



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: November 16, 2021  
Subject: Grant Request – JFO #3072

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. This item is being held for the Joint Fiscal Committee meeting scheduled for Wednesday, November 17, 2021.

**JFO #3072** – One (1) limited-service position to the VT Agency of Human Services: Administrative Services Director III. The position will provide vital logistics planning for the COVID-19 response including testing, vaccination, procurement and product distribution; and planning for future emergencies. Position funded through previously approved grant JFO #3045.  
*[Received November 16, 2021]*

**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 Secretary's Office Date: 11/12/2021

Name and Phone (of the person completing this request): Dep. Secretary, AHS, Jenney Samuelson 241-0427

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3045

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

CDC, Immunization and Vaccines for Children (CFDA 93.268)  
CDC, Epidemiology and Laboratory Capacity (ELC) (CFDA 93.323)

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 Director III, one position,	AHS Secretary's Office,	7/31/2024	

\*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 is essential to the Governor and Administration's ongoing response to the COVID-19 pandemic and other future health emergencies, and as such to protecting the most vulnerable Vermonters and building safe and healthy communities. The incumbent will need a background in program management and planning related to COVID response including COVID testing logistics, vaccine administration, procurement, product distribution, contracting, and health care surge.

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)).

**Jenney Samuelson** Digitally signed by Jenney Samuelson  
Date: 2021.11.12 15:27:12 -05'00'

Signature of Agency or Department Head \_\_\_\_\_ Date \_\_\_\_\_

**Aimee Pope** Digitally signed by Aimee Pope  
Date: 2021.11.12 16:21:20 -05'00'

Approved/Denied by Department of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Adam Greshin** Digitally signed by Adam Greshin  
Date: 2021.11.12 16:38:02 -05'00'

Approved/Denied by Finance and Management \_\_\_\_\_ Date \_\_\_\_\_

**Kristin Clouser** Digitally signed by Kristin Clouser  
Date: 2021.11.15 11:00:55 -05'00'

Approved/Denied by Secretary of Administration \_\_\_\_\_ Date \_\_\_\_\_

**[Signature]** Approved/Denied by Governor (required as amended by 2019 Leg. Session) \_\_\_\_\_ Date 11/16/21

Comments:

VERMONT DEPARTMENT OF PERSONNEL  
**Request for Classification Action**  
**New or Vacant Positions**  
**Existing Job Class/Titles ONLY**  
**Position Description Form C**

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**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:  Current Job/Class Title:

Agency/Department/Unit:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:

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:

This position will play a leading role in the ongoing COVID-19 Pandemic Response including COVID testing logistics, vaccine administration, procurement, product distribution, contracting, and health care surge. The position will be poised to respond to future health emergencies. Duties include:

(1) Effective operational planning for and responses during the current public health crisis to include testing logistics, vaccine administration, procurement, product distribution, contracting and health care surge;

(2) leading core operations to address all of the operations listed above, will require establishing policies, procedures, goals and objectives and leading individuals over which there is no official authority;

(3) Convening the appropriate stakeholders to move work forward and to establish ever changing policies and guidance; and

(4) Assisting in the long term recovery and stabilization of the health and human services systems. These systems provide health care, long term care, mental health, and substance use disorder treatment to Vermont's most vulnerable populations.

2. Provide a brief justification/explanation of this request: This position is essential to the Secretary and Administration's ongoing response to the COVID-19 pandemic and, as such to protecting the most vulnerable Vermonters and building safe and healthy communities. Currently, the work is distributed across DHR, ADS, DPS and AHS, which is not sustainable. Using existing resources for what is now understood to be a long term response, is and will jeopardize core business across these agencies.

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). na

**Personnel Administrator's Section:**

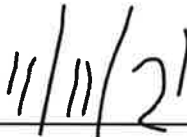
- 4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
- 5. The name and title of the person who completed this form:
- 6. Who should be contacted if there are questions about this position (provide name and phone number):
- 7. How many other positions are allocated to the requested class title in the department:
- 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.)

**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).



Personnel Administrator's Signature **(required)\***



Date



Supervisor's Signature **(required)\***

November 11, 2021

Date



Appointing Authority or Authorized Representative Signature **(required)\***

November 11, 2021

Date

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





**Recipient Information**

**1. Recipient Name**

Human Services, Vermont Agency Of  
280 State Dr  
Waterbury, VT 05671-9501  
[No Phone Record]-DUP2

**2. Congressional District of Recipient**

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

1036000274A6

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

036000264

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

809376155

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Ms. Julia Brennan  
julia.brennan@vermont.gov  
802-863-7225

**8. Authorized Official**

Mr. Bryan O'Connor  
bryan.oconnor@vermont.gov  
802-863-7384

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. Kathy Raible-GMS  
kcr8@cdc.gov  
770-488-2045

