



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: October 18, 2023
Subject: Grant Request – JFO #3166

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This request is being held for the Joint Fiscal Committee meeting scheduled for November 7, 2023.*

JFO #3166: \$642,845.00 to the Vermont Department of Public Safety from the Federal Emergency Management Agency to Funds to assist disaster-impacted individuals and communities in recovering from the major disasters through the provision of community-based outreach and psycho-educational services. *[Packet received on September 28, 2023]*

PHILIP B. SCOTT
GOVERNOR



State of Vermont
OFFICE OF THE GOVERNOR

September 28, 2023

In accordance with 20 V.S.A §§ 9, 11 and 17(a), I hereby accept the Federal Emergency Management Agency (“FEMA”) Individual Assistance Crisis Counseling grant of \$642,845 granted to the Department of Public Safety on behalf of the Department of Mental Health in connection with the Presidentially Declared Disaster, FEMA -4720-DR.

I hereby authorize the Department of Public Safety and the Department of Mental Health to receive these grant funds on behalf of the State to be used to assist victims and communities recovering from the severe storm and flooding event for the period July 7, 2023 through July 21, 2023 in Addison, Bennington, Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, Washington, Windham and Windsor counties through community-based outreach, crisis counseling and education on available resources.

A handwritten signature in black ink, appearing to read "Philip B. Scott", written over a horizontal line.

Philip B. Scott
Governor

Attachments:

- Application for Federal Assistance
- FEMA Award Letter
- Finance and Management Grant Review Form

**State of Vermont**

Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

[phone] 802-828-2376
[fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		CCP provides supplemental funding to eligible governments and non-governmental organizations to assist disaster-impacted individuals and communities in recovering from the major disasters through the provision of community-based outreach and psycho-educational services. The goal is to aid survivors in recovering from the adverse reactions to disasters and to begin to rebuild their lives.			
Date:		9/11/2023			
Department:		Public Safety - Vermont Emergency Management			
Legal Title of Grant:		Crisis Counseling Assistance and Training Program (CCP)			
Federal Catalog #:		97.032			
Grant/Donor Name and Address:		Federal Emergency Management Agency			
Grant Period:		From:	To:		
		7/14/2023	9/12/2023		
Grant/Donation		\$642.845			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$642,845	\$	\$	\$642,845	AA-1PN submitted to JFC 8/25/23 due to 9/12/23 end date.
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		100% Federal Funds			
Department of Finance & Management		<div style="display: flex; justify-content: space-between;"> <div> <p>Adam Greshin Digitally signed by Adam Greshin Date: 2023.09.11</p> <p>DocuSigned by: (initial)</p> </div> <div> <p>Sean Brown Digitally signed by Sean Brown Date: 2023.09.11</p> <p>(initial)</p> </div> </div>			
Secretary of Administration		<div style="display: flex; justify-content: space-between;"> <div> <p>F643164EBC83432...</p> <p>Anna Reinold Digitally signed by Anna Reinold Date: 2023.09.28 12:09:15 -04'00'</p> </div> <div> <p>Date</p> </div> </div>			
Sent To Joint Fiscal Office					







Department of Mental Health
280 State Drive
Building NOB2 North
Waterbury, VT 05671-2010

MEMORANDUM

To: Kristin Clouser, Secretary of Administration

From: Emily Hawes, Commissioner Department of Mental Health

Subject: FEMA-DR-4720-VT, Crisis Counseling – Immediate Services Program

Date: August 30, 2023

DocuSigned by:
Emily Hawes
C50275645A62462...
8/30/2023

The Department of Public Safety (DPS) issued an AA-1 regarding the above listed FEMA grant. Question 11 on that AA-1 form asks if monies from this grant will be used to fund one or more Person Service Contracts. DPS is submitting this request on behalf of the Department of Mental Health (DMH), thus DPS will not be entering into a direct contract with a vendor.

DMH does intend to enter into a personal service contract, and with this memo DMH is attestation that we will follow the current competitive bidding process/policy.



