



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 13, 2011
Subject: JFO #2535, #2536, #2537, #2538

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

JFO #2535 – One limited service position in the Department of Health. This position will develop, organize and optimize a variety of Geographic Information System (GIS) applications and data sets. Funding for this position has already been approved (JFO 2022, 2406), but the duties were performed by a contractor. Approving this request would convert this contracted position to a limited service position.
[JFO received 11/10/11]

JFO #2536 – One limited service position in the Agency of Administration. This position will provide administrative support for the Exchange Planning grant. Funding for this position has already been approved (JFO 2468).
[JFO received 11/10/11]

JFO #2537 – \$70,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture, Food & Markets. These funds will be used to contract for the design of water quality monitoring stations on 5-10 farm sites, and to provide construction inspection services, as part of the Water Quality Monitoring project.
[JFO received 11/10/11]

JFO #2538 – \$75,365 grant from the U.S. Centers for Disease Control and Prevention (CDC) to the Vermont Department of Health. These funds will be used to contract with the Coalition for a Tobacco Free Vermont and the Center for Public Health and Tobacco Policy at New England Law to expand Vermont's Tobacco Control Program. The contractors will provide training, research-based communication tools, and a statewide assessment of tobacco retail outlet numbers, as well as helping the department secure voluntary participation by state funded colleges/universities in a 100% smoke-free campus policy. This grant is awarded under the Affordable Care Act (ACA).
[JFO received 11/10/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Harry Chen, Commissioner
Chuck Ross, Secretary
Michael Clasen, Deputy Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 10, 2011
Subject: Grant Request

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration, including two limited service position requests.

JFO #2534 – \$363,768 grant from the U.S. Small Business Administration to the Vermont Department of Economic, Housing and Community Development. These funds will be used to help businesses defray the costs of participating in international trade shows, trade missions, and international business matchmaking services for the purpose of increasing exports in precision manufacturing, aeronautics, and specialty foods and tourism.
[JFO received 11/07/11]

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participation by state funded colleges/universities in a 100% smoke-free campus policy. This grant is awarded under the Affordable Care Act (ACA).

[JFO received 11/10/11]

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 legislative review. Unless we hear from you to the contrary by November 23 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

JFO 2535

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: September 29, 2011

Name and Phone (of the person completing this request): William Apao, 802-863-7494

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2406 and 2022

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

Centers for Disease Control, Environmental Health Tracking, \$753,411 (see grant award document attached)
Centers for Disease Control, Public Health Preparedness, \$5,054,403 (see grant award document attached)

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>
GIS Project Supervisor	one	Surveillance	July 31, 2014

*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:

Please see the summary attached.

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)).

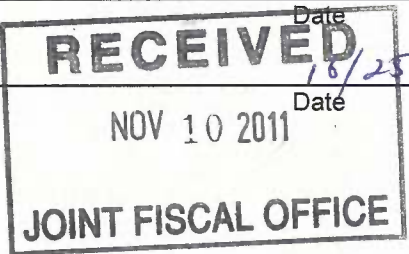
Signature of Agency or Department Head TRACY DOLAN, DEP. COMMISSIONER Date Oct 5 2011 yolo
10/5/11

Approved/Denied by Department of Human Resources Molly Fausch Date 10.18.11

Approved/Denied by Finance and Management [Signature] Date 10/25/11

Approved/Denied by Secretary of Administration [Signature] Date 10/25/11

Comments:



REC OCT 20 2011

Summary for JFC Position Request
GIS Project Supervisor
September 29, 2011

The Department has funding for Geographic Information System services through two ongoing Federal grants – Public Health Preparedness (PHEP) and Environmental Health Tracking. Receipt of both of these grants has been approved by the Joint Fiscal Committee. A total of \$70,000 annually in Federal funds from these grants has been budgeted for GIS activities -- \$30,000 in the PHEP grant and \$40,000 in the Environmental Tracking grant, which currently runs through July 31, 2014.

These services support a variety of programs and activities in the Department. These services include development and maintenance of various GIS computer applications and data sets, technical support and training for Department staff, and mapping and geographic analyses.

The Department currently obtains these services through a personal services contract. Based on the experience with this contract and the demonstrated on-going needs across the Department for GIS capacity, it has been determined that GIS is an essential core function that would more properly be addressed with a new position rather than a contract. A strict application of the ABC test outlined in Bulletin 3.5 on contracting would also support the conclusion a new GIS position would be in the best interest of the State rather than contracting for GIS Services. The Department already provides work space and equipment for the contractor, so the switch to an employee will not entail additional space or equipment costs.

The Department is hereby requesting approval to establish one limited service position – a GIS Project Supervisor. Enclosed, in addition to the JFC Position Request, are copies of the Request for Classification Action and organization chart for the requested position, and the current grant award documents.

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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: AHS/VDH GUC: 74301

Pay Group: 74A Work Station: Burlington Zip Code: 05402

Position Type: Permanent Limited Service (end date) August 2014

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number: William Apao, Director Health Surveillance, 802-863-7494

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

New Position(s):

- REQUIRED: Allocation requested: Existing Class Code 464000 Existing Job/Class Title: GIS
 Project Supervisor (PG- 24)
- 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.

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:

A. Manage GIS infrastructure and systems -- Develop, maintain, organize, and optimize a wide variety of Geographic Information System (GIS) applications and data sets for use by agency and departmental level program staff, including GIS software (e.g., ArcGIS, InstantAtlas), database structures, data entry forms, queries, interactive maps, and system interfaces (import/export); Configure and optimize equipment such as GIS workstations in order to enable staff to access and use GIS applications and datasets; install, configure, and test GIS software, and plan new GIS software and infrastructure (e.g., network hardware) to maintain adequate GIS data storage and capacity; Research technical solutions including current and evolving database systems and programming languages, GIS standards, server platforms, client-server and web-based approaches for specific public health program analyses and/or communication purposes; Assess the current GIS application development environment as well as associated technology and programmatic gaps, in the context of providing technical solutions that will satisfy program needs; Assist in the development of yearly IT budget estimates and expenditure plans and perform informal cost/benefit analyses specific to GIS applications; Coordinate VDH GIS activities with other Vermont State Government agencies and Departments through the Vermont State Government Enterprise GIS Consortium (EGC).