**10. Program Official Contact Information**

Mr. Fred Maxineau  
PHA  
hyx2@cdc.gov  
404.639.0869

**Federal Award Information**

**11. Award Number**

6 NU50CK000520-02-04

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

NU50CK000520

**13. Statutory Authority**

301(A)AND317(K)(2)PHS42USC241(A)247B(K)2

**14. Federal Award Project Title**

Epidemiology and Laboratory Capacity (ELC)

**15. Assistance Listing Number**

93.323

**16. Assistance Listing Program Title**

Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

**17. Award Action Type**

Supplement

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

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 08/01/2020 - **End Date** 07/31/2021

**20. Total Amount of Federal Funds Obligated by this Action** \$35,915,798.00

20a. Direct Cost Amount \$35,915,798.00

20b. Indirect Cost Amount \$0.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$2,936,816.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$0.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$38,852,614.00

**26. Project Period Start Date** 08/01/2019 - **End Date** 07/31/2024

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period** \$102,735,740.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Brownie Anderson-Rana  
Grants Management Officer

**30. Remarks**





DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Disease Control and Prevention

Notice of Award

Award# 6 NU50CK000520-02-04  
FAIN# NU50CK000520  
Federal Award Date: 01/14/2021

<p><b>Recipient Information</b></p> <p><b>Recipient Name</b> Human Services, Vermont Agency Of 280 State Dr Waterbury, VT 05671-9501 [No Phone Record]-DUP2</p> <p><b>Congressional District of Recipient</b> 00</p> <p><b>Payment Account Number and Type</b> 1036000274A6</p> <p><b>Employer Identification Number (EIN) Data</b> 036000264</p> <p><b>Universal Numbering System (DUNS)</b> 809376155</p> <p><b>Recipient's Unique Entity Identifier</b> Not Available</p>
<p><b>31. Assistance Type</b> Cooperative Agreement</p> <p><b>32. Type of Award</b> Demonstration</p>

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
i. Financial Assistance from the Federal Awarding Agency Only	
ii. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$738,663.00
b. Fringe Benefits	\$259,890.00
c. Total Personnel Costs	\$998,553.00
d. Equipment	\$0.00
e. Supplies	\$138,195.00
f. Travel	\$20,507.00
g. Construction	\$0.00
h. Other	\$36,822,143.00
i. Contractual	\$459,563.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$38,438,961.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$413,653.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$38,852,614.00</b>
<b>m. Federal Share</b>	<b>\$38,852,614.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GKT	19NU50CK000520EDEXC5	CK	41.51	\$35,915,798.00	75-2122-0140
0-939ZSJF	19NU50CK000520	CK	41.51	\$0.00	75-20-0949



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NU50CK000520-02-04

FAIN# NU50CK000520

Federal Award Date: 01/14/2021

**Direct Assistance**

<b>BUDGET CATEGORIES</b>	<b>PREVIOUS AMOUNT (A)</b>	<b>AMOUNT THIS ACTION (B)</b>	<b>TOTAL (A + B)</b>
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## AWARD ATTACHMENTS

Human Services, Vermont Agency Of

6 NU50CK000520-02-04

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1. Revised Terms & Conditions

## AWARD INFORMATION

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904, entitled Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC), which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Supplemental Component Funding:** Additional funding in the amount \$35,915,798 is approved for the Year 02 budget period, which is August 1, 2020 through July 31, 2021.

The approved component and funding level for this notice of award are:

NOFO Component	Amount
ELC Enhancing Detection Expansion	\$35,915,798

**Recipients have until July 31, 2023 to expend all COVID-19 funds awarded herein.**

**Overtime:** Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act, 2021, Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group. This includes, but is not limited to, immigration status, criminal history, incarceration, or homelessness. To this end, and to help achieve the public health imperative of widespread herd immunity to COVID-19, Recipient must administer or distribute vaccine to any and all individuals within a prioritized group in the same timeframe, taking into account available vaccine doses. For example, if meatpacking plant workers are a prioritized group, then all workers in that group, including undocumented immigrants, must be vaccinated to help assure that the plant is in a position to safely resume essential functions.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at:  
<https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

**Unallowable Costs:**

- Research
- Clinical care
- Publicity and propaganda (lobbying):
  - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
  - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Graantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Graantees_July_2012.pdf)

- All unallowable costs cited in CDC-RFA-CK19-1904 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

**Budget Revision Requirement:** By March 17, 2021 the recipient must submit a separate revised budget with a narrative justification and workplan in accordance with the COVID-19 guidance. The workplan should be submitted in REDCap and must address all activities in the guidance.