Department of Mental Health
280 State Drive
Building NOB2 North
Waterbury, VT 05671-2010

MEMORANDUM

To: Kristin Clouser, Secretary of Administration

Subject: AA-1 for Crisis Counseling Grant

Date: August 25, 2023

The President declared on July 14, 2023, that a major disaster exists in the State of Vermont due to the severe storms and flooding that began on July 7, 2023. The Department of Public Safety (DPS) applied for the FEMA Crisis Counseling Grant on behalf of the Department of Mental Health (DMH) in response to this disaster. On August 14, 2023, DPS and DMH received notification that the application was approved in the amount of \$642,845.

This grant will support crisis counseling to individuals experiencing impacts of the flood, incident debriefing, education on available resources, referral to services and access to basic needs (food, shelter, cleaning supplies, etc.), as well as FEMA and Red Cross navigation, advocacy with local resources to support displaced residents.

Because this funding is only available for 60 days, DPS is requesting expedited review. Expenditures must occur by September 12, 2023, therefore, DMH must execute contracts for these services immediately, thus we are also including a form AA-1PN.



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
(802) 241-5000
TTY/TDD (888) 545-7598
www.dps.vermont.gov

August 25, 2023

To: Jason Aronowitz, Finance & Management Budget Analyst

From: Melissa Austin, Financial Manager

Re: Request for Grant Acceptance

Attached you will find a request for Grant Acceptance (Form AA-1) for the FEMA Individual Assistance Crisis Counseling grant program for FEMA-DR-4720-VT. Please note that the period of performance ends on 9/12/23.

If you have any questions, please contact me at Melissa.Austin@vermont.gov.

Respectfully,

Melissa

Cc: Aldijana Zolj, Financial Administrator
Cc: Rick Hallenbeck, Director of Administration

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

BASIC GRANT INFORMATION					
1. Agency:					
2. Department:		Public Safety			
3. Program:		Vermont Emergency Management			
4. Legal Title of Grant:		Crisis Counseling Assistance and Training Program (CCP)			
5. Federal Catalog #:		97.032			
6. Grant/Donor Name and Address: Federal Emergency Management Agency					
7. Grant Period:		From: 7/14/2023	To: 9/12/2023		
8. Purpose of Grant: CCP provides supplemental funding to eligible governments and non-governmental organizations to assist disaster-impacted individuals and communities in recovering from the major disasters through the provision of community-based outreach and psycho-educational services. The goal is to aid survivors in recovering from the adverse reactions to disasters and to begin to rebuild their lives.					
9. Impact on existing program if grant is not Accepted: Potential at-risk populations may not get the help they need to recover from the mental health impacts of the July 2023 flooding event.					
10. BUDGET INFORMATION					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 2024	FY	FY		
Personal Services	\$	\$	\$		
Operating Expenses	\$	\$	\$		
Grants	\$642,845	\$	\$	Pass-thru to DMH	
Total	\$642,845	\$	\$		
Revenues:					
State Funds:	\$	\$	\$		
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:	\$	\$	\$		
(Direct Costs)	\$642,845	\$	\$		
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:	\$	\$	\$		
Grant (source)	\$	\$	\$		
Total	\$642,845	\$	\$		
Appropriation No:	2140030000	Amount:	\$642,845		
			\$		
			\$		
			\$		
			\$		
			\$		

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

		Total	\$ \$642,845
PERSONAL SERVICE INFORMATION			
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.			
Appointing Authority Name:		Agreed by: _____ (initial)	
12. Limited Service Position Information:			
	# Positions	Title	
Total Positions			
12a. Equipment and space for these positions:		<input type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.	
13. AUTHORIZATION AGENCY/DEPARTMENT			
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature:	<small>DocuSigned by:</small> <i>Daniel Batsie</i>	<small>Date:</small> 8/25/2023
	Title: Commissioner/Deputy	<small>2B16FD6180DE453...</small>	
	Signature:	Date:	
	Title:		
14. SECRETARY OF ADMINISTRATION			
<small>DS</small> <i>SB</i> Approved:	(Secretary or designee signature)	<small>DocuSigned by:</small> <i>Sean Brown</i>	<small>Date:</small> 9/15/2023
		<small>F643164EBC83432...</small>	
15. ACTION BY GOVERNOR			
<input type="checkbox"/>	Check One Box: Accepted		
<input type="checkbox"/>	Rejected	(Governor's signature)	Date:
16. DOCUMENTATION REQUIRED			
Required GRANT Documentation			
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget		<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input checked="" type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1			
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).			


