MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: April 13, 2021
Subject: Expedited Grant Request – JFO #3045

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. The VT Department of Health has requested an expedited review and Representative Hooper has requested this grant be held for the Joint Fiscal Committee meeting on April 14, 2021.

JFO #3045 - 48 (forty-eight) limited-service positions to carry out the ongoing work for an effective public health response to COVID-19. [NOTE: Positions to be funded through ongoing CDC grants #2254 (Immunization) and #2478 (Epidemiology and Laboratory Capacity) previously approved in 2006 and 2010, respectively.]
[JFO received 4/13/2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions ahead of the Joint Fiscal Committee meeting on April 14, 2021.
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: March 30, 2021

Name and Phone (of the person completing this request): Paul Daley 863-7284

Request is for:

Positions funded and attached to an existing grant approved by JFO #2254 (Immunization) and JFO #2378 (ELC).

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

   Centers for Disease Control and Prevention, Immunization and Vaccines for Children (CFDA 93.268)
   Centers for Disease Control and Prevention, Epidemiology and Laboratory Capacity (ELC) (CFDA 93.323)

2. List below titles, number of positions in each title, program area, and limited service end date:

<table>
<thead>
<tr>
<th>Title of Positions Requested</th>
<th># of Positions</th>
<th>Division</th>
<th>Grant Funding Period</th>
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</table>
3. Justification for this request as an essential grant program need:

The requested positions required to carry out the ongoing work required for an effective public health response to SARS-CoV-2. These additional staff are essential in order for Vermont to maintain our continued success at:

- widespread testing for SARS-CoV-2,
- rapid and complete tracing of positive cases and contacts,
- containing and suppressing COVID-19 outbreaks,
- achieving the highest possible levels of vaccination among our residents.

These additional staff will also continue the crucial disease surveillance that will be required to monitor for the continued presence of SARS-CoV-2 in our population, detect and respond to new variants, and develop strategies that will achieve long term suppression of virus spread.

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)).

E-SIGNED by Mark Levine
on 2021-03-30 15:28:58 EDT

E-SIGNED by Jenney Samuelson
on 2021-04-01 18:20:39 GMT

Signature of Agency or Department Head
Aimee Pope

Approved/Denied by Department of Human Resources
Adam Greshin

Approved/Denied by Finance and Management
Kristin Clouser

Approved/Denied by Secretary of Administration

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

Comments: DHR – 06/12/2019

E-SIGNED by Sarah Clark
on 2021-04-01 16:38:58 GMT
MEMORANDUM

March 30, 2021

TO: Michael K. Smith, Secretary of Human Services

FR: Mark A. Levine, MD, Commissioner of Health E-SIGNED by Mark Levine on 2021-03-30 15:29:12 EDT

RE: COVID-19 Response Grant Funded Position Request

Please find enclosed a request for 48 limited service positions required to carry out the ongoing work required for an effective public health response to SARS-CoV-2. These additional staff are essential in order for Vermont to maintain our continued success at widespread testing for SARS-CoV-2, rapid and complete tracing of contacts, to contain and suppress outbreaks, achieving the highest possible levels of vaccination among our residents. These additional staff will also continue the crucial disease surveillance that will be required to monitor for the continued presence of SARS-CoV-2 in our population, detect and respond to new variants, and develop strategies that will achieve long term suppression of virus spread.

These positions will be funded through supplemental awards to our existing CDC grants for Immunization and for Epidemiology and Laboratory Capacity (ELC). The Joint Fiscal Committee authorized acceptance of Immunization grant via JFO #2254 in 2006 and the ELC grant via JFO #2478 in 2010.

I ask that the Administration request expedited review of this request by the Joint Fiscal Committee, so that these positions may be established and filled at the earliest possible opportunity.

