

REQUEST FOR APPLICATIONS
 Child Development Division
 Special Accommodation Grant Application
CDD-SAG 10-5-23

RFGA RELEASE DATE: October 5, 2023

For this grant, there are twelve rounds of application submissions, contingent on the availability of funds.

ROUND 1

APPLICANTS CONFERENCE:	October 10, 2023	5:30 PM (ET)
QUESTIONS DUE BY:	October 13, 2023	4:30 PM (ET)
RESPONSES POSTED BY:	October 17, 2023	4:30 PM (ET)
APPLICATIONS DUE BY:	October 24, 2023	4:30 PM (ET)

ROUND 2

APPLICANTS CONFERENCE:	October 30, 2023	5:30 PM (ET)
QUESTIONS DUE BY:	November 1, 2023	4:30 PM (ET)
RESPONSES POSTED BY:	November 6, 2023	4:30 PM (ET)
APPLICATIONS DUE BY:	November 30, 2023	4:30 PM (ET)

ROUND 3

APPLICANTS CONFERENCE:	November 28, 2023	5:30 PM (ET)
QUESTIONS DUE BY:	December 1, 2023	4:30 PM (ET)
RESPONSES POSTED BY:	December 5, 2023	4:30 PM (ET)
APPLICATIONS DUE BY:	December 31, 2023	4:30 PM (ET)

ROUND 4

APPLICANTS CONFERENCE:	January 2, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	January 5, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	January 9, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	January 31, 2024	4:30 PM (ET)

ROUND 5

APPLICANTS CONFERENCE:	January 30, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	February 2, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	February 6, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	February 29, 2024	4:30 PM (ET)

ROUND 6

APPLICANTS CONFERENCE:	February 27, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	March 1, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	March 5, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	March 29, 2024	4:30 PM (ET)

ROUND 7

APPLICANTS CONFERENCE:	March 26, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	March 29, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	April 2, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	April 30, 2024	4:30 PM (ET)

ROUND 8

APPLICANTS CONFERENCE:	April 30, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	May 3, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	May 7, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	May 31, 2024	4:30 PM (ET)

ROUND 9

APPLICANTS CONFERENCE:	May 28, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	May 31, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	June 4, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	June 30, 2024	4:30 PM (ET)

ROUND 10

APPLICANTS CONFERENCE:	June 25, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	July 5, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	July 9, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	July 31, 2024	4:30 PM (ET)

ROUND 11

APPLICANTS CONFERENCE:	July 30, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	August 2, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	August 6, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	August 31, 2024	4:30 PM (ET)

ROUND 12

APPLICANTS CONFERENCE:	August 27, 2024	5:30 PM (ET)
QUESTIONS DUE BY:	August 30, 2024	4:30 PM (ET)
RESPONSES POSTED BY:	September 3, 2024	4:30 PM (ET)
APPLICATIONS DUE BY:	September 30, 2024	4:30 PM (ET)

Please be advised that all notifications, releases, and addendums associated with this Request for Grant Applications (RFGA) will be posted at the website below. The State will make no attempt to contact interested parties with updated information.

<https://www.vermontbusinessregistry.com>

STATE CONTACT: Eric Myser, DCF Grants and Contracts Manager
TELEPHONE: 802-279-2747
E-MAIL: ahs.dcfddsag@vermont.gov