The revised budget and narrative justification must be uploaded as an amendment in Grant Solutions with a SF424A.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

## REPORTING REQUIREMENTS

### **COVID-19 - Additional Reporting Requirements:**

- Monthly fiscal reports (beginning 60 days after NOAs are issued). Thereafter, all monthly financial reporting will occur on the 5<sup>th</sup> of the month which will cover the preceding month's expenditures and unliquidated obligations (ULOs).
- Quarterly workplan milestone progress reporting will start on April 30, 2021; and will follow the regular ELC quarterly reporting timeline.
- The Jurisdictional Testing, Case Investigation, and Contact Tracing Plan updates will occur on the same quarterly reporting timeline as the workplan milestone progress.
- CDC may require recipients to develop annual progress reports (APRs). CDC will provide APR guidance and optional templates should they be required

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Kathy Raible, Grants Management Specialist

Centers for Disease Control and  
Prevention Branch 1  
2939 Flowers Road, MS-TV2  
Atlanta, GA 30341  
Email: [kcr8@cdc.gov](mailto:kcr8@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services  
Office of the Inspector General  
ATTN: Mandatory Grant Disclosure, Intake Coordinator  
330 Independent Avenue, SW  
Cohen Building, Room 5527  
Washington, DC 20201  
Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject  
line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### **PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1- 800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the

NOFO and the approved application.

The grant document number identified on the bottom of Page 1 of the Notice of Award must be known in order to draw down funds.

**Stewardship Information**

**Stewardship:** The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.





<b>Recipient Information</b>	<b>Federal Award Information</b>																																												
<p><b>1. Recipient Name</b> Vermont Agency of HS 108 Cherry St Burlington, VT 05401-4295 [NO DATA]</p> <p><b>2. Congressional District of Recipient</b> 00</p> <p><b>3. Payment System Identifier (ID)</b> 1036000274A7</p> <p><b>4. Employer Identification Number (EIN)</b> 036000264</p> <p><b>5. Data Universal Numbering System (DUNS)</b> 809376155</p> <p><b>6. Recipient's Unique Entity Identifier</b></p> <p><b>7. Project Director or Principal Investigator</b> Ms. CHRISTINE A FINLEY Immunization Program Chief christine.finley@vermont.gov (802) 652-4185</p> <p><b>8. Authorized Official</b> Mr. Paul Daley Financial Director ahs.vdhfedgrantoperations@vermont.gov 802-557-5785</p>	<p><b>11. Award Number</b> 6 NH23IP922615-02-04</p> <p><b>12. Unique Federal Award Identification Number (FAIN)</b> NH23IP922615</p> <p><b>13. Statutory Authority</b> Sections 317, 317(k)(2) of the Public Health Service Act (42 U.S.C. Sections 247b, 247b(k)(2) and 247e), as amended.</p> <p><b>14. Federal Award Project Title</b> CDC-RFA-IP19-1901 Immunization and Vaccines for Children</p> <p><b>15. Assistance Listing Number</b> 93.268</p> <p><b>16. Assistance Listing Program Title</b> Immunization Cooperative Agreements</p> <p><b>17. Award Action Type</b> Supplement</p> <p><b>18. Is the Award R&amp;D?</b> No</p>																																												
<p><b>Federal Agency Information</b> CDC Office of Financial Resources</p> <p><b>9. Awarding Agency Contact Information</b> Freda Johnson wve2@cdc.gov 770.488.3107</p> <p><b>10. Program Official Contact Information</b> Gayle Daniels gzs4@cdc.gov 404-639-6357</p>	<p style="text-align: center;"><b>Summary Federal Award Financial Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>19. Budget Period Start Date</b></td> <td style="width: 20%;">07/01/2020</td> <td style="width: 10%;">- End Date</td> <td style="width: 10%;">06/30/2021</td> </tr> <tr> <td><b>20. Total Amount of Federal Funds Obligated by this Action</b></td> <td colspan="3" style="text-align: right;">\$18,873,159.00</td> </tr> <tr> <td>    20a. Direct Cost Amount</td> <td colspan="3" style="text-align: right;">\$18,873,159.00</td> </tr> <tr> <td>    20b. Indirect Cost Amount</td> <td colspan="3" style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>21. Authorized Carryover</b></td> <td colspan="3" style="text-align: right;">\$290,560.00</td> </tr> <tr> <td><b>22. Offset</b></td> <td colspan="3" style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>23. Total Amount of Federal Funds Obligated this budget period</b></td> <td colspan="3" style="text-align: right;">\$8,332,987.00</td> </tr> <tr> <td><b>24. Total Approved Cost Sharing or Matching, where applicable</b></td> <td colspan="3" style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>25. Total Federal and Non-Federal Approved this Budget Period</b></td> <td colspan="3" style="text-align: right;">\$27,206,146.00</td> </tr> <tr> <td><b>26. Project Period Start Date</b></td> <td>07/01/2019</td> <td>- End Date</td> <td>06/30/2024</td> </tr> <tr> <td><b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b></td> <td colspan="3" style="text-align: right;">\$29,638,919.00</td> </tr> </table> <p><b>28. Authorized Treatment of Program Income</b> ADDITIONAL COSTS</p> <p><b>29. Grants Management Officer - Signature</b> Brownie Anderson-Rana Grants Management Officer</p>	<b>19. Budget Period Start Date</b>	07/01/2020	- End Date	06/30/2021	<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$18,873,159.00			20a. Direct Cost Amount	\$18,873,159.00			20b. Indirect Cost Amount	\$0.00			<b>21. Authorized Carryover</b>	\$290,560.00			<b>22. Offset</b>	\$0.00			<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$8,332,987.00			<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0.00			<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$27,206,146.00			<b>26. Project Period Start Date</b>	07/01/2019	- End Date	06/30/2024	<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>	\$29,638,919.00		
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<b>30. Remarks</b>																																													



