



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: September 12, 2024  
Subject: LSP – JFO #3217

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***This item is being held for the Joint Fiscal Committee meeting scheduled for September 25, 2024.***

**JFO #3217:** One (1) limited-service position to the Agency of Human Services, Department for Children and Families: Community Services Specialist. This position will focus on the reporting and family outreach requirement for the *Grants for Infants and Families with Disabilities* program, including a yearly survey that runs from December through June each year involving hundreds of recipients. The position is funded through ongoing federal AHS grants and is funded through 9/30/2025. The intent is to renew the position yearly as long as the grant funds continue to be available. *[Received 9/9/2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson, [sanderson@leg.state.vt.us](mailto:sanderson@leg.state.vt.us)) if you have questions before the meeting.

### STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: AHS/Department for Children and Families/Child Development Division Date: 01/12/2024

Name and Phone (of the person completing this request): Keith Williams, Director of CIS, 802-798-2308

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # unknown

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

U.S. Department of Education; Award Number: H181A230031; Description: 84.181A/Infant, Toddlers & Families (Part C); Authority: PL 105-17 Part - C Individual with Disabilities Education Act; Title: Special Education - Grants for Infants and Families with Disabilities

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Community Services Specialist renew this position annually as the grant is approved.	1	CDD/CIS	07/01/24- 09/30/25, will be asking to

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

IDEA Part C, as part of both funding and program management, requires key components of family engagement and community facilitation: an annual Family Survey that runs from December to June of each reporting year and includes several hundreds of families; lead administrative support and liaison with the Vermont Interagency Coordinating Council (VICC); procurement, project management, and technical assistance related to family engagement practices throughout the CIS system. All of these are required in order to meet compliance on this grant.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

**Christopher Winters**

Digitally signed by Christopher Winters  
Date: 2024.01.16 08:52:27 -05'00'

Signature: DocuSigned by: [Signature] rtment Head Date: 7/12/2024

Approved/Denied by Department of Human Resources: David Fuller Date: 2024.07.22 10:48:36 -04'00'

Approved/Denied by Finance and Management: Adam Greshin Date: 8/20/2024 | 4:17:29 EDT

Approved/Denied by Secretary of Administration: [Signature] Date: 9/6/24

Approved/Denied by Governor (required as amended by 2019 Leg. Session): [Signature] Date: [Signature]

Comments:

VERMONT DEPARTMENT OF PERSONNEL  
**Request for Classification Action**  
**New or Vacant Positions**  
**Existing Job Class/Titles ONLY**  
**Position Description Form C**

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action  
New or Vacant Positions  
EXISTING Job Class/Title ONLY  
Position Description Form C/Notice of Action  
For Department of Personnel Use Only**

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____		
New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____		
Classification Analyst _____ Date _____		Effective Date: _____
Comments:		Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____		

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: Community Services Specialist/449900

Agency/Department/Unit: AHS/DCF/Child Development Division GUC:     

Pay Group: 24 Work Station: WSOC Zip Code: 05676

Position Type:  Permanent  Limited Service (end date ) n/a

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 36.7% GF; 63.3% Federal (51% GC, 49% IDEA Part C)

Supervisor's Name, Title and Phone Number: Keith Williams, Children's Integrated Services (CIS) Director, 802-798-2308

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code 449900 Existing Job/Class Title: Community Services Specialist

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties: Children's Integrated Services (CIS) offers early intervention, family support, and prevention services that help ensure the healthy development and well-being of young children in Vermont. The CIS State team performs programmatic oversight, engages in contract monitoring, and offers technical assistance to regional teams. Overall, these bundled contracts include: IDEA Part C/Early Intervention, Specialized Child Care, Strong Families Vermont Home Visiting, and Early Childhood and Family Mental Health.

CIS connects directly to partners throughout the Child Development Division, the Department for Children and Families, the Agency of Human Services, and beyond.

