



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 13, 2012
Subject: Grant Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration, including the establishment of four (4) limited service positions.

JFO #2603 – \$100,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture, Food and Markets. These funds will be used to support the Farm to School program by providing technical assistance to schools and strengthening regional food hubs that increase purchasing of local food by schools.
[JFO received 12/11/12]

JFO #2604 – \$300,000 grant from the U.S. Department of Commerce to the Vermont Agency of Commerce and Community Development. These funds will be used to develop a long-term strategic economic development plan for Vermont.
[JFO received 12/11/12]

JFO #2605 – \$1,450,775 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to prevent foodborne illness outbreaks through a variety of activities, including improved testing procedures and capacity and increased collaboration between state and federal agencies. **Three (3) limited service positions** are associated with this request.
[JFO received 12/11/12]

JFO #2606 – \$3,565,584 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to reduce underage drinking and prescription drug abuse among young people by strengthening the state's prevention infrastructure consistent with Vermont's Strategic Prevention Framework. Six community grantees will plan, implement and evaluate a range of prevention interventions. **One (1) limited service position** is associated with this request.
[JFO received 12/11/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 31 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

Agency of Administration

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JFO 2605

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

Grant Summary: To shift focus from responding to food borne outbreaks to preventing them and support collaboration between state and federal agencies.

Date: 12/5/2012

Department: Health Department

Legal Title of Grant: ISO/IEC 17025:2005 Accreditation for State Food Testing Laboratories

Federal Catalog #: 93.103

Grant/Donor Name and Address: Food and Drug Administration, Rockville, MD 20857

Grant Period: **From:** 9/1/2012 **To:** 8/31/2017

Grant/Donation \$1,450,775

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$154,022	\$290,155	\$290,155	\$ 734,332 (for 1 st three years)	Additional \$ 716,443 available.

Position Information:	# Positions	Explanation/Comments
	3 (LSP)	These positions are limited service and will end when the grant expires.

Additional Comments: The grant will allow the state to update and maintain its methodologies for addressing and laboratory systems related to food safety.

Department of Finance & Management	<i>[Signature]</i>	(Initial) <i>EB</i> 12/5/12
Secretary of Administration	<i>[Signature]</i>	(Initial)
Sent To Joint Fiscal Office		Date
		12/10/12

RECEIVED

DEC 11 2012



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

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	Health			
3. Program:	Health Surveillance/Laboratory			
4. Legal Title of Grant:	ISO/IEC 17025:2005 Accreditation for State Food Testing Laboratories			
5. Federal Catalog #:	93.103			
6. Grant/Donor Name and Address: Food and Drug Administration, Rockville MD				
7. Grant Period:	From:	9/1/2012	To:	8/31/2017
8. Purpose of Grant: See Attached Summary				
9. Impact on existing program if grant is not Accepted: None				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 13	FY 14	FY 15	
Personal Services	\$141,138	\$255,514	\$255,514	
Operating Expenses	\$12,884	\$34,641	\$34,641	
Grants	\$	\$	\$	
Total	\$154,022	\$290,155	\$290,155	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$154,022	\$290,155	\$290,155	
(Direct Costs)	\$115,189	\$212,489	\$212,489	
(Statewide Indirect)	\$2,330	\$4,660	\$4,660	
(Departmental Indirect)	\$36,503	\$73,006	\$73,006	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$154,022	\$290,155	\$290,155	
Appropriation No:	3420010000	Amount:	\$19,417	
	3420021000		\$134,605	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$154,022	

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

PERSONAL SERVICE INFORMATION

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: JD (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Quality Systems Specialist II
	1	Public Health Microbiologist II
	1	Public Health Laboratory Information Specialist I
Total Positions	3	

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> [Signature] </u>	Date: NOV 19 2012
	Title: Commissioner of Health	
	Signature: <u> [Signature] </u>	Date: <u> 11/27/12 </u>
	Title: <u> [Signature] </u>	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) <u> [Signature] </u>	Date: <u> 12/6/12 </u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u> [Signature] </u>	Date: <u> 12/7/12 </u>
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

