



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: December 20, 2023  
Subject: Grant Request – JFO #3173

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

**JFO #3173:** \$255,000.00 to the Agency of Human Services, Department of Health from the Centers for Disease Control and Prevention to help support medical providers in offering evidence-based arthritis interventions. Interventions will include physical activity counseling specifically geared towards reducing inactivity.  
*[Received December 20, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by January 10, 2024, we will assume that you agree to consider as final the Governor's acceptance of this request.



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

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

Agency of Administration

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM					
<b>Grant Summary:</b>		VDH has received \$225,000 from the CDC to support evidence-based arthritis interventions statewide. This represents the first of five years of expected funding.			
<b>Date:</b>		11/20/2023			
<b>Department:</b>		Department of Health			
<b>Legal Title of Grant:</b>		Vermont Public Health Approaches to Addressing Arthritis			
<b>Federal Catalog #:</b>		93.945			
<b>Grant/Donor Name and Address:</b>		Centers for Disease Control 2939 Brandywine Road, Atlanta, GA 30341			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		7/1/2023	6/30/2028		
<b>Grant/Donation</b>		\$225,000			
		<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>
<b>Grant Amount:</b>		\$225,000	\$	\$	\$225,000
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>		\$225,000/year expected through 2028; current award/budget period is year one.			
<b>Department of Finance &amp; Management</b>		Digitally signed by Adam Greshin 163349 42500		(Initial)	
<b>Secretary of Administration</b>		DocuSigned by: <i>Sarah Clark</i> 04AB832CD55C438...		(Initial)	
<b>Sent To Joint Fiscal Office</b>				<b>Date</b>	





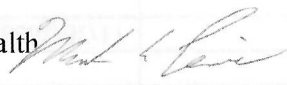
**Department of Health  
Office of the Commissioner**  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
**healthvermont.gov**

[phone] 802-863-7280  
[fax] 802-951-1275  
[tdd] 800-464-4343

*Agency of Human Services*

MEMORANDUM

To: Jenney Samuelson, Secretary of Human Services

From: Mark Levine, MD, Commissioner of Health 

Re: Request for Grant Acceptance of Vermont Public Health Approaches to Addressing Arthritis

Date: 10/05/23

I am pleased to report that the Department of Health has received a grant named *Vermont Public Health Approaches to Addressing Arthritis* from the Centers for Disease Control and Prevention (CDC). This award totals \$225,000 with a performance period from July 1, 2023 – June 30, 2028.

The purpose of this grant award is to support medical providers statewide to provide evidence-based arthritis interventions. These interventions will include physical activity counseling specifically geared towards reducing inactivity in order to decrease health disparities specifically to those in underserved populations.

Please find enclosed a Grant Acceptance Request (AA-1) for your review and approval.

Cc: Rich Donahey, AHS Chief Financial Officer



*Grant Summary: Vermont Public Health Approaches to Addressing Arthritis*

The Department of Health has received a grant from the Centers for Disease Control and Prevention providing \$225,000/annually for a five-year project period. The purpose of this grant award is to support statewide dissemination of arthritis-appropriate, evidence-based interventions (AAEBIs) and referral pathways to increase AAEBI access and enrollment, increase provider physical activity counseling for arthritis management, reduce health disparities, and reduce inactivity among adults with arthritis. AAEBIs and physical activity assessment and counseling will be available and accessible to people with arthritis including those who are disproportionately affected by arthritis, such as those from high burden and underserved populations and communities.

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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Agency of Human Services		
<b>2. Department:</b>		Department of Health		
<b>3. Program:</b>		Approaches to Addressing Arthritis		
<b>4. Legal Title of Grant:</b>		Vermont Public Health Approaches to Addressing Arthritis		
<b>5. Federal Catalog #:</b>		93.945		
<b>6. Grant/Donor Name and Address:</b>				
Centers for Disease Control and Prevention 1600 Clifton Road Atlanta, GA 30329				
<b>7. Grant Period:</b>		<b>From:</b> July 1, 2023	<b>To:</b> June 30, 2024	
<b>8. Purpose of Grant:</b>				
The purpose of this grant award is to support medical providers statewide to provide evidence-based arthritis interventions. These interventions will include physical activity counseling specifically geared towards reducing inactivity to decrease health disparities specifically to those in underserved populations.				
<b>9. Impact on existing program if grant is not Accepted:</b> N/A. This is a new program.				
10. BUDGET INFORMATION				
		<b>SFY 24</b>		<b>Comments</b>
<b>Expenditures:</b>				
Personal Services		\$124,690.00		
Operating Expenses		\$55,310.00		
Grants		\$45,000.00		
	<b>Total</b>			
<b>Revenues:</b>				
State Funds:				
Cash				
In-Kind				
Federal Funds:				
(Direct Costs)		\$184,712.00		
(Indirect Costs)		\$40,288.00		
Other Funds:				
	<b>Total</b>	\$225,000		
<b>Appropriation No:</b>		[VDH appropriation]	<b>SFY 24</b>	
3420021000		Public Health	\$220,000	
3420010000		Administration	\$5,000	
<b>Has current fiscal year budget detail been entered into Vantage?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