DS
RT

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

PURPOSE & INSTRUCTIONS:

This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Committee approval of grant requests and with the intent of securing a federally or privately funded grant award. Pre-notification is required for expenditures of state funds beyond basic grant application preparation and filing costs. Expenditure of these state funds does not guarantee that a grant will be awarded to the State of Vermont, or that a future grant award will be accepted by the Joint Fiscal Committee. If a grant award is subsequently received, a completed **Form AA-1 Request for Grant Acceptance** must be submitted to the Joint Fiscal Committee for review and approval before spending or obligating additional funds.

BASIC GRANT INFORMATION

1. Agency:			
2. Department:		Department of Public Safety	
3. Program:		Vermont Emergency Management	
4. Legal Title of Grant:		Crisis Counseling Assistance and Training Program (CCP)	
5. Federal Catalog #:		97.032	
6. Grant/Donor Name and Address: Federal Emergency Management Agency			
7. Grant Period:	From:	7/14/2023	To: 9/12/2023
8. Purpose of Grant: CCP provides supplemental funding to eligible governments and non-governmental organizations to assist disaster-impacted individuals and communities in recovering from the major disasters through the provision of community-based outreach and psycho-educational services. The goal is to aid survivors in recovering from the adverse reactions to disasters and to begin to rebuild their lives.			
9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:			
Expenditures:	FY 2024	Required Explanation/Comments	
Personal Services	\$0.00	(Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) Funds will be passed through to the Department of Mental Health for implementation of the CCP. This program has a 60 day period of performance that ends on 9/12/2023.	
Operating Expenses	\$0.00		
Grants	\$642,845.00		
Total	\$642,845.00		
10. AUTHORIZATION AGENCY/DEPARTMENT			
I/We certify that spending these State funds in advance of Joint Fiscal Approval of a Grant is unavoidable, and that a completed Form AA-1 Request for Grant Acceptance will be submitted for Joint Fiscal Committee approval if a grant award is received for this program:	Signature:		Date:
	 <small>DocuSigned by:</small> Daniel Batsie		8/23/2023
	Title: Commissioner/Deputy Commissioner		
	Signature:		Date:
Title:			
11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)			
Distribution: Original - Joint Fiscal Office; Copy 1 - Department Grant File; Copy 2 - Attach to Form AA-1 (if grant is subsequently received).			

DS
RH

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

(End Form AA-1PN – Grant Spending Pre-Notice – Form AA-1PN)

U.S. Department of Homeland Security
4720DR-VT Joint Field Office
312 Hurricane Lane
Williston, VT 05495



FEMA

August 14, 2023

Kristin Clouser
Governor's Authorized Representative
Secretary of Administration
109 State Street
Montpelier, VT 05609

Emily Hawes, Commissioner
Vermont Department of Mental Health
280 State Drive, NOB 2 North
Waterbury, VT 05671-2010

Eric Forand
Interim Director, Vermont Emergency Management
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671

Reference: Application Approval and Initial Award
Disaster No.: FEMA-DR-4720-VT, Crisis Counseling – Immediate Services Program
Performance Period: July 14, 2023 to Sept. 12, 2023
Initial Obligation: \$642,845.00
Award No.: 4720DRVTISCC
CFDA No.: 97.032

Dear Secretary Clouser, Commissioner Hawes, and Director Forand:

The Federal Emergency Management Agency (FEMA) and the Center for Mental Health Services (CMHS) within the Substance Abuse and Mental Health Services Administration (SAMHSA) have reviewed the application from the State of Vermont for Crisis Counseling Immediate Services Program (ISP) funds. The State of Vermont has requested \$642,845.00 to provide crisis counseling services to the survivors of the severe storms, flooding, landslides and mudslides beginning on July 7, 2023 that resulted in the July 14, 2023 approval of Individual Assistance for FEMA-4720-DR-VT.

FEMA is approving your request for financial assistance in the amount of \$642,845.00 which is 100% of the total approved project cost. You are not required to contribute any cost share as a condition of the Federal award. The second enclosure to this letter contains the information regarding this Federal award as required by 2 C.F.R. § 200.211. FEMA and CMHS have agreed that the Federal award should be contingent upon the state meeting the attached conditions in writing within thirty (30) calendar days from the date of this approval letter. Disbursement of the funding will be provided through PMS/SMARTLINK.