1. OVERVIEW:

- 1.1. **SUBJECT MATTER:** Through this Request for Grant Applications (RFGA) the Agency of Human Services, Department for Children and Families, Child Development Division (hereinafter the “State”) is seeking to award grants to one (1) or more Vermont Licensed Specialized Child Care Programs to support a child or children’s safe and successful inclusion within the child care program through the purchase of adaptive equipment, materials, consultation or training(s) for childcare staff specific to the child(ren)’s needs, and/or hiring of an individual assistant to support the child(ren)’s needs.
- The grant funds are intended to cover any gap left after all entitled or eligible services are provided for the child(ren). See **Attachment A - Scope of Work** to be performed for detailed requirements and objectives.
- 1.2. **AVAILABLE FUNDING:** Funding for this set of rounds is anticipated to be a combination of State General Funds, American Rescue Plan Act (ARPA) Child Care Development Fund (CCDF) Supplemental Discretionary Funds and/or ESSA Preschool Development Grants Birth Through Five (PDG B-5).
- 1.3. **AWARD PERIOD:** Awards arising from this Request for Grant Application (RFGA) will be issued to approved eligible applicants beginning in October 2023 for a minimum of 4 weeks through 6 months (maximum of 26 weeks) based on the Applicant’s identified need in the grant proposal and available funding. **Proposed grant start dates cannot be prior to the current RFGA round deadline submission.**
- 1.3.1. Applicants having received an award arising from this RFGA for an individual assistant, may complete a Request for Extension form for their current SAG grant award. A Request for Extension form must be submitted 45 days before the end of the grant award period. The Request for Extension form will allow a program to be considered to extend the grant award period in order to spend down the award funding (e.g., delay in hiring the 1:1 assistant) or they can request additional funding to continue the 1:1 assistant support for an additional six (6) months. Funding will be approved at the State’s discretion.
- 1.3.1.1. Programs requesting additional funding are required to have successfully submitted invoices on behalf of their current SAG grant for the previous 4 months before completing the Request for Extension form. **The Request for Extension Form is located at the following link:** <https://hipaa.jotform.com/230335650597055>
- 1.3.2. If an Applicant requires assistance in preparing their proposal or needs guidance on socioeconomic certifications, the Applicant may contact the Procurement Technical Assistance Center (PTAC). PTAC specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Their website is: <https://accd.vermont.gov/economic-development/programs/ptac>
- 1.4. **SINGLE POINT OF CONTACT:** All communications concerning this Request for Grant Applications (RFGA) must have the Requisition Number: **CDD-SAG 10-05-23** in the subject line and are to be emailed to the following email: ahs.dcfcdsag@vermont.gov.
- 1.5. **APPLICANTS’ CONFERENCE:** A non-mandatory applicants’ conference will be held remotely at the dates and times indicated on the front page of this RFGA. Any modifications will be posted on the CDD website.

1.5.1. Applicants who wish to attend this conference can join on their computer or mobile app here:

- Round 1 – October 10, 2023 – 5:30-6:30PM (ET) [Click here to join the meeting](#)
- Round 2 – October 30, 2023 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 3 – November 28, 2023 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 4 – January 2, 2024 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 5 – January 30, 2024 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 6 – February 27, 2024 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 7 – March 26, 2024 – 5:30-6:30PM (ET) - [Click here to join the meeting](#)
- Round 8 – April 30, 2024 – 5:30-6:30PM (ET) [Click here to join the meeting](#)
- Round 9 – May 28, 2024 – 5:30-6:30PM (ET) [Click here to join the meeting](#)
- Round 10 – June 25, 2024 – 5:30-6:30PM (ET) [Click here to join the meeting](#)
- Round 11 – July 30, 2024 – 5:30-6:30PM (ET) [Click here to join the meeting](#)
- Round 12 – August 27, 2024 – 5:30-6:30PM (ET) [Click here to join the meeting](#)

1.6. **QUESTION AND ANSWER PERIOD:** Any applicant requiring clarification of any section of this RFGA or wishing to comment on any requirement of the RFGA must submit specific questions in writing no later than the deadline for questions, indicated on the first page of this RFGA. Email any questions or comments to the State Contact indicated on the front page of this RFGA. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions and comments and the State's responses will be posted on the State's web site at <https://www.vermontbusinessregistry.com>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

1.7. **CHANGES TO THIS RFGA:** Any modifications to this RFGA will be made in writing by the State through the issuance of an Addendum to this RFGA and posted online <https://www.vermontbusinessregistry.com>. Verbal or written instruction from any other source is not to be considered.

