MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 9, 2009
Subject: JFO #2408, #2409, #2410, #2411, #2412, #2413

No Joint Fiscal Committee member has requested that the following items be held for review:

**JFO #2408** — $26,190 grant from the U.S. Health Resources and Services Administration to the Department of Health. These grant funds will be used to support the recruitment and retention of primary care providers via a subgrant to the Vermont State Primary Care Offices (PCO).

[JFO received 11/09/09]

**JFO #2409** — $217,504 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be distributed to the Vermont Network Against Domestic and Sexual Violence for direct services to victims of sexual assault.

[JFO received 11/09/09]

**JFO #2410** — $695,147 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be used to aid adult and child victims of domestic violence and sexual assault, etc., by expanding safety and support services in five of Vermont's rural.

[JFO received 11/09/09]

**JFO #2411** — $71,216 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be used for outreach and education about services available to crime victims. The focus of this outreach will be underserved populations from diverse cultural backgrounds who may not speak English.

[JFO received 11/09/09]

**JFO #2412** — $1,000,000 grant from the U.S. Department of Justice to the Department of Public Safety. These funds will be used to support the work of the Vermont Drug Task Force to disrupt the flow of illegal drugs into Vermont.

[JFO received 11/09/09]
JFO #2413 — $96,477 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to fund necessary IT upgrades and staff training for the transition to the new federal apprenticeship program mandates. [JFO received 11/09/09]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Wendy Davis, Commissioner
    Judy Rex, Executive Director
    Thomas Tremblay, Commissioner
    Patricia Moulton Powden, Commissioner
MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 12, 2009
Subject: Grant Requests

Enclosed please find seven (7) requests that the Joint Fiscal Office has received from the administration:

**JFO #2407** — $612,000 grant from the U.S. Environmental Protection Agency (EPA) to the Agency of Commerce & Community Development. These grant funds will be used to establish a special revolving loan fund for brownfield projects that are “shovel-ready”. **This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 11/09/09]

**JFO #2408** — $26,190 grant from the U.S. Health Resources and Services Administration to the Department of Health. These grant funds will be used to support the recruitment and retention of primary care providers via a subgrant to the Vermont State Primary Care Offices (PCO). **This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 11/09/09]

**JFO #2409** — $217,504 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be distributed to the Vermont Network Against Domestic and Sexual Violence for direct services to victims of sexual assault.

[JFO received 11/09/09]

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[JFO received 11/09/09]

**JFO #2411** — $71,216 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be used for outreach and education about services available to crime victims. The focus of this outreach will be underserved populations from diverse cultural backgrounds who may not speak English.

[JFO received 11/09/09]
JFO #2412 — $1,000,000 grant from the U.S. Department of Justice to the Department of Public Safety. These funds will be used to support the work of the Vermont Drug Task Force to disrupt the flow of illegal drugs into Vermont. [JFO received 11/09/09]

JFO #2413 — $96,477 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to fund necessary IT upgrades and staff training for the transition to the new federal apprenticeship program mandates. [JFO received 11/09/09]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by November 26 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

cc: James Reardon, Commissioner  
Kevin Dorn, Secretary  
Joan Senecal, Commissioner  
Judy Rex, Executive Director  
Thomas Tremblay, Commissioner  
Patricia Moulton Powden, Commissioner
MEMORANDUM

To: Representative Steven Maier
    Senator Douglas Racine

From: Nathan Lavery, Fiscal Analyst

Date: November 12, 2009

Subject: JFO #2408

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, Representative Michael Obuchowski asked that I forward to you a copy of the enclosed American Recovery and Reinvestment Act grant materials and cover memo (JFO #2408). He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
    Stephen Klein
October 15, 2009

To: Joint Fiscal Office

From: Tom Evslin, Chief Recovery Officer

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved, the sooner Vermonters will benefit by the expansion of the National Health Services Corps which it funds.

Thank you for your consideration.
ARRA ACTIVITY ACCEPTANCE REQUEST:  ☑ ARRA Competitive Grant
(Alternate Form AA-1)  ☐ Other ARRA Activity
(Not subject to AA-1 Process)

Revision?  ☐ Yes  Revision Date:

INSTRUCTIONS:  This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION


4. Office Location:  City/town: Burlington  County: Chittenden

5. ARRA Activity (ARRA-1-01): ARRA Primary Care
6. ARRA Code (ARRA-2-1): E09

7. Legal Title of Grant: ARRA - State Primary Care Offices

8. Federal Agency Award # (ARRA-B): 1 U6AHP16592-01
9. CFDA # (ARRA-E): 93.414

10. Federal Funding Agency’s US Treasury Account Symbol (TAS):

11. Federal (or VT) Funding Agency (ARRA-A): Health Resources and Services Administration
12. Award Date: 9/11/2009

13. Award Amount $26,190
14. Check if this amount is an estimate:  ☐

16. Date by which ARRA funds must be:  ☑ Obligated by Date: 9/29/2010 and/or  ☐ Spent by Date:

17. Purpose of Grant/ARRA Narrative (ARRA-2-02):
The Department of Health has received a grant award of $26,190 from HRSA for the expansion of the National Health Services Corps in Vermont. These funds will be used to support a subgrant to the Bi-State Primary Care Association to carry out recruitment and retention activities. The consultant named in the grant application attached is an employee of Bi-State PCA and was specifically named because HRSA required a biographical sketch of the person who will undertake the work. (Please see grant application and award document attached.)

