



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Staff Associate  
Date: April 13, 2021  
Subject: Expedited Grant Request – JFO #3045

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Department of Health has requested an expedited review and Representative Hooper has requested this grant be held for the Joint Fiscal Committee meeting on April 14, 2021.**

**JFO #3045** - 48 (forty-eight) limited-service positions to carry out the ongoing work for an effective public health response to COVID-19. *[NOTE: Positions to be funded through ongoing CDC grants #2254 (Immunization) and #2478 (Epidemiology and Laboratory Capacity) previously approved in 2006 and 2010, respectively.]*  
*[JFO received 4/13/2021]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions ahead of the Joint Fiscal Committee meeting on April 14, 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: **Human Services – Vermont Department of Health** Date: **March 30, 2021**

Name and Phone (of the person completing this request): **Paul Daley 863-7284**

Request is for:

**Positions funded and attached to an existing grant approved by JFO #2254 (Immunization) and JFO #2378 (ELC).  
Positions funded by supplemental grant awards to respond to COVID-19 public health emergency.**

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

Centers for Disease Control and Prevention, Immunization and Vaccines for Children (CFDA 93.268)

Centers for Disease Control and Prevention, 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 :

<b>Title of Positions Requested</b>	<b># of Positions</b>	<b>Division</b>	<b>Grant Funding Period</b>
Administrative Assistant B - 050200	1	Health Surveillance	7/31/2024
Administrative Services Coordinator III - 089240	1	Health Surveillance	7/31/2024
Administrative Services Manager I - 089260	1	Health Surveillance	7/31/2024
Business Application Support Specialist - 486500	1	Health Surveillance	7/31/2024
Communications/Media Coordinator - 125000	1	Health Surveillance	7/31/2024
Disease Intervention Specialist- 440220	12	Health Surveillance	7/31/2024
Epidemiologist III -007300	12	Local Health	7/31/2024
Epidemiologist IV- 007400	1	Health Surveillance	7/31/2024
Financial Administrator I - 089050	3	Business Office	7/31/2024
Health Care Training and Curriculum Development Coordinator - 513400	2	Health Surveillance	7/31/2024
Health Services Resource Coordinator - 431700	1	Health Surveillance	7/31/2024
Health Services Training and Technical Assistance Specialist - 444800	1	Health Surveillance	7/31/2024
Public Health Communication Officer - 208450	1	Communications	7/31/2024
PH Lab Customer Service Specialist III - 412630	2	Health Surveillance	7/31/2024
PH Laboratory Technician I - 417000	1	Health Surveillance	7/31/2024
PH Laboratory Technician II- 417100	1	Health Surveillance	7/31/2024
PH Laboratory Technician III - 417200	1	Health Surveillance	7/31/2024
Public Health Program Evaluator - 422505	1	Health Surveillance	7/31/2024
Public Health Laboratory Scientist III, AC: Microbiology - 416700	1	Health Surveillance	7/31/2024

Title of Positions Requested	# of Positions	Division	Grant Funding Period
Public Health Specialist AC: General - 441200	1	Health Surveillance	7/31/2024
Public Health Analyst II - 027200	1	Health Surveillance	7/31/2024
Public Health Preparedness Coordinator - 445500	1	Health Surveillance	7/31/2024
	48		

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

The requested positions required to carry out the ongoing work required for an effective public health response to SARS-CoV-2. These additional staff are essential in order for Vermont to maintain our continued success at:

- widespread testing for SARS-CoV-2,
- rapid and complete tracing of positive cases and contacts,
- containing and suppressing COVID-19 outbreaks,
- achieving the highest possible levels of vaccination among our residents.

These additional staff will also continue the crucial disease surveillance that will be required to monitor for the continued presence of SARS-CoV-2 in our population, detect and respond to new variants, and develop strategies that will achieve long term suppression of virus spread.

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)).