B. Training and technical support -- Provide technical support to VDH staff using GIS software; Train program staff, either in a group or individual trainings, in the use of existing GIS applications as well as in the development of new, limited scope applications and tools; Conduct outreach to program managers to educate them on what GIS can do for their programs and to promote new GIS applications.

C. Conduct GIS analyses -- Provide direct support to department programs lacking staff capacity to do mapping or geographic analyses, or programs needing immediate, high level assistance to address emergent needs (e.g., public health response to Irene); Supervise other public health GIS analysts on large, department-wide projects.

2. Provide a brief justification/explanation of this request: For the past five years, we have managed to address the needs of the department for GIS skills and capacity through a contract with a GIS vendor who provided training and direct GIS support, as well as helped us build and maintain the GIS data infrastructure. Through this contract, we've been able to expand the use of GIS in numerous health programs and projects, for example: analyze exposure risks for environmental hazards such as radon, arsenic, and lead; analyze cancer risks by geocoding cancer cases and mapping incidence to assess potential cancer clusters; map health disparities geographically; analyze rural health designations; prepare basemaps for emergency preparedness, stockpile dispensing plan, and radiologic health programs; plot clinic sites to support H1N1 immunizations; map program penetration and drive time analysis for the breast and cervical screening program; mapped emergency room visits for asthma and provider/population ratios overlaid with environmental health factors such as air quality; mapped access to opportunities for exercise (parks, health clubs, indoor malls); mapped access to healthy foods for the WIC program. Based on the experience with this contract and the demonstrated on-going needs across the department for GIS capacity, it has been determined that GIS is an essential core function that would more properly be addressed with a new position rather than a contract. A strict application of the ABC test outlined in Bullentin 3.5 on contracting would also support the conclusion a new GIS position would be in the best interest of the state, rather than contracting for GIS services.

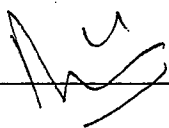
3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

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: Bill Apao
6. Who should be contacted if there are questions about this position (provide name and phone number):
 Bill Apao, 8637494
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:

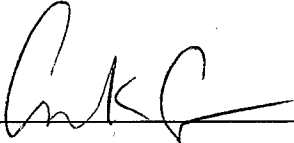
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



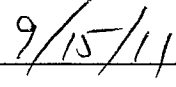
09/21/2011

Personnel Administrator's Signature (required)*

Date



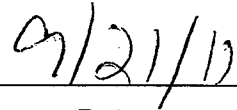
Supervisor's Signature (required)*



Date



Appointing Authority or Authorized Representative Signature (required)*

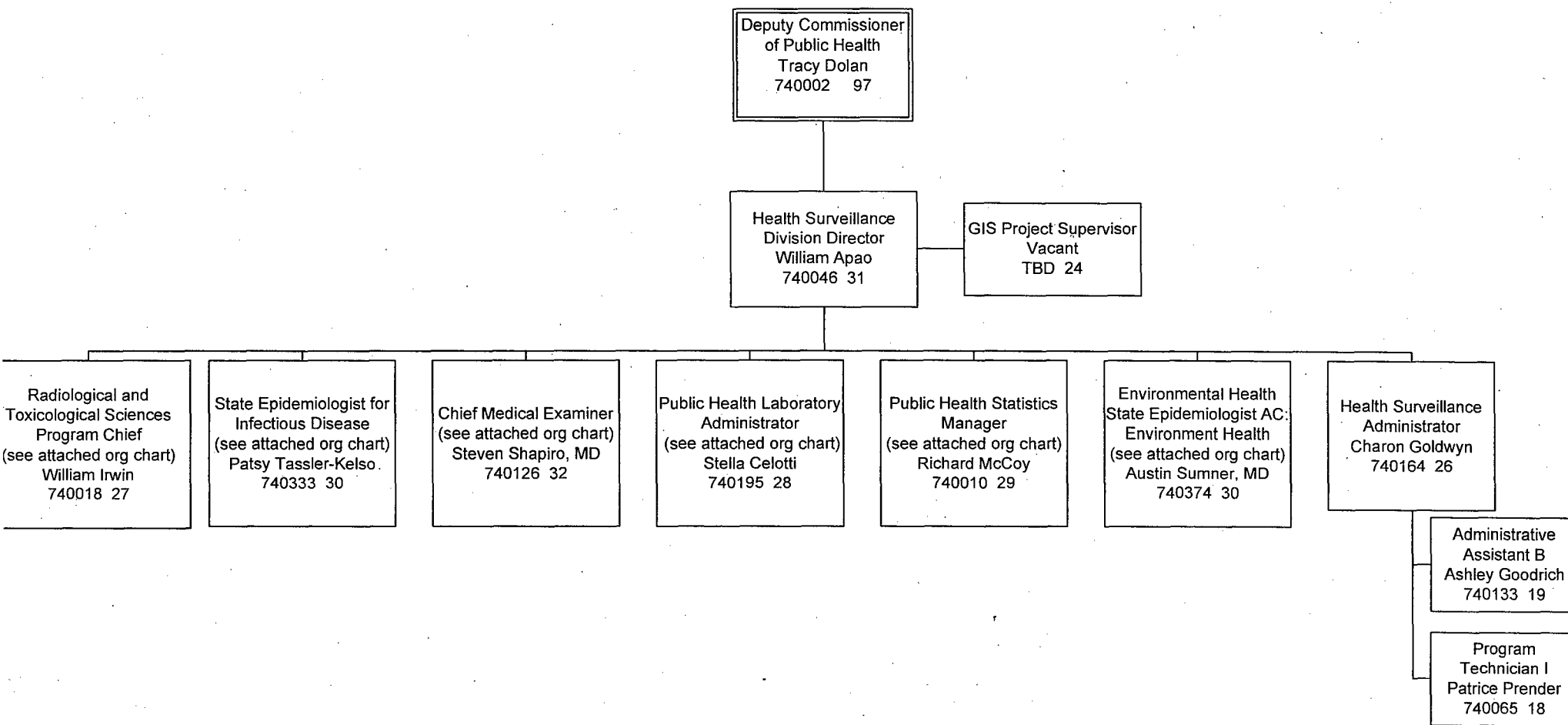


Date

* Note: Attach additional information or comments if appropriate.