2. GENERAL REQUIREMENTS:

2.1. STATEMENT OF RIGHTS: The State shall have the authority to evaluate applications and select the applicant(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFGA. The State of Vermont reserves the right to obtain clarification or additional information necessary to evaluate an application properly. Failure of applicant to respond to a request for additional information or clarification could result in rejection of that applicant's application. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject all applications, in whole or in part, with or without cause, and to waive technicalities in submissions.

2.2. METHOD OF AWARD: Awards will be made in the best interest of the State. The State may award one (1) or more grants and reserves the right to make additional awards to other compliant applicants at any time if such award is deemed to be in the best interest of the State. Priority will be given based on the evaluation findings and other eligibility criteria deemed relevant for ensuring the decision is made in the best interest of the State.

2.2.1 ELIGIBILITY CRITERIA: The following eligibility criteria is required for a bidder to be eligible to apply:

2.2.1.1. Bidder shall be a Vermont Licensed Specialized Child Care Provider, in good regulatory standing; AND

2.2.2.2. Be caring for a child or children with specialized needs that needs additional accommodations to support their **safe** and **successful** inclusion in, access to, or continued placement in their childcare setting. The child/children must have:

2.2.2.3. A documented physical, medical, developmental, or behavioral diagnosis or be in the process of being evaluated and assessed for services AND

2.2.2.4. An active or interim One Plan, Individual Educational Plan, 504 Plan, or Mental Health treatment plan that addresses their specialized need(s). Or a screening or assessment completed on behalf of the child.

2.2.2. SCORING CRITERIA: The application responses should reflect the child care program's need for the requested funds. Eligible applications shall be scored in the following areas based on the application information, individual child's needs, and submitted documentation.

2.2.2.1. Expulsion

2.2.2.2. Danger/Safety Concerns

2.2.2.3. Diagnosis

2.2.2.4. Child Protection Involvement

2.2.2.5. Social, Emotional, and Behavior Needs

2.2.2.6. Child Care Provider Quality

2.2.2.7. Service Delivery and Collaboration

2.2.2.8. Rational for Program's Request

2.3. AWARD NEGOTIATION: Upon completion of the evaluation process, the State may select one (1) or more applicants to negotiate an award based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event the State is not successful in negotiating an award with a selected applicant, the State reserves the option of negotiating with another applicant or to end the application process entirely.

2.4. COST OF PREPARATION: Applicants shall be solely responsible for all expenses incurred in the preparation of a response to this RFGA and shall be responsible for expenses associated with any presentations or demonstrations associated with this request and/or any applications.

2.5. AWARD TERMS: The selected applicant(s) will be expected to sign a grant agreement with the State,
including the Standard State Attachments, within thirty (30) calendar days of award notice.

2.5.1. **Business Registration:** It is Subrecipient's responsibility to contact the Vermont Department of Taxes to determine if, by law, Subrecipient is required to have a Vermont Department of Taxes Business Account Number.

2.5.2. **Payment Terms:** Refer to **Attachment B - Payment Provisions.**

2.6. **APPLICATION SUBMISSION INSTRUCTIONS:** Applications will be completed by each program directly in Jotform by using the following link: SAG Application – <https://hipaa.jotform.com/230264946292056>

The following documentation requirements listed below are included as a reference so information can be gathered in advance of opening the Jot Form link.

2.6.1. **CIS Parent/Legal Guardian Authorization Consent Form** for each child may be signed and scanned, or parents/legal guardians can complete by going to the following link: <https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Funding/SAG-App-Parent-Guardian-Consent.pdf>

2.6.2. **SAG Health Service/Provider letter of support** for each child by going to the following link: <https://hipaa.jotform.com/230244351146042>

2.6.3. **Child(ren)'s plan(s) (e.g., IEP, One Plan, 504, Treatment Plan)** updated within the last six (6) months. if the child does not have a plan , please submit a screening or assessment)

2.6.4. **Certificate of Insurance (COI)** consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and any additional insurance requirements as may be set forth elsewhere in this RFGA must be submitted with the application.