The focus of the Community Services Specialist includes:

1. Establishing, convening, and facilitating regular meetings of the Vermont Interagency Coordinating Council (VICC), in alignment with federal requirements. This work includes: planning regular Council meetings, convening the Council and facilitating Council meetings, managing Council members' applications and membership, orienting new members, and acting as a liaison between the VICC and the CIS State Team

2. Organizing and conducting client feedback as a part of monitoring the efficacy of CIS' in-home and family-based services, and to contribute to CIS enhancement efforts. This work is done with the goal of ensuring that CIS is ultimately impactful and effective in serving the needs of Vermont's children and families. This work includes: creating channels for client feedback; collecting client feedback data through methods including surveys, direct interviews, and focus groups; analyzing data as a part of CIS monitoring efforts; using the outcomes of that analysis to inform continuous improvement efforts within the CIS team. By regularly reviewing and improving state-wide strategies for collecting information directly from families and clients who receive services from CIS, providing technical assistance to regional service providers, and contributing to analysis of relevant data, this position ensures not only that the team and the State of Vermont is compliant with relevant federal regulations relating to IDEA Part C/CIS-Early Intervention, but also that CIS adheres to the four key practices of the Agency of Human Services.

3. Elevating the family voice throughout the processes of policy and program development. This is done by actively collaborating with family services partners throughout Vermont, as a part of monitoring CIS efficacy

through quantitative and qualitative data collection and analysis, supporting CIS improvement conversations; and by connecting families with leadership opportunities within the CIS framework.

2. Provide a brief justification/explanation of this request: This position would not only support the meeting of compliance under the IDEA Part C Grant for the State of Vermont, by helping to facilitate work related to the VICC and family engagement with CIS, but also contribute to family engagement work through the Child Development Division related to Child Care Development Fund and the Preschool Development Grant.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). This position will NOT be supervisory.

**Personnel Administrator’s Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form: Keith Williams, Director of Children's Integrated Services

6. Who should be contacted if there are questions about this position (provide name and phone number): Keith Williams, 802-798-2308, Keith.Williams@vermont.gov

7. How many other positions are allocated to the requested class title in the department: 0

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor’s management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

