MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 8, 2019
Subject: Grant Request – JFO #2974

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

JFO #2974 — $172,505 Centers for Disease Control and Prevention to the VT Agency of Human Services - Department of Health. The department will utilize the funding to create the Vermont Violent Death Reporting System, which will collect and disseminate surveillance data on all violent deaths in Vermont. **This grant would establish two (2) limited-service positions entitled Public Health Analyst I and Public Health Analyst II** to complete the data collection and analysis.

*Note: The Public Health Analyst I position will be fully funded through the grant at .6 FTE. The Public Health Analyst II position will be a 1 FTE position with .85 FTE funded through this grant and .15 FTE funded through the Opioid Data to Action grant.*

[JFO received 10/3/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson at (802) 828-5622; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 21, 2019, we will assume that you agree to consider as final the Governor’s acceptance of these requests.
MEMORANDUM

To: Sarah Clark, AHS CFO

From: Paul Daley, Financial Director

Re: Grant Acceptance of Collecting Violent Death Information Using the National Violent Death Reporting System

Date: September 3, 2019

The Department of Health has received a new grant award from the Centers of Disease Control and Prevention. Funding was awarded under CFDA 93.136 for a project titled: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS).

The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

Data from electronic death certificates, investigative data, autopsy reports, toxicology test results, law enforcement reports, and medical records will be abstracted and entered into the CDC web-based data entry system for the purposes of informing violence prevention efforts and reducing morbidity and mortality related to violence in Vermont.

This grant has a three-year project period; Vermont has received a first year award in the amount of $172,505. The Health Department is requesting approval to accept this award and to establish two limited service positions to be funded by the grant.

I am enclosing for your review and approval by AHS a Request for Grant Acceptance (AA-1) and a Limited Service Position Request Form, along with supporting materials.

When your review is complete, kindly forward this material in its entirety to DHR-Classification for their review.

Please let me know if you have questions or need additional information.
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

Date: 9/3/2019

Department: Agency of Human Services – Department of Health

Legal Title of Grant: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS)

Federal Catalog #: 93.136 - Injury Prevention and Control Research and State and Community Based Programs

Grant/Donor Name and Address: Centers for Disease Control and Prevention
2939 Brandywine Road; Atlanta, GA 30341

Grant Period: 9/1/2019 – 8/31/2020 (Project Period through 8/31/2022)

Grant $172,505

<table>
<thead>
<tr>
<th>SFY 20</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
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<tr>
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<td>$41,347</td>
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Position Information

<table>
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<tr>
<th># Positions</th>
<th>Explanations/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Public Health Analyst II; Public Health Analyst I</td>
</tr>
</tbody>
</table>

Additional Comments

See attached grant abstract. 2.3% variance between direct and indirect costs on budget and NOAA allowable in the STCs

Department of Finance & Management
Secretary of Administration
Sent to Joint Fiscal Office

(Initial)
(Initial)
Date

Received
Funding Abstract

The Department of Health has received a new grant award from the Centers of Disease Control and Prevention. Funding was awarded under CFDA 93.136 for a project titled: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS).

The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

Data from electronic death certificates, investigative data, autopsy reports, toxicology test results, law enforcement reports, and medical records will be abstracted and entered into the CDC web-based data entry system for the purposes of informing violence prevention efforts and reducing morbidity and mortality related to violence in Vermont.

This grant has a three-year project period; Vermont has received a first year award in the amount of $172,505. The Health Department is requesting approval to accept this award and to establish two limited service positions to be funded by the grant.
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE  (Form AA-1)

### BASIC GRANT INFORMATION
1. Agency: Human Services  
2. Department: Department of Health  
3. Program: Vermont Violent Death Reporting System  
4. Legal Title of Grant: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS)  
5. Federal Catalog #: 93.136 - Injury Prevention and Control Research and State and Community Based Programs  
6. Grant/Donor Name and Address: Centers for Disease Control and Prevention, 2920 Brandywine Road Atlanta, GA 30341  
7. Grant Period: From: 9/1/2019 To: 8/31/2020  
   Project Period From: 9/1/2019 To: 8/31/2022  
8. Purpose of Grant: The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