Division of Health Surveillance

September 1, 2011





Grant Number: 5U38EH000625-03

Principal Investigator(s):
AUSTIN SUMNER, MD

Project Title: VERMONT ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

GRANTS PROGRAM SPECIALIST
ATTN: BUSINESS OFFICE REPRESENTA
108 CHERRY STREET, POST OFFICE
BURLINGTON, VT 05402

Budget Period: 08/01/2011 – 07/31/2012
Project Period: 08/01/2009 – 07/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$753,411 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K)(2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

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

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Sharron Orum
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

This award is based on the application submitted to, and as approved by, CDC 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 and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:
Additional Costs

SECTION IV – EH Special Terms and Conditions – 5U38EH000625-03

Funding Opportunity Announcement (FOA) Number: EH09-907
Award Number: 5 U38 EH000625-03

TERMS AND CONDITIONS OF THIS AWARD

1. INCORPORATION: Funding Opportunity Announcement Number EH09-907 entitled, National Environmental Public Health Tracking Program-Network Implementation, and application dated March 31, 2011, as amended, is made a part of this Non-Research Continuation award by reference.

This award provides funding for the period, August 1, 2011 through July 31, 2012.

2. INDIRECT COSTS:

Indirect costs are approved based on the Cost Allocation Plan/Agreement dated November 23, 2010 which indicates the plan submitted in compliance with 45 CFR 95, Subpart E, is effective April 1, 2010. The approval shall remain in effect until such time as the basis and methods for allocating costs stipulated in the plan become outdated due to organizational changes, changes in Federal law of regulations or there is a significant change in program composition that would affect the validity of the approved cost allocation procedures. A Provisional rate of 60.0 percent is effective for this award until the Cost Allocation Plan is amended

3. REPORTING REQUIREMENTS:

CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS:
All applicant organizations must obtain a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal grants or cooperative agreements. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An AOR should be consulted to determine the appropriate number. If the organization does not have a DUNS number, an AOR should complete the US D&B D-U-N-S Number Request Form or contact Dun and Bradstreet by telephone directly at 1-866-705-5711 (toll-free) to obtain one. A DUNS number will be provided immediately by telephone at no charge. Note this is an organizational number. Individual Program Directors/Principal Investigators do not need to register for a DUNS.
Additionally, all applicant organizations must register in the Central Contractor Registry (CCR) and maintain the registration with current information at all times during which it has an application under consideration for funding by CDC and, if an award is made, until a final financial report is submitted or the final payment is received, whichever is later. CCR is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR internet site at www.ccr.gov.
If an award is granted, the grantee organization must notify potential sub-recipients that no organization may receive a subaward under the grant unless the organization has provided its DUNS number to the grantee organization.

FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347. FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website: http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf

FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY (FFATA)

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

A. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph E. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

i. The total Federal funding authorized to date under this award is \$25,000 or more;

ii. In the preceding fiscal year, you received-

(a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

2. Where and when to report. You must report executive total compensation described in paragraph A.1. of this award term:

- i. As part of your registration profile at <http://www.ccr.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph D. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. In the subrecipient's preceding fiscal year, the subrecipient received-

(a) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ____210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

NON-DELINQUENCY on FEDERAL DEBT

The Federal Debt Collection Procedures Act of 1990 (Act), 28 U.S.C. 3201(e), provides that an organization or individual that is indebted to the United States, and has a judgment lien filed against it, is ineligible to receive a Federal grant. CDC cannot award a grant unless the AOR of the applicant organization (or individual in the case of a Kirschstein-NRSA individual fellowship) certifies, by means of his/her signature on the application, that the organization (or individual) is not delinquent in repaying any Federal debt. If the applicant discloses delinquency on a debt owed to the Federal government, CDC may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed. In addition, once the debt is repaid or satisfactory arrangements made, CDC will take that delinquency into account when determining whether the applicant would be a responsible CDC grant recipient.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a CDC grant until the judgment is paid in full or is otherwise satisfied. No funds may be used for or rebudgeted following an award to pay such an individual. CDC will disallow costs charged to awards that provide funds to individuals in violation of this Act.

These requirements apply to all types of organizations and awards, including foreign grants

4. ANNUAL FINANCIAL STATUS REPORT (FSR, SF 269 or SF 269A)/FEDERAL FINANCIAL REPORT (FFR):

a) ANNUAL FINANCIAL STATUS REPORT:

The Annual Financial Status Report (FSR) is required and must be submitted 90 days after the end of each budget period. The FSR for this budget period is due to the Grants Management Specialist by October 31, 2012. The FSR should only include those funds authorized and disbursed during the timeframe covered by the report. If the FSR is not finalized by the due date, an interim FSR must be submitted, marked "NOT FINAL," and an amount of un-liquidated obligations should be annotated to reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by reviewing,

<http://www.whitehouse.gov/omb/grants/sf269a.pdf> (short form) or
<http://www.whitehouse.gov/omb/grants/sf269.pdf> (long form).

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to submit a letter explaining the reason and date by which the Grants Officer will receive the information.

b) PROGRESS REPORTING:

i. The Interim Progress Report (IPR) will serve as the non-competing continuation application. A due date and specific IPR guidance will be provided at a later date.

The report must contain the following:

- Status/Progress of Current Budget Period Goals and Objectives
- Also include key organizational changes, key staff changes, and an implementation plan for each activity.
- Current Budget Period Financial Progress and amount of estimated unobligated balances
- New Budget Period Program Proposed Activity Objectives and timelines
- Ensure Objectives are specific, measurable, appropriate, realistic, and time-phased.
- Measures of Effectiveness.
- Additional requested information.
- Detailed Line-Item Budget and Justification.
- Use the SF424 forms: http://www.whitehouse.gov/omb/grants/grants_forms.html
- For the Budget details and justification follow the Budget Guidelines at:
<http://www.cdc.gov/od/pgo/funding/grantmain.htm>

ii. The Annual Progress Report (APR) is required and will be due 90 days following the end of the budget period. The APR for this budget period is due to the Grants Management Specialist by October 31, 2012. APR programmatic guidance will be provided at a later date

- A comparison of actual accomplishments to the goal established for the period;
- The reasons for failure, if established goals were not met; and
- Other pertinent information including, when appropriate, analysis and explanation of performance costs significantly higher than expected.

iii. The Final Progress Report is required no later than 90 days after the end of the project period. All manuscripts published as a result of the work supported in part or whole by the cooperative agreement will be submitted with the progress reports.