18. Area that will Benefit (name the state, county, city or school district): Vermont

19. Impact on existing program if grant is not Accepted: None

20. BUDGET INFORMATION (Note the total of columns A+B+C must equal the total of columns D+E+F)

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<tr>
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<td>$26,190</td>
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<td>Revenues:</td>
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<td>Other Funds:</td>
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### Form ESR-2

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<td>$</td>
<td>$26,190</td>
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Comments about expenditures or revenues may be made in the space provided below:

#### 21. VISION Tracking Information:

<table>
<thead>
<tr>
<th>DeptID/Appropriation</th>
<th>Other VISION Chartfield (funds, programs or projects)</th>
<th>Total Amount (all FYs)</th>
<th>Comments</th>
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<td>Expenditures will be identified by VDH grant number.</td>
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<tr>
<td>Total</td>
<td></td>
<td>$26,190</td>
<td>This Total MUST agree with the total of Item 10, columns A+B+C above</td>
</tr>
</tbody>
</table>

#### PERSONAL SERVICE INFORMATION

22. Will monies from this grant be used to fund one or more Personal Service Contracts? □ Yes ☑ No

If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: ___________ Agreed by: ___________ (initial)

#### 23. State Position Information and Title(s):

None

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?

☐ YES – Form attached or ☑ No new positions created

25. Equipment and space for these positions:

☐ Is presently available. ☑ Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?

☐ Yes ☑ No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):

1. ☐ To Preserve & create jobs & promote economic recovery.
2. ☐ To assist those most impacted by the recession.
3. ☐ To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
4. ☐ To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
5. ☐ To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

#### AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

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). I/we further certify that these funds will be used only in

ARRA Activity Acceptance, Form ESR-2.dot_v1.4

Page 2 of 3
accordance with the federal America, Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

Agency Secretary (if required):

Name: PATRICK FLOOD
Title: DEPUTY SECRETARY

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

☐ ☑ √ To Release Spending Authority in VISION:

FY 2010 $ 26,190 Citation(s): ARRA (ESR2)

Commissioner Finance & Management initial:

Date: 9/30/09

30. SECRETARY OF ADMINISTRATION

☐ Check One Box: (Secretary’s signature or designate)

☐ Accepted

☐ Rejected

Date: 10/21/09

31. ACTION BY GOVERNOR

☐ Check One Box: (Governor’s signature or designate)

☑ Request to JFO

☐ Rejected

Date: 11/3/09

32. SENT TO JFO

☐ Sent to JFO

Date:

* * * Section 33 is a required section * * *

33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST (check all that apply):

☐ Notice of Award or Proof of Award (REQUIRED)

☐ Dept. project approval (if applicable)

☐ Governor’s Certification (if applicable)

☐ Grant (Project) Timeline (if applicable)

☐ Request Memo

☐ Notice of Donation (if any)

☐ Request for Extension (if applicable)

☐ Grant Agreement

☐ Position Request Form(s)

☐ Form AA-1PN attached (if applicable)

* * * Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 * * *

For ESR Use Only:

Director's Signature: 9/15/09

Signed:

Date:

* * *
1. DATE ISSUED: 09/11/2009

2. PROGRAM CFDA: 93.414

3. SUPERCEDES AWARD NOTICE dated:

4a. AWARD NO.: 1 U6AP16592-01-00
4b. GRANT NO.: U6AHP16592
5. FORMER GRANT NO.: 

6. PROJECT PERIOD:
   FROM: 09/30/2009 THROUGH: 09/29/2012

7. BUDGET PERIOD:

8. TITLE OF PROJECT (OR PROGRAM): ARRA - State Primary Care Offices

9. GRANTEE NAME AND ADDRESS:
   VERMONT STATE DEPARTMENT OF HEALTH
   108 Cherry St
   Burlington, VT 05401-4295

10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)
    Tracy Dolan
    VERMONT STATE DEPARTMENT OF HEALTH
    106 Cherry Street
    Burlington, VT 05401-4295

11. APPROVED BUDGET: (Excludes Direct Assistance)

   [X] Grant Funds Only
   [ ] Total project costs including grant funds and all other financial participation

   a. Salaries and Wages:
      $ 0.00
   b. Fringe Benefits:
      $ 0.00
   c. Total Personnel Costs:
      $ 0.00
   d. Consultant Costs:
      $ 0.00
   e. Equipment:
      $ 0.00
   f. Supplies:
      $ 0.00
   g. Travel:
      $ 0.00
   h. Construction/Alteration and Renovation:
      $ 0.00
   i. Other:
      $ 26,190.00
   j. Consortium/Contractual Costs:
      $ 0.00
   k. Trainee Related Expenses:
      $ 0.00
   l. Trainee Stipends:
      $ 0.00
   m. Trainee Tuition and Fees:
      $ 0.00
   n. Trainee Travel:
      $ 0.00
   o. TOTAL DIRECT COSTS:
      $ 26,190.00
   p. INDIRECT COSTS: (Rate: % of S&WITADC)
      $ 0.00
   q. TOTAL APPROVED BUDGET:
      $ 26,190.00
   r. Less Non-Federal Resources:
      $ 0.00
   s. Federal Share:
      $ 26,190.00