Thank you in advance for your favorable consideration of this request.
Joint Fiscal Position Request

Request for Classification Review

Notice of Action # ________________________________
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: ________________________________________________

Willis Rating/Components: Knowledge & Skills: ______, Mental Demands: ______, Accountability: ______
Working Conditions: ______, Total: ______

New Position/Vacant Position Information:

New Position Authorization: __________ Request Job/Class Title: Multiple
Position Type: Limited
Agency/Department/Unit: AHS/Health Work Station: Various Zip Code: Various
Supervisor's Name, Title and Phone Number: Various

Type of Request:

☐ Management – A request to establish and classify 48 limited service positions upon authorization by Joint Fiscal Committee
## List of Positions:

<table>
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<tr>
<th>Request #</th>
<th>Job Title - Code</th>
<th>Reports To</th>
<th>Dept ID</th>
<th>Location</th>
<th>Code</th>
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*will report to PH Specialist, #48 on this request.

RFR-C for each job title requested along with org charts will be provided separately.
Personnel Administrator's Section:
Personnel Administrator's Signature (required): E-SIGNED by Trishia Brooks on 2021-03-30 05:50:30 EDT March 30, 2021

Personnel Administrator’s Signature (required): E-SIGNED by Kate Minall on 2021-03-30 08:19:58 EDT March 30, 2021

Appointing Authority's Section:
E-SIGNED by Tracy Dolan on 2021-03-30 08:22:07 EDT March 30, 2021

Appointing Authority or Authorized Representative Signature (required) Date
Notice of Award

Award#  6 NH23IP922615-02-03
FAIN#  NH23IP922615
Federal Award Date:  01/15/2021

Recipient Information

1. Recipient Name
   Human Services, Vermont Agency Of
   108 Cherry St
   Burlington, VT 05401-4295
   [No Phone Record]-DUP2

2. Congressional District of Recipient
   00

3. Payment System Identifier (ID)
   1036000274A7

4. Employer Identification Number (EIN)
   036000264

5. Data Universal Numbering System (DUNS)
   809376155

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator
   Ms. CHRISTINE A FINLEY
   Immunization Program Chief
   christine.finley@vermont.gov
   (802) 652-4185

8. Authorized Official
   Mr. Paul Daley
   Financial Director
   abs.vdh@fedgrantoperations@vermont.gov
   802-557-5785

Federal Award Information

11. Award Number
    6 NH23IP922615-02-03

12. Unique Federal Award Identification Number (FAIN)
    NH23IP922615

13. Statutory Authority
    Sections 317, 317(k)(2) of the Public Health Service Act (42 U.S.C., Sections 247b, 247b(k)(2) and 247c), as amended

14. Federal Award Project Title
    CDC-RFA-IP19-1912 Immunization and Vaccines for Children

15. Assistance Listing Number
    93.268

16. Assistance Listing Program Title
    Immunization Cooperative Agreements

17. Award Action Type
    Supplement

18. Is the Award R&D?
    No

Summary Federal Award Financial Information

19. Budget Period Start Date  07/01/2020  -  End Date  06/30/2021

20. Total Amount of Federal Funds Obligated by this Action
    $5,638,273.00

20a. Direct Cost Amount
    $5,638,273.00

20b. Indirect Cost Amount
    $0.00

21. Authorized Carryover
    $290,560.00

22. Offset
    $0.00

23. Total Amount of Federal Funds Obligated this budget period
    $2,694,714.00

24. Total Approved Cost Sharing or Matching, where applicable
    $0.00

25. Total Federal and Non-Federal Approved this Budget Period
    $8,332,987.00

26. Project Period Start Date  07/01/2019  -  End Date  06/30/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period
    $10,765,760.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer – Signature
    Browne Anderson-Rana
    Grants Management Officer

30. Remarks
### Recipient Information

**Recipient Name**
Human Services, Vermont Agency Of
108 Cherry St
Burlington, VT 05401-4295
[No Phone Record]-DUP2

**Congressional District of Recipient**
00

**Payment Account Number and Type**
1036000274A7

**Employer Identification Number (EIN) Data**
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**Universal Numbering System (DUNS)**
809376155

**Recipient's Unique Entity Identifier**
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(Excludes Direct Assistance)

