



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: April 28, 2010  
Subject: JFO #2439 & #2440

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

**JFO #2439** — \$410,215 grant from the USDA Food and Nutrition Service to the Vermont Department of Health. These funds will support Women, Infants Children program improvement projects in the areas of cash value benefit cards and replacement of the legacy computer system. The establishment of one (1) limited service position is associated with this request.

*[JFO received 3/29/10]*

**JFO #2440** — \$6,647 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to support the Farm First program in providing dairy producers and their families with counseling, resources, and referral information related to stress and other concerns.

*[JFO received 3/29/10]*

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: Wendy Davis, Commissioner  
Roger Allbee, Secretary



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: April 14, 2010  
Subject: Grant Requests

Enclosed please find seven (7) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of three (3) limited service positions and the retention of two existing positions.

**JFO #2439** — \$410,215 grant from the USDA Food and Nutrition Service to the Vermont Department of Health. These funds will support Women, Infants Children program improvement projects in the areas of cash value benefit cards and replacement of the legacy computer system. **The establishment of one (1) limited service position is associated with this request.** This grant is awarded under the American Recovery and Reinvestment Act.  
*[JFO received 3/29/10]*

**JFO #2440** — \$6,647 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to support the Farm First program in providing dairy producers and their families with counseling, resources, and referral information related to stress and other concerns.  
*[JFO received 3/29/10]*

**JFO #2441** — \$700,000 grant from the U.S. Department of Justice to the Vermont Department of Children and Families. This grant will be used to fund 12 sub-awards to schools and non-profits targeting youth delinquency prevention.  
*[JFO received 4/06/10]*

**JFO #2442** — \$807,454 grant from the Centers for Disease Control & Prevention to the Vermont Department of Health. These funds will be used to support efforts to reduce tobacco use and expand tobacco cessation quit lines. This grant is awarded under the American Recovery and Reinvestment Act.  
*[JFO received 4/06/10]*

**JFO #2443** — \$5,034,328 grant from the U.S. Department of Health & Human Services to the Office of Vermont Health Access. This grant will be used to establish a statewide health information exchange (HIE) network and interstate HIE interoperability. **The establishment of one (1) limited service position is associated with this request.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** Joint Fiscal Committee

members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 4/06/10]

**JFO #2444 — Request to establish one (1) limited service position** in the Agency of Agriculture, Food & Markets. This position is associated with a grant approved by the Joint Fiscal Committee for the Agriculture Innovation Demonstration Project (JFO #2425). This position request was not submitted as part of the request for approval of JFO #2425.

[JFO received 4/06/10]

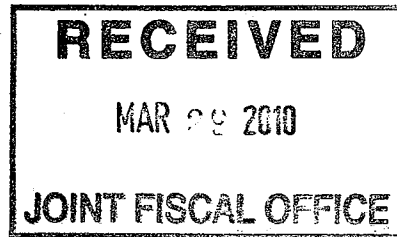
**JFO #2445 — \$10,000 grant from the Wildlife Management Institute to the Vermont Department of Forests, Parks and Recreation.** These funds will be used to create a roost field for American woodcock through reclamation of a gravel pit.

[JFO received 4/12/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto: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 April 28 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner  
Wendy Davis, Commissioner  
Roger Allbee, Secretary  
Stephen Dale, Commissioner  
Susan Besio, Director  
Jason Gibbs, Commissioner

JFO #2439



ARRA ACTIVITY ACCEPTANCE FORM (ARRA-F) | ARRA Computing Grant (Automatic Formula Award) | Other ARRA Activity (Not Subject to AA-E Process)

**INSTRUCTIONS:** This form must be completed in its entirety and is required for:  
 1) acceptance of all ARRA Discretionary Grants, and  
 2) PRIOR to receipt of all ARRA Formula/Block Grants, and  
 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRC DB: 72

NOTE: Expenditure items will be reported to departments and will result in the delayed spending authority release.

1. Agency (ARRA-F): AHS		2. Department (ARRA-F): Health 03420		3. DUNS # (ARRA-C): 80-937-6155	
4. Office Location:		City/town: Burlington		County: Chittenden	
5. ARRA Activity (ARRA 1-01): WIC Technology Enhancements				6. ARRA Code (ARRA 2-1): K05	
7. Legal Title of Grant: WIC Miscellaneous Technology Grant					
8. Federal Agency Award # (ARRA-B): 4VT740715				9. CFDA # (ARRA-E): 10.578	
10. Federal Funding Agency's US Treasury Account Symbol (TAS): (if provided by the federal funding agency)					
11. Federal (or VT) Funding Agency (ARRA-A): USDA Food and Nutrition Service				12. Award Date: 12/14/2009	
13. Award Amount \$410,215					
14. Check if this amount is an estimate: <input type="checkbox"/>					
15. Grant Period (ARRA-H) From:		10/1/2009		To: 9/30/2011	
16. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: 9/30/2011 and/or <input type="checkbox"/> Spent by Date:					
17. Purpose of Grant/ARRA Narrative (ARRA 2-02): Please see attached cover memo dated 2/5/10.					
18. Area that will Benefit (name the state, county, city or school district): Vermont					
19. Impact on existing program if grant is not Accepted: None					