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

   a. Authorized Financial Assistance This Period $ 26,190.00
   b. Less Unobligated Balance from Prior Budget Periods
      i. Additional Authority $ 0.00
      ii. Offset $ 0.00
   c. Unawarded Balance of Current Year's Funds $ 0.00
   d. Less Cumulative Prior Award(s) This Budget Period $ 0.00
   e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION $ 26,190.00

13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)

   YEAR | TOTAL COSTS
   ---|---
   02 | $ 26,190.00
   03 | $ 26,190.00

14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)

   a. Amount of Direct Assistance $ 0.00
   b. Less Unawarded Balance of Current Year's Funds $ 0.00
   c. Less Cumulative Prior Award(s) This Budget Period $ 0.00
   d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION $ 0.00

15. PROGRAM INCOME SUBJECT TO 45 CFR Part 74.24 OR 45 CFR 92.25 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

   A=Addition B=Deduction C=Cost Sharing or Matching D=Other

   Estimated Program Income: $ 0.00

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

   a. The grant program legislative cited above.
   b. The grant program regulations cited above.
   c. This award notice including terms and conditions. If any, noted below under REMARKS. d. 45 CFR Part 74 or 45 CFR Part 92 as applicable. In the event there are additional, or amended instrumental policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

17. OBJ. CLASS: 41.45
18. CRS-EIN: 1036000274A5
19. FUTURE RECOMMENDED FUNDING:

   | SFY | PROGRAM CODE |
   ---|---|---|
   | 09-3765590 | 93.414 | U6AHP16592RP | $ 26,190.00 | $ 0.00 | N/A

REMARKS: (Other Terms and Conditions Attached [X] Yes [ ] No)

Tracy Dolan, Project Manager, will oversee the project and will be donating 5% of in-kind support towards the accomplishments of the proposed goals and objectives of the grant.

Electronically signed by Theda Duvall, Grants Management Officer on: 09/11/2009

Primary Care
## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

<table>
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<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
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<td>Federal (c)</td>
<td>Non-Federal (d)</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5. Totals</td>
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Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A-102) Page 1
## SECTION B - BUDGET CATEGORIES

6. Object Class Categories

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<tr>
<td>Total Direct Charges (sum of 6a-6h)</td>
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<tr>
<td>Indirect Charges</td>
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<tr>
<td>Totals (sum of 6i and 6j)</td>
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7. Program Income

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A-102) Page 1A
### SECTION C • NON-FEDERAL RESOURCES

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<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
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12. TOTAL (sum of lines 8-11) $         $         $         $          $          

### SECTION D • FORECASTED CASH NEEDS

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15. TOTAL (sum of lines 13 and 14) $26,190.00 $26,190.00 $0.00 $0.00 $0.00

### SECTION E • BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>FUTURE FUNDING PERIODS (YEARS)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(b) First</td>
</tr>
<tr>
<td>16. Supporting HHSC Expansion</td>
<td>$26,190.00</td>
</tr>
<tr>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
</tr>
</tbody>
</table>

20. TOTAL (sum of lines 16 - 19) $26,190.00 $26,190.00 $26,190.00 $0.00

### SECTION F • OTHER BUDGET INFORMATION

21. Direct Charges: 

22. Indirect Charges: 

23. Remarks: 

Authorized for Local Reproduction
New Limited Competition Award Announcement Number: HRSA-09-277
Submitted by Vermont Department of Health

Workforce Development for the NHSC and Safety Net/Health Center Community

PROGRAM NARRATIVE

INTRODUCTION

The purpose of this funding initiative is to assist the Vermont State Primary Care Offices (PCO) in the coordination of activities as it relates to the delivery of primary care services and the recruitment and retention of critical health care providers as a result of the National Health Services Corp (NHSC) initiative under the American Recovery & Reinvestment Act. The funds will be used to strengthen the primary care workforce administered through the NHSC to support activities in order to meet the demand to recruit new clinicians into the NHSC program and facility and matching them to eligible sites.

Currently, there are more than 50 existing primary care provider vacancies statewide, representing provider shortages for an estimated 82,000 Vermonters. There is need for the Primary Care Office to assist health centers in understanding the NHSC recruitment and retention application processes as new opportunities arising for loan repayment, and for the Recruitment Center to supply health centers with Health Professional Shortage Area information and other relevant data to ease the burden of this application submission.

