



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: February 7, 2025
Subject: Grant– JFO #3244

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

JFO #3244: \$2,335,401.00 to the Agency of Human Services, Department of Health from the Substance Abuse and Mental Health Services Administration. Funds support continued crisis counseling assistance and training in response to the July 2024 flood event. *[Received February 7, 2025]*

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. Please submit concerns by **March 1, 2025**, or 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

Agency of Administration

[phone] 802-828-2376

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	DMH has received \$2.3M in Regular Services Program funds to support continued crisis counseling assistance and training in response to the July 2024 flood event. A similar award was received for the July 2023 flooding event (JFO #3172). This package includes an AA-1PN				
Date:	1/14/2025				
Department:	AHS DMH				
Legal Title of Grant:	Mental Health Disaster Assistance and Emergency Mental Health/Crisis Counseling Assistance and Training Regular Assistance Program				
Federal Catalog #:	93.982				
Grant/Donor Name and Address:	Substance Abuse and Mental Health Services Administration 5600 Fishers Ln Rockville MD 20857				
Grant Period:	From:	11/12/24	To:	8/11/25	
Grant/Donation	\$2,335,401				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$2,335,401	\$	\$	\$2,335,401	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:					
Department of Finance & Management	Adam Greshin <small>Digitally signed by Adam Greshin Date: 2025.01.30 16:53:40 -05'00'</small>		(Initial)		
Secretary of Administration	Nick Kramer <small>E710407A20FB404...</small>		(Initial)		
Sent To Joint Fiscal Office	Anna Reinold		Date		
	APPROVED <small>By Anna Reinold at 6:44 pm, Feb 06, 2025</small>				



**State of Vermont**


Department of Mental Health
166 Horseshoe Drive, Weeks Building
Waterbury, VT 05671-2010
<http://mentalhealth.vermont.gov/>

Agency of Human Services

[phone] 802-241-0090
[fax] 802-241-0100
[tty] 800-253-0191

MEMORANDUM

TO: Sarah Clark, Secretary of Administration

FROM: Alexia Venafrá, Federal Grants Financial Manager III ^{DS}

DATE: December 12, 2024

RE: AA-1 for FEMA Crisis Counseling Program – Regular Services Program (DR-4810)

Enclosed please find the documentation notifying the Joint Fiscal Committee (JFO) of intent to secure a federally funded grant award for Crisis Counseling Assistance and Training Program - Regular Services Program (RSP) from the Federal Emergency Management Agency (FEMA) for which we previously submitted an AA-1PN date October 16, 2024 (attached). The funds and the Notice of Award came from the Substance Abuse and Mental Health Services Administration (SAMHSA); SAMHSA receives funds through interagency agreements and then awards them to the State. We recently received the Notice of Award (Award #: H07SM090491) in the amount of \$2,335,401.

This nine-month FEMA RSP grant funds a post-disaster crisis counseling assistance and training program to support Vermonters in the seven counties declared for FEMA Individual Assistance due to the July 2024 flooding event. We received a similar grant for the July 2023 flooding event.

This RSP grant took effect on November 12, 2024, and will last nine months through August 11, 2025.

Please find the following documents enclosed:

- AA-1PN memo
- AA-1PN form
- Notice of Award
- AA-1PN package

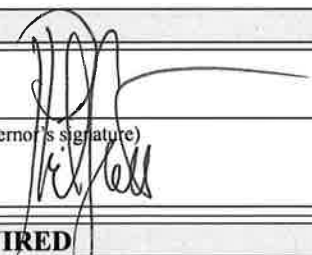
If you have any questions, please contact me via email at alexia.venafrá@vermont.gov.



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

BASIC GRANT INFORMATION				
1. Agency:		Agency of Human Services		
2. Department:		Department of Mental Health		
3. Program:		Crisis Counseling		
4. Legal Title of Grant:		Crisis Counseling - Regular Services Program FAIN: H07SM090491		
5. Federal Catalog #:		93.982		
6. Grant/Donor Name and Address: Substance Abuse & Mental Health Services Admin. (SAMHSA), 5600 Fishers Ln, Rockville, MD 20857				
7. Grant Period:		From:	11/12/2024	To: 8/11/2025
8. Purpose of Grant: Continued post disaster crisis counseling assistance and training program to support Vermonters in the nine counties declared for FEMA Individual Assistance due to the July 2024 flooding event.				
9. Impact on existing program if grant is not Accepted: Post disaster crisis counseling assistance and training will end prematurely and abruptly, or will need to be reappropriated to General Fund. Contracts will need to be terminated and the program closure will end these services for Vermonters impacted by the July 2024 Flooding.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2025	FY	FY	
Personal Services	\$12,880	\$	\$	
Operating Expenses	\$16,750	\$	\$	
Grants	\$2,305,771	\$	\$	
Total	\$2,335,401	\$	\$	
Revenues:				
State Funds:	\$0	\$	\$	
Cash	\$0	\$	\$	
In-Kind	\$0	\$	\$	
Federal Funds:	\$2,335,401	\$	\$	
(Direct Costs)	\$2,335,401	\$	\$	
(Statewide Indirect)	\$0	\$	\$	
(Departmental Indirect)	\$0	\$	\$	
Other Funds:	\$0	\$	\$	
Grant (source)	\$0	\$	\$	
Total	\$2,335,401	\$	\$	
Appropriation No:	3150070000	Amount:	\$2,335,401	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

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

		Total \$2,335,401
PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy. Appointing Authority Name: _____ Agreed by: _____ (initial)		
12. Limited Service Position Information:	# Positions	Title
Total Positions	0	
12a. Equipment and space for these positions:		<input checked="" type="checkbox"/> Is presently available. <input type="checkbox"/> 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: 12/11/2024
	Title: Deputy Commissioner, Department of Mental Health	
	Signature: _____	Date: 12/16/2024
	Title: Interim Deputy Secretary	
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>Nick Kramer</u> <small>E710487A28EB404</small>	Date: 12/30/2025 5:01:
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) 	Date: 2/5/25
<input type="checkbox"/> Rejected		
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input checked="" type="checkbox"/> Form AA-1PN attached (if applicable)	
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).		

 DS
 30 12/12/2024



Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Mental Health Services

Notice of Award
 FAIN# H07SM090491
Federal Award Date
 11/08/2024

Recipient Information 1. Recipient Name HUMAN SERVICES VERMONT AGENCY OF 280 STATE DR WATERBURY, VT 05671 2. Congressional District of Recipient 00 3. Payment System Identifier (ID) 1036000264D4 4. Employer Identification Number (EIN) 036000264 5. Data Universal Numbering System (DUNS) 809376155 6. Recipient's Unique Entity Identifier YLQARK22FMQ1 7. Project Director or Principal Investigator Lee Dorf Lee.Dorf@vermont.gov 802-585-0885 8. Authorized Official Sarah Clark AHS.VDHFedGrantOperations@vermont.gov v 802-828-3322	Federal Award Information 11. Award Number 1H07SM090491-01 12. Unique Federal Award Identification Number (FAIN) H07SM090491 13. Statutory Authority P.L. 93-288, SEC. 416 as amended 14. Federal Award Project Title Starting over Strong - Vermont 15. Assistance Listing Number 93.982 16. Assistance Listing Program Title Mental Health Disaster Assistance and Emergency Mental Health 17. Award Action Type New Competing 18. Is the Award R&D? No																								
Federal Agency Information 9. Awarding Agency Contact Information Suraj Goyle Grants Specialist suraj.goyle@samhsa.hhs.gov 240-276-2552 10. Program Official Contact Information Anne Reim Program Official Anne.Reim@samhsa.hhs.gov 240-276-2894	<table border="1"> <tr> <th colspan="2">Summary Federal Award Financial Information</th></tr> <tr> <td colspan="2">19. Budget Period Start Date 11/12/2024 – End Date 08/11/2025</td></tr> <tr> <td>20. Total Amount of Federal Funds Obligated by this Action</td><td>\$2,335,401</td></tr> <tr> <td> 20a. Direct Cost Amount</td><td>\$2,335,401</td></tr> <tr> <td> 20b. Indirect Cost Amount</td><td>\$0</td></tr> <tr> <td>21. Authorized Carryover</td><td></td></tr> <tr> <td>22. Offset</td><td></td></tr> <tr> <td>23. Total Amount of Federal Funds Obligated this budget period</td><td>\$2,335,401</td></tr> <tr> <td>24. Total Approved Cost Sharing or Matching, where applicable</td><td>\$0</td></tr> <tr> <td>25. Total Federal and Non-Federal Approved this Budget Period</td><td>\$2,335,401</td></tr> <tr> <td colspan="2">26. Project Period Start Date 11/12/2024 – End Date 08/11/2025</td></tr> <tr> <td>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</td><td>\$2,335,401</td></tr> </table> 28. Authorized Treatment of Program Income Additional Costs 29. Grants Management Officer - Signature Roger George	Summary Federal Award Financial Information		19. Budget Period Start Date 11/12/2024 – End Date 08/11/2025		20. Total Amount of Federal Funds Obligated by this Action	\$2,335,401	20a. Direct Cost Amount	\$2,335,401	20b. Indirect Cost Amount	\$0	21. Authorized Carryover		22. Offset		23. Total Amount of Federal Funds Obligated this budget period	\$2,335,401	24. Total Approved Cost Sharing or Matching, where applicable	\$0	25. Total Federal and Non-Federal Approved this Budget Period	\$2,335,401	26. Project Period Start Date 11/12/2024 – End Date 08/11/2025		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$2,335,401
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27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$2,335,401																								
30. Remarks Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.																									