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Disease Control and Prevention

Notice of Award

Award# 6 NH23IP922615-02-04  
FAIN# NH23IP922615  
Federal Award Date: 03/29/2021

<b>Recipient Information</b>
<b>Recipient Name</b> Vermont Agency of HS 108 Cherry St Burlington, VT 05401-4295 [NO DATA]
<b>Congressional District of Recipient</b> 00
<b>Payment Account Number and Type</b> 1036000274A7
<b>Employer Identification Number (EIN) Data</b> 036000264
<b>Universal Numbering System (DUNS)</b> 809376155
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Demonstration

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
i. Financial Assistance from the Federal Awarding Agency Only	
ii. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$904,564.00
<b>b. Fringe Benefits</b>	\$407,056.00
<b>c. Total Personnel Costs</b>	\$1,311,620.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$16,934.00
<b>f. Travel</b>	\$40,659.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$24,903,473.00
<b>i. Contractual</b>	\$545,597.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$26,818,283.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$678,423.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$27,496,706.00</b>
<b>m. Federal Share</b>	<b>\$27,496,706.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GWA	20NH23IP922615C6	IP	41.51	\$18,873,159.00	75-X-0943



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH23IP922615-02-04

FAIN# NH23IP922615

Federal Award Date: 03/29/2021

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

# AWARD ATTACHMENTS

Vermont Agency of HS

6 NH23IP922615-02-04

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1. Terms and Conditions VT

## **ADDITIONAL TERMS AND CONDITIONS OF AWARD**

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number IP19- 1901, entitled, *Immunization and Vaccines for Children*, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Supplemental Component Funding:** Additional funding in the amount \$18,873,159 is approved for the Year 02 budget period, which is July 1, 2020 through June 30, 2021.

**Recipients have until June 30, 2024 to expend all COVID-19 funds herein and previously funded.**

**Overtime:** Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act, 2021, Division M - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), the American Rescue Plan Act of 2021 (P.L. 117-2) agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting [guidance](https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf) is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

### **Unallowable Costs:**

- Research
- Clinical care
- Publicity and propaganda (lobbying):
  - Other than for normal and recognized executive-legislative relationships, no funds may be used for:

- publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- o See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:  
[https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
- All unallowable costs cited in CDC-RFA-IP19-1901 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

**COVID-19 Funding Budget Revision Requirement:** The recipient must submit a revised budget with a narrative justification within 60 days of receipt of the Notice of Award. If the date falls on a weekend or holiday, the submission will be due the following business day. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Awarding Agency Contact Information section on the first page before the due date.

## REPORTING REQUIREMENTS

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
 Wayne Woods, Grants Management Specialist Centers for Disease Control and Prevention  
 Branch 1  
 2939 Flowers Road, MS-TV-2 Atlanta, GA 30341  
 Email: [kuv1@cdc.gov](mailto:kuv1@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)  
**AND**

U.S. Department of Health and Human Services Office of the Inspector General  
 ATTN: Mandatory Grant Disclosures, Intake Coordinator 3301 Independence Avenue, SW Cohen  
 Building, Room 5527 Washington, DC 20201  
 Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email:  
[MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### **PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1- 800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