WORK PLAN

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objective: Increase number of NHSC site recruitment and retention applications reviewed by the PCO</td>
<td>Provided feedback to sites on any missing or incomplete data submitted.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>NHSC applications approved by PCO.</td>
</tr>
<tr>
<td>Review, analyze, and comment on NHSC applications that are submitted to both the PCA and PCO office by eligible sites.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule monthly meetings with the PCO</td>
<td>Reviewed new applications and sites.</td>
<td>On-going</td>
<td>Consultant</td>
<td>Meeting notes.</td>
</tr>
<tr>
<td>2. Objective: Increase number of organizations/communities who received technical or community development assistance.</td>
<td>Eight eligible site vacancies posted.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Vacancy log captured data.</td>
</tr>
<tr>
<td>Facilitate the development and posting of site and NHSC job opportunities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide technical assistance to health centers including</td>
<td>Linked ten practice sites with NHSC</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Five of these ten sites completed</td>
</tr>
</tbody>
</table>
### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>mental and oral health practices to help them interpret and understand NHSC program requirements.</td>
<td>information to support their ability to attract and retain qualified clinicians.</td>
<td></td>
<td></td>
<td>NHSC recruitment and retention assistance applications and were approved for NHSC assistance.</td>
</tr>
<tr>
<td>Assist undesignated Rural Health Clinics with obtaining “facility HPSA” designation in order to become eligible for NHSC recruitment and retention assistance.</td>
<td>Three Rural Health Clinics obtained “facility HPSA” status.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Sites listed on HPSA website as “facility HPSAs”.</td>
</tr>
<tr>
<td>Maintain communication with NHSC Recruitment and Retention Assistance Branch to keep current on issues affecting NHSC programs.</td>
<td>Participated in ten Bureau of Clinician Recruitment and Retention Services conference calls.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Meeting notes/minutes.</td>
</tr>
<tr>
<td>Develop and maintain a spreadsheet listing NHSC site approval dates, renewal dates, HPSA scores and number of clinicians requiring NHSC loan repayment at respective health center.</td>
<td>Maintain spreadsheet.</td>
<td>On-going</td>
<td>Consultant</td>
<td>Information entered on spreadsheet.</td>
</tr>
<tr>
<td>Participation in the Rural Recruitment &amp; Retention Network Annual meeting.</td>
<td>Enhanced knowledge of NHSC program through networking with other states.</td>
<td>Fall 2012</td>
<td>Consultant</td>
<td>Summary of outcomes of meeting.</td>
</tr>
</tbody>
</table>

3. Objective: Increase outreach activities/tasks performed in relation to recruitment and retention as it relates to NHSC

Provide technical assistance to prospective clinicians include minority and underserved populations (i.e. Migrant Farm Worker and Refugee Settlement Programs) to help them interpret and understand

| Provide technical assistance to prospective clinicians include minority and underserved populations (i.e. Migrant Farm Worker and Refugee Settlement Programs) to help them interpret and understand | Linked ten clinicians with NHSC information to assist them in finding NHSC eligible positions.                                      | 9/29/10            | Consultant        | Five of these ten clinicians completed NHSC applications.                      |
### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHSC program requirements and complete NHSC applications.</td>
<td>Visited five health centers.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Health center visits logged.</td>
</tr>
<tr>
<td>Consult with health centers via site visit to identify NHSC needs for recruitment and retention assistance and to provide updates on NHSC programs.</td>
<td>Posted ten vacancies eligible for NHSC assistance on websites.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Vacancies entered on websites.</td>
</tr>
<tr>
<td>Post health center clinical vacancies on the National Health Service Corps and Rural Recruitment &amp; Retention Network website.</td>
<td>Sent 20 NHSC information packets to prospective candidates.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Logged in Practice Sites database.</td>
</tr>
<tr>
<td>Prepare and maintain information documents on NHSC programs to distribute to prospective clinicians.</td>
<td>Placed advertisement in the New England Journal of Medicine.</td>
<td>Fall 2009</td>
<td>Consultant</td>
<td>Advertisement reviewed.</td>
</tr>
<tr>
<td>Create and place ad in regional magazine to promote NHSC program.</td>
<td>WebPages completed and posted on Facebook and LinkedIn websites.</td>
<td>Winter 2010</td>
<td>Consultant</td>
<td>Review of websites.</td>
</tr>
<tr>
<td>Developed and maintain social networking website to promote NHSC program.</td>
<td>Increased behavioral health site knowledge of NHSC.</td>
<td>Fall 2011</td>
<td>Consultant</td>
<td>Participant registration.</td>
</tr>
</tbody>
</table>

**4. Monitor and evaluate work conducted under the PCO Supplemental Grant Award**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop quarterly reports as per HRSA and ARRA requirements.</td>
<td>Reports are submitted on quarterly basis.</td>
<td>Quarterly</td>
<td>Consultant</td>
<td>Confirmation of receipt of quarterly reports by PCO.</td>
</tr>
</tbody>
</table>
STAFFING PLAN AND PERSONNEL REQUIREMENTS
Consultant time (0.30 FTE) is being requested to increase the number of National Health Service Corp (NHSC) site recruitment and retention applications reviewed by the PCO; increase number of organizations/communities who received technical or community development assistance and to increase outreach activities/tasks performed in relation to recruitment and retention as it relates to NHSC. A prospective consultant has been identified and is described in the biographical sketch attached. The consultant will report to Tracy Dolan, acting Director for the Primary Care Office.
Biographical Sketch