20. BY COLUMN, PER FY AND SFY, SHOW THE TOTAL OF DOLLARS IN A, B, C, D, E, AND F. THE TOTALS FOR EACH COLUMN ARE:

Column Reference	A	B	C	D	E	F
	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	SFY 2011 & Beyond
<b>Expenditures:</b>						
Personnel Costs	\$	\$33,093	\$170,726	\$	\$203,819	\$
3 <sup>rd</sup> Party Contracts	\$	\$13,743	\$59,057	\$	\$72,800	\$
Operating Expenses	\$	\$19,137	\$10,432	\$	\$29,569	\$
Grants/Sub-Awards	\$	\$104,027	\$	\$	\$104,027	\$
<b>Total Expenditures</b>	\$	\$170,000	\$240,215	\$	\$410,215	\$
<b>Revenues:</b>						
State Funds:	\$	\$	\$	\$	\$	\$
Cash	\$	\$	\$	\$	\$	\$
In-Kind	\$	\$	\$	\$	\$	\$
ARRA Federal Funds:	\$	\$	\$	\$	\$	\$
(Direct Costs)	\$	\$160,161	\$189,453	\$	\$349,614	\$
(Statewide Indirect)	\$	\$493	\$2,537	\$	\$3,030	\$
(Dept'l Indirect)	\$	\$9,346	\$48,225	\$	\$57,571	\$
<b>Sub-total ARRA Funds</b>	\$	\$170,000	\$240,215	\$	\$410,215	\$
Other Funds:	\$	\$	\$	\$	\$	\$
(Other Federal)	\$	\$	\$	\$	\$	\$
(list source)	\$	\$	\$	\$	\$	\$
<b>Total Revenues</b>	\$	\$	\$	\$	\$	\$

Comments about expenditures or revenues may be made in the space provided below:

DEC 25 2010

DeptID/Appropriation:	Other VISION Chartfield (funds, programs or projects)	Total Amount (all FYs)	Comments
3420010000	Fund 22040, Program Code to be assigned	\$203,819	
3420021000	Fund 22040, Program Code to be assigned	\$206,396	
		\$	
		\$	
		\$	
<b>Total</b>		<b>\$410,215</b>	This Total MUST agree with the total of Item 10, columns A+B+C above

**PERSONAL SERVICE INFORMATION**

22. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No.  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Wendy Davis, MD, Commissioner Agreed by: *WD* → signed by *TH* per email with authorization from Wendy Davis 2/26/10 (initial)

23. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Systems Developer III			1	2,080
<b>Total Positions</b>			<b>1</b>	<b>2,080</b>

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?  
 YES - Form attached or  No new positions created

25. Equipment and space for these positions:  Is presently available.  Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?  -Yes  No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):  
 1.  To Preserve & create jobs & promote economic recovery.  
 2.  To assist those most impacted by the recession.  
 3.  To provide investment needed to increase economic efficiency by spurring technological advances in science & health.  
 4.  To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.  
 5.  To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

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). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <i>Donna Bister</i>	Date: <i>2/5/10</i>
	Name: Donna Bister	Title: WIC Program Director
	Department Head: <i>Donald Swartz, MD</i>	Date: <i>08 Feb 2010</i>
	Name: Wendy Davis, MD <i>W.D. Swartz</i>	Title: Commissioner, Department of Health
	Agency Secretary (if required): <i>Patrick Flood</i>	Date: <i>2/18/10</i>
Name: <i>PATRICK FLOOD</i>	Title: <i>DEPUTY SECRETARY</i>	

28. BUDGET, FUNDING & MANAGEMENT (continue on separate sheet if necessary)

<input type="checkbox"/>	<b>√ To Release Spending Authority in VISION:</b>	FY 20 _____ \$	itation(s):
Analyst (initial):	<i>JH</i>	Date:	<i>2/24/10</i>
Commissioner Finance & Management initial:	<i>[Redacted]</i>	Date:	<i>3/1/10</i>
Assigned ESR Director's Signature:	<i>[Signature]</i>		Date: <i>02/25/10</i>
*** Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 ***			
<b>30. SECRETARY OF ADMINISTRATION</b>			
<input checked="" type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee)	Date: <i>3/11/10</i>
<input type="checkbox"/>	Rejected		Date:
<b>31. ACTION BY GOVERNOR</b>			
<input checked="" type="checkbox"/>	Check One Box: Request to JFO	(Governor's signature or designee)	Date: <i>3/15/10</i>
<input type="checkbox"/>	Rejected		Date:
<b>32. SENT TO JFO</b>			
<input checked="" type="checkbox"/>	Sent to JFO		Date: <i>3/17/10</i>
Section 33 is a required section			
AREA FOR THE DOCUMENTATION CHECKLIST			
<input type="checkbox"/>	Notice of Award or Proof of Award (REQUIRED)	<input type="checkbox"/>	Dept. project approval (if applicable)
<input type="checkbox"/>	Request Memo	<input type="checkbox"/>	Governor's Certification (if applicable)
<input type="checkbox"/>	Grant Agreement	<input type="checkbox"/>	Notice of Donation (if any)
		<input type="checkbox"/>	Position Request Form(s)
		<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)