9. Impact on existing program if grant is not Accepted: The project could not proceed.

### BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>SFY 1 FY 20</th>
<th>SFY 2 FY 21</th>
<th>SFY 3 FY</th>
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<tr>
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<td>Operating Expenses</td>
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<table>
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<tr>
<td>Cash</td>
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<td>In-Kind</td>
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<td>Federal Funds:</td>
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<tr>
<td>(Direct Costs)</td>
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<tr>
<td>(Statewide Indirect)</td>
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<td>(Departmental Indirect)</td>
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<tr>
<td>Total</td>
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<table>
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<tr>
<td>Total</td>
<td>$131,158</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has current fiscal year budget detail been entered into Vantage? ☒ Yes ☐ No
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? □ Yes ☒ No
If “Yes”, appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: by: ____________________________(initial)

12. Limited Service Position Information:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Health Analyst II</td>
</tr>
<tr>
<td>1</td>
<td>Public Health Analyst I</td>
</tr>
</tbody>
</table>

Total Positions: 2

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: ____________________________ Date: 7/17/19
Title: Commissioner

Signature: ____________________________ Date: 9/18/19
Title: [Signature]

14. SECRETARY OF ADMINISTRATION

☑ Approved: ____________________________ Date: 9/23/19

15. ACTION BY GOVERNOR

☐ Accepted: ____________________________ Date: 10/1/19

☐ Rejected: ____________________________ Date: ____________________________

16. DOCUMENTATION REQUIRED

Required GRANT Documentation
☒ Request Memo
☐ Dept. project approval (if applicable)
☒ Notice of Award
☐ Grant Agreement
☒ Grant Budget
☐ Notice of Donation (if any)
☐ Grant (Project) Timeline (if applicable)
☐ Request for Extension (if applicable)
☐ Form AA-1PN attached (if applicable)

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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

Agency/Department: Agency of Human Services -- Department of Health

Date: August 21, 2019

Name and Phone (of the person completing this request): Paul Daley, 802-863-7284

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):
   Centers for Disease Control and Prevention, National Center for Injury Prevention and Control
   Collecting Violent Death Information Using the National Violent Death Reporting System, State of Vermont

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:

<table>
<thead>
<tr>
<th>Title* of Position(s) Requested</th>
<th># of Positions</th>
<th>Division/Program</th>
<th>Grant Funding Period/Anticipated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Analyst II</td>
<td>1</td>
<td>Health Surveillance/Public Health Statistics</td>
<td>9/1/2019 - 8/31/2022</td>
</tr>
<tr>
<td>Public Health Analyst I</td>
<td>1</td>
<td>Health Surveillance/Public Health Statistics</td>
<td>9/1/2019 - 8/31/2022</td>
</tr>
</tbody>
</table>

   *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:

   This grant requires data collection, abstraction, and data analysis on all violent deaths taking place in Vermont. VDH does not currently have analysts available to complete the wide range of data collection and analysis required for case entry, completion and inclusion in a complete data set. These PHAI and PHAII positions will enable these statistically advanced grant activities to be completed in compliance with the grant's requirements and time-line.

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

Date

[Signature]

AUG 2 9 2019

Approved/Denied by Department of Human Resources

Date

[Signature]

24 Oct 19

Approved/Denied by Finance and Management

Date

[Signature]

9 Nov 19

Approved/Denied by Secretary of Administration

Date

[Signature]

10 Nov 19

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

Date

[Signature]

DHR – 08/12/2019

Comments:
Good morning,

The .15 will be funded through our Opioid Data to Action grant. The second position will be filled at the .6 FTE only.

Thanks,
Connie

---

Hi Paul, Connie

For the two positions being requested from this grant, I noticed that they are not budgeted as full FTEs in the award. The grant award has one as .85 FTE and the other .60 FTE. What is the remaining funding source which will round out the full costs of these positions?