The prospective consultant, Tammy McKenzie, spends time establishing and maintaining relationships with Vermont organizations to support the development and implementation of strategies to address health professional workforce shortages in the state. In addition to a B.S. in Human Services from Springfield College in Wilmington, DE, Ms. McKenzie’s qualifications include more than ten years of prior experience in workforce and human resources experience, including nurse recruitment in both for-profit and non-profit settings as well as prior experience collaborating with all levels of management to assess, plan, evaluate and implement comprehensive and competitive recruitment and retention programs. Additionally, Ms. McKenzie serves as a NHSC Community-based Ambassador to provide support for clinicians with an interest or dedication to improving the health of the Nation’s underserved.
Workforce Development for the NHSC and Safety Net/Health Center Community

a. Personnel 0.00

b. Fringe Benefits $0.00
c. Travel $0.00
d. Equipment $0.00
e. Supplies $0.00
f. Contractual $0.00
g. Construction $0.00
h. Other $26,190.00

A consultant will provide services to support NHSC expansion through recruitment and retention activities including extensive site support, marketing NHSC opportunities at conferences, and developing materials to promote the program within and outside of Vermont.

i. Total Direct Charges $26,190.00

j. Indirect Charges $0.00

k. Totals $26,190.00
October 15, 2009

To: Joint Fiscal Office

From: Tom Evslin, Chief Recovery Officer

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved, the sooner Vermonters will benefit by the expansion of the National Health Services Corps which it funds.

Thank you for your consideration.
ARRA ACTIVITY ACCEPTANCE REQUEST:

- ARRA Competitive Grant
- Other ARRA Activity

INSTRUCTIONS: This form must be completed in its entirety and is required for:
1) acceptance of all ARRA Discretionary Grants, and
2) PRIOR to receipt of all ARRA Formula/Block Grants, and
3) PRIOR to receipt of all ARRA funding for Individual Entitlement Programs.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): AHS
2. Department (ARRA-F): Health 03420
3. DUNS # (ARRA-C): 80-937-6155
4. Office Location: City/town: Burlington County: Chittenden
5. ARRA Activity (ARRA 1-01): ARRA Primary Care
6. ARRA Code (ARRA 2-1): E09
7. Legal Title of Grant: ARRA - State Primary Care Offices
8. Federal Agency Award # (ARRA-B): I U6AIIP16592-01
9. CFDA # (ARRA-E): 93.414
10. Federal Funding Agency’s US Treasury Account Symbol (TAS): Health Resources and Services Administration
11. Federal (or VT) Funding Agency (ARRA-A): Health Resources and Services Administration
12. Award Date: 9/11/2009
13. Award Amount: $26,190
14. Check if this amount is an estimate: ☐
16. Date by which ARRA funds must be: ☑ Obligated by Date: 9/29/2010 and/or ☐ Spent by Date:
17. Purpose of Grant/ARRA Narrative (ARRA 2-02):
The Department of Health has received a grant award of $26,190 from HRSA for the expansion of the National Health Services Corps in Vermont. These funds will be used to support a subgrant to the Bi-State Primary Care Association to carry out recruitment and retention activities. The consultant named in the grant application attached is an employee of Bi-State PCA and was specifically named because HRSA required a biographical sketch of the person who will undertake the work. (Please see grant application and award document attached.)

18. Area that will Benefit (name the state, county, city or school district): Vermont
19. Impact on existing program if grant is not Accepted: None

20. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>SFY 2009</th>
<th>SFY 2010</th>
<th>SFY 2011 &amp; Beyond</th>
<th>FFY 2009</th>
<th>FFY 2010</th>
<th>SFY 2011 &amp; Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>3rd Party Contracts</td>
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<tr>
<td>Operating Expenses</td>
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<td>$</td>
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</tr>
<tr>
<td>Grants/Sub-Awards</td>
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<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
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<tr>
<td>Revenues:</td>
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<tr>
<td>State Funds:</td>
<td>$</td>
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<td>Cash</td>
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<td>In-Kind</td>
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<tr>
<td>ARRA Federal Funds:</td>
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<tr>
<td>(Direct Costs)</td>
<td>$</td>
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<tr>
<td>(Statewide Indirect)</td>
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<td>(Dept’l Indirect)</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>Sub-total ARRA Funds</td>
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<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
<td>$26,190</td>
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<tr>
<td>Other Funds:</td>
<td>$</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>
### Form ESR-2

<table>
<thead>
<tr>
<th>(Other Federal)</th>
<th>$</th>
<th>$</th>
<th>$</th>
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<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>(list source)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$</td>
<td>$26,190</td>
<td>$</td>
<td>$26,190</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Comments about expenditures or revenues may be made in the space provided below:

### 21. VISION Tracking Information:

<table>
<thead>
<tr>
<th>DeptID/Appropriation:</th>
<th>Other VISION Chartfield (funds, programs or projects)</th>
<th>Total Amount (all FYs)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3420010000</td>
<td>VISION Program Code 39530</td>
<td>$26,190</td>
<td>Expenditures will be identified by VDH grant number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Total $26,190

This Total MUST agree with the total of Item 10, columns A+B+C above

### PERSONAL SERVICE INFORMATION

22. Will monies from this grant be used to fund one or more Personal Service Contracts? ☐ Yes ☑ No

If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: ___________________________ Agreed by: ___________________________ (initial)

### 23. State Position Information and Title(s):

<table>
<thead>
<tr>
<th># Existing Positions Retained</th>
<th>Est. Annual Regular Hours</th>
<th># Positions Created (New)</th>
<th>Est. Annual Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Positions

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?

