



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: August 30, 2019  
Subject: Grant Request – JFO #2970

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The Dept. of Children and Families has requested expedited review of this item.** Members will be contacted by September 6, 2019 for a decision unless the member has responded prior to that date.

**JFO #2970** – \$3,363,695 from the U.S. Dept. of Health and Human Services – Administration for Children and Families to the VT Dept. of Children and Families (DCF). The funding would be used to improve the system of integrated early childhood (EC) services in Vermont through 1) improved understanding of how children, families and EC professionals are currently served, 2) identifying and addressing service gaps, 3) updating the VT Early Childhood Action Plan, and 4) sustain and grow innovations in EC programs. **The DCF is requesting three (3) limited-service positions to carry out the grant activities:** Grant Program Manager, Contract Grant Administrator, and a Communications & Outreach Coordinator. The Permanent Fund for Vermont's Children has pledged approximately \$1.01 million in spending towards the overall initiative, which is considered matching funds for the federal grant. These additional funds will not flow through DCF. The work is intended to be completed in State FY20.

*Note: The notice of award for this grant was received by DCF in March but was delayed in the AHS – Central Office for several months due to issues with DCF grant and contracting procedures. DCF subsequently implemented a corrective action plan (CAP) to address these issues, which allowed the grant approval request to move forward. This has driven the request for expedited review, as the grant award stipulates that the grant activities must be completed by 12/30/2019. DCF intends to apply for an extension until 6/30/2020, which it believes would allow it enough time to complete the grant activities, but it cannot file for the extension until 90-days prior to the grant end-date. One further note is that the Finance and Management review form and the AA-1 form both indicate that grant funding would be utilized in State FY19 and FY20. However, since FY19 has ended, all grant funding would be used in FY20.*

*[JFO received 8/20/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like this item held for legislative review.

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

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

**RECEIVED**  
Agency of Administration

AUG 20 2019

**JOINT FISCAL OFFICE**

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

<b>Grant Summary:</b>	This grant is an opportunity to continue to improve an integrated system of early childhood services for Vermont children and families.				
<b>Date:</b>	7/19/2019				
<b>Department:</b>	Department for Children and Families				
<b>Legal Title of Grant:</b>	ESSA Presschool Development Grants Birth through Five (PDG B-5)				
<b>Federal Catalog #:</b>	94.434				
<b>Grant/Donor Name and Address:</b>	Department of Health and Human Services, Administration for Children and Families, Office of Child Care, 330 C ST SW, 4th floor, Washington, DC				
<b>Grant Period:</b>	<b>From:</b>	12/31/18	<b>To:</b>	12/30/2019	
<b>Grant/Donation</b>	\$3,363,695				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$567,910	\$2,795,785	\$	\$3,363,695	+\$1,009,109 Let's Grow Kids match

<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>
	3	Grant funds will be used for a 3 new limited service positions. Anticipated end date is 2/28/2020 because DCF requested an extension of this grant with DHHS.

<b>Additional Comments:</b> <i>* expedited review requested - attached</i>	The NOA was received by DCF on 3/08/2019, however AHS-CO did not submit the grant package to AOA until 7/01/2019. DFM identified a discrepancy on the NOA which has been addressed by DCF (see attached communication).
---	---

<b>Department of Finance &amp; Management</b>	<i>AMG</i>	(Initial)
<b>Secretary of Administration</b>	<i>JRH</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>	8/19/19	Date



1014 LEISGAT OFFICE  
MAY 5 1952  
RECEIVED

## Memorandum

**To:** Joint Fiscal Office  
**CC:** Finance and Management  
**From:** Ken Schatz, DCF Commissioner *KAS*  
**Re:** Request to Expedite Review of the PDG B-5 Grant  
**Date:** July 10, 2019

The administration has requested expedited approval of the AA-1 for the PDG B-5 grant (Preschool Development Grant – Birth through Five) that you have in your queue. This grant has a one-year spending period that began January 1, 2019 and ends December 31, 2019. It is anticipated that the grant will be extended to February 29, 2020 based on emails from the Director of the Division of Interagency and Special Initiatives for the Department of Health and Human Services.

This grant will require the hiring of limited services staff, as well as going through the procurement process for the deliverables associated with the scope of work. Both the hiring and procurement process will each require 60-90 days and thus apply further pressure to the timeline.

This grant requires five specific activities:

1. Conducting a needs assessment;
2. Creating a strategic plan;
3. Maximizing parental knowledge and choice;
4. Sharing best practices; and
5. Improving overall quality.

In addition, Vermont Child Health Improvement (VCHIP) will develop an evaluation plan.

This grant engages numerous stakeholders, both internal and external. With only seven months left to complete this work (assuming the end of February 2020), we request an expedited approval of the AA-1 process that you have in your queue. Thank you.



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

**BASIC GRANT INFORMATION**

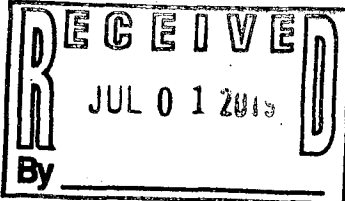
<b>1. Agency:</b>	Agency of Human Services		
<b>2. Department:</b>	Department for Children and Families		
<b>3. Program:</b>	Vermont Birth through Five System Improvement Project		
<b>4. Legal Title of Grant:</b>	ESSA Preschool Development Grants Birth through Five (PDG B-5)		
<b>5. Federal Catalog #:</b>	93.434		
<b>6. Grant/Donor Name and Address:</b>	Department of Health and Human Services, Administration for Children and Families, Office of Child Care		
<b>7. Grant Period:</b>	<b>From:</b>	12/31/2018	<b>To:</b> 12/30/2019

**8. Purpose of Grant:**  
 The project will (1) improve our understanding of how young children, families, and early childhood professionals are served in the Early Childhood (EC) system, with particular attention to vulnerable populations in our rural state; (2) identify and address unmet needs and gaps in service delivery; (3) update Vermont's Early Childhood Action Plan as a strategic plan for realizing the promise of every Vermont child; and (4) sustain and grow emerging innovations that improve the quality of (EC) programs, expand parental choice and knowledge about existing programs, and enhance school readiness for children.

**9. Impact on existing program if grant is not Accepted:**  
 Missed opportunity to continue to improve an integrated system of early childhood services for Vermont children and families. There will be an opportunity for additional federal funding for some states to continue work in early childhood in fall 2019. Successful execution of this grant will increase the likelihood of accessing those funds for Vermont.

**BUDGET INFORMATION**

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 19	FY 20	FY	
Personal Services	\$42,861	\$170,546	\$	
Operating Expenses	\$473,663	\$2,368,312	\$	
Grants	\$219,571	\$1,097,851	\$	Inc. (Dept. Indirect) & (LGK match) funding
<b>Total</b>	<b>\$736,095</b>	<b>\$3,636,709</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	<del>\$567,910</del> \$516,524	\$2,795,785	\$	
(Direct Costs)	\$516,524	\$2,538,858	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$51,386	\$256,927	\$	
Other Funds:	\$168,185	\$840,924	\$	Let's Grow Kids - Philanthropic match

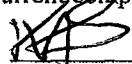


**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

Grant (source )	\$	\$	\$
<b>Total</b>	\$736,095	\$3,636,709	\$

Appropriation No:	Amount:	\$
3440010000		\$284,891
3440030000		\$3,078,804
		\$
		\$
		\$
Let's Grow Kids Matching funds no appropriation required		\$1,009,109
<b>Total</b>		<b>\$4,372,804</b>

**PERSONAL SERVICE INFORMATION**


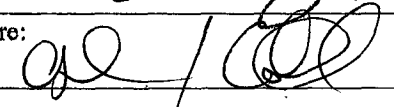
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Ken Schatz, DCF Commissioner Agreed by:  (initial)

12. Limited Service Position Information:	# Positions	Title
	1	CONTRACTS AND GRANTS ADMINISTRATOR [550200 requested]
	1	COMMUNICATIONS & OUTREACH COORDINATOR [81900 requested]
	1	GRANT PROGRAMS MANAGER [496600 requested]
<b>Total Positions</b>	<b>3</b>	

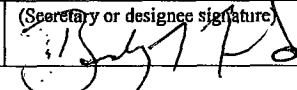
**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

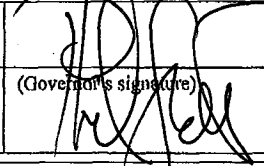
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: 	Date: 7.8.19
Title: DCF Commissioner	
Signature: 	Date:
Title:	

**14. SECRETARY OF ADMINISTRATION**

Approved:  (Secretary or designee signature) Date: 7/29/19

**15. ACTION BY GOVERNOR**

Check One Box: Accepted  (Governor's signature) Date: 8/13/19

Rejected

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

**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 checked="" type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input checked="" type="checkbox"/> Notice of Award             | <input type="checkbox"/> Request for Extension (if applicable)               |
| <input checked="" type="checkbox"/> Grant Agreement             | <input type="checkbox"/> Form AA-1PN attached (if applicable)                |
| <input checked="" 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/Child Development Division Date: 03/09/2019

Name and Phone (of the person completing this request): Doreen Marquis - 802.241.0936

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):

US Department of Health & Human Services - ESSA Preschool Development Grants Birth through Five (PDG B-5) CFDA 93.434 - (Supporting Documents Attached)

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Grant Program Manager	1	CDD	3/1/2019 - 2/28/2020
Contract Grant Administrator	1	CDD	3/1/2019 - 2/28/2020
Communications & Outreach Coord	1	CDD	3/1/2019 - 2/28/2020

\*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:

In order for the Child Development Division to coordinate grant activities, financially manage expenditures and provide sufficient communication and data reporting required by the grant these three positions will need to be available to CDD. Insufficient capacity to meet this new grant's requirements currently exists within CDD and will result in the division being unable to meet the deliverables that were committed to in the application.

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)).

[Signature] AD / GDD 3/11/19  
 Signature of Agency or Department Head Date

[Signature] 7/5/2019  
 Approved/Denied by Department of Human Resources Date

\_\_\_\_\_  
 Approved/Denied by Finance and Management Date

\_\_\_\_\_  
 Approved/Denied by Secretary of Administration Date

Comments:



## Daniel Dickerson

---

**From:** Rex, Judith <Judith.Rex@vermont.gov>  
**Sent:** Tuesday, August 20, 2019 3:34 PM  
**To:** Daniel Dickerson; Gilhuly, Christine; DiRuocco, Luciana  
**Cc:** Donahey, Richard; Elmquist, Candace; Johnson, Jaye; Clark, Sarah; O'Connell, Tracy E; Schatz, Ken; Murphy, Reeva; Evans, Brian; Truckle, Sarah; Sorsha Anderson; Stephen Klein  
**Subject:** RE: Grant Expedition Request: PDG B-5

Hi Daniel,  
I have responded to your requests and questions below in red.