Kristin Clouser; Emily Hawes; Eric Forand

-2-

August 14, 2023

The period of performance for this Federal award expires on 9/12/23, which is 60 days following the authorization of this Crisis Counseling Program for FEMA-4720-DR-VT. This date is also the deadline for Vermont to apply for a Crisis Counseling Regular Services Program (RSP) Grant.

If you need an extension to the ISP grant's period of performance while FEMA is reviewing the RSP application, then the Governor's Authorized Representative (GAR) must request an ISP grant extension in a separate memo to the Regional Administrator. In addition, the RSP application needs to include this ISP extension request with an ISP mid-program report. A final program report (PPR) and a final SF-425 Financial Report must be submitted to the Regional Administrator within ninety (90) calendar days after the last day of the ISP grant.

Should you or your staff have any questions regarding this letter, please contact Chelsey Smith, Individual Assistance Branch Director, at Chelsey.Smith@fema.dhs.gov.

Sincerely,

William F. Roy
Federal Coordinating Officer
FEMA-4720-DR-VT

cc: Lori Ehrlich, Regional Administrator, FEMA Region 1
Lee Dorf, Director of Operations, Planning & Development, VT Department of Mental Health
Ben Rose, Recovery & Mitigation Section Chief, VT Emergency Management Agency
Jason Gosselin, Emergency Management Director, VT Agency of Human Services
Chelsey Smith, Individual Assistance Branch Director, DR-4720-DR-VT

Enclosures:

1. Programmatic Standard Terms and Conditions (see following)
2. FEMA-State Agreement for FEMA-4720-DR-VT

PROGRAMMATIC STANDARD TERMS AND CONDITIONS
Crisis Counseling Immediate Services Program
Major Disaster FEMA-4720-DR-VT
Award No. 4720DRVTISCC

I. DATA COLLECTION AND REPORTING

- A. The recipient must collect data on service delivery in accordance with the Federal Emergency Management Agency (“FEMA”) Crisis Counseling Assistance and Training Program (“CCP”) data toolkit as approved by the U.S. Office of Management and Budget (OMB No. 0930-0270) with an expiration date of 08/31/2025. The recipient must use the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, Adult and Child/Youth Assessment and Referral Tools, and Service Provider and Participant Feedback Surveys.
- B. The recipient must identify an individual to serve as the lead contact for management of all data collection activities. All staff involved in outreach and service delivery must be specifically trained in the data collection requirements using the FEMA CCP data toolkit and data must be entered via the mobile application and/or the CCP Online Data Collection and Evaluation System <http://www.ccpdata.org>. For technical assistance regarding CCP data forms, data entry via the online system please contact the SAMHSA Disaster Technical Assistance Center (“DTAC”) at 1-800-308-3515 or DTAC@samhsa.hhs.gov.

II. FISCAL ACCOUNTING AND MONITORING

Expenditures by the recipient, subrecipient, contractors, and all other grant participants must be separate from non-grant state expenditures and consistent with the fiscal guidelines of the CCP.

III. TRAINING AND CONSULTANT SERVICES

The Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (“SAMHSA”) will recommend an appropriate trainer and/or consultant for the state’s CCP. Any selection and use of trainers and consultants made by the state must receive written prior approval by the SAMHSA Project Officer.

IV. HOTLINES AND PUBLIC INFORMATION EFFORTS

The recipient must include contact information and/or a hotline number for the CCP on the State of Vermont’s website as part of the overall communication plan.

INFORMATION CONCERNING THE FEDERAL AWARD
Crisis Counseling Immediate Services Program
Major Disaster FEMA-4720-DR-VT
Award No. 4720DRVTISCC

Recipient Name:	Vermont Emergency Management, Vermont Department of Public Safety
Recipient's Unique Identification Number:	LALMDNWSYKT1 for Vermont DPS
Federal Award Identification Number (FAIN):	4720DRVTISCC
CFDA Number and Name:	97.032, Crisis Counseling
Federal Award Date:	August 14, 2023
Project Description:	The Recipient will carry out an immediate services program to provide crisis counseling services to the survivors of catastrophic flooding in VT as detailed in the grant application dated August 8, 2023.
Period of Performance Start and End Dates:	July 14, 2023 to Sept. 12, 2023
Amount of Federal Funds Obligated by This Action:	\$642,845.00
Total Amount of Federal Funds Obligated:	\$642,845.00
Total Amount of the Federal Award:	\$642,845.00
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-4720-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.