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

PERSONAL SERVICE INFORMATION		
<b>11. Will monies from this grant be used to fund one or more Personal Service Contracts?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  Appointing Authority Name: Mark Levine, MD Agreed by: <u>MAL</u> (initial)		
<b>12. Limited Service Position Information:</b>	<b># Positions</b> [whole number only, even if requesting less than full FTE]	<b>Title</b> [position title per F&M GRANT REVIEW FORM]
<b>Total Positions</b>	None	
<b>12a. Equipment and space for these positions:</b> <input type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.		
13. AUTHORIZATION AGENCY/DEPARTMENT		
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature:	DocuSigned by: 11/15/2023 Date: 10/10/23 <small>8496AFD85AC04E5...</small>
	Title: Commissioner	
	Signature:	Date:
	Title:	
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	DocuSigned by: Sarah Clark 11/22/2023 <small>04AB832CD55C438</small>
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Accepted  <input type="checkbox"/> Rejected	Check One Box: (Governor's Signature) 	Date: 12/19/23
16. DOCUMENTATION REQUIRED		
<b>Required GRANT Documentation</b>		
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1		
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).		

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11/8/2023



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

## Notice of Award

Award# 6 NU58DP007474-01-01

FAIN# NU58DP007474

Federal Award Date: 08/10/2023

**Recipient Information****1. Recipient Name**

HUMAN SERVICES VERMONT AGENCY OF  
280 State Dr  
Vermont Department of Health  
Waterbury, VT 05671-9501  
[NO DATA]

**2. Congressional District of Recipient**

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**3. Payment System Identifier (ID)**

1036000264C7

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

036000264

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

809376155

**6. Recipient's Unique Entity Identifier (UEI)**

YLQARK22FMQI

**7. Project Director or Principal Investigator**

Ms. Moira Cook  
moira.cook@vermont.gov  
802-377-5381

**8. Authorized Official**

Ms. Megan Hoke  
Financial Director  
megan.hoke@vermont.gov  
802 651-1670

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. LaToya Donaldson  
GMS  
ygj0@cdc.gov  
770.488.1227

**10. Program Official Contact Information**

Ms. Michele Mercier  
Project Officer Public Health Advisor  
NCCDPHP/DPH/AEWB  
zaf5@cdc.gov  
770-488-4112

**Federal Award Information****11. Award Number**

6 NU58DP007474-01-01

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

NU58DP007474

**13. Statutory Authority**

Public Health Service Act, as amended, Section 301(a) and Section 317K, 42 U.S.C. 241(a); 42 U.S.C. 247b-12

**14. Federal Award Project Title**

Vermont Public Health Approaches to Addressing Arthritis

**15. Assistance Listing Number**

93.945

**16. Assistance Listing Program Title**

Assistance Programs for Chronic Disease Prevention and Control

**17. Award Action Type**

Budget Revision

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	07/01/2023	<b>- End Date</b>	06/30/2024
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$0.00
20a. Direct Cost Amount			\$17,756.00
20b. Indirect Cost Amount			(\$17,756.00)
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$225,000.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$225,000.00
<b>26. Period of Performance Start Date</b>	07/01/2023	<b>- End Date</b>	06/30/2028
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$225,000.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer – Signature**

Ms. Pamela Render  
Grants Management Officer

**30. Remarks**

**Vermont Year One Arthritis Program Grant Budget Narrative  
July 1, 2023 – June 30, 2024**

**A. Salaries and Wages**

<b>Position Title</b>	<b>Annual Salary</b>	<b>Time (% FTE)</b>	<b>Months</b>	<b>Amount Requested</b>
Health Systems Program Admin (TBD)	\$69,035	50%	12	\$34,518
Public Health Analyst II (TBD)	\$71,219	25%	12	\$17,805

Job Descriptions:

**Health Systems Program Administrator (TBD):** This position is responsible for the execution of the grant deliverables, development of reports and documentation to the CDC, sub-award development and monitoring and coordinating the work of the grant between the Department of Health and all sub-awardees and partners.