NOTE: An original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the due date noted. Ensure the Award and Program Announcement numbers shown above are on the reports.

5. AUDIT REQUIREMENT:

An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

The audit report must be sent to:
Federal Audit Clearing House
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: govs.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)
ATTN: Audit Resolution, Mail Stop E-14
2920 Brandywine Road
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantee's own accounting records. If a sub-recipient is not required to have a program-specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipient's records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

6. BUDGET REQUIREMENT:

Funds in the amount of \$277,000 requested to support contractual costs are restricted until a selection has been made. In order to gain access to above funds, you must and notify CDC of your selection by submitting a request to release contractual funds. The proposed costs above are restricted until a request to release contractual funds is received and approval is granted by CDC.

7. TRAVEL REQUIREMENT:

Funds in the amount of \$137,500 requested to support contractual costs are restricted until a selection has been made for each contract identified as To Be Determined or Not Yet Selected. In order to gain access to above funds, you must notify CDC of your selection. The proposed costs above are restricted until a request to release contractual funds is received and approval is granted by CDC.

8. SUBGRANT/SUBRECIPIENT AWARDS:

Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organization's established procedures.

9. TRAVEL COST:

In accordance with Health and Human Services (HHS) Grants Policy Statement, travel is only allowable for personnel directly charged and approved on the grant/cooperative agreement. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of award. To prevent disallowance of cost, Recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organization's established travel policies and procedures

10. FOOD AND MEALS: Costs associated with food or meals are NOT permitted unless included with per diem as a part of official travel.

11. PRIOR APPROVAL:

All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period and submitted with an original plus two copies. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Use of unobligated funds from prior budget period (Carryover); 2) Lift funding restriction, withholding, or

disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant; 5) Supplemental funds; 6) Response to Technical Review or Summary Statement, 7) Change in Key Personnel, or 8) Liquidation Extensions.

12. CORRESPONDENCE:

ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER as shown at the top left of this page, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Terrian J. Dixon, Grants Management Specialist
Centers for Disease Control and Prevention
Procurement and Grants Office
Acquisition and Assistance Branch IV
2920 Brandywine Road, Mail Stop K-70
Atlanta, GA 30341-4146

13. INVENTIONS: Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

14. PUBLICATIONS:

Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, such as:
This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

15. CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer: Where a conference is funded by a grant or cooperative agreement, or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and Internet sites:

Funding for this conference was made possible (in part) by the cooperative agreement award number above from the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logos: Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the source of the conference or give the false appearance of Government endorsement. A non-federal entity's unauthorized use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits the misuse of the HHS name and emblem in written communication. The appropriate use of the HHS logo is subject to the review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003).

Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for the use of the logo in sufficient detail to assure a complete depiction and disclosure of all uses of the Government logos, and to assure that in all cases of the use of Government logos, the written consent of either the Project Officer or the Grants Management Officer has been received.

16. EQUIPMENT AND PRODUCTS:

To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization's policy.

22. COMPLIANCE WITH EO 13513, Federal Leadership on Reducing Text Messaging while Driving, October 1, 2009 is required. Grant recipients and subrecipients of grant funds are prohibited from texting while driving a Government owned vehicle or when using Government furnished electronic equipment while driving any vehicle. This award is subject to the requirements of Executive Order (EO 13513). For the full text of the award term and condition, go to: http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm.

23. PAYMENT INFORMATION:

ACA Sub-account Title in the DHHS Payment Management System (PMS): Hlth Pgrm Netwk11

Note: The separate ACA sub-account Hlth Pgrm Netwk11 must be used by your organization when requesting these funds in PMS.

Automatic Drawdown (Direct/Advance Payments):

PAYMENT INFORMATION: Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

a.) PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM
P.O. Box 6021
Rockville, MD 20852

Phone Number: (877) 614-5533

Email: PMSSupport@psc.gov

Website: http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx?explorer.event=true

Please Note: To obtain the contact information of DPM staff within respective Payment Branches refer to the links listed below:

University and Non-Profit Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true

Governmental and Tribal Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx?explorer.event=true

Cross Servicing Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/cross_servicing.aspx

International Payment Branch:

Bhavin Patel (301) 443-9188

Note: Mr. Patel is the only staff person designated to handle all of CDC's international cooperative agreements.

b.) If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

US Department of Health and Human Services
PSC/DFO/Division of Payment Management
7700 Wisconsin Avenue -10th Floor
Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

24. ACCEPTANCE OF THE TERMS OF AN AWARD:

By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

25. CERTIFICATION STATEMENT:

By drawing down funds, Awardee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional intent of the President.

26. CDC CONTACTS:

Business and Grants Policy Contact
Ralph Robinson, Grants Management Officer (GMO)
Procurement Grants Office
Acquisition and Assistance Branch B
Centers for Disease Control and Prevention (CDC)
2920 Brandywine Road, MS-K70
Atlanta, Georgia 30341-4146
Telephone: (770) 488-2441; Fax: 770-488-2874
Internet Address: RRobinson6@cdc.gov

Business and Grants Policy Contact
Terrian J. Dixon, Grants Management Specialist
Procurement and Grants Office
Acquisition and Assistance Branch IV
Centers for Disease Control and Prevention
2920 Brandywine Road, Mail Stop K-70
Atlanta, Georgia 30341-4146
Telephone: (770) 488-2774
Fax: (770) 488-2874
E-mail: tdixon@cdc.gov

Programmatic and Technical Contact

Theresa Nesmith, Lead Public Health Advisor
Environmental Public Health Tracking Branch
Division of Environmental Hazards and Health Effects
Centers for Disease Control and Prevention
4770 Buford Hwy, N.E; MS F-57
Atlanta, Georgia 30341-3717
Office (770) 488-0648
Fax (770) 488-1538
Email: TNeSmith@cdc.gov

