



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: April 14, 2025
Subject: Grant/LSP Request– JFO #3247

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***The Agency of Human Services has requested an expedited review of JFO #3247. Please respond by Friday, April 18, 2025.***

JFO #3247: \$2,875,419.00 to the Agency of Human Services, Department for Children and Families to support families affected by the July 2024 flood event. The request includes three (3) limited-service positions. Two (2) Emergency Management Specialists to the AHS central office and one (1) Grants and Contract Manager to the Department of Children and Families business office. Positions are expected through June 30, 2027.

[NOTE: The positions require a 50% state match. The funds are intended to come from the appropriation in Act 78 B.1100(a)(2) as included in the FY26 Gov Rec budget, however, in the event that language is not approved the ARPA Admin appropriation could also be used as a funding source.]

[Received 04/10/2025, expedited review requested 04/10/2025]

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. If we do not have a response by **Friday, April 18, 2025**, members will be polled.

Sorsha Anderson

From: Fedorchuk, Emma <Emma.Fedorchuk@vermont.gov>
Sent: Thursday, April 10, 2025 10:44 AM
To: Reinold, Anna
Subject: RE: AHS-DCF LSP Request

Hi Anna,

Hoping this is one of the ones that was approved – re: our teams chat on the expedited request justification, AHS confirmed this was ok to use:

We respectfully request that review of this application be expedited. AHS is still in the recovery phase of two Vermont floods, and we are losing two of seven flood recovery case managers imminently. The remaining case managers are all state employees temporarily reassigned to case management, with the intent of phasing all seven out of their reassignment. There is an urgent need to hire limited-service case management/emergency management positions. Doing so will provide continuity of services to Vermonters who were impacted by the floods of 2023 and July 2024. We are working closely with Doug Farnham, Chief Recovery Officer, to pursue these positions to ensure we meet the governor's objectives for flood recovery.

Thanks!
Emma

From: Reinold, Anna <Anna.Reinold@vermont.gov>
Sent: Wednesday, April 2, 2025 5:10 PM
To: Johnson, Jaye <Jaye.Johnson@vermont.gov>
Cc: Pallas, Karen <Karen.Pallas@vermont.gov>; Fedorchuk, Emma <Emma.Fedorchuk@vermont.gov>
Subject: AHS-DCF LSP Request

Good evening,

Please find attached a Disaster Case Management Program (DCMP) grant/LSP request from DCF. This is a \$2.875M award from 8/20/24 – 8/20/26, funds will be used to support disaster case management services to impacted households.

The package also contains a request for three limited-service positions, funded 50% with the award and 50% state funds. The intent is for the state match to come out of the appropriation in Act 78 B.1100(a)(2) as included in the FY26 Gov Rec budget, however, in the event that language is not approved the ARPA Admin appropriation could also be used as a funding source.

AHS is requesting expedited review of this package to establish/hire the LSPs as soon as possible.

The Governor's signature is requested on pages 4 and 6 please.

Thank you,

Anna Reinold
Executive Assistant
Department of Finance & Management
109 State Street, 5th Floor

Montpelier, VT 05609-0401

Cell: 802-622-4780 (preferred)

Office: 802-828-2376

Personal pronouns: she/her ([more info on pronouns](#))

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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:		DCF is receiving \$2.875M through the FEMA Disaster Case Management Program (DCMP) to provide services for families impacted by the July 2024 flood event.			
Date:		3/28/2025			
Department:		AHS DCF			
Legal Title of Grant:		Disaster Case Management Program			
Federal Catalog #:		97.088			
Grant/Donor Name and Address:		Federal Emergency Management Agency 312 Hurricane Lane Williston VT 05495			
Grant Period:		From:	8/20/2024	To:	8/20/2026
Grant/Donation		\$2,875,419			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$479,237	\$1,437,710	\$958,472	\$2,875,419	Represents FF only, see AA-1 for state funds supporting LSPs.
Position Information:		# Positions	Explanation/Comments		
		3	3 limited service positions requested, 50% FF 50% state funds.		
Additional Comments:					
Department of Finance & Management		Adam Gre... Signed by: (ial)			
Secretary of Administration		Sean Brown (ial) F643164EBC83432...			
Sent To Joint Fiscal Office		Anna Reinold Date			
		REVIEWED By Anna Reinold at 12:20 pm, Apr 10, 2025			





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

Agency of Human Services

[phone] 802-241-0935

To: The Vermont Legislative Joint Fiscal Committee

FROM: Chris Winters, Commissioner, Department for Children and Families Initial
CW

DATE: February 24, 2025

RE: Disaster Case Management Program Memo

On August 20, 2024, a Major Disaster Declaration for Vermont, designated as FEMA-DR-4810-VT, authorized Individual Assistance (IA) for seven counties in the state after historic rainfall events and flooding devastated the state from July 9, 2024, and ongoing. These flooding events damaged millions of dollars' worth of property and displaced hundreds of homes and businesses. The State must address the case management needs that have arisen from the flood.

The Department of Children and Families and Agency of Human Services applied for FEMA funding to support disaster case management services to households impacted by these floods. The Federal government has approved an award to Vermont for Disaster Case Management of \$2,875,419, as evidenced in the attached Notice of Award (CFDA No. 97.0888 and Award No. 4810DRVTDTCM). DCF requests this AA-1 to establish the spending authority to proceed with this work.

Attached is the FEMA award documentation and the AA-1 request.

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

BASIC GRANT INFORMATION				
1. Agency:		Agency of Human Services		
2. Department:		Department for Children and Families		
3. Program:		Disaster Case Management Program (DCMP)		
4. Legal Title of Grant:		Disaster Case Management Program (4810DRVTD CM)		
5. Federal Catalog #:		97.088		
6. Grant/Donor Name and Address: FEMA/U.S. Department of Homeland Security, 312 Hurricane Lane, Williston VT 05495				
7. Grant Period:		From:	8/20/2024	To: 8/20/2026
8. Purpose of Grant: Following the July 2024 Floods that impacted 7 counties in Vermont, the state of Vermont received a federal Individual Disaster Declaration from FEMA. This declaration allows for the availability of certain grant programs that will assist Vermonters with their flood recovery. One of these programs is a grant program that will assist survivors with recovery planning - this program is called the "Disaster Case Management Grant Program". The benefits of the program will allow 3 positions (50% grant funded / 50% Act 78 B.1100(a)(2) funded) to support oversight and overall project management. It is the state of Vermont's intent to contract the actual case management services to a qualified vendor that specializes in recovery planning for disaster survivors. It is intended that these components (50% positions and contracting with a qualified vendor), plus associated costs (computer equipment, case management software, for example) will be supported through this FEMA grant program.				
9. Impact on existing program if grant is not Accepted: Currently, no program exists to support case management services with the flood victims from the July 2024 flooding event.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2025	FY 2026	FY 2027	
Personal Services	\$125,691	\$377,073	\$251,382	
Operating Expenses	\$4,983	\$14,949	\$9,965	
Grants	\$413,900	\$1,241,699	\$827,799	
Total	\$544,574	\$1,633,721	\$1,089,146	
Revenues:				
State Funds:	\$65,337	\$196,011	\$130,674	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$479,237	\$1,437,710	\$958,472	
(Direct Costs)	\$479,237	\$1,437,710	\$958,472	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$544,574	\$1,633,721	\$1,089,146	

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

Appropriation No:	3440010000	Amount:	\$ 479,237 (FY25 FF)
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$479,237 (FY25 FF)

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: _____ Agreed by: ^{Initial} (W) _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	DCF Grants & Contracts Manager
	2	VT Agency of Human Services Program Managers (2 LTS)
Total Positions	3	

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signed by:	<u>Chris Winters</u>	Date:	3/13/2025
Title:	852E32251679457... Commissioner, DCF		
Signed by:	<u>Kristin McLure</u>	Date:	3/17/2025
Title:	2D24B62BE34A4C5... Deputy Secretary		

14. SECRETARY OF ADMINISTRATION

SB ☒ Approved: _____ (Secretary or designee signature) Sean Brown **Date:** 4/2/2025 | 3:56:11
 F643164EBC99432

15. ACTION BY GOVERNOR

☒ Check One Box: Accepted [Signature] **Date:** 4/8/25
 (Governor's signature)

☐ Rejected

16. DOCUMENTATION REQUIRED**Required GRANT Documentation**

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

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

<input type="checkbox"/> Grant Budget	
End Form AA-1	
(*) The term “grant” refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).	

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

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

Agency/Department: AHS/DCF Date: 1/8/2025

Name and Phone (of the person completing this request): Megan Smeaton (802-798-9893)

Request is for:

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

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

50% FEMA, Disaster Case Management Program

50% Act 78 B.1100 (a)(2) the intent is to use funding under Act 78 B.1100(a)(2) in line with the FY26 Governor's Recommended budget, but in the event funding/language is not approved the ARPA Admin Appropriation in AOA could be used as a back-up fund source.

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

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Emergency Management Specialist - 2 FTE - AHS Central Office - June 30, 2027

DCF Grants & Contract Manager - 1 FTE - DCF/Business Office - June 30, 2027

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

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

DCF has applied for FEMA DCMP funding to support case management and recovery efforts from the July 2024 flood disaster. While we commit to not hiring new staff until the application Notice of Award has been received, we would like to proceed with creating the positions to be able to reach operational capacity as quickly as possible once funding is awarded. AHS is still in the recovery phase of two Vermont floods and we are losing two of seven flood recovery case managers, the remaining case managers are all state employees temporarily reassigned to case management, with the intent to phase all seven out of their reassignment. There is an urgent need to hire limited service case management/emergency management positions. Doing so will provide continuity of services to Vermonters who were impacted by the floods of 2024.

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

1/16/2025

DocuSigned by:

Kristin McClure 1/17/2025

Signature of Agency or Department Head

Date

David Fuller

Digitally signed by David Fuller
Date: 2025.03.28 11:06:09 -04'00'

Approved/Denied by Department of Human Resources

Date

Adam Greshin

Digitally signed by Adam Greshin
Date: 2025.03.31 10:12:43 -04'00'

Approved/Denied by Department of Finance and Management

Date

Sean Brown

4/2/2025 | 3:56:36 EDT

Approved/Denied by Secretary of Administration

Date

4/8/25

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

Comments:

DS
30

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

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

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

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: ☐ Permanent ☒ Limited Service (end date)

Funding Source: ☒ Core ☐ Sponsored ☐ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number:

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

☒ **New Position(s):**

- a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:
- b. Position authorized by:

☐ Joint Fiscal Office – JFO # Approval Date: ☐ Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) ☐ Other (explain) -- Provide statutory citation if appropriate. ☐ **Vacant Position:**a. Position Number: b. Date position became vacant: c. Current Job/Class Code: Current Job/Class Title: d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title: e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes ☐ No ☐ If Yes, please provide detailed information: **For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties: Responsible for the development and monitoring of DCF Agreements (Contracts, Grants, Memorandums of Understanding, and Statements of Work, etc. This position must have the knowledge and expertise in outcomes-based contracting, financial monitoring, Uniform Guidance, the Agency of Administration's Buleetins 3.5 and 5, subrecipient monitoring, Results-Based Accountability, Excel, VISION, state and federal compliance regulations and policies, and the porgrams of the Department for Children and Families. Acts as the technical subject matter expert in procurement practices and internal contract and grant processes for the DCF. Once agreements are executed, the DCF Grants and Contracts Manager must also manage monitoring, financial aspects of an agreement, potential audits, and Corrective Action Plans.

