



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 20, 2012
Subject: Grant Requests

Enclosed please find six (6) items that the Joint Fiscal Office has received from the administration, including the establishment of 2 limited service positions.

JFO #2593 – \$3,039,968 grant from the U.S. Department of Education to the Vermont Department of Education. These funds will be used to improve outcomes for students with disabilities by providing professional development for educators.
[JFO received 11/07/12]

JFO #2594 – \$1,713,122 grant from the U.S. Department of Housing and Urban Development to the Vermont Housing and Conservation Board. These funds will be used to identify and remediate housing related health and safety hazards in low-income housing units.
[JFO received 11/07/12]

JFO #2595 – Donation of \$78,750 from the Nature Conservancy to the Vermont Department of Fish & Wildlife. The value of this donation represents the difference between the appraised value of a conservation easement on land in Pawlet (\$315,000) and the price to be paid by the State of Vermont (\$236,250) for this easement.
[JFO received 11/15/12]

JFO #2596 – \$1,489,141 grant from the U.S. Food and Drug Administration to the Vermont Department of Health. These funds will be used to support conformance with the Manufactured Food Regulatory Program Standards by replacing the 25-year-old database with a modern database to support licensing and inspection data. **Two limited service positions** are associated with this request.
[JFO received 11/15/12]

JFO #2597 – \$47,250 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture, Food and Markets. These funds (in concert with JFO #2598) will be used to promote New England's value-added meat industry by providing education, marketing tools, and exposure to innovation at the producer-processor nexus. This grant supports a continuation of the work in this area that began under an expiring Federal Agriculture Innovation Center grant.
[JFO received 11/19/12]

JFO #2598 – \$15,000 grant from the John Merk Fund to the Vermont Agency of Agriculture, Food and Markets. These funds (in concert with JFO #2597) will be used to promote New England's value-added meat industry by providing education, marketing tools, and exposure to innovation at the producer-processor nexus. This grant supports a continuation of the work in this area that began under an expiring Federal Agriculture Innovation Center grant.

[JFO received 11/19/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 4 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

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

Agency of Administration

JFO 2596

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

Grant Summary:	This grant will support conformance with the Manufactured Food Regulatory Program Standards to improve food safety.				
Date:	11/1/2012				
Department:	Health Department				
Legal Title of Grant:	Conformance with the Manufactured Food Regulatory Program Standards				
Federal Catalog #:	93.103				
Grant/Donor Name and Address:	Food and Drug Administration, Rockville, MD 20857				
Grant Period:	From:	9/30/2012	To:	7/31/2017	
Grant/Donation	\$1,489,141				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$150,644	\$298,463	\$298,463	\$747,570 (for the first 3 years)	Total \$1,489,141 – Similar amounts in SY4 and SFY5

Position Information:	# Positions	Explanation/Comments
	2 (LSP)	These positions are limited service and will end when the grant expires. The two positions will complete inspection work for food safety and evaluation.

Additional Comments: Funding will also be used to update the licensing and inspection computer system and database.

Department of Finance & Management	<i>J</i> 11/14/12	(Initial) <i>EB</i> 11/5
Secretary of Administration	<i>11/2</i> 11/13/12	(Initial)
Sent To Joint Fiscal Office	11/14/12	Date

RECEIVED
 NOV 15 2012
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	Health			
3. Program:	Environmental Health			
4. Legal Title of Grant:	Conformance with the Manufactured Food Regulatory Program Standards			
5. Federal Catalog #:	93.103			
6. Grant/Donor Name and Address: Food and Drug Administration, Rockville, MD 20857				
7. Grant Period:	From:	9/30/2012	To:	7/31/2017
8. Purpose of Grant: See Attached Summary				
9. Impact on existing program if grant is not Accepted: None				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 13	FY 14	FY 15	
Personal Services	\$140,644	\$288,463	\$288,463	
Operating Expenses	\$10,000	\$10,000	\$10,000	
Grants	\$	\$	\$	
Total	\$150,644	\$298,463	\$298,463	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$150,644	\$298,463	\$298,463	
(Direct Costs)	\$130,446	\$232,783	\$232,783	
(Statewide Indirect)	\$1,212	\$3,941	\$3,941	
(Departmental Indirect)	\$18,986	\$61,739	\$61,739	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$150,644	\$298,463	\$298,463	
Appropriation No:	3420010000	Amount:	\$10,099	
	3420021000		\$140,545	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$150,644	