2.6.5. **Current IRS Form W-9** (signed within the last six (6) months).

2.6.6. **SAM Unique Entity ID (UEI)** – Applicants are required to have a UEI assigned by registering on SAM.gov. If you have requested a UEI, but have not yet received it, you will need to provide a copy of the email from SAM.gov showing that you have requested the UEI and/or the help desk email confirmation regarding any follow-up on the issuance of a UEI. If your UEI is in process, you will need to upload a signed and dated Certification of Suspension and Debarment. If you have a UEI, but your SAM registration is not currently active, you will need to upload a signed and dated Certification of Suspension and Debarment. See [Vermont Business Registry and Bid System - Bid Detail](#) for the form.

2.7. ATTACHMENTS

2.7.1 Standard Grant Agreement (Sample)

2.7.2. Attachment A – Statement of Work

2.7.3. Attachment B – Payment Provisions

2.7.4. Attachment C – Standard State Provisions for Contracts and Grants

2.7.5. Attachment E – Business Associate Agreement

2.7.6. Attachment F – Agency of Human Services' Customary Contract/Grant Provisions

2.7.7. Attachment G – Other Grant Provisions / Reporting Forms

2.7.8. Attachment H – Parent/Legal Guardian Consent Form (Sample)

2.7.9. Attachment I – Service/Health Provider Letter of Support Form (Sample)

2.8.10. Attachment J – SAG Application (Sample)

2.8.11 Attachment K – Request for Extension

STANDARD GRANT AGREEMENT

1. **Parties:** This is a Grant Agreement between State of Vermont, Department of Children and Families, Child Development Division, (hereinafter called “State”) and _____ with principal place of business at _____, (hereinafter called “Subrecipient”).

It is the Subrecipient’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Subrecipient is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter:** The subject matter of this Grant Agreement is the provisions of child care program accommodations to support a child or children’s safe and successful inclusion within the Subrecipient’s child care program.
3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part I-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least thirty (30) calendar days in advance.
6. **Federal Funding Requirements:** As a Subrecipient of federal funds, CCDF ARPA funds and/or ESSA Preschool Development Grants Birth Through Five (PDG B-5), the Subrecipient is required to adhere to the following federal regulations. This guidance can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- a. OMG Guidance – 2 CFR Chapter 1, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This guidance can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- b. OMB Guidance - 45 CFR Parts 98. This guidance can be found at:

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-98>

- c. OMB Guidance – 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. This guidance can be found at:

<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

7. **Attachments:** This Grant consists of __ pages including the following attachments that are incorporated herein:

Grant Agreement – Part 1 and Part 2
Attachment A – Scope of Work to Be Performed
Attachment B – Payment Provisions
Attachment C – Customary State Grant Provisions
Attachment D – Other Provisions (if any)

Attachment E – Business Associate Agreement

Attachment F – Agency of Human Services’ Customary Contract/Grant Provisions

Attachment G – Other Grant Provisions / Reporting Forms

8. **Order of Precedence:** Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:

- 1) Grant Agreement – Part 1 and Part 2
- 2) Attachment D (if any)
- 3) Attachment C
- 4) Attachment A
- 5) Attachment B
- 6) Attachment E (if any)
- 7) Attachment F
- 8) Attachment G

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

State of Vermont
By:

Subrecipient
By:

Signature

Date

Signature

Date

Name, Job Title
Department of _____
Mailing Address
Email Address

Name, Job Title
Organization
Mailing Address
Email Address

Approved as to Form
By:

Assistant Attorney General

Date

ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED

A. PROGRAM BACKGROUND

The Vermont Department for Children and Families' (DCF) mission is to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters. The Department is structured around six Divisions that deliver programs and services to Vermonters; one of those Divisions is the Child Development Division (CDD). CDD's goal is to increase access to high-quality, sustainable services that are developmentally beneficial for children, strengthen families, and meet their needs, in partnership with families, communities, schools, providers and state and federal agencies.