Thank you,
Tracy

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Hi Sarah,

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Hi Sarah,
I'm enclosing an AA-1 package for your review. This includes position requests, so the package should be sent to DHR-Classification after the AHS approval signatures are secured on the AA-1 and the Limited Service Position Request. Please let us know if you want the hard-copy of this package sent to you. Connie will be tracking this while I'm out until Tuesday.

Paul Daley
Financial Director
Vermont Department of Health
108 Cherry Street, Burlington VT 05402
(802) 863-7284
http://healthvermont.gov/
**11. APPROVED BUDGET**

11a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.

**2. CFDA NO.**

63.136 - Injury Prevention and Control Research and State and Community Based Programs

**3. ASSISTANCE TYPE.** Cooperative Agreement

**4. GRANT NO.** 1U17CE924945

Formerly

**5a. ACTION TYPE** New

**5b. ACTION NO.** MMDDYYYY

**6. PROJECT PERIOD** MMDDYYYY

From 09/01/2019

Through 08/31/2021

**7. BUDGET PERIOD** MMDDYYYY

From 09/01/2019

Through 08/31/2020

**8. TITLE OF PROJECT (OR PROGRAM)**

State of Vermont

**9a. GRANTEE NAME AND ADDRESS**

Human Services, Vermont Agency Of

280 State Dr

Waterbury, VT 05671-9501

**9b. GRANTEE PROJECT DIRECTOR**

Ms. Jennifer Hicks

280 State Dr

Waterbury, VT 05671-9501

Phone: 802-663-7264

**10a. GRANTEE AUTHORIZING OFFICIAL**

Mr. Bryan O’Connor

280 STATE DR

WATERBURY, VT 05671-9501

Phone: 802-883-7364

**10b. FEDERAL PROJECT OFFICER**

Mr. James Diggs

4770 Buford Hwy

F-63

NCIPC-Division of Violence Prevention

Atlanta, GA 30341

**11. APPROVED BUDGET (Excludes Direct Assistance)**

11a. Financial Assistance from the Federal Awarding Agency Only

11b. Total project costs including grant funds and all other financial participation

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>a.</td>
<td>Salaries and Wages</td>
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<tr>
<td>b.</td>
<td>Fringe Benefits</td>
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<tr>
<td>c.</td>
<td>Total Personnel Costs</td>
<td>113,308.00</td>
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<tr>
<td>d.</td>
<td>Equipment</td>
<td>1,500.00</td>
</tr>
<tr>
<td>e.</td>
<td>Supplies</td>
<td>510.00</td>
</tr>
<tr>
<td>f.</td>
<td>Travel</td>
<td>3,076.00</td>
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<tr>
<td>g.</td>
<td>Construction</td>
<td>0.00</td>
</tr>
<tr>
<td>h.</td>
<td>Other</td>
<td>2,000.00</td>
</tr>
<tr>
<td>i.</td>
<td>Contractual</td>
<td>0.00</td>
</tr>
<tr>
<td>j.</td>
<td>TOTAL DIRECT COSTS</td>
<td>120,494.00</td>
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<tr>
<td>k.</td>
<td>INDIRECT COSTS</td>
<td>52,011.00</td>
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<tr>
<td>l.</td>
<td>TOTAL APPROVED BUDGET</td>
<td>172,505.00</td>
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</table>

**12. AWARD COMPUTATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td>Amount of Federal Financial Assistance from item 11a</td>
<td>172,505.00</td>
</tr>
<tr>
<td>b.</td>
<td>Less Unobligated Balance From Prior Budget Periods</td>
<td>0.00</td>
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<tr>
<td>c.</td>
<td>Less Cumulative Prior Award(s) This Budget Period</td>
<td>0.00</td>
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<tr>
<td>d.</td>
<td>AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td>
<td>172,505.00</td>
</tr>
<tr>
<td>e.</td>
<td>Total Federal Funds Awarded to Date for Project Period</td>
<td>172,505.00</td>
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**13. RECOMMENDED FUTURE SUPPORT**