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

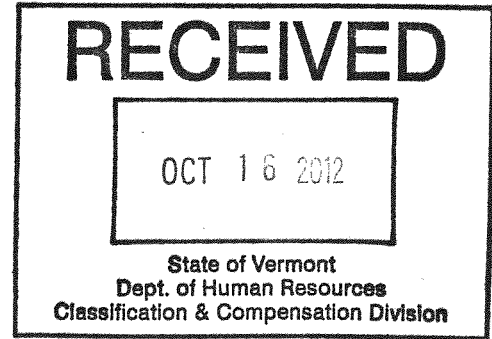
PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy. Appointing Authority Name: Dr. Harry Chen Agreed by: <u> <i>HC</i> </u> (initial)		
12. Limited Service Position Information:	# Positions	Title
	2	Public Health Sanitarian
Total Positions	2	
12a. Equipment and space for these positions:		
		<input type="checkbox"/> Is presently available. <input checked="" type="checkbox"/> Can be obtained with available funds.
13. AUTHORIZATION AGENCY/DEPARTMENT		
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u> <i>[Signature]</i> </u>	Date: OCT 04 2012
	Title: Commissioner of Health	
	Signature: <u> <i>[Signature]</i> </u>	Date: <u> 10/16/12 </u>
	Title: <u> Secretary </u>	
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u> <i>[Signature]</i> </u>	Date: <u> 11/13/12 </u>
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u> <i>[Signature]</i> </u>	Date: <u> 11/14/12 </u>
<input type="checkbox"/> Rejected		
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1		
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).		



State of Vermont

Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 802-863-7200
[fax] 802-865-7754



MEMORANDUM

To: Jim Giffin, AHS CFO
From: Leo Clark, VDH CFO
Re: Grant Acceptance of the Manufactured Food Regulatory Program Standards Grant
Date: 10/10/12

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The Department of Health has received a grant from the United States Department of Health & Human Services, Food & Drug Administration, providing \$1,489,141 over five years to enable the Department to advance efforts to support conformance with Manufactured Food Regulatory Program Standards (MFRPS).

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA1) and attached summary, a copy of the grant award document, a copy of the grant application, a Position Request Form for two PH Sanitarians, and RFR's for these two limited service positions. Please note that the .5 FTE for an IT position funded by this grant will be accomplished using existing VDH staff, not a new position. Also, I can confirm that our IT Manager supports the computer system modernization called for in the grant application (see email attached).

It is our understanding, based on the advice of Molly Paulger at the Department of Human Resources (DHR) that this AA-1 packet, once approved by the Secretary of Human Services, should be forwarded in its entirety to DHR. DHR will retain the original RFR's for classification action upon receipt of approval by all parties, while transmitting a copy of the RFR's and all remaining documents to Finance and Management.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

Clark, Leo

From: Underwood, Eileen
Sent: Wednesday, October 10, 2012 12:50 PM
To: Clark, Leo
Subject: Manufactured Food Grant

Leo,

The VDH IT staff have been working for time now to replace the existing 25 year old Food and Lodging application. Completion of this project will also move the department closer to retiring the 1032 database where the application currently resides. The project has been stalled due to lack of funding for the program and the IT staff needed to assist with the replacement. Acceptance of the Manufactured Food Grant will allow this project to resume.

Eileen

Eileen Underwood | Chief Information Officer | (802) 865-7740
Vermont Department of Health

Please note my new e-mail address: eileen.underwood@state.vt.us

Request for Grant Acceptance
Manufactured Food Regulatory Program Standards (MFRPS)
Summary 10/4/2012

The Department of Health has received a grant from the Department of Health & Human Services, Food and Drug Administration, providing \$1,489,141 over five years to enable the Department to advance efforts to support conformance with MFRPS and the overall goal of improving food safety and protection from farm to table in Vermont.

This funding will strengthen the Department's capacity to improve regulatory program activities, resources and infrastructure, and modernize dated equipment. There has been an increase in the amount of food processors and local food products available for distribution and MFRPS funding is needed to address food safety needs for Vermont producers and processors in order to protect the public health.

Goals include: (1) increasing the capacity of the existing manufactured food regulation and licensing program; 2) implementing standards; and 3) creating a modern licensing and inspection surveillance system that will inform food safety inspection work, improve record keeping, and improve human health.