**Hartrich, Toni**

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**From:** Davis, Wendy [wdavis@vdh.state.vt.us]  
**Sent:** Friday, February 26, 2010 11:05 AM  
**To:** Hartrich, Toni  
**Cc:** Bister, Donna  
**Subject:** WIC Misc Technology Projects ARRA request

Toni

I understand that my initials are missing on block 22 of the ERS-2 form of the WIC Miscellaneous Technology Projects ARRA request. Per this e-mail, I am giving you permission to initial it for me.

Thank you.

*Wendy Davis, MD*  
*Commissioner*  
*Vermont Department of Health*  
*802-863-7280*

2/26/2010



## MEMORANDUM

To: Jim Giffin, AHS CFO

Thru: Leo Clark, VDH CFO

Subject: ARRA Grant Acceptance & Establishment of Position Packet

Date: February 5, 2010

The Vermont Department of Health (VDH) has received an ARRA grant of \$410,215 from the USDA Food and Nutrition Service to support two WIC technology improvement projects:

- 1) Implementation of a cash value benefit card for fruits and vegetables (CVB)
- 2) Planning for replacement of the WIC program's legacy computer system

The ARRA grant is available for expenditure from 10/1/09 through 9/30/11 and although the funds were not awarded until 12/14/2009, the USDA has stipulated that they may be used to cover project costs beginning October 1, 2009 (see VISION budget summary attached).

**CVB Program:** This project was undertaken in response to a USDA requirement that all WIC programs must issue a cash value benefit card for fruits and vegetables in certain food packages.

To accomplish that task, VDH negotiated two MOU's with DCF to modify its existing multi-program EBT system to accommodate the CVB card. In turn, DCF amended its EBT contract with J.P. Morgan Chase Electronic Financial Services to accomplish the same result.

VDH will use \$104,027 in grant funds to pay J.P. Morgan Chase, via an IDT to DCF, for their services. VDH will use another \$19,137 in grant funds to reimburse DCF for direct printing and mailing costs associated with the issuance and distribution of the CVB cards.

**Legacy Computer System Replacement:** The WIC legacy system replacement planning project is closely related to the CVB project above because the WIC Program's transition from home delivery to CVB access will result in major changes to WIC's computer system needs.

The current mainframe system supports: a) client eligibility, b) home delivery management and c) overall program administration functions. It was developed in 1977 and underwent its last major upgrade in 1987. VDH will use grant funds to plan for the replacement of this legacy system either through: a) transferring an established WIC management information system from another state into Vermont; or b) adding WIC to an existing VDH information management system.

Planning will be done with the active involvement of various stakeholders and will specifically include Vermont's Division of Innovation and Information (DII), which operates the existing mainframe legacy system. Grant funds will also be used to fund: a) a new Systems Developer III

limited service position in VDH to oversee the project, and b) a contract with a project consultant to provide technical assistance to VDH's WIC and IT management teams.

VDH is hereby requesting acceptance of the full amount of this ARRA grant, \$410, 215, with *AH* \$170,000 needed in SFY10 and the remaining \$240, 215 needed in SFY11 and SFY12.

VDH is also requesting the establishment of one limited service position, a Systems Developer III.

We have included a copy of our application for this funding, a copy of the Federal grant award, a copy of the position request and a copy of both MOU's with DCF. Please let me know if you have any follow-up questions or concerns.

Thanks.

**VERMONT DEPARTMENT OF HEALTH**

SFY10 WIC Technology Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$17,888	\$0	\$17,888
Fringe Benefits	\$5,366	\$0	\$5,366
3rd Party Contracts	<u>\$0</u>	<u>\$13,743</u>	<u>\$13,743</u>
Total Personal Services	\$23,254	\$13,743	\$36,997
Equipment	\$0	\$0	\$0
Supplies	\$0	\$12,713	\$12,713
Other	\$0	\$6,424	\$6,424
Travel	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Operating Expenses	\$0	\$19,137	\$19,137
Transfer to DCF for EBT contractor	\$0	\$104,027	\$104,027
Total Direct Costs	\$23,254	\$136,907	\$160,161
Total Indirect Costs	<u>\$9,838</u>	<u>\$0</u>	<u>\$9,838</u>
Total SFY10 Grant Costs	\$33,093	\$136,907	\$170,000

Appropriation Summary

Total Personal Services	\$33,093	\$13,743	\$46,836
Total Operating Expenses	\$0	\$19,137	\$19,137
Total Transfers	<u>\$0</u>	<u>\$104,027</u>	<u>\$104,027</u>
	\$33,093	\$136,907	\$170,000

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

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

Agency/Department: AHS/Health Date: 1/28/10

Name and Phone (of the person completing this request): Donna Bister, 863-7508

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):

USDA Food and Nutrition Service  
 WIC Miscellaneous Technology Grant  
 Copy of approved budget 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>
Systems Developer III	1	Admin/IT	10/1/09 - 9/30/11

\*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:

To plan for the replacement of our legacy system, we need dedicated staff to explore the alternatives and do a complete technical assessment before making a recommendation. The WIC program is large and has complex business and technical needs. USDA-FNS has published extensive functional requirements, and we need someone who will ensure that we meet these requirements and also the unique needs of the Vermont program.