Subject to the availability of funds and satisfactory progress of the project:

<table>
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<tr>
<th>Year</th>
<th>Total Direct Costs</th>
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<tbody>
<tr>
<td>2</td>
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<tr>
<td>3</td>
<td>172,505.00</td>
</tr>
<tr>
<td>4</td>
<td>172,505.00</td>
</tr>
</tbody>
</table>

**14. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:**

- a. DEDUCTION
- b. ADDITIONAL COSTS
- c. MATCHING
- d. OTHER RESEARCH (Add to Direct Costs)
- e. OTHER (See REMARKS)

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

- a. The grant program legislation
- b. The grant program regulations
- c. The award notice including terms and conditions, any related subaward, REMARKS,
- d. Federal administrative requirements, cost principles and audit requirements applicable to the grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

**17. OBJ CLASS** 41.51

**18. VENDOR CODE** 103600026401

**19. EIN** 036002644

**20. DUNS** 583761565

**21. CONG. DIST.** 03

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Centers for Disease Control and Prevention

CDC Office of Financial Resources

2939 Brandywine Road

Atlanta, GA 30341

**NOTICE OF AWARD**

AUTHORIZATION (Legislation/Regulations)

317(K) OF PHS ACT(42USC2447B(K))

**GRANTS MANAGEMENT OFFICIAL:**

Brownie Anderson-Rana, Grants Management Officer

2939 Flowers Road

Mailstop TV2

Atlanta, GA 30341-5509

Phone: 770-468-2771

**GRANTS MANAGEMENT OFFICIAL:**

Brownie Anderson-Rana, Grants Management Officer

2939 Flowers Road

Mailstop TV2

Atlanta, GA 30341-5509

Phone: 770-468-2771
### Direct Assistance

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES</th>
<th>PREVIOUS AMOUNT (A)</th>
<th>AMOUNT THIS ACTION (B)</th>
<th>TOTAL (A + B)</th>
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<tr>
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<td>$0.00</td>
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<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Supplies</td>
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<tr>
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<tr>
<td>Construction</td>
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<td>Reporting Period End Date</td>
<td>Reporting Type</td>
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<tr>
<td>09/01/2019</td>
<td>08/31/2020</td>
<td>Annual</td>
<td>11/29/2020</td>
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<tr>
<td>09/01/2020</td>
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<td>08/31/2022</td>
<td>Annual</td>
<td>11/29/2022</td>
</tr>
</tbody>
</table>
Hi Candace,

I agree with your analysis that budget categories in the Notice of Award don’t match our line items in the AA-1 or our budget narrative. Our total award of $172,505 was less than the amount we applied for, and one of the conditions of this award is that we needed to respond with a revised budget by October 1. The budget you have in the package captioned “Post Award Budget Revision” is our revised budget.

So the total revised budget matches the total award, but there is a $2,394 variance between budget categories. Sometimes we will receive a revised notice of award that resolves this variance, in other cases the federal project officer will opt not to do so when the variance is minimal. CDC grantees have general authority to vary up to 25% from budget in each category without the requirement to request an amended grant award. We don’t expect to get a revised notice of award in this case because the variance is small and the indirect claims always vary from budget to some degree since they are claimed on the basis of the approved cost allocation plan.

Regards,
Paul Daley
863-7284

Hi Paul,

The budget line items in the NOA for the NVDRS CDC Grant do not match the budget that VDH submitted to the CDC and the budget listed on the AA-1. There is a $2,394 variance swap between direct costs and indirect costs. Any idea why this is the case? Can you confirm via email with the CDC that your team has the ability to amend the budget line items?

Thanks,

Candace Elmquist
Budget Analyst
Department of Finance & Management
Response to NOFO#: CDC-RFA-CE19-1905
Collecting Violent Death Information Using the National Violent Death Reporting System
Budget Narrative - POST AWARD BUDGET REVISION

The State of Vermont requests a total of $172,505 for the budget period September 1, 2019 through August 31, 2020. This funding request includes monies for regular operation of the VTVDRS for the first year. Below is more specific justification for the budget monies requested.