STAFF CONTACTS

Grants Management Specialist: Terrian J Dixon
Centers for Disease Control and Prevention
Procurement and Grants Office
Koger Center, Colgate Building
2920 Brandywine Road, Mail Stop K 70
Atlanta, GA 30341
Email: tdixon@cdc.gov **Phone:** 770-488-2774 **Fax:** 770-488-2777

Program Official: Susan Rezai
Centers for Disease Control and Prevention
NCEH
1600 Clifton Road, Mail Stop: F40
Atlanta, GA 30333

Email: sreza@cdc.gov Phone: 770-488-3624 Fax: 770-488-3635

Grants Management Officer: Sharron Orum
Centers for Disease Control and Prevention
Procurement and Grants Office
Koger Center, Colgate Building
2920 Brandywine Road, Mail Stop K 14
Atlanta, GA 30341
Email: spo2@cdc.gov Phone: 770-488-2716

SPREADSHEET SUMMARY

GRANT NUMBER: 5U38EH000625-03

INSTITUTION: VERMONT DEPARTMENT OF HEALTH

<i>Budget</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Salaries and Wages	\$239,264		
Fringe Benefits	\$83,742		
Personnel Costs (Subtotal)	\$323,006		
Equipment	\$18,640		
Supplies	\$5,400		
Travel Costs	\$9,757		
Other Costs	\$88,050		
Consortium/Contractual Cost	\$165,000		
TOTAL FEDERAL DC	\$609,853	\$451,736	\$451,736
TOTAL FEDERAL F&A	\$143,558	\$124,032	\$124,032
TOTAL COST	\$753,411	\$575,768	\$575,768



Grant Number: 2U90TP116970-11

Principal Investigator(s):

Christie L Bell, BS

Project Title: TP11-1101 PUBLIC HEALTH PREPAREDNESS AND RESPONSE FOR BIOTERRORISM

GARY LEACH, FINANCIAL DIRECTOR
VERMONT STATE DEPT OF HEALTH
108 CHERRY STREET
P.O. BOX 70
BURLINGTON, VT 05402

Budget Period: 08/10/2011 – 08/09/2012

Project Period: 08/10/2011 – 08/09/2016

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$5,054,403 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT STATE DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of SEC391(A)317(K)OFPHS42U.S.C.SEC241A 247B and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

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

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Sharon H Robertson
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 2U90TP116970-11

Award Calculation (U.S. Dollars)

Salaries and Wages	\$2,184,830
Fringe Benefits	\$764,697
Personnel Costs (Subtotal)	\$2,949,527
Equipment	\$3,000
Supplies	\$282,286
Travel Costs	\$22,271
Consortium/Contractual Cost	\$252,000
Other	\$309,040

Federal Direct Costs	\$3,818,124
Federal F&A Costs	\$1,236,279
Approved Budget	\$5,573,606
Federal Share	\$5,054,403
Non-Federal Share	\$519,203
TOTAL FEDERAL AWARD AMOUNT	\$5,054,403

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$5,054,403

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

12	\$3,818,124
13	\$3,818,124
14	\$3,818,124
15	\$3,818,124

Fiscal Information:

CFDA Number: 93.069
 EIN: 1036000274A7
 Document Number: UTP1169701

IC	CAN	2011	2012	2013	2014	2015
TP	921027R	\$169,600				
TP	9213367	\$4,862,372	\$3,818,124	\$3,818,124	\$3,818,124	\$3,818,124
TP	939ZDRK	\$22,431				

SUMMARY TOTALS FOR ALL YEARS			
YR	THIS AWARD		CUMULATIVE TOTALS
11	\$5,054,403		\$5,054,403
12	\$3,818,124		\$3,818,124
13	\$3,818,124		\$3,818,124
14	\$3,818,124		\$3,818,124
15	\$3,818,124		\$3,818,124

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

CDC Administrative Data:

PCC: / OC: 4151

SECTION II – PAYMENT/HOTLINE INFORMATION – 2U90TP116970-11

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and

Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 2U90TP116970-11

This award is based on the application submitted to, and as approved by, CDC 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 and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award is funded by the following list of institutes. Any papers published under the auspices of this award must cite the funding support of all institutes.

Coordinating Office For Terrorism Preparedness And Emergency Response (CTPER)

Treatment of Program Income:

Matching

SECTION IV – TP Special Terms and Conditions – 2U90TP116970-11

Funding Opportunity Announcement (FOA) Number: TP11-1101
Award Number: 5 U90 TP116970-11 Vermont

TERMS AND CONDITIONS OF THIS AWARD

NOTE 1. INCORPORATION: Funding Opportunity Announcement Number TP11-1101 entitled Public Health Emergency Preparedness Cooperative Agreement, Section 319C-1 of the PHS Act, and application dated June 23, 2011, as amended, is made a part of this New Non-Research award by reference.

NOTE 2. APPROVED FUNDING: Funding in the amount of \$5,072,733 is approved for the Year 11 budget period, which is August 10, 2011 through August 9, 2012. All funding for future years will be based on satisfactory programmatic progress and the availability of funds. The amount mentioned includes Base funding and the following funded activities:

Early Warning Infectious Disease Surveillance (EWIDS): This award includes \$22,431 for the purpose of developing and enhancing cross-border early warning infectious disease surveillance efforts for states sharing a common border with Mexico or Canada. These funds are intended to enable public health officials representing border countries and tribes to participate in intra-US and cross-border collaborative activities.

Cities Readiness Initiative (CRI): This award includes \$169,600 to support Medical Countermeasure Dispensing and the Medical Materiel Management and Distribution (MCMDD) capabilities. These funds provide for medical countermeasure distribution and dispensing (MCMDD) for all-hazards events, which includes the ability of jurisdictions to develop capabilities for U.S. cities to respond to a large-scale biologic attack, with anthrax as the primary threat consideration. For state awardees, 75% of their allocated CRI funds must be provided to CRI jurisdictions in support of all-hazards MCMDD planning and preparedness. CRI jurisdictions are defined to include independent planning jurisdictions (as defined by the state and locality) that include those counties and municipalities within the defined metropolitan statistical area (MSA) or the New England County Metropolitan Areas (NECMAs).