☐ YES – Form attached or ☑ No new positions created

25. Equipment and space for these positions:

☐ Is presently available. ☐ Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?

☐ Yes ☑ No

If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):

1. ☐ To Preserve & create jobs & promote economic recovery.
2. ☐ To assist those most impacted by the recession.
3. ☐ To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
4. ☐ To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
5. ☐ To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

### 28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

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). I/we further certify that these funds will be used only in

ARRA Activity Manager: [Signature]

Name: Tracy Dolan
Title: Director of Public Health Planning

Department Head: [Signature]

Name: Wendy Davis, MD
Title: Commissioner, Department of Health

ARRA Activity Acceptance_Form ESR-2.dot_v1.4
accordance with the federal America Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

Agency Secretary (if required):

Name: **Patrick Flood**

Title: **Deputy Secretary**

Date: **9/30/09**

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

☐ To Release Spending Authority in VISION:

| FY 2010 | $26,190 |

Citation(s): ARRA (ESR2) Competitive Grant

Analyst (initial): **JH**

Date: **10/21/09**

Commissioner Finance & Management (initial): **M**

Date: **10/21/09**

For ESR Use Only:

Assigned ESR:

Director's Signature: **[Signature]**

Date: **11/5/09**

*** Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 ***

30. SECRETARY OF ADMINISTRATION

☐ Check One Box: (Secretary's signature or designee)

**[Signature]**

Date: **10/21/09**

□ Rejected

31. ACTION BY GOVERNOR

☐ Check One Box: (Governor's signature or designee)

**[Signature]**

Date: **11/3/09**

□ Rejected

32. SENT TO JFO

□ Sent to JFO

Date:

*** Section 33 is a required section ***

33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST (check all that apply):

☐ Notice of Award or Proof of Award (REQUIRED)

☐ Request Memo

☐ Grant Agreement

☐ Dept. project approval (if applicable)

☐ Governor’s Certification (if applicable)

☐ Notice of Donation (if any)

☐ Position Request Form(s)

☐ Grant (Project) Timeline (if applicable)

☐ Request for Extension (if applicable)

☐ Form AA-1PN attached (if applicable)

ARRA Activity Acceptance_Form ESR-2.dot_v1.4

Page 3 of 3
NOTICE OF GRANT AWARD
AUTHORIZATION (Legislation/Regulation)
American Recovery and Reinvestment Act of 2009

DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH RESOURCES AND SERVICES ADMINISTRATION

NOTICE OF GRANT AWARD

1. DATE ISSUED: 09/11/2009
2. PROGRAM CFDA: 93.414

3. SUPERCEDES AWARD NOTICE dated:

4a. AWARD NO.: 1 U6AHP166592-01-00
4b. GRANT NO.: U6AHP16592
5. FORMER GRANT NO.: 

6. PROJECT PERIOD:
FROM: 09/30/2009 THROUGH: 09/29/2012
7. BUDGET PERIOD:

8. TITLE OF PROJECT (OR PROGRAM): ARRA - State Primary Care Offices
9. GRANTEE NAME AND ADDRESS:
VERMONT STATE DEPARTMENT OF HEALTH
108 Cherry St
Burlington, VT 05401-4295

11. APPROVED BUDGET: (Excludes Direct Assistance)

[X] Grant Funds Only

\[ \]

1. Total project costs including grant funds and all other financial participation:

  a. Salaries and Wages: $ 0.00
  b. Fringe Benefits: $ 0.00
  c. Total Personnel Costs: $ 0.00
  d. Consultant Costs: $ 0.00
  e. Equipment: $ 0.00
  f. Supplies: $ 0.00
  g. Travel: $ 0.00
  h. Construction/Alteration and Renovation: $ 0.00
  i. Other: $ 26,190.00
  j. Consortium/Contractual Costs: $ 0.00
  k. Trainee Related Expenditures: $ 0.00
  l. Trainee Stipends: $ 0.00
  m. Trainee Tuition and Fees: $ 0.00
  n. Trainee Travel: $ 0.00
  o. TOTAL DIRECT COSTS: $ 26,190.00
  p. INDIRECT COSTS: (Rate: % of S&W/WTADC) $ 0.00
  q. TOTAL APPROVED BUDGET: $ 26,190.00

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

a. Authorized Financial Assistance This Period $ 26,190.00
b. Less Unobligated Balance from Prior Budget Periods
   i. Additional Authority $ 0.00
   ii. Offset $ 0.00
c. Unawarded Balance of Current Year's Funds $ 0.00
d. Less Cumulative Prior Award(s) This Budget Period

e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION $ 26,190.00

13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)

14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)

\[ \]

YEAR | TOTAL COSTS
--- | ---
02 | $ 26,190.00
03 | $ 26,190.00

15. PROGRAM INCOME SUBJECT TO 45 CFR Part 74.24 OR 45 CFR 92.25 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

A=Addition B=Deduction C=Cost Sharing or Matching D=Other

Estimated Program Income: $ 0.00

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- Other Terms and Conditions Attached [X] Yes [ ] No

REMARKS: Other Terms and Conditions Attached [X] Yes [ ] No
Tracy Dolan, Project Manager, will oversee the project and will be donating 5% of in-kind support towards the accomplishments of the proposed goals and objectives of the grant.