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)).

*Patrick F. Cook* 08 Feb 2010 2/18/10  
 Signature of Agency or Department Head Date

*Molly Paul* 2/23/10  
 Approved / Denied by Department of Human Resources Date

*[Signature]* 3/1/10  
 Approved / Denied by Finance and Management Date

*[Signature]* 3/11/10  
 Approved / Denied by Secretary of Administration Date

Comments:

\* Approval is contingent upon F&M approval of funding/grant

REC'D FEB 25 2010

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: **New** Current Job/Class Title: **Systems Developer III**

Agency/Department/Unit: **AHS/Health/Information Technology** GUC: **74002**

Pay Group: **74A** Work Station: **Burlington** Zip Code: **05401**

Position Type:  Permanent  Limited Service (end date) **9/30/2011**

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) **100% Federal**

Supervisor's Name, Title and Phone Number: **Gail Spain, IT Manager I, 802-863-7268**

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code **058100** Existing Job/Class Title: **System Developer III**

b. 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:  Identify a solution and plan for the replacement of a complex legacy system. Develop business and functional requirements for an information technology system that meets state requirements and federal regulations. Assess technology requirements and capabilities/limitations of current information technology systems. Identify systems that are potential candidates for transfer and assess the feasibility of adding system components to in-house developed systems. Complete an alternatives assessment and a cost benefit assessment of potential transfer systems and other development options. In addition, develop a project timeline for implementation and participate in the writing of required state and federal documents.

2. Provide a brief justification/explanation of this request:  This position will be created to provide the deliverables of a federal grant project, i.e. identify a system to replace the current WIC system and develop the implementation plan. A technical expert is needed who is capable of understanding complex information technology systems (an automated WIC system is expected to support 24 core functions). They must be able to evaluate information systems based on architecture, technical infrastructure and capacity to interface with other VDH and AHS systems. They will be expected to work with a minimum amount of direct supervision.

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

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form:  Eileen Underwood

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

Eileen Underwood, 865-7740

7. How many other positions are allocated to the requested class title in the department: 3

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

**Attachments:**

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

Monica E. Brown

Personnel Administrator's Signature (required)\*

Date

*I do not support this as a Systems Dev. III with this limited information justifying III as opposed to II level.*

Michelle Penn

12/28/09

Supervisor's Signature (required)\*

Date

Wendy Davis, MD

Appointing Authority or Authorized Representative Signature (required)\*

Date

12/29/09

\* Note: Attach additional information or comments if appropriate.



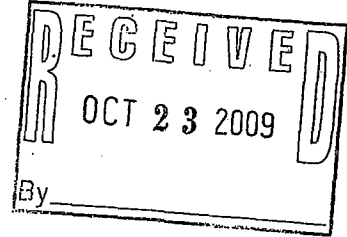
United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

**OCT 20 2009**

Ms. Donna Bister  
108 Cherry Street  
P.O. Box 70  
Burlington, Vermont 05401



Dear Ms. Bister:

We are pleased to advise you that the Vermont Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program) has been selected to receive fiscal year (FY) 2010 WIC miscellaneous technology grant funds in the amount of \$410,215. This grant is the result of the Food and Nutrition Service's (FNS) announcement of the availability of funding under the American Recovery and Reinvestment Act of 2009 (ARRA) for technology enhancements.

The FY 2010 grant is provided for Vermont to implement the cash value benefit (CVB) requirement of the new food package rule using the State's existing EBT multi-program system and to complete the planning phase of replacing the WIC legacy system. Specifically, funding is provided to support those items listed on Attachment A to Form 529.

Please check with the regional office on APD documents that may be required.

We have enclosed for your signature the FY 2010 WIC Miscellaneous Technology Project Grant/Cooperative Agreement form FNS 529. This Agreement is to provide ARRA funding to support the technology projects described above, and covers the period of October 1, 2009 through September 30, 2011. Grantees are required to return three copies of the FNS-529 form with an original signature, in blue ink, on each document by **October 23, 2009**. Please send your signed copies via overnight mail to:

Lael Lubing, Director  
Grants & Fiscal Policy Division  
Food and Nutrition Service  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302-1594



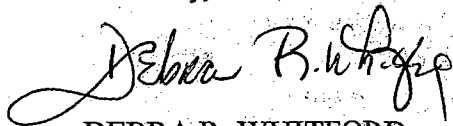
Ms. Donna Bister  
Page 2

Please note that if there are pre-award costs associated with your project(s), these costs are allowed only if they were incurred no more than 90 days prior to the start of the grant award period.