E-SIGNED by Mark Levine  
on 2021-03-30 15:28:58 EDT

E-SIGNED by Jenney Samuelson  
on 2021-04-01 18:20:39 GMT

March 30, 2021

Signature of Agency or Department Head Date

**Aimee Pope**  
Digitally signed by Aimee Pope  
Date: 2021.04.02 10:55:12 -04'00'

Approved/Denied by Department of Human Resources Date

**Adam Greshin**  
Digitally signed by Adam Greshin  
Date: 2021.04.08 10:38:03 -04'00'



Approved/Denied by Finance and Management Date

**Kristin Clouser**  
Digitally signed by Kristin Clouser  
Date: 2021.04.08 13:57:42 -04'00'

Approved/Denied by Secretary of Administration Date

4/12/21

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

DHR – 08/12/2019

E-SIGNED by Sarah Clark  
on 2021-04-01 16:38:58 GMT



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

[phone] 802-863-7280

*Agency of Human Services*

**MEMORANDUM**

March 30, 2021

TO: Michael K. Smith, Secretary of Human Services

FR: Mark A. Levine, MD, Commissioner of Health

E-SIGNED by Mark Levine  
on 2021-03-30 15:29:12 EDT

RE: COVID-19 Response Grant Funded Position Request

Please find enclosed a request for 48 limited service positions required to carry out the ongoing work required for an effective public health response to SARS-CoV-2. These additional staff are essential in order for Vermont to maintain our continued success at widespread testing for SARS-CoV-2, rapid and complete tracing of contacts, to contain and suppress outbreaks, achieving the highest possible levels of vaccination among our residents. These additional staff will also continue the crucial disease surveillance that will be required to monitor for the continued presence of SARS-CoV-2 in our population, detect and respond to new variants, and develop strategies that will achieve long term suppression of virus spread.

These positions will be funded through supplemental awards to our existing CDC grants for Immunization and for Epidemiology and Laboratory Capacity (ELC). The Joint Fiscal Committee authorized acceptance of Immunization grant via JFO #2254 in 2006 and the ELC grant via JFO #2478 in 2010.

I ask that the Administration request expedited review of this request by the Joint Fiscal Committee, so that these positions may be established and filled at the earliest possible opportunity.

Thank you in advance for your favorable consideration of this request.



**Joint Fiscal Position Request**  
**Request for Classification Review**

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

**New Position/Vacant Position Information:**

New Position Authorization: \_\_\_\_\_ Request Job/Class Title: **Multiple**  
Position Type: **Limited**  
Agency/Department/Unit: **AHS/Health** Work Station: **Various** Zip Code: **Various**  
Supervisor's Name, Title and Phone Number: **Various**

**Type of Request:**

**Management – A request to establish and classify 48 limited service positions upon authorization by Joint Fiscal Committee**

**List of Positions:**

Request #	Job Title - Code	Reports To	Dept ID	Location	Code
1	Administrative Assistant B - 050200	740080	3420021203	Burlington	05401
2	Administrative Services Coordinator III - 089240	740130	3420021208	Colchester	05446
3	Administrative Services Manager I - 089260	740164	3420021201	Burlington	05401
4	Business Application Support Specialist - 486500	740379	3420021208	Colchester	05446
5	Communications/Media Coordinator - 125000	740825	3420021201	Burlington	05401
6	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
7	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
8	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
9	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
10	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
11	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
12	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
13	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
14	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
15	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
16	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
17	Disease Intervention Specialist- 440220	TBD *	3420021203	Burlington	05401
18	Epidemiologist III -007300	740197	3420021508	Newport	05855
19	Epidemiologist III -007300	740116	3420021507	Morrisville	05661
20	Epidemiologist III -007300	740040	3420021511	St Johnsbury	05819
21	Epidemiologist III -007300	740115	3420021505	Burlington	05401
22	Epidemiologist III -007300	740247	3420021513	WRJ	05001
23	Epidemiologist III -007300	740036	3420021504	Brattleboro	05301
24	Epidemiologist III -007300	740156	3420021512	Springfield	05156
25	Epidemiologist III -007300	740093	3420021503	Bennington	05201
26	Epidemiologist III -007300	740104	3420021509	Rutland	05701
27	Epidemiologist III -007300	740105	3420021506	Middlebury	05753
28	Epidemiologist III -007300	740095	3420021510	St Albans	05478
29	Epidemiologist III -007300	740106	3420021502	Barre	05641

Request #	Job Title - Code	Reports To	Dept ID	Location	Code
30	Epidemiologist IV- 007400	740911	3420021203	Burlington	05401
31	Financial Administrator I - 089050	740475	3420010103	Burlington	05401
32	Financial Administrator I - 089050	740241	3420010103	Burlington	05401
33	Financial Administrator I - 089050	740241	3420010103	Burlington	05401
34	Health Care Training and Curriculum Development Coordinator - 513400	740191	3420021202	Burlington	05401
35	Health Care Training and Curriculum Development Coordinator- 513400	740378	3420021208	Colchester	05446
36	Health Services Resource Coordinator - 431700	740080	3420021203	Burlington	05401
37	Health Services Training and Technical Assistance Specialist - 444800	740243	3420021203	Burlington	05401
38	PH Lab Customer Service Specialist III - 412630	740130	3420021208	Colchester	05446
39	PH Lab Customer Service Specialist III - 412630	740130	3420021208	Colchester	05446
40	PH Laboratory Technician I - 417000	740060	3420021208	Colchester	05446
41	PH Laboratory Technician III - 417100	740060	3420021208	Colchester	05446
42	PH Laboratory Technician III - 417200	740060	3420021208	Colchester	05446
43	Public Health Analyst II - 027200	740010	3420021206	Burlington	05401
44	Public Health Communication Officer - 208450	740027	3420010105	Burlington	05401
45	Public Health Laboratory Scientist III, Associated Class Microbiology - 416700	740210	3420021208	Colchester	05446
46	Public Health Preparedness Coordinator - 445500	740191	3420021202	Burlington	05401
47	Public Health Program Evaluator - 422505	740010	3420021206	Burlington	05401
48	Public Health Specialist AC: General - 441200	740173	3420021203	Burlington	05401

\*will report to PH Specialist, #48 on this request.

