

I finished reading the RFGA. Where do I find the link to the SAG application?

Here is the link to the [Special Accommodation Grant Application](#).

What happens if I need to correct my application after submitting it through JotForm?

One submission is allowed per program; please ensure you have all the correct information on your application before submitting. Questions regarding your application can be emailed to AHS.DCFCDDSAG@vermont.gov

How can I confirm that my application was received?

JotForm will send a confirmation email from the system. The email is computer-generated. Please check your spam or junk folders if you don't receive one in your inbox shortly after applying. If you still cannot locate your confirmation, you may email AHS.DCFCDDSAG@vermont.gov and we can check on that for you.

Is there a list of practitioners you recommend available to provide consultation or training in your program?

I would first discuss this with the child's team and family and determine if they have recommendations based on the child's needs and goals as written in their plan. If you are still struggling, please email us at AHS.DCFCDDSAG@vermont.gov.

What type of equipment or materials are allowable?

Adaptive equipment supports the child's inclusion in the program. For example, a child who uses a wheelchair cannot enter the childcare or a playground without a ramp.

Equipment or materials not covered by other means (such as the family's insurance or public school funds) are necessary for the child's inclusion in the classroom.

The following links have examples of assistive Technology Equipment and an article on adaptive equipment.

<https://connectmodules.dec-sped.org/wp-content/uploads/2019/04/DECCONNECT-Handout-5-2.pdf> <https://www.wonderbaby.org/articles/adaptive-equipment>

How do I save my application in JOTFORM?

You can Save and continue later by clicking the Save button at the bottom of the page. To save, you must create a free JotForm account (if you don't already have one) using an existing Google or Facebook account or email. An email with a link to continue your application will be sent to your registered email with JotForm. You can also view and continue the draft submission by logging into your JotForm account.

Where do I find my license number?

The license number can be found on your license certificate or in your BFIS provider account.

How do I find my VISION Supplier ID number?

- a. Log in to the CDDIS [Provider portal](#).
- b. [Click](#) on My Account.
- c. This brings up the list of accounts; click the appropriate account.
- d. This brings up the details screen. Click related.
- e. This brings up the provider information; click Parties.
- f. This brings up the provider information; click the party name. This screen will show the vision ID.

Can I complete my application without receiving my UEI from SAM.gov?

Yes, suppose you have already requested a UEI. In that case, you can attach a copy of the email from SAM.gov showing that you have requested a UEI and the help desk email confirmation regarding any follow-up on the issuance of a UEI.

I already have a DUNS; do I still need to get a UEI?

If you have a current DUNS, you were automatically assigned a UEI when the change was made. Click here for more information: [How can I view my Unique Entity ID?](#)

How much does it cost to get my UEI and SAM registration?

These are free. You are not on the right page if you are asked to pay. DO NOT enter any of your personal information.

Where can I find the certificate of Suspension or Debarment pdf?

[Certificate of Suspension or Debarment.pdf](#)

This form can be uploaded into your SAG application.

What is fringe?

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries/wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans.

What counts as indirect costs?

Indirect costs are the costs associated with supporting the organization which can't easily be allocated to specific programs because they often are not directly related to service delivery (your organization's accountant or IT security are often good examples).

What period should I enter for the start and end date on the grant application?

The RFGA states programs can apply for at least 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 before the current RFGA round deadline submission.

A child enrolled in my publicly funded Universal PreK program is entitled to special education, but my program is not in the child's school district of residence. Can I apply for a SAG grant to support this child in my program?

SAG support is intended to supplement, not replace, entitled special education services for children. Entitled special education services must be in place prior to applying for a SAG.

Who can complete the Service Health Provider Letter?

A service provider, specialty provider or special educator that is currently involved with the child's needs and can speak to the support needed in the program.

What if a health provider doesn't want to complete the online JotForm HIPAA-compliant letter?

The service/health provider can print out the form, complete it in writing and email it as a pdf to the following email address: AHS.DCFCDDSAG@vermont.gov or they can hand it to the child care program to upload with their application.

Where can I find the CIS Parent/Legal Guardian Authorization Consent Form for parents to complete?

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Funding/SAG-App-Parent-Guardian-Consent.pdf>

How do I get notified if I was approved for a Special Accommodation Grant?

You will receive an email from the DCF grants and contracts office notifying you of the funding decision. If there is additional information needed it will be outlined in the funding award letter or a subsequent email.

Will the state offer advanced payments?

Advanced payments are not currently allowable nor reimbursable. The SAG grant start date may not be prior to the monthly application submission deadline. For example: if the RFGA submission deadline is November 30th, 2023, the start date entered in your SAG application cannot be backdated to 11/1/2023.

What is the process for reporting and requesting payment?

Please refer to the Payment Provisions outlined in the RFGA and the following forms:

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

Examples of both forms are found in Attachment G in the RFGA. These forms are submitted to the Program Manager AND ahs.dcfbograntscontracts@vermont.gov

Where do I send my invoices and Request for Payments?

ahs.dcfbograntscontracts@vermont.gov

Can we have more than one person provide one-on-one support?

The expectation is that funds will be used to hire and train one person to support the child and program staff. There are also times when you will need to also have a substitute available, so please include these costs in your budget.

Does our program have to offer training to program staff?

One of the goals of this grant is to increase awareness around increasing inclusionary practices. The grant specifications require the program to provide inclusion training to the program staff (including the 1:1) or provide specific training that will meet the needs of the individual or children in care.

How long do we have to hire after we are awarded funds?

Programs have up to 45 days of the award notification to fill the position. If programs struggle to hire after 30 days, please email us at AHS.DCFCDDSAG@vermont.gov and notify the program manager.

What if I have questions about the SAG grant after its awarded?

The CIS State team monitors the SAG email box daily for new questions and will direct them to the right person. Please read through the full agreement and the Q&As that are posted and don't hesitate to email us if you cannot find your answer. AHS.DCFCDDSAG@vermont.gov

Our SAG award is ending in two months. Do I need to complete a new SAG application?

The request for funds form will allow a program to extend the end date of their grant award to either spend down the award funding (1:1 was hired late) or if they would like to request additional funding to continue the 1:1 support for an additional 26 weeks. Programs can complete a [Request for Extension Form](#) 45 calendar days before the end of the grant or earlier. Funding will be approved at the State's discretion.

What data or reports do I have to complete during the award period?

Completed Program Report Forms shall be submitted to the State by the Subrecipient on or before the 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