I assume F&M can amend the AA-1 and their cover memo to show that no grant funds will be expended in FY 19 and can get the necessary signatures for the limited-service position request forms.

I have included an explanation of the delay in signatures. If you still need me to update the Commissioner's memo requesting the expedited review, please let me know.

Also, I provided answers to your questions, but if you need additional information, please let me know.

Thanks,  
Judy

Judith Rex  
Director of Policy and Planning  
DCF Commissioner's Office  
280 State Drive, HC 1 North  
Waterbury, VT 05671-1080  
Cell Phone: 802-398-7870  
Office Phone: 802-241-0953

**From:** Daniel Dickerson <ddickerson@leg.state.vt.us>  
**Sent:** Monday, August 19, 2019 5:00 PM  
**To:** Gilhuly, Christine <Christine.Gilhuly@vermont.gov>; DiRuocco, Luciana <Luciana.DiRuocco@vermont.gov>  
**Cc:** Donahey, Richard <Richard.Donahey@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>; Johnson, Jaye <Jaye.Johnson@vermont.gov>; Clark, Sarah <Sarah.Clark@vermont.gov>; O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; Schatz, Ken <Ken.Schatz@vermont.gov>; Murphy, Reeva <Reeva.Murphy@vermont.gov>; Evans, Brian <Brian.Evans@vermont.gov>; Rex, Judith <Judith.Rex@vermont.gov>; Truckle, Sarah <Sarah.Truckle@vermont.gov>; Sorsha Anderson <SAnderson@leg.state.vt.us>; Klein, Stephen <sklein@leg.state.vt.us>  
**Subject:** RE: Grant Expedition Request: PDG B-5

Hello all,

I have a few requests/questions stemming from my initial review of this grant packet. A quick response would be extremely helpful in keeping this expedited review request moving.

Requests:

1. The AA-1 and F&M cover memo both should be amended to show that no grant funds will be expended in FY19. No grant funds were expended in FY 19. All grant funds should be allocated to FY 20.

- The limited-service position request form is missing two signatures. Can those signatures be added and sent back to me?  
The two signatures missing are Finance and Management and Secretary of Administration.
- It would be helpful if the Commissioner's memo requesting expedited review provided an explanation for where the AA-1 was between when it received its first signature (4/8/19) and when it received its next signature (7/26/19). The limited-service position form was first signed on 3/11/19 and not subsequently signed until 7/5/19 (and is missing two signatures as noted above).  
The DCF Commissioner signed the AA-1 on 4/8/19 and sent it for review by the AHS Secretary's office. During this same time period, AHS had identified some concerns with the DCF/CDD grants and contracts procedures. A review of CDD procedures was conducted that resulted in a report with recommendations to revise CDD internal grant/contract procedures. AHS/DCF/CDD then put into place a Corrective Action Plan (CAP) to implement the report's recommendations. Once the CAP was in place, AHS moved forward on the PDG grant approval packet which resulted in a 3-month delay.

Questions:

- Assuming that JFC agrees to the expedited review and the grant funding/positions are approved by the end of the month, can this work be accomplished in 4 months? (or 6 months if HHS formally agreed to extend the grant period through the end of February). Can a revised timeline for all of the grant activities be created and sent to accompany these grant materials?  
In a phone call with Richard Gonzales, (Director of the Division of Interagency and Special Initiatives) on 7/19/19, he informed CDD that we can request a no-cost extension for up to 1 year (12/31/2020) in September of 2019. No-cost extensions can only be applied for 90 days prior to the grant end date. We plan to ask for an extension through 6/30/2020. This will give us 10 months to complete the grant activities which we feel is doable.

Revised workplan and timeline:

Grant Activity	Start Date	Completion Date
Conduct Needs Assessment	9/1/19	2/1/20
Create Strategic Plan	9/1/19	3/1/20
Maximizing Parental Knowledge and Choice	10/1/19	6/30/20
Sharing Best Practices	10/1/19	6/30/20
Improving Overall Quality	3/1/20	6/30/20

- Did HHS formally agree to extend the grant period through February 2020? If so, can documentation be sent indicating the extension?  
HHS cannot "officially" grant the extension until September of 2019 (90 days prior to the grant end date). This is a federal requirement of the grants management system. There is e-mail correspondence between Richard Gonzales and Reeva Murphy referencing the feds intent to extend the grant through February 2020.
- In the Commissioner's memo, he indicated that hiring and procurement would take 60-90 days. Does DCF/AHS believe that it can find individuals willing to take a job for 4-6 months? Most limited-service position requests cover at least a year.  
Given the plan to ask for a no-cost extension through 6/30/20, we feel we can fill the limited service positions. The PDG grant program has also announced funding for years 2 - 4 grant activities. The FOA is coming out in September of 2019. We believe this future funding opportunity will assist with the recruitment.
- Was any of this grant funding built into DCF's FY20 budget request? No

Thank you.

**Daniel Dickerson**

*Fiscal Analyst / Business Manager*

Vermont Legislative Joint Fiscal Office

One Baldwin Street | Montpelier, VT 05633-5701

802.828.2472

**From:** Gilhuly, Christine [<mailto:Christine.Gilhuly@vermont.gov>]

**Sent:** Monday, August 19, 2019 9:34 AM

**To:** DiRuocco, Luciana

**Cc:** Donahey, Richard; Elmquist, Candace; Johnson, Jaye; Clark, Sarah; O'Connell, Tracy E; Schatz, Ken; Murphy, Reeva; Evans, Brian; Rex, Judith; Truckle, Sarah; Daniel Dickerson; Sorsha Anderson

**Subject:** RE: Grant Expedition Request: PDG B-5

Good morning Luciana,

Attached please find the approved grant request for your records. Please note the original, with all supporting documents is on route to the JFO via pink mail.

Thank you,

**Chrissy Gilhuly**

State of Vermont | Office of the Commissioner, Department of Finance and Management

109 State Street, 5<sup>th</sup> Floor | Montpelier, VT 05609

[christine.gilhuly@vermont.gov](mailto:christine.gilhuly@vermont.gov)

ph: (802) 828-2376

**From:** Gilhuly, Christine

**Sent:** Wednesday, July 10, 2019 10:37 AM

**To:** DiRuocco, Luciana <[Luciana.DiRuocco@vermont.gov](mailto:Luciana.DiRuocco@vermont.gov)>

**Cc:** Rich Donahey ([Richard.Donahey@vermont.gov](mailto:Richard.Donahey@vermont.gov)) <[Richard.Donahey@vermont.gov](mailto:Richard.Donahey@vermont.gov)>; Elmquist, Candace <[Candace.Elmquist@vermont.gov](mailto:Candace.Elmquist@vermont.gov)>

**Subject:** RE: Grant Expedition Request: PDG B-5

Good morning,

Thank you for sending!

Candace is on vacation this week and I want to be sure I process correctly. Has this memo already been sent to the JFO (I don't see anyone from the JFO cc'd) OR would you like our office review and then forward?

Thank you for the clarification and all the best,

**Chrissy Gilhuly**

Department of Finance and Management

[christine.gilhuly@vermont.gov](mailto:christine.gilhuly@vermont.gov)

ph: (802) 828-2376

**From:** DiRuocco, Luciana <[Luciana.DiRuocco@vermont.gov](mailto:Luciana.DiRuocco@vermont.gov)>  
**Sent:** Wednesday, July 10, 2019 10:17 AM  
**To:** Elmquist, Candace <[Candace.Elmquist@vermont.gov](mailto:Candace.Elmquist@vermont.gov)>; Gilhuly, Christine <[Christine.Gilhuly@vermont.gov](mailto:Christine.Gilhuly@vermont.gov)>  
**Cc:** Schatz, Ken <[Ken.Schatz@vermont.gov](mailto:Ken.Schatz@vermont.gov)>; Clark, Sarah <[Sarah.Clark@vermont.gov](mailto:Sarah.Clark@vermont.gov)>; Truckle, Sarah <[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Evans, Brian <[Brian.Evans@vermont.gov](mailto:Brian.Evans@vermont.gov)>; Murphy, Reeva <[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)>; Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>; O'Connell, Tracy E <[Tracy.OConnell@vermont.gov](mailto:Tracy.OConnell@vermont.gov)>  
**Subject:** Grant Expedition Request: PDG B-5

Please see the attached memo from DCF Commissioner Ken Schatz, to the Joint Fiscal Office through Finance and Management. Please contact Sarah Truckle with any questions.

Thank you,

Luciana DiRuocco


Executive Staff Assistant, Public Information Officer

Agency of Human Services | Division of Children and Families

Agency of Human Services | 110 North Main Street, Montpelier, VT 05602

Phone: 802-241-6925

*"Everyone has a story and every story is worth listening to"*

 Please consider the environment before printing this e-mail

## Elmquist, Candace

---

**From:** O'Connell, Tracy E  
**Sent:** Friday, July 19, 2019 1:15 PM  
**To:** Elmquist, Candace  
**Cc:** Clark, Sarah  
**Subject:** FW: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Hi Candace,

See correspondence below.

Thank you for moving this along.

Thank you,  
Tracy

**From:** Truckle, Sarah <Sarah.Truckle@vermont.gov>  
**Sent:** Friday, July 19, 2019 1:00 PM  
**To:** O'Connell, Tracy E <Tracy.OConnell@vermont.gov>  
**Subject:** FW: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Here is the email that came in this morning – let me know if you need anything else.