One of the ways that CDD works towards this goal is through the Special Accommodation Grant Program (also referred to as "Program"), which provides financial support to high-quality child-care programs to support the safe and successful inclusion of a child or a group of children with identified special needs in their program. The Program funds are intended to cover any gap left after all entitled or eligible services are provided for the child(ren).

B. SERVICE DESCRIPTION

The Subrecipient shall hire, train, and supervise an individual assistant to support the safe and successful inclusion of an identified child or identified children with specialized needs in maintaining or increasing access to their child care program.

C. SERVICE GOALS & OUTCOMES

By providing services under this agreement, the Subrecipient shall assist the State in achieving the following goals:

1. Children with special needs will have the supports needed to be safely and successfully included in the child-care programs chosen by their families.
2. Child-care staff and families shall have the knowledge and skills necessary to identify, implement, and educate on inclusive practices that support all children within childcare programs.

The Subrecipient shall measure impact of the Program by tracking performance measures as outlined below in section E. Performance Measures.

D. SPECIFICATIONS

The Subrecipient shall:

1. Hire, train, and provide supervision for an individual assistant that meets the following requirements for a classroom aide as outlined on page 98, Regulation; 7.3.2.5 in [Vermont Licensing Regulations for Center-Based Child Care and Preschool Program](#). AND:
 - a. The individual assistant must meet required screenings and complete background checks in compliance with [Vermont Licensing Regulations for Center-Based Child Care and Preschool Program Regulations](#); on page 93, Regulation; 7.2
 - b. A classroom aide shall be at least eighteen (18) years of age, able to comprehend basic written format, and meet at least one (1) of the following qualifications:
 - c. Has at least a high school diploma OR has completed a GED and completes the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate within the first twelve (12) months of employment; OR

- d. Has at least a high school diploma OR has completed a GED and a three (3) college credit course in *child or human development* or in *school age care and education* within the first twelve (12) months of employment.
2. Ensure the classroom aide shall not be counted in staff/child ratios when performing the job responsibilities of a classroom aide.
3. Complete the Performance Monitoring Reports by specified dates, contact the CDD program manager with any questions, or updates on the grant specifications or performance monitoring questions immediately as they occur within the grant term.
4. Coordinate and document monthly meetings with the child's team, which shall include the individual assistant providing services under this grant, the child's parent/legal guardian, and other professionals supporting the child's development (e.g., CIS; Head Start/Early Head Start, Specialized Child Care Coordinator, Child Care Consultant, Foster Parent, etc.). The meeting will support ongoing communication, ongoing assessment and implementation of the strategies that support the goals written in the child's plan.
5. Provide training to specific to increasing inclusionary practices to the program staff within the first 60 calendar days of the award term. The following resources provide training on inclusion that are available to the Subrecipient to utilize: [Pyramid Consortium](#), [Head Start Center for Inclusion](#) (birth to 5 years), [Better Kid Care](#), [EMTSS](#) and [Vermont Afterschool Inc](#) or the Subrecipient may provide an alternative training which includes the 1:1 and program staff that is specific to the needs of the individual child in care.
6. The Subrecipient shall complete the **SAG Professional Development Training Survey (See Attachment G – Form A)** within fifteen (15) calendar days of the training.
7. Provide the parent(s)/legal guardian(s) of the child a link to the **SAG Parent/Legal Guardian Survey (See Attachment G – Form B)** no later than the award end date. The Subrecipient shall strongly request and encourage the parent(s)/legal guardian(s) to complete a parent satisfaction survey and do so within thirty (30) calendar days following the grant term's end.
8. Complete the **SAG Final Survey and Report (See Attachment G – Form C)** within thirty (30) calendar days of the end of the grant term.
9. If the child is no longer enrolled/attending the program, the Subrecipient shall immediately notify the CDD Program Manager.
10. Subrecipients seeking an award period extension and/or additional funding must submit a **Request for Extension Form** <https://hipaa.jotform.com/230335650597055> **45 calendar days** before the end of the grant. Funding will be approved at the State's discretion. The request for funds form will allow a program to extend the end date of their grant award in order to spend down the award funding (1:1 was hired late) or if they would like to request an additional funding to continue the 1:1 support for an additional 6 months.

E. PERFORMANCE MEASURES

The Subrecipient shall report the following performance measures to the State to measure achievement of stated Program purpose(s):

- 90% of the identified children were able to remain in the childcare program through the award term.
- 90% of the identified children were able to form and participate in developmentally appropriate relationship with at least one peer by the end of the award term.
- 85% of identified children showed an increase in their self-regulation skills by the end of award term.
- 90% of the SAG Parent/Legal Guardian Survey respondents report they felt more engaged and supported in making decisions about their child's plan of care in the child care setting.
- 95% of Subrecipients completed the SAG Professional Development Training Survey

The first time the Subrecipient falls below 75% of any of the Performance Measure goals, the CDD Program Manager shall send a Notice Letter to the Subrecipient informing them of the missed Performance Measure(s). The second time the Subrecipient falls below 75% of any of the Performance Measure goals, the Subrecipient shall develop a Corrective Action Plan with the CDD Program Manager. The Subrecipient shall submit a signed Notice Letter or a completed corrective action plan to the CDD Program Manager and DCF Grants and Contracts Manager within thirty (30) calendar days of receiving written notification of the missed Performance Measure(s). Continued failure to meet the minimum requirements may result in cancellation of this agreement.

F. PROGRAM ADMINISTRATION AND EVALUATION

The State shall monitor and evaluate the Subrecipient's performance based on the following: program reports (including content and timeliness of submission), SAG Parent/Legal Guardian survey results, correspondence, and financial reports. Assistance is available to the Subrecipient through the CDD Program Manager and the DCF Grants and Contracts Manager.

1. Program Reports

Completed Program Report Forms shall be submitted to the State by the Subrecipient on or before due dates outlined in Attachment B. The reporting forms include the following:

- a. Form A: **SAG Professional Development Training Survey**
- b. Form B: **SAG Parent/Legal Guardian Survey**
- c. Form C: **SAG Final Survey and Report**

Snapshots of the forms which may be revised as required by the State, are provided in Attachment G. Electronic copies of all Program Reports with directions shall be provided to the Subrecipient upon execution of the grant. Any questions related to the completion of the Program Reports should be directed to the CDD Program Manager and/or DCF Grants and Contracts Manager.

2. Financial Reports

Satisfactory Financial Reports must be received by the CDD Program Manager and DCF Grants and Contracts Manager within fifteen (15) calendar days following the end of each reporting month to receive subsequent payments. The payment and reporting schedule for services performed is included in Attachment B. The Financial Reports consist of the following:

- a. Form D: **Request for Payment**
- b. Form E: **Financial Report**

Snapshots of the Financial Reports, which may be revised as required by the State, are provided in Attachment G. Electronic copies of all Financial Reports with directions shall be provided to the Subrecipient upon execution of the grant agreement. Request for Payment forms shall be submitted to the State electronically as a .pdf with an original signature or electronic signature.

3. Monitoring Plan

In addition to periodic desk reviews during the grant term, the State's Child Development Division, Department for Children and Families, and/or Agency of Human Services Internal Audit Unit may conduct on-site monitoring during the grant term to ensure compliance with expectations of the grant and review back-up documentation related to any programmatic, performance, or financial reporting.