2. Provide a brief justification/explanation of this request: DCF has received an award for the Disaster Case Management Program through FEMA. This award funds one administrative position at 50% Federal Funding. Additional State funds are available to cover the match. This position is needed to administer the procurement of contracts for this grant and payment of invoices.

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

Personnel Administrator's Section:

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

5. The name and title of the person who completed this form: Megan Smeaton, Financial Director IV

6. Who should be contacted if there are questions about this position (provide name and phone number): Megan Smeaton (802-798-9893)

7. How many other positions are allocated to the requested class title in the department: 9

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

Attachments:

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


DocuSigned by:

77DB7BD7018C4FA...

1/16/2025

Personnel Administrator's Signature (**required**)*

Date

Signed by:

3E6AACF166B44BF...

1/15/2025

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

Date

Signed by:

C90C196C67F0489...

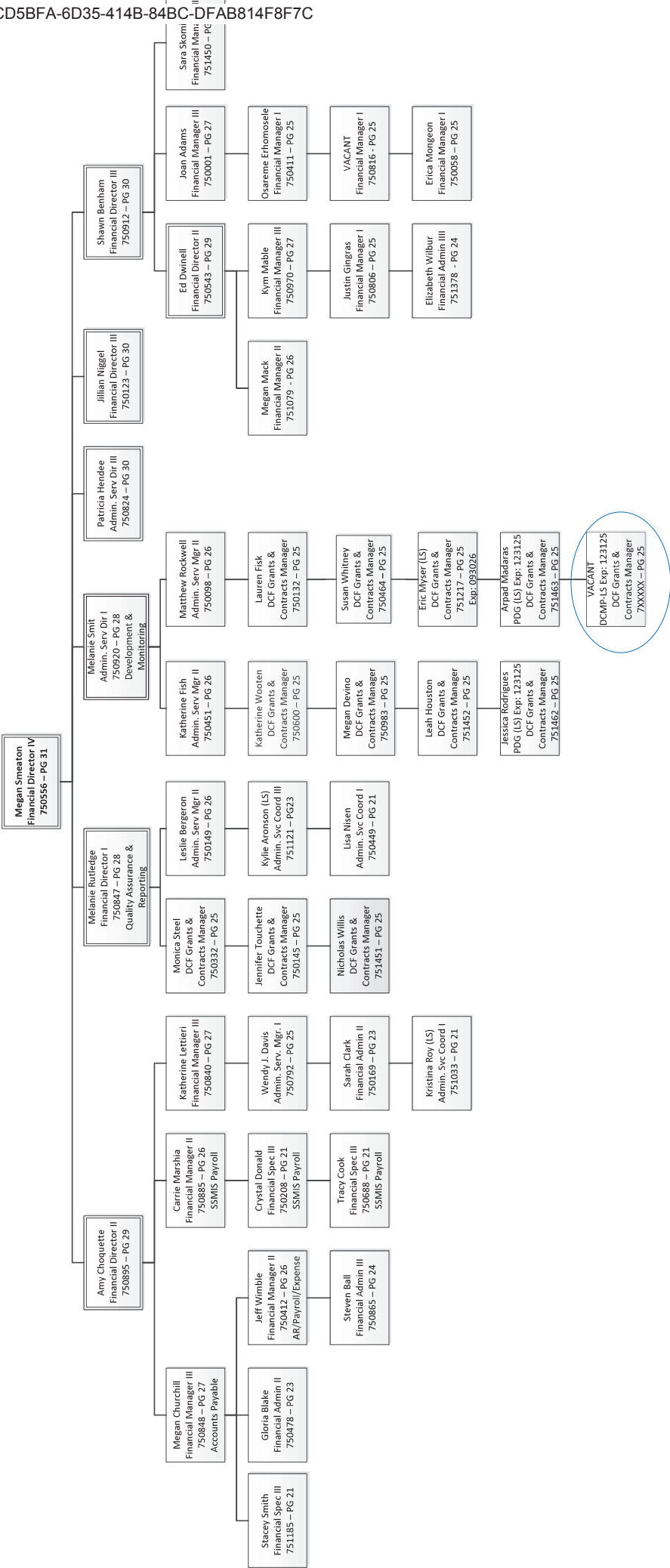
1/16/2025

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

Date

* Note: Attach additional information or comments if appropriate.

DCF BUSINESS OFFICE



RFR Form A
October 2003

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded ☐ areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent filing**.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: ☐ employee's work location or ☐ other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Emergency Management Specialist
 Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: AHS Work Station: Waterbury Zip Code: 05671
 Supervisor's Name, Title and Phone Number: Jason Gosselin, AHS Emergency Management Director, 802-585-0166

Type of Request:

- ☒ **Management:** A management request to review the classification of an existing position, class, or create a new job class.
☐ **Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

The Emergency Management Specialist reports directly to the Emergency Management Director in the Vermont Agency of Human Services (AHS).

Specific duties of the Emergency Management Specialist include:

Provide support with all aspects of emergency management activities assigned to the Vermont Agency of Human Services for both Response and Recovery before, during and after disaster. This includes emergency preparedness, mitigation, response and recovery in the areas of Mass Care, Emergency Assistance, Housing and Human Services (Response Phase) and Individual Assistance Support (Recovery Phase). This will include the following:

1) Support the development and updates to the Vermont Agency of Human Services response plans, including a statewide Mass Care Plan. Duties will include:

-Training to ensure a clear understanding of the Vermont Agency of Human Services activities in the State Emergency Operations Center when it is activated and the Vermont Agency of Human Services is requested to participate.

-Participate in periodic State Emergency Operations Center exercises.

- Support the Agency of Human Services representation when the State Emergency Operations Center is activated.

-Assist with necessary revisions to State Mass Care plans with state and local agencies and organizations: this involves ongoing work to revise the Response and Recovery Annex in the State Emergency Management Plan (SEMP).

-Support the coordination with Mass Care organizations to ensure the provision of mass care services. This involves meeting with the American Red Cross regarding continuous improvements to the state of Vermont's disaster sheltering programs, coordinating with key partners in support of local sheltering programs and participation in the national mass care conference calls.

-Support the coordination of the Vermont Agency of Human Services' Departments (Health, Disabilities, Aging and Independent Living, Mental Health, Children and Families, Corrections, Health Access, Secretary's Office) to ensure all are aware of developing activities within the State Emergency Operations Center. This includes maintaining a good working relationship with all Agency of Human Services' Departments for the

purpose of improving emergency preparedness and the provision of all human services during the response and recovery phases of an emergency event or disaster.

- Support the representation of the Vermont Agency of Human Services on relevant committees or Task Forces related to emergency management services.

- Act as the alternate contact with FEMA Region I office and the national office for all matters pertaining to human services emergency management in Vermont, including conference calls with the FEMA, Region I Individual Assistance staff.

2) Support the development of a state wide Individual Assistance Plan. This will include the following:

- Coordination with key recovery partners including, but not limited to FEMA, Long Term Recovery Groups, VT Organizations Active in Disaster, VT 211, Vermont Emergency Management and other key state agency partners.

- Support the enhancement of systems pertaining to the collection and dissemination of household damage data following disaster so that unmet needs can be addressed; support decisions following disaster to determine if federal *Individual Assistance* thresholds might be met for disaster and support the enhancement of recovery systems so that individuals and families impacted by disaster can recover.

- Collaborate with Vermont Emergency Management and work closely with the Vermont Public Assistance Program Officer: includes maintaining ongoing communication.

- Collaborate with all key recovery partners following a disaster to begin and support the recovery process.

- Work with other State agencies and across the Agency of Human Services Departments to support and implement other Individual Assistance resources for unmet needs.

- Support the development of workflows and implementation of key federal recovery programs should the state of Vermont meet Individual Assistance thresholds, including, but not limited to: Disaster Unemployment Assistance (DUA), Crisis Counseling (CC) and Disaster Case Management grant programs.

- Support the development of in state programs when thresholds do not meet federal declarations for Individual Assistance.

- All of these items will need to be documented into the writing of a statewide Individual Assistance plan, which this position will support with its development.

3) Support the Disaster Case Management program of disasters following the flooding events of 2023 and 2024.

- Coordinate with all recovery partners to ensure those impacted by the disasters have a developed recovery plan and that the plan is being implemented.

- This role will focus on conducting quality assurance reviews of the FEMA Disaster Case Management grants to ensure accuracy, compliance, and proper documentation. This will include tracking progress of the Disaster Case Management grant programs, communication with stakeholders, reporting and evaluating, ensuring compliance, documenting use of funds and outlining grant sub contract use.

- Candidate should have a strong attention to detail, financial acumen, and project management skills, and should also be adaptable and have a deep understanding of grant regulations.
- Professional oversight and management of major federal and/or state grant related projects for various state agencies/departments. Duties are performed with considerable latitude for independent judgment and professional expertise, including formulation of program goals, policies, and quality standards as well as grant development and administration. Duties may focus on some or all of the following: Grants management including grant writing, program development, on-site compliance monitoring, and financial audits management.
- Manages day to day operational aspects of project, as well as project oversight on behalf of the Agency of Human Services project sponsors to ensure it is successfully carried out. Schedules, attends, and evaluates grantee compliance against appropriate standards. Provides written reports of grantee compliance with federal, state and local laws and regulations. Prepares State contracts and Memorandums of Understanding. Develop project work plans and oversees goal progress. Ensures timely and accurate project reporting by project team members and vendor(s). Conducts review of final program reports, and other closeout data for applicable grant programs. Provides compliance management and technical assistance to all grantees in the conduct of all program activities. Develops written materials, conducts training workshops, on-site technical assistance, and consultation. Performs related duties as required.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: *you may collaborate, monitor, guide, or facilitate change.*

1. Agency of Human Services - Central Office Contacts: Daily coordination with the AHS Emergency Management Director and the Chief of Operations on all aspects of emergency management.
2. Agency of Human Services Departmental Contacts: Daily coordination with departmental staff on a variety of emergency management programs.
3. State of Vermont Contacts: Daily coordination with the Department of Public Safety, Vermont Emergency Management, State Emergency Operations Center (SEOC) personnel and others for preparation and execution of emergency response operations.
4. External Contacts: Daily coordination with FEMA, long term recovery groups, municipal leaders, town emergency managers, relief organizations and volunteer groups throughout Vermont on all aspects of emergency management.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

