



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: December 17, 2025
Subject: LSP Request - JFO #3268

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3268: One (1) limited-service position to the Agency of Human Services, Department of Health. The position, Substance Abuse Program Manager, will work on the previously approved State Opioid Resource Grant Program, JFO #2881. *[Received December 15, 2025]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Please submit concerns by **January 8, 2026**, or we will assume that you agree to consider as final the Governor's acceptance of this request.



State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
humanresources.vermont.gov

Agency of Administration

[phone] 802-461-9903
[fax] 802-828-3409

MEMORANDUM

TO: Emma Fedorchuk, Budget Analyst, Department of Finance and Management
FROM: David Fuller, Deputy Director of Classification and Position Management
DATE: 10/27/25
SUBJECT: VDH Limited Service Position Request

I have reviewed the attached documentation submitted by VDH for one Limited Service Position titled "Substance Use Program Manager." VDH references an original grant acceptance of JFO #2881. The most recent grant award letter from the Department of Health and Human Services for Vermont State Opioid Response does reference funds awarded for the above-mentioned position. The completed Limited Service Position Request Form, RFR and Org Chart are attached.

Please let me know if you have any questions.



Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Treatment

Notice of Award
FAIN# H79TI087746
Federal Award Date
09/24/2024

Recipient Information

1. Recipient Name

HUMAN SERVICES VERMONT AGENCY OF
280 STATE DR
WATERBURY, VT 05671

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

1036000264D4

4. Employer Identification Number (EIN)

036000264

5. Data Universal Numbering System (DUNS)

809376155

6. Recipient's Unique Entity Identifier

YLQARK22FMQ1

7. Project Director or Principal Investigator

Julia Harrison

julia.harrison@vermont.gov
802-951-5791

8. Authorized Official

Mrs. Megan Hoke
ahs.vdhfedgrantoperations@vermont.gov
802-922-7012

Federal Agency Information

9. Awarding Agency Contact Information

Milton Blijd
Grants Specialist
MILTON.BLIJD@SAMHSA.HHS.GOV

10. Program Official Contact Information

Laurasona Leigh
Program Official
Laurasona.Leigh@samhsa.hhs.gov
240-276-1171

Federal Award Information

11. Award Number

1H79TI087746-01

12. Unique Federal Award Identification Number (FAIN)

H79TI087746

13. Statutory Authority

PL 188-47, Div. D, Title II & PL 114-255, section 1003

14. Federal Award Project Title

Vermont State Opioid Response

15. Assistance Listing Number

93.788

16. Assistance Listing Program Title

Opioid STR

17. Award Action Type

New Competing

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/30/2024 – End Date 09/29/2025

20. Total Amount of Federal Funds Obligated by this Action	\$5,991,536
20a. Direct Cost Amount	\$5,704,261
20b. Indirect Cost Amount	\$287,275

21. Authorized Carryover

22. Offset

23. Total Amount of Federal Funds Obligated this budget period \$5,991,536

24. Total Approved Cost Sharing or Matching, where applicable \$0

25. Total Federal and Non-Federal Approved this Budget Period \$5,991,536

26. Project Period Start Date 09/30/2024 – End Date 09/29/2027

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$5,991,536

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Katrina Morgan

30. Remarks

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.




State of Vermont
Department of Health
280 State Drive
Waterbury, VT 05671-8300
802-863-7200
HealthVermont.gov

Agency of Human Services

MEMORANDUM

To: Jenney Samuelson, Secretary of Human Services

From: Dr. Rick Hildebrant, Commissioner Department of Health 

Re: Vermont State Opioid Response Grant Funded Position Request

Date: October 13, 2025

Please find enclosed a request for a limited-service position required to carry out the work required for the State Opioid Response Grant Program. The Joint Fiscal Committee previously authorized acceptance of funds from this source via JFO #2881.

We are requesting one position: Substance Use Program Manager, which will be funded entirely by the State Opioid Response Grant Program.

Thank you in advance for your favorable consideration of this request.

Cc: Tracy O'Connell, AHS Chief Financial Officer



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: **Human Services – Vermont Department of Health** Date: 10/13/2025

Name and Phone (of the person completing this request): **Megan Hoke (802) 922-7012**

Request is for:

☐ Positions funded and attached to a new grant

☒ Positions funded and attached to an existing grant approved by JFO #: 2881


1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 Department of Health & Human Services, Substance Abuse & Mental Health Services Administration (SAMHSA); State Opioid Response Grants (SOR), H79T1087746

2. <u>Title of Position Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Substance Use Program Manager	1	DSUP	09/30/2025 – 09/29/2027

3. Justification for this request as an essential grant program need:

Vermont's State Opioid Response grant objectives include increasing access to opioid use disorder treatment, improving regional capacity for substance use disorder treatment and reducing opioid related deaths in Vermont. This position is needed to help the Department of Health achieve the stated grant objectives, and will be responsible for planning, program development, implementation and ongoing monitoring of the statewide evidence-based system of clinical services for opioid use disorder.

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 of Agency or Department Head

Signed by: 10/16/2025



10/13/2025

2D24B62BE34A4C5

Date

David Fuller

Digitally signed by David Fuller
 Date: 2025.10.27 16:00:30 -04'00'

Approved/Denied by Department of Human Resources

Date

Adam Greshin

Digitally signed by Adam Greshin
 Date: 2025.11.10 13:57:44 -05'00'

Approved/Denied by Finance and Management

Date



11/10/2025 | 3:28:46 EST

Approved/Denied by Secretary of Administration

Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

Comments:

DS
 SB

10/15/2025



Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Substance Abuse Treatment

Notice of Award
 FAIN# H79TI087746
Federal Award Date
 09/20/2025

Recipient Information

1. Recipient Name

HUMAN SERVICES VERMONT AGENCY OF
 280 STATE DR
 WATERBURY, VT 05671

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

1036000264E7

4. Employer Identification Number (EIN)

036000264

5. Data Universal Numbering System (DUNS)

809376155

6. Recipient's Unique Entity Identifier

YLQARK22FMQ1

7. Project Director or Principal Investigator

Julia Harrison

julia.harrison@vermont.gov
 802-951-5791

8. Authorized Official

Mrs. Megan Hoke
 AHS.VDHFedGrantOperations@vermont.gov
 v
 802-651-1550

Federal Agency Information

9. Awarding Agency Contact Information

Karen Warner
 Grants Specialist
 karen.warner@samhsa.hhs.gov
 240-276-1426

10. Program Official Contact Information

Laurasona Leigh
 Program Official
 Laurasona.Leigh@samhsa.hhs.gov
 240-276-1171

Federal Award Information

11. Award Number

5H79TI087746-02

12. Unique Federal Award Identification Number (FAIN)

H79TI087746

13. Statutory Authority

PL 188-47, Div. D, Title II & PL 114-255, section 1003

14. Federal Award Project Title

Vermont State Opioid Response

15. Assistance Listing Number

93.243

16. Assistance Listing Program Title

Substance Abuse and Mental Health Services_Projects of Regional and National Significance

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 09/30/2025 – End Date 09/29/2026

20. Total Amount of Federal Funds Obligated by this Action	\$5,991,536
20a. Direct Cost Amount	\$5,637,980
20b. Indirect Cost Amount	\$353,556

21. Authorized Carryover

22. Offset

23. Total Amount of Federal Funds Obligated this budget period \$5,991,536

24. Total Approved Cost Sharing or Matching, where applicable \$0

25. Total Federal and Non-Federal Approved this Budget Period \$5,991,536

26. Project Period Start Date 09/30/2024 – End Date 09/29/2027

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$11,983,072

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Katrina Morgan

30. Remarks

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.