RFR-C for each job title requested along with org charts will be provided separately.

**Personnel Administrator's Section:**

Personnel Administrator's Signature (**required**): E-SIGNED by Trishia Brooks  
on 2021-03-30 05:50:30 EDT Date: March 30, 2021

Personnel Administrator's Signature (**required**): E-SIGNED by Kate Minall  
on 2021-03-30 08:19:58 EDT Date: March 30, 2021

**Appointing Authority's Section:**

E-SIGNED by Tracy Dolan  
on 2021-03-30 08:22:07 EDT March 30, 2021  
Appointing Authority or Authorized Representative Signature (**required**) Date





Award# 6 NH231P922615-02-03

FAIN# NH231P922615

Federal Award Date: 01/15/2021

**Recipient Information**

**1. Recipient Name**

Human Services, Vermont Agency Of  
108 Cherry St  
Burlington, VT 05401-4295  
[No Phone Record]-DUP2

**2. Congressional District of Recipient**

00

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

1036000274A7

**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, CHRISTINE A FINLEY  
Immunization Program Chief  
christine.finley@vermont.gov  
(802) 652-4185

**8. Authorized Official**

Mr, Paul Daley  
Financial Director  
ahs.vdhfedgrantoperations@vermont.gov  
802-557-5785

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Freda Johnson  
wve2@cdc.gov  
770.488.3107

**10. Program Official Contact Information**

Gayle Daniels  
gzs4@cdc.gov  
404-639-6357

**Federal Award Information**

**11. Award Number**

6 NH231P922615-02-03

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

NH231P922615

**13. Statutory Authority**

Sections 317, 317(k)(2) of the Public Health Service Act (42 U.S.C. Sections 247b, 247b(k)(2) and 247c), as amended

**14. Federal Award Project Title**

CDC-RFA-IP19-190I Immunization and Vaccines for Children

**15. Assistance Listing Number**

93.268

**16. Assistance Listing Program Title**

Immunization Cooperative Agreements

**17. Award Action Type**

Supplement

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

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 07/01/2020 - **End Date** 06/30/2021

**20. Total Amount of Federal Funds Obligated by this Action**

\$5,638,273.00

20a. Direct Cost Amount

\$5,638,273.00

20b. Indirect Cost Amount

\$0.00

**21. Authorized Carryover**

\$290,560.00

**22. Offset**

\$0.00

**23. Total Amount of Federal Funds Obligated this budget period**

\$2,694,714.00

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

\$0.00

**25. Total Federal and Non-Federal Approved this Budget Period**

\$8,332,987.00

**26. Project Period Start Date** 07/01/2019 - **End Date** 06/30/2024

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period**

\$10,765,760.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Brownie Anderson-Rana  
Grants Management Officer

**30. Remarks**



Award# 6 NH23IP922615-02-03

FAIN# NH23IP922615

Federal Award Date: 01/15/2021

<p><b>Recipient Information</b></p> <p><b>Recipient Name</b> Human Services, Vermont Agency Of 108 Cherry St Burlington, VT 05401-4295 [No Phone Record]-DUP2</p> <p><b>Congressional District of Recipient</b> 00</p> <p><b>Payment Account Number and Type</b> 1036000274A7</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	\$904,564.00
b. Fringe Benefits	\$407,056.00
c. Total Personnel Costs	\$1,311,620.00
d. Equipment	\$0.00
e. Supplies	\$16,934.00
f. Travel	\$40,659.00
g. Construction	\$0.00
h. Other	\$6,030,314.00
i. Contractual	\$545,597.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$7,945,124.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$678,423.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$8,623,547.00</b>
m. Federal Share	\$8,623,547.00
n. Non-Federal Share	\$0.00

<b>34. Accounting Classification Codes</b>					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-9390GKL	20NH23IP922615C5	IP	41.51	\$5,638,273.00	75-2124-0943



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

**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**  
00

**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  
ker8@cdc.gov  
770-488-2045

**10. Program Official Contact Information**  
Mr. Fred Maxineau  
PHA  
hvx2@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**

<b>19. Budget Period Start Date</b>	08/01/2020	- End Date	07/31/2021
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$35,915,798.00
20a. Direct Cost Amount			\$35,915,798.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$2,936,816.00
<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>			\$38,852,614.00
<b>26. Project Period Start Date</b>	08/01/2019	- End Date	07/31/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			\$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>

<b>34. Accounting Classification Codes</b>					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GKT	19NU50CK000520EDEXCS	CK	41.51	\$35,915,798.00	75-2122-0140
0-939ZSJF	19NU50CK000520	CK	41.51	\$0.00	75-20-0949