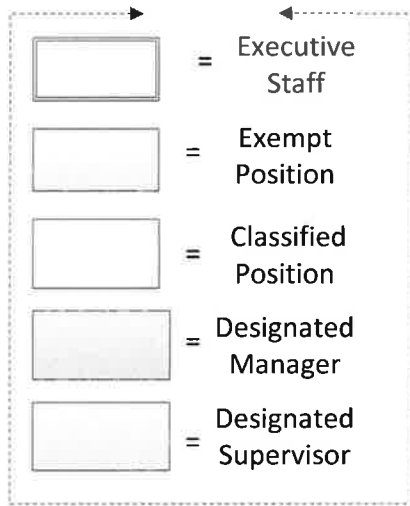
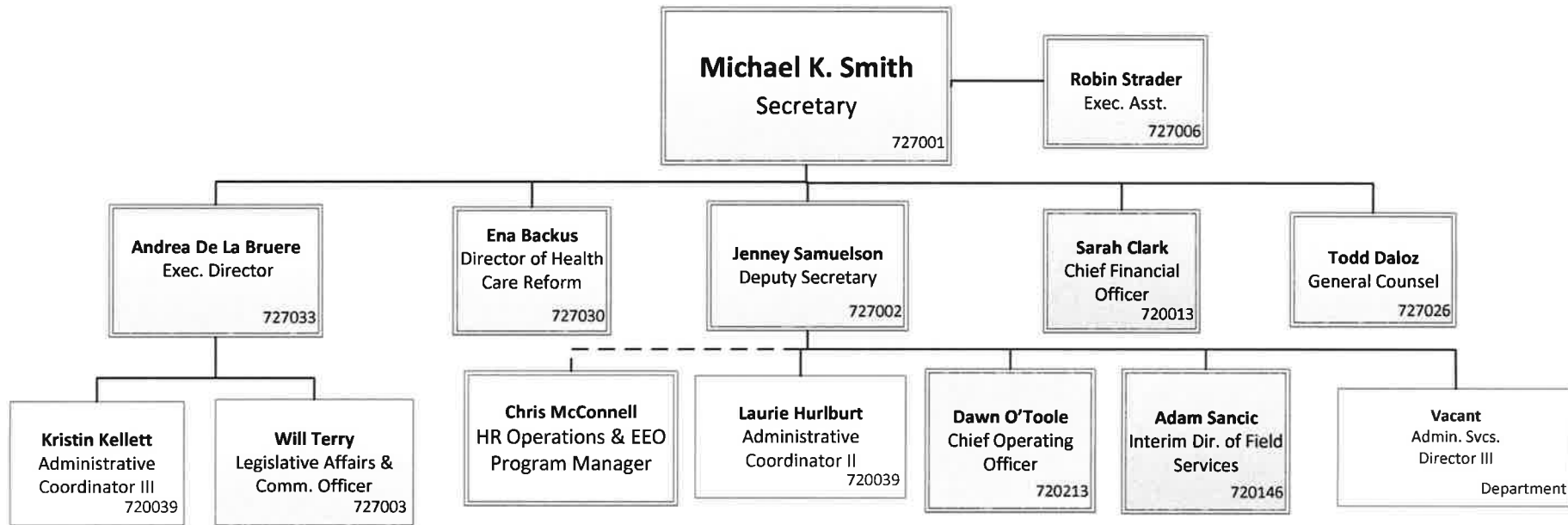
**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of **Page 2** of the Notice of Award must be known to draw down funds.

**Stewardship:** The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

# Agency of Human Services Secretary's Office Executive Team



Key

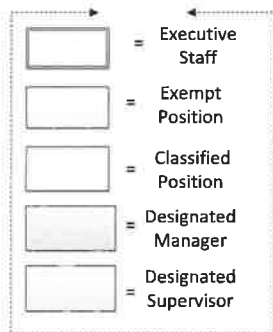
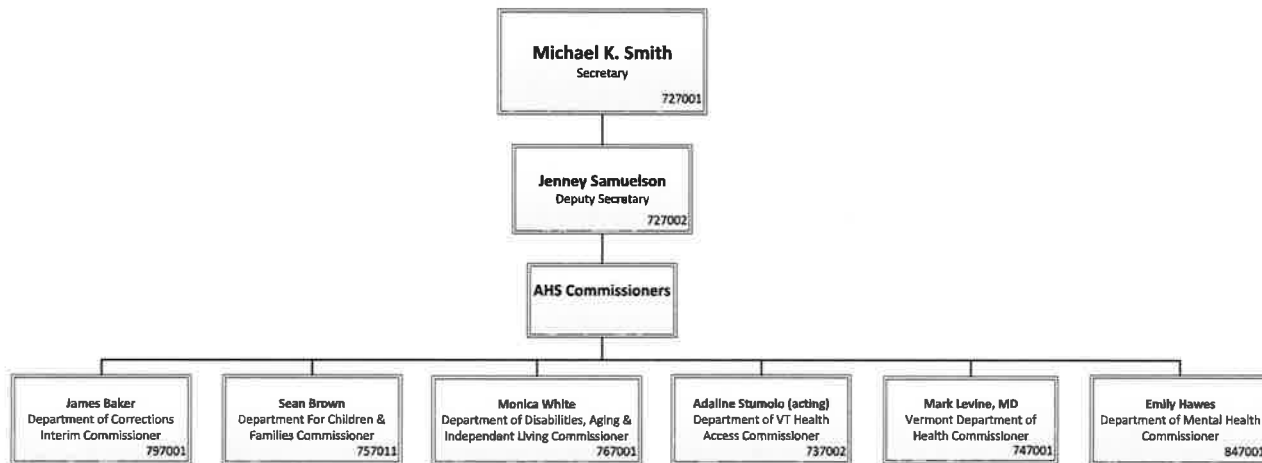
Updated 11/1/2021