Applicant/Recipient		Application/Award Number	
Vermont Department of Health		TI-24-008	
Project Title:		FY 2024 State Opioid Response Grant (SOR)	
	Start Date	End Date	Budget Year
Budget Period:	09/30/2025	09/29/2026	2

For Multi-Year Funded (MYF) awards only
(not applicable to new applications for funding)
Check the box to select the Incremental Period

☐

COST SHARING AND MATCHING

Matching Required: ☐ YES ☒ NO

A. Personnel

Line Item #	Position	Name	Key Position per the NOFO	Check if Hourly Rate	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)	Personnel Cost	
1	Project Coordinator	Alexandria Allen	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$65,286	100.00%	\$65,286	\$65,286
2	Substance Use Program Manager	Kelly Morrill	<input type="checkbox"/>	<input type="checkbox"/>			1	\$76,918	100.00%	\$76,918	\$76,918
3	Substance Use Program Evaluator	Danielle Schwartz	<input type="checkbox"/>	<input type="checkbox"/>			1	\$66,544	50.00%	\$33,272	\$33,272
4	Substance Use Information Specialist	Jeffrey Henebury	<input type="checkbox"/>	<input type="checkbox"/>			1	\$65,686	100.00%	\$65,686	\$65,686
5	Grants and Contracts Administrator	Emily Marchinkowski	<input type="checkbox"/>	<input type="checkbox"/>			1	\$63,610	100.00%	\$63,610	\$63,610
6	Substance Use Program Manager	To be hired	<input type="checkbox"/>	<input type="checkbox"/>			1	\$67,392	100.00%	\$67,392	\$67,392
TOTAL										\$372,164	\$372,164

Line Item #	Personnel Narrative:						
1	Project Coordinator	Alexandria Allen	Key Personnel	Salary \$65,286	# of Staff 1	LOE 100.00%	Personnel Cost \$65,286
	Responsibilities will include SOR federal grant monitoring (programmtic and fiscal), federal grant reporting and technical assistance. Ms. Allen has served as the SOR Project Coordinator for the SOR 2020 grant program.						
2	Substance Use Program Manager	Kelly Morrill		Salary \$76,918	# of Staff 1	LOE 100.00%	Personnel Cost \$76,918
	Will develop and implement evidence-based and innovative recovery programming that capitalizes on the existing treatment system and current initiatives, as well as provide additional capacity within the Vermont treatment system to support individuals with OUD to achieve and maintain recovery.						
3	Substance Use Program Evaluator	Danielle Schwartz		Salary \$66,544	# of Staff 1	LOE 50.00%	Personnel Cost \$33,272
	Will serve as project evaluator. Develop and execute the project evaluation, and with the PD, recommend mid-course modifications, as well as provide training and technical assistance to subgrantees. Has seven years of experience in evaluation methodologies and research design, including data collection, analysis, and visualization.						
4	Substance Use Information Specialist	Jeffrey Henebury		Salary \$65,686	# of Staff 1	LOE 100.00%	Personnel Cost \$65,686
	Will support the development and implementation of department and division level communications, including outreach and social media campaigns. Responsible for the coordination and dissemination of print and electronic messaging through web, social media posts, and information clearinghouses. Will support the Vermont Afterschool program, including subrecipient monitoring through monthly and quarterly reporting. Has over five years of experience						

Line Item #	Personnel Narrative:						
	developing written communications.						
5	Grants and Contracts Administrator	Emily Marchinkowski		Salary \$63,610	# of Staff 1	LOE 100.00%	Personnel Cost \$63,610
	Will support the development, implementation, and management of over 20 grants and contracts, including and one large IT contract related to SOR funding. Will draft, prepare, and process grant and contracts, memoranda of agreements and requests for proposals.						
6	Substance Use Program Manager	To be hired		Salary \$67,392	# of Staff 1	LOE 100.00%	Personnel Cost \$67,392
	Will develop and implement evidence-based and innovative treatment programming. Will perform grant management activities, including sub-recipient monitoring through monthly and quarterly reporting. Responsible for planning, coordination, administrative and policy development work at a professional level involving implementation and evaluation of programs to enhance statewide substance use disorder programming.						

☒ Show In-Kind Personnel Table

In-Kind Personnel

Line Item #	Position	Name	Key Position per the FOA	Check if Hourly Rate	Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)
1	Division Director	Emily Trutor, CPM	<input type="checkbox"/>	<input type="checkbox"/>			1	\$108,909	15.00%
2	Substance Use Program Manager/ Project Director	Julia Harrison, MPH	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$79,622	100.00%
3	Dana Coordinator	Trina Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$58,531	100.00%
4	Director of Performance Management and Evaluation	Anne VanDonsel	<input type="checkbox"/>	<input type="checkbox"/>			1	\$106,550	10.00%
5	Director of Quality Management and Compliance	Patricia Breneman, MPA	<input type="checkbox"/>	<input type="checkbox"/>			1	\$95,659	20.00%
6	Director of Clinical Services	Megan Mitchell, LiCSW	<input type="checkbox"/>	<input type="checkbox"/>			1	\$111,800	20.00%
7	Manager of Clinical and MAT Services	Anthony Folland	<input type="checkbox"/>	<input type="checkbox"/>			1	\$89,981	25.00%
8	Director of Prevention Services	Traci Sawyers, MPH, NPN	<input type="checkbox"/>	<input type="checkbox"/>			1	\$88,287	25.00%
9	Substance Abuse Research and Policy Analyst	Chelsea Carman, MPH	<input type="checkbox"/>	<input type="checkbox"/>			1	\$70,200	20.00%
10	Substance Abuse Program Manager	vacant	<input type="checkbox"/>	<input type="checkbox"/>			1	\$61,824	100.00%
11	Substance Misuse Prevention Manager	Nicole Rau Mitiguy,, MPH	<input type="checkbox"/>	<input type="checkbox"/>			1	\$92,602	25.00%
12	12 Regional Prevention Consultants (PCs)	Multiple	<input type="checkbox"/>	<input type="checkbox"/>			1	\$63,213	10.00%
13	Substance Abuse Program Manager	Clare LaFrance	<input type="checkbox"/>	<input type="checkbox"/>			1	\$76,918	25.00%
14	Substance Abuse Program Manager	Mariah Ogden	<input type="checkbox"/>	<input type="checkbox"/>			1	\$86,986	75.00%
15	Substance Use Program Specialist	Lisabeth Sanderson	<input type="checkbox"/>	<input type="checkbox"/>			1	\$66,102	25.00%
16	Adolescent Health and Youth Initiatives Program Manager	Michelle Salvadore	<input type="checkbox"/>	<input type="checkbox"/>			1	\$91,956	25.00%

Line Item # **In-Kind Personnel Narrative:**

Line Item #	In-Kind Personnel Narrative:					
1	Division Director	Emily Trutor, CPM		Salary \$108,909	# of Staff 1	LOE 15.00% Personnel Cost \$16,336
	Will provide grant leadership/oversight at the state and national level. Has over 25 years of experience in the SUD field, including extensive federal grants management experience through the Substance Abuse Block Grant, Strategic Prevention Framework – Partnership for Success, Opioid STR and Opioid SOR grant programs					
2	Substance Use Program Manager/Project Director	Julia Harrison, MPH	Key Personnel	Salary \$79,622	# of Staff 1	LOE 100.00% Personnel Cost \$79,622
	Will provide project oversight/management of all grant activities. Responsible for managing and providing leadership to ensure comprehensive, systematic, and accountable approach to improving the health of the public through successful implementation and coordination of the SOR initiative. Has over 5 years of experience in the SUD field, including federal grants management experience through the Emergency COVID-19 Response grant and Opioid SOR grant programs.					
3	Dana Coordinator	Trina Crockett	Key Personnel	Salary \$58,531	# of Staff 1	LOE 100.00% Personnel Cost \$58,531
	Will be responsible for GRPA data collection and submission through SPARS.					
4	Director of Performance Management and	Anne VanDonsel		Salary \$106,550	# of Staff 1	LOE 10.00% Personnel Cost \$10,655
	Will supervise evaluator position and assure performance and outcome measures selected are aligned with SAMHSA's and other state requirements. Has over 22 years of experience in the substance use disorder field, with a focus on data quality and performance management.					
5	Director of Quality Management and	Patricia Breneman, MPA		Salary \$95,659	# of Staff 1	LOE 20.00% Personnel Cost \$19,132
	Will supervise the Project Coordinator. Oversees to certification and monitoring of VT's Substance Abuse Treatment Preferred Provider Network, the Impaired Driver Rehabilitation Program and quality improvement activities.					
6	Director of Clinical Services	Megan Mitchell, LICSW		Salary \$111,800	# of Staff 1	LOE 20.00% Personnel Cost \$22,360
	Will provide oversight of clinical inter-agency coordination and collaboration and policy development. Has 20 years of clinical experience, including 10 years of direct service and five years with the VT Medicaid program. Will supervise the Project Director.					
7	Manager of Clinical and MAT Services	Anthony Folland		Salary \$89,981	# of Staff 1	LOE 25.00% Personnel Cost \$22,495
	Will serve as an OUD subject matter expert. Mr. Folland serves as the Opioid Treatment Network representative for Vermont and the State Opioid Treatment Authority (SOTA). Has over 20 years of experience in the SUD clinical field.					
8	Director of Prevention Services	Traci Sawyers, MPH, NPN		Salary \$88,287	# of Staff 1	LOE 25.00% Personnel Cost \$22,072
	Manages daily activities, oversight, and monitoring of subgrants and contracts, assure all federal reporting and data collection is completed accurately and on time. Has a background in public health, behavioral health, child and youth development, public education, and community justice. Has over 20 years of grant writing and grant management experience.					
9	Substance Abuse Research and Policy	Chelsea Carman, MPH		Salary \$70,200	# of Staff 1	LOE 20.00% Personnel Cost \$14,040
	Will serve as the lead epidemiologist through her role as the Chair of the SEOW, review and analysis of data, trends, and data and communications briefs development. Consult and coordinate with Program Evaluator. Has over 5 years of experience in the health research and analytics field.					
10	Substance Abuse Program Manager	vacant		Salary \$61,824	# of Staff 1	LOE 100.00% Personnel Cost \$61,824
	Will develop and implement evidence-based and innovative recovery programming that capitalizes on the existing treatment system and current initiatives, as well as provide additional capacity within the Vermont treatment system to support individuals with OUD to achieve and maintain recovery.					
11	Substance Misuse Prevention Manager	Nicole Rau Mitiguy, MPH		Salary \$92,602	# of Staff 1	LOE 25.00% Personnel Cost \$23,150
	Will oversee the planning, development, implementation, and evaluation of statewide recovery and overdose prevention programs including supervision of program staff and contractual services. Will help support the Recovery Coaching Program and supervise its program managers.					
12	12 Regional Prevention Consultants (PCs)	Multiple		Salary \$63,213	# of Staff 1	LOE 10.00% Personnel Cost \$6,321
	PCs have extensive experience in operationalizing the Strategic Prevention Framework (SPF) process, community organizing and mobilization, planning, evaluation, education, training, public policy and environmental change, and technical assistance. PCs are knowledgeable about the specific needs in their regional catchment areas.					
13	Substance Abuse Program Manager	Clare LaFrance		Salary \$76,918	# of Staff 1	LOE 25.00% Personnel Cost \$19,230
	Will support the Hub Program and the Family Engagement Services Program, including sub-recipient monitoring through monthly and quarterly reporting. Responsible for planning, coordination, administrative and policy development work at a professional level involving implementation and evaluation of programs to enhance statewide substance abuse programming.					
	Substance Abuse Program Manager	Mariah Ogden		Salary \$86,986	# of Staff 1	LOE 75.00% Personnel Cost \$65,240

