



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Senior Fiscal Analyst
Date: August 29, 2014
Subject: Grant Request #2693, #2694, #2695

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Four limited service positions are associated with these requests.

JFO #2693 – Two (2) limited service positions in the Vermont Military Department. These instructor positions will enable the Starbase program (a youth education program) to meet Department of Defense staffing requirements. These positions are 100% federally funded.

[JFO received 08/14/14]

JFO #2694 – One (1) limited service position in the Vermont Military Department. This Information Technology Analyst position will enable the Department to manage the current IT workload more efficiently, reduce the use of overtime and provide adequate IT backup and redundancy. This position is 100% federally funded.

[JFO received 08/14/14]

JFO #2695 – One (1) limited service position in the Vermont Agency of Agriculture, Food and Markets (VAAFAM). This position will develop a state-level produce safety program under the FDA's Food Safety Modernization Act and manage VAAFAM's Specialty Crop block grant. This position is 100% federally funded.

[JFO received 08/14/14]

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 September 10 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 2693

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: MILITARY DEPARTMENT - (National Guard) Date: 7/24/2014

Name and Phone (of the person completing this request): MICHAEL T. HESTON, (802) 338-3121

Request is for:

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

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

National Guard Bureau, Department of Defense STARBASE Cooperative Agreement, 10 USC 2193b

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>
Starbase Instructor	2	Air Services	Current MCA at least through September 30, 2015

*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:

Provide teachers for DoD funded Youth program. Currently, program is not able to meet MCA requirements outlined in the DoD Instruction. Only delivering a four day program when mandated to deliver a 5 day program due to the shortage of teaching staff. Also required to implement a mentor program for middle school aged students.

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)).

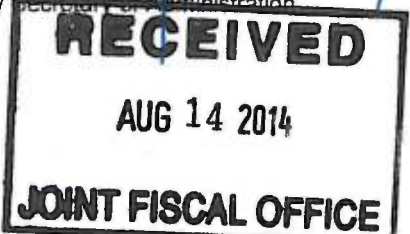
Michael T. Heston 28 July 14
 Signature of Agency or Department Head Date

Molly Paul 7/30/14
 Approved/Denied by Department of Human Resources Date

[Signature] 8/6/14
 Approved/Denied by Finance and Management Date

[Signature] 08/07/14
 Approved/Denied by Secretary of Administration Date

Comments:



Recommend approval DS 8-6-14
 DHR - 11/7/05

AUG - 4 2014

Language justifying the need for the STARBASE Instructor positions:

Per Department of Defense Instruction (DoDI) 1025.7, the STARBASE Program is mandated to provide 700 hours of classroom contact time annually. This can be delivered in two scenarios; (1) 20 classroom hours over 4 days and a minimum of 35 classes per year or (2) 25 classroom hours over 5 days and a minimum of 28 classes per year. STARBASE Vermont has not been able to meet either one of these options during the last academic school year because of staffing shortages. According to Dan Myers, STARBASE Vermont Director, the national standard is to provide 5 classroom days of instruction. The reason for this is because the program conducts standardized testing to measure success and the 4 day classroom curriculum doesn't meet all the requirements of the testing expectations. Additionally, the DoDI has a prescribed manning model that identifies a Director, Deputy Director/Program Instructor, two Program Instructors and an Office Manager. Exceptions to this model have to be approved by DoD. STARBASE Vermont has two locations (Burlington and Rutland) and has been approved for a deviation from the manning model. Vermont is approved for one Director providing oversight for both locations, a deputy/program instructor at each location and two program instructors at each location. They have been exempted from having the Office Manager.

A new requirement in the DoD STARBASE Program Cooperative Agreement is the implementation of STARBASE 2.0. This is a mentor program that coordinates community leaders with middle school aged youth to continue to facilitate the interest in Science, Technology, Engineering and Math.

Based on the guidelines in the DoDI and Cooperative Agreement, the STARBASE Vermont program could be at risk of closure based on non-compliance of program requirement or the program does not show measurable achievement based on program goals.

Budget Analysis for STARBASE Program Instructors Position Request

The STARBASE Vermont program is 100% federally reimbursed by the Department of Defense in support of the National Guard Bureau Youth Program.

Cooperative Agreement

Authority: \$520,000.00

Current Staff Salary and Benefits: \$380,684.00

Salary and Benefits for 2
Instructors: \$134,188.00

**Total Required
Resources:** \$514,872.00