BUDGET COST CATEGORIES

Object Class	Cost
Personnel	\$57,000.00
Fringe Benefits	\$22,800.00
Travel	\$990.00
Equipment	0.00
Supplies	\$23,750.00
Contractual	\$538,305.00
Construction	0.00
Indirect Charges	0.00
Other	0.00
Total:	\$642,845.00

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

OMB Number: 1660-0085
Expires 03-31-2026

**APPLICATION FOR CRISIS COUNSELING PROGRAM SERVICES
(IMMEDIATE SERVICES PROGRAM)**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0085) **NOTE: Do not send your completed form to this address.**

PRIVACY ACT STATEMENT

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

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

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

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

PART I: GENERAL APPLICATION INFORMATION

Completion of this form including applicable attachments satisfies legal requirements for application for the Immediate Services Program (ISP) under 42 U.S.C. § 5183 as implemented at 44 C.F.R. § 206.171. Failure to use this application may result in a failure to meet these requirements and/or a delay in processing the request. This application must be submitted within 14 days following the declaration of a major disaster.

1. Request Date: 07/27/2023	2. Declaration #: DR-4720-VT	3. Declaration Date: 07/14/2023
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4. State, Tribal Government or Territory requesting services: State of Vermont

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

5a. POC Name: Lee Dorf

5b. POC Organization: Vermont Department of Mental Health

5c. POC Mailing Address: 280 State Drive - NOB 2 North, Waterbury, VT 05671-2010

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

5e. POC Phone Number 8025850885

6. Amount requested for Immediate Services Program (ISP) funding (please round to nearest dollar). \$642,845

PART II: PLAN OF SERVICE/NEEDS ASSESSMENT

7. Please describe current State and local mental health services and explain why they cannot meet the disaster-related mental health needs caused or aggravated by the disaster.

The State of Vermont has experienced historic flooding resulting in significant damages and losses across many municipalities across counties in Vermont. State and Federal officials began their preliminary damage assessments (PDAs) on July 12. Several counties have had major impacts including Washington, Orange, Rutland, Lamoille, Windsor, Windham, and Chittenden. Thousands of homes, businesses, and properties have been damaged, which has directly impacted tens of thousands of Vermonters. The Community Mental Health Centers (CMHC) serving the populations in these communities have been impacted directly as well, doing what they can to support their staff and the clients. The traumatic distress from such a significant event is further compounded by those who experienced loss in the same communities from the impacts of Tropical Storm Irene in 2011. The State is seeking additional funds to support the population as a result of this disaster event and to mitigate mental and emotional disturbances related to the impacts.

8. Estimated Population to be served:

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

OPTION B: Use the following table to estimate the impacted population for each requested service area (county, parish, tribal land, etc.). Populate the table using census data for the total population for each designated service area. Multiply the total census by the "percentage impact factor of .0075" by the "total census population" to arrive at an estimated population to be served during the ISP. Please also list the number of direct and non-direct staff anticipated.

Service Provider Name (if known) and Requested Declared Service Areas	Total Census Population in Requested Declared Service Areas	Percentage Impact Factor (.0075)	Estimated Population to be Served Within 60 Days	Number of Direct Staff FTE's (Crisis Counselors, Team Leads) (Typically a 300:1 ratio)	Number of Non-Direct Staff FTE's (Admin., Fiscal, Data etc.) Typically 15-20%
SEE ADDENDUM	507880	0.0075	3809	30	4
TOTALS:	507880	-	3809	30	4

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

SEE ADDUMDUM FOR RESPONSE.

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

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

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

10. CCP requires mandatory training during the ISP as described in the CCP guidance. Please describe additional training (if any) that you plan to provide and the rationale for providing such training.