Direct Assistance (DA): Funds in the amount of \$18,330 are awarded for direct assistance. These funds are awarded for personnel and all associated costs of the Career Epidemiologist

Field Officer (CEFO) or Public Health Advisor (PHA) assigned to your project. This amount only covers DA costs incurred during the period of August 10, 2011 to September 30, 2011. DA costs incurred during the period of October 1, 2011 to August 9, 2012 will be paid for with next years (Fiscal Year 2012) funding.

Direct Assistance Common Accounting Number: 921ZGZT

NOTE 3. BUDGET RESTRICTIONS:

AWARD RESTRICTIONS: \$210,000 of your award is restricted. See the Budget Exception Review Summary for restricted items. By October 10, 2011, awardees must submit to the Procurement and Grants Office: (1) a justification for the current need and (2) an itemization of cost(s) with narrative justification in response to restriction(s).

NOTE 4: Maximum Carryover for Year 11 budget period limit is set at 100%, but CDC reserves the right to restrict carryover for awardees that maintain high carryover balances.

NOTE 5. INDIRECT COSTS:

Indirect costs are approved based on a Cost Allocation Plan that was approved dated 1/11/2011.

NOTE 6: RENT OR SPACE COSTS: Recipients are responsible for ensuring that all costs included in this proposal to establish billing or final indirect cost rates are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87). The recipient also has a responsibility to ensure sub-recipients expend funds in compliance with federal laws and regulations. Furthermore, it is the responsibility of the recipient to ensure rent is a legitimate direct cost line item which the recipient has supported in current and/or prior projects and these same costs have been treated as indirect costs that have not been claimed as direct costs. If rent is claimed as direct cost, the recipient must provide a narrative justification which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist noted in Section IV. Staff Contacts.

NOTE 7: MATCHING FUNDS REQUIREMENT: For the year 11 budget period, matching funds are required from non-Federal sources in an amount not less than 10 percent of such costs (\$1 for each \$10 of Federal funds provided in the award.

--Matching Funds and Unobligated Funds: When a grantee requests to carry over unobligated funds from the succeeding fiscal year, matching funds equal to the new requirement must be on record in the CDC cooperative agreement file, or the grantee must provide evidence with the carryover request.

--Grantee must be able to account separately for stewardship of the federal funding and for any required matching; it is subject to monitoring, oversight, and audit. Grantee matching expenditures may not be used to count toward any Maintaining State Funding requirement.

NOTE 8: REPORTING REQUIREMENTS

FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect

that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA) consult Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:
http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf

FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY (FFATA)

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

A. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111?5) for a subaward to an entity (see definitions in paragraph E. of this award term).

1. Where and when to report.

i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.fsr.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

2. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if?

i. The total Federal funding authorized to date under this award is \$25,000 or more;

ii. In the preceding fiscal year, you received?

(a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

2. Where and when to report. You must report executive total compensation described in paragraph A.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph D. of this award term, for each first-tier subrecipient under this award, you shall report the names and total

compensation of each of the subrecipients five most highly compensated executives for the subrecipients preceding completed fiscal year, if?

i. In the subrecipients preceding fiscal year, the subrecipient received?

(a) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ____210 of the attachment to OMB Circular A?133, Audits of States, Local Governments, and Non-Profit Organizations).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipients or subrecipients preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

NOTE 9: ANNUAL FINANCIAL STATUS REPORT (FSR, SF 269 or SF 269A)/FEDERAL FINANCIAL REPORT (FFR):

Disclaimer: As of February 2011, current Financial Status Report (FSR) requirements will be obsolete. Existing practices will be updated to reflect changes for implementation of the new Federal Financial Reporting (FFR) requirements.

a) ANNUAL FINANCIAL STATUS REPORT:

The Annual Financial Status Report (FSR) is required and must be submitted 90 days after the end of each budget period. The FSR for this budget period is due to the Grants Management Specialist by November 9, 2012. Reporting timeframe is August 10, 2011 through August 9, 2012. The FSR should only include those funds authorized and disbursed during the timeframe covered by the report. If the FSR is not finalized by the due date, an interim FSR must be submitted, marked NOT FINAL, and an amount of un-liquidated obligations should be annotated to reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by reviewing, <http://www.whitehouse.gov/omb/grants/sf269a.pdf> (short form) or <http://www.whitehouse.gov/omb/grants/sf269.pdf> (long form).

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to submit a letter explaining the reason and date by which the Grants Officer will receive the information.

b) PROGRESS REPORTING:

SEMI-ANNUAL PROGRESS REPORTING

Semi-annual progress reports are a requirement of this program.

The Interim Progress Report (IPR) will serve as the non-competing continuation application. IPR reporting timeframe is August 10, 2011- February 9, 2012. A due date and specific IPR guidance will be provided at a later date.

The report must contain the following:

- Standard Form (SF) 424S Form
- SF 424A Budget Information Non-Construction Programs
- Budget Narrative
- Indirect Cost Rate Agreement
- Project Narrative

The Annual Progress Report (APR) will be due 30 days following the end of the budget period - September 9, 2012. APR programmatic guidance will be provided at a later date. Reporting timeframe is - February 10, 2012 through August 9, 2012.

- work plan activities including local contracts, risk-based funding activities (if applicable);
- a budget expenditure report; and
- performance measurement and demonstration plan activities

The Final Progress Report is required no later than 90 days after the end of the project period. All manuscripts published as a result of the work supported in part or whole by the cooperative agreement will be submitted with the progress reports.

NOTE: An original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the due date noted. Ensure the Award and Program Announcement numbers shown above are on the reports.

NOTE 10: TECHNICAL REVIEW SUMMARY RESPONSE REQUIREMENT: The technical review summary comments on the strengths and weaknesses of the application are provided as part of this award. Please submit a response to the weaknesses and recommendations in this summary via DSLR PERFORMS by October 10, 2011. Should these terms not be satisfactorily adhered to, it may result in denial of your authority to expend additional funds.

NOTE 11: AUDIT REQUIREMENT: An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditors report(s), or nine months after the end of the audit period.