# Agency of Human Services Secretary's Office

## Commissioners

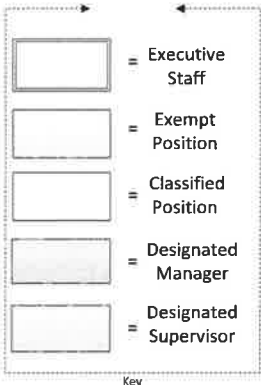
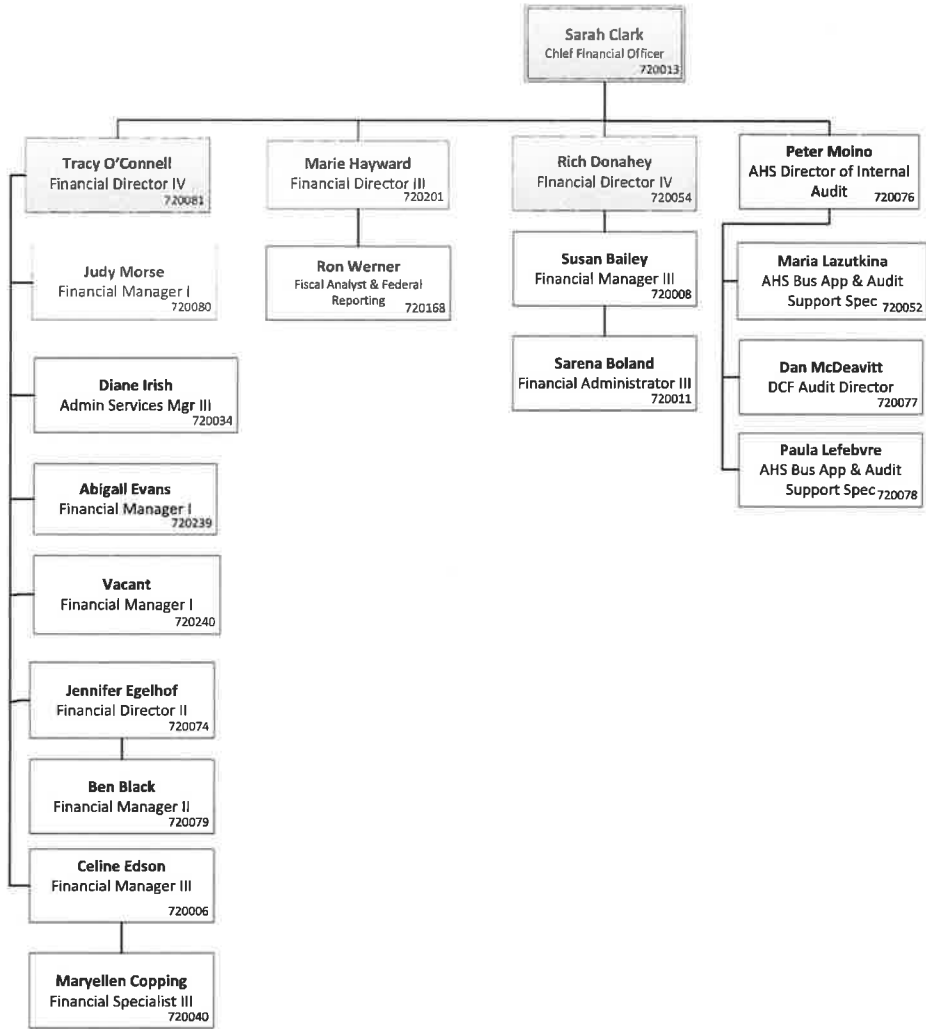