*Kelly Knowlton*

1/11/2024

Personnel Administrator’s Signature (required)\*

Date

*Keith Williams*

01/02/24

Supervisor's Signature **(required)\***

Date

*Erin Henderson*

1/11/24

Appointing Authority or Authorized Representative Signature **(required)\***

Date

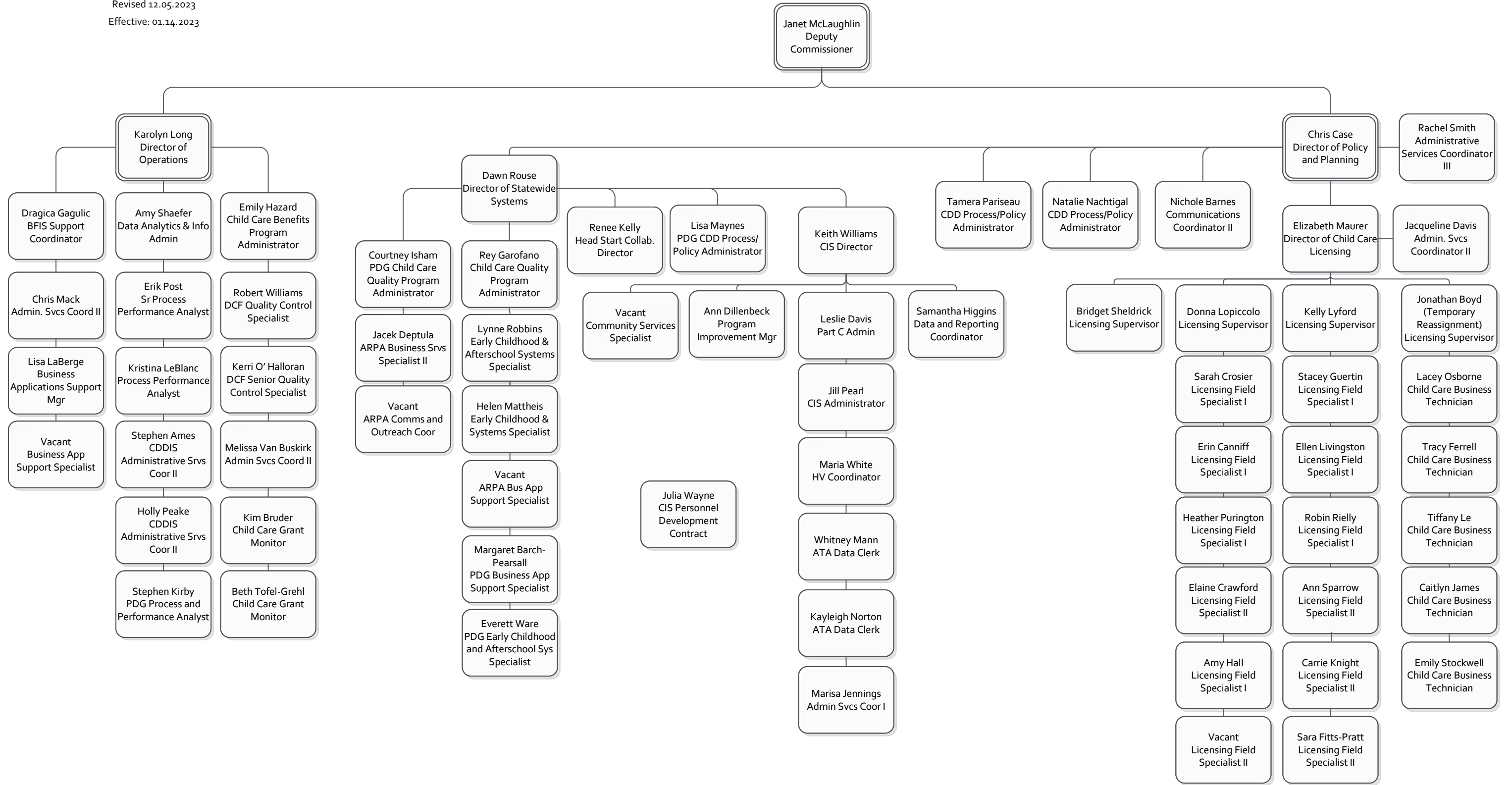
\* Note: Attach additional information or comments if appropriate.



# Child Development Division

Revised 12.05.2023

Effective: 01.14.2023





**FFY 2024 Federal Part C Application Budget**

(inc 5% from prev yr actual)

State Staff	% of Federal Grant	Salary & Fringe	Part C Grant	GF	Medicaid
CIS Director (Keith Williams)	32%	\$128,930	\$40,703.20	\$46,324.55	\$41,902.25
Part C Coordinator (Leslie Davis)	32%	\$127,500	\$40,251.75	\$45,810.75	\$41,437.50
Program Improvement Manager (Ann Dillenbeck)	32%	\$111,367	\$35,158.56	\$40,014.16	\$36,194.28
Data Clerk (80 hrs) - 2 FTE (Kayleigh & Whitney ATA Temps)	100%	\$110,000	\$110,000.00	0	0
Admin Services Coordinator (TBD) State Temp part time (previously Marisa Jennings)	32%	\$19,070	\$6,020.40	\$6,851.85	\$6,197.75
Specialized Child Care Program Coordinator (Jill Pearl)	32%	\$131,670	\$41,568.22	\$47,309.03	\$42,792.75
Home Visiting Coordinator (Maria White)	32%	\$90,311	\$28,511.18	\$32,448.74	\$29,351.08
Data & Reporting Coordinator (Samantha Higgins-Parrales)	32%	\$103,105	\$32,550.25	\$37,045.63	\$33,509.13
Community Services Specialist (Upgraded to FT LS aka Family Engagement coordinator)(currently vacant)	32%	\$70,070	\$22,121.10	\$25,176.2	\$22,772.75
<b>Total:</b>		\$892,023	\$246,884.66	\$280,980.86	