The Emergency Management Specialist must be certified in the FEMA incident command system, WebEOC, and Vermont SEOC operations. This is not a pre requisite, the training can be acquired on the job. There are other training opportunities provided by FEMA that could assist with the position.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This is not a supervisory position.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The Emergency Management Specialist reports to the AHS Emergency Management Director. The Emergency Management Director provides general guidelines regarding emergency management planning and operations. The Emergency Management Specialist works semi-independently with weekly check-ins. They must be able to make decisions on behalf of the Agency of Human Services during emergency situations and when coordinating with outside agencies such as FEMA.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

To succeed in this position the Emergency Management Specialist must monitor AHS emergency preparedness and maintain communication with a variety of other organizations ranging from federal agencies like FEMA to small town volunteer groups. This position also requires the Emergency Management Specialist to collaborate extensively with Vermont Emergency Management. Candidate must be able to work independently, under pressure when there is a state of emergency, and be comfortable making independent decisions. During times of crisis, work may include working with Vermonters who have suffered as a result of the disaster. The disaster case management program is designed to assist Vermonters with their recovery efforts. This requires the ability to be empathic, communicate clearly and have patience and to remain calm and focused.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget. \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position shares the responsibility of ensuring AHS is fully prepared to execute the response and recovery requirements of the Vermont Agency of Human Services as outlined in the partner annex, the Response Annex and the Recovery Annex of the State Emergency Management Plan.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
The most stressful aspects of this job are: 1. Maintaining a high degree of emergency response preparedness.	50%
2. Contending with all manner of natural and man-made disasters which often include loss of life or major property destruction.	
Support the Disaster Case Management program following the floods of July 2023 and July 2024	50%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
The position will require working overnight and weekend shifts during the State Emergency Operations Center activations	It is unknown, and dependent upon State Emergency Operations Center activations

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
N/A		

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting/standing	100%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

--

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

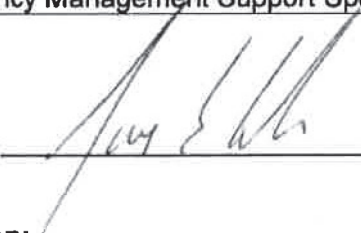
The most important duties of the Emergency Management Specialist are overseeing emergency preparedness, mitigation, response, and recovery plans and operations. The ability to serve as a liaison and coordinate with other organizations is also vitally important.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the *qualifications* of the present employee) and why?

Ability to develop and maintain relationships with outside organizations at the federal, state, local, and volunteer levels. Ability to rapidly develop and execute contingency plans. Ability to remain calm and focused during large scale disasters.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.**4. Suggested Title and/or Pay Grade:**

Pay Grade: 25. Title: Emergency Management Support Specialist

Supervisor's Signature (required):**Date:**

23-DEC-24

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

☐ Yes ☐ No If yes, please provide detailed information.

Attachments:

- ☐ Organizational charts are **required** and must indicate where the position reports.
- ☐ Draft job specification is **required** for proposed new job classes.

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Chris McConnell Date: 12/20/24

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Hein McCune
Appointing Authority or Authorized Representative Signature (required)

12/23/2024
Date

Job Specification Details

Job Title:	Emergency Planning Coordinator
Job Code:	
Pay Plan:	Classified
Pay Grade:	25
Occupational Category:	Administrative Services, HR & Fiscal Operations
Effective Date:	
Class Definition:	Planning, coordinating, and informational work at a technical level involving the provision of emergency planning support for the Vermont Agency of Human Services. Work involves supporting the coordination of a state-wide disaster case management program and supporting the coordination of a state wide Individual Assistance program. Interaction will also occur with partners at the local level. Required to participate in exercises and drills as well as real world emergencies at the State Emergency Operations Center, representing the VT Agency of Human Services. Attends meetings and training sessions. Performs related duties as required. Work is performed under the general supervision of the Emergency Management Director at the Vermont Agency of Human Services.
Examples of Work:	Supports the development or assists with the development of plans to respond and recover from the effects of catastrophic events and disasters such as: earthquakes, floods, power outages, hazardous materials spills, and radiological accidents. Extensive interaction will occur with emergency management and governmental officials at the regional, state and local levels. Interaction may also occur with individuals who may be impacted by disaster. Work will include the development and training of recovery plans in Individual Assistance. Coordinates recovery planning activities throughout the state both before and after disaster. Provides planning assistance in the development of emergency recovery plans that will support individuals and families impacted by disaster. Work will also include support of disaster case management that will provide the planning and resources to assist Vermonters who may have been impacted by disaster. The position will report to the Vermont Agency of Human Services Emergency Management Director.

**Knowledge, Skills
& Abilities:**

Awareness of the background and objectives of emergency management recovery and response programs.

Ability to work effectively within an emergency situation and State Emergency Operations Center environment over an extended period of time.

Awareness of the nature and effects of various types of natural and other disasters.

Ability to analyze problems, interpret data, determine alternatives, and propose solutions.

Ability to communicate effectively through a variety of media.

Excellent project management skills with the ability to multi task in high stress situations in the event of an actual emergency.

Ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness.

Ability to establish and maintain effective working relationships.

Ability to work autonomously to track project progress and manage competing deadlines.

Working knowledge of the principles and techniques of effective communications.

Working knowledge of information dissemination practices and techniques.

Proficiency in Microsoft Office products, including: Excel, Word, PowerPoint, Outlook, SharePoint and Teams.

Ability to interpret program rules into meaningful programs for state and local communities.

Minimum Qualifications:

Bachelor's degree or higher in emergency management, public administration, risk management, or related field AND (1) year or more of experience in emergency management or planning.

OR

Four (4) years or more of experience in emergency management, public administration, risk management, or related field.

Preferred Qualifications: Knowledge of Federal Emergency Management Agency (FEMA) programs, including the FEMA Individual Assistance Program and the Disaster Case Management Program is a plus.

Experience in emergency management, including Incident Command System certifications.

Experience in emergency management recovery planning and implementation.

Experience in plan development or revision.

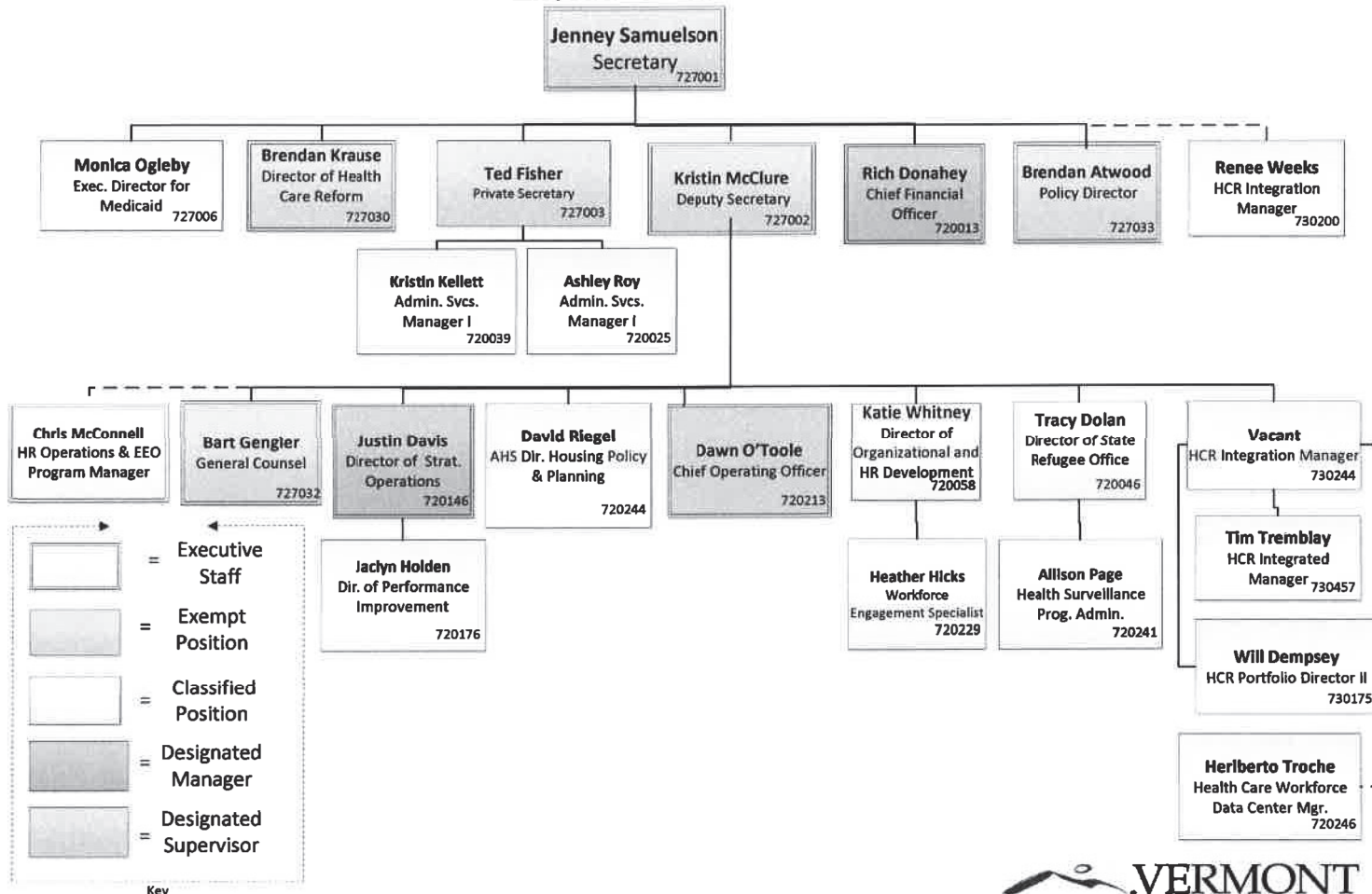
Experience in case management.

Experience in project management.

Experience in facilitation.

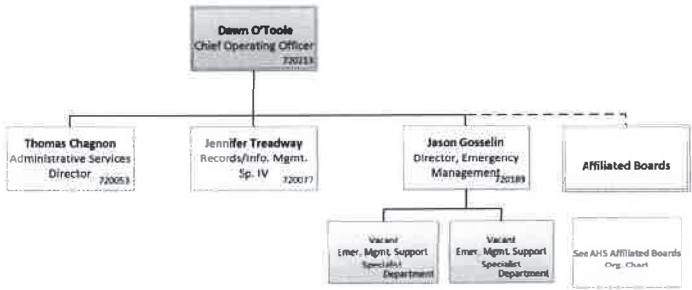
Special Requirements: Must have private means of transportation with the ability to travel to statewide meetings.