The funds will be used to establish two Public Health Sanitarian positions to complete inspection work and improve the inspector-to-establishment ratio that is greatly needed for adequate food safety evaluation and compliance follow-up. Funding will also be used for an Information Technology system contract – replacing the 25-year old Legacy database that supports program licensing and inspection data. Supplies and travel expenditures will also be funded.

The Health Department is hereby seeking approval to receive \$150,644 in new Federal funds in State Fiscal Year 2013 and the establishment of two limited service positions. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.

Conformance with Manufactured Food Regulatory Program Standards (MFRPS)

Project Narrative

The Vermont Department of Health (VDH) is applying for cooperative agreement funding to support achieving conformance with MFRPS and the overall goal of improving food safety and protection from farm to table in Vermont. The mission of VDH is "To protect and promote optimal health for all Vermonters." There is a public health need to improve regulatory program activities, resources and infrastructure, and modernize dated equipment. Support for local food production has been growing, and increasing local food production in Vermont is seen as an ideal way to grow local businesses and create local jobs. This has led to an increase in the amount of food processors and local food products available for distribution. Funding for MFRPS conformance, which includes information technology modernizations and inspection personnel, is needed to address food safety needs for Vermont producers and processors in order to protect the public health.

VERMONT DEPARTMENT OF HEALTH - FOOD AND LODGING PROGRAM

Conformance with the Manufactured Food Regulatory Program Standards

Vermont is a small New England state with a population of approximately 620,000 people. The Vermont food landscape is diverse, with many small producers and processors of local products from farm to table. When measured by employment and gross state product, food manufacturing is the second-largest manufacturing industry in Vermont. The Vermont Department of Health (VDH) is the state's lead agency for public health policy and advocacy. State regulatory jurisdiction over food producers is shared between the Vermont Department of Health and the Vermont Agency of Agriculture, Food and Markets (VAAFMM). The Vermont Department of Health Food & Lodging Program (VDHFL) is responsible for inspection and licensing of approximately 6,000 establishments throughout the state that includes both retail establishments and manufactured food producers. Inspection activities and outreach to manufactured food producers comprises approximately 20% of VDHFL program resources and work, and continues to grow steadily. VDHFL has been enrolled in the Manufactured Food Regulatory Program Standards (MFRPS) since the 2008-2009 contract year, and has used the self-assessment process and Standards as a means for identifying program improvements needed for the inspection, regulation, enforcement, and outreach for Vermont food processors. The VDH Food and Lodging Program inspection staff consists of seven Public Health Sanitarians located throughout the state, which are responsible for licensing and inspection of the food establishments within their geographic area. A comprehensive improvement plan was developed that serves as the Strategic Plan for the state program. The main obstacles that have slowed achievement of full conformance and implementation have been personnel resources and funding for IT infrastructure. VDHFL is proposing cooperative agreement funding for replacement of the 25-year old Legacy database that supports program licensing and inspection data, and support for VDH Information Technology personnel dedicated to the replacement project. VDHFL is also proposing funding to support two Public Health Sanitarian positions to complete inspection work and improve the inspector-to-establishment ratio needed for adequate food safety evaluation and compliance follow-up (Standards 3 and 8).

Budget Narrative

RFA-FD-12-007:
 Conformance with the Manufactured Food Regulatory Program Standards
 Vermont Department of Health – Food and Lodging Program

Budget Period 1: 2012-2013

- A. Senior/Key Personnel \$0
- B. Other Personnel \$90,892

Title	Months	Number People	Wage	FTE	Annual Salary
Public Health Sanitarian	12	1	20.26	1.0	42,140
IT Position	12	1	24.22	0.5	25,188
Total					\$67,328

- **Public Health Sanitarian Position** \$42,140

The Public Health Sanitarian is responsible for licensing, inspection, and compliance investigation of manufactured food and retail food establishments serving the public in Vermont or manufacturing food for commerce. Due to the rural geography of the state, Public Health Sanitarians are cross-trained to cover all duties and responsibilities of the program. The program currently has 7 Public Health Sanitarians, each responsible for approximately 850 program licensees (retail and manufactured food). Additional inspection staff will have a large impact on program resources, and aid in obtaining resources to meet objectives in Standard 3 Inspection Program and Standard 8 Program Resources.
- **IT System Developer Position** \$25,188

This position will assist with planning and development of a replacement licensing and inspection database system for the Food and Lodging Program. Work with program staff

to document user requirements including procedures, data and reporting needs. Coordinate internal development or vendor selection and contract terms. Develop step-by-step plans for the implementation process.