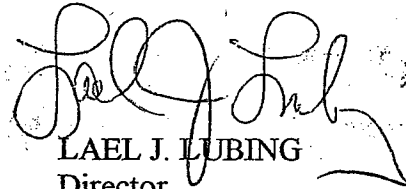
ARRA reporting is required in addition to agency reporting requirements.

Congratulations on your grant award.

Sincerely,



DEBRA R. WHITFORD  
Director  
Supplemental Food Programs Division



LAEL J. LUBING  
Director  
Grants & Fiscal Policy Division

Enclosures

**VERMONT APPROVED FY 2010 ARRA MISCELLANEOUS TECHNOLOGY FUNDING  
Attachment A to Form 529**

#1 Food Package	Funding to implement the cash value voucher requirement of the new food package rule using the State's existing EBT multi-program system.	Cash Value Voucher Card supply	\$12,713
		Contractor services	\$104,027
		Other	\$6,424
#3 MIS Planning	Funding for the planning phase of replacing Vermont's WIC legacy system. The project includes development of a feasibility study, alternatives analysis, cost benefit analysis, and development of planning documents required for FNS approval.	Contractor for planning tasks	\$72,800
		Hire a full time Systems Developer	\$143,218
		Travel to technology conference	\$10,432
		Indirect costs	\$60,601

**Total**

**\$410,215**



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

**To:** Representative Steven Maier  
Senator Douglas Racine

**From:** Nathan Lavery, Fiscal Analyst

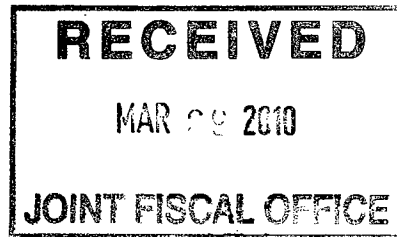
**Date:** April 14, 2010

**Subject:** JFO #2439, #2442, #2443

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, Representative Michael Obuchowski asked that I forward to you a copy of the enclosed American Recovery and Reinvestment Act grant materials and cover memo. He requests your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski

JFO #2439



ARRA ACTIVITY ACCEPTANCE REQUEST:  ARRA Competitive Grant (Alternate Form AA-1)  Other ARRA Activity (Not subject to AA-1 Process)

Revision:  Yes  No Revision Date: \_\_\_\_\_

**INSTRUCTIONS:** This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRK DB 72

NO INCOMPLETE FORMS WILL BE RETURNED TO DEPARTMENTS AND WILL RESULT IN THE DELAY OF SPENDING AUTHORITY RELEASE.

1. Agency (ARRA-F): AHS 2. Department (ARRA-F): Health 03420 3. DUNS # (ARRA-C): 80-937-6155

4. Office Location: City/town: Burlington County: Chittenden

5. ARRA Activity (ARRA 1-01): WIC Technology Enhancements 6. ARRA Code (ARRA 2-1): K05

7. Legal Title of Grant: WIC Miscellaneous Technology Grant

8. Federal Agency Award # (ARRA-B): 4VT740715 9. CFDA # (ARRA-E): 10.578

10. Federal Funding Agency's US Treasury Account Symbol (TAS): (if provided by the federal funding agency)

11. Federal (or VT) Funding Agency (ARRA-A): USDA Food and Nutrition Service 12. Award Date: 12/14/2009

13. Award Amount \$410,215 14. Check if this amount is an estimate:

15. Grant Period (ARRA-H) From: 10/1/2009 To: 9/30/2011

16. Date by which ARRA funds must be:  Obligated by Date: 9/30/2011 and/or  Spent by Date:

17. Purpose of Grant/ARRA Narrative (ARRA 2-02): Please see attached cover memo dated 2/5/10.

18. Area that will Benefit (name the state, county, city or school district): Vermont

19. Impact on existing program if grant is not Accepted: None

Column B+C must equal the total of columns D+E+F

Column Reference	A	B	C	D	E	F
	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	SFY 2011 & Beyond
<b>Expenditures:</b>						
Personnel Costs	\$	\$33,093	\$170,726	\$	\$203,819	\$
3 <sup>rd</sup> Party Contracts	\$	\$13,743	\$59,057	\$	\$72,800	\$
Operating Expenses	\$	\$19,137	\$10,432	\$	\$29,569	\$
Grants/Sub-Awards	\$	\$104,027	\$	\$	\$104,027	\$
<b>Total Expenditures</b>	\$	\$170,000	\$240,215	\$	\$410,215	\$
<b>Revenues:</b>						
<b>State Funds:</b>	\$	\$	\$	\$	\$	\$
Cash	\$	\$	\$	\$	\$	\$
In-Kind	\$	\$	\$	\$	\$	\$
<b>ARRA Federal Funds:</b>	\$	\$	\$	\$	\$	\$
(Direct Costs)	\$	\$160,161	\$189,453	\$	\$349,614	\$
(Statewide Indirect)	\$	\$493	\$2,537	\$	\$3,030	\$
(Dept'l Indirect)	\$	\$9,346	\$48,225	\$	\$57,571	\$
<b>Sub-total ARRA Funds</b>	\$	\$170,000	\$240,215	\$	\$410,215	\$
<b>Other Funds:</b>	\$	\$	\$	\$	\$	\$
(Other Federal)	\$	\$	\$	\$	\$	\$
(list source)	\$	\$	\$	\$	\$	\$
<b>Total Revenues</b>	\$	\$	\$	\$	\$	\$