Sarah

Sarah Truckle  
Child Development Director of Operations  
Child Development Division, Department for Children & Families  
802-241-0824 (Desk)  
802-760-8750 (Cell)

**From:** Gonzales, Richard (ACF) <[Richard.Gonzales@ACF.hhs.gov](mailto:Richard.Gonzales@ACF.hhs.gov)>  
**Sent:** Friday, July 19, 2019 10:30 AM  
**To:** Murphy, Reeva <[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)>  
**Cc:** Truckle, Sarah <[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>; Chin, Keith (ACF) <[keith.chin@acf.hhs.gov](mailto:keith.chin@acf.hhs.gov)>; Kimberly Mitchell (<[Kimberly.Mitchell@ed.gov](mailto:Kimberly.Mitchell@ed.gov)> <[Kimberly.Mitchell@ed.gov](mailto:Kimberly.Mitchell@ed.gov)>  
**Subject:** RE: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Hello Reeva,

In all honesty, I have no idea why the 424A and the actual grant award do not match in certain categories – Personnel, Fringe benefits, Travel and Contractual – and the grants management person who did the work is no longer working with the PDG B-5 Initiative. The good news is that this is an EASY fix and can be done as soon as someone on your end can go into GrantSolutions and submit a budget mod request placing the desired amounts in the correct categories. Thankfully, the overall federal grant amount is correct and we have no problem with you making adjustments to the line item amounts now or later, if amounts need to be modified again as work is being completed.

Hope that helps.

Thanks,  
Richard

**From:** Murphy, Reeva <Reeva.Murphy@vermont.gov>  
**Sent:** Friday, July 19, 2019 9:49 AM  
**To:** Gonzales, Richard (ACF) <Richard.Gonzales@ACF.hhs.gov>; Kimberly Mitchell (Kimberly.Mitchell@ed.gov) <Kimberly.Mitchell@ed.gov>  
**Cc:** Truckle, Sarah <Sarah.Truckle@vermont.gov>; Rex, Judith <Judith.Rex@vermont.gov>  
**Subject:** Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A  
**Importance:** High

Richard and Kimberly  
This is the follow up email I mentioned yesterday.

I have attached the revised 424A that Vermont submitted in January 2019 which was approved as our revised budget and the Final award notice we received in March 2019 reflecting the Object Class categories. You will see that though the bottom line of the Federal award is correct and congruent, there is not a match between line items for: Personnel, Fringe benefits, Travel and Contractual.

I've also attached the revised budget justification describing the budget submitted in the 424A which supports those object Class category amounts.

Can you explain why these do not match? Sorry that I, and our DCF budget office did not pick this up when we received the approval. Our Finance and Management folks in Administration have noticed the discrepancy in reviewing for approval and are asking about it.

Thanks for any help you can lend at your earliest convenience.  
Reeva

*Reeva Sullivan Murphy*

Deputy Commissioner



Department for Children and Families

**Child Development Division**

NOB 1, 280 State Drive,

Waterbury, Vermont 05671-1040

<http://dcf.vermont.gov/cdd>

[phone] 802-241-0819

[cell phone] 802-760-0792

[email] [reeva.murphy@vermont.gov](mailto:reeva.murphy@vermont.gov)

**PLEASE NOTE NEW ADDRESS!**

update

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care	<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-01	<b>3a. AMEND. NO.:</b> 1
--	---	--	-----------------------------

<b>4. FAIN:</b> 90TP0041
--------------------------

<b>5. TYPE OF AWARD:</b> Demonstration	<b>6. TYPE OF ACTION:</b> Budget Revision	<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
---	--	--

<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five
--	---	---

<b>11. RECIPIENT ORGANIZATION:</b> Human Services, Vermont Agency Of 280 State Drive Nob 1 North Waterbury, VT 05671-0001 Grantee Authorizing Official: Ken Schatz , AHS-DCF Commissioner	<b>12. PROJECT / PROGRAM TITLE:</b> Vermont Birth through Five System Improvement Project
---	--

<b>13. COUNTY:</b> Washington	<b>14. CONGR. DIST.:</b> 00	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Reeva Sullivan Murphy Deputy Commissioner
----------------------------------	--------------------------------	---

<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 546,338.00	A. NON-FEDERAL SHARE.....	\$ 1,009,109.00 23.08%
Fringe Benefits.....	\$ 209,544.00	B. FEDERAL SHARE.....	\$ 3,363,695.00 76.92%
Travel.....	\$ 28,176.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 13,500.00	A. TOTAL FEDERAL SHARE.....	\$ 3,363,695.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 1,972,933.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 3,363,695.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	
Other.....	\$ 284,891.00	\$ 0.00	
Direct Costs.....	\$ 3,055,382.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	
Indirect Costs.....	\$ 308,313.00	\$ 3,363,695.00	
In Kind Contributions.....	\$ 0.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
Total Approved Budget.....	\$ 3,363,695.00	Additional Costs	
		<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
		036000264	1036000264C7
		<b>24. OBJECT CLASS:</b>	
		41.51	

<b>25. FINANCIAL INFORMATION:</b>					
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	DUNS
	90TP004101	75-1819-1536	9-G990145	\$0.00	809376155
					UNOBLIG.
					NONFED %

**26. REMARKS:** (Continued on separate sheets)

Grantee's revised budget has been reviewed and approved. Therefore, this action serves to release the restriction on grant funds as imposed by the previous Notice of Award. Grantee may draw down Federal funds as per requirements of the Payment Management System. Indirect costs budgeted at \$308,313 are restricted pending receipt of a valid Indirect Cost Rate Agreement for the current budget period.

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Timothy Chappelle Office of Grants Management 370 L'Enfant Promenade, SW Washington, DC 20447 Phone: N/A	<b>ISSUE DATE:</b> 03/08/2019	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Ms Toya Hodnett 03/08/2019
---	----------------------------------	---

<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Mr Andrew Williams -	<b>DATE:</b> 03/08/2019
--	----------------------------

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-01	<b>3a. AMEND. NO.:</b> 1
<b>4. FAIN:</b> 90TP0041				
<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> Budget Revision	<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193	
<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five		
<b>11. RECIPIENT ORGANIZATION:</b> Vermont Department of Health				

**STANDARD TERMS**

1. All previously issued terms and conditions remain in effect.

**CONTACTS**

1. Questions concerning the programmatic aspects of the grant should be directed to Richard Gonzales via email to [Richard.Gonzales@ACF.hhs.gov](mailto:Richard.Gonzales@ACF.hhs.gov) or at (202) 401-5138. Questions concerning the financial aspects of the grant should be directed to Roy Payne via email to [roy.payne@acf.hhs.gov](mailto:roy.payne@acf.hhs.gov) or call 202-401-4807.



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care	<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-00	<b>3a. AMEND. NO.:</b> 0
--	---	--	-----------------------------

**4. FAIN:** 90TP0041

<b>5. TYPE OF AWARD:</b> Demonstration	<b>6. TYPE OF ACTION:</b> New	<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
---	----------------------------------	--

<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five
--	---	---

<b>11. RECIPIENT ORGANIZATION:</b> HUMAN SERVICES, VERMONT AGENCY OF 280 State Drive Nob 1 North Waterbury, VT 05671-0001 Grantee Authorizing Official: Ken Schatz , AHS-DCF Commissioner	<b>12. PROJECT / PROGRAM TITLE:</b> Vermont Birth through Five System Improvement Project
---	--

<b>13. COUNTY:</b> Washington	<b>14. CONGR. DIST.:</b> 00	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Reeva S Murphy
----------------------------------	--------------------------------	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 1,424,054.00 29.74%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 3,363,695.00 70.26%
Travel.....	\$ 0.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 3,363,695.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 0.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$	0.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	
Other.....	\$ 3,363,695.00	\$ 3,363,695.00	
Direct Costs.....	\$ 3,363,695.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	
Indirect Costs.....	\$ 0.00	\$ 3,363,695.00	
In Kind Contributions.....	\$ 0.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
Total Approved Budget.....	\$ 3,363,695.00	Additional Costs	
		<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
		036000264	1036000264C7
		<b>24. OBJECT CLASS:</b>	
		41.51	

25. FINANCIAL INFORMATION:					DUNS	809376155
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90TP004101	75-1819-1536	9-G990145	\$3,363,695.00		

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Timothy Chappelle Office of Grants Management 370 L'Enfant Promenade, SW Washington, DC 20447 Phone: N/A	<b>ISSUE DATE:</b> 12/21/2018	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Ms. Toya Hodnett 12/21/2018
---	----------------------------------	--

<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Mr. Andrew Williams -	<b>DATE:</b> 12/21/2018
---	----------------------------

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-00	<b>3a. AMEND. NO.:</b> 0
<b>4. FAIN:</b> 90TP0041				
<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> New		<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five		
<b>11. RECIPIENT ORGANIZATION:</b> State of Vermont				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment formation.

This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

The prior approval requirements waived by 45 CFR Part 75.308 (d) (4) are hereby reinstated and made applicable to this award. The grantee shall obtain all prior approvals set forth in 45 CFR Part 75.308 including those that apply to pre-award costs, project period extensions and carryover of unobligated balances to the next budget period

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

This award is subject to requirements or limitations in any applicable Appropriations Act.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims

Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.

For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the requirements as set forth in 45 CFR Part 87.

This grant is subject to the requirements set forth in 45 CFR 1336.

This grant is subject to the requirements as set forth in 45 CFR Part 75.

Attached are terms and conditions, reporting requirements, and payment instructions.

Initial expenditure of funds by the grantee constitutes acceptance of this award.

Future support is anticipated.

**AWARD CONDITIONS**

1. Special Conditions

This award approves funding for your application/project at a lower amount than requested. Therefore, the Administration for Children & Families (ACF) will contact the grantee within 30 days

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-00	<b>3a. AMEND. NO.:</b> 0
<b>4. FAIN:</b> 90TP0041				
<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> New		<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five		
<b>11. RECIPIENT ORGANIZATION:</b> State of Vermont				

from date of this grant award to obtain the revised budgetary documents to support the reduced funding amount and to complete the review process. In the interim, all funds have been placed in the 'Other' cost category and are restricted from drawdown pending satisfactory completion of the process. Please note that the non-Federal share requirement of 30 percent was recalculated based on the reduced Federal amount -- see box 17 above; however, disregard the percentages which are not based on the Federal Award Amount.

**CONTACTS**

1. Questions concerning the programmatic aspects of the grant should be directed to Richard Gonzales via email to [richard.gonzales@hhs.gov](mailto:richard.gonzales@hhs.gov) or call (202) 401-5138. Questions concerning the financial aspects of the grant should be directed to Roy Payne via email to [roy.payne@acf.hhs.gov](mailto:roy.payne@acf.hhs.gov) or call 202-401-4807.

**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):

B: Decrease Award

\* Other (Specify):

\* 3. Date Received:

01/31/2019

4. Applicant Identifier:

TP19000039

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

90TP0041-01-00

State Use Only:

6. Date Received by State: 12/21/2018

7. State Application Identifier: TP19000039

**8. APPLICANT INFORMATION:**

\* a. Legal Name: Vermont Agency of Human Services

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

036000264

\* c. Organizational DUNS:

8093761550000

d. Address:

\* Street1: 208 State Drive NOB 1 North

Street2:

\* City: Waterbury

County/Parish:

\* State: VT: Vermont

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code: 05671-0001

e. Organizational Unit:

Department Name:

Dept for Children and Families

Division Name:

Child Development Division

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

Prefix: \* First Name: Reeva

Middle Name:

\* Last Name: Murphy

Suffix:

Title: Deputy Commissioner

Organizational Affiliation:

Child Development Division

\* Telephone Number: 802-241-0819

Fax Number:

\* Email: reeva.murphy@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:**

DHHS ACF

**11. Catalog of Federal Domestic Assistance Number:**

93.434

CFDA Title:  
ESSA Preschool Development Grants Birth through Five

**\* 12. Funding Opportunity Number:**

HHS-2018-ACF-OCC-TP-1379

\* Title:  
Preschool Development Grant Birth through Five (PDG B-5)

**13. Competition Identification Number:**

HHS-2018-ACF-OCC-TP-1379

Title:  
Preschool Development Grant Birth through Five (PDG B-5)

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

Add Attachment

Delete Attachment

View Attachment

**\* 16. Descriptive Title of Applicant's Project:**

Vermont Birth through Five System Improvement Project

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="3,253,695.00"/>
* 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="1,009,109.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="4,262,804.00"/>

*570*

**\* 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: 

\* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 01/31/2019

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Preschool Development Grant Birth-Five (PDG B-5)	93.434	\$ 3,363,695.00	\$	\$ 3,363,695.00	\$ 1,009,109.00	\$ 4,372,804.00
2.						
3.						
4.						
5. Totals		\$ 3,363,695.00	\$	\$ 3,363,695.00	\$ 1,009,109.00	\$ 4,372,804.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Preschool Development Grant Birth-Five (PDG B-5)	(2)	(3)	(4)	
<b>a. Personnel</b>	\$ 139,482.00	\$ 406,856.00	\$	\$	\$ 546,338.00
<b>b. Fringe Benefits</b>	73,925.00	135,619.00			209,544.00
<b>c. Travel</b>	3,176.00	25,000.00			28,176.00
<b>d. Equipment</b>	13,500.00				13,500.00
<b>e. Supplies</b>	0.00				0.00
<b>f. Contractual</b>	2,540,408.00	441,634.00			2,982,042.00
<b>g. Construction</b>	0.00				0.00
<b>h. Other</b>	284,891.00				284,891.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	3,055,382.00	1,009,109.00			\$ 4,064,491.00
<b>j. Indirect Charges</b>	308,313.00				\$ 308,313.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 3,363,695.00	\$ 1,009,109.00	\$	\$	\$ 4,372,804.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB (Circular A-102) Page 1A



SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Preschool Development Grant Birth-Five (PDG B-5)	\$ <input type="text"/>	\$ 1,009,109.00	\$ <input type="text"/>	\$ 1,009,109.00	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>12. TOTAL (sum of lines 8-11)</b>	\$ <input type="text"/>	\$ 1,009,109.00	\$ <input type="text"/>	\$ 1,009,109.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 3,363,695.00	\$ 840,923.00	\$ 840,923.00	\$ 840,923.00	\$ 840,926.00
14. Non-Federal	\$ 1,009,109.00	252,277.00	252,277.00	252,277.00	252,278.00
<b>15. TOTAL (sum of lines 13 and 14)</b>	\$ 4,372,804.00	\$ 1,093,200.00	\$ 1,093,200.00	\$ 1,093,200.00	\$ 1,093,204.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Preschool Development Grant Birth-Five (PDG B-5)	\$ 3,363,695.00	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>20. TOTAL (sum of lines 16 - 19)</b>	\$ 3,363,695.00	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>		22. Indirect Charges: <input type="text"/>			
23. Remarks: <input type="text"/>					



November 2, 2018

Reeva Sullivan Murphy  
Deputy Commissioner  
Department for Children and Families  
Child Development Division  
NOB 1, 280 State Drive,  
Waterbury, Vermont 05671-1040

Deputy Commissioner Murphy,

The Permanent Fund for Vermont's Children is strongly supportive of the State of Vermont's application for the Preschool Development Grant Birth through Five. This proposal is highly aligned with our mission of ensuring affordable access to high-quality child care for all of Vermont's families by 2025. The work proposed will provide a strategic, data-driven, and collaborative framework and lay the foundation for an effective, coordinated system that meets the needs of our state's young children and their families.

In 2019, The Permanent Fund commits to spending \$1.18M that aligns with the grant's purpose and can be used as matching funding for this federal grant. We will spend at least \$857,000 to increase the number of 0-5 child care spaces at the highest levels of quality within our Quality Rating and Improvement; this includes both expert technical assistance and competitively awarded grant funds. In addition, we will spend at least \$323,000 to support early childhood educators in increasing their skills and qualifications through a variety of workforce development efforts; this includes support for educators seeing alternative pathways to teacher licensure in early childhood education; coaching for project directors and their staff working within targeted communities; and the creation of additional resources that support birth to five educators. All of this work will be done in coordination and/or collaboration with the Child Development Division, Building Bright Futures and other partners in the proposal.

We are happy to answer questions and urge you to give strong consideration to Vermont's application.

Sincerely,

Janet McLaughlin  
Chief Programs Officer  
(Authorized organizational signer)

**Ensuring every Vermont family has affordable access to high-quality child care by 2025.**

<b>Budget Narrative for Revisions in Vermont Birth through Five System Improvement Project</b>	
<b>BUDGET LINE</b>	<b>AMOUNT</b>
<b>a. Personnel</b> (excluding salaries in-kind)	<b>\$139,482</b>
Retain 3 staff in Child Development Division for Project Management – reduced to 10 months	
<b>b. Fringe Benefits</b> (excluding salaries in-kind)	<b>\$73,925</b>
Reflects salary reduction above	
<b>c. Travel</b>	<b>\$3,176</b>
Travel for 2 staff to attend annual national meeting. No change	
<b>d. Equipment:</b> No change	<b>\$13,500</b>
<b>e. Supplies:</b> No change	<b>\$0</b>
<b>f. Contractual</b>	<b>\$2,540,408</b>
Agency of Education: reduced personnel request to 10 months – will complete unduplicated count (Activity 1) as planned for assessment. Reduced Higher Ed Consortium and Summer Institute by 50% (Activity 4) Retained travel funds	\$486,520
Vermont Department of Health: reduced personnel request to 11 months – will support all activities as planned (Activity 3) Retained travel funds	\$640,367
Building Bright Futures State Advisory Council: reduced entire grant amount to 71%. Will complete Needs Assessment and Strategic Plan (Activity 1) by September 1, 2019 (extended from July 2019). Will complete all other activities (Activities 3, 4 &5) as planned using in-kind staff support. Retained travel funds	\$574,059
Department of Mental Health: Flourishing Communities (Activity 4) reduced by 30%. Will scale back community training.	\$168,308

ECPDS Evaluation (Activity 1): reduced by 30%. Confident we can complete the assessment activity as planned	\$75,000
ADDED an assessment to Activity 1: Early Childhood System Investments – plan to work with a sub-contractor to identify all current federal and state investments in the B-5 Early Childhood System	\$80,000
Other Activity 4 reductions: Eliminated two projects (Business Improvement and Starting Points expansion) Reduced Guiding Principles by 30%, Reduced Practice Improvement Hub to \$200,000.	\$306,154
Other Activity 5 reductions; The revised date for delivery of the Needs Assessment and the Updated Strategic Plan (Sept 1, 2019) Leaves less time to complete projects in Activity 5. We eliminated an expansion of the Program Improvement Hub and reduced Expanded Regional PD Opportunities (\$150,000) to reflect reduced time frame.	\$150,000
Evaluation: reduced evaluation budget to \$60,000 (approx. 50%). Scaled back evaluation deliverables. Contractor will evaluate selected projects in Activities 3 and 4 and work as a partner to develop evaluation related to updated Strategic Plan	\$60,000
<b>g. Construction</b> (not applicable)	<b>\$0</b>
<b>h. Other</b> (not applicable)	<b>\$0</b>
Reduced the CIS Data Project \$284,891 (Activity 5) to reflect reduced time frame	\$284,891
<b>i. Total Direct Charges</b> (does not include in-kind time of project personnel)	<b>\$3,055,382</b>
<b>j. Indirect Charges:</b>	<b>\$308,313</b>
<b>k. Total Direct/Indirect</b>	<b>\$3,363,695</b>

Revised Vermont Birth Through Five System Improvement Project Budget by Activity: Summary of Changes			
	Original Budget	Revised Budget	Changes
<b>Activity 1</b>	\$530,064	\$581,922	<b>Moved delivery date for Needs Assessment</b> out by 2 months to September, 2019. BBF State Council reduced overall budget request, will complete Needs assessment as planned on new timeline with in-kind staffing <b>Added one more assessment activity</b> to assess federal and state investments in VT Early Childhood System

<b>Activity 2</b>	\$200,478	\$166,800	<p><b>Moved delivery date for Updated Strategic Plan</b> out by 2 months to September, 2019</p> <p>BBF State Council reduced overall budget request, will complete Updated Strategic Plan as planned on new timeline with in-kind staffing</p>
<b>Activity 3</b>	\$840,484	\$756,281	<p><b>No change in strategies</b></p> <p>VT Dept of Health reduced Help Me Grow staffing by one month – will cover with in-kind. BBF will cover 29% reduction for Families and Communities Committee with in-kind staffing</p>
<b>Activity 4</b>	\$1,353,908	\$696,711	<p><b>Eliminated 2 strategies:</b> improved business practices and peer-to-peer support networks (Starting Points)</p> <p><b>Reduced:</b> ECL Practice Improvement Hub to \$200,000; Early Childhood Partnerships by 29%; Higher Ed Consortium and Summer institute by 50%; Guiding Principles for Each and Every Child by 30%; and Flourishing Communities by 30%</p>
<b>Activity 5</b>	\$1,007,208	\$563,585	<p>Reflecting the reduced time frame for these project/strategies,</p> <p><b>Eliminated</b> Expansion of the ECL Practice Improvement Hub and</p> <p><b>Reduced</b> CIS Date System, Vermont Insights, and Expanded Regional PD Opportunities</p>

## 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:  PDG-5 Grant Award #90TP0041-01-00 Request Job/Class Title:  Grant  
 Program Manager PG 25  
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  AHS/DCF/CDD Work Station:  Waterbury Zip Code:  05676  
Supervisor's Name, Title and Phone Number:  Reeva Murphy, Deputy Commissioner CDD

### 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.*

Responsible for managing the day to day operational aspects of Vermont's PDG B-5 grant activities including oversight on behalf of the CDD/DCF to ensure that all grant activities are successfully carried out and all deliverables met.

Schedules, facilitates and keeps records of regular meetings of PDG B-5 Project Team and meets with project partners and sub-grantees regularly to support good communication across activities and strong inter-agency collaboration and to ensure project goals are advanced and coordinated.

Acts as primary contact with Federal Program Officer and federal Technical Assistance liaisons, by responding to phone calls and email and attending webinars and meetings and communicates appropriate information and resources to other Project Team members and sub-grantees in order to assure compliance with all federal expectations and access to federal resources for all Vermont Project participants.

Prepares and submits written reports of grantee activities to ensure that federal reporting expectations are met on time.

Monitors compliance with applicable federal, state and local laws and regulations by reviewing applicable guidance documents and communicating with all Project Team members and sub-grantees across all grant activities in order to assure compliance.

Oversees PDG B-5 grants, contracts and Memorandums of Understanding between CDD/DCF and Project partners and sub-grantees to ensure that there are clear and mutually understood expectations for activities and performance.

Tracks and reports activities, milestones and deliverables for all Project activities to ensure that federal deliverables and state Project goals are achieved on the anticipated timeline.

Ensures full participation of appropriate stakeholders in PDG B-5 Needs Assessment and Strategic Planning activities by overseeing Project partner work in those activities in order to assure strategic outcomes and goals of the Project are fully met.

Monitors Project budget and expenses to ensure expenditures stay within required budget parameters and that all federal resources are appropriately expended.

Ensures timely and accurate project reporting by project team members and vendor(s).

Conducts review of final program reports, interim and final audits, and other closeout data for all grant activities.

Provides technical assistance to all partners and sub-grantees in the conduct of all program activities.

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*.

Collaborates frequently with Project partners: Maternal Child Health Team in VT Department of Health (VDH), Early Childhood and Data Team at Vermont Agency of Education (AOE), and staff of Building Bright Futures State Advisory Council (BBF SAC).

Participates on the Early Childhood Interagency Collaboration Team that includes management staff from AHS, CDD, VDH, Department of Mental Health, Department of Commerce, AOE and the BBF SAC

Convenes and facilitates a Project Team of Project partners and other sub-grantees and stakeholders

Interacts with multiple public and private partners and stakeholders who serve in an advisory capacity for Project activities or who actively participate as subgrantees or vendors on Project activities..

Represents PDG B-5 and CDD/DCF internally in intra-agency and inter-agency meetings and in community outreach activities across the state through interacting with local community leaders and stakeholders.

## 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.

Previous experience managing grants and contracts as well as strong effective communication skills.

## 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 position will not supervise others.



**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.

An orientation to the PDG B-5 project, activities, goals and deliverables by the Deputy Commissioner will establish expectations and scope of work for this position.

The Grant Manager is expected to establish priorities and perform job duties to achieve the goals and deliverables of the Project with a reasonable degree of independence and autonomy.

The Deputy Commissioner will monitor and review work as it is performed and check in regularly to provide support, guidance, and supervision as needed to assure that performance is satisfactory and expectations are met.

**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.*

A significant degree of organization and autonomy is required in this position. Though supervision and direction is provided this individual will work independently to complete most job duties.

In working with a coalition of public and private partners, the individual in this position must plan strategically and interact effectively to maximize commitment to common goals to support collaboration and integration across diverse sectors in the early childhood system.

Understanding applicable state, federal and local regulations and norms and how they impact Project participants and activities.

Coordination of many simultaneous and co-occurring activities within a compressed time frame to ensure deliverables are met is key to this position.

Understanding how to connect Vermont project participants with national experts and resources to maximize the positive impact of this funding and technical assistance opportunity adds an additional layer of complexity to this position.

**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.*

Overseeing successful execution and completion of PDG B-5 activities to build upon the strengths and accomplishments of Vermont's collective work to realize the promise of every Vermont child by employing and strengthening cross-sector networks that support an innovative and connected early childhood system of services in Vermont for children birth - 5 and their families.

### 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?
N/A	

- 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?
N/A	

- 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?
Boxes	20 - 30 lbs	5%

- 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 at Desk and meetings	85%
Driving to communities and partner sites	15%

**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):         *vacant*         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?

Ensuring the successful completion of the grant program's goals and deliverables is a major responsibility of this position. Providing timely and appropriate technical assistance and feedback to all parties involved in the grant program as well as to the position's supervisor and other CDD/DCF leadership is vital to this position's success. Monitoring compliance with budget parameters and timelines is critical given the limited term of the project. Effective and positive communication across all partners in the project to support strong and trusting partnership and collaboration across sectors is also 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?

Grant and/or program management skills is very important for this position. Organization, attention to detail and good time management is necessary as is effective planning and follow-up and the ability to bring activities to completion on time and on budget. Knowledge of systems theory and systems development in order to successfully coordinate Project partners and activities to achieve specific Project goals is important. Strong interpersonal and communication skills to support collaboration and relationship building is vital. The ability to manage an array of co-occurring activities across diverse partners while keeping CDD/DCF leadership informed and on top of the progress of the project and federal guidance and direction is also critical.

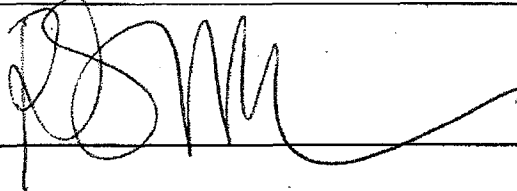
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Grant Programs Manager - PG 25 - Job Code: 496600

Supervisor's Signature (required):



Date:

3/11/19

**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.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

~~Contracts~~ & Grants Manager PG 25 *job code: 496600*  
*program*

Personnel Administrator's Signature (required): *Brian Cash* Date: 03/11/2019

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:

*as assigned*

*Donna A. Marchis*  
Appointing Authority or Authorized Representative Signature (required)

3.11.19  
Date

## 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:  PDG-5 Grant Award #90TP0041-01-00 Request Job/Class Title:  Contracts & Grants Administrator *PLG 24*

Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored

Vacant Position Number:  Current Job/Class Title:

Agency/Department/Unit:  AHS/DCF/CDD Work Station:  Waterbury Zip Code:  05676

Supervisor's Name, Title and Phone Number:  Timothy Cutler, Director of Operations, CDD (802) 241-0806

### 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.*

Drafts and processes contract and grant agreements - initial documents and any amendments - in order to assure that all agreements are written and processed in compliance with state and federal procurement rules and that appropriate documentation is maintained.

Manages competitive procurement activities for PDF B-5 activities to ensure that all state and federal procurement rules and processes are followed.

Regularly manages grant and contract tracking system for all PDG B-5 agreements including tracking receipt of reports and invoices and ensuring that these documents are properly reviewed and approved by assigned program managers in order to assure that all appropriate processes are followed in the use of federal grant funds.

Manages processing of PDG B-5 sub-grantee and vendor invoices through the payment process in order to ensure that payments are timely and accurate.

Provides guidance and training to program staff on procurement procedures for standard bidding, simplified bidding, small purchases, and sole source contracting in order to assure compliance with state and federal rules and processes.

Provides contract and grant administrative and technical support to CDD staff, PDG B-5 partners, sub-grantees, contractors and consultants in order to ensure that all participants understand responsibilities relative to accountability.

Represents CDD at trainings and meetings regarding grants and contracts and prepares oral and written presentations, reports, and multimedia presentations as needed to ensure that CDD is following the most current state and federal guidance on procurement, monitoring and grant management processes.

Provides recommendations, input and feedback on policy and procedures relative to grants, contracts and agreements and implements any changes that result in order to assure quality improvement and the most efficient and effective processes for managing grant and contract agreements of all types.

Reviews and comments on scopes of work, deliverables and payment schedules for services or products and participates in the resolution of language disputes for grant agreements and personal service contracts in order to assure that these are all in accord

with Division, Department, and Agency priorities and processes.

Responds to requests for proposal documents, personal service contracts and other records and documents as appropriate in order to assure that CDD is responsive to such requests.

Supports documentation of funds identified as matching funds for PDG B-5 to ensure that required match is dedicated, expended, tracked and reported appropriately.

Prepares federal reporting documents regarding expenditures of PDG B-5 funds.

Participates in the vendor selection process, which may include short-listing, review and analysis of technical proposal, and clarification of submitted documents in order to assure that appropriate procedures are followed and the best vendor selected.

## 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*.

Confers regularly with the State's Risk Management Division related to modifications of standard State documentation.

Confers with the Attorney General's Office on contract language development.

Confers with CDD staff and leadership and PDG B-5 partners and other department and agency staff as appropriate on programmatic goals and alignment with accountable grants and contract management and monitoring

Interacts with the department business office staff at all levels on matters related to the development, implementation and management of grants and contracts.

Confers with contractors and sub-grantees on documentation needs and payment questions regularly.

## 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 ability to perform basic math and accounting skills

Intermediate proficiency with MS Excel

## 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 position will not supervise others.

#### 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.

Work assignments will be provided via the employee's direct supervisor, the PDG B-5 Grant Manager or CDD leadership. Supervisor will monitor work assignments and review work for satisfactory performance and timely completion on a regular basis via scheduled check-ins.

#### 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.*

Must be able to multi-task and perform moderately complex analysis of financial information and data to support CDD budgeting and program performance reviews.

This position is responsible for providing ongoing suggestions for improvements to systems that increase the financial accountability of grantees and contractors and ensure compliance with Federal Uniform Guidance and specific state procurement guidelines.

#### 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.*

Responsible procurement processes, financial management, documentation, and reporting of \$3.4 million in federal PDG B-5 funds ensuring compliance with Division, Department, Agency, state and federal regulations and processes.

**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?
N/A	

- 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?
N/A	

- 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?
Boxes	20 - 30 lbs	5%

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

Type	How Much of the Time?
Standing/Sitting at Desk	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): vacant 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?

Oversight and financial management of PDG B-5 federal funds and matching requirement. Development of and ongoing management of all grants, contracts, and other financial arrangements related to the PDG B-5 project. Ensuring that all procurement, granting, contracting, payments and monitoring are conducted in accord with Division, Department, Agency, state and federal guidance and regulation. Collaboration with CDD staff and PDG B-5 partners, sub-grantees, and vendors on processing of agreements and related documents such as invoices and reports. Timely financial reporting in accord with federal requirements related to Vermont's PDG B-5 grant award.

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?

Knowledge of grant and contract development and management procedures. Knowledge of Division, Department, Agency, state and federal procurement and payment guidelines. Strong customer service, communication and organizational skills. Attention to detail and effective planning and follow-up skills.

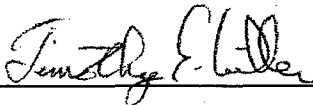
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Contracts and Grants Administrator- PG24 - Job Code: 550200

Supervisor's Signature (required):



Date:

3/6/19

**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.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Contracts & Grants Administrator PG 24

Personnel Administrator's Signature (required): Brian Cash Date: 03/11/2019

**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:

*as assigned*

Gwen A. Margolis

Appointing Authority or Authorized Representative Signature (required)

3.11.19

Date

## 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:  PDG-5 Grant Award #90TP0041-01-00 Request Job/Class Title:  
 Communications & Outreach Coordinator PG22  
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  AHS/DCF/CDD Work Station:  Waterbury Zip Code:  05676  
Supervisor's Name, Title and Phone Number:  Heather Mattison - CDD Data & Outreach Coordinator

#### 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.*

Assists CDD in communication, community relations and information activities, particularly as related to activities related to PDG B-5 grant in order to assure that internal and external partners, stakeholders and the general public have access to accurate and timely information.

Manages CDD website information and social media sites under the direction of the CDD Data and Outreach Coordinator. Website activities performed include: informational updates, review and edit requests from internal staff and PDG B-5 partners for information to be shared on the division's website and social media sites, so that language and presentation on the website and social media sites is effective and appropriate.

Maintains updates to the website and monitors the website for broken links and out of date information so that information provided is timely and accurate.

Uses design software and consults with PDG B-5 partners and CDD staff to update and create forms and publications for use with early childhood system participants and the general public to ensure that PDG B-5 and CDD forms and materials are appropriate and effective for intended use and end users.

Provides communication support and other supports to PDG B-5 and CDD staff in order to advance effective change management processes related to changes in policy, practice and/or regulations in the early childhood system.

Assists CDD in data analysis by compiling, organizing, and analyzing Division data under the direction of the CDD Data and Outreach Coordinator, especially as related to the PDG B-5 required Needs Assessment activities in order to inform data driven decision making in early childhood policy and practice.

Drafts and edits communication, presentations, and documentation to be shared with CDD and other state staff, PDG B-5 partners and other participants and stakeholders in the early childhood system, as well as with leadership, legislators, and the general public in order to provide accessible and accurate information on CDD and PDG B-5 programs and activities.

May serve as an information resource for the general public, members of external organizations, policymakers, and others either directly or by routing inquiries to the correct individual so that CDD is timely and responsive to inquiries about programs, services and activities.

May represent CDD/PDG B-5 at trainings and meetings regarding communication and data.

## 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*.

Confers with CDD staff and leadership and PDG B-5 partners on plans and performance related to communication efforts and initiatives.

Interacts with CDD and other state agency staff and PDG B-5 partners on matters related to the development of CDD communications and outreach materials under the direction of the CDD Data & Outreach Coordinator

Confers with PDG B-5 partners, vendors and sub-grantees as well as other external contractors and community partners on documentation needs and data support requests and, under the guidance of the CDD Data & Outreach Coordinator, provides support and information to these individuals.

## 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.

Working knowledge of Adobe Creative Cloud, including InDesign and Photoshop

Working knowledge of Excel, including use of pivot tables

Knowledge of data analysis fundamentals

Ability to creatively and effectively write, edit and design reports and other publications

Knowledge of basic principles of effective design

## 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 position will not supervise others.

## 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.

Primary work assignments will be provided or approved by the employee's direct supervisor, the PDG B-5 Grant Manager or CDD leadership. Supervisor will monitor work assignments and review work for satisfactory completion and performance on a regular basis via scheduled check-ins..

## 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.*

A significant degree of self-motivation and autonomy is required in this position. Though supervision and direction is provided this individual will work independently to complete most tasks assigned.

Developing positive collegial relationships and working respectfully with diverse partners and stakeholders both internal and external is necessary.

Understanding and performing moderately difficult Excel activities on a regular basis to attain and manage the data required for multiple reports.

## 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.*

To develop and coordinate the flow of data and information, in accord with established timeframes and parameters, so that all participants and stakeholders concerned or engaged with the early childhood system in Vermont have accurate, sufficient, and timely information about programs, services and activities.

**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?
N/A	

- 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?
N/A	

- 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?
Boxes	20 - 30 lbs	5%

- 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 at Desk	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): vacant 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 development of and ongoing management of the data and communication needs of the Child Development Division especially as related to the PDG B-5 grant program. This includes; coordinating the gathering and dissemination of necessary information, collaborating with CDD staff and PDG B-5 partners on the development of reports and updates to CDD's website and social media, and the extraction and formatting of data for assessment and reporting purposes.

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?

A strong understanding of proper grammar and punctuation as well as formatting techniques that maximize the ability of an intended audience to understand the information they have been provided. The ability to interpret data that is collected to provide CDD leadership with insight on trends or variances that may be occurring. Strong customer service, communication and organizational skills. Attention to detail and effective planning and follow-up skills.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A

4. Suggested Title and/or Pay Grade:

Communications and Outreach Coordinator PG - 22 - Job Code: 857200

Supervisor's Signature (required):

*Heather J. Madison*

Date: 3/11/2019

**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.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

Community and Outreach Coordinator PG 22

*Communications*

Personnel Administrator's Signature (required): Brian Cash Date: 03/11/2019

**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.

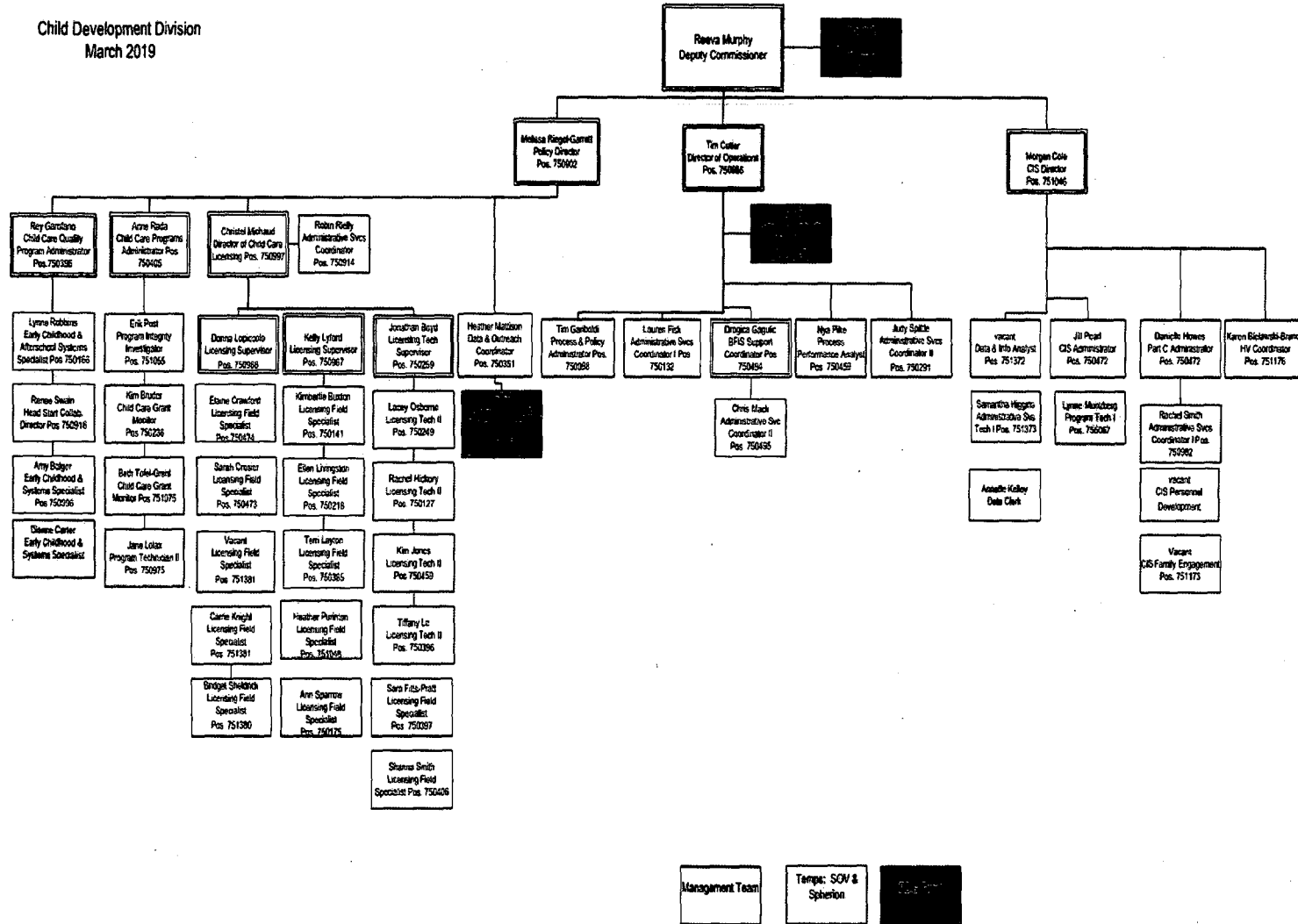
Suggested Title and/or Pay Grade:

*as assigned*

*Ronan A. Margolis*  
Appointing Authority or Authorized Representative Signature (required)

3.11.19  
Date

Child Development Division  
March 2019



## Daniel Dickerson

---

**From:** Rex, Judith <Judith.Rex@vermont.gov>  
**Sent:** Tuesday, August 20, 2019 3:34 PM  
**To:** Daniel Dickerson; Gilhuly, Christine; DiRuocco, Luciana  
**Cc:** Donahey, Richard; Elmquist, Candace; Johnson, Jaye; Clark, Sarah; O'Connell, Tracy E; Schatz, Ken; Murphy, Reeve; Evans, Brian; Truckle, Sarah; Sorsha Anderson; Stephen Klein  
**Subject:** RE: Grant Expedition Request: PDG B-5

Hi Daniel,  
I have responded to your requests and questions below in red.

I assume F&M can amend the AA-1 and their cover memo to show that no grant funds will be expended in FY 19 and can get the necessary signatures for the limited-service position request forms.

I have included an explanation of the delay in signatures. If you still need me to update the Commissioner's memo requesting the expedited review, please let me know.

Also, I provided answers to your questions, but if you need additional information, please let me know.  
Thanks,  
Judy

Judith Rex  
Director of Policy and Planning  
DCF Commissioner's Office  
280 State Drive, HC 1 North  
Waterbury, VT 05671-1080  
Cell Phone: 802-398-7870  
Office Phone: 802-241-0953

**From:** Daniel Dickerson <ddickerson@leg.state.vt.us>  
**Sent:** Monday, August 19, 2019 5:00 PM  
**To:** Gilhuly, Christine <Christine.Gilhuly@vermont.gov>; DiRuocco, Luciana <Luciana.DiRuocco@vermont.gov>  
**Cc:** Donahey, Richard <Richard.Donahey@vermont.gov>; Elmquist, Candace <Candace.Elmquist@vermont.gov>; Johnson, Jaye <Jaye.Johnson@vermont.gov>; Clark, Sarah <Sarah.Clark@vermont.gov>; O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; Schatz, Ken <Ken.Schatz@vermont.gov>; Murphy, Reeve <Reeva.Murphy@vermont.gov>; Evans, Brian <Brian.Evans@vermont.gov>; Rex, Judith <Judith.Rex@vermont.gov>; Truckle, Sarah <Sarah.Truckle@vermont.gov>; Sorsha Anderson <SAnderson@leg.state.vt.us>; Klein, Stephen <sklein@leg.state.vt.us>  
**Subject:** RE: Grant Expedition Request: PDG B-5

Hello all,

I have a few requests/questions stemming from my initial review of this grant packet. A quick response would be extremely helpful in keeping this expedited review request moving.

Requests:

1. The AA-1 and F&M cover memo both should be amended to show that no grant funds will be expended in FY19. No grant funds were expended in FY 19. All grant funds should be allocated to FY 20.

- The limited-service position request form is missing two signatures. Can those signatures be added and sent back to me?  
The two signatures missing are Finance and Management and Secretary of Administration.
- It would be helpful if the Commissioner’s memo requesting expedited review provided an explanation for where the AA-1 was between when it received its first signature (4/8/19) and when it received its next signature (7/26/19). The limited-service position form was first signed on 3/11/19 and not subsequently signed until 7/5/19 (and is missing two signatures as noted above).  
The DCF Commissioner signed the AA-1 on 4/8/19 and sent it for review by the AHS Secretary’s office. During this same time period, AHS had identified some concerns with the DCF/CDD grants and contracts procedures. A review of CDD procedures was conducted that resulted in a report with recommendations to revise CDD internal grant/contract procedures. AHS/DCF/CDD then put into place a Corrective Action Plan (CAP) to implement the report’s recommendations. Once the CAP was in place, AHS moved forward on the PDG grant approval packet which resulted in a 3-month delay.

Questions:

- Assuming that JFC agrees to the expedited review and the grant funding/positions are approved by the end of the month, can this work be accomplished in 4 months? (or 6 months if HHS formally agreed to extend the grant period through the end of February). Can a revised timeline for all of the grant activities be created and sent to accompany these grant materials?  
In a phone call with Richard Gonzales, (Director of the Division of Interagency and Special Initiatives) on 7/19/19, he informed CDD that we can request a no-cost extension for up to 1 year (12/31/2020) in September of 2019. No-cost extensions can only be applied for 90 days prior to the grant end date. We plan to ask for an extension through 6/30/2020. This will give us 10 months to complete the grant activities which we feel is doable.

Revised workplan and timeline:

Grant Activity	Start Date	Completion Date
Conduct Needs Assessment	9/1/19	2/1/20
Create Strategic Plan	9/1/19	3/1/20
Maximizing Parental Knowledge and Choice	10/1/19	6/30/20
Sharing Best Practices	10/1/19	6/30/20
Improving Overall Quality	3/1/20	6/30/20

- Did HHS formally agree to extend the grant period through February 2020? If so, can documentation be sent indicating the extension?  
HHS cannot “officially” grant the extension until September of 2019 (90 days prior to the grant end date). This is a federal requirement of the grants management system. There is e-mail correspondence between Richard Gonzales and Reeva Murphy referencing the feds intent to extend the grant through February 2020.
- In the Commissioner’s memo, he indicated that hiring and procurement would take 60-90 days. Does DCF/AHS believe that it can find individuals willing to take a job for 4-6 months? Most limited-service position requests cover at least a year.  
Given the plan to ask for a no-cost extension through 6/30/20, we feel we can fill the limited service positions. The PDG grant program has also announced funding for years 2 - 4 grant activities. The FOA is coming out in September of 2019. We believe this future funding opportunity will assist with the recruitment.
- Was any of this grant funding built into DCF’s FY20 budget request? No



Thank you.

**Daniel Dickerson**

*Fiscal Analyst / Business Manager*  
Vermont Legislative Joint Fiscal Office  
One Baldwin Street | Montpelier, VT 05633-5701  
802.828.2472

---

**From:** Gilhuly, Christine [<mailto:Christine.Gilhuly@vermont.gov>]

**Sent:** Monday, August 19, 2019 9:34 AM

**To:** DiRuocco, Luciana

**Cc:** Donahey, Richard; Elmquist, Candace; Johnson, Jaye; Clark, Sarah; O'Connell, Tracy E; Schatz, Ken; Murphy, Reeva; Evans, Brian; Rex, Judith; Truckle, Sarah; Daniel Dickerson; Sorsha Anderson

**Subject:** RE: Grant Expedition Request: PDG B-5

Good morning Luciana,

Attached please find the approved grant request for your records. Please note the original, with all supporting documents is on route to the JFO via pink mail.

Thank you,

**Chrissy Gilhuly**

State of Vermont | Office of the Commissioner, Department of Finance and Management  
109 State Street, 5<sup>th</sup> Floor | Montpelier, VT 05609  
[christine.gilhuly@vermont.gov](mailto:christine.gilhuly@vermont.gov)  
ph: (802) 828-2376

**From:** Gilhuly, Christine

**Sent:** Wednesday, July 10, 2019 10:37 AM

**To:** DiRuocco, Luciana <[Luciana.DiRuocco@vermont.gov](mailto:Luciana.DiRuocco@vermont.gov)>

**Cc:** Rich Donahey ([Richard.Donahey@vermont.gov](mailto:Richard.Donahey@vermont.gov)) <[Richard.Donahey@vermont.gov](mailto:Richard.Donahey@vermont.gov)>; Elmquist, Candace <[Candace.Elmquist@vermont.gov](mailto:Candace.Elmquist@vermont.gov)>

**Subject:** RE: Grant Expedition Request: PDG B-5

Good morning,

Thank you for sending!

Candace is on vacation this week and I want to be sure I process correctly. Has this memo already been sent to the JFO (I don't see anyone from the JFO cc'd) OR would you like our office review and then forward?

Thank you for the clarification and all the best,

**Chrissy Gilhuly**

Department of Finance and Management  
[christine.gilhuly@vermont.gov](mailto:christine.gilhuly@vermont.gov)  
ph: (802) 828-2376

**From:** DiRuocco, Luciana <[Luciana.DiRuocco@vermont.gov](mailto:Luciana.DiRuocco@vermont.gov)>

**Sent:** Wednesday, July 10, 2019 10:17 AM

**To:** Elmquist, Candace <[Candace.Elmquist@vermont.gov](mailto:Candace.Elmquist@vermont.gov)>; Gilhuly, Christine <[Christine.Gilhuly@vermont.gov](mailto:Christine.Gilhuly@vermont.gov)>

**Cc:** Schatz, Ken <[Ken.Schatz@vermont.gov](mailto:Ken.Schatz@vermont.gov)>; Clark, Sarah <[Sarah.Clark@vermont.gov](mailto:Sarah.Clark@vermont.gov)>; Truckle, Sarah

<[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Evans, Brian <[Brian.Evans@vermont.gov](mailto:Brian.Evans@vermont.gov)>; Murphy, Reevea

<[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)>; Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>; O'Connell, Tracy E

<[Tracy.OConnell@vermont.gov](mailto:Tracy.OConnell@vermont.gov)>

**Subject:** Grant Expedition Request: PDG B-5

Please see the attached memo from DCF Commissioner Ken Schatz, to the Joint Fiscal Office through Finance and Management. Please contact Sarah Truckle with any questions.

Thank you,

Luciana DiRuocco


Executive Staff Assistant, Public Information Officer

Agency of Human Services | Dept. for Children and Families

Address: 280 State Drive, HC | North, Waterbury, VT 05671-1080

phone: 802-241-0929

*"Everyone has a story and every story is worth listening to"*

 Please consider the environment before printing this e-mail

## Elmquist, Candace

---

**From:** O'Connell, Tracy E  
**Sent:** Friday, July 19, 2019 1:15 PM  
**To:** Elmquist, Candace  
**Cc:** Clark, Sarah  
**Subject:** FW: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Hi Candace,

See correspondence below.

Thank you for moving this along.

Thank you,  
Tracy

**From:** Truckle, Sarah <Sarah.Truckle@vermont.gov>  
**Sent:** Friday, July 19, 2019 1:00 PM  
**To:** O'Connell, Tracy E <Tracy.OConnell@vermont.gov>  
**Subject:** FW: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Here is the email that came in this morning – let me know if you need anything else.