The audit report must be sent to:
Federal Audit Clearing House
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: govs.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)
ATTN: Audit Resolution, Mail Stop E-14
2920 Brandywine Road
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantees own accounting records. If a sub-recipient is not required to have a program-

specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipients records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

NOTE 12: SUBGRANT/SUBRECIPIENT AWARDS: Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organizations established procedures.

NOTE 13: TRAVEL COST: In accordance with Health and Human Services (HHS) Grants Policy Statement, travel is only allowable for personnel directly charged and approved on the grant/cooperative agreement. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of Award. To prevent disallowance of cost, Recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organizations established travel policies and procedures.

Grant recipient key staff must participate in national and regional conferences and meetings including training, to effectively administer the State Public Health Preparedness activities. Critical areas include preparedness planning and response, SNS, information technology, surveillance and epidemiology, food security, laboratory capacity, risk communication and education and training. Conferences should include but not limited to the Public Health Preparedness Summit, SNS Conference, Directors of Public Health Preparedness Conference, Regional Public Health Preparedness Conferences, National and Regional Pandemic Influenza Conferences, Council of State and Territorial Epidemiologists (CSTE) Annual Conference and Pandemic Influenza Meetings, Association for Public Health Laboratories (APHL) Annual Conference and trainings required to maintain proficiency, Early Warning Infectious Disease Surveillance System (EWIDS) National and Regional Conferences, and the Public Health Information Network (PHIN) Annual Conference and trainings.

NOTE 14: FOOD AND MEALS: Costs associated with food or meals are NOT permitted unless included with per diem as a part of official travel. **EXCEPTION:** The costs of meals, transportation, rental of facilities, speakers fees, and other items incidental to such meetings or conferences are allowable when the primary purpose of a meeting or conference is to dissemination of technical information.

Note 15: PRIOR APPROVAL: All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period and submitted with an original plus two copies. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Use of unobligated funds from prior budget period (Carryover); 2) Lift funding restriction, withholding, or disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant; 5) Supplemental funds; 6) Response to Technical Review or Summary Statement, 7) Change in Key Personnel, or 8) Liquidation Extensions.

NOTE 16: CORRESPONDENCE: ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Dwight McCants, Grants Management Specialist
Centers for Disease Control, PGO, Branch6
2920 Brandywine Road, Mail Stop K69
Atlanta, GA 30341-4146
Telephone: (770) 488-2650
Fax: (770) 488-2671
Email: jj2@cdc.gov

NOTE 17: INVENTIONS: Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

NOTE 18: PUBLICATIONS: Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

NOTE 19: CANCEL YEAR. 31 U.S.C. 1552(a) Procedure for Appropriation Accounts Available for Definite Periods states the following, On September 30th of the 5th fiscal year after the period of availability for obligation of a fixed year appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. An example is provided below:

FY 2006 funds will expire September 30, 2011. All FY 2006 funds should be drawn down and reported to Payment Management System (PMS) prior to September 30, 2011. After this date, corrections or cash requests will not be permitted.

NOTE 20: CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer. If a conference is funded by a grant, cooperative agreement, sub-grant and/or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily do not reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logos. Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the conference source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, and contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

NOTE 21: EQUIPMENT AND PRODUCTS: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organizations policy.

The grantee may use its own property management standards and procedures provided it observes provisions of the following sections in the Office of Management and Budget (OMB) Circular A-110 and 45 CFR Part 92:

i. Office of Management and Budget (OMB) Circular A-110, Sections 31 through 37 provides the uniform administrative requirements for grants and agreements with institutions of higher

education, hospitals, and other non-profit organizations. For additional information, please review the following website: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>

ii. 45 CFR Parts 92.31 and 92.32 provides the uniform administrative requirements for grants and cooperative agreements to state, local and tribal governments. For additional information, please review the following website listed: http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html

NOTE 22: PROGRAM INCOME: Any program income generated under this cooperative agreement will be used in accordance with the cost sharing or matching alternative. The disposition of program income must have written prior approval from the Grants Management Officer.

NOTE 23: KEY PERSONNEL: In accordance with 45 CFR 92, CDC recipients shall obtain prior approvals from CDC for (1) change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

NOTE 24: TRAFFICKING IN PERSONS. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award terms and conditions, please review the following website: http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtm

NOTE 25: ACKNOWLEDGMENT OF FEDERAL SUPPORT: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

NOTE 26: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA): Pursuant to the Standards for Privacy of Individually Identifiable Health Information promulgated under the Health Insurance Portability and Accountability Act (HIPAA)(45 CFR Parts 160 and 164) covered entities may disclose protected health information to public health authorities authorized by law to collect or received such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. The definition of a public health authority includes a person or entity acting under a grant of authority from or contract with such public agency. Through this agreement, the Vermont Department of Health is acting under a grant of authority from CDC to carry out the Public Health Emergency Preparedness Program which is authorized under Section 319C-1 of the Public Health Service (PHS) Act, as amended by the Pandemic and All-Hazards Preparedness Act of 2006. Additionally, contingent supplemental emergency response awards are authorized under 317(a) and 317(d) of the Public Health Service Act, subject to available funding and appropriation requirements and limitations. The CDC grants this authority to Vermont Department of Health for purposes of this project. Further, CDC considers this to be public health emergency preparedness activity for which disclosure of protected health information by covered entities is authorized by section 164.512(b)).

NOTE 27: COMPLIANCE WITH EO13513, Federal Leadership on Reducing Text Messaging while Driving, October 1, 2009 is required. Grant recipients and sub-recipients of grant funds are prohibited from texting while driving a Government owned vehicle or when using Government furnished electronic equipment while driving any vehicle. This award is subject to the requirements of Executive Order (EO 13513). For the full text of the award term and condition, please review the following website: http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm.

NOTE 28: PAYMENT INFORMATION:

POSTING OF FUNDS IN THE PAYMENT MANAGEMENT SYSTEM: Funds awarded for PHEP budget period 11 extension activities have been placed in a separate sub-account in PMS. The

account number is BIOT11. Expenditures must be reported on the 272 under the appropriate sub-account.