Comments about expenditures or revenues may be made in the space provided below:

Donna DR 321

REC'D FEB 25 2010

21. VISION Tracking Information:

DeptID/Appropriation:	Other VISION Chartfield (funds, programs or projects)	Total Amount (all FYs)	Comments
3420010000	Fund 22040, Program Code to be assigned	\$203,819	
3420021000	Fund 22040, Program Code to be assigned	\$206,396	
		\$	
		\$	
		\$	
<b>Total</b>		<b>\$410,215</b>	This Total MUST agree with the total of Item 10, columns A+B+C above

PERSONAL SERVICE INFORMATION

22. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Wendy Davis, MD, Commissioner Agreed by: *WD* → signed by TH per email authorization from Wendy Davis 2/26/10 (initial)

23. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Systems Developer III			1	2,080
<b>Total Positions</b>			<b>1</b>	<b>2,080</b>

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?  
 YES - Form attached or  No new positions created

25. Equipment and space for these positions:  Is presently available.  Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?  Yes  No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):

1.  To Preserve & create jobs & promote economic recovery.
2.  To assist those most impacted by the recession.
3.  To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
4.  To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
5.  To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

28. AUTHORIZATION AND DEPARTMENT SIGNATURES

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). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager:	<i>Donna Bister</i>	Date:	<i>2/5/10</i>
	Name: Donna Bister	Title: WIC Program Director		
	Department Head:	<i>Donald Swartz, MD</i>	Date:	<i>08 Feb 2010</i>
	Name: Wendy Davis, MD	Title: Commissioner, Department of Health		
	Agency Secretary (if required):	<i>Patrick Flood</i>	Date:	<i>2/18/10</i>
Name: <i>PATRICK FLOOD</i>	Title: <i>DEPUTY SECRETARY</i>			

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

<input type="checkbox"/>	√ To Release Spending Authority in VISION:	FY 20 _____ \$	Citation(s):
--------------------------	--	----------------	--------------

Analyst (initial): <i>JH</i>	Date: <i>2/24/10</i>	Commissioner Finance & Management initial: <i>[Signature]</i>	Date: <i>2/24/10</i>
(For ESR Use Only)	Assigned ESR Director's Signature: <i>[Signature]</i>		Date: <i>02/25/10</i>

\*\*\* Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 \*\*\*

**30. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee) <i>[Signature]</i>	Date: <i>3/11/10</i>
<input type="checkbox"/>	Rejected		Date:

**31. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Check One Box: Request to JFO	(Governor's signature or designee) <i>[Signature]</i>	Date: <i>3/15/10</i>
<input type="checkbox"/>	Rejected		Date:

**32. SENT TO JFO**

<input checked="" type="checkbox"/>	Sent to JFO	Date: <i>3/17/10</i>
-------------------------------------	-------------	----------------------

**Section 3 - Required Section**

<input type="checkbox"/> Notice of Award or Proof of Award (REQUIRED) <input type="checkbox"/> Request Memo <input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Position Request Form(s)	<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)
--	---	--

**Hartrich, Toni**

---

**From:** Davis, Wendy [wdavis@vdh.state.vt.us]  
**Sent:** Friday, February 26, 2010 11:05 AM  
**To:** Hartrich, Toni  
**Cc:** Bister, Donna  
**Subject:** WIC Misc Technology Projects ARRA request

Toni

I understand that my initials are missing on block 22 of the ERS-2 form of the WIC Miscellaneous Technology Projects ARRA request. Per this e-mail, I am giving you permission to initial it for me.

Thank you.

*Wendy Davis, MD  
Commissioner  
Vermont Department of Health  
802-863-7280*

2/26/2010



## MEMORANDUM

To: Jim Giffin, AHS/CFO  
Thru: Leo Clark, VDH/CFO  
Subject: ARRA Grant Acceptance & Establishment of Position Packet  
Date: February 5, 2010

The Vermont Department of Health (VDH) has received an ARRA grant of \$410,215 from the USDA Food and Nutrition Service to support two WIC technology improvement projects:

- 1) Implementation of a cash value benefit card for fruits and vegetables (CVB)
- 2) Planning for replacement of the WIC program's legacy computer system

The ARRA grant is available for expenditure from 10/1/09 through 9/30/11 and although the funds were not awarded until 12/14/2009, the USDA has stipulated that they may be used to cover project costs beginning October 1, 2009 (see VISION budget summary attached).