**Public Health Analyst II (TBD):** Responsible for analysis of Arthritis Module BRFSS data, additional duties include statistical and epidemiological methodology, database development, and support of evaluation efforts.

**Public Health Programs Director (TBD):** This position is the Principal Investigator and provides supervision of the Health Systems Program Administrator. Additional responsibilities are to provide oversight, coordination and support for health systems interventions. This position is responsible for ensuring reports and documentation are submitted to the CDC. The Principal Investigators time will be included at 10% in kind, no grant funds required.

**Total Salaries and Wages**

**\$52,322**

**B. Fringe**

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual, major components of this cost are FICA, retirement, and a portion of the actual costs of the medical, dental, and life insurance coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees working in this program, we are estimating the cost of these fringe benefits at 62% of salary for regular employees and 10% of salary for temporary employees.

**Fringe benefits calculated at 62% of total salaries.**

**\$ 32,080**



**C. Travel****\$ 3,972**

Travel (In-State): \$ 786

<b>Number of Trips</b>	<b>Number of People</b>	<b>Cost of Airfare, hotel</b>	<b>Number of total miles</b>	<b>Cost per Mile/per diem</b>	<b>Amount Requested</b>
5	1-2	N/A	1,199	\$.655	\$785
<b>Total</b>					<b>\$785</b>

Justification: In-state travel to partners and sub-awardees for meetings and other activities.

Travel (Out of State): \$ 3,187

<b>Number of Trips</b>	<b>Number of People</b>	<b>Cost of Airfare</b>	<b>Number of total miles</b>	<b>Cost per Mile</b>	<b>Amount Requested</b>
2	2	\$650	n/a	n/a	<b>\$1,300</b>
<b>Per Diem or Lodging</b>	<b>Number of People</b>	<b>Number of Units</b>	<b>Unit Cost</b>	<b>Amount Requested</b>	
CDC Recipient Meeting					
<i>Per Diem</i>	2	3 days	\$74	\$444	
<i>Lodging</i>	2	3 nights	\$163	\$978	
<i>Transportation</i>	2	n/a	\$82.50	\$165	
<i>Registration</i>	n/a	n/a	\$300	\$300	
<b>Total</b>				<b>\$1,887</b>	

Justification: Program staff travel for conference and CDC reverse site visit.

**D. Equipment****\$ 0****E. Supplies****\$ 1,618**

<b>Item Requested</b>	<b>Type</b>	<b>Number Needed</b>	<b>Unit Cost</b>	<b>Amount Requested</b>
General Office Supplies	Pens, pencils, paper	12 months	\$24/month	\$288
Computer Workstation	Laptop	1	\$1,125	\$1,125
Docking Station		1	\$205	\$205
<b>Total Supplies</b>				<b>\$1,618</b>

Justification: Basic office supplies will be used by staff to carry out the daily tasks of the program. Computer workstation for Program Manager to support daily operation of the program.

**F. Contractual Costs:**

**\$89,000**

**Evaluation Contractor:**

**\$22,500**

Name of Contractor: Professional Data Analysts

Method of Selection: Preselected vendor via competitive bid, leading to Master Contract.

Period of Performance: October 1, 2023 – June 30, 2024

Scope of Work: Conduct evaluation projects designed to measure and communicate the effectiveness of the program activities.

Method of Accountability: The State uses performance-based monitoring for all contracts. Payment is linked to performance.

Itemized Budget: Budget details will be submitted once a statement of work for the proposed evaluation has been completed. An estimated breakdown is provided below.

<b>Line Item</b>	<b>Budget Amount</b>
Salary: (Senior Evaluator: ~3 hr./week x \$150 hour x 52 weeks)	22,500
<b>Total</b>	<b>22,500</b>

**Communications Contractor:**

**\$20,000**

Name of Contractor: Hark

Method of Selection: Request for Proposal leading to Master Contract.

Period of Performance: October 1, 2023 – June 30, 2024

Scope of Work: Develop communications plan; design media campaign for arthritis management awareness; marketing services to encourage use of AAEBIs.