ATTACHMENT B
PAYMENT PROVISIONS

The maximum dollar amount payable under this agreement is not intended as any form of a guaranteed amount. The Subrecipient shall be paid for services specified in Attachment A, or services performed, up to the maximum allowable amount specified on page one of this agreement. The payment schedule for services performed, and any additional reimbursements, are included in this attachment. Grant funding will stop immediately on the child's last day of attendance or the date the program was notified the child would no longer be attending, whichever is later.

1. Prior to commencement of work and release of any payments, Subrecipient shall submit to the State a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this grant.
2. Payment terms are Net 30 calendar days from the date the State receives error-free financial and program reports. Vermont State Fiscal Year Close Out starts the last week of May/first week of June and runs through early July. During this period of time, no financial reports or Requests for Payment are processed for payment in the State of Vermont Vision system.
3. Subrecipient shall submit detailed Financial Reports itemizing all work performed during the reporting period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All Financial Reports and Requests for Payment must include the Grant # for this agreement.
4. The State shall reimburse the Subrecipient, subject to #3 above, on a monthly basis, up to the maximum payable for the Grant.
5. Subrecipient shall be paid for services delivered or performed beginning on DATE.
6. As grant award amounts are based on state and federal fiscal year budgets, no payments shall be issued 90 calendar days after the end date of this agreement as budgets close out and funds are no longer available.
7. Subrecipient agrees to produce, on request, the source documents upon which all Requests for Payment are based.
8. With the exception of line items relating to personnel costs, the Subrecipient may transfer up to 5% of any line item of the budget between line items without prior approval and without increasing a line item by more than 5%. However, notification of a line item transfer up to 5% must be sent to the CDD Program Manager and DCF Grants and Contracts Manager within twenty (20) calendar days of the transfer. A request for any amount relating to personnel costs and any amount above 5% of non-personnel line items must be submitted in writing to the CDD Program Manager and DCF Grants and Contracts Manager for approval.
9. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are as follows:

- a. Budget for agreement term:

[To be inserted after successful bidder notification]

b. Reporting Schedule: All forms and/or links to forms will be provided by the State after the grant award.

Item #	Report Due	Requesting for Period	Due Date
1	<ul style="list-style-type: none"> • Form D: Request for Payment • Form E: Financial Report 	Monthly	By the 15 th of each month for the previous month
2	<ul style="list-style-type: none"> • Form A: SAG Professional Development Training Survey 	After 60 days of award term	By the 3 rd month of the award term
3	<ul style="list-style-type: none"> • Provide parent/legal guardian of the child a link to the SAG Parent/Legal Guardian Survey (Form B) 	30 days after end of the award term	By <i>(date to be specified)</i>
4	<ul style="list-style-type: none"> • SAG Final Survey and Report (Form C) 	30 days after the end of the award term	By <i>(date to be specified)</i>

CONTACT AND PAYMENT REQUEST INFORMATION

Program Reports, Financial Reports, and Requests for Payment shall be submitted to:
ahs.dcfbograntscontracts@vermont.gov

If you have questions about completing these forms, please contact:

Jill Pearl, CDD Program Manager, or Designee
 Department for Children & Families/Child Development Division

and

Eric Myser, DCF Grants and Contracts Manager, or Designee
 Department for Children & Families

at the following email address: ahs.dcfddsag@vermont.gov

Remittance Address of Subrecipient:

[To be inserted after successful bidder notification]

STATE AND AGENCY CUSTOMARY CONTRACTING PROVISIONS

Unless otherwise noted in writing within your Proposal, the following standard state provisions in Attachment C, Attachment E, and Attachment F are agreed to.

**ATTACHMENT C:
STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

**ATTACHMENT E:
BUSINESS ASSOCIATE AGREEMENT
REVISED MAY 23, 2019**

“Attachment E: Business Associate Agreement” constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.

**ATTACHMENT F:
AGENCY OF HUMAN SERVICES’ CUSTOMARY CONTRACT/GRANT PROVISIONS
REVISED MAY 16, 2018**

“Attachment F: Agency of Human Services’ Customary Contract/Grant Provisions” constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>