A. Personnel (Salaries and Wages) ($82,696): Money is requested to fund the VTVDRS Program Manager (0.85 FTE, PHA II) and a Data Abstractor (0.60 FTE, PHA I). The Program Manager will serve as the supervisor of day-to-day operations for the VTVDRS, facilitate the VTVDRS Advisory Group, conduct data quality checks, complete cases, conduct data analysis and oversee dissemination. The Data Abstractor will be responsible for initiating cases, abstracting data, and participating in data quality checks. Overall responsibility for the grant will be held by the Principal Investigator, Jennifer Hicks (0.0 FTE, Research, Epidemiology and Evaluation Unit Chief). Please see the attached job descriptions for more specific details on staff responsibilities.

Position Title and Name: Public Health Analyst II, TBD (Program Manager)
Annual Salary: $60,196
Time: 0.85 FTE (85%)
Months: 12 Months
Amount Requested: $48,688

Position Title and Name: Public Health Analyst I, TBD (Data Abstractor)
Annual Salary: $56,680
Time: 0.60 FTE (60%)
Months: 12 Months
Amount Requested: $34,008
These positions will be responsible for the work related to the VTVDRS. While the specific Data Abstractor is unnamed above, VDH currently has three Data Abstractors working on SUDORS case abstraction for the Opioid Crisis Grant which ends 8/31/2019. We are hoping to transition a trained abstractor from that project to the VTVDRS. VDH will submit a change of personnel notification to our Project Officer as soon as the Data Abstractor is officially hired. This will be done via Grant Solutions.

**B. Fringe Benefits ($33,078):** The State of Vermont uses a 40% rate to calculate fringe. This translates into $33,078 based on the salary noted above.

**C. Consultant Costs:** Not applicable.

**D. Equipment ($1,500):** Money is requested to purchase one new computer. The PI and the Program Manager currently have computers. As the abstractor will be a new position for VDH, we will need to purchase a new computer. The computers currently being used to enter SUDORS data is specifically designated for VDH interns and temporary employees. Therefore, in order for the abstractor to execute their job tasks, a new computer must be purchased.

**E. Supplies ($1,000):** Money is requested for office supplies and printing costs.

**F: Travel ($4,614): Out of State Travel:** Money is requested for the Principal Investigator, the Program Manager and the Data Abstractor to attend the required reverse site visit each year. Costs to attend the reverse site visit are estimated at $1,538 per person.

**G. Other:** Not Applicable.

**H. Contractual Costs:** Not Applicable.

**Total Direct Costs (sum of A-H): $122,888**

**J. Indirect Costs ($49,617):** 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 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 64% of the direct salary line item, yielding a total cost of $49,617 for the period.
<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>A. Salaries and Wages</td>
<td>$82,696</td>
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<tr>
<td>B. Fringe Benefits</td>
<td>$33,078</td>
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<tr>
<td>C. Consultant Costs</td>
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<tr>
<td>D. Equipment</td>
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</tr>
<tr>
<td>E. Supplies</td>
<td>$1,500</td>
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<tr>
<td>F. Travel to RSV</td>
<td>$4,614</td>
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<tr>
<td>G. Other – SAS license, etc.</td>
<td>$1,000</td>
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<tr>
<td>H. Contractual Costs</td>
<td>--</td>
</tr>
<tr>
<td>I. Total Direct Costs (sum A-H)</td>
<td>$122,888</td>
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<tr>
<td>j. Indirect Costs</td>
<td>$49,617</td>
</tr>
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<td>k. TOTAL (sum of i and j)</td>
<td>$172,505</td>
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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 #
Action Taken: _____________________________________________
Parent Position Description Form C: ____________________________
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: ______

Position Information:

Incumbent: Vacant or New Position
Position Number: __________ Current Job/Class Title: Public Health Analyst III
Agency/Department/Unit: Human Services/Health/Health Surveillance/Public Health Statistics/REE
GUC: 74305
Pay Group: W40 Work Station: Burlington Zip Code: 05401
Position Type: ☑ Permanent ☐ Limited Service (end date) 08/31/2022
Funding Source: ☐ Core ☑ Sponsored ☐ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)
Supervisor’s Name, Title and Phone Number: Mallory Staskus, Public Health Analyst III, 802-651-1510

Check the type of request (new or vacant position) and complete the appropriate section.