Method of Accountability: The State uses performance-based monitoring for all awards. Payment is linked to performance.

Itemized Budget: Budget details will be submitted once a statement of work for the proposed work has been completed. An estimated breakdown is provided below.

<b>Line Item</b>	<b>Budget Amount</b>
------------------	----------------------

Program management	\$3,000
Communications Plan development	\$5,000
Online marketing campaign (including digital ads and social media)	\$12,000
<b>Total</b>	<b>\$20,000</b>

**Cathedral Square/Sash: \$30,000**

Name of Contractor: Cathedral Square/Sash

Method of Selection: Sole Source. This is the sole statewide organization that can reach both low-income older adults, and adults with disabilities with services needed.

Period of Performance: October 1, 2023 – June 30, 2024

Scope of Work: Train SASH staff to conduct Walk With Ease and PEARLS for clients. Establish workflows that utilize health records to identify clients, including those with disabilities, to counsel and refer to AAEBIs. Establish Train the Trainer system for PEARLS program. Provide required reports to the VDH.

Method of Accountability: The State uses performance-based monitoring for all contracts. Payment is linked to performance.

Itemized Budget:

<b>Line Item</b>	<b>Budget Amount</b>
<b>Personnel</b>	
Salary	\$16,459
Fringe (33%)	\$5,431
<b>Total Personnel</b>	<b>\$21,891</b>
<b>Non-Personnel</b>	
Education/Training	\$4,000
Supplies/Materials	\$1,382
<b>Total Non-Personnel</b>	<b>\$5,382</b>
<b>Total Direct Costs</b>	<b>\$27,273</b>
<b>Indirect</b>	
10% de minimis rate	\$2,727
<b>Total Indirect Costs</b>	<b>\$2,727</b>
<b>Total</b>	<b>\$30,000</b>

**Vermont Assoc. of Area Agencies on Aging \$15,000**

Name of Contractor: Vermont Assoc. of Area Agencies on Aging

Method of Selection: Sole Source. They are the provider of the services needed in the identified geographic areas.

Period of Performance: October 1, 2023 – June 30, 2024

Scope of Work: Conduct Walk With Ease, in partnership with AARP, for people in each respective agency's region of the state. Association in collaboration with Arthritis

program will determine criteria to provide funding for one to five agencies to establish Walk with Ease groups. Promotion of AAEBI programming offered by SASH.  
 Method of Accountability: The State uses performance-based monitoring for all contracts. Payment is linked to performance.  
 Itemized Budget: Budget breakdown is to be determined based on how many agencies will be funded, as well as the determined scope of work.

**LiveWell Vermont: \$1,500**

Name of Contractor: LiveWell Vermont  
 Method of Selection: Sole Source. This is the provider of Worksite Wellness programming for the State of Vermont.  
 Period of Performance: October 1, 2023 – June 30, 2024  
 Scope of Work: Conduct Walk with Ease classes for current and retired state employees. Promotion of the program to current and retired employees. Integration of Walk with Ease in annual wellness incentive program. Provide incentives to encourage program participation, in the form of prizes (e.g., gift cards, water bottles).  
 Method of Accountability: The State uses performance-based monitoring for all contracts. Payment is linked to performance.  
 Itemized Budget:

<b>Line Item</b>	<b>Budget Amount</b>
Walk with Ease Leader Training	\$275.00
Walk with Ease Program Booklets	\$365.00
Postage/Mailing	\$260.00
Program Incentives	\$600.00
<b>Total</b>	<b>\$1,500.00</b>

**G. Construction \$ 0**

**H. Other \$ 5,720**

BRFSS Optional Module: \$ 3,000  
 Justification: Single arthritis module question: “Has a doctor or other health professional ever suggested physical activity or exercise to help your arthritis or joint symptoms?”. Will be used to monitor progress and provide needed reports to the CDC.

Honorariums: \$ 1,360  
 Justification: To compensate experts participating in webinars and trainings developed in the program.

Professional Development: \$1,360  
 Payment of fees/registration for trainings that increase staff knowledge and skills to benefit the program.

**I. Total Direct:** **\$ 184,712**

**J. Indirect:** **\$ 40,288**

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of a recent approval letter is attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, the ratio of allocated costs to salary will vary from quarter to quarter. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 77% of the direct salary line item.

**K. TOTAL:** **\$ 225,000**