Line Item #	In-Kind Personnel Narrative:						
14	Will support VT Helplink, including sub-contractor monitoring through monthly and quarterly reporting. Responsible for planning, coordination, administrative and policy development work at a professional level involving implementation and evaluation of programs to enhance statewide substance abuse programming.						
	Substance Use Program Specialist	Lisabeth Sanderson		Salary \$66,102	# of Staff 1	LOE 25.00%	Personnel Cost \$16,526
15	Will support the Recovery Residence voucher program, including sub-recipient monitoring through monthly and quarterly reporting. Responsible for planning, coordination, administrative and policy development work at a professional level involving implementation and evaluation of programs to enhance statewide substance abuse programming.						
	Adolescent Health and Youth Initiatives Program	Michelle Salvadore		Salary \$91,956	# of Staff 1	LOE 25.00%	Personnel Cost \$22,989
16	Will support the Positive Youth Development programming, including sub-recipient monitoring through monthly and quarterly reporting.						

B. Fringe Benefits

Our organization's fringe benefits consist of the components shown below:

Fringe Component	Rate (%)
Fringe Benefits	
Total Fringe Rate	

Fringe Benefits Cost

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Fringe Benefits Cost	
1	Project Coordinator	Alexandria Allen	\$65,286		\$36,784	\$36,784	\$36,784
2	Substance Use Program Manager	Kelly Morrill	\$76,918		\$62,331	\$62,331	\$62,331
3	Substance Use Program Evaluator	Danielle Schwartz	\$33,272		\$18,633	\$18,633	\$18,633
4	Substance Use Information Specialist	Jeffrey Henebury	\$65,686		\$49,050	\$49,050	\$49,050
5	Grants and Contracts Administrator	Emily Marchinkowski	\$63,610		\$39,397	\$39,397	\$39,397
6	Substance Use Program Manager	To be hired	\$67,392		\$45,827	\$45,827	\$45,827
TOTAL						\$252,022	\$252,022

Fringe Benefits Narrative:
The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual, major components of this cost are FICA, retirement, and a portion of the actual costs of the medical, dental, and life insurance coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees working in this program, we are estimating the cost of these fringe benefits at 68% of Salary.
More information about available fringe benefits is available as part of the State Employee Collective Bargaining Agreement - https://humanresources.vermont.gov/sites/humanresources/files/documents/DHR-Non_Mgmt_Contract_2022_2024.pdf

C. Travel

Trip #	Purpose	Origin and Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Travel Cost	
1	Joint Grantee Meeting - Grant Required	Washington DC	Airfare	\$788.00	Round Trip	1.00	1	\$788	\$2,008
			Hotel/Lodging	\$280.00	Night	3.00	1	\$840	
			Parking & Tolls	\$15.00	Day	4.00	1	\$60	
			Taxi	\$55.00	Day	4.00	1	\$220	
			Baggage Fees	\$50.00	Round Trip	2.00	1	\$100	
TOTAL							\$2,008	\$2,008	

Trip #	Travel Narrative:		
1	Joint Grantee Meeting - Grant Required	Washington DC	Travel Cost \$2,008
	Project Director attendance at the grant required joint grant meeting in Washington DC area. Round trip airfare, baggage fees, taxi trips to and from both airports as well as hotel lodging fees.		

D. Equipment

Line Item #	Item	Check if Item is a Vehicle	Calculation				FEDERAL REQUEST
			Quantity	Purchase or Rental/Lease Cost	Percent Charged to the Project	Equipment Cost	
1	Not applicable	<input type="checkbox"/>				\$0	\$0
TOTAL						\$0	\$0

Line Item #	Equipment Narrative:					
1	Not applicable	Quantity	Purchase or Rental/Lease Cost	% Charged to the Project	Equipment Cost	\$0

E. Supplies

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Supplies Cost	
1	Not applicable					\$0	\$0
TOTAL						\$0	\$0

Line Item #	Supplies Narrative:					
1	Not applicable	Unit Cost	Basis	Quantity	Duration	Supplies Cost \$0

F. Contractual

Summary of Contractual Costs

Agreement #	Name of Organization or Consultant	Type of Agreement	Contractual Cost	FEDERAL REQUEST
1	Health Resources in Action Inc.	Contract	\$1,360,565	\$1,360,565
2	Vermont's 12 Recovery Centers	Subaward	\$2,180,346	\$2,180,346
3	Family Engagement Services	Subaward	\$235,718	\$235,718
4	BAART Behavioral Health, Inc	Subaward	\$50,000	\$50,000
5	Recovery Coach Academy	Subaward	\$87,501	\$87,501
6	Vermont Afterschool	Subaward	\$70,001	\$70,001
7	Vermont Alliance for Recovery Residences	Subaward	\$157,356	\$157,356
8	Health Resources in Action - VT Helplink Marketing	Contract	\$720,265	\$720,265
9	Phoenix Metal Works	Contract	\$150,034	\$150,034
10	TBD - Recovery Housing for Individuals Aged 18-24	Subaward	\$0	\$0
TOTAL			\$5,011,786	\$5,011,786

Contractual Details for **Health Resources in Action Inc.**

Agreement #	Services and Deliverables Provided
1	The VT Helplink (Substance Use Disorder Centralized Intake & Resource Center) will provide Vermonters a single point of contact for seeking information and support for prevention, intervention, substance use treatment, including the Hub and Spoke system for medications for opioid use disorder, general substance use disorder and opioid use disorder (OUD) and OUD information, and resources, including scheduling appointments for assessments, and recovery support services. This service became available to the public in March 2020. VT Helplink will help ensure even more timely access to treatment and recovery services for individuals with OUD, making connections to rapid access to medications of opioid use disorder (MOUD) for individuals in need and connections to Recovery Coaching. This service includes overdose prevention resources. In addition, VT Helplink will help to reduce the potential for misuse of opioids through linkages and publicizing of prevention activities statewide, including community drug disposal options. VT Helplink services will be available to all Vermonters via phone and text messaging, 24/7. Other services will include a Clearinghouse to warehouse and distribute items such as free Vermont-specific health promotion materials, fentanyl test strips, and lock boxes.