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

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, Department of Health Date: 11/15/2012

Name and Phone (of the person completing this request): Stella Celotti, 802-863-7570

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):

United States Department of Health & Human Services, Food & Drug Administration
 ISO/IEC 17025:2005 Accreditation for State Food Testing Laboratories

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>
Quality Systems Specialist II	1	Health Surveillance/Lab	09/01/2012 - 08/31/2017
Public Health Microbiologist II	1	Health Surveillance/Lab	09/01/2012 - 08/31/2017
PH Laboratory Information Specialist I	1	Health Surveillance/Lab	09/01/2012 - 08/31/2017

*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 ISO/IEC 17025:2005 Accreditation for State Food Testing Laboratories grant as described in the budget justification submitted as part of the federal application and approved by the granting agency.

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)).

NOV 19 2012

Signature of Agency or Department Head _____ Date _____

Approved/Denied by Department of Human Resources _____ Date 11/29/12

Approved/Denied by Finance and Management _____ Date 12/6/12

Approved/Denied by Secretary of Administration _____ Date 12/10/12

Comments:

DEC 03 2012

Request for Grant Acceptance and Establishment of Positions
ISO/IEC 17025:2005 Accreditation for State Food Testing Laboratories
Summary 12/5/2012

The Department of Health has received a grant from the Food and Drug Administration, providing \$1,450,775 over five years, to ensure microbiological and chemical food analyses performed on behalf of State manufactured food regulatory programs be conducted within the scope of an ISO/IEC 17025:2005 accredited laboratory. This funding will support the Department's capability to shift focus from responding to contamination to preventing it and strengthen collaboration between federal and state agencies to achieve overall health goals.

Goals include: (1) establish a Quality Systems Specialist position to improve the current quality systems manual and related documents and continuously maintain the system; (2) establish a Public Health Laboratory Information Specialist to develop and implement new test modules in the current VDH Laboratory's Information Management System (STARLIMS) and integrate them with the FDA automated data exchange network, eLEXNET; (3) establish a Public Health Microbiologist to update procedure manuals, validate assays, attend trainings, perform quality control, implement new procedures, respond to internal quality audits and test food samples for the Manufactured Food Regulatory Program (MFRP) and from biological threats or outbreaks; (4) fund a Public Health Laboratory Technician; and (5) work with other government entities to ensure food safety.

Funds will be used to cover the costs of the program staff, to purchase equipment and maintenance agreements, and for renovations needed to provide space for staff.

The Health Department is hereby seeking approval to receive \$154,022 in new Federal funds in State Fiscal Year 2013 and the establishment of three limited service positions. The remainder of the Federal funding under this grant will be included in the Department's future budget requests. The "Position Request Form" is attached and a copy of the grant application and award document are included for your information.

VERMONT DEPARTMENT OF HEALTH

SFY13 State Food Testing Budget

<u>VISION Account</u>	<u>Admin & Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$0	\$64,722	\$64,722
Fringe Benefits	\$0	\$22,653	\$22,653
3rd Party Contracts	\$0	\$14,930	\$14,930
Total Personal Services	\$0	\$102,305	\$102,305
Equipment	\$0	\$0	\$0
Supplies	\$0	\$5,000	\$5,000
Other	\$0	\$0	\$0
Travel	\$0	\$7,884	\$7,884
Total Operating Expenses	\$0	\$12,884	\$12,884
Subgrants	\$0	\$0	\$0
Total Direct Costs	\$0	\$115,189	\$115,189
Total Indirect Costs	\$19,417	\$19,417	\$38,833
Total SFY13 Grant Costs	\$19,417	\$134,605	\$154,022

Appropriation Summary

Total Personal Services	\$19,417	\$121,721	\$141,138
Total Operating Expenses	\$0	\$12,884	\$12,884
Total Subgrants	\$0	\$0	\$0
	\$19,417	\$134,605	\$154,022