Agency of Human Services Secretary's Office Executive Team



Updated 9/16/2024

Agency of Human Services
Secretary's Office
Operations



Executive Staff

Exempt Position

Classified Position

Designated Manager

Designated Supervisor

Key

Updated 12/23/24

**Department of Homeland Security
Federal Emergency Management Agency
APPLICATION FOR DISASTER CASE MANAGEMENT**

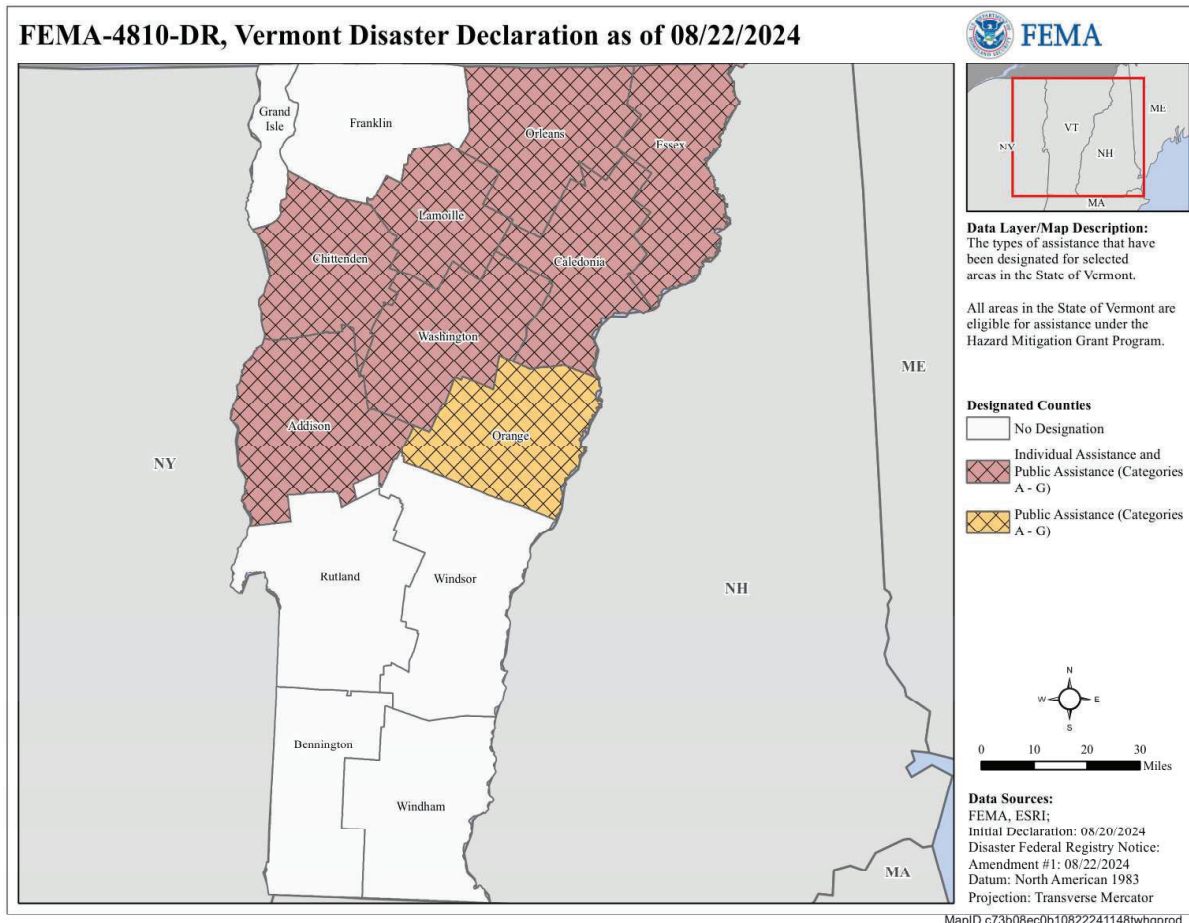
PART 1: GENERAL APPLICATION INFORMATION

Failure to use this application may result in delay or denial of processing the request. This application must be submitted within 90 days of a presidential declaration of a major disaster that includes authorization of Individual Assistance and Disaster Case Management (DCM). The application deadline can only be extended if requested in advance and authorized by FEMA in accordance with the Individual Assistance Program and Policy Guide (IAPPG¹).

1. **DCM Funding Request Date:** December 23, 2024
2. **Major Disaster Declaration #:** DR4810
3. **Major Declaration Date with Individual Assistance:** August 20, 2024
4. **Applicant (i.e., State, Tribal, or Territory (STT) Agency Requesting FEMA Funding for DCM):** Vermont Agency of Human Services Department for Children and Families
5. **Primary Point of Contact (POC) Information for DCM Application:**
 - a. POC Name: Justin Davis
 - b. Organization: Vermont Agency of Human Services
 - c. Organization Mailing Address: 280 State Drive, Building E, 2nd Floor, Waterbury, VT 05671-1000
 - d. Organization E-mail Address: justin.davis@vermont.gov
 - e. Organization Phone Number: 802-798-2408
6. **Total amount requested for DCM funding (rounded to the nearest dollar):** \$2.9m
7. **Disaster designated areas in which services will be provided [if able, include a map]:**

This application pertains to DR4810 which includes seven counties for individual assistance: Addison, Caledonia, Chittenden, Essex, Lamoille, Orleans, and Washington. Please refer to the map below for more information.

¹ Individual Assistance Program and Policy Guide can be found here: [Policy, Guidance and Fact Sheets | FEMA.gov](#)



8. **Requested time period for providing services (period of performance), starting on the date Individual Assistance was included in the major disaster declaration:**
Vermont requests a two-year (24 month) period of performance from August 20, 2024, to August 20, 2026.

PART 2: ASSESSMENT

Activities from the Date of Incident

1. **Provide a description of disaster case management activities from the date of the disaster incident to the date of the application.** Vermont was devastated by major flooding 9-11th July 2024. The Vermont State Emergency Operations Center (SEOC), American Red Cross (ARC), first responders, Vermont Agency of Transportation (AOT), Vermont Department of Public Safety (DPS), Vermont Agency of Human Services (AHS), Long Term Recovery Groups (LTRGs), and community volunteers provided immediate response. On Wednesday, July 24th, 2024, Vermont established six State Flood Recovery Centers located in Barre, Hinesburg, Island Pond, Lyndonville, Plainfield, and Waterbury. The six centers served a total of 315 households during that time. Please review the charts below for additional information about the work these centers did.

Agency or Program	# of Household Contacts
Dept of Labor	12
Economic Services	97
Field Services/VCCI	144
Dept of Health	66
Fire Safety	14
Mental Health Support	103
Salvation Army	142
Red Cross (INTAKE)	165
Southern Baptist	31
Financial Regulation	71

Items	# Distributed
# Cleaning kits	555 kits
# Water testing kits (Dept of Health)	36 kits
# Hygiene Kits (Dept of Health)	88 kits
Dept of Health (other)	Numerous sets of personal protective equipment (PPE)
# Prepared Meals	1,704 meals
Salvation Army (other)	\$28,800 worth of gift cards

Vermont also established a Bridge Case Management Team to start disaster case management ahead of receiving a FEMA grant for a 2-year disaster case management program. Following the July 2023 Individual Assistance disaster declaration and based on the success of the 2023 Bridge Case Management Team partners requested the Chief Recovery Officer stand up a 2024 Bridge Case Management (BCM) Program. On July 30th, 2024, BCM was in formation, recruitment, and collaboration with partners, providing trained Disaster Case Managers to individual homes to complete full disaster recovery assessments, UMCOR training, and meetings to begin aligning with VT LTRGs across VT. Bridge case managers are working on immediate housing needs with a focus on HVAC systems in structures with potential for short-term repair and developing a mid/long-term permanent housing plan for residents who have experienced a total loss. Manufactured-home homeowners continue to require additional support as they rarely have resources to accomplish the replacement. BCMs support households in applying for various state and federal programs (housing assistance, buyouts, elevation, and floodproofing). On September 13th, 2024, the BCM team were given active licenses and training for Monday.com, a software platform specializing in support of disaster recovery initiatives for homeowners impacted by disaster. All case record management and data entry are performed in collaboration with long-term recovery groups and documented in the Monday.com platform sponsored by the Vermont Community Foundation and maintained by Stormwise (a disaster support non-profit organization). Sensitive case notes are also maintained on Monday.com, and the Agency of Administration BCM team are the only partners who view case sensitive information. Currently, the 2024 BCM team has 88 cases, that include work on immediate housing (relocation), case

design for reconstruction of home, and immediate heating needs. The BCM team currently also has 9 active cases regarding private bridges, private roads, and destroyed culverts with driveways that inhibit the passing of heat appliance trucks, EMT and fire trucks, though we know there are more than 30 homes whose private bridges were destroyed by the July 2024 flood. Currently, 10 BCMs are assigned throughout Vermont: 2 assigned to Addison County, 2 to Chittenden County, 3 to Washington County, and 3 to Orleans, Essex, and Caledonia Counties. The 2024 BCM team works with Tier 2 through Tier 4 cases. To date, the BCM team has 88 active cases and are receiving daily referrals at the FEMA DRCs.

FEMA began opening Disaster Recovery Centers (DRC) in late August 2024. FEMA established six DRCs located in Barre, Hinesburg, Island Pond, Lyndonville, Plainfield, and Waterbury. As of September 13th, 2024, 6 BCMs were assigned to the Hinesburg, Barre, and Lyndonville, and Island Pond DRCs. Since the Barre DRC has closed, 2 BCMs have been [reassigned](#) to assist the Waterbury DRC. On the days that there are Agency of Administration BCM team members who can support a full day at a DRC they generally assist 10-15 individual Vermonters with necessary resources. The work that the BCM members have done in support of the FEMA DRCs has been an invaluable resource for Vermonters. The BCM team has 18 (out of 48) active cases that came from the DRCs.

Resources and Capabilities

2. The DCM program requires available resources outside of the federal government to address survivors' disaster-caused unmet needs. Provide a list of STT, local government, and voluntary agency resources available for referrals to address the disaster-caused unmet needs.

Resources include, but are not limited to:

- Vermont State Housing Authority (VSHA): Provides critical housing assistance including Section 8, managed housing, rentals, and manufactured home infill, improvement, and repair.
- Efficiency VT Rebate Program: Flood recovery rebates for homeowners and renters for damaged or destroyed appliances including heating, water heating, weatherization, and electric.
- Vermont Disaster Recovery Fund: In partnership with the Vermont Community Foundation provides grants to offset the costs of repairing property damage.
- Council on Aging: Provides support to older Vermonters affected by the floods.
- Department of Mental Health / local MH designated agencies: Provides mental health services to people impacted by the floods.
- AHS Economic Service Division: Provides families economic benefits to help meet basic needs.
- Department of Aging and Independent Living: Provides a wide variety of services for older Vermonters and people with disabilities.
- Champlain Housing Trust: Helps with finding rentals and with home repair loans.
- American Legion: Provides a variety of community service support options to people affected by the floods.
- Veterans Place: Provides supportive housing and programs to homeless veterans.
- Veterans, Inc.: Provides a wide variety of programs for veterans including housing, health & wellness, and employment opportunities.