<input type="checkbox"/> Personnel	<input type="checkbox"/> Travel	<input type="checkbox"/> Supplies	<input type="checkbox"/> Indirect Charges
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Other	

Contractual Other Costs for **Health Resources in Action Inc.**

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Monthly Service Fee	<input type="checkbox"/>	\$96,575.58	Monthly		12.00	\$1,158,907	\$1,158,907
2	Clearinghouse Monthly Service Fee	<input type="checkbox"/>	\$2,541.50	Monthly		12.00	\$30,498	\$30,498
3	Champion Program	<input type="checkbox"/>	\$171,160.00	Yearly		1.00	\$171,160	\$171,160
TOTAL							\$1,360,565	\$1,360,565

Line Item #	Contractual Other Narrative:						
1	Monthly Service Fee	Unit Cost/Rate	\$96,575.58	Basis	Monthly	Quantity	Duration 12.00 Other Cost \$1,158,907
	This monthly fee represents the cost of running VT Helplink on a day-to-day basis. The providing of services as outlined above in order to fully serve Vermonters in connecting them with the appropriate prevention, treatment, recovery and intervention services 24/7.						
2	Clearinghouse Monthly Service Fee	Unit Cost/Rate	\$2,541.50	Basis	Monthly	Quantity	Duration 12.00 Other Cost \$30,498
	This monthly fee represents the cost of operating the VT Helplink Clearinghouse on a day-to-day basis. This includes the storage and distribution of materials and supplies.						
3	Champion Program	Unit Cost/Rate	\$171,160.00	Basis	Yearly	Quantity	Duration 1.00 Other Cost \$171,160
	The Champions Program that will engage trusted local community leaders on the breadth of what VT Helplink can offer Vermonters. Via a half-time Outreach Specialist (Screening & Information Specialist III), VT Helplink Champions will receive training, resources, materials, and technical assistance to more effectively communicate to communities/regions what VT Helplink can offer people. VT Helplink Champions will provide feedback via the Outreach Specialist regarding how VT Helplink can better serve Vermonters, which may include updates to the website, call center, available resources, processes & procedures, materials, and marketing efforts. Champions will engage with their communities and neighbors to build trust in VT Helplink and encourage increased access to the service.						

Contractual Total Direct Charges for [Health Resources in Action Inc.](#)

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$1,360,565

Contractual Total Cost for [Health Resources in Action Inc.](#)

TOTAL COST	TOTAL FEDERAL REQUEST
\$1,360,565	\$1,360,565

Contractual Details for

Vermont's 12 Recovery Centers

Agreement #	Services and Deliverables Provided
2	Certified Recovery Coaching connects people to needed information and resources to support their pathway to overdose prevention, treatment and recovery in a variety of settings. Quarterly Progress Report for RCED Program Manager position will include: Progress update on Recovery Coaches in the Emergency Department Program, including successes and challenges both, statewide and by region.

☒ Personnel

☒ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☐ Other

Contractual Personnel Costs for Vermont's 12 Recovery Centers

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Program Coordinator	Multiple	<input type="checkbox"/>	<input checked="" type="checkbox"/>			12	\$70,200	50.00%	\$421,200	\$421,200
2	Recovery Coaches	Multiple	<input type="checkbox"/>	<input checked="" type="checkbox"/>			12	\$62,000	100.00%	\$744,000	\$744,000
3	Recovery Coaches for Pregnant and Parenting Persons	Multiple	<input type="checkbox"/>	<input checked="" type="checkbox"/>			8	\$60,500	50.00%	\$242,000	\$242,000
4	Training and Technical Assistance	TBD	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$48,728	100.00%	\$48,728	\$48,728
TOTAL										\$1,455,928	\$1,455,928

Line Item #	Contractual Personnel Narrative:										
1	Program Coordinator	Multiple			Salary \$70,200	# of Persons 12		LOE 50.00%		Personnel Cost \$421,200	
	These positions are responsible for overseeing the administrative activities of the recovery coaching program to include maintaining program records, gather data, prepares and generates reports, summaries, etc.										
2	Recovery Coaches	Multiple			Salary \$62,000	# of Persons 12		LOE 100.00%		Personnel Cost \$744,000	
	Certified recovery coaches that people to needed information and resources to support their pathway to overdose prevention, treatment, and recovery in a variety of settings.										
3	Recovery Coaches for Pregnant and Parenting	Multiple			Salary \$60,500	# of Persons 8		LOE 50.00%		Personnel Cost \$242,000	
	Coaches who specialize in serving parents seeking SUD treatment and recovery services. This will include the continued development and the expansion of the Parents program across the state. Funding will primarily support recovery coach staff time at each center engaged in this program.										
4	Training and Technical Assistance	TBD			Salary \$48,728	# of Persons 1		LOE 100.00%		Personnel Cost \$48,728	
	This position will be responsible for providing training and technical assistance to the recovery coaches in the program.										

Contractual Fringe Benefits Costs for Vermont's 12 Recovery Centers

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Program Coordinator	Multiple	\$421,200	30.00%		\$126,360	\$126,360
2	Recovery Coaches	Multiple	\$744,000	30.00%		\$223,200	\$223,200
3	Recovery Coaches for Pregnant and Parenting Persons	Multiple	\$242,000	30.00%		\$72,600	\$72,600

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
4	Training and Technical Assistance	TBD	\$48,728	30.00%		\$14,618	\$14,618
TOTAL						\$436,778	\$436,778

Contractual Fringe Benefits Narrative:
The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Travel Costs for Vermont's 12 Recovery Centers

Trip #	Purpose	Origin and Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
1	Meeting with clients	Vermont	Local Travel (POV Mileage)	\$0.70	Mile	386.50	12	\$3,247	\$3,247
TOTAL								\$3,247	\$3,247

Trip #	Contractual Travel Narrative:			
1	Meeting with clients	Vermont	Travel Cost	\$3,247
	Local travel to hospital emergency departments across the State of Vermont.			

Contractual Total Direct Charges for Vermont's 12 Recovery Centers

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$1,895,953

Contractual Indirect Charges for Vermont's 12 Recovery Centers

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$1,895,953	\$284,393	\$284,393
TOTAL		\$284,393	\$284,393

Contractual Indirect Charges Narrative:
There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for [Vermont's 12 Recovery Centers](#)

TOTAL COST	TOTAL FEDERAL REQUEST
\$2,180,346	\$2,180,346

Contractual Details for

Family Engagement Services

Agreement #	Services and Deliverables Provided
3	Spectrum Youth and Family Services and Elevate Youth Services will perform adolescent and transition-aged youth and family/caregiver engagement and education support services. These services will be provided through the existing network of adolescent and young adult specialty providers These activities will serve to identify risky behaviors, provide education to prevent opioid misuse and opioid use disorder, and enhance family engagement, prevention, and support services to adolescents and transition age youth. Deliverables will be provided through narrative grant reporting to include key performance measures.

☒ Personnel

☒ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☒ Other

Contractual Personnel Costs for [Family Engagement Services](#)

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Family Engagement Specialist	Multiple	<input type="checkbox"/>	<input checked="" type="checkbox"/>			4	\$48,925	75.00%	\$146,775	\$146,775
TOTAL										\$146,775	\$146,775

Line Item #	Contractual Personnel Narrative:										
1	Family Engagement Specialist	Multiple			Salary \$48,925	# of Persons 4		LOE 75.00%		Personnel Cost \$146,775	
	Spectrum Youth and Family Services and Elevate Youth Services will perform adolescent and transition-aged youth and family/caregiver engagement and education support services. These services will be provided through the existing network of adolescent and young adult specialty providers These activities will serve to identify risky behaviors, provide education to prevent opioid misuse and opioid use disorder, and enhance family engagement, prevention, and support services to adolescents and transition age youth.										

Contractual Fringe Benefits Costs for [Family Engagement Services](#)

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Family Engagement Specialist	Multiple	\$146,775	30.00%		\$44,033	\$44,033
TOTAL						\$44,033	\$44,033

Contractual Fringe Benefits Narrative:

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Travel Costs for Family Engagement Services

Trip #	Purpose	Origin and Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
1	Site Visits	Multiple locations throughout Vermont	Local Travel (POV Mileage)	\$0.70	Mile	942.00	4	\$2,638	\$2,638
TOTAL								\$2,638	\$2,638

Contractual Travel Narrative:

1	Site Visits	Multiple locations throughout Vermont	Travel Cost	\$2,638
Local travel to various locations within Vermont.				