Updated 10/12/2021



Agency of Human Services  
Secretary's Office

Fiscal

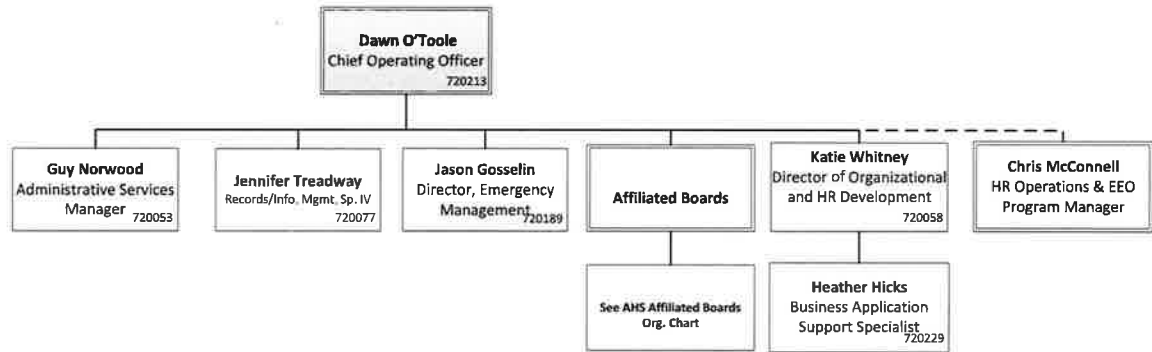


Updated 08/13/2021








Agency of Human Services  
Secretary's Office

Operations



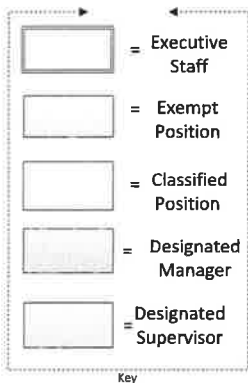
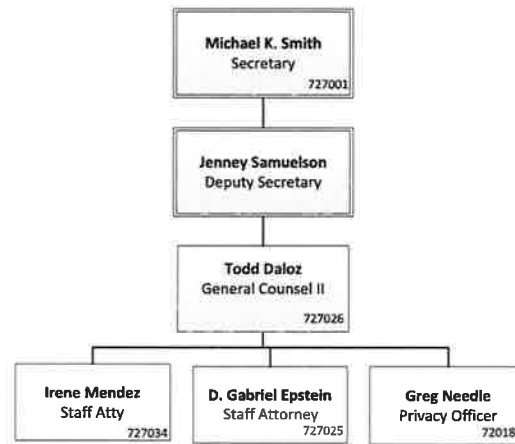
Key

-  = Executive Staff
-  = Exempt Position
-  = Classified Position
-  = Designated Manager
-  = Designated Supervisor

Updated 01/11/2021



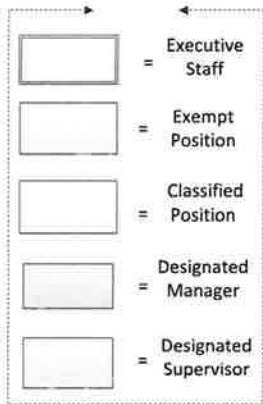
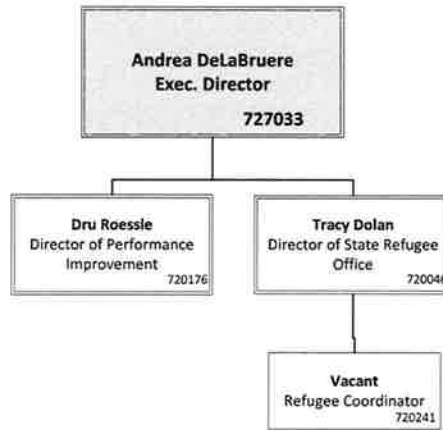
Agency of Human Services  
Secretary's Office  
AHS Legal



Updated 08/13/2021

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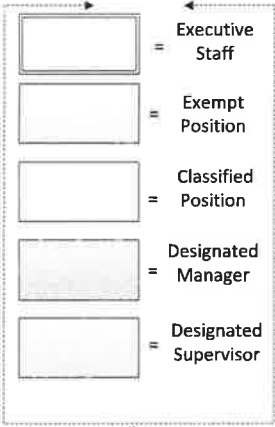
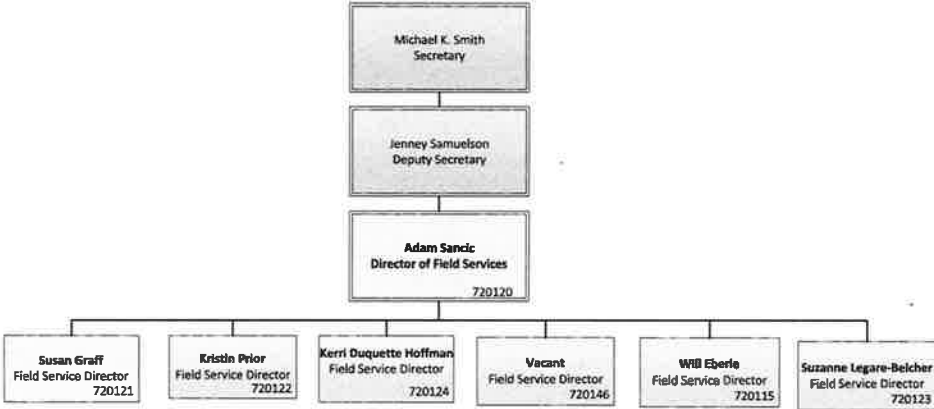
Policy



Updated 10/27/2021.