- NEKCA: Provides food and shelter support. Also connects people with other needed resources.
- Vermont Department of Financial Regulation, Insurance Consumer Division: Provides insurance assistance to people affected by the flood.
- Menonite Disaster Services: Organizes volunteers to repair and rebuild homes affected by disasters.
- VT Volunteer Active in Disaster (VT VOAD): Leads response efforts and provides flood relief.

3. **How are survivors with disaster-caused unmet needs being referred to agencies with available resources?** If the individual has the emotional stamina to call themselves, the BCM team gives them the applicable resources with contact information. The BCM team follows up with the individual and the referral agency to make sure the individual gets what they need. In other instances, the BCM members make the connection and walk people through the process to ease frustration.
4. **Provide an explanation as to why the existing STT capabilities, including assistance from local government and voluntary agency partners, cannot meet the disaster-caused needs of the survivors?** Currently the 2024 BCM team is made up of State of Vermont employees who work at various state agencies and departments such as the Department of Corrections, The Vermont Agency of Agriculture, Food & Markets, and Vermont Agency of Human Services, who also continue to work and complete their other additional work responsibilities with their current state agency. The sunset date for the 2024 BCMs is December 31st, 2024. This is not enough time to complete all cases. Therefore, the State of Vermont needs assistance from the FEMA DCM grant to hire and train 7 DCMs, 3 Construction Managers, 1 Case Manager Supervisor, 2 Program Managers, and 1 Financial Support Staff for up to 24 months. It is the state of Vermont's intent to contract with an organization that specializes in disaster case management for these priorities. The contract will be specifically for the 7 DCMs, 3 Construction Managers, and 1 Case Manager Supervisor. The 1 Financial Support Staff and 2 Program Managers will be temporary/limited-service positions residing within the VT Agency of Human Services and oversee overall project management. 50% of the time spent on these three positions will be funded with this grant program, the remaining funds will be shared with the state of Vermont. There is a need for the two Program Managers due to the geographically widespread nature of the disaster.
5. **How is the STT obtaining information about trends in disaster-caused unmet needs and/or working individual cases?** Vermont is obtaining information from a variety of sources including Vermont 211, Monday.com, FEMA VALs, LTRGs, and SBA.

Long-Term Recovery Group Activities

6. **Describe the existing or planned Long-Term Recovery Group (LTRG) organizational structure. Include their operational timeline. If there are no existing LTRGs, skip to the Population to Serve section.** Vermont has ten LTRGs spread throughout the state. 4 are currently engaged in flood recovery, and 1 is being

established. Most VT LTRGs started in 2023, and some are still developing. The following LTRG's are active in the designated counties:

LTRG Name	Area Covered	Status
Barre Up	City of Barre	They continue to develop as a flood recovery LTRG. Currently, they are extremely short of volunteers and are always looking for ways to expand their volunteer base.
CReW (Community Resilience Waterbury)	Waterbury, Duxbury, Bolton, Middlesex, and Moretown	They are a high-functioning organization; that partakes in reconstruction, and approaches their cases holistically, with all resources that are needed, to encompass MH. The are highly engaged in flood recovery with paid staff to include a construction manager and a part time outreach coordinator
HOPE (Helping Our People in Emergency) Coalition	Barre Town, Berlin, Brookfield, Cabot, Calais, Danville, East Montpelier, Fayston, Graniteville, Groton, Hardwick, Marshfield, Montpelier, Northfield, Orange, Peacham, Plainfield, Roxbury, Topsham, Waitsfield, Walden, Warren, Washington, Websterville, Williamstown, and Worcester	Hope Coalition is considered a Reconstruction Long Term Recovery Group. They refer Tier 3 and Tier 4 (FEMA definitions) complex cases over to the Bridge Case Management Team
KURRVE (Kingdom United Resilience & Recovery Effort)	Caledonia, Essex and Orleans County	This LTRG serves a wide territorial range. This is considered the Northeast Kingdom (NEK). Many of the populations are low to moderately low income. They have a large board with numerous committees: Executive Committee, Unmet Need Committee, Construction Committee, Financial Committee

RAFT (Recovery After Flood Team)	Addison County and southern area of Chittenden County	This LTRG is in the process of establishing this organization.
----------------------------------	-------------------------------------------------------	----------------------------------------------------------------

7. **How many LTRGs are established for the disaster, what part of the disaster population are they serving, and what resources/services are they providing to address disaster-caused unmet needs?** There are 4 LTRGs currently engaged in recovery efforts: HOPE Coalition in Washington County is strictly a reconstruction volunteer organization. They refer cases who need additional assistance that need financial resources, and state, regional and local resources. LeARN in Lamoille County, KURRVE in the Northeast Kingdom, and CReW in the Waterbury area address cases in a holistic, human services case management model to include mental health resources. One LTRG (RAFT) is in formation.
- **Barre Up**: City of Barre, they provide “muck and guck” clean out of basements and first floors, assists with debris removal that the flood incurred, and provides some reconstruction that falls within their scope and how many volunteers they have.
 - **CReW**: Provides disaster response, disaster relief, and disaster recovery, they follow their cases from the day of the disaster until most to all needs are met. CReW helps by supporting FEMA applications, FEMA appeals, insurance appeals, support state/Federal applications (buyouts, and elevations) SBA, VT Community Fund, manage volunteers, management /consulting on construction projects and other contractors, connection / referral to additional organizations. Ongoing check-ins and support, provides community education, communications, and events, and at times acts as a liaison with town governments and state governments.
 - **HOPE Coalition**: Provides disaster response and disaster relief. Their focus is on simple, low-cost reconstruction of homes. They do not work on manufactured homes, nor do they assist landlords’ properties / rental units. This LTRG is dependent on Bridge Case Management with administrative paperwork for homeowners to apply for grants for more expensive reconstruction.
 - **KURRVE**: Provides disaster response, relief, and recovery. This LTRG manages volunteers and consultants on construction projects and other contractors. Also provides support including state subsidy assistance and mental health services.
 - **RAFT**: Provides storm preparedness, immediate response and long-term recovery efforts. They are getting themselves established. They have 2 active volunteers that are attempting to grow their volunteer base.
8. **How do the LTRGs identify cases, and do they meet for case presentation and review? If yes, where and how do they receive these cases?** When a VT LTRG receives a referral in their designated area, they provide outreach and complete an initial assessment. Depending on the response, they identify which FEMA Tier the

individual(s) may fall under. Most LTRGs can provide case management for the FEMA Tiers 1 and 2 and refer Tier 3 and 4 to the State of VT BCM Team. CReW meets weekly, KURRVE meets weekly, Hope Coalition meets monthly, and BarreUp meets monthly. BCMs attend the LTRGs meetings to meet for case presentation, and any other support Disaster Recovery BCM team can provide, including outreach, case referral, and additional resources, when needed.

9. **Do the LTRGs currently have or intend to hire case managers? If yes, include staffing numbers, current and anticipated service capacity, and onboarding timelines.** The LTRGs are volunteer organizations and lack the funding and capacity to hire their own case managers. Some of them have secured private grant funding to hire outreach coordinators and case managers. The State of Vermont will be looking to secure a Disaster Recovery Case Management Firm nationally, and this vendor will support the LTRGs through FEMA DRCM #4810. The sub recipient of the Disaster Recovery Case Management grant will collaborate with the VT LTRGs. Affected areas include Addison, Chittenden, Orleans, Essex, Caledonia, Washington, and Lamoille counties. LTRGs currently have the following staff:

- CReW: 1 part-time outreach coordinator and 1 full-time construction manager
- HOPE Coalition: 1 volunteer outreach coordinator; no paid staff
- KURRVE: 1 paid Executive Director, 1 paid full-time case manager funded through UMCOR, and 1 part time construction manager
- BarreUP: 1 full-time construction manager who also functions as a case manager
- RAFT: 2 volunteers; no paid staff
- LeARN: 1 full-time case manager

Population to Serve

10. **How many survivors do the applicant plan to provide DCM services within the requested period of performance?** Currently, from the State of Vermont 211 call center, 2,963 households reported damage. Out of the 2,963 damaged houses, 242 are considered uninhabitable.

Based on the FEMA Individual Assistance Daily Status Report there are over 2,000 registrations, 2,226 as of November 20th, 2024. Broken out by the seven affected counties they are as follows:

- Addison: 143
- Caledonia: 447
- Chittenden: 698
- Essex: 88
- Lamoille: 88
- Orange: 111
- Washington: 651

Based on the fact our 2023 DCM team is still handling numerous cases from the 2023 flood and our 2024 bridge case management team is currently working a total of 119 cases we estimate a large unmet need across all seven declared counties.

11. **Include a justification and explanation of how the applicant determined the estimated number of survivors with disaster-caused unmet needs.** Based on the FEMA Individual Assistance Daily Status Report there are over 2,000 registrations, 2,226 as of November 20th, 2024. FEMA recommends estimating 6% of applications will require disaster case management. 6% of 2,226 is 134 applications. The bridge case management team has been coordinating efforts between the 2023 flood recovery and 2024 flood recovery teams through Capstone, LTRGs and our regional partners, including through weekly meetings. The new disaster case management team will continue this process.

PART 3: IMPLEMENTATION

Include attachments if additional room is needed in the following plans:

Service Delivery Plan

1. **Provide a summary of how the applicant proposes to provide services to supplement existing capabilities to meet the survivors' disaster-caused unmet needs. Include an overview of the length of time services will be required and describe how long-term cases will be handled.** To secure a high-functioning vendor with knowledge and training in disaster recovery case management, continue to work with the LTRGs in a capacity to support and create additional resources at the Vermont Agency of Administration Recovery Office and the Vermont Agency of Human Services (AHS) to support and coordinate long-term recovery efforts. Vermont will use the positions described below. All positions will report to the AHS Emergency Management Director, who is also the State Individual Assistance Officer. This DCM team replaces the existing Bridge Case Management Team and augments LTRGs. Vermont requires these services for two years, ending August 20th, 2026.
 - 1 Case Manager Supervisor oversees the case management program. A contracted position.
 - 7 Disaster Case Managers who will assist with complex case management and will have the ability to effectively communicate with the LTRG partners. These are contracted positions.
 - 3 Construction Managers will perform construction estimates for LTRGs and coordinate and support LTRG construction managers. These are contracted positions.
 - 1 Financial Support Specialist, which will reside within the Vermont Department for Children and Families to coordinate contract management and financial oversight and support of the program. This position will be a temporary/limited-service position and 50% of the time will be expensed to this grant.
 - 2 Program Managers, reporting to the AHS Emergency Management Director to provide programmatic oversight. These temporary/limited-service positions will be strategically positioned across the declared IA counties, and 50% of the time for each position will be expensed to this grant.