DMH Director of Mental Health Services is currently enrolled in the CCP Train the Trainer program, which concludes on July 28th. The CCP is a strengths-based model, delivering culturally competent services that are respectful and understanding of the communities to be served. The services provided under the program differ from traditional mental health services and are not meant to supplant or duplicate them. What this means for Vermont is that the CCP will reach many people who are not formally enrolled or connected to the CMHC system of care. Disaster survivor's emotional needs are assessed, and referrals to traditional mental health services are made, when needed. Hallmarks of the CCP are that service delivery is performed anonymously, meaning that Crisis Counselors do not keep records, provide mental health diagnostics, or case files. This is an outreach-oriented model, and services are delivered in the community in non-traditional settings.

10a. Regarding the question below: Vermont will have one trainer that completes the CCP program on July 28th.

10a. Does the State, Tribal Government or Territory have experienced CCP trainers? Yes No

PART III: RESPONSE ACTIVITIES

11. Please describe any mental health-specific response activities undertaken from the date of incident to the date of application.

Thus far the CMHC are:

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

PART IV: BUDGET

12. Attach Standard Form 424: Request for Federal Assistance (SF-424) and Standard Form 424a: Budget Information: Non-Construction Programs. The SF-424 should include all projected operating costs as well as pre-award costs, if any.
Pre-award Costs: Grantees may request reimbursement for costs associated with crisis counseling services provided from the date of the incident to the date of the ISP application. Reimbursement is limited to crises counseling services allowable under the CCP and not for any other type of behavioral health response and must be approved in writing.
13. Attach a budget narrative explaining each line item on the SF-424a. Identify pre-award costs requested, if any.

PART V: ASSURANCES

14. By signing below, the Governor or Chief Tribal Executive agrees to and/or certifies that:
- The requirements are beyond the State, local, Territory, or Tribal government's capabilities.
- The program, if approved, will be implemented according to the plan contained in the application approved by the Regional Administrator.
- The State, Tribal Government or Territory will maintain close coordination with and provide reports to the Regional Administrator.
- The State, Tribal Government or Territory's emergency plan, prepared under Title II of the Stafford Act, will include disaster mental health planning.
15. By signing below, the Governor's Authorized Representative (GAR) or the Chief Tribal Executive affirms that the foregoing questions have been answered correctly and truthfully to the best of their knowledge.

DocuSigned by:

Kristin L. Clouser

8/8/2023

0FAE0A68F17E465

Signature

Date

PART VI: APPLICATION CHECKLIST

16. The following documents have been submitted with this application:
- | | | |
|---|---|-----------------------------|
| a. Completed ISP Application | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Request for Federal Assistance (SF-424) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Budget Information - Non-Construction Programs (SF-424a) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Assurances for Non-Construction Programs (SF-424b) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Budget Narrative | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Lobbying forms, if not on file with FEMA | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**State of Vermont**

Department of Mental Health
 280 State Drive, NOB 2 North
 Waterbury, VT 05671-2010
<http://mentalhealth.vermont.gov/>

Agency of Human Services

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

August 4, 2023**ADDENDUM**

This addendum provides additional information to the State of Vermont application for the Immediate Services Program (ISP) Crisis Counseling Program (CCP) in response to the Major Disaster Declaration, including Individual Assistance (IA), issued on July 14, 2023. To date, nine (9) Vermont counties have been declared for IA.

Question 8

The table in the application form did not have enough rows; therefore, it has been recreated here:

Service Provider Name (if known) and Requested Declared Service Areas	Total Census Population in Requested Declared Service Areas (Based on 2022 Census Data)	Percentage Impact Factor (.0075)	Estimated Population to be Served Within 60 Days	Number of Direct Staff FTE's (Crisis Counselors, Team Leads) (Typically a 300:1 ratio)	Number of Non-Direct Staff FTE's (Admin., Fiscal, Data etc.) Typically 15-20%
Caledonia County	30,579	0.0075	229	2	-
Chittenden County	169,301	0.0075	1270	4	-
Lamoille County	26,090	0.0075	196	2	-
Orange County	29,846	0.0075	224	2	-
Orleans County	27,666	0.0075	207	2	-
Rutland County	60,366	0.0075	453	4	-
Washington County	60,048	0.0075	450	5	-
Windham County	45,842	0.0075	344	3	-
Windsor County	58,142	0.0075	436	4	-
Statewide	-	-	-	2	4
Totals	507,880	-	3809	30	4