**CVB Program:** This project was undertaken in response to a USDA requirement that all WIC programs must issue a cash value benefit card for fruits and vegetables in certain food packages.

To accomplish that task, VDH negotiated two MOU's with DCF to modify its existing multi-program EBT system to accommodate the CVB card. In turn, DCF amended its EBT contract with J.P. Morgan Chase Electronic Financial Services to accomplish the same result.

VDH will use \$104,027 in grant funds to pay J.P. Morgan Chase, via an IDT to DCF, for their services. VDH will use another \$19,137 in grant funds to reimburse DCF for direct printing and mailing costs associated with the issuance and distribution of the CVB cards.

**Legacy Computer System Replacement:** The WIC legacy system replacement planning project is closely related to the CVB project above because the WIC Program's transition from home delivery to CVB access will result in major changes to WIC's computer system needs.

The current mainframe system supports: a) client eligibility, b) home delivery management and c) overall program administration functions. It was developed in 1977 and underwent its last major upgrade in 1987. VDH will use grant funds to plan for the replacement of this legacy system either through: a) transferring an established WIC management information system from another state into Vermont; or b) adding WIC to an existing VDH information management system.

Planning will be done with the active involvement of various stakeholders and will specifically include Vermont's Division of Innovation and Information (DII), which operates the existing mainframe legacy system. Grant funds will also be used to fund: a) a new Systems Developer III

limited service position in VDH to oversee the project, and b) a contract with a project consultant to provide technical assistance to VDH's WIC and IT management teams.

VDH is hereby requesting acceptance of the full amount of this ARRA grant, \$410, 215, with \$170,000 needed in SFY10 and the remaining \$240, 215 needed in SFY11 and SFY12. *JH*

VDH is also requesting the establishment of one limited service position, a Systems Developer III.

We have included a copy of our application for this funding, a copy of the Federal grant award, a copy of the position request and a copy of both MOU's with DCF. Please let me know if you have any follow-up questions or concerns.

Thanks.

**VERMONT DEPARTMENT OF HEALTH**

SFY10 WIC Technology Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$17,888	\$0	\$17,888
Fringe Benefits	\$5,366	\$0	\$5,366
3rd Party Contracts	\$0	\$13,743	\$13,743
Total Personal Services	\$23,254	\$13,743	\$36,997
Equipment	\$0	\$0	\$0
Supplies	\$0	\$12,713	\$12,713
Other	\$0	\$6,424	\$6,424
Travel	\$0	\$0	\$0
Total Operating Expenses	\$0	\$19,137	\$19,137
Transfer to DCF for EBT contractor	\$0	\$104,027	\$104,027
Total Direct Costs	\$23,254	\$136,907	\$160,161
Total Indirect Costs	<u>\$9,838</u>	<u>\$0</u>	<u>\$9,838</u>
Total SFY10 Grant Costs	\$33,093	\$136,907	\$170,000

Appropriation Summary

Total Personal Services	\$33,093	\$13,743	\$46,836
Total Operating Expenses	\$0	\$19,137	\$19,137
Total Transfers	\$0	<u>\$104,027</u>	<u>\$104,027</u>
	\$33,093	\$136,907	\$170,000

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

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

Agency/Department: AHS/Health Date: 1/28/10

Name and Phone (of the person completing this request): Donna Bister, 863-7508

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):

USDA Food and Nutrition Service  
WIC Miscellaneous Technology Grant  
Copy of approved budget 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>
Systems Developer III	1	Admin/IT	10/1/09 - 9/30/11

\*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:

To plan for the replacement of our legacy system, we need dedicated staff to explore the alternatives and do a complete technical assessment before making a recommendation. The WIC program is large and has complex business and technical needs. USDA-FNS has published extensive functional requirements, and we need someone who will ensure that we meet these requirements and also the unique needs of the Vermont program.

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)).

*Patricia F. Cond* 08 Feb 2010 2/18/10  
Signature of Agency or Department Head Date

*Molly Paul* 2/23/10  
Approved/Denied by Department of Human Resources Date

*[Signature]* 3/1/10  
Approved/Denied by Finance and Management Date

*Neel C. Wil* 3/11/10  
Approved/Denied by Secretary of Administration Date

Comments:

\* Approval is contingent upon F&M approval of funding/grant

**REC'D FEB 25 2010**

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: New Current Job/Class Title: Systems Developer III

Agency/Department/Unit: AHS/Health/Information Technology GUC: 74002

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type:  Permanent  Limited Service (end date) 9/30/2011

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal

Supervisor's Name, Title and Phone Number: Gail Spain, IT Manager I, 802-863-7268