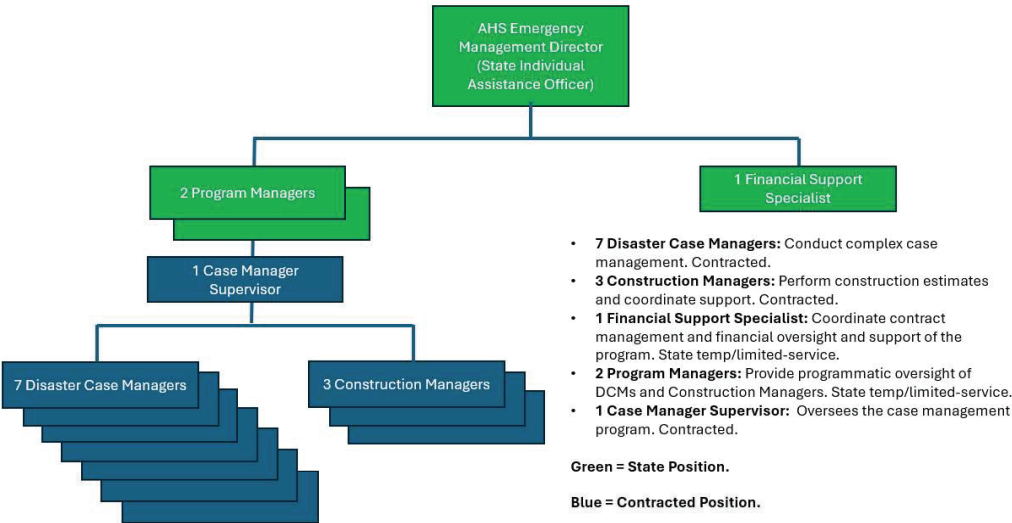
The Disaster Recovery Case Managers will be responsible for identifying the case management components for a flood survivor case, complete a full assessment, work alongside the homeowner, contractors, and all other parties involved that assist Vermonters with grant and

rebate programs, as well as state programs to assist with mental health, subsidy, and all other applicable resources pertaining to the case. In addition, they will work with homeowners and FEMA to discuss appeals, and other additional documents, FEMA is required to have appeal reviewed. This also includes working through and assisting with SBA, Rural Development, Efficiency VT, insurance complaints, and assisting with referring out cases to the appropriate LTRG.

Based on the FEMA Individual Assistance Daily Status Report there are over 2,000 registrations, 2,226 as of November 20th, 2024. FEMA recommends estimating 6% of applications will require disaster case management. 6% of 2,226 is 134 applications. FEMA also recommends one DCM handle no more than 30 cases. 134 divided by 30 suggests Vermont will need 5 DCMs. Due to demographics and driving layout in the State of Vermont, driving north-south or east-west can take a significant amount of time. Driving from Addison County on the west side of the state to Caledonia County in the northeast part of the state takes at least two hours one-way. The only two interstates in Vermont, I-89 and I-91, both run north-south. Traveling east-west requires use of secondary roads, which can be hazardous, especially during the winter. For this reason, Vermont requests 7 total DCMs rather than 5, so each DCM handles less than 30 cases and can concentrate their efforts geographically. Another reason Vermont is requesting 7 DCMs is because they will require local knowledge of each county to develop a good relationship with their clients and to best capitalize on local resources.

Vermont requires three construction managers because it is extremely difficult to coordinate home construction work in Vermont due to a lack of workforce. In the last 15 months, it has been nearly impossible for survivors or volunteer organizations to get a licensed professional to even call them back. Having three construction managers on staff will streamline the process and begin reconstruction at a much faster pace, particularly before Vermont winters begin. The construction managers will work with the case managers to develop a thorough reconstruction home case design. Historically, we have some contractors who give extremely high estimates for the work that needs to be done for home repairs. Having three knowledgeable construction staff will be extremely helpful due to their network of reputable sub-contractors.

These positions are organized under this chain of command:



2. **Describe how the applicant will ensure the DCM program is accessible to all eligible individuals, including individuals in underserved communities.** The State of Vermont would require that the work be performed on the Monday.com platform, created by Stormwise. It has been rendered (currently) by the Vermont Community Foundation for use by the LTRGs and 2024 Disaster Recovery Bridge Case Managers for real-time reporting requirements that would accompany the grants to ensure that the State maintains an accurate understanding of flood survivor needs. The scope of work would be very similar to the BCMs, and with focus on the immediate winter season and the intention to support households in flood recovery up to August 20, 2026. The scope of work will also include providing disaster case management to homeowners who lost their private bridges to their homes.

Work Plan

3. **Provide an administrative overview/summary of the work plan for program implementation, including milestones for performance/successes and deliverables.** Vermont's fiscal administrator will provide program reports per the FEMA template. Vermont will submit FEMA quarterly reports based on the reporting periods and due dates outlined below:

- Quarter 1: October 1 – December 31, due January 30
- Quarter 2: January 1 – March 31, due April 30
- Quarter 3: April 1 – June 30, due July 30
- Quarter 4: July 1 – September 30, due October 30

The grant subrecipient will be able to vendor IT support with Stormwise and may look at IT support from the Agency of Digital Services (ADS) to provide support with vendor software that will assist with case management reporting, oversight, and outcome tracking. The State will adhere to federal grant guidelines and meet quarterly to discuss benchmarks and performance goals.

4. **Include details on the system/technology to be used to support this program and an overview of the management plan (including administrative controls and supervision), description of identified service providers, and description of plan for sub-recipient/sub-contracting agreements and solicitation.** The State of VT Bridge Case Management team and VT LTRGs are currently working with Stormwise, utilizing Monday.com effectively. This is an excellent system that allows users to navigate through this CRM effortlessly, keep detailed case notes, change classifications easily, and communicate quickly with colleagues and partners.
5. **Describe strategies for mobilization, outreach, addressing disaster-caused unmet needs (including tiers for identifying and triaging each need) as well as accessibility of outreach materials and services for underserved populations.** The State of Vermont has already engaged in conversations with community stakeholders, LTRGs, local governments, and service provider organizations currently active in disaster recovery. These conversations have helped to identify the need for disaster case management. The vendor with the support from the State of Vermont will hire and train qualified case managers, ensuring timely and efficient initiation of the DCM program in adherence to the timeline outlined in this application.

Vermont will implement a multi-disciplinary approach for successful community outreach through media, state and local government agencies, LTRGs, COADs, churches, and other agencies engaged in the disaster response. This includes local print media, regional broadcast media, flier distribution, town hall or community-based meetings hosted by local agencies, and faith-based organizations. Notification of DCM services will be available through the statewide 211 system. Moreover, when an individual calls 211 they will be referred to a local LTRG or other disaster case worker. This person may be an agent of the Agency of Human Services, area community action agencies, or VT Volunteers Active in Disasters.

Case managers will attend weekly meetings with LTRGs and VOAD to review cases and ensure no duplication of efforts or benefits. Our bridge case management team already attends these meetings. The new case management team will continue the practice.

Outreach to vulnerable and functional needs populations will be a priority with announcements through interpreters, captioning, and other alternate communication formats and through providers who serve the populations. The standard practice in Vermont is to translate all materials into the languages spoken in the state. Moreover, for individuals who use ASL, video content will be available. DCM offices will be in ADA compliant facilities; unique services such as translation and other needs will be secured in collaboration with local organizations, including the Department for Disability, Aging and Independent Living (DAIL). The DCM staff will make every effort to make services accessible to survivors with physical, programmatic, and communication access needs.

To address unmet needs, case managers will communicate with local COADs, LTRGs, and state agencies to monitor unmet needs and identify available resources to meet their needs. The DCM staff will also reach out to FEMA applicants who are deemed ineligible. Survivors will be prioritized as detailed below:

- Tier 1: Immediate needs met, stable, some remaining unmet needs; quarterly monitoring to update status or may be closed due to lack of resources for identified need (may be reopened if resources become available during period of performance).
- Tier 2: Some remaining unmet needs or in current rebuild/repairs status; monthly contact to monitor progress.
- Tier 3: Significant unmet needs, Disaster Recovery Plan being developed and monitored; bi-weekly or weekly contact.
- Tier 4: Immediate and long-term unmet needs may lack capacity or be highly dependent on social services due to low literacy, elderly, low income, or disabled; weekly contact.

6. **List the trainings that will be provided to staff as part of the program, including requirements, timeline, and description.** We plan to hire 3 trainers to provide training for 3 days. The trainers will stay in a local hotel. Here are the details of the training:

Disaster Case Management Training: The designated training specialist or contractor will develop a training plan and conduct training for all case managers including

construction managers. The training will include roles and responsibilities of the disaster case manager through the DCM process, intake, screening, assessment, recovery planning, resource coordination, and referrals. Training will also cover follow-ups, case transfers, case closure, file retention, and reporting. Training shall include principles of DCM, FEMA sequence of delivery, duplication of benefits, DCM system database operations, and serving functional and access needs populations. Disaster case management training is already available through several local Vermont VOADs. Vermont also has the training plan it has been using for bridge case management.

DCM Supervisory Training: The training coordinator and/or contractor will conduct training for the DCM Supervisor and Executive Director. This training will focus on the role of supervisors, quality control of case files, case reviews, data entry, accurate reporting, and personnel management. The training will include the principles of DCM and the reporting requirements.

DCM Financial Training: The training coordinator and/or contractor will conduct training for the Financial Officer and Financial Specialist. This training will focus on execution of funds, financial transparency, internal audit procedures, and FEMA audit procedures. The training will include the principles of DCM and the reporting requirements.

7. **Provide an overview of the plan for program and financial monitoring and quality control, including information on reports that will be provided and how requirements and conditions will continue to be assessed and met.** The State will develop monitoring tools and compliance methods with the chosen contractor. Financial monitoring will include documents for audit purposes, that will include dates of monitoring, grant performance period, grant amount, expenditures to date, remaining balance, quantity and quality of submitted invoices, risk assessment score, any outside audits, contractor regularly following completion of DR work, and quality of the invoice for reimbursement of FEMA.
8. **List milestones and accomplishments to be met before closeout of the DCM program, including days before program end date for case closeout or transfer and records management following closeout.**

The milestones will include:

- Receive the award
- Hire limited-service financial support specialist and the two program managers
- Begin process to identify the contractor
- Hire the contractor
- Hire and train construction coordinators, case managers, and finance staff
- Transition BCM program into DCMP
- Work on cases; closing them out once complete
- Finalize / close DCMP

We will measure the success of the program by how many cases we are able to complete within the 2-year period. To ensure success the DCM team will meet periodically with the

State Flood Recovery Office to audit caseloads and monitor any unmet needs. The State Flood Recovery Office will maintain records after closeout and will coordinate with LTRGs to handle any remaining cases or unmet needs. At the end of the program the State Flood Recovery Office will also conduct an after-action review (AAR) to identify things to sustain and improve for the next time Vermont contends with a major flood.

PART 4: ATTACHMENTS (FORMS, BUDGET, NARRATIVE)

Include the following forms and budget items with this application.