Automatic Drawdown (Direct/Advance Payments):

PAYMENT INFORMATION: Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

a.) PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM
P.O. Box 6021
Rockville, MD 20852

Phone Number: (877) 614-5533

Email: PMSSupport@psc.gov

Website: http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx?explorer.event=true

Please Note: To obtain the contact information of DPM staff within respective Payment Branches refer to the links listed below:

University and Non-Profit Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true

Governmental and Tribal Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx?explorer.event=true

Cross Servicing Payment Branch:

http://www.dpm.psc.gov/contacts/dpm_contact_list/cross_servicing.aspx

International Payment Branch:

Bhavin Patel (301) 443-9188

Note: Mr. Patel is the only staff person designated to handle all of CDC's international cooperative agreements.

b.) If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

US Department of Health and Human Services
PSC/DFO/Division of Payment Management
7700 Wisconsin Avenue ? 10th Floor
Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

NOTE 29: ACCEPTANCE OF THE TERMS OF AN AWARD:

By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

NOTE 30: CERTIFICATION STATEMENT: By drawing down funds, Awardee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional intent of the President.

NOTE 31: ADDITIONAL REQUIREMENTS

The Additional Requirements that apply to this grant or cooperative agreement are indicated below. The full text of the Additional Requirements may be found on the CDC web site at: http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm.

AR-1: Human Subjects Requirements
 AR-7: Executive Order 12372 Review
 AR-8: Public Health System Reporting Requirements
 AR-9: Paperwork Reduction Act Requirements
 AR-10: Smoke-Free Workplace Requirements
 AR-11: Healthy People 2020
 AR-12: Lobbying Restrictions
 AR-21: Small, Minority, And Women-owned Business
 AR-24: Health Insurance Portability and Accountability Act Requirements
 AR-25: Release and Sharing of Data
 AR-27: Conference Disclaimer and Use of Logos
 AR-29: Compliance with EO13513, Federal Leadership on Reducing Text Messaging while Driving, October 1, 2009

NOTE 32: CDC CONTACTS

Programmatic and Technical Contact

Lisa Walker, Project Officer
 CDC / OPHPR / DSLR / Program Services Branch
 1600 Clifton Road, Mail Stop D29
 Atlanta, GA 30329
 Telephone: (404) 639-7441 Office
 Email: jmu2@cdc.gov

STAFF CONTACTS

Grants Management Specialist: Dwight Mccants
 Centers for Disease Control and Prevention
 1600 Clifton Road
 Atlanta, GA 30333
Email: jiu2@cdc.gov **Phone:** 770-448-2725

Grants Management Officer: Sharon H Robertson
 Centers for Disease Control and Prevention
 Procurement and Grants Office
 Koger Center, Colgate Building
 2920 Brandywine Road, Mail Stop K 69
 Atlanta, GA 30341
Email: sqr2@cdc.gov **Phone:** 770-488-2748 **Fax:** 770-488-2777

SPREADSHEET SUMMARY

GRANT NUMBER: 2U90TP116970-11

INSTITUTION: VERMONT DEPARTMENT OF HEALTH

<i>Budget</i>	<i>Year 11</i>	<i>Year 12</i>	<i>Year 13</i>	<i>Year 14</i>	<i>Year 15</i>
Salaries and Wages	\$2,184,830				
Fringe Benefits	\$764,697				
Personnel Costs (Subtotal)	\$2,949,527				
Equipment	\$3,000				
Supplies	\$282,286				
Travel Costs	\$22,271				
Consortium/Contractual Cost	\$252,000				
Other	\$309,040	\$3,818,124	\$3,818,124	\$3,818,124	\$3,818,124

TOTAL FEDERAL DC	\$3,818,124	\$3,818,124	\$3,818,124	\$3,818,124	\$3,818,124
TOTAL FEDERAL F&A	\$1,236,279	\$0	\$0	\$0	\$0
TOTAL COST	\$5,054,403	\$3,818,124	\$3,818,124	\$3,818,124	\$3,818,124

Vermont

Public Health Emergency Preparedness -- Program Announcement TP11-1011 -- Budget Period 11

	Base	EWIDS	CRI	Level 1 Lab	Risk-Base	Total Funded	Match	Total Budget
Financial Assistance								
Personnel	\$ 2,114,550	\$ 7,680	\$ 62,600	\$ -	\$ -	\$ 2,184,830	\$ -	\$ 2,184,830
Fringe	\$ 740,099	\$ 2,688	\$ 21,910	\$ -	\$ -	\$ 764,697	\$ -	\$ 764,697
Travel	\$ 17,558	\$ 2,567	\$ 2,146	\$ -	\$ -	\$ 22,271	\$ -	\$ 22,271
Equipment	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
Supplies	\$ 282,286	\$ -	\$ -	\$ -	\$ -	\$ 282,286	\$ -	\$ 282,286
Contracts	\$ 206,616	\$ -	\$ 45,384	\$ -	\$ -	\$ 252,000	\$ -	\$ 252,000
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 303,000	\$ 6,040	\$ -	\$ -	\$ -	\$ 309,040	\$ 519,203	\$ 828,243
Total Direct Cost	\$ 3,667,109	\$ 18,975	\$ 132,040	\$ -	\$ -	\$ 3,818,124	\$ 519,203	\$ 4,337,327
Total Indirect Cost	\$ 1,195,263	\$ 3,456	\$ 37,560	\$ -	\$ -	\$ 1,236,279	\$ -	\$ 1,236,279
TOTAL--FA	\$ 4,862,372	\$ 22,431	\$ 169,600	\$ -	\$ -	\$ 5,054,403	\$ 519,203	\$ 5,573,606
Direct Assistance								
Personnel	\$ 18,330	\$ -	\$ -	\$ -	\$ -	\$ 18,330	\$ -	\$ 18,330
Federal Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL--DA	\$ 18,330	\$ -	\$ -	\$ -	\$ -	\$ 18,330	\$ -	\$ 18,330
TOTAL AWARD	\$ 4,880,702	\$ 22,431	\$ 169,600	\$ -	\$ -	\$ 5,072,733	\$ 519,203	\$ 5,591,936
<i>Note: The amounts shown in FA-Other include funds that are in suspense and restricted pending prior approval. Restricted amounts are shown below.</i>								
Restricted Funds								
Restrict during Review	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000		
Unallocated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Total Restricted	\$ 210,000	