Crisis Counseling
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Notice of Award

Issue Date: 11/08/2024

Center for Mental Health Services

Award Number: 1H07SM090491-01

FAIN: H07SM090491

Program Director: Lee Dorf

Project Title: Starting over Strong - Vermont

Organization Name: HUMAN SERVICES VERMONT AGENCY OF

Authorized Official: Sarah Clark

Authorized Official e-mail address: AHS.VDHFedGrantOperations@vermont.gov

Budget Period: 11/12/2024 – 08/11/2025

Project Period: 11/12/2024 – 08/11/2025

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$2,335,401 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to HUMAN SERVICES VERMONT AGENCY OF in support of the above referenced project. This award is pursuant to the authority of P.L. 93-288, SEC. 416 as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Roger George
Grants Management Officer
Division of Grants Management
Roger.George@samhsa.hhs.gov
See additional information below

SECTION I – AWARD DATA – 1H07SM090491-01

Award Calculation (U.S. Dollars)	
Personnel(non-research)	\$9,200
Fringe Benefits	\$3,680
Travel	\$1,820
Supplies	\$14,930
Contractual	\$2,305,771
 Direct Cost	 \$2,335,401
Approved Budget	\$2,335,401
Federal Share	\$2,335,401
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$2,335,401

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$2,335,401

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:	
CFDA Number:	93.982
EIN:	1036000264D4
Document Number:	25SM90491A
Fiscal Year:	2025

IC	CAN	Amount
SM	C96R761	\$2,335,401

IC	CAN	2025
SM	C96R761	\$2,335,401

SM Administrative Data:
PCC: DR / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H07SM090491-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H07SM090491-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.

- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 1H07SM090491-01

REMARKS

Crisis Counseling Assistance and Training Program (FEMA)

Regular Services Program (RSP)

FEMA-DR-4810-VT

SAMHSA Grant #: SM-090491-01

1. NOTICE OF AWARD. The total award for this Regular Services Program (RSP) Grant is in the amount of **\$2,335,401** based on the budget submitted on ***October 1, 2024***. This grant shall be used for the purposes of funding crisis counseling assistance and training under Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. Section 5183 and 44 CFR Section 206.171 (g).

2. PROJECT PERIOD. The project period for this RSP grant shall last up to 9 months from ***November 12, 2024***, as established by this Notice of Award (NOA). A state, territory or tribe may only be reimbursed for allowable costs incurred during the project period.

3. ACCOUNT INFORMATION. SAMHSA Division of Grants Management has created a Public Assistance (P) Account in the Division of Payment Management's, Payment Management System (PMS) to provide a separate accounting for these federal funds. When discussing your account with the PMS Account Representative, please use the document number identified on Page 2 of the Notice of Award under Section I - AWARD DATA, Fiscal Information.

4. **INDIRECT COSTS.** No indirect costs are allowable on RSP grants. The recipient shall ensure that indirect charges are not included in the grant application, budget revisions, or any quarterly and final budget expense reports submitted for review and approval.

5. REPORTING REQUIREMENTS:

- o Quarterly progress reports are due 30 days after each quarterly reporting period. Specific information will be provided by your corresponding GPO and will be reflected in a subsequent Programmatic Letter.
- o A final program report shall be submitted within 90 days after the end of the project period.
- o An account of funds shall be submitted with the final program report.

Ways of submitting Quarterly and Final reports:

1. via eRA system: https://era.nih.gov/era-training/samhsa-videos.htm?q=era_training/samhsa_videos.cfm#amendments under (**Terms and Conditions for SAMHSA Grantees**); and
2. via email: directly to your corresponding GPO.

Additional resources:

- o <https://www.samhsa.gov/grants/grants-training-materials>
- o <https://www.samhsa.gov/grants/applying/registration-requirements>: eRA Commons

Federal Financial Report (FFR)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The SF-425 initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments. The FFR is required on an annual basis and should reflect only cumulative actual Federal funds authorized and disbursed, any non-Federal matching funds (if identified in the Funding Opportunity Announcement (FOA)), unliquidated obligations incurred, the unobligated balance of the Federal funds for the award, as well as program income generated during the timeframe covered by the report. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>. Effective January 1, 2021, recipients can connect seamlessly from the **eRA Commons FFR Module** to **PMS** by clicking the **Manage FFR** button on the **Search for Federal Financial Report (FFR)** page.

- o Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.
- o Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant-recipients/access-changes.html>.
 - o Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html>

(Must be logged into PMS to access link)

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533. **Note:** Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

STANDARD TERMS AND CONDITIONS

Quarter Program/Fiscal/Data reporting

Quarterly progress reports are due 30 days after each quarterly reporting period.

Report	Reporting Period	Due Date
First Quarter Program/Fiscal/Data	11/12/24 - 2/12/25	3/14/2025
Second Quarter Program/Fiscal/Data	2/13/25 - 5/13/25	6/12/2025
Final Program/Fiscal Data		
Liquidation Deadline	11/12/24 - 8/11/25	11/9/2025 (90 days)
Closeout Reporting	11/12/24 - 8/11/25	11/9/2025 (90 days)

Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on your Notice of Award. SAMHSA's Terms and Conditions webpage is located at <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Standards for Financial Management

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. Commingling funds typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

Reasonable Costs for Consideration

Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to Reasonable Costs consideration per 2 CFR 200.404 and the Factors affecting allowability of costs per 2 CFR 200.403. A cost is reasonable if, in its nature and amount, it does

not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Consistent Treatment of Costs

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.). If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), Audit Requirements.

Compliance with Terms and Conditions

FAILURE TO COMPLY WITH TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH [45 CFR 75.371](#), REMEDIES FOR NON-COMPLIANCE AND [45 CFR 75.372](#) TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Closeout Requirements - Discretionary Grants

Recipients must complete all actions required for closeout to include:

- Liquidate all obligations incurred under the award. All payment requests must be submitted before the end of the **(90) days post-award reconciliation/liquidation period**.
- Reconcile financial expenditures to the reported total disbursements and charges in PMS.
- Return any funds due to PMS as a result of refunds, corrections, or audits. Refer the following link for additional guidance: <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>

Recipients must close the award in accordance with [44 CFR 206.171\(g\)\(3\)\(ii\)](#) and the terms and conditions listed in the Notice of Award. Recipients must liquidate all obligations incurred under an award no later than ninety (90) days after the end of award obligation and project period. **After ninety (90) days, the PMS account is automatically locked. SAMHSA does not approve payment requests after the ninety (90) days post-award reconciliation/liquidation period. Late withdrawal requests occurring after the aforementioned 90-day post award reconciliation/liquidation will be denied.**

Final reports are due to SAMHSA no later than 90 days after the end of the project period. Final reports include:

- Submit via PMS the Final Federal Financial Report (Final FFR, SF-425).
- Submit in eRA Commons the Final Progress Report (FPR) or other reports required by the terms and conditions of the award.

-
- Submit in eRA Commons a Tangible Personal Property Report (TPPR SF-428, SF-428B & if needed additional forms from SF-428 series) to account for any property acquired with federal funds or indicate on the form that you have no property to report.

Failure to complete the closeout actions in 90 days after the project period end may result in a unilateral closeout of the grant by SAMHSA. This may affect future funding of federal programs and result in the reimbursement of funding to SAMHSA. **If the recipient does not submit all reports satisfactorily in accordance with 44 CFR 206.171(g)(3)(ii), SAMHSA will report the recipients material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). Federal awarding agencies may also pursue other enforcement actions per 2 CFR 200.339.**

Additional information on closeout is available at
<https://www.samhsa.gov/grants/grants-management/grant-closeout>.