Electronically signed by Theda Duvall, Grants Management Officer on: 09/11/2009

17. OBJ. CLASS: 41.45 18. CRS-EIN: 1036000274A8 19. FUTURE RECOMMENDED FUNDING:

<table>
<thead>
<tr>
<th>FISCAL</th>
<th>CFDA</th>
<th>DOCUMENT NO.</th>
<th>AMT. FINANCED</th>
<th>AMT. DIS. AUTH</th>
<th>PROGRAM CODE</th>
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<tbody>
<tr>
<td>09-3765990</td>
<td>93.414</td>
<td>U6AHP16592RP</td>
<td>$ 26,190.00</td>
<td>$ 0.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Primary Care
<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td>1. Supporting NHSC Expansion</td>
<td>93.414</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION B - BUDGET CATEGORIES

#### 6. Object Class Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting NHSC Expansion</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Other</td>
<td></td>
<td>26,190.00</td>
<td></td>
<td></td>
<td>26,190.00</td>
</tr>
<tr>
<td>i. Total Direct Charges (sum of 6a-6h)</td>
<td></td>
<td>26,190.00</td>
<td></td>
<td></td>
<td>26,190.00</td>
</tr>
<tr>
<td>j. Indirect Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. TOTALS (sum of 6i and 6j)</td>
<td>$</td>
<td>26,190.00</td>
<td>$</td>
<td></td>
<td>$ 26,190.00</td>
</tr>
</tbody>
</table>

#### 7. Program Income

<table>
<thead>
<tr>
<th>Amount</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Income</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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Standard Form 424A (Rev. 7-97)

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### SECTION C - NON-FEDERAL RESOURCES

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. TOTAL (sum of lines 8-11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION D - FORECASTED CASH NEEDS

<table>
<thead>
<tr>
<th></th>
<th>Total for 1st Year</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$26,190.00</td>
<td>$26,190.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Federal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL (sum of lines 13 and 14)</td>
<td>$26,190.00</td>
<td>$26,190.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>FUTURE FUNDING PERIODS (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting NRSC Expansion</td>
<td>(b)First (c) Second (d) Third (e) Fourth</td>
</tr>
<tr>
<td>16.</td>
<td>$26,190.00</td>
</tr>
<tr>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
</tr>
<tr>
<td>20. TOTAL (sum of lines 16 - 19)</td>
<td>$26,190.00</td>
</tr>
</tbody>
</table>

### SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 
22. Indirect Charges: 
23. Remarks: 

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New Limited Competition Award Announcement Number: HRSA-09-277
Submitted by Vermont Department of Health

Workforce Development for the NHSC and Safety Net/Health Center Community

PROGRAM NARRATIVE

INTRODUCTION

The purpose of this funding initiative is to assist the Vermont State Primary Care Offices (PCO) in the coordination of activities as it relates to the delivery of primary care services and the recruitment and retention of critical health care providers as a result of the National Health Services Corp (NHSC) initiative under the American Recovery & Reinvestment Act. The funds will be used to strengthen the primary care workforce administered through the NHSC to support activities in order to meet the demand to recruit new clinicians into the NHSC program and facility and matching them to eligible sites.

Currently, there are more than 50 existing primary care provider vacancies statewide, representing provider shortages for an estimated 82,000 Vermonters. There is need for the Primary Care Office to assist health centers in understanding the NHSC recruitment and retention application processes as new opportunities arising for loan repayment, and for the Recruitment Center to supply health centers with Health Professional Shortage Area information and other relevant data to ease the burden of this application submission.

WORK PLAN

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objective: Increase number of NHSC site recruitment and retention applications reviewed by the PCO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review, analyze, and comment on NHSC applications that are submitted to both the PCA and PCO office by eligible sites.</td>
<td>Provided feedback to sites on any missing or incomplete data submitted.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>NHSC applications approved by PCO.</td>
</tr>
<tr>
<td>Schedule monthly meetings with the PCO</td>
<td>Reviewed new applications and sites.</td>
<td>On-going</td>
<td>Consultant</td>
<td>Meeting notes.</td>
</tr>
<tr>
<td>2. Objective: Increase number of organizations/communities who received technical or community development assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitate the development and posting of site and NHSC job opportunities.</td>
<td>Eight eligible site vacancies posted.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Vacancy log captured data.</td>
</tr>
<tr>
<td>Provide technical assistance to health centers including</td>
<td>Linked ten practice sites with NHSC</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Five of these ten sites completed</td>
</tr>
</tbody>
</table>
New Limited Competition Award Announcement Number: HRSA-09-277
Submitted by Vermont Department of Health