Contractual Other Costs for Family Engagement Services

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Data Collection	<input type="checkbox"/>	\$5,763.00	Site	2.00		\$11,526	\$11,526
TOTAL							\$11,526	\$11,526

Contractual Other Narrative:

1	Data Collection	Unit Cost/Rate	\$5,763.00	Basis	Site	Quantity	2.00	Duration		Other Cost	\$11,526
Cost to support data collection at two locations to effectively report on deliverables.											

Contractual Total Direct Charges for Family Engagement Services

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$204,972

Contractual Indirect Charges for Family Engagement Services

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$204,972	\$30,746	\$30,746
TOTAL		\$30,746	\$30,746

Contractual Indirect Charges Narrative:
There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for Family Engagement Services

TOTAL COST	TOTAL FEDERAL REQUEST
\$235,718	\$235,718

Contractual Details for BAART Behavioral Health, Inc

Agree- ment #	Services and Deliverables Provided
4	BAART will develop and implement an evidence-based Opioid Treatment Program (OTP) to support individuals with OUD to achieve and maintain recovery. The program, which is not yet open, will expand OTP services to Bennington County and will serve individuals currently receiving treatment in an Office-Based Opioid Treatment (OBOT) program needing a higher level of service, individuals receiving methadone treatment out of state, or individuals new or returning to treatment. Treatment will include dispensing and administration of MOUD, toxicology testing, and related clinical services such as counseling, assessment, and treatment planning.

☒ Personnel

☒ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☐ Other

Contractual Personnel Costs for BAART Behavioral Health, Inc

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Program Director	TBD	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$110,000	30.00%	\$33,000	\$33,000
TOTAL										\$33,000	\$33,000

Line Item #	Contractual Personnel Narrative:										
1	Program Director	TBD			Salary \$110,000	# of Persons 1		LOE 30.00%		Personnel Cost \$33,000	
	Program Director will focus on program development and implementation, and will interact with other SUD treatment providers, partner social service agencies such as the Departments of Children and Families, Corrections, or other social and community support and services. If the program opens during this SOR year, this position will focus on ongoing operations and collaboration with community partners.										

Contractual Fringe Benefits Costs for BAART Behavioral Health, Inc

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Program Director	TBD	\$33,000	30.00%		\$9,900	\$9,900
TOTAL						\$9,900	\$9,900

Contractual Fringe Benefits Narrative:
The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Travel Costs for BAART Behavioral Health, Inc

Trip #	Purpose	Origin and Destination	Calculation					FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost
1	Meetings with stakeholders	Multiple locations throughout Vermont	Local Travel (POV Mileage)	\$0.70	Mile	825.00	1	\$578
TOTAL								\$578
								\$578

Trip #	Contractual Travel Narrative:			
1	Meetings with stakeholders	Multiple locations throughout Vermont	Travel Cost	\$578
	Travel to meet with other treatment providers, partner social service agencies, and other social and community support and services.			

Contractual Total Direct Charges for BAART Behavioral Health, Inc

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$43,478

Contractual Indirect Charges for BAART Behavioral Health, Inc

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$43,478	\$6,522	\$6,522
TOTAL		\$6,522	\$6,522

Contractual Indirect Charges Narrative:

There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for BAART Behavioral Health, Inc

TOTAL COST	TOTAL FEDERAL REQUEST
\$50,000	\$50,000

Contractual Details for Recovery Coach Academy

Agree- ment #	Services and Deliverables Provided
5	Will lead and implement the Vermont Recovery Coach Academy, and other trainings and activities to support development of peer recovery coaches. This includes administration of the International Certification & Reciprocity Consortium (IC&RC) Recovery Coach Certification Board for Vermont.

☒ Personnel

☐ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☐ Other

Contractual Personnel Costs for Recovery Coach Academy

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Program Manager	TBD	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$58,529	100.00%	\$58,529	\$58,529
TOTAL										\$58,529	\$58,529

Line Item #	Contractual Personnel Narrative:										
1	Program Manager	TBD			Salary \$58,529	# of Persons 1		LOE 100.00%		Personnel Cost \$58,529	
	This position will be responsible for managing the RCED Program, which includes providing leadership, support, and guidance to Recovery Centers that maintain Memorandums of Understanding (MOUs) with the hospitals in their communities. Program Manager will establish and maintain collaborative relationships with Hospital Staff as needed, Recovery Center staff, Recovery Coach Supervisors, and the State.										

Contractual Fringe Benefits Costs for Recovery Coach Academy

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%

Contractual Fringe Component	Rate (%)
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Program Manager	TBD	\$58,529	30.00%		\$17,559	\$17,559
TOTAL						\$17,559	\$17,559

Contractual Fringe Benefits Narrative:
The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Total Direct Charges for Recovery Coach Academy

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$76,088

Contractual Indirect Charges for Recovery Coach Academy

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$76,088	\$11,413	\$11,413
TOTAL		\$11,413	\$11,413

Contractual Indirect Charges Narrative:
There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for Recovery Coach Academy

TOTAL COST	TOTAL FEDERAL REQUEST
\$87,501	\$87,501

Contractual Details for Vermont Afterschool

Agreement #	Services and Deliverables Provided
	As a statewide organization, Vermont Afterschool Inc., will support the implementation of Positive Youth

Agreement #	Services and Deliverables Provided
6	Development strategies, and general risk prevention, to include substance use disorder prevention and mitigation of the effects of substance misuse. According to the VT Youth Risk Behavior Survey (YRBS), just over half of all high school students in Vermont agree that they matter to people in their community; the rest of the students don't feel valued and connected in their community and 16% do not believe they matter at all to the people in their community. Positive youth development strategies have been shown to strengthen young people's sense of identity, belief in the future, self-regulation, and self-efficacy as well as their social, emotional, cognitive, and behavioral competence and their sense of connectedness. Positive youth development (PYD) programs pair youth with networks of supportive adults and they provide opportunities for connection. While some prevention programs focus primarily on risk behaviors, PYD programs work to develop and enhance protective factors for individuals. By building protective factors, research demonstrates that PYD programs have benefits across a range of health and academic outcomes. This project will also increase opportunities for youth voice and youth engagement by empowering young people affected by addiction in their families and communities to become integral contributors to the solutions most needed in Vermont. Youth will have opportunities to inform public policy, primary care, public health, and healthcare systems through their participation.

☒ Personnel

☒ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☐ Other

Contractual Personnel Costs for Vermont Afterschool

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Youth and Community Health Coordinator	TBD	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$46,000	100.00%	\$46,000	\$46,000
TOTAL										\$46,000	\$46,000

Line Item #	Contractual Personnel Narrative:										
1	Youth and Community Health Coordinator	TBD			Salary	\$46,000	# of Persons	1	LOE	100.00%	Personnel Cost \$46,000
	Staff position will coordinate the Positive Youth Development program.										

Contractual Fringe Benefits Costs for Vermont Afterschool

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Youth and Community Health Coordinator	TBD	\$46,000	30.00%		\$13,800	\$13,800
TOTAL						\$13,800	\$13,800

Contractual Fringe Benefits Narrative:

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Travel Costs for Vermont Afterschool

Trip #	Purpose	Origin and Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
1	Meeting with participating communities	Multiple locations throughout Vermont	Local Travel (POV Mileage)	\$0.70	Mile	1,527.90	1	\$1,070	\$1,070
TOTAL								\$1,070	\$1,070

Trip #	Contractual Travel Narrative:		
1	Meeting with participating communities	Multiple locations throughout Vermont	Travel Cost \$1,070
Meet with communities and youth participating in the Positive Youth Development program.			

Contractual Total Direct Charges for Vermont Afterschool

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$60,870

Contractual Indirect Charges for Vermont Afterschool

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$60,870	\$9,131	\$9,131
TOTAL		\$9,131	\$9,131

Contractual Indirect Charges Narrative:

There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for Vermont Afterschool

TOTAL COST	TOTAL FEDERAL REQUEST
\$70,001	\$70,001

Contractual Details for

Vermont Alliance for Recovery Residences

Agreement #	Services and Deliverables Provided
7	The Vermont Alliance for Recovery Residences (VTARR) will support individuals in their path to lon-term recovery from opioid and other substance use disorders by providing safe, stable, healthy, and sober living environments with peer support and services integrated into the home, overseen by VTARR's Director. VTARR will also purchase technology, marketing, and scholarships for providers seeking Recovery Residence certification. They offer training around recovery support and housing for house operators, community members, and those in recovery.