1. Standard Form 424: Request for Federal Assistance (SF-424).
This document must be signed by the Governor's Authorized Representative, Tribal Chief Executive, or Territory Authorized Representative.
2. Standard Form 424a: Budget Information – Non-Construction Programs (SF-424a).
3. Standard Form 424b: Assurances for Non-Construction Programs (SF 424b).
This document must be signed by the Governor's Authorized Representative, Tribal Chief Executive, or Territory Authorized Representative.
4. Budget Workbook: Budget detailing individual line items at the STT/applicant, management (if applicable), and qualified provider(s) organization level. Cost pools are not allowed, the applicant must show their math.
5. Budget Narrative: Budget Narrative must include a detailed explanation and overview of the staffing, training, supplies, and other programmatic expenses for which funding is being requested. Include what the funding is for, how many people/items are required and why, timelines for the funding, position descriptions for any staff, and a complete breakdown of costs.
6. Organizational Chart (Optional): An organizational chart is optional, however, attaching it may provide a visual to help FEMA understand the geographic distribution of staff and provide additional justification for the requested costs.

PART 5: ACKNOWLEDGEMENT

Standard Lobbying Form (SF-LLL) and the Grants.gov Lobbying Certification Form must be on file with FEMA.

1. Please acknowledge that the STT will comply with the following assurances as referenced in the FEMA-State/Tribe/Territory Agreement and the Department of Homeland Security (DHS) Standard Terms and Conditions ([DHS Standard Terms and Conditions | Homeland Security](#)) by checking the following boxes (double click each box):
 - ☒ Lobbying
 - ☒ Drug-Free Workplace
 - ☒ Disbarment, Suspension and Other Responsibility Matters

DCM Application

Page 15 of 15

2. By signing this document, the Governor's Authorized Representative, Tribal Chief Executive, or Territory Authorized Representative agrees to and/or certifies the following:
 - ☒ The DCM-related requirements are beyond the state, tribe, territory, and local government capabilities.
 - ☒ The program, if approved, will be implemented according to the plan contained in the application approved by the Regional Administrator.
 - ☒ The state, Indian tribal government, or territory will maintain close coordination with and provide required reports, including a Demobilization Plan within 90 days of award, to the Regional Administrator.
3. By signing below, the Governor's Authorized Representative, Tribal Chief Executive, or the Territory Authorized Representative affirms that the preceding questions have been answered correctly and truthfully to the best of their knowledge.

Authorized Representative's Signature:

Authorized Representative's Name (Print): Sarah Clark

Authorized Representative's Title (Print): Secretary, Agency of Administration/GAR

Date:

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:**5a. Federal Entity Identifier:****5b. Federal Award Identifier:**

DR4810

State Use Only:**6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:**

Vermont Agency of Human Services

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

03-000264

*** c. UEI:**

YLQARK22FMQ1

d. Address:*** Street1:**

280 State Drive

Street2:

Center Building

*** City:**

Waterbury

County/Parish:*** State:**

VT: Vermont

Province:*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

05671-0085

e. Organizational Unit:**Department Name:**

Department for Children and Families (DCF)

Division Name:

Office of Economic Opportunity (OEO)

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:***** First Name:**

Justin

Middle Name:*** Last Name:**

Davis

Suffix:**Title:**

AHS Director of Strategic Operations and Planning

Organizational Affiliation:

Vermont Agency of Human Services (AHS)

*** Telephone Number:**

802-798-2408

Fax Number:*** Email:**

justin.davis@vermont.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Emergency Management Agency

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

Disaster Case Management Support

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Application for Disaster Case Management in the State of Vermont for DR4810.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant VT-001

* b. Program/Project One

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: Aug 20, 2024

* b. End Date: Aug 20, 2026

18. Estimated Funding (\$):

* a. Federal \$3,771,943.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL \$3,771,943.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms.

* First Name: Sarah

Middle Name:

* Last Name: Clark

Suffix:

* Title: GAR

* Telephone Number: 802-828-3322

Fax Number:

* Email: sarah.clark@vermont.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

24 Month Program

																	BUDGET NOTES
CODE	BUDGET DESCRIPTION																
SECTION A: PROGRAM PERSONNEL																	
	Position	Units	Position Type	Pay Unit	Hourly Rate	Annual Salary	Pay period Rate	Number of Pay	Salary Total	Vacation. (2 weeks)	Insurance Health	Long-term Disability INS	Short-term Disability INS	FICA/ET	TOTAL		
PP1	Construction Manager	1	Fulltime	Bi-Monthly	\$52.00	108,160	4,507	48	216,320.00	8,320	28,000	1,319	131	4,975	259,065.36		
PP2	Construction Manager	1	Fulltime	Bi-Monthly	\$52.00	108,160	4,507	48	216,320.00	8,320	28,000	1,319	131	4,975	259,065.36		
PP3	Construction Manager	1	Fulltime	Bi-Monthly	\$52.00	108,160	4,507	48	216,320.00	8,320	28,000	1,319	131	4,975	259,065.36		
PP4	Case Manager/Supervisor	1	Fulltime	Bi-Monthly	\$45.00	93,600	3,900	48	187,200.00	7,200	28,000	1,319	131	4,306	228,155.60		
PP5	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP6	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP7	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP8	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP9	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP10	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
PP11	Case Manager	1	Fulltime	Bi-Monthly	\$35.00	72,800	3,033	48	145,600.00	5,600	28,000	1,319	131	3,349	183,998.80		
									1,855,360.00	71,360.00	308,000.00	14,509.00	1,441.00	42,673.28	2,293,343.28		
SECTION B: DIRECT PROGRAM COSTS																	
	Position	Units	Position Type	Pay Unit	Hourly Rate	Annual Salary	Pay period Rate	Number of Pay	Salary Total	Vacation. (2 weeks)	Insurance Health	Long-term Disability INS	Short-term Disability INS	FICA/ET	TOTAL		
DPC1	Finance Manager	0	Fulltime	Bi-Monthly	\$45.00	93,600	3,900	48	0.00	0	0	0	0	0	0.00		
DPC2	Financial Clerk	0	Fulltime	Bi-Monthly	\$26.00	54,080	2,253	48	0.00	0	0	0	0	0	0.00		
	Sub-Total:								0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		Units		Pay Unit											TOTAL		
DPC3	Employee acquisition Cost	1		Monthly		1,000	24,000		24,000.00						24,000.00		
DPC4	Background Check Fees	6		One Time	6	150	1,650		1,650.00							One time cost	
		Units			SQFT	SQFT Cost	Monthly	Annual	Total								
DPC5	Office Space	1	Contract	Monthly	1,100	20	1,833.33	22,000	44,000.00						44,000.00		
		Units					Units Cost	Annual	Total						Total		
DPC6	Housing (Out of state Employees)	1	Contract	Monthly			25,000	300,000	600,000.00						600,000.00		
DPC7	Lodging (Hotel)	1	Contract	Monthly			8,000	96,000	192,000.00						192,000.00		
	Sub-Total:								836,000.00						860,000.00		
		Units					Units Cost	Annual	Total								
DPC8	Audit Services	2	Contract	Annual			10,000	20,000	20,000.00						20,000.00		
	Sub-Total: Category 5								20,000.00						20,000.00		
TOTAL DIRECT PROGRAM COSTS																	
															880,000.00		
SECTION C: OTHER DIRECT PROGRAM COSTS																	
	Communication Supplies	Units	Units Cost	Pay Unit											Total		
ODPC1	Computer Software	11	300	One Time			3,300								3,300.00		
ODPC2	Cell Phones	11	800	One Time			8,800								8,800.00		
ODPC3	Cell Phones Service	11	50	Monthly	24		13,200								13,200.00		
ODPC4	Portable Laptops	11	1,500	One Time			16,500								16,500.00		
ODPC5	Portable Document Scanners	6	200	One Time			1,200								1,200.00		
	Sub-Total:						43,000								43,000		
	Office Supplies	Units	Units Cost	Pay Unit													
ODPC6	Office Printers	1	600	One Time			600								600.00	One Time	
ODPC7	Office Ink/Toner	24	100	Monthly			2,400								2,400.00		
ODPC8	Copy Paper	24	45	Monthly			1,080								1,080.00		
ODPC9	Office Supplies (Misc)	24	300	Monthly			7,200								7,200.00		
ODPC10	Internet Fees	24	200	Monthly			4,800								4,800.00		
ODPC11	Office Phone Plans & Fees	24	200	Monthly			4,800								4,800.00		
	Sub-Total:						20,880								20,880		
TOTAL OTHER DIRECT PROGRAM COSTS																	
															63,880.00		
SECTION D: PROGRAM SUPPORT COSTS																	
	Travel	Units		Pay Unit		IRS Mileage Rate	Max Mileage Allowed per Month	Pay period Amount									
PSC1	Construction Manager	24		Monthly		0.67	800	536							12,864.00		
PSC2	Construction Manager	24		Monthly		0.67	800	536							12,864.00		
PSC3	Construction Manager	24		Monthly		0.67	800	536							12,864.00		
PSC4	Case Managers Supervisor	24		Monthly		0.67	800	536							12,864.00		
PSC5	Case Managers	24		Monthly		0.67	800	536							12,864.00		
PSC6	Case Managers	24		Monthly		0.67	800	536							12,864.00		
PSC7	Case Managers	24		Monthly		0.67	800	536							12,864.00		
PSC8	Case Managers	24		Monthly		0.67	800	536							12,864.00		

PSC9	Case Managers	24		Monthly		0.67	800	536							12,864.00	
PSC10	Case Managers	24		Monthly		0.67	800	536							12,864.00	
PSC11	Case Managers	24		Monthly		0.67	800	536							12,864.00	
	Sub-Total: Travel							5,896.00							141,504.00	
	TOTAL PROGRAM SUPPORT COSTS														141,504.00	
	TOTAL PROJECT COSTS (A, B, C, D,E)														3,378,727.28	