☑ New Position(s):
  a. REQUIRED: Allocation requested: Existing Class Code 027200 Existing Job/Class Title: Public Health Analyst III
  b. Position authorized by:
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: Oversee the collection of standard data elements provided by the Centers for Disease Control and Prevention (CDC) for all violent deaths in Vermont and ensure completion of case information into the National Violent Death Reporting System (NVDRS) in a timely manner. Work with VT NVDRS abstractor to complete data entry and completion into the NVDRS. Monitor and evaluate case completion and data quality for all violent deaths taking place in Vermont. Work with key data collection partners such as law enforcement and assistant medical examiners to improve data collected about violent deaths. Create and advance methodologies for analyzing the VT NVDRS data. Organize and facilitate a NVDRS advisory group for effective creation and dissemination of data products. Share key findings through meetings, presentations, reports and data briefs to key stakeholders and organizations working to prevent violence and resulting injuries.

2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded a CDC grant from the grant program "Collecting Violent Death Information Using National Violent Death Reporting System" to collect and disseminate surveillance data on violent deaths to improve planning, implementation and evaluation of violence prevention programs. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently VDH does not have an analyst that can produce the data needed to accomplish the work of this grant. The work required by the new grant is statistically advanced and requires the attention of a PHA II.

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: Mallory Staskus, Public Health Analyst III.

6. Who should be contacted if there are questions about this position (provide name and phone number): Mallory Staskus, 802-651-1516.

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

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.) □ No.

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).

Personnel Administrator's Signature (required)*

[Signature]

8/21/19

Date

Supervisor's Signature (required)*

[Signature]

Date

Appointing Authority or Authorized Representative Signature (required)*

[Signature]

5/29/19

Date

* Note: Attach additional information or comments if appropriate.
Job Duties and Responsibilities

NVDRS Program Manager, PHA II – 0.85 FTE (EPI SURV Team)

**Epidemiology, Surveillance, Analysis and Dissemination**

- Oversee completion of all Vermont NVDRS cases
- Delegate, schedule and assist in case identification, initiation, entry, cross-checking and completion among data abstractors
- Abstract data from death certificates, medical examiner reports, toxicology reports, and law enforcement reports for NVDRS cases
- Conduct epidemiology, surveillance and data analysis for violent death surveillance in Vermont; as per the Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS) Grant.
- Examine, and execute when able, feasibility of linking additional data sources to NVDRS case information.
- Produce analytic products such as data pages, data/issue briefs related to program goals, data summaries, based on key insights and determine best methods of distribution. Create annual report on calendar year deaths
- Lead the analysis and reporting of measures related to violent deaths
- Create, facilitate and maintain NVDRS advisory committee – manage schedule, participant list, agenda and meeting minutes
- Develop data presentations for meetings with community partners, steering committees and/or advisory groups, as requested
- Regularly attend Grant Specific calls and webinars
- Respond to data requests

**Evaluation and Quality Improvement**

- Ensure VT NVDRS meets performance measures and deadlines outlined in the NVDRS Grant – including meeting cases meeting national standards, updating project plan, timeliness of entry
- Improve timeliness and completeness of data collection
- Test strategies for improving timely data collection from providers, abstraction, entry and dissemination
**HS REF Responsibilities**

- Maintaining a positive working relationship with other VDH staff, most importantly, the program(s) you are assigned to work with
- Cross-checking data for quality control
- Staff Meetings – 1 monthly full staff mtg; 1 bi-weekly team meeting; each ~1 hour
- BRFSS and YRBS Questionnaire Design – committee participation
- Annual Workplan update
- Participation in the Health Operations Center, if needed during a public health emergency
- Other duties, as assigned
### 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