☒ Personnel

☐ Travel

☐ Supplies

☒ Indirect Charges

☒ Fringe Benefits

☐ Equipment

☒ Other

Contractual Personnel Costs for Vermont Alliance for Recovery Residences

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Executive Director	Jeff Moreau	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$86,920	100.00%	\$86,920	\$86,920
TOTAL										\$86,920	\$86,920

Line Item #	Contractual Personnel Narrative:										
1	Executive Director	Jeff Moreau			Salary	\$86,920	# of Persons	1	LOE	100.00%	Personnel Cost \$86,920
	This position provides oversight and leadership to the organization.										

Contractual Fringe Benefits Costs for Vermont Alliance for Recovery Residences

Contractual fringe benefits consist of the components shown below:

Contractual Fringe Component	Rate (%)
Fringe Benefits	30.00%
Total Fringe Rate	30.00%

Contractual Fringe Benefits Costs

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Contractual Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Contractual Fringe Benefits Cost	
1	Executive Director	Jeff Moreau	\$86,920	30.00%		\$26,076	\$26,076
TOTAL							\$26,076

Contractual Fringe Benefits Narrative:

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from awardee employee to awardee employee based on salary, awardee employee choice of health care plan, and awardee employee election of certain other benefits. The usual major components of fringe benefits are FICA, retirement, and a portion of the actual costs of medical, dental and life insurances as selected by the awardee employee. The cost of the awardee employee's fringe benefit will be allocated to the program based on hours worked by the awardee's employee. For budgeting purposes, we are budgeting at 30% of awardee employee salary(ies).

Contractual Other Costs for Vermont Alliance for Recovery Residences

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Vouchers	<input type="checkbox"/>	\$2,000.00	Residence	10.00		\$20,000	\$20,000
2	Marketing	<input type="checkbox"/>	\$3,835.00	Once	1.00		\$3,835	\$3,835
TOTAL							\$23,835	\$23,835

Line Item #	Contractual Other Narrative:									
1	Vouchers	Unit Cost/Rate	\$2,000.00	Basis	Residence	Quantity	10.00	Duration	Other Cost	\$20,000
	Vouchers for providers seeking Recovery Residence certification.									
2	Marketing	Unit Cost/Rate	\$3,835.00	Basis	Once	Quantity	1.00	Duration	Other Cost	\$3,835
	Marketing of services to prospective Recovery Residences.									

Contractual Total Direct Charges for Vermont Alliance for Recovery Residences

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$136,831

Contractual Indirect Charges for Vermont Alliance for Recovery Residences

Calculation			FEDERAL REQUEST
IDC Rate (%)	Base	Contractual IDC	
15.00%	\$136,831	\$20,525	\$20,525
TOTAL		\$20,525	\$20,525

Contractual Indirect Charges Narrative:

There is not a negotiated rate, therefore allowed the 15% federal de minimus, per Uniform Guidance.

Contractual Total Cost for Vermont Alliance for Recovery Residences

TOTAL COST	TOTAL FEDERAL REQUEST
\$157,356	\$157,356

Contractual Details for

Health Resources in Action - VT Helplink Marketing

Agreement #	Services and Deliverables Provided
8	Marketing will include the development of new materials and updating of old materials to inform Vermonters of the inclusion of text messaging and expansion to 24/7 service. This could include print, social media, web, radio and TV, gas station video, and transit advertising.

☐ Personnel

☐ Travel

☐ Supplies

☐ Indirect Charges

☐ Fringe Benefits

☐ Equipment

☒ Other

Contractual Other Costs for

Health Resources in Action - VT Helplink Marketing

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Broadcast television	<input type="checkbox"/>	\$40,000.00	media buy	4.00	1.00	\$160,000	\$160,000
2	Social media	<input type="checkbox"/>	\$37,500.00	media buy	4.00	1.00	\$150,000	\$150,000
3	Connected TV	<input type="checkbox"/>	\$40,000.00	media buy	2.00	1.00	\$80,000	\$80,000
4	Google search ads	<input type="checkbox"/>	\$25,000.00	media buy	3.00	1.00	\$75,000	\$75,000
5	Bus advertising	<input type="checkbox"/>	\$3,975.00	region	15.00	1.00	\$59,625	\$59,625
6	Creative/concept development	<input type="checkbox"/>	\$150.00	hour	250.00	1.00	\$37,500	\$37,500
7	Video development and production	<input type="checkbox"/>	\$150.00	hour	210.00	1.00	\$31,500	\$31,500
8	Campaign strategy	<input type="checkbox"/>	\$130.00	hour	208.00	1.00	\$27,040	\$27,040
9	Copywriting/editing	<input type="checkbox"/>	\$100.00	hour	231.00	1.00	\$23,100	\$23,100
10	Focus group research	<input type="checkbox"/>	\$8,500.00	test	9.00	1.00	\$76,500	\$76,500
TOTAL							\$720,265	\$720,265

Line Item #	Contractual Other Narrative:										
1	Broadcast television	Unit Cost/Rate	\$40,000.00	Basis	media buy	Quantity	4.00	Duration	1.00	Other Cost	\$160,000
	Broadcast offers the ability to provide a more general statewide reach and placements within local programming will reach those who are community-minded and perhaps more interested in local social services offered to Vermonters.										
2	Social media	Unit Cost/Rate	\$37,500.00	Basis	media buy	Quantity	4.00	Duration	1.00	Other Cost	\$150,000
	Attract and engage target audiences by creating, monitoring, and managing all published content such as text, images, and video. Includes social media strategy, audience targeting and message development.										
3	Connected TV	Unit Cost/Rate	\$40,000.00	Basis	media buy	Quantity	2.00	Duration	1.00	Other Cost	\$80,000
	For this campaign the proposal includes the allocation of funding for all four media channels to be handled by the media partner at the launch of the campaign: CTV, Streaming, Banners (on the programmatic and Google platforms), and YouTube. Past performance has shown ads deployed through the partners sites have provided the greatest number of sessions.										
4	Google search ads	Unit Cost/Rate	\$25,000.00	Basis	media buy	Quantity	3.00	Duration	1.00	Other Cost	\$75,000
	Search is included in this plan to make access to information related to substance use easily attainable. In previous campaigns, sessions that came from Google Search (as well as and the video on the programmatic network) had the lowest bounce rates and the highest average pages viewed per session during the campaign earlier this year.										

Line Item #	Contractual Other Narrative:					
5	Bus advertising	Unit Cost/Rate \$3,975.00	Basis region	Quantity 15.00	Duration 1.00	Other Cost \$59,625
	12 weeks of bus ads (interior & exterior ads) across 12 different regions.					
6	Creative/concept development	Unit Cost/Rate \$150.00	Basis hour	Quantity 250.00	Duration 1.00	Other Cost \$37,500
	Develop the strategic platform for campaign creative concepts, including category, competitive and client research and analysis. Develop messaging hierarchy, visual execution, and overall look and feel of overarching brand.					
7	Video development and production	Unit Cost/Rate \$150.00	Basis hour	Quantity 210.00	Duration 1.00	Other Cost \$31,500
	Develop multimedia content and manipulating raw footage into a creative video product. Includes pre-production (conceptualizing the idea and writing a script), production (actual shooting or recording) and post-production (video editing, sound editing, adding titles, etc.).					
8	Campaign strategy	Unit Cost/Rate \$130.00	Basis hour	Quantity 208.00	Duration 1.00	Other Cost \$27,040
	Coordinate the agency efforts on behalf of the client. May include estimating, budgeting, scheduling, and production support. May also include trafficking of media spots, invoice reconciliation, and preparation of campaign reporting.					
9	Copywriting/editing	Unit Cost/Rate \$100.00	Basis hour	Quantity 231.00	Duration 1.00	Other Cost \$23,100
	Implementing the creative concept into headlines, scripts and body copy. Reviewing materials for accuracy and style.					
10	Focus group research	Unit Cost/Rate \$8,500.00	Basis test	Quantity 9.00	Duration 1.00	Other Cost \$76,500
	Focus group research will be conducted to collect data and evaluate current VT Helplink messaging to identify ways to improve and/or tailor content to certain audiences.					

Contractual Total Direct Charges for Health Resources in Action - VT Helplink Marketing

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$720,265

Contractual Total Cost for Health Resources in Action - VT Helplink Marketing

TOTAL COST	TOTAL FEDERAL REQUEST
\$720,265	\$720,265

Contractual Details for

Phoenix Metal Works

Agreement #	Services and Deliverables Provided
9	Provides medication safety lock boxes through a contract with the State of Vermont.