SFY 25 POSITION COST CALCULATOR									
Please note that if using this calculator to determine use of capped funding sources, the CAP unit must be consulted to determine impact of overhead rate									
Please Input the following information:									
Select Grade	27								
Select Step (all new positions get budgeted at step 2)	2								
Hourly Salary (automatically updated from input above)	35.35								
Total FTE (ok to enter more than one FTE, if same grade, step, and fund split)									
*Note some Woodside positions are more than 1 FTE for one position - contact Jillian	1								
Salary and Fringe fund split (Obtain from BO- CAP unit)	GF	0.5 SF	IDT	GC	FF	0.5 GC	Total	1 <- should be 100% or 1	
Operating fund split (Obtain From BO- CAP unit)	GF	0.5 SF	IDT	IDT	FF	0.5 GC	Total	1 <- should be 100% or 1	
Estimated costs:									
Salary Cost	GF	\$ 36,764	\$ -	\$ -	\$ 36,764	\$ -	\$ 73,528		
Fringe Cost	\$	26,082	\$ -	\$ -	\$ 26,082	\$ -	52,163		
Health (blended rate used for vacancies)	\$	12,465	\$ -	\$ -	\$ 12,465	\$ -	24,930		
Dental (applies to all)	\$	427	\$ -	\$ -	\$ 427	\$ -	853		
Retirement (applies to all)	\$	9,816	\$ -	\$ -	\$ 9,816	\$ -	19,632		
Life (applies to all)	\$	184	\$ -	\$ -	\$ 184	\$ -	368		
EAP (applies to all)	\$	17	\$ -	\$ -	\$ 17	\$ -	34		
Long Term Disability (applies to some)	\$	62	\$ -	\$ -	\$ 62	\$ -	124		
Family Medical Leave	\$	137	\$ -	\$ -	\$ 137	\$ -	273		
Child Care Contribution	\$	162	\$ -	\$ -	\$ 162	\$ -	324		
FICA (applies to all)	\$	2,813	\$ -	\$ -	\$ 2,813	\$ -	5,625		
Total Salary and Fringe Cost:	\$	62,846	\$ -	\$ -	\$ 62,846	\$ -	125,691		
Total Operating Cost (estimated, but you may change yellow fields):	\$	2,691	\$ -	\$ -	\$ 2,691	\$ -	5,381		
Travel	\$	750	\$ -	\$ -	\$ 750	\$ -	1,500	Travel	
Computer Equipment	\$	828	\$ -	\$ -	\$ 828	\$ -	1,656	Supplies	
Start up equipment (desk chair etc.)	\$	250	\$ -	\$ -	\$ 250	\$ -	500	Supplies	
Office Supplies	\$	38	\$ -	\$ -	\$ 38	\$ -	75	Supplies	
Space	\$	500	\$ -	\$ -	\$ 500	\$ -	1,000	Other	
Printing	\$	50	\$ -	\$ -	\$ 50	\$ -	100	Supplies	
Telephone	\$	-	\$ -	\$ -	\$ -	\$ -	-	Supplies	
State Cell Phone monthly charge	\$	275	\$ -	\$ -	\$ 275	\$ -	550	Supplies	
Total Cost of Position	\$	65,537	\$ -	\$ -	\$ 65,537	\$ -	131,074		

Note: The State of Vermont is requesting funding for three Pay Grade 27 Step 2 limited-service/temporary positions for two years, ending in August 2026. FEMA will pay 50% of the cost of the positions and Vermont will pay 50%.

\$ 393,222 Federal share (3 positions for 2 years)

U.S. Department of Homeland Security
4810DR Joint Field Office
312 Hurricane Lane
Williston, VT 05495



FEMA

February 18, 2025

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

Reference:	Application Approval and Initial Award
Disaster No.	FEMA-DR-4810-VT, Disaster Case Management Program
Declaration:	August 20, 2024
Performance Period:	August 20, 2024 - August 20, 2026
Initial Obligation:	\$2,875,419.28
Award No.:	4810DRVTD CM
CFDA No.:	97.088
Recipient:	Vermont Agency of Human Services

Dear Secretary Samuelson:

We are pleased to inform you that the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) has approved the State of Vermont's application for federal assistance for the Disaster Case Management Program (DCMP), pursuant to section 426 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5189d), in the amount of \$2,875,419.28.

The period of performance for the grant is August 20, 2024 through August 20, 2026. Any extension to the period of performance for this grant award must be requested in writing. This agreement must follow all applicable federal regulations including the current FEMA-State Agreement, the Fiscal Year 2025 FEMA Standard Terms & Conditions, and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards* under Title 2 of the Code of Federal Regulations, Part 200 (2 C.F.R. Part 200).

Enclosed you will find the award documents for the DCMP which include FEMA's Fiscal Year 2025 Standard Terms and Conditions, the approved budget as well as the DCM Programmatic Terms and Conditions.

By accepting the DCMP award, you assume certain administrative and financial responsibilities including, but not limited to, the timely submission of all financial and programmatic reports, resolution of all interim findings, and the maintenance of a minimum level of cash on hand. Should you not adhere to these responsibilities, you will be in violation of the terms of this award.

FEMA-4810-DR-VT

Page 2 of 2

This document is an official notice and should be retained in the Federal award file. For financial questions, please contact Feven Tesfai, Grants Management Specialist, at 617-543-3237, or Feven.Tesfai@fema.dhs.gov. For programmatic questions, please contact Linda Taylor, Individual Assistance Community Services Group Supervisor, at 202-368-9863 or Linda.Taylor2@fema.dhs.gov

Sincerely,

William F. Roy
Federal Coordinating Officer
DR-4810-VT

cc: Jarrett Devine, Acting Regional Administrator, FEMA Region 1
Chris Winter, Commissioner, VT Department for Children & Families
Lily Sojourner, Interim Director, VT Office of Economic Opportunity
Douglas R. Farnham, VT State Recovery Officer/Alternate GAR
Eric Forand, Director VT Emergency Management
Jason Gosselin, Individual Assistance Officer, VT Agency of Human Services
Justin Davis, Director of Strategic Operations and Planning, Vt Agency of Human Services
Ben Rose, Recovery & Mitigation Section Chief, VT Emergency Management
Dorrie Durand, Community Services Program Specialist, FEMA HQ
Crystal Smith, Community Services Program Specialist, FMA HQ
Samuel Harvey, Individual Assistance Branch Director, FEMA Region 1

Enclosures:

1. DCM Programmatic Terms & Conditions
2. FY2025 FEMA Standard Terms & Conditions

PROGRAMMATIC TERMS AND CONDITIONS

Disaster Case Management Program
Major Disaster: FEMA-4810-DR-VT
Award No. 4810DRVTDCM

I. DATA COLLECTION AND REPORTING

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

II. FISCAL ACCOUNTING AND MONITORING

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

III. TRAINING AND CONSULTANT SERVICES

- A. Provide an assurance that the state's liability insurance requirement for case managers has been in force prior to the August 20,2024 presidential disaster declaration.
- B. Verification by the recipient that:
 - a. All hired case managers and supervisors have completed their applicable background checks and are trained within three (3) weeks of onboarding.
 - b. All open positions are backfilled within 45 days of vacancy, unless no longer needed.
 - c. All individual recovery plans for survivors participating in the DCMP are developed within 30 days of their individual assessment.
 - d. There is an outreach and implementation plan which provides reasonable accommodations, ensuring that services are accessible to all eligible individuals.

IV. CLOSEOUT - 90 Days Prior to the Program Ending

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

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

Major Disaster: FEMA-4810-DR-VT

Award No. 4810DRVTDCM

Recipient Name:	Vermont Agency of Human Services
Recipient's Unique Identification Number:	YLQARK22FMQ1
Federal Award Identification Number (FAIN):	4810DRVTDCM
CFDA Number and Name:	97.088, Disaster Case Management
Federal Award Date:	February 13, 2025
Project Description:	The Recipient will carry out a disaster case management program to the survivors of catastrophic flooding, mudslides and landslides in VT as detailed in the grant application dated December 23, 2024.
Period of Performance Start and End Dates:	August 20, 2024 to August 20, 2026
Amount of Federal Funds Obligated by This Action:	\$2,875,419.00
Total Amount of Federal Funds Obligated:	\$2,875,419.00
Total Amount of the Federal Award:	\$2,875,419.00
Budget Approved by the Federal Awarding Agency:	The approved budget is set forth below.
Total Approved Cost Sharing or Matching:	There is no cost share requirement for this Federal award.
Name of Federal Awarding Agency and Contact Information for Awarding Official:	Federal Emergency Management Agency William F. Roy, Federal Coordinating Officer, FEMA-4810-DR-VT, william.f.roy@fema.dhs.gov
Identification of Whether the Award is R&D	No part of this Federal award is for research and development.
Indirect Cost Rate:	Indirect costs are not authorized under this Federal award.

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

Major Disaster: FEMA-4810-DR-VT

Award No. 4810DRVTDCM

**BUDGET COST
CATEGORIES**

Object Class	
Personnel & Fringe Benefits (State)	\$377,073
Travel	\$4,500
Equipment	0.00
Supplies	\$8,643
Contractual	\$2,483,397
Construction	0.00
Indirect Charges	0.00
Other	\$1,806
Total:	\$2,875,419

FY 2025 DHS STANDARD TERMS AND CONDITIONS

The Fiscal Year (FY) 2025 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2025 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal continuation awards made in subsequent FYs, the FY 2025 DHS Standard Terms and Conditions apply unless otherwise specified in the terms and conditions of the continuation awards. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2025 DHS Standard Terms and Conditions are maintained on the DHS website at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

A. Assurance, Administrative Requirements, Cost Principles, Representations, and Certifications

- I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

B. General Acknowledgements and Assurances Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10.

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance. Organization costs related to data and evaluation are allowable. The definition of data and evaluation costs is located at 2 C.F.R. § 200.455(c), the full text of which is incorporated by reference.
- V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and

FY 2025 DHS STANDARD TERMS AND CONDITIONS

Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

C. Standard Terms & Conditions

I. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

II. Activities Conducted Abroad

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

III. Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

IV. Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

V. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

VI. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA)

FY 2025 DHS STANDARD TERMS AND CONDITIONS

must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

VII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

IX. Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

XI. Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

FY 2025 DHS STANDARD TERMS AND CONDITIONS

XIII. Executive Order 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

XIV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

XVII. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

XVIII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: [Certificated Air Carriers List | US Department of Transportation](https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list), <https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XIX. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

XX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications

FY 2025 DHS STANDARD TERMS AND CONDITIONS

and video surveillance products and contracting with certain entities for national security reasons.

XXI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XXII. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

XXIII. National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

XXIV. National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Science Act

Recipient research institutions (“covered institutions”) must comply with the requirements in NSPM-33 and provisions of Public Law 117-167, Section 10254 (codified at 42 U.S.C. § 18951) certifying that the institution has established and operates a research security program that includes elements relating to (1) cybersecurity; (2) foreign travel security; (3) research security training; and (4) export control training, as appropriate. Covered institutions means recipient research institutions receiving federal Research and Development (R&D) science and engineering support “in excess of \$50 million per year.”

XXV. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries.

Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

FY 2025 DHS STANDARD TERMS AND CONDITIONS

XXVI. Non-Supplanting Requirement

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

XXVII. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

XXVIII. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

XXIX. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

XXX. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

XXXI. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

XXXII. Reporting Subawards and Executive Compensation

For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

XXXIII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

FY 2025 DHS STANDARD TERMS AND CONDITIONS

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

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

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

- (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
 - (1) applying the domestic content procurement preference would be inconsistent with the public interest;
 - (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
 - (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

FY 2025 DHS STANDARD TERMS AND CONDITIONS

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

Definitions

The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

XXXIV. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at [Funding and Sustainment | CISA](#).

XXXV. System for Award Management and Universal Identifier Requirements

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.

XXXVI. Terrorist Financing

Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.

XXXVII. Trafficking Victims Protection Act of 2000(TVPA)

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.105, the full text of which is incorporated by reference.

XXXVIII. USA PATRIOT Act of 2001

Recipients must comply with the requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

XXXIX. Use of DHS Seal, Logo and Flags

Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

XL. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.