Sarah

Sarah Truckle  
Child Development Director of Operations  
Child Development Division, Department for Children & Families  
802-241-0824 (Desk)  
802-760-8750 (Cell)

**From:** Gonzales, Richard (ACF) <[Richard.Gonzales@ACF.hhs.gov](mailto:Richard.Gonzales@ACF.hhs.gov)>  
**Sent:** Friday, July 19, 2019 10:30 AM  
**To:** Murphy, Reeva <[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)>  
**Cc:** Truckle, Sarah <[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>; Chin, Keith (ACF) <[keith.chin@acf.hhs.gov](mailto:keith.chin@acf.hhs.gov)>; Kimberly Mitchell (Kimberly.Mitchell@ed.gov) <[Kimberly.Mitchell@ed.gov](mailto:Kimberly.Mitchell@ed.gov)>  
**Subject:** RE: Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A

Hello Reeva,

In all honesty, I have no idea why the 424A and the actual grant award do not match in certain categories – Personnel, Fringe benefits, Travel and Contractual – and the grants management person who did the work is no longer working with the PDG B-5 Initiative. The good news is that this is an EASY fix and can be done as soon as someone on your end can go into GrantSolutions and submit a budget mod request placing the desired amounts in the correct categories. Thankfully, the overall federal grant amount is correct and we have no problem with you making adjustments to the line item amounts now or later, if amounts need to be modified again as work is being completed.

Hope that helps.

Thanks,  
Richard

**From:** Murphy, Reeva <[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)>  
**Sent:** Friday, July 19, 2019 9:49 AM  
**To:** Gonzales, Richard (ACF) <[Richard.Gonzales@ACF.hhs.gov](mailto:Richard.Gonzales@ACF.hhs.gov)>; Kimberly Mitchell ([Kimberly.Mitchell@ed.gov](mailto:Kimberly.Mitchell@ed.gov)) <[Kimberly.Mitchell@ed.gov](mailto:Kimberly.Mitchell@ed.gov)>  
**Cc:** Truckle, Sarah <[Sarah.Truckle@vermont.gov](mailto:Sarah.Truckle@vermont.gov)>; Rex, Judith <[Judith.Rex@vermont.gov](mailto:Judith.Rex@vermont.gov)>  
**Subject:** Vermont PDG B-5 - discrepancy between budgets in Notice of Award and approved 424A  
**Importance:** High

Richard and Kimberly  
This is the follow up email I mentioned yesterday.

I have attached the revised 424A that Vermont submitted in January 2019 which was approved as our revised budget and the Final award notice we received in March 2019 reflecting the Object Class categories. You will see that though the bottom line of the Federal award is correct and congruent, there is not a match between line items for: Personnel, Fringe benefits, Travel and Contractual.

I've also attached the revised budget justification describing the budget submitted in the 424A which supports those object Class category amounts.

Can you explain why these do not match? Sorry that I, and our DCF budget office did not pick this up when we received the approval. Our Finance and Management folks in Administration have noticed the discrepancy in reviewing for approval and are asking about it.

Thanks for any help you can lend at your earliest convenience.  
Reeva

*Reeva Sullivan Murphy*

Deputy Commissioner



Department for Children and Families

**Child Development Division**

NOB 1, 280 State Drive,

Waterbury, Vermont 05671-1040

<http://dcf.vermont.gov/cdd>

[phone] 802-241-0819  
[cell phone] 802-760-0792  
[email] [reeva.murphy@vermont.gov](mailto:reeva.murphy@vermont.gov)

**PLEASE NOTE NEW ADDRESS!**

updated

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD

SAI NUMBER:  
PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 90TP0041-01-01		<b>3a. AMEND. NO.:</b> 1	
<b>4. FAIN:</b> 90TP0041				<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> Budget Revision	
<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193		<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019		<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019		<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five	
<b>11. RECIPIENT ORGANIZATION:</b> Human Services, Vermont Agency Of 280 State Drive Nob 1 North Waterbury, VT 05671-0001 Grantee Authorizing Official: Ken Schatz , AHS-DCF Commissioner				<b>12. PROJECT / PROGRAM TITLE:</b> Vermont Birth through Five System Improvement Project			
<b>13. COUNTY:</b> Washington		<b>14. CONGR. DIST.:</b> 00		<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Reeva Sullivan Murphy Deputy Commissioner			
<b>16. APPROVED BUDGET:</b>				<b>17. AWARD COMPUTATION:</b>			
Personnel..... \$ 546,338.00				A. NON-FEDERAL SHARE..... \$ 1,009,109.00 23.08%			
Fringe Benefits..... \$ 209,544.00				B. FEDERAL SHARE..... \$ 3,363,695.00 76.92%			
Travel..... \$ 28,176.00				<b>18. FEDERAL SHARE COMPUTATION:</b>			
Equipment..... \$ 13,500.00				A. TOTAL FEDERAL SHARE..... \$ 3,363,695.00			
Supplies..... \$ 0.00				B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00			
Contractual..... \$ 1,972,933.00				C. FED. SHARE AWARDED THIS BUDGET PERIOD... \$ 3,363,695.00			
Facilities/Construction..... \$ 0.00				<b>19. AMOUNT AWARDED THIS ACTION:</b>		\$ 0.00	
Other..... \$ 284,891.00				<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>		\$ 3,363,695.00	
Direct Costs..... \$ 3,055,382.00				<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>			
Indirect Costs..... \$ 308,313.00				Additional Costs			
In Kind Contributions..... \$ 0.00				<b>22. APPLICANT EIN:</b>		<b>23. PAYEE EIN:</b>	
Total Approved Budget..... \$ 3,363,695.00				036000264		1036000264C7	
				<b>24. OBJECT CLASS:</b>		41.51	

25. FINANCIAL INFORMATION:				DUNS 809376155		
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90TP004101	75-1819-1536	9-G990145	\$0.00		

**26. REMARKS:** (Continued on separate sheets)  
 Grantee's revised budget has been reviewed and approved. Therefore, this action serves to release the restriction on grant funds as imposed by the previous Notice of Award. Grantees may draw down Federal funds as per requirements of the Payment Management System.  
 Indirect costs budgeted at \$308,313 are restricted pending receipt of a valid Indirect Cost Rate Agreement for the current budget period.

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Timothy Chappelle Office of Grants Management 370 L'Enfant Promenade, SW Washington, DC 20447 Phone: N/A		<b>ISSUE DATE:</b> 03/08/2019	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Ms. Toya Hodnett 03/08/2019	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Mr. Andrew Williams -		<b>DATE:</b> 03/08/2019		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-01	<b>3a. AMEND. NO.:</b> 1
<b>4. FAIN:</b> 90TP0041				
<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> Budget Revision		<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five		
<b>11. RECIPIENT ORGANIZATION:</b> Vermont Department of Health				

**STANDARD TERMS**

1. All previously issued terms and conditions remain in effect.

**CONTACTS**

1. Questions concerning the programmatic aspects of the grant should be directed to Richard Gonzales via email to [Richard.Gonzales@ACF.hhs.gov](mailto:Richard.Gonzales@ACF.hhs.gov) or at (202) 401-5138. Questions concerning the financial aspects of the grant should be directed to Roy Payne via email to [roy.payne@acf.hhs.gov](mailto:roy.payne@acf.hhs.gov) or call 202-401-4807.

original

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care	<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-00	<b>3a. AMEND. NO.:</b> 0
--	---	--	-----------------------------

**4. FAIN:** 90TP0041

<b>5. TYPE OF AWARD:</b> Demonstration	<b>6. TYPE OF ACTION:</b> New	<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
---	----------------------------------	--

<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five
--	---	---

<b>11. RECIPIENT ORGANIZATION:</b> HUMAN SERVICES, VERMONT AGENCY OF 280 State Drive Nob 1 North Waterbury, VT 05671-0001 Grantee Authorizing Official: Ken Schatz , AHS-DCF Commissioner	<b>12. PROJECT / PROGRAM TITLE:</b> Vermont Birth through Five System Improvement Project
---	--

<b>13. COUNTY:</b> Washington	<b>14. CONGR. DIST.:</b> 00	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Reeva S Murphy
----------------------------------	--------------------------------	--

<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 1,424,054.00 29.74%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 3,363,695.00 70.26%
Travel.....	\$ 0.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 3,363,695.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 0.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$	0.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	\$ 3,363,695.00
Other.....	\$ 3,363,695.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	\$ 3,363,695.00
Direct Costs.....	\$ 3,363,695.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
Indirect Costs.....	\$ 0.00	Additional Costs	
In Kind Contributions.....	\$ 0.00	<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
<b>Total Approved Budget.....</b>	<b>\$ 3,363,695.00</b>	036000264	1036000264C7
		<b>24. OBJECT CLASS:</b> 41.51	

25. FINANCIAL INFORMATION:				DUNS	809376155
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG. NONFED %
	90TP004101	75-1819-1536	9-G990145	\$3,363,695.00	

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Timothy Chappelle Office of Grants Management 370 L'Enfant Promenade, SW Washington, DC 20447 Phone: N/A	<b>ISSUE DATE:</b> 12/21/2018	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Ms. Toya Hodnett 12/21/2018
---	----------------------------------	--

<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Mr. Andrew Williams -	<b>DATE:</b> 12/21/2018
---	----------------------------

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Child Care		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 90TP0041-01-00	<b>3a. AMEND. NO.:</b> 0
<b>4. FAIN:</b> 90TP0041				
<b>5. TYPE OF AWARD:</b> Demonstration		<b>6. TYPE OF ACTION:</b> New		<b>7. AWARD AUTHORITY:</b> PRWORA OF 1996, PL 104-193
<b>8. BUDGET PERIOD:</b> 12/31/2018 THRU 12/30/2019	<b>9. PROJECT PERIOD:</b> 12/31/2018 THRU 12/30/2019		<b>10. CFDA NO.:</b> 93.434 - ESSA Preschool Development Grants Birth through Five	
<b>11. RECIPIENT ORGANIZATION:</b> State of Vermont				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment formation.

This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

The prior approval requirements waived by 45 CFR Part 75.308 (d) (4) are hereby reinstated and made applicable to this award. The grantee shall obtain all prior approvals set forth in 45 CFR Part 75.308 including those that apply to pre-award costs, project period extensions and carryover of un-obligated balances to the next budget period

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

This award is subject to requirements or limitations in any applicable Appropriations Act.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims

Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.

For the full text of the award term, go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

This award is subject to the requirements as set forth in 45 CFR Part 87.

This grant is subject to the requirements set forth in 45 CFR 1336.

This grant is subject to the requirements as set forth in 45 CFR Part 75.

Attached are terms and conditions, reporting requirements, and payment instructions.

Initial expenditure of funds by the grantee constitutes acceptance of this award.

Future support is anticipated.

**AWARD CONDITIONS**

1. Special Conditions

This award approves funding for your application/project at a lower amount than requested. Therefore, the Administration for Children & Families (ACF) will contact the grantee within 30 days