Agency of Human Services  
Secretary's Office

Field Services

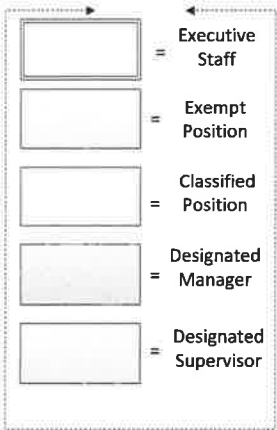
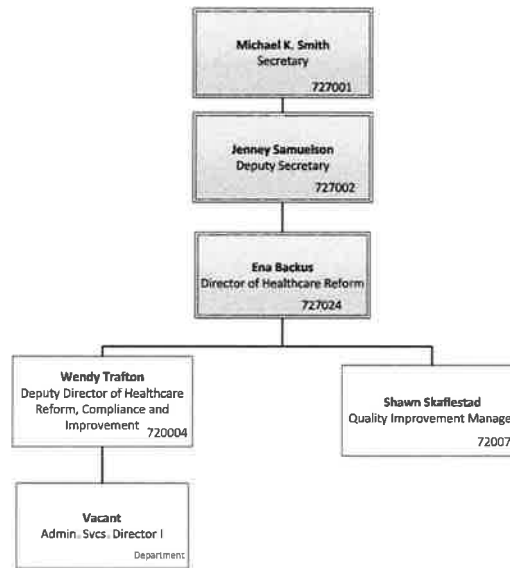


Updated 08/13/2021



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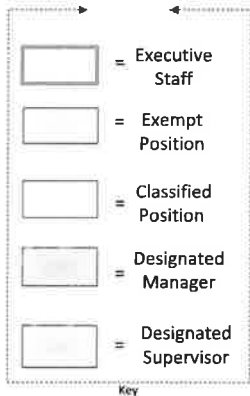
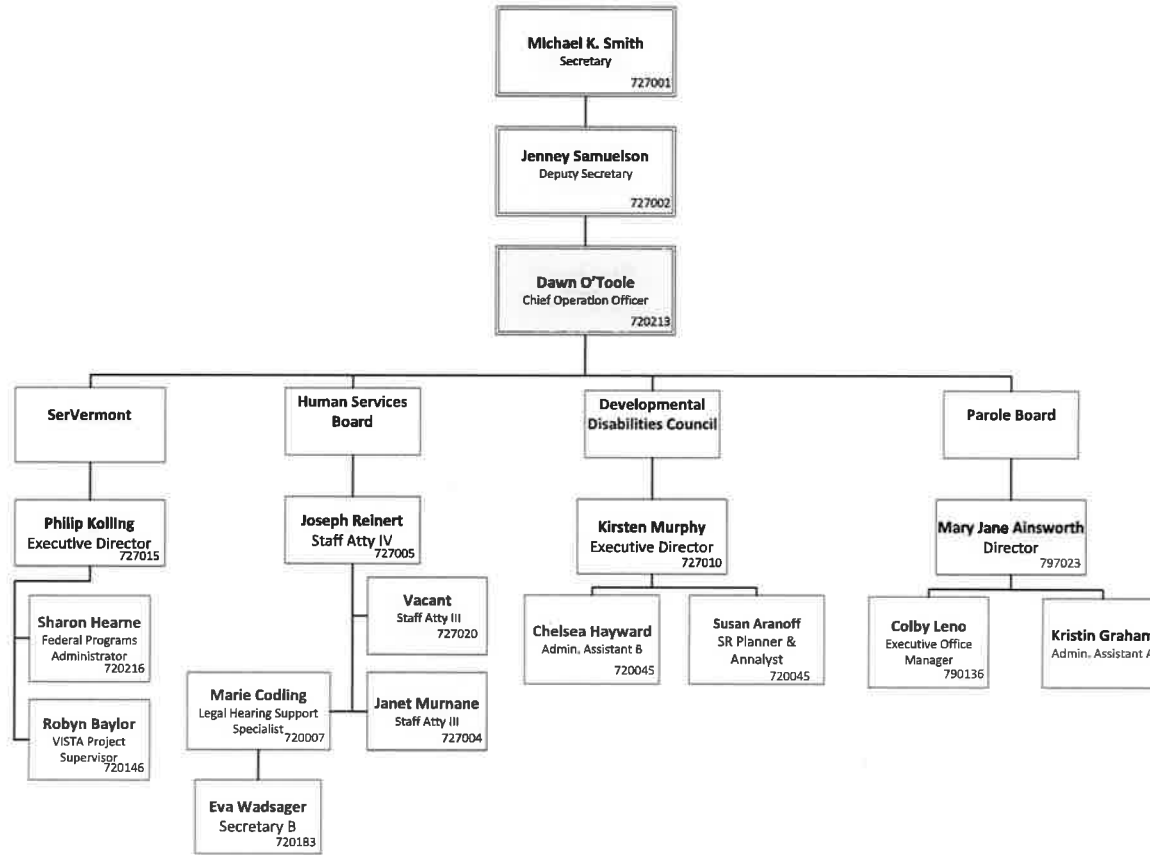
Healthcare Reform



Updated 10/12/21

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Affiliated Boards



Updated 08/13/2021