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>mental and oral health practices to help them interpret and understand NHSC program requirements.</td>
<td>information to support their ability to attract and retain qualified clinicians.</td>
<td></td>
<td></td>
<td>NHSC recruitment and retention assistance applications and were approved for NHSC assistance.</td>
</tr>
<tr>
<td>Assist undesignated Rural Health Clinics with obtaining “facility HPSA” designation in order to become eligible for NHSC recruitment and retention assistance.</td>
<td>Three Rural Health Clinics obtained “facility HPSA” status.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Sites listed on HPSA website as “facility HPSAs”.</td>
</tr>
<tr>
<td>Maintain communication with NHSC Recruitment and Retention Assistance Branch to keep current on issues affecting NHSC programs.</td>
<td>Participated in ten Bureau of Clinician Recruitment and Retention Services conference calls.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Meeting notes/minutes.</td>
</tr>
<tr>
<td>Develop and maintain a spreadsheet listing NHSC site approval dates, renewal dates, HPSA scores and number of clinicians requiring NHSC loan repayment at respective health center.</td>
<td>Maintain spreadsheet.</td>
<td>On-going</td>
<td>Consultant</td>
<td>Information entered on spreadsheet.</td>
</tr>
<tr>
<td>Participation in the Rural Recruitment &amp; Retention Network Annual meeting.</td>
<td>Enhanced knowledge of NHSC program through networking with other states.</td>
<td>Fall 2012</td>
<td>Consultant</td>
<td>Summary of outcomes of meeting.</td>
</tr>
</tbody>
</table>

3. Objective: Increase outreach activities/tasks performed in relation to recruitment and retention as it relates to NHSC

Provide technical assistance to prospective clinicians include minority and underserved populations (i.e. Migrant Farm Worker and Refugee Settlement Programs) to help them interpret and understand

<p>| Linked ten clinicians with NHSC information to assist them in finding NHSC eligible positions. | 9/29/10 | Consultant | Five of these ten clinicians completed NHSC applications. |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome</th>
<th>Target Due Date(s)</th>
<th>Person Responsible</th>
<th>Evaluation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHSC program requirements and complete NHSC applications.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consult with health centers via site visit to identify NHSC needs for recruitment and retention assistance and to provide updates on NHSC programs.</td>
<td>Visited five health centers.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Health center visits logged.</td>
</tr>
<tr>
<td>Post health center clinical vacancies on the National Health Service Corps and Rural Recruitment &amp; Retention Network website.</td>
<td>Posted ten vacancies eligible for NHSC assistance on websites.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Vacancies entered on websites.</td>
</tr>
<tr>
<td>Prepare and maintain information documents on NHSC programs to distribute to prospective clinicians.</td>
<td>Sent 20 NHSC information packets to prospective candidates.</td>
<td>9/29/10</td>
<td>Consultant</td>
<td>Logged in Practice Sites database.</td>
</tr>
<tr>
<td>Developed and maintain social networking website to promote NHSC program.</td>
<td>WebPages completed and posted on Face book and Linked-In websites.</td>
<td>Winter 2010</td>
<td>Consultant</td>
<td>Review of websites.</td>
</tr>
<tr>
<td>Facilitate the VT Clinician &amp; Recruitment Symposium to include behavioral health sites.</td>
<td>Increased behavioral health site knowledge of NHSC.</td>
<td>Fall 2011</td>
<td>Consultant</td>
<td>Participant registration.</td>
</tr>
<tr>
<td>4. Monitor and evaluate work conducted under the PCO Supplemental Grant Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop quarterly reports as per HRSA and ARRA requirements.</td>
<td>Reports are submitted on quarterly basis.</td>
<td>Quarterly</td>
<td>Consultant</td>
<td>Confirmation of receipt of quarterly reports by PCO.</td>
</tr>
</tbody>
</table>
STAFFING PLAN AND PERSONNEL REQUIREMENTS
Consultant time (0.30 FTE) is being requested to increase the number of National Health Service Corp (NHSC) site recruitment and retention applications reviewed by the PCO; increase number of organizations/communities who received technical or community development assistance and to increase outreach activities/tasks performed in relation to recruitment and retention as it relates to NHSC. A prospective consultant has been identified and is described in the biographical sketch attached. The consultant will report to Tracy Dolan, acting Director for the Primary Care Office.
Biographical Sketch

The prospective consultant, Tammy McKenzie, spends time establishing and maintaining relationships with Vermont organizations to support the development and implementation of strategies to address health professional workforce shortages in the state. In addition to a B.S. in Human Services from Springfield College in Wilmington, DE, Ms. McKenzie’s qualifications include more than ten years of prior experience in workforce and human resources experience including nurse recruitment in both for-profit and non-profit settings as well as prior experience collaborating with all levels of management to assess, plan, evaluate and implement comprehensive and competitive recruitment and retention programs. Additionally, Ms. McKenzie serves as a NHSC Community-based Ambassador to provide support for clinicians with an interest or dedication to improving the health of the Nation’s underserved.
Workforce Development for the NHSC and Safety Net/Health Center Community

a. Personnel 0.00

b. Fringe Benefits $0.00
c. Travel $0.00
d. Equipment $0.00
e. Supplies $0.00
f. Contractual $0.00
g. Construction $0.00
h. Other $26,190.00

A consultant will provide services to support NHSC expansion through recruitment and retention activities including extensive site support, marketing NHSC opportunities at conferences, and developing materials to promote the program within and outside of Vermont.

i. Total Direct Charges $26,190.00

j. Indirect Charges $0.00

k. Totals $26,190.00