Positions 100% funded by Part C Grant	\$181,468.00	
Positions < 100% funded by Part C Grant	\$246,884.66	
CSPD/SSIP Activities	\$128,000.00	
VICC/Family Engagement	\$8,000.00	
Miscellaneous	\$950.00	
Indirect cost allocation plan	\$80,000.00	
CIS Grants & Contracts (CDCI)	\$103,094.10	
Total Part C Grant amount (2023)	\$2,587,723.00	(\$151,240 increase from 2022)
POLR (Physical Therapy, Early Intervention, Evaluations)	\$1,839,326.24	(any increase will go here)

<b>CSPD/SSIP</b>	
CSPD Activities: EI Memberships/Dues (ITCA, DEC/CEC)	4,000
CSPD Activities: CIS/EI Professional Development (travel, lodging, registration, mileage, meals)	54,000
SSIP/CCV EI-Specific Improvement Activities/Infant-Toddler Quality Improvement (Northern Lights contract, PD for field)	70,000
<b>VICC/Family Engagement</b>	
Parent Stipends, travel (Per Diem)	3,000
Engaging Families From Diverse Populations (Paying cultural brokers (~\$100/hr), meetings/forums, adaptations/translations to materials for communicating with these families, interpreter services)	5,000
<b>Miscellaneous</b>	
Printing/Binding	250
Telecom telephone service	700
<b>Restricted Indirect Cost Rate/Allocation Plan</b>	<b>80,000</b>
<b>Temporary Employment Agency</b>	<b>110,000</b> (inc in 100% funded positions)
<b>CIS Grants &amp; Contracts (UVM - CDCI)</b>	<b>103,094.10</b> (+91,912.97 inc in 100% funded positions)

**UVM CIS EI BUDGET THIS BUDGET IS SUBJECT TO CHANGE BASED ON APPROVAL FROM**

Name	FTE	mths	Hourly Rate	Hours Per Week	Salary
CIS Personnel Development Coordinator (Julia Wayne)	1.0	12.0	35.9072	37.5000	\$ 70,019.00
I-Team EI Project Coordinator (Pam Cummings)	1.0	12.0	43.7090	15.0000	\$ 34,093.02
TBD Early Childhood Special Educator	0.5	12.0	34.3351	5.6250	\$ 10,043.02
CDCI Director (Jesse Suter)	1.0	12.0	74.3079	0.3750	\$ 1,449.00
<b>Total Salary</b>					\$ 115,604.04

<b>Other Direct Costs</b>	
Salary	\$ 115,604.04
Fringe	\$ 58,958.06
Services & Other (contract)	\$ -
General Supplies	\$ -
Publication Costs	\$ -
Lab Research Supplies	\$ -
Computer Services	\$ -
Travel and Professional	\$ 6,000.00
Total Direct Costs	\$ 180,562.10
Indirect (8% of direct)	\$ 14,444.97
<b>TOTAL COST</b>	<b>\$ 195,007.07</b>

<b>MOE</b>	<b>GF funded salary expenditures</b>	\$280,980.86
	<b>GF funded direct service expenditures</b>	+/- \$500,000
		<b>\$780,980.86</b>

H181A240031

Leslie Davis

VT AGENCY OF HUMAN SERVICES

280 State Drive, NOB1

Waterbury, VT 05671

H181A240031

Zoie Saunders  
VT AGENCY OF HUMAN SERVICES  
1 National Life Drive, Davis 5  
Montpelier, VT 05620



**US Department of Education  
Washington, D.C. 20202**

**GRANT AWARD NOTIFICATION**

<b>1</b>	RECIPIENT NAME  VT AGENCY OF HUMAN SERVICES 103 SOUTH MAIN STREET WATERBURY, VT 05671	<b>2</b>	AWARD INFORMATION  PR/AWARD NUMBER      H181A240031 ACTION NUMBER        1 ACTION TYPE            New AWARD TYPE             Formula																				
<b>3</b>	PROJECT STAFF  RECIPIENT STATE DIRECTOR Leslie Davis                    (802) 585-9652 <a href="mailto:Leslie.davis@vermont.gov">Leslie.davis@vermont.gov</a> EDUCATION PROGRAM CONTACT Gregory Corr                    (202) 245-7309 <a href="mailto:gregg.corr@ed.gov">gregg.corr@ed.gov</a> EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK        888-336-8930 <a href="mailto:obsseed@servicenowservices.com">obsseed@servicenowservices.com</a>	<b>4</b>	PROJECT DESCRIPTION  84.181A INFANT, TODDLERS & FAMILIES (PART C)																				
<b>5</b>	KEY PERSONNEL  N/A																						
<b>6</b>	AWARD PERIODS  BUDGET PERIOD            07/01/2024 - 09/30/2025 FEDERAL FUNDING PERIOD    07/01/2024 - 09/30/2025  FUTURE BUDGET PERIODS  N/A																						
<b>7</b>	AUTHORIZED FUNDING  CURRENT AWARD AMOUNT        \$2,587,723.00 PREVIOUS CUMULATIVE AMOUNT    \$0.00 CUMULATIVE AMOUNT            \$2,587,723.00																						
<b>8</b>	ADMINISTRATIVE INFORMATION  UEI                    YLQARK22FMQ1 REGULATIONS        CFR PART 303 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS        3 , 8 , 9 , 11 , 12 , 13 , 14 , GE3 , GE4 , GE5																						
<b>9</b>	LEGISLATIVE AND FISCAL DATA  AUTHORITY:                            PL 105-17 PART - C INDIVIDUAL WITH DISABILITIES EDUCATION ACT PROGRAM TITLE:                        SPECIAL EUDCATION - GRANTS FOR INFANTS AND FAMILIES WITH DISABILITIES  CFDA/SUBPROGRAM NO:                84.181A  <table border="1" data-bbox="99 1848 1549 1963"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0300M</td> <td>2024</td> <td>2024</td> <td>EH000000</td> <td>B</td> <td>K94</td> <td>000</td> <td>181</td> <td>4101A</td> <td>\$2,587,723.00</td> </tr> </tbody> </table>			FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0300M	2024	2024	EH000000	B	K94	000	181	4101A	\$2,587,723.00
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0300M	2024	2024	EH000000	B	K94	000	181	4101A	\$2,587,723.00														



**US Department of Education  
Washington, D.C. 20202**

H181A240031

**GRANT AWARD NOTIFICATION**

**10** PR/AWARD NUMBER: H181A240031  
 RECIPIENT NAME: VT AGENCY OF HUMAN SERVICES

**TERMS AND CONDITIONS**

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
  2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (2) Build America Buy America Act (BABAA) Grant Condition  
 BABAA Domestic Content Procurement Preference Requirements

Requirement: As a condition of this award, a grantee using grant funds for infrastructure projects or activities (e.g., construction and broadband infrastructure) must comply with the following requirements:

- (1) All iron and steel used in the infrastructure project or activity are produced in the United States. Accordingly, all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) All manufactured products used in the infrastructure project or activity are produced in the United States. Accordingly, the manufactured product was manufactured in the United States and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- (3) All construction materials are manufactured in the United States. Accordingly, all manufacturing processes for the construction material occurred in the United States.

Scope: The Buy America domestic sourcing requirement only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. The requirement does not apply to

- (1) Tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project.
- (2) Equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Categorization of articles, materials, and supplies: An article, material, or supply should only be classified into one of the following categories:

- (1) Iron or steel products.
- (2) Manufactured products.
- (3) Construction materials.
- (4) Section 70917(c) materials.

An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed above. The classification of an article, material, or



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supply as falling into one of the categories listed above must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

Application of the BABAA domestic content procurement preference by category: An article, material, or supply incorporated into an infrastructure project must meet the BABAA domestic content procurement preference for only the single category in which it is classified.

Definitions: Definitions for iron or steel products, manufactured products, and construction materials are available in 184.3 of 2 CFR Part 184 -- Buy America Preferences for Infrastructure Projects.

BABAA Section 70917(c): BABAA Section 70917(c) establishes limitation with respect to aggregates accordingly:

(1) the term construction materials shall not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

- (3) Determining the cost of components for manufactured products: In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

(1) For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

Construction material standards: The BABAA domestic content procurement preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered produced in the United States. Except as specifically provided, only a single standard should be applied to a single construction material.

(1) Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.

(2) Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

(3) Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.

(4) Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.

(5) Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.

(6) Lumber. All manufacturing processes, from initial debarking through treatment and planning, occurred in the United States.

(7) Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.

(8) Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

- (4) Waivers: Grantees may request waivers to the BABAA domestic content procurement preference requirements by submitting a Build America, Buy America Act Waiver Request Form. Pass-through entities may not approve waivers of the BABAA domestic sourcing requirements. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Office of Management and Budget's Made in America Office. For information regarding the BABAA domestic content procurement preference waiver requirements and waiver request



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process, see the Department's Build America Buy America Waivers (ed.gov) website and its waiver submission guidance document available here: Build America, Buy America Act Domestic Content Procurement Preference Requirements Agency Level Waivers and Grantee Waiver Request Procedures.

Records: As required under 2 CFR 200.334, a grantee must maintain financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to their infrastructure project for a period of three years from the date of submission of the final expenditure report, including all records related to the domestic sourcing of materials used in the infrastructure project(s) supported by this grant or the applicability of any agency-level waivers of the BABAA domestic content procurement preference requirements the grantee chooses to implement.

Applicable Regulations and Guidance: In addition to the regulations and guidance identified in block 8 of the grant award notification, the Build America, Buy America Act (Pub. L. No. 117-58) and 2 CFR Part 184 -- Buy America Preferences for Infrastructure Projects also apply.

Contact: If you have questions about this grant condition, please contact your Education Program contact listed in box 3 of this grant award notification. For more information, see the Department of Education's Build America Buy America Waiver website at: Build America Buy America Waivers Website (ed.gov).

- (5) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.
- (6) WHEN ISSUING STATEMENTS, PRESS RELEASES, REQUESTS FOR PROPOSALS, BID SOLICITATIONS, AND OTHER DOCUMENTS DESCRIBING THIS PROJECT OR PROGRAMS FUNDED IN WHOLE OR IN PART WITH FEDERAL MONEY, ALL GRANTEES RECEIVING FEDERAL FUNDS, INCLUDING BUT NOT LIMITED TO STATE AND LOCAL GOVERNMENTS, SHALL STATE CLEARLY:

- 1) THE DOLLAR AMOUNT OF FEDERAL FUNDS FOR THE PROJECT,
- 2) THE PERCENTAGE OF THE TOTAL COST OF THE PROJECT THAT WILL BE FINANCED WITH FEDERAL FUNDS, AND
- 3) THE PERCENTAGE AND DOLLAR AMOUNT OF THE TOTAL COST OF THE PROJECT THAT WILL BE FINANCED BY NON-GOVERNMENTAL SOURCES.

AS OF 07/01/97, FEDERAL FISCAL YEAR (FFY) WILL REFER TO THE YEAR THE FUNDS WERE APPROPRIATED.

- (7) UNDER THE "TYDINGS AMENDMENT," SECTION 421(b) OF THE GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1225(b), ANY FUNDS THAT ARE NOT OBLIGATED AT THE END OF THE FEDERAL FUNDING PERIOD SPECIFIED IN BLOCK 6 SHALL REMAIN AVAILABLE FOR OBLIGATION FOR AN ADDITIONAL PERIOD OF 12 MONTHS.

**BLANCHE THOMPSON** Digitally signed by BLANCHE THOMPSON  
Date: 2024.07.01 17:54:09 -04'00'

\_\_\_\_\_  
**AUTHORIZING OFFICIAL**

\_\_\_\_\_  
**DATE**



## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.
  - UEI** - The UEI, issued in SAM.gov, is a unique 12 character organization identifier assigned to each recipient for payment purposes.

\***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

\***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -**

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

\***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

\***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the UEI registered in SAM under the name and address appearing in this field. This name, address and the associated UEI is what is displayed in the SAM Public Search.

\***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

\***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

\***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

**FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

**7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

**10. AFFILIATE** - If an affiliate digital signature appears on this GAN, it is the digital signature belonging to the individual delegated the authority to affix the Authorizing Official's signature to the GAN.

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\* This item differs or does not appear on formula and block grants.