☐ Personnel

☐ Travel

☒ Supplies

☐ Indirect Charges

☐ Fringe Benefits

☐ Equipment

☐ Other

Contractual Supplies Costs for Phoenix Metal Works

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Contractual Supplies Cost	
1	Medication Lock Boxes	\$39.41		3,807.00	1.00	\$150,034	\$150,034
TOTAL						\$150,034	\$150,034

Line Item #	Contractual Supplies Narrative:					
	Medication Lock Boxes	Unit Cost \$39.41	Basis	Quantity 3,807.00	Duration 1.00	Supplies Cost \$150,034
1	Will provide medication safety lock boxes for the state to distribute. Medication lock boxes will be distributed to OTP and OBOT providers to allow clients to keep take-home medications safe, to enable clients with unstable living arrangements to safely remain in treatment, and to prevent medication diversion and overdose. These will be stored in Vermont's clearinghouse, and will be available to be ordered by allowabe providers.					

Contractual Total Direct Charges for Phoenix Metal Works

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$150,034

Contractual Total Cost for Phoenix Metal Works

TOTAL COST	TOTAL FEDERAL REQUEST
\$150,034	\$150,034

Contractual Details for

TBD - Recovery Housing for Individuals Aged 18-24

Agree-ment #	Services and Deliverables Provided
10	

☐ Personnel

☐ Travel

☐ Supplies

☐ Indirect Charges

☐ Fringe Benefits

☐ Equipment

☐ Other

Contractual Total Direct Charges for TBD - Recovery Housing for Individuals Aged 18-24

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$0

Contractual Total Cost for TBD - Recovery Housing for Individuals Aged 18-24

TOTAL COST	TOTAL FEDERAL REQUEST
\$0	\$0

G. Construction: Not Applicable

H. Other

Line Item #	Item	Check if Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Other Cost	
1		<input type="checkbox"/>					\$0	\$0

Line Item #	Item	Check if Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Other Cost	
TOTAL								\$0
								\$0

Line Item #	Other Narrative:						
1		Unit Cost/Rate	Basis	Quantity	Duration	Other Cost	\$0

I. Total Direct Charges

TOTAL DIRECT CHARGES	TOTAL FEDERAL REQUEST
	\$5,637,980

J. Indirect Charges

Type of IDC Rate / Cost Allocation Plan

We will determine IDC based on our Cost Allocation Plan

Indirect Charges

Line Item #	Check to Enter IDC Rate and Base	Check to Enter Allocated IDC Amount	Calculation				FEDERAL REQUEST
			IDC Rate (%)	Base	Allocated IDC Amount	IDC	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	95.00%	\$372,164		\$353,556	\$353,556
TOTAL						\$353,556	\$353,556

Line Item #	Indirect Charges Narrative:						
1	<p>The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the most recent approval letter is attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 95% of the direct salary line item.</p> <p>The cost allocation plan is available at https://humanservices.vermont.gov/about-us/central-office/fiscal-operations/federal-cost-allocation-plans.</p>						

REVIEW OF COST SHARING AND MATCHING

Cost sharing or matching is not required for this grant.

BUDGET SUMMARY: YEAR 2

BUDGET CATEGORY	FEDERAL REQUEST
A. Personnel	\$372,164
B. Fringe Benefits	\$252,022
C. Travel	\$2,008
D. Equipment	\$0
E. Supplies	\$0
F. Contractual	\$5,011,786
G. Construction (N/A)	\$0
H. Other	\$0
I. Total Direct Charges (sum of A to H)	\$5,637,980
J. Indirect Charges	\$353,556
Total Projects Costs (sum of I and J)	\$5,991,536

BUDGET SUMMARY FOR REQUESTED FUTURE YEARS

	Year 3	Year 4	Year 5
Budget Category	FEDERAL REQUEST	FEDERAL REQUEST	FEDERAL REQUEST
A. Personnel	\$333,390		
B. Fringe Benefits	\$227,758		
C. Travel	\$2,000		
D. Equipment			
E. Supplies			
F. Contractual	\$5,111,668		
G. Construction	\$0	\$0	\$0
H. Other			
I. Total Direct Charges (sum A to H)	\$5,674,816	\$0	\$0
J. Indirect Charges	\$316,720		
Total Project Costs (sum of I and J)	\$5,991,536	\$0	\$0

Budget Summary Narrative:
1. Personnel costs for future years include an annual cost of living adjustment (COLA) as negotiated by the Vermont State Employee's Union. 2. We are estimating the cost of fringe benefits at an average of 65% of salary based on current costs. 3. The Grants and Contracts Administrator will be shifted from SOR to State funding over the 3 year project.

FUNDING LIMITATIONS / RESTRICTIONS

Funding Limitation/Restriction

	Year 2	Year 3	Year 4	Year 5	Total for Budget Category
A. Personnel					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies					
F. Contractual					
H. Other					
I. Total Direct Charges (sum A to H)					
J. Indirect Charges					
TOTAL for the Budget Year					
Percentage of the Budget	0.000%	0.000%			

Funding Limitation/Restriction Narrative:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

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.				\$5,991,536	\$0	\$5,991,536
2.						
3.						
4.						
5. Totals				\$5,991,536	\$0	\$5,991,536

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$372,164	\$0			\$372,164
b. Fringe Benefits	\$252,022	\$0			\$252,022
c. Travel	\$2,008	\$0			\$2,008
d. Equipment	\$0	\$0			\$0
e. Supplies	\$0	\$0			\$0
f. Contractual	\$5,011,786	\$0			\$5,011,786
g. Construction	\$0	\$0	\$0	\$0	\$0
h. Other	\$0	\$0			\$0
i. Total Direct Charges (sum of 6a-6h)	\$5,637,980	\$0			\$5,637,980
j. Indirect Charges	\$353,556	\$0			\$353,556
k. TOTALS (sum of 6i and 6j)	\$5,991,536	\$0			\$5,991,536
7. Program Income					
Authorized for Local Reproduction					

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.				
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					

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.	\$5,991,536	\$0	\$0	\$0
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$5,991,536	\$0	\$0	\$0

SECTION F - OTHER BUDGET INFORMATION

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

Authorized for Local Reproduction

Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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: _____		

Position Information:Incumbent: **Vacant or New Position**Position Number: Current Job/Class Title: Public Health Program Manager IIAgency/Department/Unit: AHS/VDH/DSU GUC: 74603Pay Group: 74A Work Station: Waterbury Zip Code: 05671Position Type: ☐ Permanent ☒ Limited Service (end date) 9/30/2027Funding Source: ☐ Core ☒ Sponsored ☐ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% FederalSupervisor's Name, Title and Phone Number: Julia Harrison, Public Health Program Manager II/SOR Project Director, 802-556-4148**Check the type of request (new or vacant position) and complete the appropriate section.**

- ☒ **New Position(s):**
- a. REQUIRED: Allocation requested: Existing Class Code 441744 Existing Job/Class Title: Public Health Program Manager I
- b. Position authorized by:

☐ Joint Fiscal Office – JFO # Approval Date: ☐ Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) ☒ Other (explain) -- Provide statutory citation if appropriate. State Opioid Response Grant☐ **Vacant Position:**a. Position Number: b. Date position became vacant: c. Current Job/Class Code: Current Job/Class Title: d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title: e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes ☐ No ☐ If Yes, please provide detailed information: **For All Requests:**1. List the anticipated job duties and expectations; include all major job duties: Duties and responsibilities:Job Duty #1: Program ManagementWHAT: Responsible for the planning, program development, implementation and ongoing monitoring of a statewide, evidence-based system of clinical services related to the SOR grant program. .HOW: Develop grants for substance use disorder preferred provider treatment network and other DSU grant funded services. Grant development includes drafting scopes of work, deliverables and budget, as well as negotiations with potential vendors as needed during grant development. Develop and negotiate with vendors for amendments to grants as required, including scopes of work, deliverables, budget and timeframes. Provides technical assistance to the applicable providers, documenting communication and decisions made. Serve as the first contact for any questions or concerns regarding assigned grantees including follow-up after complains and critical incidents (serious events that have taken place at the provider locations). Participates in community meetings that intersect with the substance use disorder treatment system. Assist in the treatment provider certification process which involves conducting client chart reviews, meeting with provider leadership and facilitating feedback from staff, clients served, and community partners; review policy and procedure documentation; review and provide feedback to the provider certification site visit report.Job Duty #2: Performance Management and MonitoringWHAT: Responsible for review and approval of grant deliverables.HOW: Review and approve grant deliverables and reporting, and invoices. Coordinate with Program Evaluation team to develop performance measures and develop reporting to monitor adherence. Track reporting and related data which may include but is not limited to Medicaid claims and federal State Opioid Response Grant and Substance Abuse Prevention and Treatment Block Grant funding spend down against obligated funds. Utilize grant reporting and Substance Abuse Treatment Information System (SATIS) data to provide transparency and technical assistance related to performance.Job Duty #3: Grant OversightWHAT: Conduct site visits as required by Division/Department policies and procedures.