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<th>Notice of Action #</th>
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<td>Working Conditions:</td>
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### Position Information:

**Incumbent:** **Vacant or New Position**

- **Position Number:** [ ]
- **Current Job/Class Title:** Public Health Analyst I
- **Agency/Department/Unit:** Human Services/Health/Health Surveillance/Public Health Statistics/REE
- **GUC:** 74306
- **Pay Group:** W40
- **Work Station:** Burlington
- **Zip Code:** 05401
- **Position Type:** [ ] Permanent  [x] Limited Service (end date) 08/31/2022
- **Funding Source:** [ ] Core  [x] Sponsored  [ ] Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)
- **Supervisor’s Name, Title and Phone Number:** Mallory Staskus, Public Health Analyst III, 802-651-1516

Check the type of request (new or vacant position) and complete the appropriate section.

- [x] **New Position(s):**
  - REQUIRED: Allocation requested: **Existing Class Code** 028000  **Existing Job/Class Title:** Public Health Analyst I
  - Position authorized by:
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: Complete data abstraction for Vermont occurrent violent deaths for the Center for Disease Control's (CDC) National Violent Death Reporting System (NVDRS). Utilize data from from death scene investigations, autopsies, toxicology reports and police reports to complete all required fields for VT NVDRS cases. Initiate, enter, cross-check and complete cases entered into VT NVDRS. Support quality control and CDC reporting and monthly calls. Clean NVDRS data and assist the NVDRS Program Manager with data analysis, improving analysis methodologies and creating data products for dissemination to key stakeholders. Perform related duties as required.

2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded a CDC grant from the grant program "Collecting Violent Death Information Using National Violent Death Reporting System" to collect and disseminate surveillance data on violent deaths to improve planning, implementation and evaluation of violence prevention programs. The work necessary under this grant cannot be undertaken by current staff, in addition to their regular duties. Currently VDH does not have an analyst that can complete the data abstraction needed to accomplish the work of this grant. The work required significant understanding and abilities of data analysis and statistics and requires the attention of a PHA I.

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: Mallory Staskus, Public Health Analyst III
6. Who should be contacted if there are questions about this position (provide name and phone number):
   Mallory Staskus, 802-651-1516.

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

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.) [ ]

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).

Personnel Administrator's Signature (required)*

Supervisor's Signature (required)*

Appointing Authority or Authorized Representative Signature (required)*

* Note: Attach additional information or comments if appropriate.
Job Duties and Responsibilities

NVDRS Abstractor, PHA I – 0.6 FTE (EPI SURV Team)

Epidemiology, Surveillance, Analysis and Dissemination

- Abstract data from death certificates, medical examiner reports, toxicology reports, and law enforcement reports for NVDRS cases, including identification, initiation, entry, cross-checking can completion of cases
- Maintain spreadsheet of NVDRS case entry status
- Create analytic NVDRS datasets
- Produce analytic products such as data pages, data/issue briefs related to program goals, data summaries, in support or at the request of the NVDRS Program Manager
- Support analysis and reporting of measures related to violent deaths
- Participate in NVDRS advisory committee
- Develop data presentations for meetings with community partners, steering committees and/or advisory groups, as requested
- Regularly attend Grant Specific calls and webinars
- Respond to data requests, as requested
- Become familiar with related data sets such as vital statistics

Evaluation and Quality Improvement

- Support NVDRS Program Manager in assistance with performance measurement and reporting
- Ensure data collection adheres to national data standards
- Provide input and ideas on potential improvements for data collection process

HS REE Responsibilities

- Maintaining a positive working relationship with other VDH staff, most importantly, the program(s) you are assigned to work with
- Cross-checking data for quality control
- Staff Meetings – 1 monthly full staff mtg; 1 bi-weekly team meeting; each ~1 hour
- BRFSS and YRBS Questionnaire Design – committee participation
- Annual Workplan update
- Participation in the Health Operations Center, if needed during a public health emergency
- Other duties, as assigned