Staff Contacts:

Anne Reim, Program Official

Phone: 240-276-2894 **Email:** Anne.Reim@samhsa.hhs.gov

Suraj Goyle, Grants Specialist

Phone: 240-276-2552 **Email:** suraj.goyle@samhsa.hhs.gov

**State of Vermont**


Department of Mental Health
166 Horseshoe Drive, Weeks Building
Waterbury, VT 05671-2010
<http://mentalhealth.vermont.gov/>

Agency of Human Services

[phone] 802-241-0090
[fax] 802-241-0100
[tty] 800-253-0191

MEMORANDUM

TO: Sarah Clark, Interim Secretary of Administration

FROM: Alexia Venafrá, Federal Grants Financial Manager III ^{DS}

DATE: October 16, 2024

RE: AA-1PN for FEMA Crisis Counseling Program – Regular Services Program (DR-4810)

Enclosed please find the documentation notifying the Joint Fiscal Committee (JFO) of the unavoidable need to spend State funds in advance of JFO approval of grant requests and with the intent to secure a federally funded grant award for Crisis Counseling Assistance and Training Program - Regular Services Program (RSP) from the Federal Emergency Management Agency (FEMA). The funds and the Notice of Award will be coming from the Substance Abuse and Mental Health Services Administration (SAMHSA); SAMHSA receives funds through interagency agreements and then awards them to the State.

This nine-month FEMA RSP grant funds a post-disaster crisis counseling assistance and training program to support Vermonters in the seven counties declared for FEMA Individual Assistance due to the July 2024 flooding event. We received a similar grant for the July 2023 flooding event.

The amount we requested for this grant is: \$2,335,401. We have received informal notice that our request was approved and conditionally recommended to fund. This will still need to go through various Federal/congressional approval, so the final budget on the Notice of Award may vary from what is listed here. The RSP grant will take effect on the day the Notice of Award is issued and will last nine months.

Please find the following documents enclosed:

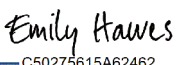
- AA-1PN memo
- AA-1PN form
- Grant Application
- Budget Narrative

If you have any questions, please contact me via email at alexia.venafrá@vermont.gov.



STATE OF VERMONT GRANT SPENDING PRE-NOTICE

(Form AA-1PN)

PURPOSE & INSTRUCTIONS:			
<i>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.</i>			
BASIC GRANT INFORMATION			
1. Agency:		Agency of Human Services	
2. Department:		Department of Mental Health	
3. Program:		DR-4810-VT Crisis Counseling	
4. Legal Title of Grant:		Crisis Counseling - Regular Services Program	
5. Federal Catalog #:		97.032 & 93.982	
6. Grant/Donor Name and Address: SAMHSA/CMHS, 5600 Fishers Lane, Rockville, Maryland 20852			
7. Grant Period:		From: 11/15/2024	To: 8/14/2025
8. Purpose of Grant: Post disaster crisis counseling assistance and training program to support Vermonters seven counties declared for FEMA Individual Assistance due to July 2024 flooding event (DR4810). Grant dates above are approximate.			
9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:			
Expenditures:	FY 25	Required Explanation/Comments	
Personal Services	\$2,576.00	(Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) Flood Recovery: Starting Over Strong Vermont. We will enter service contracts, including training for providers. The program starts upon notice of award and lasts for nine months, so waiting for full approval would mean significantly shortening the program. This is 100% federal.	
Operating Expenses	\$3,350.00		
Grants	\$115,288.00		
Total	\$121,214.00		
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 Form AA-1 Request for Grant Acceptance will be submitted for Joint Fiscal Committee approval if a grant award is received for this program:	DocuSigned by: Signature: 		Date: 8/16/2024
	Title: DMH Commissioner <small>C50275615A62462...</small>		
	Signature:		Date:
	Title:		
11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)			
Distribution: Original - Joint Fiscal Office; Copy 1 – Department Grant File; Copy 2 – Attach to Form AA-1 (if grant is subsequently received).			
(End Form AA-1PN – Grant Spending Pre-Notice – Form AA-1PN)			

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management AgencyOMB Number: 1660-0085
Expires 03-31-2026APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICES
(REGULAR SERVICES PROGRAM)

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to the above address.**

PRIVACY ACT STATEMENT

GENERAL: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a (b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 004 Grant Management Information Files System of Records, 74 Fed. Reg. 39705 (August 7, 2009) and upon written request, by consent, by agreement, or as required by law.

AUTHORITY: Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5183); 44 C.F.R. § 206.171.

PURPOSES AND USES: This information is being collected for the primary purpose of determining eligibility for the Crisis Counseling Assistance and Training Program, Regular Services Program funding following a Presidentially-declared disaster.

EFFECTS OF NONDISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent FEMA from providing the requested funding.

PART I: GENERAL APPLICATION INFORMATION

Completion of this form including applicable attachments satisfies legal requirements for application for the Regular Services Program (RSP) under 42 U.S.C. § 5183 as implemented at 44 C.F.R. § 206.171. Failure to use this application may result in a failure to meet these requirements and/or a delay in processing the request. This application must be submitted no later than 60 days following the declaration of a major disaster.

1. Request Date: 09/03/2024 2. Declaration #: VT-4810-DR 3. Declaration Date: 08/20/2024

4. State, Tribal Government or Territory requesting services: State of Vermont

5. Primary Point of Contact (POC) information for the administration of this program.

5a. POC Name: Lee Dorf

5b. POC Organization: Vermont Department of Mental Health

5c. POC Mailing Address: 166 Horseshoe Drive - Weeks Building, Waterbury, VT 05671-2010

5d. POC E-Mail Address: Lee.Dorf@vermont.gov

5e. POC Phone Number 8025850885

6. Amount requested for Regular Services Program (RSP) funding (please round to nearest dollar). \$2,335,401

PART II: RESPONSE ACTIVITIES FROM DATE OF INCIDENT

7. Describe State and local crisis counseling activities from the date of the incident to the date of this application. Enter "N/A" if no crisis counseling activities have been conducted to date.

The Community Mental Health Centers (CMHC) serving the populations in these communities have been impacted directly as well, doing what they can to support their staff and clients. The traumatic distress from such a significant event is further compounded by those who experienced loss in the same communities from the impacts major flooding one year ago (DR-4720-VT). The State is seeking funds to support the population as a result of this disaster and to mitigate mental and emotional disturbances related to the impacts. Starting Over Strong VT providers were very active in their communities after this disaster, including door-to-door outreach, fielding additional calls from a media push, and staff the shelters and Multi-Agency Resource Centers (MARC) that were established in their regions, during the response and immediate recovery in the aftermath of the storm.

If an Immediate Services Program (ISP) was implemented for this disaster, please answer questions #8-10 below. Otherwise, skip to question #11.

8. Please provide a brief summary of the ISP currently in place. Please include information on the population served, any extensions (date and amount), the number of providers, the start and end dates of the program, and summarize any trends. Include any best practices as well as any challenges and describe how those challenges were addressed or will be addressed in the RSP.

N/A

9. If applicable, explain why any service providers not included in the ISP were added to this RSP application. Additionally, explain why any service providers included in the ISP are excluded from the proposed RSP.

N/A

10. Describe how the RSP will build on the work done in the ISP. Describe how contacts and resources identified during the ISP will be leveraged during the RSP.

N/A

11. Please provide a brief summary that provides key information on the scope and magnitude of the disaster, how the Grantee and providers propose to provide services during the RSP, and the nature and location of the proposed services. Please include a description of the length of time services will be required and describe how long-term cases will be handled. Please describe the nature of psychological and social problems observed and the types of mental health problems encountered by disaster survivors.

The State of Vermont has experienced severe weather and flooding resulting in significant damages and losses across many municipalities in seven counties in Vermont. State and Federal officials began their preliminary damage assessments (PDAs) in July 2024. Several counties have had major impacts including Washington, Orleans, Lamoille, Caledonia, Essex, Addison, and Chittenden. Thousands of homes, businesses, and properties have been damaged, which has directly impacted tens of thousands of Vermonters.

Given the rurality of Vermont, as well as the variable needs and ability to access services, this FTE count depicts the staffing needed to serve these communities effectively. Population is not the ideal indicator of staffing need, since the smaller populations in some counties are harder to access and support. Additional staff would allow for more effective outreach. Populations impacted include children; adolescents; older adults; individuals with disabilities; individuals with various cultural needs and considerations; individuals with access and functional needs; lower income populations; first responders; etc. The State will work with the Community Mental Health Centers, Specialized Service Agencies, and other peer-operated organizations that have an established relationship with the State to provide mental health and respite services to these counties, which will allow for accessible CCP support to the populations they serve. They will work within their existing programs that provide services across the age span and expand to outreach to provide Crisis Counseling outreach and support to all impacted Vermonters. They will utilize translation and interpreter services as appropriate to best communicate with the Vermonters they serve with language access concerns. There has been a tremendous effort by all emergency management and first responder agencies across the State. It is anticipated that the need to serve this population will be great and will need to involve increased outreach to make the services readily available to Vermonters in the aftermath of such a significant disaster response.

Vermonters are experiencing and at risk of experiencing depression, anxiety, post-traumatic stress, and more. They have been working hard to recover from a tough year only to be set back to square one or worse in some cases. CCP services have been very helpful to boost the communities by providing outreach and support. Vermont also has disaster case management support for those who required longer term support beyond what CCP could provide.

Additional staffing info for Q12:

While the application offers suggested ratios of staffing to the impacted population, we determined that the need would be much greater than the 300:1 ratio would support. This is in part due to the rurality of the state, particularly in the impacted regions, the extent of the damage caused by this disaster, and the fact that most of those impacted were still recovering from their devastation this time last year (July 2023).

This staffing model will allow for support to be provided in multiple areas throughout a county or region without being spread too thin or requiring disaster survivors to travel significant distances to access Crisis Counseling. Only accessing a single community with a single team of CCP providers at time would not provide sufficient support to Vermonters. In addition, the staffing model follows the approach that includes the recommended teams of two. While the table evaluates staffing as FTEs, this will not necessarily equate to the number of individuals needed to staff the positions. More likely, in a county that has 2 FTE of direct staff, we would expect to see two teams of two serving the area: $4 \times 0.5 = 2$ FTE. This is outlined in the budget narrative as well.

The State is also planning to hire a Provider Project Manager that would provide oversight to the provider operations in coordination with the State CCP Program Director. They would work with a Data Evaluation Specialist and Administrative/Fiscal Support that would ensure accuracy and completeness in reporting. The state is entering into contractual agreements within the parameter of State of Vermont Administrative Bulletin 3.5, which outlines the state procurement and contracting procedures.

PART III: GEOGRAPHIC AREAS AND NEEDS ASSESSMENT

12. Estimated Population to be served:

☐ **OPTION A:** Federal award applicants may opt to use their own method for determining the estimated population to be served. Please cite data sources used. Please also list the proposed providers and the number of direct and non-direct staff anticipated.

☒ **OPTION B:** Use the following table to estimate the impacted population for each requested service area (county, parish, tribal land, etc.). Populate the table using census data for the total population for each designated service area. Please select a "Percentage Impact Factor" between .75% (multiply the "Total Census Population by 0.0075) and 2% (multiply the "Total Census Population" by 0.02) to determine "Estimated Population to be Served". Please also list the number of direct and direct support staff anticipated. Provide a brief justification for the "Percentage Impact Factor" chosen in the box below. Please also list the proposed providers and the number of direct and support staff anticipated.

Service Provider Name (if known) and Requested Declared Service Areas	Total Census Population in Requested Declared Service Areas	Percentage Impact Factor (.75%)	Estimated Population to be Served during the RSP	Number of Direct Staff FTE's (Crisis Counselors, Team Leads) (Typically a 300:1 ratio)	Number of Non-Direct Staff FTE's (Admin., Fiscal, Data etc.) Typically 15-20%
Addison County	37578	0.75%	282	3.00	0.50
Howard Center (Chittenden)	169301	0.75%	1270	4.00	0.50
Washington County MH	59807	0.75%	450	5.00	0.50
Lamoille County Mental Health	26090	0.75%	196	2.00	0.50
NKHS (Caledonia Essex & Orleans)	64311	0.75%	482	6.00	0.50
TOTALS:	357087	-	2680	20	2.5

Describe any circumstances not captured in the table above that will have an impact on the need for and equitable delivery of crisis counseling services during the RSP. Include any high-risk groups or populations of concern (e.g., children; adolescents; older adults; individuals with disabilities; cultural needs; access and functional needs; lower income populations; first responders; etc.). Please include your plan to ensure the RSP is accessible.

See question 11.

We added the non-direct staff positions to the Providers to enable them to capture all the necessary documentation and coordination.

The State will also be contracting with an entity to provide project management support for up to 2.5 FTE, including Provider Project Manager, Data Evaluation and Admin/Fiscal Specialist.

PART IV: RESOURCES AND CAPABILITIES

13. Describe the current mental health resources and explain why they cannot meet the disaster-related mental health needs caused or aggravated by this disaster.

Thus far the CMHC are:

- Responding to residential facilities that serve adult with SMI to move them out of flooded facilities to dry motels.
- Providing medication deliveries to individuals (in a boat) to ensure flooded individuals have their prescriptions.
- Providing Mental Health support to un-housed individuals that needed to move from camps into motel.
- Providing Mental Health supports to temporary emergency shelters that have opened in communities.
- Providing hotel rooms to staff that were not able to go home after their shift due to the flooding.
- Creating brochures for communities re: emotional response to flooding including crisis numbers/988.
- Providing extra staff resources to families in their homes of the youth that were scheduled to attend camps (cancelled).
- Staff that are available are working overtime in residential to cover shifts of those that are flooded and can't get into work.
- Providing disaster crisis counseling at shelters and other mass care sites.

The CMHC function to serve the designated population of Medicaid-enrolled individuals with mental illness. While they do also provide services to non-Medicaid-enrolled individuals and families, they do not serve the population as a whole. The unique nature of what CCP provides is access to support services to all disasters survivors in a designated region, regardless of their mental health status or prior need for services. This is also a unique program that is designed to provide direct outreach and support out in the community and get more individual awareness and access to the supports they may need. Often during disasters there is a notion that you should not seek services because there are others who need it more and not wanting to take away from the less fortunate. This CCP program helps address that by providing outreach and education services in the community.

14. Has the Federal award applicant received funds for mental health disaster response from any other source (i.e. Department of Education, Foundations, etc) ? If so, how much and how are these funds used?

There is no specific dollar amount to report, but the Department of Mental Health has been communicating with the Vermont Community Foundation (VCF) to determine how they can help provide funding to the impacted communities. They have been seeking to specifically support mental health efforts as it aligns with their mission. They are eager to support the CCP program if there are outstanding needs that would work alongside the CCP program that are otherwise not funded. We have not determined what activities or funds would be needed, but VCF is eager to provide support to those in need in the community if they are able to do so.

PART V: PROGRAM ADMINISTRATION

15. Will the State, Tribal Government or Territory be providing any direct crisis counseling services?

☐ Yes ☒ No

16. Attach an overall organizational chart for this project

17. Provide a brief description of administrative oversight plans (supervision and monitoring of crisis counselors, team leads, data collection efforts, managing and monitoring staff stress, etc).

The DMH Director of Mental Health Services will be the State CCP Director and the lead on this statewide effort in coordination through the Community Mental Health Centers (CMHC). Teams leads will be assigned within the provider network to support these efforts. Reporting will be funneled up to the State. There will be supervision occurring on a regular basis with the crisis counselors to ensure that things are going well and that they are supported and managed their own response to the disaster. The State will be creating a virtual media campaign, using printed materials and flyers; print media; PSAs on radio and television; community contacts for the RSP period. Outreach to targeted vulnerable populations to include: Individuals with severe mental illness, Children and Youth; Refugees and Non-English speaking population; Caregivers; Elders; Homeless population; People living with food insecurity; Essential workers; People in congregate living settings.

The State will seek a Provider Project Manager for direct oversight of the providers and serve as the conduit back to the State CCP Director. We will also have a Data Evaluation Specialist and Fiscal Administrator to support timely and complete reporting and documentation. The State will also employ Community Liaisons to serve as cultural brokers where needed.

The Provider Project Manager will be meeting with the providers on a weekly basis, which may involve the State CCP Director as well initially. The Project Manager will also meet with the providers on an as needed basis. Meetings may become bi-weekly as time goes on, depending on need.

18. How will the Federal award applicant monitor the organization and deployment of crisis counseling teams? If more than one provider agency will be delivering services, please describe the plan to coordinate services. If more than one provider will cover a service area, please include a map that shows how the responsibility for that service area will be divided.

The State will be contracting with a Provider Project Manager to provide the direct oversight of the provider and coordinate with the State CCP Coordinator to ensure things are on track. They will be responsible for checking in with each of the five provider organizations regularly, reviewing their data, providing quality assurance, and supporting documentation management. Each of the five providers will cover the populations in the counties they serve as Community Mental Health Centers. One of the providers will cover three counties in their region, which is why there are five providers for seven counties.

19. Describe the Federal award applicant's plan for quality control methods to ensure appropriate services reach survivors.

This will be managed by our Provider Project Manager reviewing the data, the number of contacts, and having regular check-ins with the providers to ensure the operations are running smoothly and all towns in the county are having access to services.

The data will be reviewed in scheduled meeting with each of the CCP sites. These meetings will involve the State CCP Director, as well.

ODCES entry approval will be managed by the Provider Project Manager or their data evaluation specialist. Approval may be granted to teams leads over time, but initially this will be centrally managed.

20. With what organizations and community stakeholders will you partner? Select all that apply:

- ☒ Community Mental Health and Substance Abuse Centers
- ☒ Schools
- ☐ Faith-Based Organizations
- ☒ First Responders
- ☒ Community-Based Cultural Organizations
- ☐ Law Enforcement
- ☐ Local Elected Officials
- ☒ Long-Term Recovery Groups
- ☒ Other: Charitable Foundation, VT 211

21. Briefly describe how you will engage with the partners identified above.

Community Mental Health Centers will be the providers for CCP services. VT 211 will be the advertised call center to connect Vermonters to the appropriate provider for their region.

We are also looking to involve the Vermont Language Justice Project to increase awareness and access to the CCP services through the production of videos describing the services and reasons to seek them; they will be translated into multiple languages to reduce language as a barrier.

CCP providers will also work with schools and first response organization in their impacted counties to provide support as requested at meetings and events related to flood impacts and recovery.

22. What primary CCP services will you provide? Please select all that apply.

- ☒ Individual crisis counseling
- ☒ Group crisis counseling
- ☒ Brief educational or supportive contact
- ☒ Public education
- ☒ Assessment, referral, and resource linkage
- ☒ Community networking and support

23. What secondary CCP services will you provide? Please select all that apply.

- ☒ Development and distribution of educational materials
- ☒ Media and public service announcements

24. **State Staffing Plan.** Please provide information on the staffing at the Grantee level. Include leadership positions and direct staff if the State, Territory or Tribe is providing any direct services. Do not include provider-level staff.

	Grant Funded		Projected In-Kind	
Type of Staff	# of Staff Members	# of FTE's (based on 40 hours per week)	# of Staff Members	# of FTE's (based on 40 hours per week)
Senior leadership			2	0.25
Communications			2	0.1
TOTALS:	0	0	4	0.35

25. Describe the Federal award applicant's plan to ensure clear program identity (educational materials, wellness messaging, logos, etc.) and market the program (including website, hotline, social media, public service announcements, etc.)

The State has an established relationship with a marketing contractor for the Starting Over Strong Vermont Program. This will include public services announcements; media buys; radio ads; print and digital media; earned media and more. We will be reviving the branding used for Tropical Storm Irene in 2012: Starting Over Strong VT. We will advertise 211 as the place to call, and locally people will know to contact the provider directly, if not referred from 211. We have a web page on our website to provide overview information, but this will direct people to contract their local providers. We plan to have a central phone line at our office that will have a phone tree directing folks to their respective provider by county.

26. Briefly describe the facilities to be utilized and your plan for securing office space for this project.

There will be no centralized office space for this work. The organization involved will use their own existing office space in-kind and the work itself will be done primarily out in the community. The state-level contractor will work out of their existing office space in Montpelier, VT, unless they need to travel to meet with providers or the State in Waterbury, VT.

27. The CCP requires mandatory training during the RSP as described in the CCP guidance. Please describe the proposed training program for project staff, indicating the number of workers needing such training. Also include additional training (if any) that you plan to provide and the rationale for such training.

- Core Content Training – in-person and virtual training will be provided for any staff hired for CCP work, including 211 staff, and project manager. Approximately 15-20 staff however more if the agencies experience turnover during the RSP period.
- Transition to RSP Training – 1.5-day training to assist CCP staff to transition to RSP. Approximately 25 staff will need to be trained depending on timing of the RSP award. We anticipate this being more of a transition from one RSP to the other rather than the traditional ISP to RSP. Since we are more than a year out from 4720, and things may be different in 4810.
- RSP mid-program Training – 1 day training to assist CCP staff to discuss program successes and challenges and identify ongoing needs. Approximately 25 staff will need to be trained.
- Disaster Anniversary Training – 1 day training to help CCP staff anticipate and respond to disaster anniversary reactions. Approximately 25 staff will need to be trained. This was previously combined with mid-program and may happen again.
- RSP Phasedown Training – 1 day training to recognize the work that the CCP program has accomplished and reassess the community needs. Approximately 25 staff will need to be trained.
- CCP data forms and App training – Trainings will be scheduled as needed to meet the needs of the staff that are currently trained and/or will be trained in CCP. This may need to be offered more than once, based on prior experience.
- Psychological First Aid – 2-day training. Vermont is interested in providing this valuable training to the Community Mental Health Centers (CCP staff). Approximately 25 staff will be trained.
- Responder Wellness - We anticipate working with the Employee Assistance Program to provide regular (maybe monthly) sessions on self-care, burn out, and an opportunity to acknowledge the burden they are taking on for their communities.

DMH Leadership will continue to monitor of ongoing need for trainings and assess if trainings will be held in person or virtually.

28. Does the State, Territory or Tribe have any experienced trainers who can provide training on the CCP model?

☐ Yes ☒ No

PART VI: BUDGET

29. Attach a Standard Form 424: Request for Federal Assistance (SF-424) and Standard Form 424a: Budget Information - Non-Construction Programs (SF-424a). These forms should include all projected operating costs.
30. Attach a budget narrative explaining each line item on the SF-424a.

PART VII: ASSURANCES

31. Please indicate whether the following assurances have been completed and submitted with this application:

- a. SF-LLL Disclosure of Lobbying Activities ☒ Yes ☐ No
- b. Disbarment and Suspension and other Responsibility Matters ☐ Yes ☒ No
- c. HHS Project Site Location/Key Contacts Form ☒ Yes ☐ No

32. The Governor or Chief Tribal Executive or their authorized representative agrees to and/or certifies that:

- ☒ The requirements are beyond the State, local, Territory, or Tribal government's capabilities.
- ☒ The program, if approved, will be implemented according to the plan contained in the application approved by the Assistant Administrator for the Recovery Directorate.
- ☒ The State, Tribal Government or Territory will maintain close coordination with and provide reports to the Regional Administrator, the Assistant Administrator for the Recovery Directorate and the Secretary.
- ☒ The State, Tribal Government or Territory's emergency plan, prepared under Title II of the Stafford Act, will include disaster mental health planning.

33. By signing below, the Governor's Authorized Representative (GAR) or the Chief Tribal Executive affirms that the foregoing questions have been answered correctly and truthfully to the best of their knowledge.

DocuSigned by:

Sarah Clark

04AB832CD55C438...

10/1/2024

Signature

Date

PART VIII: APPLICATION CHECKLIST

34. The following documents are being submitted with this grant application:

- a. Completed RSP Application ☒ Yes ☐ No
- b. Request for Federal Assistance (SF-424) ☒ Yes ☐ No
- c. Budget Information - Non-Construction Programs (SF-424a) ☒ Yes ☐ No
- d. Assurances for Non-Construction Programs (SF-424b) ☒ Yes ☐ No
- e. Budget Narrative ☒ Yes ☐ No
- f. Organizational Chart ☒ Yes ☐ No
- g. Assurance forms from question 31 above ☒ Yes ☐ No

RSP Narrative Budget Tool for the State, Tribe, or Territory

Name of State or Tribe: State of Vermont - Department of Mental Health

Budget Line Item Description						Total Funded Costs	Total In-kind Costs	Line-item Cost Calculation and Justification Narrative
Direct Costs								
Direct Personnel Costs								
	No. of FTE	Hours per Day	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative	
Director of Operations		8.00	\$50.00	10.00	\$ 4,000.00		Cover direct cost for site visit and meeting attendance. A	
Deputy Commissioner		8.00	\$65.00	10.00	\$ 5,200.00		Cover direct cost for site visit and meeting attendance.	
Personnel Total: The total on this line should be reflected in line 6a. of the SF-424a.						\$ 9,200.00	\$ -	
Fringe								
					Total Funded Costs	Total In-kind Costs	Fringe Line-item Cost Calculation and Justification Narrative	
State Employee Fringe			40.00%		\$ 3,680.00		May vary a bit based on elected benefits.	
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.								
Fringe Benefits Total: The total on this line should be reflected in line 6b. of the SF-424a.						\$ 3,680.00	\$ -	
Direct Travel Costs								
	Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative		
State staff travel to CCP-related meetings, training, and various locations	2000.00	\$0.67		\$ 1,340.00		This may warrant POV mileage, Fleet vehicle or rental vehicle. Costs and need unclear at this time. Also rate may increase in next federal FY.		
State staff incidentals per diem (like for site visit)		\$40.00	12.00	\$ 480.00		Staff incidentals during site visit or otherwise.		
<input checked="" type="checkbox"/> Check this box to confirm that these are usual and customary rates for this organization.								
Travel Total: The total on this line should be reflected in line 6c. of the SF-424a.						\$ 1,820.00	\$ -	
Direct Equipment Costs								
		Unit Cost	Total Funded Costs	Total In-kind Costs	Direct Equipment Costs Line-item Cost Calculation and Justification Narrative			
Equipment Total: The total on this line should be reflected in line 6d. of the SF-424a.						\$ -	\$ -	
Direct Supplies Costs								
	No. of Units	Unit Cost	Total Funded Costs	Total In-kind Costs	Direct Supplies Costs Line-item Cost Calculation and Justification Narrative			
USPS Postage to mail supplies	50.00	\$20.00	\$ 1,000.00		Based on prior program with projected costs			
Printed materials for required training	50.00	\$20.00	\$ 1,000.00		This was the estimated cost for training material print out.			
Printed materials to hand out for in person events (duplex)	7000.00	\$0.43	\$ 3,010.00		Estimate cost at 1000/county; may vary			
A-Frame or other large banners and signs	15.00	\$200.00	\$ 3,000.00		These were successful, may need more or look for similar but different signage for events.			
Car Magnets	24.00	\$20.00	\$ 480.00		These were successful. They are for use by the crisis counselors in the field			
Table cloths	6.00	\$140.00	\$ 840.00		These were successful, may need more. They are for use by the crisis counselors in the field.			
Misc office supplies (pens, paper, clipboards, etc.)	400.00	\$1.00	\$ 400.00		Incidental needs			
Door hangers and business cards	20.00	\$100.00	\$ 2,000.00		These were successful, will need more.			
CCP Apparel: T-shirts (short sleeve) or hats	40.00	\$20.00	\$ 800.00		These were successful. There was previously rotating staff so we ended up not having enough stuff when we did not want to do a new order late into the program. There are also unanticipated setup and shipping fees.			
CCP Apparel: T-shirts (long sleeve)	40.00	\$20.00	\$ 800.00		These were successful. There was previously rotating staff so we ended up not having enough stuff when we did not want to do a new order late into the program. There are also unanticipated setup and shipping fees.			
CCP Apparel: Vests or jackets	40.00	\$40.00	\$ 1,600.00		These were successful. There was previously rotating staff so we ended up not having enough stuff when we did not want to do a new order late into the program. There are also unanticipated setup and shipping fees.			
Supplies Total: The total on this line should be reflected in line 6e. of the SF-424a.						\$ 14,930.00	\$ -	
Total Direct Charges: The total on this line should be reflected in line 6i. of the SF-424a.						\$ 29,630.00	\$ -	

Contractual Costs						
Contractual Consultant/Trainer Costs	Daily Rate	Days	Total Funded Costs	Total In-Kind Costs	Contractual Consultant/Trainer Costs Line-Item Cost Calculation and Justification Narrative	
Vendor will provide Provider Project Management (2.0 FTE broken down below; fringe rate 41%).					VPQHC is our current provider of these services, but may not be able to continue in their capacity for another contract under DR 4810. We will still need to have this contractual project management support.	
Provider Project Director (0.25 FTE; \$46.44/hr + fringe)	\$130.96	189.00	\$ 24,751.59		189 is the number of days during the performance period excluding weekends. This does not mean work will not occur on weekend, but it does assume that no overtime will be worked. Holidays have not been excluded. This number will be used throughout this application.	
Provider Project Manager (1.0 FTE; \$43.26/hr + fringe)	\$487.97	189.00	\$ 92,226.86		See above	
Data Evaluation (0.75 FTE; \$31.03/hr + fringe)	\$262.51	189.00	\$ 49,615.11		See above	
Administrative fees	\$132.22	189.00	\$ 24,989.58		See above	
Cell phone for all remote staff	\$500.00	2.00	\$ 1,000.00		Equipment for PMs. Equipment from 4720 may or may not be able to be used depending on vendor selection and staffing.	
Cell phone service	\$50.00	18.00	\$ 900.00		Equipment for PMs. Equipment from 4720 may or may not be able to be used depending on vendor selection and staffing.	
Laptop - video conferencing compatible for remote staff (or iPads if available)	\$1,000.00	2.00	\$ 2,000.00		Equipment for PMs. Equipment from 4720 may or may not be able to be used depending on vendor selection and staffing.	
Office 365 (\$10/month/pp; 9 months each, assume more accounts than devices)	\$10.00	18.00	\$ 180.00		Equipment for PMs. Equipment from 4720 may or may not be able to be used depending on vendor selection and staffing.	
Contractual Consultant/Trainer (Max \$750/day)					Required training	
This assumes a mix of in-person and virtual training sessions. Core Content Training: One in-person, 2-day session +travel day (3 days), and one virtual session given the geographic spread across the state (2 days). Reoffer core content for new staff onboarding, if needed. This line also includes the Mid-program (1 day); disaster anniversary (1 day); and RSP phasedown (1 day). (8 days total)	\$750.00	8.00	\$ 6,000.00			
Psychological First Aid (Two 2-day offering plus travel days)	\$750.00	6.00	\$ 4,500.00		Relevant training with positive feedback from prior staff	
Space reservation for training if needed at conference center	\$1,500.00	2.00	\$ 3,000.00		This came up previously and we ended up finding space in State property but should have contingency.	
Responder Wellness Training	\$750.00	10.00	\$ 7,500.00		Vermont has a Center for Responder Wellness and we would like to partner with them for responder wellness training for the SOS-VT Program. We may also partner with the Employee Assistance Program.	
Travel		Miles	Total Funded Costs	Total In-Kind Costs	Contractual Consultant/Trainer Costs Line-Item Cost Calculation and Justification Narrative	
POV or rental car travel for contracted trainers or project managers	\$0.67	100.00	\$ 3,350.00		Estimated travel. If trainer flying in will need rental car too.	
Airfare or travel to Vermont for Training contractor	\$500.00	6.00	\$ 3,000.00		Accounting for 3 in-person trainings	
Meals and Incidentals	\$74.00	10.00	\$ 740.00		Estimated based on training days.	
Hotel for trainer CCP and PFA	\$200.00	10.00	\$ 2,000.00		Estimated based on training days.	
Subtotal Contractual Consultant/Trainer Costs			\$ 225,753.14	\$ -		
Contractual Media/Public Information Costs			Total Funded Costs	Total In-Kind Costs	Contractual Media/Public Information Costs Line-Item Cost Calculation and Justification Narrative	
Vermont Language Justice Project					This is a great resources to expand language access. This was a great partnership previously, so we would look to provide videos on different topics related to disaster mental health, potentially with targeted populations like youth in schools.	
Produce information videos about the program translated into multiple languages to improve access. Cost is \$15,000 per video set, which is created in 17 different languages. This is intended to take a phased approach post disaster, connect to resources and inform Vermonters about the CCP program. These video resources are often promoted through existing organizations that support multicultural communities and English Language Learners, such as US Committee for Refugee and Immigrants (USCRI) and Association of Africans Living in Vermont (AALV).			\$ 45,000.00		Current cost ~\$28k but projected cost increase. Allows for monthly spot that can be targeted across appropriate areas and has a better placement than paid ads, which is how we handled this previously. Still need to discuss the approach pros and cons, but need the line nonetheless.	
Front Porch Forum Subscription - Allows for monthly posting on this platform			\$ 29,500.00		Historical context from 4720: ~\$6,000 for 2-weeks across all 9	
Content Development, Creative Work, Account Management, Social Media Toolkits, Graphic Design, media negotiation, audio/video production, recording, and editing. This would be to continue our work with new creative content, building on the brand we developed.			\$ 24,000.00		Since we have established brand recently, we think we could see savings in creative. The current hourly rate for Place Creative is \$195/hour.	

			<p>We say in increased need for larger media buys. Media buys are expensive and come at a significant cost for a short window of time. We feel the need to do more frequent advertising and change it up a bit so it does not become background for people. In previous CCP, we ended up needing to do more media buys than predicted to continuously get the word out.</p> <p><i>Historical context from 4720: paid social is paid per-click beyond certain fees etc, and in part per-click rate depends on number of clicks. Our initial flight was across 4 months for static images, and overlapping 6 weeks including video ads; average \$0.58 per click for 11,591 clicks; 2,269,698 impressions; 187,371 Vermonters reached.</i></p>
Paid Social	\$	20,000.00	<p>We had great return on investment with ~480% in-kind spot value.</p> <p><i>Historical context from 4720: 325 spots aired with an estimated 3M impressions. Spent \$5,000 with in-kind spot value of \$15,550 by using government relationship with Vermont Broadcasters Association. The down side is that we were unable to choose stations or time slots, so high traffic slots would cost significantly more.</i></p>
Broadcast TV	\$	5,000.00	<p>Ends up being costly to get sufficient airtime and needs to be on multiple networks. This is for multiple flights in the project period.</p> <p><i>Historical context from 4720: initial radio flight, for about 2 months, cost \$18,244. This was across 3 radio networks for a total of 881 15-second spots (including in-kind savings of \$546 in air time)</i></p>
Radio	\$	25,000.00	<p>An additional modality to meet folks where they access information.</p> <p><i>Historical context from 4720: We only did this on or final flight for a brief two-week period in 4 counties and the cost was ~\$3,800</i></p>
Internet Streaming - including connected TV (run of network) and Hulu	\$	10,000.00	<p>We say in increased need for larger media buys. We try to find the balance of where and what modes will be most effective. This often means shift the plan around between social, print, radio, and TV ads.</p> <p><i>Historical context from 4720: (Example ad in 7 Days local paper \$700/week, which covers 11 VT counties and is distributed broadly, with an online presence too. Another example of local paper in one county: Times Argus-\$860 for 4-week stretch of 1/4 page full color ads</i></p>
Print media buys (Example ad in 7 Days local paper \$700/week; this line include ads in local papers as well for the 7 impacted counties. Another example of local paper: Times Argus: \$860 for 4-week stretch of 1/4 page full color ads)	\$	20,000.00	<p>6-month ad on various bus routes in 4 impacted counties. Includes production, installation, and design</p>
Bus Ads - King Kong Bus Wrap	\$	7,500.00	<p>We ended up pivoting towards social media last time but we could consider this as an alternative to perhaps reach a different target audience.</p>
Digital Media Ads (Example: Google banner ads: \$3500/month)	\$	14,000.00	
Subtotal Media/Public Information Costs	\$	200,000.00	Total In-Kind Costs
Other Contractual Costs		Total Funded Costs	\$ -
Vermont 211 - Call Center Support	\$	20,000.00	
Translation and Interpreter Services (CCP encounters and translation of materials through Propio)	\$	20,000.00	
Provider: Addison	\$	301,613.00	
Provider: HC	\$	365,031.48	
Provider: LCMHS	\$	234,851.24	
Provider: NKHS	\$	489,103.24	
Provider: WCMHS	\$	449,419.00	
Subtotal Other Contractual Costs	\$	1,880,017.96	\$ -
Total Contractual Charges: The total on this line should be added to the totals from all provider budgets and reflected in line 6f. of the SF-424a.	\$	2,305,771.10	\$ -
TOTAL STATE OR TRIBE COSTS	\$	2,335,401.10	\$ -

RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Provider TBD									
Geographic Areas to be Served: Addison County									
Budget Line Item Description									
Direct Costs				Total Funded Costs	Total In-kind Costs	Line-item Cost Calculation and Justification Narrative			
Direct Personnel Costs				Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative			
Team Leads	No. of FTE	Hours per Day	Rate	Days	Total Funded Costs	Total In-kind Costs	Small County - impacts from the storms. Small County - impacts from the storms. Small County - impacts from the storms.		
	1.00	8.00	\$ 40.00	189.00	\$ 60,480.00				
Crisis Counselors	2.00	8.00	\$ 35.00	189.00	\$ 105,840.00				
Non-direct staff (Admin/Fiscal)	0.50	8.00	\$ 30.00	189.00	\$ 22,680.00				
Personnel Subtotal					\$ 189,000.00	\$ -			
Fringe				Total Funded Costs	Total In-kind Costs	Fringe Line-item Cost Calculation and Justification Narrative			
							Standard provider fringe rate- will adjust based on provider		
				\$ 77,490.00					
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Fringe Benefits Subtotal					\$ 77,490.00	\$ -			
Direct Travel Costs				Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative
Mileage (per day), spread out geographically				100.00	\$ 0.67	189.00	\$ 12,663.00		Travel for in-person events and door-to-door outreach to survivors
Per diem for training					360.00	6.00	\$ 2,160.00	\$ -	6 staff, \$45x8=\$360 per person for all training trips. None anticipated to be overnight and if virtual no per diem will be needed. Using day column to represent people. Using GSA meal and incidental rates for breakfast, lunch, and incidental - average across regions.
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Travel Subtotal							\$ 14,823.00	\$ -	
Direct Equipment Costs				Unit Cost			Total Funded Costs	Total In-kind Costs	Direct Equipment Costs Line-item Cost Calculation and Justification Narrative
Equipment Subtotal							\$ -	\$ -	
Direct Supplies Costs				Unit Cost	No. of Units	Total Funded Costs		Total In-kind Costs	Direct Supplies Costs Line-item Cost Calculation and Justification Narrative
Cell phone for all remote staff				\$500.00	6.00	\$ 3,000.00			Assumes each direct FTE is split to 2 staff, expecting some more, some less. This county and provider are new to the CCP program and do no have prior equipment.
Cell phone service (per month)				\$50.00	54.00	\$ 2,700.00			Assumes each direct FTE is split to 2 staff, expecting some more, some less. This county and provider are new to the CCP program and do no have prior equipment.
Laptop - video conferencing compatible for remote staff (or iPads if available)				\$1,000.00	6.00	\$ 6,000.00			Assumes each direct FTE is split to 2 staff, expecting some more, some less. This county and provider are new to the CCP program and do no have prior equipment.
Office 365 (\$10/month/pp; 9 months each, assume more accounts than devices)				\$10.00	54.00	\$ 540.00			Assumes each direct FTE is split to 2 staff, expecting some more, some less. This county and provider are new to the CCP program and do no have prior equipment.
Printed materials to hand out for in person events (Duplex)				\$0.43	2000.00	\$ 860.00			
Misc office supplies (pens, paper, clipboards, etc.)				\$1.00	200.00	\$ 200.00			
Supplies Subtotal							\$ 13,300.00	\$ -	
Subtotal Direct Provider Charges							\$ 294,613.00	\$ -	

Contractual Costs							
Contractual Consultant/Trainer Costs			Daily Rate	Days	Total Funded Costs	Total In-kind Costs	Contractual Consultant/Trainer Costs Line-item Cost Calculation and Justification Narrative
Travel			Miles	Rate	Days	Total Funded Costs	Total In-kind Costs
Subtotal Contractual Consultant/Trainer Costs						\$ -	\$ -
Contractual Media/Public Information Costs					Total Funded Costs	Total In-kind Costs	Contractual Media/Public Information Costs Line-item Cost Calculation and Justification Narrative Running local ads and job board placements. May include LinkedIn/Indeed recruitment or social sponsored ads. This will be used for more local level ads with consistent branding but more direct to the community and sometimes highlighting the local provider and their direct line vs 211 or other central line (we plan to implement new phone line). Still all under SOS-VT brand.
Local Recruitment Advertising Costs					\$ 2,000.00		
Local Ads for program targeted to their region							
					\$ 5,000.00		
Subtotal Media/Public Information Costs					\$ 7,000.00	\$ -	
Other Contractual Costs					Total Funded Costs	Total In-kind Costs	Other Contractual Costs Line-item Cost Calculation and Justification Narrative
Subtotal Other Contractual Costs							
Subtotal Contractual Provider Charges					\$ -	\$ -	
					\$ 7,000.00	\$ -	
Total Provider Charges: The total on this line should be added to the State's contractual costs and any other provider budget totals and reflected in line 6f. of the SF-424a.							
					\$ 301,613.00	\$ -	

RSP Narrative Budget Tool for the Local Provider

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Local Recruitment Advertising Costs		\$	2,000.00		Running local ads and job board placements. May include LinkedIn/Indeed recruitment or social sponsored ads.
Local Ads for program targeted to their region		\$	5,000.00		This will be used for more local level ads with consistent branding but more direct to the community and sometimes highlighting the local provider and their direct line vs 211 or other central line (we plan to implement new phone line). Still all under SOS-VT brand.
Subtotal Media/Public Information Costs		\$	7,000.00	\$ -	
Other Contractual Costs			Total Funded Costs	Total In-kind Costs	Other Contractual Costs Line-item Cost Calculation and Justification Narrative
Subtotal Other Contractual Costs		\$	-	\$ -	
Subtotal Contractual Provider Charges		\$	7,000.00	\$ -	
Total Provider Charges: The total on this line should be added to the State's contractual costs and any other provider budget totals and reflected in line 6f. of the SF-424a.		\$	365,031.48	\$ -	

RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Lamoille County Mental Health Services

Geographic Areas to be Served: Lamoille County

Budget Line Item Description						Total Funded Costs	Total In-kind Costs	Line-item Cost Calculation and Justification Narrative
Direct Costs								
Direct Personnel Costs						Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative
Team Leads	No. of FTE	Hours per Day	Rate	Days	Total Funded Costs	Total In-kind Costs	Small County - significant impacts from the storms.	
Crisis Counselors	1.00	8.00	\$ 40.00	189.00	\$ 60,480.00		Small County - significant impacts from the storms.	
Non-direct staff (Admin/Fiscal)	1.00	8.00	\$ 35.00	189.00	\$ 52,920.00		Small County - significant impacts from the storms.	
	0.50	8.00	\$ 30.00	189.00	\$ 22,680.00			
Personnel Subtotal						\$ 136,080.00	\$ -	
Fringe						Total Funded Costs	Total In-kind Costs	Fringe Line-item Cost Calculation and Justification Narrative
						\$ 68,448.24		Standard LCMH Fringe rate
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.								
Fringe Benefits Subtotal						\$ 68,448.24	\$ -	
Direct Travel Costs						Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative
Mileage (per day), spread out geographically	Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	Travel for in-person events and door-to-door outreach to survivors		
	100.00	\$ 0.67	189.00	\$ 12,663.00		4 staff, \$45x8=\$360 per person for all training trips. None anticipated to be overnight and -if virtual no per diem will be needed. Using day column to represent people. Using GSA meal and incidental rates for breakfast, lunch, and incidental - average across regions.		
Per diem for training		360.00	4.00	\$ 1,440.00	\$ -			
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.								
Travel Subtotal						\$ 14,103.00	\$ -	
Direct Equipment Costs						Total Funded Costs	Total In-kind Costs	Direct Equipment Costs Line-item Cost Calculation and Justification Narrative
Unit Cost								
						\$ -	\$ -	
Equipment Subtotal								
Direct Supplies Costs						Total Funded Costs	Total In-kind Costs	Direct Supplies Costs Line-item Cost Calculation and Justification Narrative
Cell phone for all remote staff	No. of Units	Unit Cost	Total Funded Costs	Total In-kind Costs	Assumes each direct FTE is split to 2 staff, expecting some more, some less. This provider did not previously purchase equipment on 4720, but may choose to do so on this award.			
	4.00	\$500.00	\$ 2,000.00					
Cell phone service (per month)		\$50.00	\$ 1,800.00		Assumes each direct FTE is split to 2 staff, expecting some more, some less. This provider did not previously purchase equipment on 4720, but may choose to do so on this award.			
Laptop - video conferencing compatible for remote staff (or iPads if available)		\$1,000.00	\$ 4,000.00		Assumes each direct FTE is split to 2 staff, expecting some more, some less. This provider did not previously purchase equipment on 4720, but may choose to do so on this award.			
Office 365 (\$10/month/pp; 9 months each, assume more accounts than devices)		\$10.00	\$ 360.00		Assumes each direct FTE is split to 2 staff, expecting some more, some less. This provider did not previously purchase equipment on 4720, but may choose to do so on this award.			
Printed materials to hand out for in person events (Duplex)		\$0.43	\$ 860.00					
Misc office supplies (pens, paper, clipboards, etc.)		\$1.00	\$ 200.00					
Supplies Subtotal						\$ 9,220.00	\$ -	
Subtotal Direct Provider Charges						\$ 227,851.24	\$ -	

Contractual Costs								
Contractual Consultant/Trainer Costs			Daily Rate	Days	Total Funded Costs	Total In-kind Costs	Contractual Consultant/Trainer Costs Line-item Cost Calculation and Justification Narrative	
Travel			Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	

Name of Local Provider: Northeast Kingdom Human Services

Name of Local Provider: Northeast Kingdom Human Services

Geographic Areas to be Served: Caledonia, Essex, and Orleans Counties

Budget Line Item Description							Total Funded Costs	Total In-kind Costs	Line-item Cost Calculation and Justification Narrative
Direct Costs									
Direct Personnel Costs			No. of FTE	Hours per Day	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative
Team Leads			1.00	8.00	\$ 40.00	189.00	\$ 60,480.00		This provider will cover three very rural counties in Vermont. They capture the area hit hardest in this disaster.
Crisis Counselors			5.00	8.00	\$ 35.00	189.00	\$ 264,600.00		This provider will cover three very rural counties in Vermont. They capture the area hit hardest in this disaster.
Non-direct staff (Admin/Fiscal)			0.50	8.00	\$ 30.00	189.00	\$ 22,680.00		This provider will cover three very rural counties in Vermont. They capture the area hit hardest in this disaster.
Personnel Subtotal							\$ 347,760.00	\$ -	
Fringe							Total Funded Costs	Total In-kind Costs	Fringe Line-item Cost Calculation and Justification Narrative
							\$ 103,980.24		Standard NKHS Fringe rate
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Fringe Benefits Subtotal							\$ 103,980.24	\$ -	
Direct Travel Costs			Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative	
Mileage (per day), spread out geographically			100.00	\$ 0.67	189.00	\$ 12,663.00		Travel for in-person events and door-to-door outreach to survivors	
Per diem for training				360.00	12.00	\$ 4,320.00	\$ -	12 staff, \$45x8=\$360 per person for all training trips. None anticipated to be overnight and if virtual no per diem will be needed. Using day column to represent people. Using GSA meal and incidental rates for breakfast, lunch, and incidental - average across regions.	
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Travel Subtotal							\$ 16,983.00	\$ -	
Direct Equipment Costs			Unit Cost			Total Funded Costs	Total In-kind Costs	Direct Equipment Costs Line-item Cost Calculation and Justification Narrative	
Equipment Subtotal							\$ -	\$ -	
Direct Supplies Costs			Unit Cost			No. of Units	Total Funded Costs	Total In-kind Costs	Direct Supplies Costs Line-item Cost Calculation and Justification Narrative
Cell phone for all remote staff			\$500.00			8.00	\$ 4,000.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.
Cell phone service (per month)			\$50.00			72.00	\$ 3,600.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.
Laptop - video conferencing compatible for remote staff (or iPads if available)			\$1,000.00			4.00	\$ 4,000.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.
Office 365 (\$10/month/pp; 9 months each, assume more accounts than devices)			\$10.00			72.00	\$ 720.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.
Printed materials to hand out for in person events (Duplex)			\$0.43			2000.00	\$ 860.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.
Misc office supplies (pens, paper, clipboards, etc.)			\$1.00			200.00	\$ 200.00		Assumes each direct FTE is split, expecting some more, some less. This provider does have some equipment from 4720, but did not maximize that award and has additional FTE and now serving 3 counties, so more equipment may be needed.

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RSP Narrative Budget Tool for the Local Provider

Name of Local Provider: Washington County Mental Health Services									
Geographic Areas to be Served: Washington County									
Budget Line Item Description									
Direct Costs		Total Funded Costs		Total In-kind Costs		Line-item Cost Calculation and Justification Narrative			
Direct Personnel Costs	No. of FTE	Hours per Day	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative		
Team Leads	1.00	8.00	\$ 40.00	189.00	\$ 60,480.00		They capture one of the hardest hit areas in this disaster, and had significant impact previously they are still recovering from.		
Crisis Counselors	4.00	8.00	\$ 35.00	189.00	\$ 211,680.00		They capture one of the hardest hit areas in this disaster, and had significant impact previously they are still recovering from.		
Non-direct staff (Admin/Fiscal)	0.50	8.00	\$ 30.00	189.00	\$ 22,680.00		They capture one of the hardest hit areas in this disaster, and had significant impact previously they are still recovering from.		
Personnel Subtotal					\$ 294,840.00	\$ -			
Fringe					Total Funded Costs	Total In-kind Costs	Fringe Line-item Cost Calculation and Justification Narrative		
					\$ 117,936.00		Standard WCMH Fringe rate		
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Fringe Benefits Subtotal					\$ 117,936.00	\$ -			
Direct Travel Costs		Miles	Rate	Days	Total Funded Costs	Total In-kind Costs	Direct Personnel Costs Line-item Cost Calculation and Justification Narrative		
Mileage (per day), spread out geographically		100.00	\$ 0.67	189.00	\$ 12,663.00		Travel for in-person events and door-to-door outreach to survivors		
Per diem for training			360.00	10.00	\$ 3,600.00	\$ -	10 staff, \$45x8=\$360 per person for all training trips. None anticipated to be overnight and if virtual no per diem will be needed. Using day column to represent people. Using GSA meal and incidental rates for breakfast, lunch, and incidental - average across regions.		
<input checked="" type="checkbox"/> Check this box to confirm that this is the usual and customary rate for this organization.									
Travel Subtotal					\$ 16,263.00	\$ -			
Direct Equipment Costs			Unit Cost		Total Funded Costs	Total In-kind Costs	Direct Equipment Costs Line-item Cost Calculation and Justification Narrative		
					\$ -	\$ -			
Equipment Subtotal							Direct Supplies Costs Line-item Cost Calculation and Justification Narrative		
Direct Supplies Costs			Unit Cost	No. of Units	Total Funded Costs	Total In-kind Costs	Direct Supplies Costs Line-item Cost Calculation and Justification Narrative		
Cell phone for all remote staff			\$500.00	8.00	\$ 4,000.00		Assumes each direct FTE is split, expecting some more, some less. This provider may need additional equipment for this award period as they did not maximize their allocation in 4720, and circumstances may have changed.		
Cell phone service (per month)			\$50.00	72.00	\$ 3,600.00		Assumes each direct FTE is split, expecting some more, some less. This provider may need additional equipment for this award period as they did not maximize their allocation in 4720, and circumstances may have changed.		
Laptop - video conferencing compatible for remote staff (or iPads if available)			\$1,000.00	4.00	\$ 4,000.00		Assumes each direct FTE is split, expecting some more, some less. This provider may need additional equipment for this award period as they did not maximize their allocation in 4720, and circumstances may have changed.		
Office 365 (\$10/month/pp; 9 months each, assume more accounts than devices)			\$10.00	72.00	\$ 720.00		Assumes each direct FTE is split, expecting some more, some less. This provider may need additional equipment for this award period as they did not maximize their allocation in 4720, and circumstances may have changed.		
Printed materials to hand out for in person events (Duplex)			\$0.43	2000.00	\$ 860.00				
Misc office supplies (pens, paper, clipboards, etc.)			\$1.00	200.00	\$ 200.00				

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