HOW: Participate in completion of risk assessment for assigned providers. Perform on-site and virtual site visits as required by risk assessment, including financial management review to examine backup documentation for invoices that have been reviewed, approved and paid by DSU for executed agreements. Coordinate with providers to supply backup documentation, including but not limited to receipts, paystubs, timesheets, and bills and invoices. Review materials against paid invoices to ensure items are substantiated. Provide feedback and technical assistance. Complete a site visit checklist, documenting programmatic and financial findings related to site visit.

Job Duty #4: General Responsibilities

- Act as back up to other DSU Units as needed to support the overall goals and responsibilities of DSU and VDH.
- Provide prompt and accurate preparation or review of written reports and documents.
- Provide data to VDH and DSU staff to allow completion of all grant application reporting.
- Other duties as assigned.

2. Provide a brief justification/explanation of this request: DSU is required through state statute to plan, operate, and evaluate a consistent, effective program of substance use programs. DSU is required by their federal funding partners to perform effective grant management activities, to monitor activities being funded by federal funds, and to report as required to funders regarding the activities, expenditures, and outcomes of activities being funded. Failure to perform these required activities risks ongoing funding to DSU and subsequently risks the loss of programming supported by this funding.

With the increase in challenges for Vermonters in need of substance use disorder treatment since the onset of the COVID pandemic, there is increased demand on the preferred provider treatment network. Additional projects and funding sources, including through the State Opioid Response Grant, have increased the number of funding sources and grant agreements managed by the Regional Management team, where this position would sit. Because of this, the current regional management team has been experiencing an increased workload that is exceeding capacity. This position will enable the team to improve provider and program management, monitoring and oversight by providing greater capacity to perform required activities.

Additionally, this position will support Vermont's three stated goals for the State Opioid Response Grant:

Increase access to opioid use disorder and stimulant use disorder treatment, including medications for opioid use disorder: This position will manage grants and performance for a subset of the preferred provider treatment network. Through technical assistance, site visits, provider certification, and management of ongoing funding, this position will support access to high-quality substance use disorder treatment.

Increase regional capacity to implement community-specific opioid strategies: This position will be engaged with specific communities across Vermont, and will participate in community meetings related to the substance use disorder treatment network.

Decrease opioid-related deaths: This position will support the timely development and execution of grant agreements, as well as monitoring and technical assistance. They will work in the DSU Clinical Services Unit, which directly supports the preferred provider network providing services to Vermonters.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes ☐ No ☒

5. The name and title of the person who completed this form: Julia Harrison, Public Health Program Manager
II./SOR Project Director

6. Who should be contacted if there are questions about this position (provide name and phone number):
Julia Harrison, 802-556-4148

7. How many other positions are allocated to the requested class title in the department: 27

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) N/A

Attachments:

- ☒ Organizational charts are **required** and must indicate where the position reports.
- ☒ Class specification (optional).
- ☒ For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- ☐ Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

DocuSigned by:
Kate Minall
5E886815FB574DB...

9/30/2025

Personnel Administrator's Signature (**required**)*

Date

DocuSigned by:
Julia Harrison
396699788F5D449...

9/29/2025

Supervisor's Signature (**required**)*

Date

DocuSigned by:
Kelly Dougherty
F0CF87D7DFD4420...

10/1/2025

Appointing Authority or Authorized Representative Signature (**required**)*

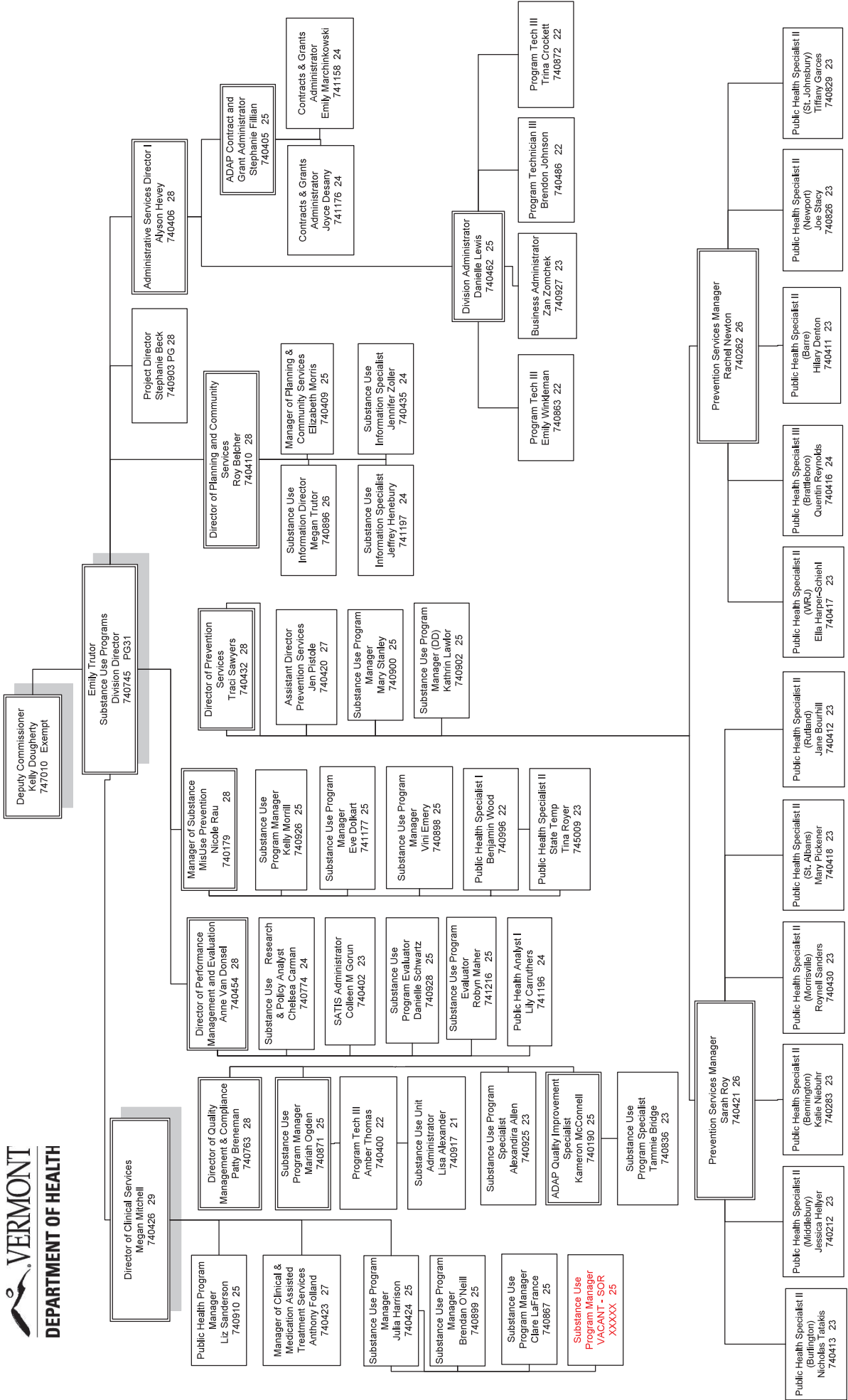
Date

* Note: Attach additional information or comments if appropriate.

Division of Substance Use Programs (DSU) – September 2025



Docusign Envelope ID: 526DF823-2A6F-4631-AA38-64D351E75AD2



Georges, Nick

From: O'Toole, Dawn
Sent: Wednesday, October 15, 2025 7:07 AM
To: Georges, Nick
Subject: RE: AHS Position Committee review for VDH

Nick,
This can move forward.
Thanks, Dawn

From: Georges, Nick <Nick.Georges@vermont.gov>
Sent: Tuesday, October 14, 2025 7:58 AM
To: O'Toole, Dawn <Dawn.OToole@vermont.gov>
Subject: AHS Position Committee review for VDH

Hi Dawn,

Please find attached a limited-service request packet from VDH for the AHS Position Committee. The position is for a Substance Use Program Manager funded by the State Opioid Response Grant Program.

I'll route the packet to Deputy Secretary McClure once I get the go ahead.

Let me know if you need anything else.

Thanks,

Nick

Yannick "Nick" Georges, Financial Manager III
AHS Central Office
280 State Drive
Waterbury, VT 05671-1000
802-585-4314