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

**New Position(s):**

a. REQUIRED: Allocation requested: Existing Class Code 058100 Existing Job/Class Title: System Developer III

b. 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:  Identify a solution and plan for the replacement of a complex legacy system. Develop business and functional requirements for an information technology system that meets state requirements and federal regulations. Assess technology requirements and capabilities/limitations of current information technology systems. Identify systems that are potential candidates for transfer and assess the feasibility of adding system components to in-house developed systems. Complete an alternatives assessment and a cost benefit assessment of potential transfer systems and other development options. In addition, develop a project timeline for implementation and participate in the writing of required state and federal documents.
2. Provide a brief justification/explanation of this request:  This position will be created to provide the deliverables of a federal grant project, i.e. identify a system to replace the current WIC system and develop the implementation plan. A technical expert is needed who is capable of understanding complex information technology systems (an automated WIC system is expected to support 24 core functions). They must be able to evaluate information systems based on architecture, technical infrastructure and capacity to interface with other VDH and AHS systems. They will be expected to work with a minimum amount of direct supervision.
3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).  n/a

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
5. The name and title of the person who completed this form:  Eileen Underwood

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

Eileen Underwood, 865-7740

7. How many other positions are allocated to the requested class title in the department: 3

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

**Attachments:**

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

*Thomas E. Jones*

Personnel Administrator's Signature (required)\*

Date

*I do not support this as a Systems Dev. III with this limited information justifying III as opposed to II level.*

*Michelle Penn*

*12/28/09*

Supervisor's Signature (required)\*

Date

*Wendy Davis, MD*

Appointing Authority or Authorized Representative Signature (required)\*

Date

*12/29/09*

\* Note: Attach additional information or comments if appropriate.



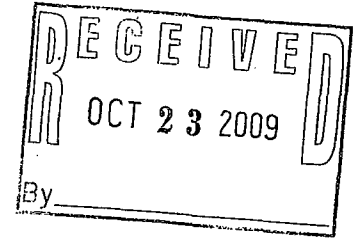
United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

**OCT 20 2009**

Ms. Donna Bister  
108 Cherry Street  
P.O. Box 70  
Burlington, Vermont 05401



Dear Ms. Bister:

We are pleased to advise you that the Vermont Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program) has been selected to received fiscal year (FY) 2010 WIC miscellaneous technology grant funds in the amount of **\$410,215**. This grant is the result of the Food and Nutrition Service' (FNS) announcement of the availability of funding under the American Recovery and Reinvestment Act of 2009 (ARRA) for technology enhancements.

The FY 2010 grant is provided for Vermont to implement the cash value benefit (CVB) requirement of the new food package rule using the State's existing EBT multi-program system and to complete the planning phase of replacing the WIC legacy system. Specifically, funding is provided to support those items listed on Attachment A to Form 529.

Please check with the regional office on APD documents that may be required.

We have enclosed for your signature the FY 2010 WIC Miscellaneous Technology Project Grant/Cooperative Agreement form FNS 529. This Agreement is to provide ARRA funding to support the technology projects described above, and covers the period of October 1, 2009 through September 30, 2011. Grantees are required to return three copies of the FNS-529 form with an original signature, in blue ink, on each document by **October 23, 2009**. Please send your signed copies via overnight mail to:

Lael Lubing, Director  
Grants & Fiscal Policy Division  
Food and Nutrition Service  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302-1594



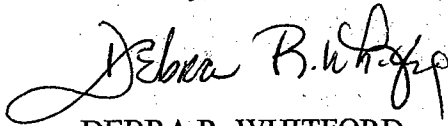
Ms. Donna Bister  
Page 2

Please note that if there are pre-award costs associated with your project(s), these costs are allowed only if they were incurred no more than 90 days prior to the start of the grant award period.

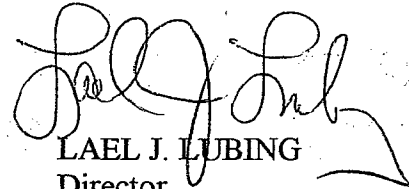
ARRA reporting is required in addition to agency reporting requirements.

Congratulations on your grant award.

Sincerely,



DEBRA R. WHITFORD  
Director  
Supplemental Food Programs Division



LAEL J. LUBING  
Director  
Grants & Fiscal Policy Division

Enclosures

**VERMONT APPROVED FY 2010 ARRA MISCELLANEOUS TECHNOLOGY FUNDING  
Attachment A to Form 529**

#1 Food Package	Funding to implement the cash value voucher requirement of the new food package rule using the State's existing EBT multi-program system.	Cash Value Voucher Card supply	\$12,713
		Contractor services	\$104,027
		Other	\$6,424
#3 MIS Planning	Funding for the planning phase of replacing Vermont's WIC legacy system. The project includes development of a feasibility study, alternatives analysis, cost benefit analysis, and development of planning documents required for FNS approval.	Contractor for planning tasks	\$72,800
		Hire a full time Systems Developer	\$143,218
		Travel to technology conference	\$10,432
		Indirect costs	\$60,601
<b>Total</b>			<b>\$410,215</b>