Given the rurality of Vermont, as well as the variable needs and ability to access services, this FTE count better depicts the ability to serve these communities. Washington County was impacted most significantly, and while parts of Chittenden county (the largest county) were impacted it is more spread out in parts of the county instead of every part of the region. Populations impacted include children; adolescents; older adults; individuals with disabilities; cultural needs; access and functional needs; lower income populations; first responders; etc. The State will work with the Community Mental Health Center, Specialized Service Agencies, and other peer-operated organizations that have an established relationship with the State to provide mental health and respite services to these counties, which will allow for accessible CCP support to the populations they serve. They will work within their existing programs that provide services across the age span and expand to outreach to provide Crisis



Counseling support to all impacted Vermonter. They will utilize translation and interpreter services as appropriate to best communicate with the Vermonters they serve with language access concerns. There has been a tremendous effort by all emergency management and first responder agencies across the State. It is anticipated that the need to serve this population will be great and will need to involve increased outreach to make the services readily available to Vermonters in the aftermath of such a significant disaster response.

While the application offers suggested ratios of staffing to the impacted population, we determined that the need would be much greater than the 300:1 ratio would support. This is in part due to the rurality of the state, particularly in the impacted regions, and the expanse of the damage caused by this disaster. This staffing model will allow for support to be provided in multiple areas throughout a county or region without being spread too thin or requiring disaster survivors to travel significant distances to access Crisis Counseling. Only accessing a single community with a single team of CCP providers at time would not provide sufficient support to Vermonters. In addition, the staffing model follows the approach that includes the recommended teams of two, a Team Lead and a Crisis Counselor. While the table evaluates staffing as FTEs, this will not necessarily equate to the number of individuals needed to staff the positions. More likely, in a county that has 2 FTE of direct staff, we would expect to see two teams of two serving the area: $4 \times 0.5 = 2$ FTE. This is outlined in the budget narrative as well.

The State is also planning to hire a Provider Project Manager that would provide oversight to the provider operations in coordination with the State CCP Program Director. They would work with a Data Evaluation Specialist and Administrative/Fiscal Support that would ensure accuracy and completeness in reporting. The State will seek to establish cultural brokers/liaisons to promote access to the CCP in regions that would benefit from such support. Lastly, the state will look to have 2 FTE of child specialists, or ~0.25 FTE per county, to provide specific access at times that would benefit from that specialist knowledge and ability to interact with youth in a way that is beneficial them and their families. This was added to the table under Statewide direct staff because the distribution is still to be determined based on geographic need.

Pre-award costs are primarily from our hardest hit regions that had to quickly respond to provide community support and outreach with existing staff that was repurposed from this effort whose regular duties had to otherwise be backfilled.

Training Cost Explanation

Training has been budgeted for 7 days plus travel expenses. The intent would be to offer an one two-day in-person training and two virtual training sessions. The seventh day is included for trainer travel to and from Vermont. We may end up modifying this plan based on actual needs. Given that the disaster is geographically spread across most of the state, the approach of having a single in-person two-day training in one region does not seem sufficient. If the in-person training can be offered with a hybrid option we could do that as well, which may offer some cost savings.



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:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

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

* c. UEI:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

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

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

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:

97.032

CFDA Title:

Crisis Counseling

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

FEMA 97.032 Counties Affected by Disaster (

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Immediate Services Program Crisis Counseling Assistance and Training Program.

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 * b. Program/Project

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

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="642,845.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="642,845.00"/>

*** 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

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 218, 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: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

DocuSigned by:

Kristin L. Clouser

* Date Signed:



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
(802) 241-5000
TTY/TDD (888) 545-7598
www.dps.vermont.gov

August 23, 2023

To: Jason Aronowitz, Finance & Management Budget Analyst

From: Melissa Austin, Financial Manager

Re: Pre-Grant Award Request

Attached you will find a Pre-Grant Award (Form AA-1PN) request for the FEMA Individual Assistance Crisis Counseling grant program for FEMA-DR-4720-VT.

If you have any questions, please contact me at Melissa.Austin@vermont.gov.

Respectfully,

Melissa

Cc: Aldijana Zolj, Financial Administrator
Cc: Rick Hallenbeck, Director of Administration