



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 2536

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 Administration Date: 10/11/11

Name and Phone (of the person completing this request): Jill Gould

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 2468

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 U.S. Department of Health and Human Services, State Planning and Establishment Grants for the Affordable Care Act's Exchanges.

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>
Administrative Services Coordinator II	1	AoA	11/1/11 - 9/30/16

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position was not requested in original grant application but was determined as a need as planning has progressed. Initial funding was requested and approved in a grant amendments and continued funding for the position has been requested in the most recent Establishment grant applications as well. Continued funding is anticipated through the life of the federal program to establish the exchange.

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)).

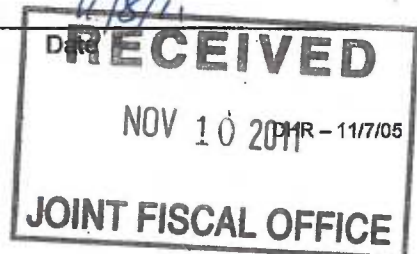
[Signature] Signature of Agency or Department Head Date: 11/8/11

[Signature: Molly Paul] Approved/Denied by Department of Human Resources Date: 10/29/11

[Signature] Approved/Denied by Finance and Management Date: 11/8/11

[Signature: Deputy] Approved/Denied by Secretary of Administration Date: 11/8/11

Comments:



ADMINISTRATIVE SERVICES COORDINATOR II

Job Code: 089230

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 02/14/2010

Class Definition:

Coordinates the administration of a variety of functions of a division, or moderately sized office. Evaluates and uses information to make recommendations; provide guidance on applying administrative requirements to varying situations; recommend changes to office procedures to adopt management decisions and policies; and identify problems in administrative workflow, evaluate and recommend alternative administrative processes. The work is assistive in nature and focuses on extending the capabilities of professional or managerial positions. Supervision may be exercised over a small staff of technical and/or clerical subordinates. Work is performed under the general supervision of an administrative superior.

Examples of Work:

Coordinates support and office functions. May supervise clerical or other support staff. May participate in the interviewing/hiring process of lower level clerical or support staff. Interprets rules, regulations and policies to all employees assigned to the office. Prepares and keeps complete inventory records. Prepares personnel documents. Serves as liaison with administrative staff concerning office, fiscal and personnel matters. Addresses all situations and resolves problems relating to the operation of the office. Resolves personnel problems in the office. Represents office at meetings and seminars. Keeps time and attendance records. Maintains, monitors and may prepare budget and makes recommendations and requests regarding needs. Prepares and maintains office records and reports of moderate complexity. Answers routine correspondence as required. Performs related duties as required.

Environmental Factors:

Work is performed in a standard office setting.

Minimum Qualifications

Knowledge, Skills and Abilities:

Working knowledge of administrative principles and practices including supervisory techniques.

Working knowledge of accounting and budgeting practices.

Working knowledge of modern office management methods, including the application of automated data processing systems to office management problems.

Working knowledge of the principles and practices of personnel administration.

Working knowledge of computer technology and its application to automated systems.

Ability to read and correctly interpret laws, rules, and regulations of moderate complexity.

Ability to exercise discretion in interpreting and applying departmental policies, rules, and regulations.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Education and Experience:

High school graduation or equivalent and three years of experience providing administrative-level support to a business or organization; OR

College level study in accounting, business or public administration, office administration or a related field will substitute for the experience requirement on a year for year basis. One year of full-time study is defined as 30 semester hours or 45 quarter hours; OR

One year as an Administrative Services Coordinator I with the State of Vermont.

NOTE: Only administrative work experience is qualifying. Administrative support includes those functions which keep the organization running or provide the resources for others to provide the programmatic work (e.g., accounting, budget management, grant administration, finance, human resources, payroll, purchasing, or space management).

Special Requirements:

For some positions experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system) may be required.

Request for No Cost Extension
State of Vermont: Vermont SPEG for the ACA Exchanges
Planning Grant Award: 1 HBEIE100009-01-00

Requested Extension Period:

The State of Vermont is requesting a six-month extension of the current Exchange Planning grant from September 30, 2011 to March 30, 2012.

Amount Requested: \$0 additional

Extension Request Justification:

We apologize for the delay in this request for a no-cost extension. We had intended to submit our request during the last two days of August, but due to severe flooding on August 28th as a result of Hurricane Irene, we had no access to e-mail or documents for more than a week following the storm. We hope you will forgive our lateness and consider this request for a no-cost extension of our planning grant. We will be submitting a Level 1 Establishment grant request before the end of this month, and we want to maintain our momentum between the end of this month and the date on which we will be able to use funds under the Level 1 grant.

The purpose of the extension request is to cover salary expenses for additional personnel needed from 9/30/11 to 3/30/12 as well as additional time needed by contractor, Bailit Health Purchasing, to complete deliverable tasks in the planning phase. Although we issued an RFP early in October of 2010, we were unable to contract with Bailit until late January of 2011 due to delays resulting from the change in administration in Vermont. We therefore did not complete as many tasks as we had intended during the remaining months of the planning grant period.

We intend to hire the Exchange Deputy Commissioner on 11/1/11, as authorized by Act 48, Vermont's Exchange authorizing legislation. The new Deputy Commissioner will require administrative assistance to carry out his/her duties. In addition, other existing positions will be used to work in collaboration with Bailit Health Purchasing on the tasks outlined below.

Below are the additional tasks that we intend to ask Bailit Health Purchasing to complete during the no-cost extension period:

- Organize and develop materials for three monthly advisory group meetings (October, November, and December of 2011)
- Conduct meetings with small business stakeholders to present SHOP design options and solicit feedback on options
- Present draft Exchange design to stakeholder groups (in addition to formal advisory group meetings)
- Prepare answers to questions from HHS on the Level 1 grant application

- Prepare memos, white papers, and other documents as needed to respond to questions from legislators, the Green Mountain Care Board, and other stakeholders
- Develop the first draft of certification criteria for navigators (in consultation with BISHCA on current broker requirements)
- Collect and organize data from the ombudsman's office
- Provide assistance to Pacific Health Policy Group to create a full Medicaid and Exchange coverage model and assess the impact on the Global Commitment Waiver

The budget revisions attached reflect our extension request in summary. The original budget for the planning grant is identified in the far right column, preceded by the revised budget costs in the body of the spreadsheet.

**Department of Health and Human Services
Centers for Medicare & Medicaid Services
Office of Consumer Information and Insurance Oversight**

Grants, Contracts and Integrity Division
7501 Wisconsin Ave West Tower
Room 10-15
Bethesda, MD 20814-6519

NOTICE OF GRANT AWARD
AUTHORIZATION (Legislation/Regulations)
Section 1311 of the Affordable Care Act, Health Insurance Exchange

1. DATE ISSUED (Mo./Day/Yr.) 10/05/2011		2. CFDA NO. 93.525	
3. SUPERCEDES AWARD NOTICE dated 09/29/2010 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded			
4. GRANT NO. 4 HBEIE100009-01-01 Formerly:		5. ADMINISTRATIVE CODES SEPI	
6. PROJECT PERIOD From 09/30/2010		Through 03/30/2012	
7. BUDGET PERIOD From 09/30/2010		Through 03/30/2012	

8. TITLE OF PROJECT (OR PROGRAM) (Limit to 55 spaces)
State Planning and Establishment Grants for the Affordable Care Act's Exchanges

9. GRANTEE NAME AND ADDRESS

a. Vermont Department of Human Services
b. 103 S Main St
c.
d. Waterbury e. VT f. 05671-9800

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPLE INVESTIGATOR)
(LAST NAME FIRST AND ADDRESS)
Betsy Forrest
103 S Main St
Waterbury, VT 05671
Phone: 802-879-5918

11. APPROVED BUDGET (Excludes HHS Direct Assistance)

I HHS Grant Funds Only

II Total project costs including grant funds and all other financial participation (Select one and place NUMERAL in box) **II**

a. Salaries and Wages	140,109	
b. Fringe Benefits	59,891	
c. Total Personnel Costs		200,000
d. Consultants Costs		
e. Equipment	0	
f. Supplies	0	
g. Travel		20,000
h. Patient Care - Inpatient		
i. Patient Care - Outpatient		
j. Alterations and Renovations		
k. Other	0	
l. Consortium/Contractual Costs		780,000
m. Trainee Related Expenses		
n. Trainee Stipends		
o. Trainee Tuition and Fees		
p. Trainee Travel		
q. TOTAL DIRECT COSTS		1,000,000
r. INDIRECT COSTS (rate of)		0
s. TOTAL APPROVED BUDGET	\$	1,000,000
t. SBIR Fee		0
u. Federal Share	\$	1,000,000
v. Non-Federal Share	\$	0

12. AWARD COMPUTATION FOR GRANT

a. Amount of HHS Financial Assistance (from Item 11.u)	1,000,000
b. Less Unobligated Balance From Prior Budget Periods	0
c. Less Cumulative Prior Award(s) This Budget Period	1,000,000
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	0

13. RECOMMENDED FUTURE SUPPORT
(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH):

a. AMOUNT OF HHS Direct Assistance	0
b. Less Unobligated Balance From Prior Budget Periods	
c. Less Cumulative Prior Award(s) This Budget Period	
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	0

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:
(Select one and place LETTER in box.)

a. DEDUCTION
b. ADDITIONAL COSTS
c. MATCHING
d. OTHER RESEARCH (Add / Deduct Option)
e. OTHER (See REMARKS)

C

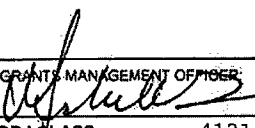
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, HHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislations cited above
b. The grant program regulation cited above
c. This award notice including terms and conditions, if any, noted below under REMARKS
d. HHS Grants Policy Statement including addenda in effect as of the beginning date of the budget period.
e. 45 CFR Part 74 or 45 CFR Part 92 as applicable

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

REMARKS: (Other Terms and Conditions Attached - Yes No)

This Notice of Award approves the 6 month No Cost Extension for the period of 9/29/2011 to 03/30/2012 per your request dated 9/30/2011.

GRANTS MANAGEMENT OFFICER:  (Signature) Ms. Feagins, Michelle (Name - Typed/Print) Senior Grants Management Specialist (Title)

17. OBJ CLASS FY-CAN 0-199RE41	4121	18. CRS - EIN DOCUMENT NO. HBEIE0009A	1036000264D4	19. LIST NO. ADMINISTRATIVE CODE SEPI	CONG. DIST.: AMT ACTION FIN ASST 0	00 AMT ACTION DR ASST 0
20. a.		b.		c.	d.	e.
21. a.		b.		c.	d.	e.
22. a.		b.		c.	d.	e.

**Budgeted costs for the Exchange Grant Application
Budget Detail**

Revised 9/15/2011

		Budget Period		From: 9/30/2010	Original totals
Name	Position Title	SFY	Hourly Rate	Hours to Project	Salary Expense
Jason Eilledge	Grant Management Specialist	20.53	20.53	2,080	42,702.40
Mark Larson	DVHA Commissioner	48.42	48.42	120	5,810.40
Betsy Forrest	DVHA HCR Affordability Project Director	44.44	44.44	1,040	46,217.60
New	DVHA Insurance Exchange Deputy Commissioner (11/1/11 start date)	39.74	39.74	345	13,710.30
New	DVHA Insurance Exchange Admin (11/1/11 start date)	19.39	19.39	345	6,689.55
Robin Lunge	AOA Director of Health Care Reform	43.27	43.27	150	6,490.50
Georgia Maheras	BISHCA Deputy Commissioner	45.78	45.78	120	5,493.60
Dian Kahn	BISHCA Director of Analysis & Data Management	37.45	37.45	80	2,996.00
David Mannis	BISHCA Information Management Officer	32.70	32.70	305	9,973.50
			0.00		0.00
			FTEs:	2.20	
Personnel (listed above)				subtotal	\$ 140,084
					140,109.00
Fringe Benefits (based on department average of 2,231,745/5,191,822 = 42.99%) (includes FICA, retirement, workers' comp and health, dental & life insurance)					
	FICA	7.65%		10,716	
	Health Insurance	17.63%		24,697	
	Retirement	15.37%		21,531	
	Dental	1.30%		1,821	
	Life	0.40%		560	
	Long Term Disability (LTD)	0.04%		56	
	Employee Assistance Program (EAP)	0.05%		70	
	Workers Compensation	0.56%		784	
		43.00%		subtotal	\$ 60,235
					60,249.00
Sub-total Salaries and Fringe				subtotal	\$ 200,319
					200,355.00
Travel					
	~ In-State Travel (4 people * 1000 miles each * \$0.50 per mile)			2,000	
	~ Out-of-State Travel (4 people * 3 conferences * \$1500 airfare & other)			18,000	
				subtotal	\$ 20,000
Equipment					
	~ Start-up Computer Equipment Hardware and Software	0		0	
	~ Start-up Eqpt (Desk, Chair, other)	0		0	
				subtotal	\$ -
Supplies					
	~ Miscellaneous Supplies			0	
	~ Office Supplies	0		0	
				subtotal	\$ -
Vendor	Contractual				
					Details (hours & rate per hour)
No vendors have yet been hired	Master planning grant:				
	Road Map	\$250/hr		280 hours	70,000
	Study of current insurance market & recommendations for restructuring	\$325/hr		1077 hours	350,000
	Assessment of Current Programs and Integration Opportunities	\$250/hr		200 hours	50,000
	Formal Assessment of Churning	\$250/hr		120 hours	30,000
	Formal Assessment of Organizational, Policy and Fiscal Implications	\$250/hr		400 hours	100,000
	Financial Functions of Design Options	\$250/hr		400 hours	100,000
	Uninsured/Underinsured Study	\$65/hr		461.5 hours	30,000
	Stakeholder Study	\$80/hr		625 hours	50,000
				0	
				subtotal	\$ 780,000
Other					
	~ Space	0		0	
	~ Printing & Duplicating	0		0	
	~ Telephone	0		0	
				subtotal	\$ -
CAP Charges (based on % of personnel costs)					
	Allocation Based on Approved Public Assistance Cost Allocation Plan	@ 0.00%		subtotal	\$ -
GRAND TOTAL				Total	\$ 1,000,319
					1,000,355.00
		100%		Federal Share	\$ 1,000,319
				Non-Federal Share	\$ -

Exchange Budget Projections

9-30-2010 to 9-29-2011

	2010 - Q4	2011 - Q1	2011 - Q2	2011 - Q3 projected	Total
PERSONNEL					
Salaries and Benefits	\$5,082.91	\$24,791.08	\$12,194.62	\$69,199.00	\$111,267.61
Total Personnel	\$5,082.91	\$24,791.08	\$12,194.62	\$69,199.00	\$111,267.61
OPERATING					
Advertising/Marketing					
Training					
Travel	\$1,326.15	\$567.35	\$1,588.47	\$2,000.00	\$5,481.97
Postage					
Supplies/Materials					
Printing					
Hardware/Software		\$1,431.53			\$1,431.53
Other					
Total Operating	\$1,326.15	\$1,998.88	\$1,588.47	\$2,000.00	\$6,913.50
SUBCONTRACT (Bailit Health)		\$132,037.23	\$75,354.71	\$468,608.06	\$676,000.00
Administration	\$3,795.30	\$6,267.45	\$10,111.20	\$20,000.00	\$40,173.95
TOTAL DIRECT	\$10,204.36	\$165,094.64	\$99,249.00	\$559,807.06	\$834,355.06
Indirects	\$1,625.58	\$2,065.47	\$9,113.00	\$20,000.00	\$32,804.05
TOTAL GRANT EXPENSES	\$11,829.94	\$167,160.11	\$108,362.00	\$579,807.06	\$867,159.11

Total Grant Funding	\$1,000,000.00
Balance expected for 9/29/11	\$132,840.89