VERMONT DEPARTMENT OF HEALTH

SFY14 State Food Testing Budget

<u>VISION Account</u>	<u>Admin & Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$0	\$129,443	\$129,443
Fringe Benefits	\$0	\$45,305	\$45,305
3rd Party Contracts	<u>\$0</u>	<u>\$3,100</u>	<u>\$3,100</u>
Total Personal Services	\$0	\$177,848	\$177,848
Equipment	\$0	\$28,000	\$28,000
Supplies	\$0	\$6,300	\$6,300
Other	\$0	\$0	\$0
Travel	<u>\$0</u>	<u>\$341</u>	<u>\$341</u>
Total Operating Expenses	\$0	\$34,641	\$34,641
Subgrants	\$0	\$0	\$0
Total Direct Costs	\$0	\$212,489	\$212,489
Total Indirect Costs	<u>\$38,833</u>	<u>\$38,833</u>	<u>\$77,666</u>
Total SFY14 Grant Costs	\$38,833	\$251,322	\$290,155

Appropriation Summary

Total Personal Services	\$38,833	\$216,681	\$255,514
Total Operating Expenses	\$0	\$34,641	\$34,641
Total Subgrants	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	\$38,833	\$251,322	\$290,155

PROJECT SUMMARY

The Vermont Department of Health Laboratory (VDHL) is applying for funding to obtain ISO/IEC 17025:2005 accreditation. Funding is being sought to expand the VDHL quality system management, information management and testing resource capabilities so as to advance the Vermont and National food safety systems in protecting the food supply. The VDHL plans to work in collaboration with the VDH Food and Lodging Program which has a contract with the U.S. Food and Drug Administration (FDA) and has been enrolled in the Manufactured Food Regulatory Program Standards (MFRPS) since 2008. The VDHL will be the sole servicing laboratory for Vermont's Manufactured Food Regulatory Program (MFRP). The VDHL has been a member of the Food Emergency Response Network (FERN) since 2005 and is the sole Vermont laboratory dedicated to responding to public health foodborne emergencies. In order to comply with the MFRPS and to provide FDA with data generated during response to foodborne outbreaks through eLEXNET, the VDHL must achieve and maintain ISO/IEC 17025:2005 accreditation as mandated by the Food Safety Modernization Act signed into law on January 4, 2011.

VDHL is requesting funding for 3.25 positions to address the need to obtain and maintain ISO/IEC 17025 accreditation: a Quality Systems Specialist, a Food Microbiologist, a Laboratory Information Specialist and .25 FTE Laboratory Technician II. The Quality Systems Specialist will train in ISO/IEC practices; will coordinate with FDA, VDH MFRP and an accreditation body; will ensure that the VDHL quality system manual and necessary documents to achieve accreditation are established and maintained; and will provide continued guidance to staff. The Food Microbiologist will coordinate with the Quality Systems Specialist, FDA and VDH MFRP and will be responsible for updating and implementing procedures, validating assays, attending trainings, responding to findings from internal quality audits and testing food samples from the MFRP program, outbreaks or biothreat emergencies. The Laboratory Information Specialist will coordinate with FDA, VDH Information Technology staff and the Quality Systems Specialist to implement a new Food Microbiology module in the VDHL Laboratory Information Management System (LIMS), assist with the implementation of other food modules as needed and integrate each LIMS module with the automated data exchange reporting network, eLEXNET. The .25 FTE Laboratory Technician will perform support duties such as sample and reagent preparation. VDHL is requesting additional equipment and supplies to improve the capacity and efficiency of the Food Microbiology laboratory with additional improvements to be made in other test areas (e.g. Chemistry) as expansion of the accreditation to other areas occurs.