- **Fringe Benefits** **\$23,564**

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 35% of salary.

C.	Equipment Description	\$0
D.	Travel	\$6,000
•	Out-of-State Travel	= \$6,000
	2 trips x 2 people x \$600.00 r/t airfare	= \$2,400
	2 trips x 5 days per diem x \$32 per day x 2 people	= \$640
	2 trips x 4 nights lodging x \$160 per night (including taxes) x 2 people	= \$2,560
	2 trips x \$100 taxi or other ground transportation x 2 people	= \$400

Justification

These funds will cover the cost of out-of-state travel for two employees to travel to two MFRPS training sessions, workshops and/or annual meetings.

E.	Participant/Trainee Support Costs	\$0
F.	Other Direct Costs	\$158,000

Supplies

- Educational materials (3000 copies x \$1 each) = \$3,000
Educational materials will be created to inform industry and the public about regulatory changes affecting manufactured food establishments, commodity-specific food safety information, or educational mailings for the public.
- Inspection equipment (thermometers, flashlight, water activity meters, etc.)
Equipment for additional inspection staff and replacements as needed. = \$1,000
- Computer hardware equipment for two personnel = \$4,000

IT Replacement System Project \$150,000

- Contract for Licensing and Inspection Database Replacement Project
Name of Contractor – To Be Determined
Method of Selection - Competitive bid
Method of Accountability – Monthly report providing updates on progress to fulfill the scope of work

Deliverables	Timeline:
Complete internal Specifications Process by July 2012. Contract with vendor and identify measurable objectives, establish a correlated timeline for completion	Budget Period 1
Application and project development	Budget Period 2
Development, testing and release of product planned	Budget Period 3
Implementation of database system and integration of field equipment	Budget Period 4
Maintenance and evaluation of replacement system	Budget Period 5

Justification

The program is identifying specifications and business rules to replace the 25-year old Legacy system which has achieved its functional lifespan. The replacement system project will require coordination from the IT System Developer position. The new system will modernize business procedures, improve field inspection documentation, track critical and routine violations, and improve risk factor surveillance and reporting.

G. Total Direct Costs **\$254,892**

H. Indirect Charges **\$40,397**

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont 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 original approval and a copy of the most recent approval letter are 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 60% of the direct salary line item.

I. Total **\$295,289**

Budget Periods 2-5: 2013-2017

A. Senior/Key Personnel

\$0

B. Other Personnel

\$147,782

Title	Months	Number People	Wage	FTE	Annual Salary
Public Health Sanitarian	12	1	20.26	1.0	42,140
Public Health Sanitarian	12	1	20.26	1.0	42,140
IT Position	12	1	24.22	0.5	25,188
Total					\$109,468

- **Public Health Sanitarian Positions**

\$84,280

The Public Health Sanitarian is responsible for licensing, inspection, and compliance investigation of manufactured food and retail food establishments serving the public in Vermont or manufacturing food for commerce. Due to the rural geography of the state, Public Health Sanitarians are cross-trained to cover all duties and responsibilities of the program. The program currently has 7 Public Health Sanitarians, each responsible for approximately 850 program licensees (retail and manufactured food). Additional inspection staff will have a large impact on program resources, and aid in obtaining resources to meet objectives in Standard 3 Inspection Program and Standard 8 Program Resources.

- **IT System Position**

\$25,188

This position will assist with planning and development of a replacement licensing and inspection database system for the Food and Lodging Program. Work with program staff to document user requirements including procedures, data and reporting needs. Coordinate internal development or vendor selection and contract terms. Develop step-by-step plans for the implementation process.

- **Fringe Benefits** \$38,314

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 35% of salary.

- C. **Equipment Description** \$0

- D. **Travel** \$6,000

- Out-of-State Travel = \$6,000
 - 2 trips x 2 people x \$600.00 r/t airfare = \$2,400
 - 2 trips x 5 days per diem x \$32 per day x 2 people = \$640
 - 2 trips x 4 nights lodging x \$160 per night (including taxes) x 2 people = \$2,560
 - 2 trips x \$100 taxi or other ground transportation x 2 people = \$400

Justification

These funds will cover the cost of out-of-state travel for two employees to travel to two MFRPS training sessions, workshops and/or annual meetings.

