5,000.00	\$ 5,000.00	Vendor will help with configuration of any custom features
Contracted Services for Project Management	\$ 5,000.00	\$ -	
Other Contracted Professional Services for Implementation	\$ 10,000.00	\$ -	Onboarding efforts of Capstone and state users
Software/Licenses	\$ 29,995.00	\$ 34,556.00	
<b>Total for Year 1 + 2</b>	<b>\$ 49,995.00</b>	<b>\$ 39,556.00</b>	<b>\$ 89,551.00</b>

**State of Vermont  
Fringe Benefit costs**

The Agency of Human Services is providing a summary of all fringe benefit costs that will be requested for FEMA Public Assistance reimbursement. Note that AHS will not be requesting a reimbursement of a fringe benefit rate, rather the FEMA projects will include actual costs to the state for the below costs.

**A. Account 500070 Description Shift Differential**

[This is not a Fringe Benefit but a additional pay for employees being scheduled shifts outside of normal state office hours as defined in sections of the Collective Bargaining Agreements \(CBAs\): https://humanresources.vermont.gov/labor-relations/labor-relations-policies/collective-bargaining-agreements](https://humanresources.vermont.gov/labor-relations/labor-relations-policies/collective-bargaining-agreements)

**B. Account 501000 Description FICA**

[Employees and employers are required to make equal payments to the Federal Government to enable employees to collect monthly Social Security benefits when they retire. All employees of the State of Vermont are required to have Federal Insurance Contribution Act \(FICA\) taxes withheld from their gross taxable salary, up to the maximum taxable amount. The State and employees are required to make equal payments to the federal government. Pre-tax deductions, such as health insurance premiums and flexible spending accounts, decrease the amount of FICA tax being paid and will have an impact on the amount the employee receives from Social Security when the employee retires.](#)

Current tax rate for social security is 6.2% and Medicare is 1.45%

**C. Account 501500 Description Health Insurance**

SelectCare POS - Most services by a BCBS network provider are covered at 100% after a copay per visit. Services by non-network providers are covered at 70% after a \$500 deductible.

TotalChoice - Most services are paid at 80% after a \$300 annual deductible. When you are in the hospital, services are paid at 90% after the \$300 annual deductible.

**SFY2024**

**SELECTCARE POS**

CLASS CODE	DEFINITION	Annual State Share
1	One Person	\$10,307
1A	Two Person	\$20,613
1B	Family	\$28,343

**TOTAL CHOICE**

CLASS CODE	DEFINITION	Annual State Share
1	One Person	\$12,315
1A	Two Person	\$24,629
1B	Family	\$33,865

**SFY2025**

**SELECTCARE POS**

CLASS CODE	DEFINITION	Annual State Share
1	One Person	\$11,853
1A	Two Person	\$23,705
1B	Family	\$32,594

**TOTAL CHOICE**

CLASS CODE	DEFINITION	Annual State Share
1	One Person	\$14,162
1A	Two Person	\$28,324
1B	Family	\$38,945

**D. Account 502000 Description Retirement**

SFY 2024: 26.70% for SER-F Classified and 11.75% Exempt

**E. Account 502500 Description Dental Insurance**

State Pays 100% of premium. SFY 2024 Rate is \$853/person

**F. Account 503000 Description Life Insurance**

This benefit is available to permanent classified and exempt employees who are expected to work at least 1,040 hours/year (20 hrs/week). Enrollment is automatic unless employee decides to waive the insurance.

Rate for SFY2024 0.501%

**G. Account 503500 Description Long Term Disability**

Only those employees who hold a position that is not covered by a collective bargaining agreement, including Classified, Confidential, Elected or Appointed Officials, and Exempt Employees are eligible to join the plan.

State rate is 0.17% of salary.

**H. Account 504000 Description Employee Assistance Program**

SFY 2024 cost to state is \$1.20 per paydate (every 2 weeks)



**State of Vermont**  
**Department for Children and Families**  
**Office of Economic Opportunity**  
280 State Drive NOB2 North  
Waterbury, VT 05671-1050  
<http://dcf.vermont.gov/oeo>

*Agency of Human Services*

[phone] 802-241-0935

To: The Vermont Legislative Joint Fiscal Committee  
FROM: Chris Winters, Commissioner, Department for Children and Families  
DATE: March 6, 2024  
RE: Disaster Case Management Memo

On July 14, 2023, a Major Disaster Declaration for Vermont, designated as FEMA-DR-4720- VT, authorized Individual Assistance (IA) for nine counties in the state after historic rainfall events and flooding devastated the state from July 7, 2023, and ongoing. These flooding events damaged millions of dollars' worth of property and displaced hundreds of homes and businesses. The State must address the case management needs that have arisen from the flood.

The Department of Children and Families and Agency of Human Services sought a sole source waiver to provide disaster case management as directed by the State for eligible households who primarily reside in the area in the State of Vermont declared eligible for FEMA's Individual Assistance program.

The Federal government has approved an award to Vermont for Disaster Case Management of \$3,296,092, as evidenced in the attached Notice of Award (CFDA No. 97.0888 and Award No. 4720DRVTDCM). DCF requests this AA-1 to establish the spending authority to proceed with this work.

DCF has executed Contract # 46903 with Capstone Community Action to administer this program, with an award term of October 15, 2023, through October 14, 2025, with the option to extend up to six additional months.



U.S. Department of Homeland Security  
4720DR Joint Field Office  
312 Hurricane Lane  
Williston, VT 05495



**FEMA**

November 9, 2023

Jenney Samuelson  
Secretary  
Vermont Agency of Human Services  
280 State Drive – Center Building  
Waterbury, VT 05676

Reference: Application Approval and Initial Award  
Disaster No. FEMA-DR-4720-VT, Disaster Case Management Program  
Declaration Date: July 14, 2023  
Performance Period: July 14, 2023 – July 14, 2025  
Initial Obligation: \$3,296,092.00  
Award No: 4720DRVTDCM  
CFDA No.: 97.088  
Recipient: Vermont Agency of Human Services

Dear Secretary Samuelson:

We are pleased to inform you that the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) has approved the State of Vermont's application for federal assistance for the Disaster Case Management Program (DCMP), pursuant to section 426 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5189d), in the amount of \$3,296,092.00.

The period of performance for this grant award is July 14, 2023 through July 14, 2025. Any extension to the period of performance for this grant award must be requested in writing. This agreement must follow all applicable federal regulations including the current FEMA-State Agreement, the Fiscal Year 2024 FEMA Standard Terms & Conditions, and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* under Title 2 of the Code of Federal Regulations, Part 200 (2 C.F.R. Part 200).

Enclosed you will find the award documents for the DCMP which include FEMA's Fiscal Year 2024 Standard Terms and Conditions, the approved budget as well as Appendix A –Programmatic Terms and Conditions.

By accepting the DCMP award, you assume certain administrative and financial responsibilities including, but not limited to, the timely submission of all financial and programmatic reports, resolution of any interim findings, and the maintenance of a

FEMA-DR-4720-VT

Page 2 of 2

minimal level of cash on hand. Should you not adhere to these responsibilities, you will be in violation of the terms of this award.

This document is an official notice and should be retained in the Federal award file. For financial questions, please contact Feven Tesfai, Grants Management Specialist, at 617-543-3237, or [Feven.Tesfai@fema.dhs.gov](mailto:Feven.Tesfai@fema.dhs.gov). For programmatic questions, please contact Donna Nelson, Individual Assistance Specialist, at 617-416-9270 or [Donna.Nelson@fema.dhs.gov](mailto:Donna.Nelson@fema.dhs.gov).

Sincerely,

**WILLIAM F ROY**

Digitally signed by WILLIAM F  
ROY  
Date: 2023.11.09 13:25:25 -05'00'

William F. Roy  
Federal Coordinating Officer  
DR-4720-VT

cc: Lori A. Ehrlich, Regional Administrator, FEMA Region 1  
Chris Winters, Commissioner, VT Department for Children & Families  
Lily Sojourner, Interim Director, VT Office of Economic Opportunity  
Douglas R Farnham, VT State Recovery Officer/Alternate GAR  
Eric Forand, Director, VT Emergency Management  
Jason Gosselin, Individual Assistance Officer, VT Agency of Human Services  
Ben Rose, Recovery & Mitigation Section Chief, VT Emergency Management  
Dorrie Durand, Community Services Program Specialist, FEMA HQ  
Crystal Smith, Community Services Program Specialist, FEMA HQ  
Chelsey Smith, Individual Assistance Branch Director, DR-4720-VT

Enclosures:

1. DCM Programmatic Terms & Conditions
2. FY2024 FEMA Standard Terms & Conditions

# Fiscal Year 2024 FEMA Standard Terms and Conditions

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**Release Date: November 3, 2023**

FEMA standard terms and conditions are updated each fiscal year (FY). This Fact Sheet displays the FEMA standard terms and conditions for FY 2024. These standard terms and conditions apply to all non-disaster financial assistance awards funded in FY 2024.

## 1. Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that could have an impact on the environment are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; Endangered Species Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws, regulations and executive orders. General guidance for FEMA's EHP process is available on the [DHS/FEMA Website](#). Specific applicant guidance on how to submit information for EHP review depends on the individual grant program. Applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The FEMA EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, the applicant will monitor ground disturbance, and if any potential archaeological resources are discovered, the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

## 2. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its



application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

### 3. Acceptance of Post Award Changes

In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will indicate recipient acceptance of the changes to the award. Please call FEMA Grant Management Operations at (866) 927-5646 or via e-mail to: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

### 4. Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

### 5. Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by [2 C.F.R. section 200.308](#).

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under [2 C.F.R. section 200.308\(f\)](#) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under [2 C.F.R. section 200.308\(h\)\(5\)](#) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first [Federal Financial Report \(SF-425\)](#) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.



## 6. Indirect Cost Rate

[2 C.F.R. section 200.211\(b\)\(15\)](#) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for the award is stated in the budget documents or other materials approved by FEMA and included in the award file.

## 7. Build America, Buy America Act (BABAA) Required Contract Provision & Self-Certification

In addition to the DHS Standard Terms & Conditions regarding Required Use of American Iron, Steel, Manufactured Products, and Construction Materials, recipients and subrecipients of FEMA financial assistance for programs that are subject to the Build America, Buy America Act (BABAA) must include a Buy America preference contract provision as noted in 2 C.F.R. § 184.4 and a and self-certification as required by the [FEMA Buy America Preference in FEMA Financial Assistance Programs for Infrastructure \(FEMA Interim Policy #207-22-0001\)](#). This requirement applies to all subawards, contracts, and purchase orders for work performed or products supplied under the FEMA award subject to BABAA.