NARRATIVE

The FDA Food Safety Modernization Act (FSMA) contains many key reforms of US food safety laws but there are two primary mechanisms for ensuring the safety of the U.S. food supply that will be the focus of this project: shifting the focus from responding to contamination to preventing it and strengthening collaboration between federal and state agencies to achieve overall public health goals. This project addresses the critical need to enact these two mechanisms at the local level in order to protect the public health from unsafe food supplies. The establishment of standard guidelines through ISO/IEC 17025:2005 accreditation requirements and the implementation of the State Manufactured Food Regulatory Program Standards (MFRPS) is a way to meet FSMA's stated goals of developing and implementing a national agriculture and food defense strategy, establishing an integrated consortium of laboratory networks, and improving foodborne illness surveillance.

SPECIFIC AIMS

This project's goal is for the Vermont Department of Health Laboratory (VDHL) to achieve and maintain ISO/IEC 17025:2005 laboratory accreditation by an independent and internationally recognized accrediting body by year 5 of the grant proposal. The VDHL plans to meet the general requirements set forth in the ISO/IEC 17025:2005 Standard (3) by elevating the level of our management systems for quality, administration and technical capabilities. These serve to oversee the processes of the laboratory, thus establishing that the laboratory is technically competent and is able to generate technically valid results. An ISO/IEC 17025:2005 accreditation certificate will demonstrate to prospective customers that the VDHL values quality and that the steps have been taken to ensure that any test results are accurate and reliable. Below are the aims relevant to the implementation of the ISO/IEC 17025:2005 accreditation.

Aim 1: Fund 3.25 positions.

A: Recruit and hire a Quality Systems Specialist (QSS) whose job it will be to improve upon the current quality systems manual and related documents such that they comply with the ISO/IEC 17025:2005 accreditation standards and to continuously maintain the system.

B: Recruit and hire a Public Health Laboratory Information Specialist whose job it will be to develop and implement new test modules in the current VDHL LIMS and to integrate each module with the FDA automated data exchange network, eLEXNET.

C: Recruit and hire a Public Health Microbiologist whose job it will be to update procedure manuals, validate assays, attend trainings, perform quality control, implement new procedures, respond to internal quality audits and test food samples for the Manufactured Food Regulatory Program (MFRP) and from biothreat or outbreak situations.

D: Fund 0.25 FTE Public Health Laboratory Technician in a support role.

Aim 2: Work with other government entities to ensure food safety

A: Continue to be enrolled in the Food Emergency Response Network (FERN). Participate in conference calls and FERN proficiency tests, provide travel costs to send key personnel to the yearly national meeting, and continue to support FERN activities.

B: Continue to work with the FDA Division of Field Sciences. Participate in on-site laboratory assessments to establish an ongoing plan for the development and implementation of accreditation.

C: Collaborate with the Vermont Department of Health (VDH) Food and Lodging Program to meet their MFRP Standard Ten needs for food testing.

Aim 3: Provide training needs

A: Train key personnel in the requirements for implementation and maintenance of the ISO/IEC 17025:2005 standard. Provide travel costs for necessary training courses and materials for the QSS. Provide consultant service fees and associated travel costs for training courses for other key personnel involved in the ISO/IEC 17025:2005 accreditation process. Develop a training plan for ongoing training.

B: Continue to ensure the competence of all key personnel and participate in relevant proficiency testing programs and document a four-year proficiency testing plan.

C: Provide travel costs for necessary training courses for key personnel to attend FERN/FDA trainings in methods that are currently employed by the VDHL and/or new methods that are deemed essential for maintaining a high quality food testing lab.

Aim 4: Purchase equipment and supplies

A. Identify and purchase additional equipment and supplies necessary to improve the capacity and efficiency of the areas of the laboratory seeking ISO/IEC 17025:2005 accreditation and to meet the MFRP needs for food testing.

After achieving these aims it is the expectation that the VDHL will submit a completed application to an independent and internationally recognized accreditation body. After an assessment of the VDHL is performed by the accrediting body, the VDHL will address any areas of non-conformance or deficiencies by providing the accrediting body with a written corrective action response. At this point if accreditation is granted, the VDHL will submit a plan to maintain accreditation to the FDA for 5 years beyond the cooperative agreement program period to include any plans to enhance the scope of the accreditation (e.g., accreditation of additional sections of the VDHL and development of additional test methods).