- E. **Participant/Trainee Support Costs** \$0

- F. **Other Direct Costs** \$79,000

Supplies

- Educational materials (3000 copies x \$1 each) = \$3,000

Educational materials will be created to inform industry and the public about regulatory changes affecting manufactured food establishments, commodity-specific food safety information, or educational mailings for the public.

- Inspection equipment (thermometers, flashlight, water activity meters, etc.)
Equipment for additional inspection staff and replacements as needed. = \$1,000

IT Replacement System Project \$75,000

- Contract for Licensing and Inspection Database Replacement Project
Name of Contractor – To Be Determined
Method of Selection - Competitive bid
Method of Accountability – Monthly report providing updates on progress to fulfill the scope of work

Deliverables	Timeline:
Complete internal Specifications Process by July 2012. Contract with vendor and identify measurable objectives; establish a correlated timeline for completion	Budget Period 1
Application and project development	Budget Period 2
Development, testing and release of product planned	Budget Period 3
Implementation of database system and integration of field equipment	Budget Period 4
Maintenance and evaluation of replacement system	Budget Period 5

Justification

The program is identifying specifications and business rules to replace the 25-year old Legacy system which has achieved its functional lifespan. The replacement system project will require coordination from the IT System Developer position. The new system will modernize business procedures, improve field inspection documentation, track critical and routine violations, and improve risk factor surveillance and reporting.

G. Total Direct Costs **\$232,782**

H. Indirect Charges **\$65,680**

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont 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 original approval and a copy of the most recent approval letter are 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 60% of the direct salary line item.

I. Total **\$298,462**

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: AHS/Health Date: 9/21/2012

Name and Phone (of the person completing this request): Elisabeth Wirsing – 802-951-0109

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

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

U.S. Food and Drug Administration, Conformance with the Manufactured Food Regulatory Program Standards, Grant #1U18FD004442-01

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Health Sanitarian	2	Env Health/Food & Lodging	9/12-9/17

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

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

These positions are created and supported to complete the strategic work plan in the recently awarded Manufactured Foods Regulatory Program Standards cooperative agreement from the U.S. Food and Drug Administration. The purpose of this grant is to standardize the manufactured food regulation and licensing program by increasing capacity, implementing standards, and creating a modern licensing and inspection surveillance system that will inform food safety inspection work, improve record keeping, and improve human health.

The Public Health Sanitarian positions are responsible for conducting technical inspection work in the fields of food safety and sanitation for the Department of Health. These field positions inspect, investigate, and evaluate public health hazards, environmental conditions, and compliance with rules and regulations. When conditions are found that do not protect public health, the sanitarian works with the establishment to take corrective actions that reduce risk. Successful implementation of the Manufactured Food Regulatory Program Standards will require these additional positions to move toward achieving compliance with a standard of 1 FTE for every 320 licensed establishments; each VDH Sanitarian is currently responsible for approximately 700-1,000 establishments, which is not supportive of public health. These inspection positions have specialized training and provide outreach, technical assistance, compliance and licensing work to the growing number of 6,000 manufactured food producers, retail food service, and lodging establishments in Vermont. The addition of sanitarian positions will support comprehensive, thorough inspection and education for the businesses seeking to operate in the state. Implementation of the standards will require increased documentation of inspections, compliance actions, standard operating procedures, and training records. All positions will work with the Public Health Sanitarian Chief and Food and Lodging Program Chief to develop step-by-step plans for the implementation process.

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

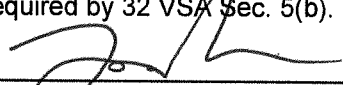
Each of these positions are vital to completing the strategic work plan. Without these positions the work plan cannot be completed.

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)).

OCT 04 2012

Signature of Agency or Department Head

Date


Approved/Denied by Department of Human Resources

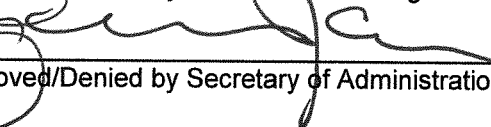
10/16/12

Date


Approved/Denied by Finance and Management

11/13/12

Date


Approved/Denied by Secretary of Administration

Deputy

11/13/12

Date

Comments: