



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Daniel Dickerson, Fiscal Analyst  
Date: December 23, 2014  
Subject: Grant Request #2732, #2733, #2734, #2735, #2736

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Three (3) limited-service positions are associated with these requests.

**JFO #2732** – Donation of 20 acres (estimated value: \$54,000) from William Jackson to the Vermont Department of Fish & Wildlife. The land, located in the town of Starksboro, will become part of the Lewis Creek Wildlife Management Area and will protect public access for hunting, fishing, and wildlife viewing. \$7,500 of federal Pittman-Robertson funding will be used to cover legal costs associated with this acquisition. **Expedited review has been requested. Joint Fiscal Committee members will be contacted by December 29th with a request to waive the balance of the review period and accept this donation.**

[JFO received 12/22/14]

**JFO #2733** – \$56,000 donation from the Vermont National Guard Charitable Foundation to the Vermont Military Department. These funds will support the maintenance and upkeep of the Vermont National Guard Fallen Heroes Memorial at Camp Johnson in Colchester over a five-year period and will support the purchase of a new Bobcat mower.

[JFO received 12/22/14]

**JFO #2734** – \$68,000 grant from The Nature Conservancy to the Vermont Agency of Natural Resources, Dept. of Forests, Parks and Recreation. These funds will be used to improve invasive plant management in Vermont through site prioritization and the development of evaluation techniques. This grant will act as a match for existing federal monies from the U.S. Forest Service. **One (1) limited-service position**, a Forester I, is associated with this request.

[JFO received 12/22/14]

**JFO #2735** – \$885,072 grant from the U.S. Administration for Children and Families to the Vermont Agency of Human Services, Department for Children and Family. 34% of the funds are through a Behavioral Intervention in Child Support Services (BICS) grant and the remainder from Federal Financial Participation (FFP) matching funds. These funds will be used over three years to test and evaluate proposed behavioral interventions aimed at positively impacting child support collections for Vermont families. The total anticipated grant and match funding will amount to \$1,147,057 and be received over a five-year period.

[JFO received 12/22/14]

**JFO #2736** – \$663,614 grant from the Robert Wood Johnson Foundation to the Vermont Department of Health. These funds will be used over a three-year period to work with partners around the State to incorporate factors associated with quality-of-life into the State’s analysis of health resources and expenditures. **Two (2) limited-service positions**, a Grants Program Manager and a Senior Health Policy Analyst, are associated with this request.

*[JFO received 12/22/14]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@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 January 6, 2015 we will assume that you agree to consider as final the Governor’s acceptance of these requests.



JFO 2736

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

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

**RECEIVED**  
Agency of Administration  
DEC 22 2014  
**JOINT FISCAL OFFICE**

**STATE OF VERMONT  
FINANCE & MANAGEMENT GRANT REVIEW FORM**

**Grant Summary:** This grant will enable the Health Department to work with partners around the Vermont to incorporate factors associate with quality of life into the State's analysis of health resources and expenditures. Will recommend taxonomy for use in expanded health expenditure analysis and total spending that has an impact on health.

**Date:** December 17, 2014

**Department:** Vermont Department of Health

**Legal Title of Grant:** Building a Culture of Health in Vermont by creating joint accountability for health

**Federal Catalog #:** N/A

**Grant/Donor Name and Address:** Robert Wood Johnson Foundation, Route 1 & College Road East, P.O. Box 2316, Princeton, New Jersey 08543-2316

**Grant Period:** From: 12/01/2014 To: 11/30/2016

**Grant/Donation:** \$150,000 federal (grant); \$291,175 of federal funding to be drawn down.

	SFY 1	SFY 2	SFY 3	Total	Comments
<b>Grant Amount:</b>	\$86,144	\$331,807	\$245,663	\$663,614	

	# Positions	Explanation/Comments
<b>Position Information:</b>	2	Positions will have expertise in measurement and financial analysis (Grants Program Manager and Health Policy Senior Analyst).

**Additional Comments:**

(AP)

<b>Department of Finance &amp; Management</b>	<i>[Signature]</i>	(Initial)
<b>Secretary of Administration</b>	<i>[Signature]</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>	<i>[Signature]</i>	Date



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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Human Services		
<b>2. Department:</b>		Department of Health		
<b>3. Program:</b>		Planning & Health Care Quality		
<b>4. Legal Title of Grant:</b>		Building a Culture of Health in Vermont		
<b>5. Federal Catalog #:</b>				
<b>6. Grant/Donor Name and Address:</b> Robert Wood Johnson Foundation Route 1 & College Road East, Princeton, NJ 08543				
<b>7. Grant Period:</b>		<b>From:</b> 12/1/2014	<b>To:</b> 11/30/2016	
<b>8. Purpose of Grant:</b> To incorporate factors associated with quality of life into the State's analysis of health resources and expenditures.				
<b>9. Impact on existing program if grant is not Accepted:</b> N/A				
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	
Personal Services	\$74,773	\$297,723	\$222,950	
Operating Expenses	\$11,371	\$34,084	\$22,713	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$86,144</b>	<b>\$331,807</b>	<b>\$245,663</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source RWJF)	\$86,144	\$331,807	\$245,663	
<b>Total</b>	<b>\$86,144</b>	<b>\$331,807</b>	<b>\$245,663</b>	
<b>Appropriation No:</b>	3420010000	<b>Amount:</b>	\$86,144	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	<b>\$86,144</b>	

DEC 16 2014

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

**Has current fiscal year budget detail been entered into Vantage?**  Yes  No

**11. 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: \_\_\_\_\_ Agreed by:   *RR*   (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Grants Program Manager
	1	Health Senior Policy Analyst
<b>Total Positions</b>	<b>2</b>	

**12a. Equipment and space for these positions:**  Is presently available.  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: <u>  <i>[Signature]</i>  </u>	Date: <u>  DEC 08 2014  </u>
Title: Commissioner	
Signature: <u>  <i>Dicki Henry</i>  </u>	Date: <u>  12/12/14  </u>
Title: <u>  Deputy Secretary, ARTS  </u>	<u>  OK GOS  </u>

**14. SECRETARY OF ADMINISTRATION**

Approved: \_\_\_\_\_ (Secretary or designee signature) Date:   12/17/14  

**15. ACTION BY GOVERNOR**

Check One Box:  
Accepted \_\_\_\_\_ Date:   12/19/14  

Rejected \_\_\_\_\_ (Governor's signature) Date: \_\_\_\_\_

**16. DOCUMENTATION REQUIRED**

- Required GRANT Documentation**
- |   |   |
|---|---|
| <input type="checkbox"/> Request Memo                           | <input type="checkbox"/> Notice of Donation (if any)              |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Notice of Award                        | <input type="checkbox"/> Request for Extension (if applicable)    |
| <input type="checkbox"/> Grant Agreement                        | <input type="checkbox"/> Form AA-1PN attached (if applicable)     |
| <input type="checkbox"/> Grant Budget                           |   |

**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).

**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: Agency of Human Services, Vermont Department of Health Date: 12/03/14

Name and Phone (of the person completing this request): Deb Wilcox, 802-652-2051

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):

Robert Wood Johnson Foundation  
Building a Culture of Health in Vermont

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>
Grants Program Manager	1	Planning/ Health Care Quality	12/01/14 to 11/30/16
Health Policy Senior Analyst	1	Planning/ Health Care Quality	12/01/14 to 11/30/16

\*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:

These positions will accomplish the program objectives for the Building a Culture of Health in Vermont grant as described in the budget justification submitted as part of the application and approved by the Robert Wood Johnson Foundation.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

Signature of Agency or Department Head [Signature] Date DEC 08 2014

Approved/Denied by Department of Human Resources [Signature] Date 12.16.14

Approved/Denied by Finance and Management [Signature] Date 12/17/14

Approved/Denied by Secretary of Administration [Signature] Date 12/17/14

Comments:

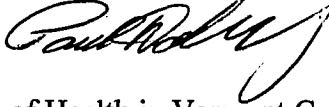
**Department of Health  
Business Office**  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
**HealthVermont.gov**

[phone] 802-863-7736

*Agency of Human Services*

MEMORANDUM

To: Jim Giffin, AHS CFO

From: Paul Daley, VDH Financial Director 

Re: Acceptance of the Building a Culture of Health in Vermont Grant

Date: 12/03/14

The Department of Health has received a grant from the Robert Wood Johnson Foundation, providing \$663,614 over two years to enable the State to incorporate factors associated with quality of life into the State's analysis of health resources and expenditures.

We are requesting approval to receive these funds and approval for two limited service positions and are enclosing: the Grant Acceptance Request (AA1), narrative summary, budget summaries, a copy of the grant award document, a copy of the grant application, Request for Reviews, an organizational chart, and a Position Request Form for a Grants Program Manager and a Health Senior Policy Analyst.

It is our understanding, based on the advice of Molly Paulger at the Department of Human Resources (DHR) that this AA-1 packet, once approved by the Secretary of Human Services, should be forwarded in its entirety to DHR. DHR will retain the original RFRs for classification action upon receipt of approval by all parties, while transmitting a copy of the RFRs and all remaining documents to Finance and Management.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.



Request for Grant Acceptance  
Building a Culture of Health in Vermont  
Summary 12/03/14

The Department of Health has received a grant from the Robert Wood Johnson Foundation, providing \$663,614 over two years to enable the State to incorporate factors associated with quality of life into the State's analysis of health resources and expenditures.

This funding will allow the State to expand efforts to quantify our investments and track successes to include spending on prevention and health improvement not in current performance and financial data sets. Goals include: (1) evaluate existing performance dashboards and recommend measures to reflect a culture of health and (2) expand the existing health care expenditure analysis to a health expenditure analysis to quantify the State's current investments.

The funds will be used to establish a Grants Program Manager position and a Health Senior Policy Analyst position. Funding will also be used for consultant contracts. Supplies and travel expenditures will also be funded.

The Health Department is hereby seeking approval to receive \$86,144 in new grant funds in State Fiscal Year 2015 and the establishment of two limited service positions. The remainder of the grant funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.



VERMONT DEPARTMENT OF HEALTH

SFY15 CoH Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>VDH Total</u>
Employee Salaries	\$35,620	\$35,620
Fringe Benefits	\$14,248	\$14,248
3rd Party Contracts	<u>\$15,675</u>	<u>\$15,675</u>
Total Personal Services	\$65,543	\$65,543
Equipment	\$3,800	\$3,800
Supplies	\$0	\$0
Other	\$3,322	\$3,322
Travel	<u>\$4,249</u>	<u>\$4,249</u>
Total Operating Expenses	\$11,371	\$11,371
Subgrants	\$0	\$0
Total Direct Costs	\$76,914	\$76,914
Total Indirect Costs	<u>\$9,230</u>	<u>\$9,230</u>
Total SFY15 Grant Costs	\$86,144	\$86,144

Appropriation Summary

Total Personal Services	\$74,773	\$74,773
Total Operating Expenses	\$11,371	\$11,371
Total Subgrants	<u>\$0</u>	<u>\$0</u>
	\$86,144	\$86,144

**VERMONT DEPARTMENT OF HEALTH**

SFY16 CoH Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>VDH Total</u>
Employee Salaries	\$142,480	\$142,480
Fringe Benefits	\$56,992	\$56,992
3rd Party Contracts	<u>\$62,700</u>	<u>\$62,700</u>
Total Personal Services	\$262,172	\$262,172
Equipment	\$0	\$0
Supplies	\$0	\$0
Other	\$17,088	\$17,088
Travel	<u>\$16,996</u>	<u>\$16,996</u>
Total Operating Expenses	\$34,084	\$34,084
Subgrants	\$0	\$0
Total Direct Costs	\$296,256	\$296,256
Total Indirect Costs	<u>\$35,551</u>	<u>\$35,551</u>
Total SFY16 Grant Costs	\$331,807	\$331,807

Appropriation Summary

Total Personal Services	\$297,723	\$297,723
Total Operating Expenses	\$34,084	\$34,084
Total Subgrants	<u>\$0</u>	<u>\$0</u>
	\$331,807	\$331,807

**VERMONT DEPARTMENT OF HEALTH**

SFY17 CoH Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>VDH Total</u>
Employee Salaries	\$106,860	\$106,860
Fringe Benefits	\$42,744	\$42,744
3rd Party Contracts	<u>\$47,025</u>	<u>\$47,025</u>
Total Personal Services	\$196,629	\$196,629
Equipment	\$0	\$0
Supplies	\$0	\$0
Other	\$9,966	\$9,966
Travel	<u>\$12,747</u>	<u>\$12,747</u>
Total Operating Expenses	\$22,713	\$22,713
Subgrants	\$0	\$0
Total Direct Costs	\$219,342	\$219,342
Total Indirect Costs	<u>\$26,321</u>	<u>\$26,321</u>
Total SFY17 Grant Costs	\$245,663	\$245,663

Appropriation Summary

Total Personal Services	\$222,950	\$222,950
Total Operating Expenses	\$22,713	\$22,713
Total Subgrants	<u>\$0</u>	<u>\$0</u>
	\$245,663	\$245,663

## **CREATING A CULTURE OF HEALTH ON A STATEWIDE BASIS IN VERMONT**

### **MILESTONES AND WORK: DASHBOARDS**

11/1/2014 through 10/31/2016

#### **Phase 1: Engage Key Advisors and Stakeholders (Nov 2014 – Jan 2015)**

Initiate conversations with key stakeholders within the Agency of Human Services and RWJF to invite participation in an advisory group for this project component to:

- Establish shared understanding of the project, framework of social determinants of health, and vision for using dashboards to reflect progress in creating a culture of health
- Review existing dashboards
- Consider additional metrics for a culture of health framework
- Develop a communication strategy to highlight the multiple contributors to health and the need for shared investment

#### **Phase 2: Conduct Review of Existing Dashboards and Develop Recommendations for Enhancements (Feb 2015 – September 2015)**

- Identify and review dashboards – local, state, national and international -- that appear promising in capturing the components of a culture of health
- Create comprehensive list of components
- Identify measures/indicators and data sources for the measures
- Assess VT dashboards for any gaps in measures and/or data to support measures
- Share draft of analysis and recommendations for enhancements with advisors and stakeholders

#### **Phase 3: Develop Communication Strategy and Materials (April 2015 – October 2015)**

- Identify target audiences and determine communication goals
- Develop concept/messages/messengers/methods for primary audiences
- Create /design/produce materials
- Test and refine
- Launch

### **MILESTONES AND WORK: EXPENDITURE ANALYSIS EXPANSION**

11/1/2014 through 10/31/2016

Due to the complexity of the project, the following timeframes are estimates only.

#### **Tier One: Expansion to Include Expenditures through the Agency of Human Services**

##### **Phase 1: Establish Framework (Nov 2014 – Jan 2015)**

Engage Key Advisors and Stakeholders within the Agency of Human Services to serve on an oversight/advisory group with responsibility to:

- Review existing expenditure analysis and outline the intended expansion
- Define the scope and parameters of an expanded expenditure analysis
- Identify opportunities and barriers to accessing existing data within the Agency
- Understand user needs and data systems regarding both revenues and expenditures within the Agency
- Determine best methods for collecting data

## **CREATING A CULTURE OF HEALTH ON A STATEWIDE BASIS IN VERMONT**

### Refine project plan

- Determine scope of “health care provider” beyond existing medical providers
- Refine “other governmental expenditures” in the current expenditure analysis
- Select health conditions to use as test cases for expanded analyses

### **Phase 2: Develop taxonomy for expenditures and model for proportionate spending on health (Feb 2015 – Jan 2016)**

#### Conduct review

- Review national literature related to defining health related expenditures beyond health care expenditures (e.g. claims data, discharge data)
- Identify efforts to define non-care health related expenditures in other states through conversation among the state health officers and deputy commissioners monthly meetings

#### Develop common taxonomy for health related expenses to use in expanded health expenditure analysis

- Analyze current taxonomies used in the different departments within the Agency of Human Services
- Compare to elements found in review
- Share draft of common taxonomy with advisors and stakeholders

#### Develop a model to estimate the proportion of total spending that has an impact on health

- Utilize information gathered in review to develop model to determine first what is a potential “health” expense and second to determine how much to spend
- Apply model to one departmental budget to test
- Share with advisors and stakeholders for finalization

### **Phase 3: Build the infrastructure (Feb 2016 – July 2016)**

- Determine database structure
- Build expected outputs and reports
- Develop data sharing agreements
- Test and reconcile information with secondary and external sources

### **Phase 4: Operationalize the work (July 2016 –September 2016)**

- Utilize common taxonomies and populate the data base
- Share reporting standards
- Access data from departments and input into new data base
- Build in reconciliation process, data review and analysis for state departments and data reporting

### **Phase 5: Evaluation and Lessons Learned from Tier One Expansion (October 2016)**

#### Convene Advisors and Stakeholders to Capture Lessons Learned

- What are the critical decisions throughout the process?
- Which phases or tasks are most complicated? Why?

## CREATING A CULTURE OF HEALTH ON A STATEWIDE BASIS IN VERMONT

- What is a reasonable expectation for timing?
- Who needs to be engaged? When?

### Evaluation

- How has the expanded analysis impacted the thinking and/or work of others?
- Who is using the analysis and to what end?

### **Tier Two – Expand Analysis to Include other Agencies**

#### **Phase 1: Expand Framework to reflect further expansion of analysis (Jan. 2016 – Mar 2016)**

Determine which Agencies to include – potential prospects include Agriculture, Education, Labor, Natural Resources and Transportation

Convene Advisors and Stakeholders to Capture Lessons Learned to Date from Tier One Expansion

- What are the critical decisions throughout the process?
- Which phases or tasks are most complicated? Why?
- What is a reasonable expectation for timing?
- Who needs to be engaged? When?

Revise project plan and milestones accordingly

#### **Phase 2: Develop taxonomy for expenditures and model for proportionate spending on health (April 2016 – October 2016)**

Conduct review

- Consider the utility of taxonomy developed for the Agency of Human Services expenditure analysis to other departments
- Identify additional challenges when capturing these expenses
- Review national literature related to defining health related expenditures in non-health and human service agencies
- Identify efforts in other states through conversation among the state health officers and deputy commissioners monthly meetings

Develop common taxonomy for use in expanded health expenditure analysis

- Analyze current taxonomies used in the different departments
- Compare to elements founds in review
- Share draft of common taxonomy with advisors and stakeholders

Develop a model to estimate the proportion of total spending that has an impact on health

- Utilize information gathered in review to develop model
- Apply model to one departmental budget to test
- Share with advisors and stakeholders for finalization