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<td>b. Fringe Benefits</td>
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<td>j. TOTAL DIRECT COSTS</td>
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<td>l. TOTAL APPROVED BUDGET</td>
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<td>m. Federal Share</td>
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<td>n. Non-Federal Share</td>
<td>$0.00</td>
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### 34. Accounting Classification Codes

<table>
<thead>
<tr>
<th>FY-ACCOUNT NO.</th>
<th>DOCUMENT NO.</th>
<th>ADMINISTRATIVE CODE</th>
<th>OBJECT CLASS</th>
<th>AMT ACTION FINANCIAL ASSISTANCE</th>
<th>APPROPRIATION</th>
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<td>20NH231P927615CS</td>
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<td>$5,638,273.00</td>
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Notice of Award

Award # 6NU50CK000520-02-04
FAIN# NU50CK000520
Federal Award Date: 01/14/2021

### Recipient Information

1. **Recipient Name**
   - Human Services, Vermont Agency Of
   - 280 State Dr
   - Waterbury, VT 05671-9501
   - [No Phone Record]-DUP2

2. **Congressional District of Recipient**
   - 00

3. **Payment System Identifier (ID)**
   - 1036000274A6

4. **Employer Identification Number (EIN)**
   - 036000264

5. **Data Universal Numbering System (DUNS)**
   - 899376155

6. **Recipient's Unique Entity Identifier**

7. **Project Director or Principal Investigator**
   - Ms. Julia Brennan
   - julia.brennan@vermont.gov
   - 802-863-7225

8. **Authorized Official**
   - Mr. Bryan O'Connor
   - bryan.oconnor@vermont.gov
   - 802-863-7384

### Federal Award Information

11. **Award Number**
    - 6NU50CK000520-02-04

12. **Unique Federal Award Identification Number (FAIN)**
    - NU50CK000520

13. **Statutory Authority**
    - 301(a)AND317(k)(2)PHS42USC241(A)247(b)(K)2

14. **Federal Award Project Title**
    - Epidemiology and Laboratory Capacity (ELC)

15. **Assistance Listing Number**
    - 93.323

16. **Assistance Listing Program Title**
    - Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

17. **Award Action Type**
    - Supplement

18. **Is the Award R&D?**
    - No

### Summary Federal Award Financial Information

19. **Budget Period Start Date** 08/01/2020 - **End Date** 07/31/2021

20. **Total Amount of Federal Funds Obligated by this Action** $35,915,798.00
    - 20a. Direct Cost Amount $35,915,798.00
    - 20b. Indirect Cost Amount $0.00

21. **Authorized Carryover** $0.00

22. **Offset** $0.00

23. **Total Amount of Federal Funds Obligated this budget period** $2,936,816.00

24. **Total Approved Cost Sharing or Matching, where applicable** $0.00

25. **Total Federal and Non-Federal Approved this Budget Period** $38,852,614.00

26. **Project Period Start Date** 08/01/2019 - **End Date** 07/31/2024

27. **Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period** $102,735,740.00

### Additional Information

**Federal Agency Information**
- CDC Office of Financial Resources

**Awarding Agency Contact Information**
- Ms. Kathy Rabie-GMS
  - ker8@cdc.gov
  - 770-488-2045

**Program Official Contact Information**
- Mr. Fred Maxineau
  - PHA
  - bxy2@cdc.gov
  - 404.639.0869

**Remarks**

---

**ADDENDUM COSTS**

**Grants Management Officer – Signature**
- Brownie Anderson-Rana
- Grants Management Officer
## Recipient Information

**Recipient Name**
Human Services, Vermont Agency Of
280 State Dr
Waterbury, VT 05671-9501
[No Phone Record]-DUP2

**Congressional District of Recipient**
00

**Payment Account Number and Type**
1036000274A6

**Employer Identification Number (EIN) Data**
036600264

**Universal Numbering System (DUNS)**
809376155

**Recipient's Unique Entity Identifier**
Not Available

### 31. Assistance Type
Cooperative Agreement

### 32. Type of Award
Demonstration

## 33. Approved Budget (Excludes Direct Assistance)

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<th></th>
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<tr>
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